

**00 73 46**  
**Wage Determination Schedule**

**PART 1- GENERAL**

- 1.1 Related Documents
  - A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specifications Sections, apply to this Section.
- 1.2 Summary
  - A. This Section includes the wage determination requirements for Contractors as issued by the State of Maine Department of Labor Bureau of Labor Standards or the United States Department of Labor.
- 1.3 Requirements
  - A. Conform to the wage determination schedule for this project which is shown on the following page.

**PART 2 - PRODUCTS (not used)**

**PART 3 - EXECUTION (not used)**

00 73 46  
Wage Determination Schedule

Copy and paste a .pdf file of the wage determination document here. This "hidden text" will not print.

**THIS DOCUMENT MUST BE CLEARLY POSTED AT THE PERTAINING STATE FUNDED PREVAILING WAGE CONSTRUCTION SITE**

State of Maine  
Department of Labor  
Bureau of Labor Standards  
Augusta, Maine 04333-0045  
Telephone (207) 623-7906

Wage Determination - In accordance with 26 MRS §1301 et. seq., this is a determination by the Bureau of Labor Standards, of the fair minimum wage rate to be paid laborers and workers employed on the below title project.

Title of Project — NMCC Gymnasium Maintenance Project-BREM 1721

Location of Project — Presque Isle, Aroostook County

**2019 Fair Minimum Wage Rates  
Building 2 Aroostook County  
(other than 1 or 2 family homes)**

Occupation Title	Minimum Wage	Minimum Benefit	Total	Occupation Title	Minimum Wage	Minimum Benefit	Total
Asbestos/Lead Removal Worker	\$15.00	\$0.96	\$15.96	Ironworker - Structural	\$25.39	\$8.29	\$33.68
Backhoe Loader Operator	\$22.00	\$5.08	\$27.08	Laborers (Incl. Helpers & Tenders)	\$15.00	\$0.75	\$15.75
Boilermaker	\$24.00	\$9.00	\$33.00	Laborer - Skilled	\$17.00	\$2.79	\$19.79
Bricklayer	\$25.00	\$3.46	\$28.46	Loader Operator - Front-End	\$19.00	\$3.00	\$22.00
Buildozer Operator	\$20.00	\$3.71	\$23.71	Mechanic- Maintenance	\$25.00	\$3.94	\$28.94
Carpenter	\$19.00	\$2.87	\$21.87	Mechanic- Refrigeration	\$26.00	\$5.11	\$31.11
Carpenter - Acoustical	\$19.50	\$2.03	\$21.53	Millwright	\$29.47	\$10.77	\$40.24
Carpenter - Rough	\$16.00	\$2.79	\$18.79	Oil/Fuel Burner Serv & Installer	\$23.00	\$3.51	\$26.51
Cement Mason/Finisher	\$17.00	\$2.79	\$19.79	Painter	\$18.50	\$3.01	\$21.51
Communication Equip Installer	\$22.20	\$3.67	\$25.87	Pipe/Steam/Sprinkler Fitter	\$23.50	\$4.06	\$27.56
Concrete Mixing Plant Operator	\$22.11	\$4.92	\$27.03	Plumber (Licensed)	\$25.00	\$3.70	\$28.70
Crane Operator (≥15 Tons)	\$27.00	\$7.14	\$34.14	Plumber Helper/Trainee	\$20.00	\$2.70	\$22.70
Dry-Wall Applicator	\$21.00	\$0.49	\$21.49	Propane /Natural Gas Serv & Inst	\$26.00	\$4.03	\$30.03
Dry-Wall Taper & Finisher	\$22.91	\$1.08	\$23.99	Pump Installer	\$16.13	\$3.14	\$19.27
Electrician - Licensed	\$24.50	\$3.42	\$27.92	Rigger	\$22.25	\$6.60	\$28.85
Electrician Helper/Cable Puller	\$14.50	\$0.90	\$15.40	Roofer	\$17.75	\$2.57	\$20.32
Excavator Operator	\$20.50	\$2.91	\$23.41	Sheet Metal Worker	\$18.00	\$3.64	\$21.64
Fence Setter	\$15.00	\$2.00	\$17.00	Sider	\$16.75	\$1.38	\$18.13
Flagger	\$13.00	\$0.00	\$13.00	Stone Mason	\$21.00	\$0.95	\$21.95
Floor Layer	\$20.00	\$3.06	\$23.06	Truck Driver - Light	\$17.00	\$1.17	\$18.17
Glazier	\$17.25	\$0.89	\$18.14	Truck Driver - Medium	\$19.00	\$3.37	\$22.37
HVAC	\$27.00	\$2.82	\$29.82	Truck Driver - Heavy	\$17.00	\$1.09	\$18.09
Insulation Installer	\$22.25	\$3.59	\$25.84	Truck Driver - Tractor Trailer	\$17.15	\$1.08	\$18.23
Ironworker - Reinforcing	\$16.00	\$2.79	\$18.79	Truck Driver - Mixer (Cement)	\$17.88	\$3.15	\$21.03

The Laborer classifications include a wide range of work duties. Therefore, if any specific occupation to be employed on this project is not listed in this determination, call the Bureau of Labor Standards at the above number for further clarification.

Welders are classified in the trade to which the welding is incidental.

Apprentices - The minimum wage rate for registered apprentices are those set forth in the standards and policies of the Maine State Apprenticeship and Training Council for approved apprenticeship programs.

Posting of Schedule - Posting of this schedule is required in accordance with 26 MRS §1301 et. seq., by any contractor holding a State contract for construction valued at \$50,000 or more and any subcontractors to such a contractor.

Appeal - Any person affected by the determination of these rates may appeal to the Commissioner of Labor by filing a written notice with the Commissioner stating the specific grounds of the objection within ten (10) days from the filing of these rates with the Secretary of State.

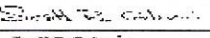
Determination No: B2-049-2019

A true copy

Filing Date: April 3, 2019

Attest:

Expiration Date: 12-31-2019

  
Scott R. Cotnoir  
Wage and Hour Director  
Bureau of Labor Standards

BLS 4248U (R2019) (Building 2 Aroostook)

End of Section 00 73 46

**THIS DOCUMENT MUST BE CLEARLY POSTED AT THE PERTAINING STATE FUNDED PREVAILING WAGE  
CONSTRUCTION SITE**

State of Maine  
Department of Labor  
Bureau of Labor Standards  
Augusta, Maine 04333-0045  
Telephone (207) 623-7906

**Wage Determination** - In accordance with 26 MRS §1301 et. seq., this is a determination by the Bureau of Labor Standards, of the fair minimum wage rate to be paid laborers and workers employed on the below title project.

**Title of Project** -----NMCC Gymnasium Maintenance Project-BREM 1721

**Location of Project** --Presque Isle, Aroostook County

**2019 Fair Minimum Wage Rates  
Building 2 Aroostook County  
(other than 1 or 2 family homes)**

<u>Occupation Title</u>	<u>Minimum Wage</u>	<u>Minimum Benefit</u>	<u>Total</u>	<u>Occupation Title</u>	<u>Minimum Wage</u>	<u>Minimum Benefit</u>	<u>Total</u>
Asbestos/Lead Removal Worker	\$15.00	\$0.96	\$15.96	Ironworker - Structural	\$25.39	\$8.29	\$33.68
Backhoe Loader Operator	\$22.00	\$5.08	\$27.08	Laborers (Incl. Helpers & Tenders)	\$15.00	\$0.75	\$15.75
Boilermaker	\$24.00	\$9.00	\$33.00	Laborer - Skilled	\$17.00	\$2.79	\$19.79
Bricklayer	\$25.00	\$3.46	\$28.46	Loader Operator - Front-End	\$19.00	\$3.00	\$22.00
Bulldozer Operator	\$20.00	\$3.71	\$23.71	Mechanic- Maintenance	\$25.00	\$3.94	\$28.94
Carpenter	\$19.00	\$2.87	\$21.87	Mechanic- Refrigeration	\$26.00	\$5.11	\$31.11
Carpenter - Acoustical	\$19.50	\$2.03	\$21.53	Millwright	\$29.47	\$10.77	\$40.24
Carpenter - Rough	\$16.00	\$2.79	\$18.79	Oil/Fuel Burner Serv & Installer	\$23.00	\$3.51	\$26.51
Cement Mason/Finisher	\$17.00	\$2.79	\$19.79	Painter	\$18.50	\$3.01	\$21.51
Communication Equip Installer	\$22.20	\$3.67	\$25.87	Pipe/Steam/Sprinkler Fitter	\$23.50	\$4.06	\$27.56
Concrete Mixing Plant Operator	\$22.11	\$4.92	\$27.03	Plumber (Licensed)	\$25.00	\$3.70	\$28.70
Crane Operator =>15 Tons)	\$27.00	\$7.14	\$34.14	Plumber Helper/Trainee	\$20.00	\$2.70	\$22.70
Dry-Wall Applicator	\$21.00	\$0.49	\$21.49	Propane /Natural Gas Serv & Inst	\$26.00	\$4.03	\$30.03
Dry-Wall Taper & Finisher	\$22.91	\$1.08	\$23.99	Pump Installer	\$16.13	\$3.14	\$19.27
Electrician - Licensed	\$24.50	\$3.42	\$27.92	Rigger	\$22.25	\$6.60	\$28.85
Electrician Helper/Cable Puller	\$14.50	\$0.90	\$15.40	Roofer	\$17.75	\$2.57	\$20.32
Excavator Operator	\$20.50	\$2.91	\$23.41	Sheet Metal Worker	\$18.00	\$3.64	\$21.64
Fence Setter	\$15.00	\$2.00	\$17.00	Sider	\$16.75	\$1.38	\$18.13
Flagger	\$13.00	\$0.00	\$13.00	Stone Mason	\$21.00	\$0.95	\$21.95
Floor Layer	\$20.00	\$3.06	\$23.06	Truck Driver - Light	\$17.00	\$1.17	\$18.17
Glazier	\$17.25	\$0.89	\$18.14	Truck Driver - Medium	\$19.00	\$3.37	\$22.37
HVAC	\$27.00	\$2.82	\$29.82	Truck Driver - Heavy	\$17.00	\$1.09	\$18.09
Insulation Installer	\$22.25	\$3.59	\$25.84	Truck Driver - Tractor Trailer	\$17.15	\$1.08	\$18.23
Ironworker - Reinforcing	\$16.00	\$2.79	\$18.79	Truck Driver - Mixer (Cement)	\$17.88	\$3.15	\$21.03

The Laborer classifications include a wide range of work duties. Therefore, if any specific occupation to be employed on this project is not listed in this determination, call the Bureau of Labor Standards at the above number for further clarification.

Welders are classified in the trade to which the welding is incidental.

**Apprentices** - The minimum wage rate for registered apprentices are those set forth in the standards and policies of the Maine State Apprenticeship and Training Council for approved apprenticeship programs.


**Posting of Schedule** - Posting of this schedule is required in accordance with 26 MRS §1301 et. seq., by any contractor holding a State contract for construction valued at \$50,000 or more and any subcontractors to such a contractor.

**Appeal** - Any person affected by the determination of these rates may appeal to the Commissioner of Labor by filing a written notice with the Commissioner stating the specific grounds of the objection within ten (10) days from the filing of these rates with the Secretary of State.

**Determination No:** B2-049-2019

A true copy

**Filing Date:** April 3, 2019

**Attest:** 

**Expiration Date:** 12-31-2019

Scott R. Cotnoir  
Wage and Hour Director  
Bureau of Labor Standards

BLS 424BU (R2019) (Building 2 Aroostook)



SECTION 01 10 00  
SUMMARY OF WORK

PART 1 - GENERAL

1.1 Summary

- A. **“NMCC Gymnasium Maintenance Project, 33 Edgemont Drive, Presque Isle, Maine” by Robert J. Kervin, Architect, Project No: 2-19**, consists of all labor, materials, methods, equipment, and products necessary to complete required demolition and replacement of existing wood floor and base trim, removal and replacement of doors, removal and replacement of bleachers, and electrical work required for new power operated bleachers, new power lifts for basketball backboards, new power operated divider curtain, and the removal and replacement of other items or materials indicated on the Plans, Specifications, or as required to complete the Work; including the installation of new finish floor, vinyl baseboard, bleachers, doors, paint finish of walls, ductwork, roof framing, and ceilings, installation of electrical work including electric motors, controls, electrical panel work, and any other Work as required to complete the project.

1.2 Work requirements include, but not limited to:

- A. Contractor to maintain insurances listed in Section 00 72 13 (9.) during project construction and notify Owner in writing 30 days prior to any changes to insurance.
- B. Work performed for the completion of this project to be scheduled during normal work day hours for demolition and construction. The General Contractor shall coordinate with the Owner appropriate timing of work schedule. Public safety to be top priority of the Contractor and his workers during demolition and construction. Removal and delivery of materials shall take place during daylight hours.
- C. The General Contractor shall coordinate with Owner for appropriate timing to relocate any existing features to be reused in the gymnasium or items such as entry door units to be delivered to Owner, and timing of any required interruption to building utilities such as electrical and data systems.
- D. All work required for the completion of this project to comply with all State of Maine and local code requirements. Current OSHA standards for job site and worker's safety shall be part of Contractor's responsibility.
- E. The Owner's preference is to have all work performed in a logical sequence, and so as to least impact day to day operations of the Owner while work is being done.

1.2 Demolition

- A. Remove and properly dispose of materials and items as indicated for removal on Drawings or as described in the Specifications. Items and materials designated as being removed by Contractor are to be removed from the construction site, taken to a recycle facility, or become part of Contractor's salvage. Removed entry doors, and any other items listed as to remain as part of Owners property are to be given to Owner upon removal.
1. Provide and maintain proper temporary site or construction barricades and fencing as required and/ or as needed for traffic control and to protect the public.
  2. Prior to start of New Work, remove all existing items required for start of new work.
  3. Any materials found during demolition believed to be hazardous in nature or believed to contain hazardous materials such as asbestos shall be tested by Owner at Owner's expense and professionally abated under separate Abatement Contract with Owner if test results indicate that materials are hazardous or contain materials such as asbestos.

1.3 New Construction

- A. New construction by Contractor to be as shown on the Plans, Sections, Elevations, and Details and/ or as indicated in Specifications. Only new materials to be used in the construction and completion of this project. New materials or products partially made from or containing recycled materials to be used only with prior approval from Owner. No materials containing asbestos to be used on this project.
- B. Contractor to provide all tools, scaffolding, lifts, and any other work related equipment needed for work as shown on plans or as indicated in specifications.
- C. Contractor to provide all required Concrete Underlayment Work, Polyurethane Floor System, new Power Operated Bleachers, new Divider Curtain, and Power Lifts for existing Basketball Backboards, Doors, Painting, Electrical Work, Gymnasium Equipment, Painting, and all related building construction and Finish Work for finishing of floors, walls and ceilings of the Gymnasium as shown on Drawings and/or as described in Specifications.

1.4 Concrete & Concrete Block Work

- A. Concrete Work is limited to demolition of concrete floor slab to allow proper installation of floor Underlayment as required at doors; and concrete block removal and replacement work as shown on plans and in specifications. See Cast-in-Place Concrete & Concrete Block Work Section 03 30 00, Polyurethane Floor System Section 09 62 40, and Drawing Detail shown on Plans.

**END OF SECTION**

SECTION 01 31 00  
CONSTRUCTION SCHEDULES

PART 1 - GENERAL

1.1 Summary

A. Work Included: Within seven (7) days after the effective date of the Agreement between Owner and Contractor and prior to start of Work, submit to the Architect an estimated progress schedule as specified herein.

B. Form of Schedules:

1. Narrative - Completely describe the construction methods to be employed.
2. Horizontal Bar Chart-
  - a. Provide a separate horizontal bar column for each trade or operation.
  - b. Order: Chronological order of beginning of each trade or operation.
  - c. Horizontal Scale: Identify first work day of each week, allow space for updating and revision.

C. Content of Schedules:

1. Provide complete sequence of construction by activity -
  - a. Shop Drawings, Project Data and Samples:
    - (1) Submittal dates;
    - (2) Dated reviewed copies will be required.
  - b. Decision Dates for:
    - (1) Selection of finishes.
  - c. Produce procurement and delivery dates.
  - d. Dates for beginning and completion of each element of construction.
2. Show the projected percentages of completion for each item of work as of the first day of each month.

D. Updating:

1. Show all changes occurring since previous submissions.
2. Indicate progress of each activity, show completion dates.
3. Include -
  - a. Major changes in scope.
  - b. Activities modified since previous updating.
  - c. Revised projections due to changes.
4. Provide narrative report, including -
  - a. Discussion of problem areas, including current and anticipated delay factors.
  - b. Corrective action taken or proposed.
  - c. Description of revisions that may affect schedule.

1.2 Submittals

- A. Submit periodically updated schedules when requested by the Architect.
- B. Submit three (3) copies of the initial and updated schedules to the Architect.

**END OF SECTION**



SECTION 01 33 00  
SUBMITTALS AND SUBSTITUTIONS

PART 1 - GENERAL

1.1 Summary

- A. Work Included: Make submittals required by the General Conditions, and as specified herein; and revise and resubmit as necessary to establish compliance with the specified requirements.
- B. Related Work:
  - 1. Documents affecting work of this Section include, but are not necessarily limited to, General Conditions and Sections in Division 1 of these Specifications.
  - 2. Individual requirements for submittals are also described in pertinent Sections of these Specifications.
- C. The below listed requirements are in addition to the requirements contained in the General Conditions.
- D. Work Not Included:
  - 1. Unrequired submittals will not be reviewed by the Architect.
  - 2. The Contractor may require his subcontractors to provide drawings, setting diagrams, and similar information to help coordinate the Work, but such data shall remain between the Contractor and his subcontractors and will not be reviewed by the Architect.

1.2 Quality Assurance

- A. Coordination of Submittals:
  - 1. Prior to each submittal, carefully review and coordinate all aspects of each item being submitted.
  - 2. Verify that each item and the submittal for it conforms in all respects with the specified requirements.
  - 3. By affixing the Contractor's signature to each submittal, certifies that this coordination has been performed.
- B. Substitutions:
  - 1. The contract is based on the standards of quality established in the Contract Documents. If proposed substitutions are judged as being acceptable, make all changes to structures, buildings, piping, electrical and other items necessary to accommodate the substitutions at no additional cost to the Owner.
  - 2. Whenever it may be written that an equipment manufacturer must have a specified period of experience with his product, equipment which does not

meet the specified experience period can be considered if the equipment supplier or manufacturer is willing to provide a bond or cash deposit which will guarantee replacement of that equipment in the event of failure for the duration of the specified time period.

3. Do not substitute materials, equipment or methods unless such substitution has been specifically approved in writing for this Work by the Architect.

C. "Or Equivalent":

1. Where the phrase "or equivalent" or "or equivalent as approved by the Architect" occur in the Contract Documents, do not assume that the materials, equipment or methods will be approved as equivalent unless the item has been specifically so approved for this Work by the Architect.
2. The decision of the Architect shall be final.

- D Only approved materials will be incorporated into the work.

1.3 Submittals

- A. Make submittals of Shop Drawings, Samples, substitution requests and other items in accordance with the provisions of this Section.

**END OF SECTION**



SECTION 01 73 20  
SELECTIVE DEMOLITION

PART 1 - GENERAL

1.1 Summary

- A. The Contractor to provide all tools, equipment, and labor for removal and proper disposal of items and materials indicated on the Demolition Plans and listed as Contractor's Work in the following list:
1. Existing gymnasium divider curtain located between bleachers has been removed. Properly dispose of old gymnasium divider ceiling track attached to open web steel roof/ceiling joist.
  2. See Key Plan for Contractor's path of travel for disposal of designated demolition materials and access for delivery of new materials and equipment.
  3. Remove existing wood bleachers.
  4. Remove existing wood base trim, hardwood flooring, flooring track, asphalt impregnated Celotex between tracks, track ramset anchors, and poly vapor barrier over existing concrete floor slab. Remove all items as needed to prepare concrete for new floor installation such as at door threshold sills designated to be replaced and all brass-plated aluminum floor plates and pipe sleeves including those used for volleyball and badminton net posts. See Existing Floor Plan.
  5. Contractor to remove concrete at doorways to receive new sills for installation of concrete Underlayment and new finish flooring in recessed areas and to allow new finish floor to match corridor finish floor elevation of 100'-0". See Polyurethane Flooring Section 09 62 40 for flooring recess thickness.
  6. Core drill and remove concrete for placement of new brass-plated, aluminum floor plates with pipe sleeves for two volleyball court's and four badminton court's net posts. Coordinate time and placement locations with Polyurethane Floor System Contractor.
  7. Remove existing manual controls, cables and other existing hardware used for lifting six basketball backboards.
  8. Coordinate removal of concrete block with Electrical Contractor and Self-Leveling Underlayment Contractor.
  9. Clean ductwork and steel roof joist prior to Painting.
  10. Remove doors to be replaced with new doors after painting and new flooring installation is complete and when new doors are ready for installation. Deliver removed 2-hour fire doors to Owner.
  11. Take care not to damage floor or wall finish beyond required Work Areas. See New Floor Plans, Door Schedule and Finish Schedule.
- B. Items and materials identified as being removed by Contractor are to be removed from NMCC campus and taken to a recycle facility, or are to become Contractor's salvage.

END OF SECTION

SECTION 01 77 00  
CONTRACT CLOSEOUT

PART 1 - GENERAL

1.1 Description of Requirements

- A. **Definitions:** Closeout is defined to include general requirements near end of Contract time, in preparation for final acceptance, final payment, normal termination of Contract, occupancy by OWNER and similar actions evidencing completion of the Work. Time of closeout is directly related to "Substantial Completion", and therefore may be either a single time period for entire Work or a series of time periods for individual parts of the Work which have been certified as Substantially Complete at different dates. Time variation (if any) shall be applicable to other provisions of this Section.

1.2 Prerequisites to Substantial Completion

- A. **General:** Prior to requesting Architect's inspection for certification of Substantial Completion complete the following and list known exceptions in request:
1. Include supporting documentation for completion as indicated in these Contract Documents.
  2. Advise OWNER of pending insurance change-over requirements.
  3. Submit specific warranties, final certifications and similar documents.
  4. Deliver spare parts, extra stocks of materials, and similar physical items to OWNER.
  5. Remove from project site all temporary facilities and services, along with construction tools and facilities, and similar elements.
- B. **Inspection Procedures:** Upon receipt of CONTRACTOR's request, ARCHITECT will either proceed with inspection or advise CONTRACTOR of prerequisites not fulfilled. Following initial inspection, ARCHITECT will either prepare Certificate of Substantial Completion, or advise CONTRACTOR of Work which must be performed prior to issuance of certificate, and repeat inspection when requested and assured that Work has been substantially completed. Results of completed inspection will form initial "punch list" for final acceptance.

1.3 Prerequisites to Final Acceptance

- A. **General:** Prior to requesting ARCHITECT's final inspection for certification of final acceptance and final payment, as required by General Conditions, complete the following and list known exceptions (if any) in request:
1. Submit final payment request with final releases and supporting documentation not previously submitted and accepted.
  2. Submit updated final statement, accounting for final changes to Contract Sum. A final change order may be necessary to adjust Contract accounts, (bid items).
  3. Submit copy of ARCHITECT's final punch list of itemized Work to be completed or corrected, stating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by ARCHITECT.
  4. Submit Record Drawings and all other record documents.
  5. Revise and submit evidence of final, continuing insurance coverage complying with insurance requirements.
  6. Submit evidence of compliance with requirements of governmental agencies including, but not limited to, "Certificates of Inspection", and "Certificates of Occupancy".
- B. **Reinspection Procedure:** Upon receipt of CONTRACTOR's notice that Work has been completed, including punch list items resulting from earlier inspections, and excepting incomplete items delayed because of acceptable circumstances, ARCHITECT will reinspect Work. Upon completion of reinspection, ARCHITECT will either prepare "Certificate of Substantial Completion" or advise CONTRACTOR of Work not completed or obligations not fulfilled as required for final acceptance. If necessary, procedure will be repeated.



## 1.4 Record Document Submittals

- A. **General:** Specific requirements for record documents are indicated in individual sections of these Specifications. Do not use record documents for construction purposes. Provide access to record documents for ARCHITECT's reference during normal working hours.
- B. **Record Drawings:** Maintain a white-print set (blue-line or black-line) of Contract Drawings and shop drawings in clean, undamaged condition, with mark-up of actual installations which vary substantially from the Work as originally shown, for continuous updating during the course of the project. Record all changes, differences, modifications, and substitutions of the Drawings and Contract Documents. Mark whichever drawing is most capable of showing "field" condition fully and accurately; however, where shop drawings are used for mark-up, record a cross reference at corresponding location on working Drawings. Mark with red erasable pencil. Give particular attention to concealed Work, which would be difficult to measure and record at a later date. Note related change order numbers where applicable. Organize Record Drawing sheets, bind with durable paper cover sheets, and print suitable titles, dates and other identification on cover of each set.
- C. **Record Specifications:** Maintain one copy of Specifications, including Addenda, Change Orders and similar modifications issued in printed form during construction, and mark-up variations (of substance) in actual Work in comparison with text of Specifications and modifications as issued. Give particular attention to substitutions, selection of options, and similar information on Work where it is concealed or cannot otherwise be readily discerned at a later date. Note related Record Drawing information and product data, where applicable.
- D. **Record Product Data:** Maintain one copy of each product data submittal, and mark-up significant variations in actual Work in comparison with submitted information. Include both variations in product as delivered to site, and variations from manufacturer's instructions and recommendations for installation. Give particular attention to concealed products and portions of the Work which cannot otherwise be readily discerned at a later date. Note related Change Orders and mark-up of Record Drawings and Specifications.
- E. **Warranties and Bonds:**
  - 1. Provide fully executed warranties and bonds including builders warranties where specified.
  - 2. Guarantee on all completed work (materials, installed equipment, workmanship, etc.):
    - a. Contractor shall warranty the work for one year from the date of substantial completion, except for items completed after that date.

## PART 2 - PRODUCTS (not applicable)

## PART 3 - EXECUTION

### 3.1 Closeout Procedures

- A. **General Operating /Maintenance Instructions:** Arrange for each installer of Work requiring continuing maintenance or operation, to meet with OWNER's personnel, at project, site, to provide basic instructions needed for proper operation and maintenance of entire Work. Include instructions by manufacturer's representatives where installers are not expert in the required procedures. Review maintenance manuals, record documentation, tools, spare parts and materials, lubricants, identification system, control sequences, hazards, cleaning and similar procedures and facilities. Review maintenance and operations in relation with applicable warranties, agreements to maintain and similar continuing commitments.

### 3.2 Final Cleaning

- A. **General:** Final clean-up requirements are as followed:
  - 1. Remove labels which are not required as permanent labels.
  - 2. Removing substances which are noticeable as vision-obscuring on transparent materials. Replace broken glass and damaged transparent materials.



3. Clean exposed interior hard-surfaced finishes, to a dirt-free condition, free of dust, stains, films, and similar substances.
  4. Wipe surfaces of mechanical and electrical equipment clean; remove excess lubricant and other substances.
  5. Clean floors in non-occupied spaces broom clean.
  6. Clean light fixtures and lamps so as to function with full efficiency.
  7. Clean project site impacted by Work, of litter and foreign substances. Remove stains, petro-chemical spills and other foreign deposits.
- B. **Removal and Protection:** Except as otherwise requested by ARCHITECT, remove temporary protection devices and facilities which were installed during course of Work.
- C. **Disposal of Wastes:** Do not burn waste materials at site, or bury debris or excess materials on OWNER's property, or discharge volatile or other harmful or dangerous materials into drainage system. Remove waste materials from site and dispose of in a lawful manner.

**END OF SECTION**

SECTION 01 78 39  
RECORD DOCUMENTS

PART 1 - GENERAL

1.1 Summary

- A. This work shall include all labor, materials and equipment necessary to complete the Project Record Documents.

PART 2 - PRODUCTS

2.1 Contract Documents

- A. Contractor shall maintain one (1) copy of the Contract Documents, Drawings, Shop Drawings, Test Reports, Change Orders, etc., for continuous updating during the course of the Project. All material shall be kept in a secure and dust free environment and shall only be used for record document purposes.

PART 3 - EXECUTION

3.1 Recording

- A. Record all changes, differences, modifications, substitutions of the Drawings and Contract Documents.
- B. Record locations of all utility lines and fixtures including depths and horizontal locations. Use swing ties or similar methods approved by the Architect.
- C. Indicate on Drawings manufacturer, trade name, catalog number and supplier of products and equipment actually installed.

3.2 Submittals

- A. Upon completion of the Project, submit to Architect for Owner completed Record Drawings and Documents.
- B. Provide Owner **two (2) sets** of all Manufacturer's Information, Assembly and Operating Instructions, Warranties, Repair Parts Lists, and similar materials in 3 ring binders with appropriate labels. Also, provide **two (2)** copies of all operations manuals describing the use operation and maintenance of the plant, structure, or process (as applicable). Operations manuals shall include sufficient narrative to completely describe any and all major processes for the particular project, along with all manufacturer's care and maintenance requirements- suitably bound in 3 ring binders.

END OF SECTION

SECTION 01 81 00  
PERMITS AND INSPECTION CERTIFICATES

PART 1 - GENERAL

1.1 Summary

- A. All permits required for the construction of this project shall be identified and obtained prior to beginning any construction work.
- B. Inspection Certificates shall be obtained from local Code Enforcement officials or other appropriate entities.
- C. Contractor shall secure and pay for all permits unless otherwise specified or advised by the Architect.

PART 2 - PRODUCTS

2.1 Applicable Permits and Inspection Certificates

- A. Applicable permits may be:
  - 1. Building permit (Municipal).
  - 2. Plumbing Permit (Municipal).
  - 3. Electrical Permit (Municipal or State).
- B. Applicable Inspection Certificates may be:
  - 1. Building - Inspection Certificate (Certificate of Occupancy)(Municipal).
  - 2. Plumbing - Inspection Certificate.
  - 3. Electrical - Inspection Certificate.

PART 3 - EXECUTION

3.1 Submittals

- A. Permits - Submit three (3) copies of all applicable permits to Architect prior to construction plus one [1] original copy to Owner.
- B. Inspection Certificate - Submit three (3) copies of all applicable Inspection Certificates to Architect immediately after issuance of certificate from inspection official. An original copy of all certificates shall be submitted to Owner.

**END OF SECTION**