

PART 1 – GENERAL

1.01 SCOPE OF REQUIREMENTS

- A. The purpose of this section is to outline basic requirements concerning the construction project which all Contractors are required to comply with.

1.02 COMMENCEMENT AND COMPLETION DATE

- A. All work on this project shall be started immediately after Contracts are awarded and shall be completed as soon as possible thereafter.

1.03 COORDINATION WITH OWNER

- A. The existing building will be occupied by the Owner during all phases of construction. It shall be the Contractors responsibility to coordinate the work with the Owner to maintain access to the building during normal office hours, and to minimize conflict with the Owners schedule.
- B. Where remodeling occurs within the occupied area the Contractor shall arrange with the Owner to vacate the work area during the remodeling phase.

1.04 CONTRACTOR'S RESPONSIBILITIES

- A. The General Contractor on this project regardless of whether he has a Contract for the General Construction or complete Construction Work shall have the responsibility of coordinating and directing the work. This shall include the scheduling and/or co-ordination of all other Prime Contractors having a contract with the Owner and shall include assistance to these Contractors in the layout of their work when it must be coordinated with work the General Contractor is performing. The General Contractor shall include the cost of performing this co-ordination in his Bid.
- B. The remaining Prime Contractors and Subcontractors on the project will be charged with scheduling their own work so that it can be coordinated with the General Contractors schedule. They shall give the General Contractor their full co-operation.

1.05 PRE-CONSTRUCTION MEETING

- A. A pre-construction meeting will be held prior to beginning of work at the time and place designated by the Architect, but not later than 10 days after date of signing of Contracts.
- B. Representatives of the Owner, Architect, Contractor, and major subcontractors shall be present.
- C. The following shall serve as a minimum agenda:
 - 1. Tentative construction schedule.
 - 2. Location of field office, storage areas, etc.
 - 3. Designation of responsible personnel.
 - 4. Processing of field decisions and Change Orders.
 - 5. Processing of Shop Drawings.
 - 6. Processing of Contractor's Payments.

1.06 UTILITY SERVICE DISRUPTION

- A. When it is necessary to disrupt the existing mechanical and electrical services in the building for the purpose of altering or making connections, the Contractor involved shall contact the Building Officials and arrive at a definite time period for performing this work. Service disruptions shall be planned to minimize the length of time that utilities are out of service.
- B. If it becomes necessary to perform certain work after normal working hours, then the Contractor involved shall be responsible for paying the cost of all overtime or premium time for labor required to perform the work.

1.07 BUILDING PROTECTION

- A. The Contractor shall be responsible for protecting the existing building and contents from damage from any cause as a result of work to be performed under this Contract. Any damaged areas or contents shall be repaired or replaced to equal the original condition of the damaged area or contents.
- B. All damaged areas or contents shall be repaired or replaced at the Contractor's expense and to the satisfaction of the Owner and Architect.

1.08 SITE PROTECTION

- A. The Contractor shall be responsible for protecting the site from damage from any cause as a result of work to be performed under this Contract. Any damaged areas, including yard areas and plants, walks, steps, paved areas, etc., shall be repaired or replaced to equal the original condition of the damaged areas.
- B. All damaged areas shall be repaired at the Contractor's expense and to the satisfaction of the Owner and Architect.

1.09 MATERIAL STORAGE

- A. The Owner will allocate certain areas of the site for the purpose of storing materials and equipment and locating Contractor's temporary office. The Contractor shall contact the Owner before any materials are situated in the building or on the site and determine a general plan for storing materials.

1.10 CLEANING OF GROUNDS & BUILDING

- A. The building and site shall be maintained free of unnecessary debris and clutter during all phases of construction.
- B. At the completion of the project and before final acceptance by the Owner, the building and site shall be cleared of all rubbish, materials, and debris which accumulated during the process of construction.
- C. All building surfaces affected by work under this Contract shall be cleaned by sweeping, vacuuming, or washing as required to leave the surfaces dust free. Remove all spills and splatters from building surfaces.
- D. The General Contractor shall be responsible for final cleaning as follows:
 - 1. Vacuum all carpets.
 - 2. Buff all resilient and/or terrazzo floors.
 - 3. Wash all glass, mirrors, and aluminum surfaces.
 - 4. Wash all glazed tile surfaces and clean all quarry tile.
 - 5. Wall surfaces, doors, etc., shall be dust free.
 - 6. Clean all plumbing fixtures and toilet partitions.
 - 7. Clean all casework, chalkboards, and lockers.

1.11 CUTTING AND PATCHING

- A. Each Contractor shall perform all cutting and patching as required to install his work. Cutting and patching of existing construction shall be neatly and carefully done in order to be as inconspicuous as possible.
- B. All openings left by removal of existing materials, and/or equipment shall be patched to match adjacent construction.

1.12 "AS-BUILT" DRAWINGS

- A. The Contractor shall, during the progress of the work, record any and all changes or deviations from the original drawings and layout of the work and record critical dimensions of buried or

concealed work. At the completion of the project the Contractor shall deliver to the Architect one ink-on-blue line marked up set of "As-Built" drawings. As-Built drawings shall be provided by all Prime Contractors.

END OF SECTION