

PROJECT MANUAL

FOR:

SHORELINE PLAZA FLOORING UPGRADE

BID SET

APRIL 2021

OWNER:

Boise City Housing Authority

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SECTION 011000 - SUMMARY

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes:
 - 1. Project information.
 - 2. Work covered by Contract Documents.
 - 3. Phased construction.
 - 4. Access to site.
 - 5. Coordination with occupants.
 - 6. Work restrictions.
 - 7. Specification and drawing conventions.
- B. Related Section:
 - 1. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

1.3 PROJECT INFORMATION

- A. Project Identification: Shoreline Plaza Flooring Upgrade.
 - 1. Project Location: 675 S. 13th St., Boise, ID 83702
- B. Owner: Boise City Housing Authority.
 - 1. Contracting Officer: Deanna Watson, Executive Director, Boise City/Ada County Housing Authority; Phone: 208-2345-4907; Fax: 208-345-4909; email: dwatson@bcacha.org.
 - 2. Owner's Representative: Ben Duke: Boise City/Ada County Housing Authority; Phone: 208-345-4907; Fax: 208-345-4909; email: bduke@bcacha.org.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of the Project is defined by the Contract Documents and includes, but is not limited to, the following:
 - 1. The removal and replacement of existing carpet finishes as indicated on the contract drawings. Work includes complete preparation of existing surfaces to receive new finishes including repairs, patching and painting touch ups.
- B. Type of Contract.
 - 1. Project will be constructed under a single prime contract.

1.5 ACCESS TO SITE

- A. General: The Contractor shall have limited use of Project site for construction operations during construction period.
- B. Use of Site: Limit use of Project site to work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Limits: Confine construction operations to interior areas receiving new finishes. Confine site waste disposal and staging to area indicated on Drawings.
 - 2. Driveways, Walkways and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner. Owner's employees, building tenants, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
- C. Condition of Existing Building: Maintain portions of existing building affected by construction operations in clean, safe condition throughout construction period. Maintain required exit ways open and available to building tenants as work progresses.

1.6 COORDINATION WITH OCCUPANTS AND OWNER

- A. Full Owner Occupancy: Owner and building tenants will occupy site and building during entire construction period. Cooperate with Owner and tenants during construction operations to minimize conflicts and facilitate Owner and tenant usage. Perform the Work so as not to interfere with Owner's day-to-day operations. Maintain existing exits.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
 - 2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.
 - 3. See contract drawings for phasing plan and sequence of work necessary to maintain access for tenants to exits, building amenities and outdoor access.
 - 4. ~~Coordinate with owner for timing of work in laundry rooms. Owner will contact equipment vendor for temporary removal and reinstallation of equipment to allow flooring work.~~
 - 5. INCLUDE ALL PRICING WITHIN THE BID TOTAL SUBMITTED.

1.7 WORK RESTRICTIONS

- A. On-Site Work Hours: See drawings for hours of operation allowed for the indicated phase.
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities and property unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
 - 1. Notify Owners Representative not less than two days in advance of proposed utility interruptions.
 - 2. Obtain Owners Representative's (OR) written permission before proceeding with utility interruptions.

- C. Noise, Vibration and Odors: Coordinate operations that may result in high levels of noise and vibration, odors, or other disruption to Owner occupancy with Owner.
 - 1. Notify OR not less than two days in advance of proposed disruptive operations.
 - 2. Obtain OR's written permission before proceeding with disruptive operations.
- D. Controlled Substances: Use of tobacco products, alcohol, and other controlled substances on the Project site is not permitted.

1.8 SPECIFICATION AND DRAWING CONVENTIONS

- A. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.

PART 2 - PRODUCTS (Not Used)

PART 3-EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012500- SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Section:
 - 1. Division 01 Section "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.

1.4 SUBMITTALS

- A. The Contractor may at its option, use any equipment, material, article, or process that, in the judgment of and as approved by the HA, is equal to that named in the specifications, unless otherwise specifically provided in this contract. Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Form: Use form acceptable to HA.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product, fabrication, or installation cannot be provided, if applicable.
 - b. Coordination information, including a list of changes or modifications needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable specification section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.

- h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Owners Representative's Action: If necessary, HA, through the OR, will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. OR will notify Contractor of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order.
 - b. Use product specified if HA does not issue a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage qualified testing agency to perform compatibility tests recommended by manufacturers.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately upon discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
 - 1. Conditions: Contracting Officer will consider Contractor's request for substitution when the following conditions are satisfied:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Requested substitution will not adversely affect Contractor's construction schedule.
 - c. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - d. Requested substitution is compatible with other portions of the Work.
 - e. Requested substitution has been coordinated with other portions of the Work.
 - f. Requested substitution provides specified warranty.
 - g. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: HA will consider requests for substitution when the following conditions are satisfied:

1. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 2. Requested substitution does not require extensive revisions to the Contract Documents.
 3. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 4. Requested substitution will not adversely affect Contractor's construction schedule.
 5. Requested substitution has received necessary approvals of authorities having jurisdiction.
 6. Requested substitution is compatible with other portions of the Work.
 7. Requested substitution has been coordinated with other portions of the Work.
 8. Requested substitution provides specified warranty.
- C. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Owners Representative (OR) will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by OR are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 - e. Quotation Form: Use form acceptable to the HA.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Contracting Officer.
 - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
 - 2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - 3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - 4. Include costs of labor and supervision directly attributable to the change.
 - 5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 - 6. Comply with requirements in Division 01 Section "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
 - 7. Proposal Request Form: Use form acceptable to the HA.

1.4 CHANGE ORDER PROCEDURES

- A. On OR's approval of a Proposal Request, HA will issue a Change Order for signatures of Owner and Contractor on form acceptable to the HA.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

ENO OF SECTION 012600

SECTION 012900- PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section specifies administrative and procedural requirements necessary to prepare and process Requests for Progress Payment including preparation of phasing schedule to show sequence of work as shown on the drawings.

1.3 PERIODIC ESTIMATE SHOWING THE VALUE OF THE WORK

- A. The Periodic Estimate Showing the Value of the Work shall be a breakdown of the total contract price showing the amount included therein for each principal category of the work, which shall substantiate the payment amount requested in order to provide a basis for determining progress payments.
- B. Coordination: Coordinate preparation of the Periodic Estimate Showing the Value of the Work with preparation of Contractor's Construction Phasing Schedule.
 - 1. Correlate line items in the Periodic Estimate Showing the Value of the Work with other required administrative forms and schedules, including the following:
 - a. Requests for Progress Payment forms with continuation sheets.
 - b. Submittal schedule.
 - c. Items required to be indicated as separate activities in Contractor's construction phasing schedule.
 - 2. Submit the Periodic Estimate Showing the Value of the Work (Schedule of Values) to HA at earliest possible date but no later than seven days before the date scheduled for submittal of initial Request for Progress Payment.
- C. Format and Content: Use the Project Manual table of contents as a guide to establish line items for the Periodic Estimate Showing the Value of the Work. Provide at least one line item for each Specification Section.
 - 1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Name of Owners Representative
 - c. Name of Architect.
 - d. Project number.
 - e. Contractor's name and address.
 - f. Date of submittal.
 - 2. Arrange Periodic Estimate Showing the Value of the Work on forms provided by the Owners Representative.
 - 3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of Contract Sum.
 - 4. Round amounts to nearest whole dollar; total shall equal the Contract Sum.

5. Provide a separate line item in the Periodic Estimate Showing the Value of the Work for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
6. Provide separate line items in the Periodic Estimate Showing the Value of the Work for initial cost of materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
7. Each item in the Periodic Estimate Showing the Value of the Work (Schedule of Values) and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be either shown as separate line items in the Periodic Estimate Showing the Value of the Work or distributed as general overhead expense, at Contractor's option.
8. Schedule Updating: Update and resubmit the Periodic Estimate Showing the Value of the Work (Schedule of Values) before the next Request for Progress Payment when Change Orders result in a change in the Contract Sum.

1.4 REQUESTS FOR PROGRESS PAYMENT

- A. Each Request for Progress Payment shall be consistent with previous applications and payments as certified by the OR and paid for by Owner.
 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: Requests for Progress Payments shall be submitted to OR, through the HA, not later than 30 (thirty) days in advance of the date set for payment. The period covered by each Application for Payment is one month, ending on the last day of the month.
- C. Requests for Progress Payment Forms: Use forms provided by OR.
 1. Along with each request for progress payment, the Contractor shall furnish the certification as stated in the General Conditions.
- D. Application Preparation Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. OR will return incomplete applications without action.
 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 2. Include amounts of Change Orders issued before last day of construction period covered by application.
- E. Certifications: With each request for Progress Payment, provide an executed certification, on the form provided by the OR.
- F. Transmittal: Submit two (2) signed and notarized original copies of each Request for Progress Payment to Contracting Officer by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
 1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. Liens: The Contractor, all subcontractors at any tier, and all materials suppliers are prohibited from placing a lien on the Public Housing Authority.
- H. Initial Request for Progress Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).

4. Submittal schedule (preliminary if not final).
 5. List of Contractor's staff assignments.
 6. List of Contractor's principal consultants
 7. Copies of building permits.
 8. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 9. Initial progress report.
 10. Report of preconstruction conference.
 11. Certificates of insurance and insurance policies.
- I. Request for Progress Payment at Final Completion: After issuing the Release of Claims, submit final Request for Progress Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. Release of Waivers for final payment.
 5. Evidence that claims have been settled.
 6. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 7. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. Coordination.
 - 2. Requests for Information (RFIs).
 - 3. Project meetings.
- B. Related Sections:
 - 1. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

1.3 DEFINITIONS

- A. RFI: Request from Owners Representative (OR) or Contractor seeking information from each other during construction.

1.4 COORDINATION

- A. Coordination: Contractor shall coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate with phasing requirements. Coordinate construction operations, included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence necessary to meet phasing plan requirements.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 - 1. Prepare similar memoranda for Owner's forces if coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractor's Construction Phasing Plan Schedule.
 - 2. Preparation of the Periodic Estimate Showing the Value of the Work.
 - 3. Installation and removal of temporary facilities and controls.
 - 4. Delivery and processing of submittals.
 - 5. Progress meetings.
 - 6. Pre-installation conferences.
 - 7. Project closeout activities.
 - 8. Project closeout activities.

1.5 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 - 1. The OR, through the Architect, will return RFIs submitted to Architect by other entities controlled by Contractor with no response.
 - 2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 - 1. Project name.
 - 2. Project number.
 - 3. Date.
 - 4. Name of Contractor.
 - 5. Name of Owners Representative.
 - 6. Name of Architect.
 - 7. RFI number, numbered sequentially.
 - 8. RFI subject.
 - 9. Specification Section number and title and related paragraphs, as appropriate.
 - 10. Drawing number and detail references, as appropriate.
 - 11. Field dimensions and conditions, as appropriate.
 - 12. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 - 13. Contractor's signature.
 - 14. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. RFI Forms: Forms acceptable to OR.
- D. HA and OR's Action: HA, through the OR, will review each RFI, determine action required, and respond. Allow seven working days for HA response for each RFI. RFIs received by HA after 1:00 p.m. will be considered as received the following working day.
 - 1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for coordination information already indicated in the Contract Documents.
 - d. Requests for adjustments in the Contract Time or the Contract Sum.
 - e. Requests for interpretation of Architect's actions on submittals.
 - f. Incomplete RFIs or inaccurately prepared RFIs.
 - 2. HA and OR may request additional information, in which case the time for response will date from time of receipt of additional information.
 - 3. Architect's and OR's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Contracting Officer and Architect in writing within the time frame indicated in the General Conditions.
- E. On receipt of Architect's and OR's response, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect and OR within seven days if Contractor disagrees with response.
- F. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Use form with spaces for not less than the following information:

1. Project name.
2. Name and address of Contractor.
3. Name and address of Owners Representative.
4. Name and address of Architect.
5. RFI number including RFIs that were dropped and not submitted.
6. RFI description.
7. Date the RFI was submitted.
8. Date HA response was received.
9. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
10. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.6 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
 1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including OR, and Architect, within three calendar days of the meeting.
- B. Preconstruction Conference: Owners Representative (OR) will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, prior to commencement of work.
 1. Attendees: OR, and Architect; Contractor and its superintendent; subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Construction Phasing Plan Schedule.
 - b. Critical work sequencing and long-lead items.
 - c. ~~Laundry room equipment relocation~~
 - d. Designation of key personnel and their duties.
 - e. Procedures for processing field decisions.
 - f. Procedures for RFIs.
 - g. Procedures for processing Requests for Progress Payment.
 - h. Distribution of the Contract Documents.
 - i. Submittal procedures.
 - j. Work restrictions.
 - k. Working hours.
 - l. Responsibility for temporary facilities and controls.
 - m. Procedures for disruptions and shutdowns.
 - n. Parking availability.
 - o. Office, work, and storage areas.
 - p. Equipment deliveries and priorities.
 - q. Progress cleaning.
 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Progress Meetings: Owners Representative will conduct progress meetings at bi-monthly intervals.
 1. Attendees: In addition to OR and Architect, Contractor, each subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. AU participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Construction Phasing Plan Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals.
 - 4) Deliveries.
 - 5) Access.
 - 6) Site utilization.
 - 7) Temporary facilities and controls.
 - 8) Progress cleaning.
 - 9) Quality and work standards.
 - 10) Status of correction of deficient items.
 - 11) Field observations.
3. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. Schedule Updating: Revise Contractor's construction phasing schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for temporary support facilities, and security and protection facilities.
- B. Related Section:
 - 1. Division 01 Section "Summary" for work restrictions and limitations on utility interruptions.

1.3 USE CHARGES

- A. General: Installation, removal of, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, **Owners representative**, HA, testing agencies, and authorities having jurisdiction.
- B. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations. The outside water spigot is at ground level and a hose will need to be attached and ran up to the roof.
- C. Electric Power Service: Contractor must provide a portable generator for electrical service. Do not use the Owners service.

1.4 INFORMATIONAL SUBMITTALS

- A. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire prevention program.

1.5 QUALITY ASSURANCE

- A. Tests and Inspections: Arrange for authorities having jurisdiction to **test** and inspect each temporary utility before use. Obtain required certifications and permits.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Provide all temporary fencing and barriers required by authorities having jurisdiction.

2.2 TEMPORARY FACILITIES

- A. Refer to Article 17 of the General Conditions.

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- 8. Heating: Provide temporary heating required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
- C. Electric Power: Contractor to provide portable generator

3.2 SUPPORT FACILITIES INSTALLATION

- A. General: Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before prior to Final Completion.
- B. Protect existing curbs, gutters, sidewalks, and landscaping from damage by construction activities. Repair or replace existing curbs, sidewalks, gutters, and landscaping to remain that are damaged during construction.
- C. Traffic Controls: Comply with requirements of authorities having jurisdiction.
 - 1. Protect existing site improvements to remain including curbs, pavement, and utilities.
 - 2. Maintain access for fire-fighting equipment and access to fire hydrants.
- D. Parking: Parking for construction forces is not available at project site. Construction forces shall use available street parking or other spaces that are acceptable to adjacent property owners and authorities having jurisdiction.
- E. Signs: Provide temporary, directional signs necessary to inform public and individuals seeking entrance to Project as indicated. Signs are not permitted unless authorized by the contracting Officer.
 - 1. Maintain and touchup signs so they are legible at all times.
- F. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Keep site cleaned daily.

END OF SECTION 015000

SECTION 017700-CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Partial acceptance procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.

1.3 PARTIAL ACCEPTANCE

- A. Preliminary Procedures: Before requesting inspection for determining date of Partial Acceptance, complete the following. List items below that are incomplete with request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 3. Obtain and submit releases permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 4. Prepare and submit Project Record Documents, operation and maintenance manuals and similar final record information.
 - 5. Terminate and remove temporary facilities from Project site, along with construction tools, and similar elements.
 - 6. Complete final cleaning requirements.
 - 7. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect and Owners Representative (OR) will either proceed with inspection or notify Contractor of unfulfilled requirements. HA will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, on either Contractor's list or additional items identified by HA, that must be completed or corrected before certificate will be issued.
 - 1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 - 2. Results of completed inspection will form the basis of requirements for final completion.

1.4 FINAL (COMPLETE) ACCEPTANCE

- A. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:

1. Submit a final Request for Progress Payment according to Division 01 Section "Payment Procedures."
 2. Submit certified copy of Architect's Punch List of items to be completed or corrected (punch list), endorsed and dated by Architect. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Instruct Owner's personnel in maintenance of products.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect and OR will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
- 1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)
- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction. Use CSI Form 14.1A or a form acceptable to the OR.
1. Organize list of spaces in sequential order.
 2. Submit list of incomplete items in the following format:
 - a. Four paper copies, unless otherwise indicated. HA, through OR, will return two copies.

1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.

1. Complete the following cleaning operations before requesting inspection *for* certification of Substantial Completion for entire Project or for a portion of Project:
 - a. Vacuum clean all areas that received new flooring. Wet mop tile areas, clean LVT, and epoxy as recommended by the manufacturer.
 - b. Clean all rubber wall base.
 - c. Remove visible adhesive from wall and floor surface.

END OF SECTION 017700

SECTION 017839 -PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
 - 1. Record Specifications.
 - 2. Record Product Data.

1.3 CLOSEOUT **SUBMITTALS**

- A. Record Specifications: Submit one paper copy and annotated PDF electronic files of Project's Specifications, including addenda and contract modifications.
- B. Record Product Data: Submit one paper copy and annotated PDF electronic files and directories of each submittal.

PART 2 - PRODUCTS

2.1 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 - 1. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 - 2. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
- B. Format: Submit record Specifications as paper copy.

2.2 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product **Data** submittal.
 - 1. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 - 2. Note related Change Orders and record Drawings where applicable.
- 8. Format: Submit record Product Data as paper copy.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and modifications to project record documents as they occur; do not wait until the end of Project.

END OF SECTION 017839

SECTION 024119 - SELECTIVE STRUCTURE DEMOLITION

PART 1 -GENERAL

1.1 SUMMARY

- A. This Section includes the following:

1. Removal of selected floor finishes and setting beds and wall base as indicated on the drawings.

1.2 SUBMITTALS

- A. Schedule of removal Activities: Coordinate with phasing schedule and sequence of work and Indicate the following:

1. Sequence of removal work, with starting and ending dates for each activity
2. Locations of proposed dust- and noise-control temporary partitions and means of egress, including for tenants affected by selective removal operations.
3. Coordination of tenants continuing occupancy of portions of existing building.
4. Means of protection for items to remain and items in path of waste removal from building.

1.3 PROJECT CONDITIONS

- A. Tenants occupy all rooms adjacent to areas requiring floor removal work. Conduct work to allow Tenants continued access to their rooms, common areas and exit ways.

1. Comply with requirements specified in Division 01 Section "Summary."

- B. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.

- C. Notify HA of discrepancies between existing conditions and Drawings before proceeding.

- D. Hazardous Materials: It is not expected that hazardous materials will be encountered in the Work.

1. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify HA and Owner. Owner will remove hazardous materials under a separate contract.

- E. Storage or sale of removed items or materials on-site is not permitted.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. ~~Verify that vestibule radiant floor heat cables are not active. Contractor is responsible for removing radiant heat cables and capping lines behind finish surfaces.~~

- B. Survey existing conditions and correlate with requirements indicated to determine extent of selective demolition required.

3.2 PREPARATION

- A. Site Access and Temporary Controls: Conduct finish floor removal operations to ensure minimum interference with adjacent occupied and used portions of the building.

3.3 SELECTIVE DEMOLITION, GENERAL

- A. General: Remove existing flooring adhesives and setting bed material only as recommended by new flooring manufacturers' recommendations and to achieve flush joints between different finish floor materials after installation. Use methods required to complete the Work within limitations of governing regulations and as follows:
 - 1. Proceed with removal work per approved phasing plan.
 - 2. Maintain adequate ventilation.
 - 3. Locate equipment and remove debris and materials so as not to impose exit hazards.
 - 4. Dispose of removed items and materials promptly.
- B. Existing Items to Remain: Protect furniture to remain against damage and soiling during removal work.

3.4 CLEANING

- A. Clean adjacent surfaces of dust, dirt, and debris caused by removal work. Return adjacent areas to condition existing before operations began.

END OF SECTION 024119

SECTION 096513 - RESILIENT BASE AND ACCESSORIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section Includes:
 - 1. Thermoset-rubber base.
 - 2. Transition strips.

1.3 RELATED SECTIONS

- A. Refer to Ceramic Tiling 093000 for transition strip between tile and carpet.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Samples: For each exposed product not less than 12 inches long.
- C. Samples for Initial Selection: For each type of product indicated.
- D. Samples for Verification: For each type of product indicated.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Furnish not less than 10 linear feet for every 500 linear feet or fraction thereof, of each type, color, pattern, and size of resilient product installed.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Store resilient products and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within range recommended by manufacturer, but not less than 50 deg. for more than 90 deg.F.

1.7 FIELD CONDITIONS

- A. The building is occupied full time. Coordinate with Owner regarding notification to residents prior to starting work. See drawings for phasing sequence of work requirements.
- B. Install resilient products after other finishing operations, including touch up painting, have been completed.

PART 2 - PRODUCTS

2.1 THERMOPLASTIC-RUBBER BASE

- A. Product Standard: **ASTM F 1861**, Type TP (rubber, thermoplastic).
 - 1. Group: I (solid, homogeneous).
 - 2. Style D, Sculptured profile.
- B. Basis-of-Design Product: Subject to compliance with requirements, provide Johnsonite; a Tarkett company; "Millwork Reveal or a comparable product by one of the following:
 - 1. Allstate Rubber Corp.
 - 2. Nora Systems, Inc.
 - 3. Roppe Corporation, USA.
- C. Description:
 - 1. Thickness: 0.25- inch.
 - 2. Height: 6-inch at laundry room and 4-1/4-inches in all other designated areas.
 - 3. Lengths: Cut lengths 48 inches long or coils in manufacturer's standard length.
 - 4. Outside Corners: Job formed.
 - 5. Inside Corners: Job formed.
 - 6. Color: As selected by HA from manufacturer's full range of standard colors.

2.2 TRANSITION STRIPS

- A. Provide products as listed below or as approved equal by HA prior to bidding.
 - 1. Carpet-to-Existing vinyl flooring in tenants space: Johnsonite 'A' adapter ¼" carpet to resilient flooring.
 - 2. Carpet-to-Concrete: Johnsonite "JL" Adapter ¼" carpet to O (Flush) condition.
 - 3. Resinous flooring-to-Carpet Johnsonite 'M' adapter¼" material to¼" carpet.
 - 4. LVT Flooring -to-Carpet Tandus Centiva metal edge strip ME001.

2.3 INSTALLATION MATERIALS

- A. Trowelable Leveling and Patching Compounds: Latex-modified, portland-cement-based or blended hydraulic-cement-based formulation provided or approved by resilient-product manufacturer for applications indicated.
- B. Adhesives: Water-resistant type recommended by resilient-product manufacturer for resilient products and substrate conditions indicated.

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Examine substrates, with Installer present, for compliance with manufacturer's requirements.
 - 1. Verify that finishes of existing substrates comply with manufacturer's tolerances and that substrates are free of cracks, ridges, depressions, scale, old adhesives, and foreign deposits that might interfere with adhesion of resilient products.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.
 - 1. Installation of resilient products indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.
- B. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound; remove bumps and ridges to produce a uniform and smooth substrate.
- C. Do not install resilient products until materials are the same temperature as space where they are to be installed.
 - 1. At least 48 hours in advance of installation, move resilient products and installation materials into spaces where they will be installed.
- D. Immediately before installation, sweep and vacuum clean substrates to be covered by resilient products.

3.3 RESILIENT BASE INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient base.
- 8. Apply resilient base to walls, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
- C. Install resilient base in lengths as long as practical without gaps at seams and with tops of adjacent pieces aligned.
- D. Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
- E. Do not stretch resilient base during installation.
- F. On masonry surfaces or other similar irregular substrates, fill voids along top edge of resilient base with manufacturer's recommended adhesive filler material.
- G. Preformed Corners: Install preformed corners before installing straight pieces.

H. Corners:

1. Outside Corners:

- a. Job Form corners from straight pieces of maximum lengths where returns are 3-inches in length or longer. Form without producing discoloration (whitening) at bends.
- b. Use Preformed Corners where returns are less than 3 inches.

2. Inside Corners: Use straight pieces of maximum lengths possible and form with returns not less than 3 inches in length.

- a. Miter or cope corners to minimize open joints.

3.4 RESILIENT STRIP INSTALLATION

- A. Comply with manufacturer's written instructions.
- B. Install tight to all materials and to terminus points.

3.5 CLEANING AND PROTECTION

- A. Comply with manufacturer's written instructions for cleaning and protecting resilient products.
- B. Perform the following operations immediately after completing resilient product installation:
 - 1. Remove adhesive and other blemishes from surfaces.
 - 2. Sweep and vacuum horizontal surfaces thoroughly.
 - 3. Damp mop horizontal surfaces to remove marks and soil.
- C. Protect resilient products from mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period.
- 0. Cover resilient products subject to wear and foot traffic until Substantial Completion.

END OF SECTION 096513

SECTION 096813-TILE CARPETING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes modular carpet tile and installation accessories.
- B. Related Requirements:
 - 1. Section 096513 "Resilient Base and Accessories" for resilient wall base and accessories installed with carpet tile.
 - 2. Other Division 09 "Flooring" Sections for adjacent flooring materials.

1.3 ACTION SUBMITTALS

- A. Samples:
 - 1. Carpet Tile: Full-size Sample.

1.4 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For carpet tiles to include in maintenance manuals. Include the following:
 - 1. Methods for maintaining carpet tile, including cleaning and stain-removal products and procedures and manufacturer's recommended maintenance schedule.
 - 2. Precautions for cleaning materials and methods that could be detrimental to carpet tile.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Carpet Tile: Full-size units equal to 3 percent of amount installed for each type indicated, but not less than 10 sq. yd.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: An experienced installer who is certified by the International Certified Floorcovering Installers Association at the Commercial II certification level.

- B. Fire-Test- Response Ratings: Where indicated, provide carpet tile identical to those of assemblies tested for fire response according to NFPA 253 by a qualified testing agency.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Comply with CRI 104.

1.8 FIELD CONDITIONS

- A. Coordinate installation with owner and to comply with Phasing Sequence of Work Schedule as shown on the drawings.

1.9 WARRANTY

- A. Special Warranty for Carpet Tiles: Manufacturer agrees to repair or replace components of carpet tile installation that fail in materials or workmanship within specified warranty period.
 - 1. Warranty does not include deterioration or failure of carpet tile due to unusual traffic, failure of substrate, vandalism, or abuse.
 - 2. Failures include, but are not limited to, more than 10 percent edge raveling, snags, and runs; dimensional instability; excess static discharge; loss of tuft-bind strength; loss of face fiber; and delamination.
 - 3. Warranty Period: Lifetime Limited.

PART 2 - PRODUCTS

2.1 CARPET TILE

- A. Carpet Tile Subject to compliance with requirements, provide products by Patcraft or as approved by the HA in an addendum prior to a building.
 - 1. Style: 10457 Inverness
 - 2. Color: as selected by HA from full range of collections colors.
 - 3. Fiber Type: Solution Q Extreme Nylon.
 - 4. Dye Method: 100% Solution dyed.
 - 5. Construction: Multi-level pattern loop.
 - 6. Face Weight: 21 oz./sq. yd.
 - 7. Finished Pile Thickness: .087" (2.21mm)
 - 8. Backing System: non-woven synthetic and Eco Worx tile
 - 9. Size: 12 by 48 inches.
 - 10. Applied Treatments:
 - a. Soil-Resistance Treatment: Manufacturer's standard treatment.
 - b. Antimicrobial Treatment: Manufacturer's standard treatment that protects carpet tiles as follows:
 - 1) Antimicrobial Activity: Not less than 2-mm halo of inhibition for gram-positive bacteria, not less than 1-mm halo of inhibition for gram-negative bacteria, and no fungal growth, according to AATCC 174.

11. Performance Characteristics:

- a. Traffic Class" Heavy (Tarr)
- b. Critical Radiant Flux Classification: Not less than 0.45 W/sq. cm according to NFPA 253.
- c. Electrostatic Propensity: Less than 3.5 kV according to AATCC 134.

2.2 INSTALLATION ACCESSORIES

- A. Trowelable Leveling and Patching Compounds: Latex-modified, hydraulic-cement-based formulation provided or recommended by carpet tile manufacturer.
- 8. Adhesives: Water-resistant, mildew-resistant, nonstaining, pressure-sensitive type to suit products and subfloor conditions indicated, that comply with flammability requirements for installed carpet tile, and are recommended by carpet tile manufacturer for releasable installation.
 - 1. Adhesives shall have a VOC content of 50 g/L or less.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for maximum moisture content, alkalinity range, installation tolerances, and other conditions affecting carpet tile performance.
- B. Examine carpet tile for type, color, pattern, and potential defects.
- C. Existing Concrete Subfloors: Verify that finishes comply with ASTM F710 and the following:
 - 1. Slab substrates are dry and free of curing compounds, sealers, hardeners, and other materials that may interfere with adhesive bond.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. General: Comply with CRI 104, Section 6.2, "Site Conditions; Floor Preparation," and with carpet tile manufacturer's written installation instructions for preparing substrates indicated to receive carpet tile installation.
- 8. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, depressions, and protrusions in substrates. Fill or level cracks, holes and depressions 1/8 inch -wide or wider, and protrusions more than 1/32 inch unless more stringent requirements are required by manufacturer's written instructions.
- C. Remove coatings, including curing compounds, and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, without using solvents. Use mechanical methods recommended in writing by adhesive and carpet tile manufacturers.

- D. Clean metal substrates of grease, oil, soil and rust, and prime if recommended in writing by adhesive manufacturer. Rough sand painted metal surfaces and remove loose paint. Sand aluminum surfaces to remove metal oxides, immediately before applying adhesive.
- E. Broom and vacuum clean substrates to be covered immediately before installing carpet tile.

3.3 **INSTALLATION**

- A. General: Comply with CRI 104, Section 14, "Carpet Modules," and with carpet tile manufacturer's written installation instructions.
- 8. Installation Method: As recommended in writing by carpet tile manufacturer and in Ashlar pattern.
- C. Maintain dye-lot integrity. Do not mix dye lots in same area.
- D. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet tile manufacturer.

- E. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
- F. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on carpet tile as marked on subfloor. Use nonpermanent, nonstaining marking device.
- G. Install pattern parallel to walls and borders.

3.4 CLEANING AND PROTECTION

- A. Perform the following operations immediately after installing carpet tile:
 - 1. Remove excess adhesive and other surface blemishes using cleaner recommended by carpet tile manufacturer.
 - 2. Remove yarns that protrude from carpet tile surface.
 - 3. Vacuum carpet tile using commercial machine with face-beater element.
- B. Protect installed carpet tile to comply with CRI's "Carpet Installation Standard," Section 20, "Protecting Indoor Installations."
- C. Protect carpet tile against damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods indicated or recommended in writing by carpet tile manufacturer.

END OF SECTION 096813

END OF SPECIFICATION