

A. GENERAL**1. SCOPE OF THE WORK**

This project consists of remodel work associated with the existing Perkins Library Building located at 219 S. Main St. Perkins, Oklahoma including but not limited to structural modifications to the wood trusses.

2. ARCHITECTS AND ENGINEERS**a. The Architect of Record for the project is:**

Howard and Associates, Inc.
11032 Quail Creek Road, Suite 155
Oklahoma City, Oklahoma 73120
Telephone (405) 752-8885
Fax (405) 752-8887
In Charge is Doug Howard

b. Structural Engineer:

Structures America Innovative
2240 NW 164th St
Edmond, OK 73013
Telephone (405) 285-5511
Fax (405) 285-5534
In Charge is Syam Mannava

3. RELATED DOCUMENTS

- a. Final Plans, specifications and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 specification sections, apply to this section.

4. WORK SEQUENCE

- a. The Contractor shall coordinate the schedule and operations with the Perkins City Staff.
- b. The work shall proceed continuously from the Notice to Proceed until Final Completion.

B. PRODUCTS (Not Used)**C. EXECUTION****1. CONTRACTOR'S USE OF PREMISES**

- a. The Perkins Public Library Trust will establish an area to which the Contractor will limit use of premises to work in areas indicated. Do not disturb portions of site beyond areas in which the Work is indicated.
- b. Contractor shall coordinate use of premises under direction of City of Perkins Staff.

2. WORK IN, OR ADJACENT TO, EXISTING OR OCCUPIED AREAS

- a. The Contractor shall:
 - 1) Maintain the existing building in a secure, weather tight condition.
 - 2) Repair damage to existing structures, equipment of furnishings resulting from Contractor's use of premises.
 - 3) Not store construction materials in a corridor at any time, nor shall any materials be stored in such a manner as to restrict emergency egress, both inside and outside the building.
 - 4) Maintain all existing exit lights and exit ways operational. Egress shall be by means of hard surfaced, non-slip walkways, ramps or other

platforms, along with temporary handrail, barricade or canopies as required.

- 5) Take all necessary safety precautions to clearly delineate the construction areas with cones or other devices, and to isolate the area with temporary ribbon fences.
3. Perkins Public Library Trust OCCUPANCY
 - a. The Contractor shall schedule his operations for the completion of all portions of the work with the Perkins Public Library Trust. Coordinate the work sequence in the existing building to minimize disruption.
 4. SPECIAL REQUIREMENTS
 - a. The Contractor shall provide and maintain an adequate number of hand fire extinguishers at convenient and appropriate locations during construction, avoid all accumulations of flammable debris by removing rubbish promptly take all other precautions necessary to prevent fire supervise closely the storage of paint materials and other combustible products.
 - b. The Contractor shall comply with all applicable laws, ordinances, rules, regulations and orders of governing authorities having jurisdiction for the safety of persons and property to protect them from damage, injury or loss and erect and maintain, as required by conditions and progress of the work, all necessary safeguards for safety and protection, including fences, railings, barricades, lighting, posting of danger signs and other warnings against hazards. Contractor shall be solely responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Project. All scaffolds shall be built in accordance with all requirements of local, state and Federal laws and regulations.

END OF SECTION

A. GENERAL

1. SUMMARY

- a. This section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1) Construction layout.

B. PRODUCTS (Not Used)**C. EXECUTION**

1. EXAMINATION

- a. Before beginning work, Contractor investigate and verify the existence and location of mechanical and electrical systems and other construction affecting the work.

END OF SECTION

A. GENERAL**1. SUMMARY**

a. This section includes administrative provisions for coordinating construction operations on project including, but not limited to, the following:

- 1) Administrative and supervisory personnel.
- 2) Project meetings.
- 3) Pre-installation conference.
- 4) Weekly progress meetings.

2. ADMINISTRATIVE AND SUPERVISORY PERSONNEL

a. In addition to project superintendent, the Contractor shall provide other administrative and supervisory personnel as required for proper performance of the work.

b. Within ten (10) days of starting construction operations, require the Contractor to submit a list of principal staff assignments, including superintendent and other personnel in attendance at project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to project.

- 1) The Contractor to post copies of list on site.

3. PROJECT MEETINGS

a. The Contractor shall schedule and conduct meetings and conferences at project site, unless otherwise indicated. The Contractor shall:

- 1) Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify the Perkins Public Library Trust of scheduled meeting dates and times.
- 2) Prepare the meeting agenda. Distribute the agenda to all invited attendees.
- 3) Record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned within five (5) days of the meeting.

b. Preconstruction Conference: Schedule a preconstruction conference before starting construction, at a time convenient to the Perkins Public Library Trustees, but no later than fifteen (15) days after execution of the Agreement. Hold the conference at Project site or another convenient location. Conduct the meeting to review responsibilities and personnel assignments.

1) Attendees: Authorized representatives of Perkins Public Library Trust; Contractor and its superintendent; major subcontractors; shall attend the conference. Manufacturers; suppliers; and other concerned parties may attend the conference. All 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) Tentative construction schedule.
- b) Phasing.
- c) Critical work sequencing.
- d) Designation of responsible personnel.
- e) Procedures for processing field decisions and change orders.
- f) Procedures for processing Applications for Payment.
- g) Distribution of the Contract Documents.
- h) Submittal procedures.
- i) Preparation of Record Documents.
- j) Use of the premises.
- k) Responsibility for temporary facilities and controls.
- l) Parking availability.
- m) Office, work, and storage areas.

- n) Equipment deliveries and priorities.
 - o) First aid.
 - p) Security.
 - q) Progress cleaning.
 - r) Working hours.
- c. Pre-installation Conferences: The Contractor shall conduct a pre-installation conference at project site before each construction activity that requires coordination with other construction.
- 1) Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise City of Perkins Staff and Library Staff.
 - 2) Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a) Contract Documents.
 - b) Options.
 - c) Related change orders.
 - d) Purchases.
 - e) Deliveries.
 - f) Submittals.
 - g) Review of mockups.
 - h) Possible conflicts.
 - i) Compatibility problems.
 - j) Time schedules.
 - k) Weather limitations.
 - l) Manufacturer's written recommendations.
 - m) Warranty requirements.
 - n) Compatibility of materials.
 - o) Acceptability of substrates.
 - p) Temporary facilities and controls.
 - q) Space and access limitations.
 - r) Regulations of authorities having jurisdiction.
 - s) Testing and inspecting requirements.
 - t) Required performance results.
 - u) Protection of construction and personnel.
 - 3) The Contractor shall record significant conference discussions, agreements, and disagreements.
 - 4) Specify the Contractor shall not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.
- d. Weekly Progress Meetings: Specify the Contractor shall conduct progress meetings at weekly intervals or as required by Perkins Public Library Trust.
- 1) Attendees: Perkins Public Library Trustees, each contractor, 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. All participants at the conference 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) Contractor's Construction 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.
- 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) Off-site fabrication.
 - (6) Access.
 - (7) Site utilization.
 - (8) Temporary facilities and controls.
 - (9) Work hours.
 - (10) Hazards and risks.
 - (11) Progress cleaning.
 - (12) Quality and work standards.
 - (13) Change orders.
 - (14) Documentation of information for payment requests.
 - 3) Reporting: The Contractor shall distribute minutes of the meeting to each party present and to parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
 - a) Schedule Updating: The Contractor shall revise Construction 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.

B. PRODUCTS (Not Used)

C. EXECUTION (Not Used)

END OF SECTION

A. GENERAL

1. FACILITIES

a Temporary Offices:

1) The Perkins Public Library Trust will provide the Contractor a space in the building for temporary office, storage of materials and equipment

b The Contractor shall provide ventilation sufficient to prevent accumulation of dust, fumes or gases and to properly cure materials and disperse humidity.

c At completion of all work as applicable, require the contractor to remove temporary facilities, including connections and debris resulting from temporary installation on a daily basis. All areas shall be kept clean of debris, all equipment removed, trip fall hazards removed, etc. as required for safe accessibility and use by all.

2. STAGING AREA

a Refer to Temporary offices paragraph above.

b The Contractor is solely responsible for all security, protection, safeguards, etc. of materials and personnel within the established staging area (areas). Verify with the Perkins Public Library Trust limits of staging area.

3. TEMPORARY CONTROLS

Not Applicable

4. EXISTING BUILDING SECURITY

a The Contractor is responsible for operating in a manner that will maintain the security of the existing building and its contents.

b The Contractor shall restrict personnel to areas of the facility where their presence is required by the work to be performed. The Contractor's personnel shall not fraternize with City personnel or public.

c Any temporary barriers between new work and existing must be secured. Emergency exit ways shall be maintained at all times.

5. PROJECT SIGNS

a Project sign is not required.

B. PRODUCTS- (Not Used)

C. EXECUTION- (Not Used)

END OF SECTION

A. GENERAL

1. 1. DESCRIPTION

- a. Submittals: General term including samples, shop drawings and product data, as applicable and as defined by the General Conditions.
- b. General Provisions:
 - 1) Provisions in this section are mandatory procedures for review, approval and submitting samples, shop drawings and product data in accordance with the General Conditions.
 - 2) Submittals which are received directly from sources other than through the Contractor's office will be returned to the Contractor "without action".
 - 3) Job delays occasioned by requirement of re-submission of samples, shop drawings and product data not in accord with Final Plans and Specifications and/or submittals sequenced contrary to the agreed schedule are Contractor's responsibility, and will not be considered valid justification for extension of contract time or increase in the contract sum.
- c. Related Sections include the following:
Division 0, Section "Special Provision", for submittal provisions.

2. SAMPLE PREPARATION

- a. Samples shall be in sizes, shape and finish in accord with provisions of individual specification sections.
- b. Samples are not to be confused with full size, on-the-site "Mock-Ups" called for in some specification sections.
- c. Samples shall be submitted for the Architect's selection and approval in accordance with the Contractor's submittal schedule or sooner as needed to maintain construction progress.

3. SHOP DRAWING PREPARATION

- a. Shop drawings shall conform to the following requirements:
 - 1) Sheets numbered consecutively.
 - 2) Working and erection dimensions and relationships to adjacent work Indicate.
 - 3) Show arrangements and sectional views, where applicable.
 - 4) Indicate material, gauges, thicknesses, finishes and characteristics.
 - 5) Indicate anchoring and fastening details, including information for making connections to adjacent work.
 - 6) Drawings provided are reproducible by normal blue printing; original and prints legible
 - 7) Indicate working and erection dimensions and relationships to adjacent work. Concurrent submittals of different aspects of work may be required by the Perkins Public Library Trust as deemed necessary to demonstrate Contractor's ability to understand these relationships and coordinate the Work.
 - 8) Provide 6" x 6" clean space in the lower right hand area for entry of approval stamps.
 - 9) Cross-reference drawing details and specification paragraphs applicable to the submittal data.
 - 10) Do not use blue-colored stamps, ink or pencil on transparencies; "Blue" is not reproducible in blueprinting.

4. PRODUCT DATA PREPARATION

- a. Product data shall include product manufacturer's standard printed material, dated, with product description and installation instructions indicated. Data not related to this project shall be deleted or marked "VOID" as applicable.
- b. Shop Drawings shall include fabrication and installation drawings, setting diagrams, schedules, patterns, templates and similar drawings. The following information shall be included:

- 1) Dimensions.
 - 2) Identification of products and materials included by sheet and detail number.
 - 3) Compliance with specified standards.
 - 4) Notation of coordination requirements.
 - 5) Notation of dimensions established by field measurement.
 - a) Submit one correctable, translucent, reproducible print and two blue- or black-line prints for the Perkins Public Library Trust review. The Perkins Public Library Trust will return the reproducible print. The contractor shall make blue-line or black-line prints from the reproducible as followed:
 - c. Printed material shall be:
 - 1) Legible.
 - 2) Sized no larger than 8-1/2" x 11", suitable for opaque reproduction.
 - 3) Stamped (either on a clean-area space or the reverse side) with the Contractor's approval action.
 - d. All submitted data shall bear the Contractor's approval action stamp plus his review notes, comments, and corrections as required.
5. CONTRACTOR'S REVIEW
- a. The Contractor shall review submittals and stamp with approval prior to submission to the Perkins Public Library Trust; Contractor's stamp shall bear the Contractor's name, the word "Approved", the signed initials of the approving agent, and the date of his approval action. By so noting, specify the Contractor indicates that he has reviewed and approves the materials, equipment, quantities and dimensions represented by the particular submittal.
 - b. Where work is indicated "By others", Contractor shall indicate responsibility for providing and coordinating such work.
 - c. Submissions made without Contractor's approval indicated thereon will be returned without being reviewed for compliance with this requirement.
 - d. The contractor shall date each submittal and indicate name of Project, Contractor, and Subcontractor, as applicable, description or name of equipment, material or product and identify location at which it is to be used in the Work, and cross-reference to specific drawing and specification references.
 - e. The Contractor accompany submittal with transmittal letter containing project name, Contractor's name, number of samples or drawings, titles and other pertinent data. Transmittal shall outline deviations, if any, in submittals from requirements of Final Plans and Specifications.
6. PERKINS PUBLIC LIBRARY TRUST REVIEW AND APPROVAL
- a. Perkins Public Library Trust Review will be in accordance with the General Conditions.
7. RESUBMISSION
- a. The Contractor shall make corrections and changes indicated for unapproved submissions and resubmit in same manner as specified above, until Perkins Public Library Trust approval is obtained.
 - b. In resubmission transmittal, the Contractor shall direct specific attention to revisions other than corrections requested by Perkins Public Library Trust on previous submissions, if any.
 - c. The contractor shall be responsible for bearing all costs associated with the review and approval process of resubmitted (and/or substituted) submittal data.
8. DISTRIBUTION
- a. The Contractor shall deliver and pick up submittals to and from the Perkins Public Library Trust, and Contractor is responsible for obtaining and distributing copies of submittals to his subcontractors and material suppliers after, as well as before, final approval. Prints of reviewed shop drawings shall be made from transparencies which carry the Perkins Library Trust approval.
 - b. The Contractor shall maintain a file of approved submittals for duration of project,

which shall be delivered to Perkins Public Library Trust as a part of project close-out documents.

- c. The Contractor shall maintain a file of all approved submittals, bearing the approval by the Perkins Public Library Trust, at the project site. In the event the Perkins Public Library Trust should question the installation of any aspect of the work requiring approved submittal data, the inability of the Contractor to produce the required approved submittal data upon demand shall constitute cause for a "stop work" order to be issued on that particular questioned aspect of the work and all relevant appurtenant work. The cause shall be equal to the Contractor's not having received required approval of the submittal data. If so issued, such "stop orders" shall not be considered valid justification for extensions of contract time and/or claims for additional monetary compensation.
9. SCHEDULE OF SUBMITTALS
- a. The Contractor shall, within ten (10) calendar days following award of the Contract, submit his proposed schedule of submittals to the Perkins Library Trust for review.
 - b. The purpose of the schedule shall be to:
 - 1) Demonstrate that all submittals, shop drawings, data, samples and mock-ups required for the work are addressed by the Contractor.
 - 2) Demonstrate consistency with the Contractor's proposed Construction Schedule.
 - 3) Assist the Perkins Public Library Trust in scheduling timely review/approval action of submittals.
 - c. Specify the schedule shall contain the description of the submitted item, the proposed date of submittal and the proposed date of requested return by the Perkins Public Library Trust.
 - d. After the Perkins Public Library Trust receipt of the Contractor's submittal schedule, the Perkins Public Library Trust and the Contractor shall jointly review the schedule and mutually agree to acceptability or necessary modifications.
10. SUBMITTAL PROCEDURES
- a. The Contractor shall submit all interior color selection requirements at one time in one package.
 - b. Specify Contractor shall submit all exterior color selection requirements at one time, in one package.
 - c. To avoid the need to delay installation as a result of the time required to process submittals, Contractor shall allow sufficient time for submittal review, including time for resubmittals. The contractor shall utilize a minimum time requirement as follows:
 - (1) Reference "Special Provisions, Page 15, Item 58, Receipt of Submittals."
 - d. No extension of Contract Time will be authorized because of failure to transmit submittals to the Perkins Public Library Trust sufficiently in advance of the Work to permit processing.
 - e. All submittals that are provided to the Library Trust for review should be "clean" (with minimal mark-ups by the Contractor) and if the Contractor has a substantial amount of mark-ups as a result of his/her review of the submittal, the submittal shall be returned to the sub-contractor for correction and resubmittal.
11. REPORTS
- a. The Contractor to prepare a daily construction report recording the following information concerning events at project site:
 - 1) List of subcontractors at project site.
 - 2) List of separate contractors at project site.
 - 3) Approximate count of personnel at project site.
 - 4) High and low temperatures and general weather conditions.
 - 5) Accidents.
 - 6) Meetings and significant decisions.

- 7) Unusual events (refer to special reports.)
 - 8) Stoppages, delays, shortages, and losses.
 - 9) Meter readings and similar recordings.
 - 10) Emergency procedures.
 - 11) Orders and requests of authorities having jurisdiction.
 - 12) Change Orders received and implemented.
 - 13) Construction Change Directives received.
 - 14) Services connected and disconnected.
 - 15) Equipment or system tests and startups.
 - 16) Partial Completions and occupancies.
 - 17) Substantial Completions authorized.
- b. The Contractor, at weekly monthly intervals, prepares a comprehensive list of materials delivered to and stored at project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Including with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from project site.
 - c. The Contractor, immediately on discovery of a difference between field conditions and the Final Plans and Specifications, prepare a detailed report and submit with a request for information including a detailed description of the differing conditions, together with recommendations for changing the Final Plans and Specifications.
12. SPECIAL REPORTS
- a. The Contractor shall submit special reports directly to Perkins Public Library Trust within one day of an occurrence and distribute copies of report to parties affected by the occurrence.
 - b. When an event of an unusual and significant nature occurs at project site, whether or not related directly to the Work, The Contractor shall prepare and submit a special report listing chain of events, persons participating, and response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise the Perkins Public Library Trust in advance when these events are known or predictable.

B. PRODUCTS - (Not used)

C. EXECUTION- (Not used)

END OF SECTION

A. GENERAL

1. SUMMARY
Substitutions for products specified shall be allowed only under the conditions stated in this section.
2. SUBSTITUTIONS/PRIOR APPROVALS:
 - a. If it is desired to use products different from those indicated in the Contract Documents, the party requesting the substitution shall make written application as described herein. The burden of proving equality of proposed substitutions rests on the party making the request for substitution.
3. SUBMITTALS:
 - a. A separate request for each substitution shall be submitted. Each request shall be supported with:
 - 1) Date of request.
 - 2) Name of party proposing substitution.
 - 3) Project name.
 - 4) Specification reference.
 - 5) Complete data substantiating compliance of proposed substitution with requirements stated in Contract Documents:
 - a) Product identification, including manufacturer's name and address.
 - b) Manufacturer's literature, identify:
 - (1) Product description.
 - (2) Reference standards.
 - (3) Performance and test data.
 - (4) Manufacturer's recommendations for use and installation.
 - c) Samples, as applicable.
 - d) Name and address of similar projects on which product has been used, and date of each installation.
 - 6) Itemized comparisons of the proposed substitution with product specified list all variations.
 - 7) Data relating to changes in construction schedule.
 - 8) Any effect of substitution on separate contracts.
 - 9) List of changes required in other work or products.
 - 10) Designation of required license fees or royalties.
 - 11) Designation of availability of maintenance services sources of replacement materials.
4. In connection with the use of any substitute item approved by the Perkins Public Library Trust it shall be the Contractor's responsibility to see that such items meet all requirements, and that any alterations to connection items necessitated by the use of the alternate items are properly made at no increase in cost to the Owner, and that all items are in compliance with the specification requirements. Contractor shall waive all claims for additional costs caused by substitutions that may subsequently become apparent.

END OF SECTION

A. GENERAL

1. REQUIREMENTS INCLUDED

- a. The Contractor shall maintain at Project Site, one (1) record copy of:
 - 1) Drawings.
 - 2) Project Manual/Specifications.
 - 3) Addenda.
 - 4) Change Orders and other Modifications to Contract.
 - 5) Perkins Public Library Trust) or written instructions.
 - 6) Approved and Approved As Noted Shop Drawings, Product Data and Samples.
 - 7) Field Test Records.
- b. The Contractor shall make Record Documents available to Perkins Public Library Trust
- c. The Contractor shall submit final Record Documents with Closeout Documents.

2. RECORD DOCUMENTS

- a. Field Record Drawings: One (1) complete set of Drawings upon which all changes to Work are recorded daily with red ink to provide accurate, factual information relative to Work as constructed, both visible and concealed. Entries shall be made on prints. The Contractor shall mark each sheet with a red ink rubber stamp reading "Record Drawings".
 - 1) Identify entry by "cloud" type circle around affected Work. Initial and date each entry.
 - 2) Record the following:
 - a) Changes and corrections to dimensions.
 - b) Changes to materials, products, equipment and finishes.
 - c) Changes and deviations in Work from that indicated in Contract Documents.
- b. Field Record Specifications: One (1) complete set of Project Manual/Specifications within which changes to materials, products, equipment, and systems are recorded; also, note which specified manufacturer was used. Corrections will be made with red ink and mark the Manual "Record Specifications" on outside back binding.
- c. Final Record Colors: Either Field Record Specifications volume or new set of Specifications bearing all changes transferred from Field Record Specifications.
- d. Final Record Subcontractors: Provide a list of all the subcontractors, their addresses, and a contact person who worked on the project. List each subcontractor's responsibilities.

B. PRODUCTS- (Not Used)**C. EXECUTION- (Not Used)****END OF SECTION**

A. GENERAL

1. SUMMARY

- a. This Section includes the following:
 - 1) Demolition and removal of selected portions of a building or structure.
 - 2) Repair procedures for selective demolition operations.

2. MATERIALS

- a. Except for items or materials indicated to be reused, salvaged, reinstalled, or otherwise indicated to remain The Perkins Public Library Trust property, specify demolished materials shall become Contractor's property and shall be removed from Project site unless directed otherwise by the Perkins Library Trust.
- b. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to The Perkins Public Library Trust that may be encountered during selective demolition remain The Perkins Public Library Trust property. The Contractor shall carefully remove and salvage each item or object in a manner to prevent damage and deliver promptly to the Library Trust.

3. SUBMITTALS

- a. Proposed Dust-Control and Noise-Control Measures: Require the Contractor to submit statements or drawings that indicates the measures proposed for use, proposed locations, and proposed time frame for their operation. The Contractor shall identify options if proposed measures are later determined to be inadequate.
- b. Schedule of Selective Demolition Activities: the Contractor shall provide a schedule that include the following:
 - 1) Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Interruption of utility services.
 - 2) Coordination for shutoff, capping, and continuation of utility services.
 - 3) Locations of temporary partitions and means of egress.
- c. Predemolition Photographs or Videotape: The Contractor shall show existing conditions of adjoining construction and site improvements, including finish surfaces, that might be misconstrued as damage caused by selective demolition operations. Submit before work begins.
- d. The Contractor shall provide records that indicate receipt and acceptance of hazardous wastes by a landfill facility licensed to accept hazardous wastes.

4. QUALITY ASSURANCE

- a. The Contractor shall conduct a pre-demolition conference as part of the preconstruction meeting to review methods and procedures related to selective demolition including, but not limited to, the following:
 - 1) Inspect and discuss condition of construction to be selectively demolished.
 - 2) Review structural load limitations of existing structure.
 - 3) Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.

5. PROJECT CONDITIONS

- a. The Contractor shall maintain access to existing walkways, corridors, and other adjacent occupied or used facilities and not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from authorities having jurisdiction
- b. Hazardous Materials:
 - 1) If materials suspected of containing hazardous materials are encountered, the Contractor shall not disturb and immediately notify the Perkins Public Library Trust. Hazardous materials will be removed by Perkins Public Library Trust.
- c. Storage or sale of removed items or materials on-site shall not be permitted.
- d. The Contractor shall maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations and to

maintain fire- protection facilities in service during selective demolition operations.

6. WARRANTY

- a. The Contractor shall remove, replace, patch, and repair materials and surfaces cut or damaged during selective demolition, by methods and with materials so as not to void existing warranties.

B. PRODUCTS

1. REPAIR MATERIALS

- a. Use repair materials identical to existing materials unless noted otherwise in Drawings.
- 1) If identical materials are unavailable or cannot be used for exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible unless noted otherwise in Drawings.
 - 2) Use materials whose installed performance equals or surpasses that of existing materials unless noted otherwise in Drawings

C. EXECUTION

1. UTILITY SERVICES

- a. The contractor shall:
- 1) Maintain services indicated to remain and protect them against damage during selective demolition operations.
 - 2) Not interrupt existing utilities serving occupied or operating facilities unless authorized in writing by the Perkins Public Library Trust and authorities having jurisdiction and provide temporary services during interruptions to existing utilities, as acceptable to the Perkins Public Library Trust and to authorities having jurisdiction.
 - 3) Locate, identify, disconnect, and seal or cap off indicated utilities serving areas to be selectively demolished.
 - 4) If utility services are required to be removed, relocated, or abandoned, before proceeding with selective demolition review and coordinate with the Perkins Public Library Trust provide temporary utilities that bypass area of selective demolition and that maintain continuity of service to other parts of building or as so directed by the Perkins Public Library Trust.
 - 5) Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit after bypassing.

2. PREPARATION

- a. The contractor shall follow these site procedures.
- 1) Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
 - 2) Do not close or obstruct streets, walks, walkways, or other adjacent occupied or used facilities without permission from The Perkins Public Library Trust and authorities having jurisdiction. Provide alternate routes around closed or obstructed traffic ways if required by governing regulations.
 - 3) Erect temporary protection, such as walks, fences, railings, canopies, and covered passageways, where required by authorities having jurisdiction.
 - 4) Protect existing site improvements, appurtenances, and landscaping to remain.
 - 5) Erect a plainly visible fence around drip line of individual trees or around perimeter drip line of groups of trees to remain.
- b. Specify the Contractor shall follow these temporary construction procedures:

- 1) Provide protection to ensure safe passage of people around selective demolition area and to and from occupied portions of building.
 - 2) Provide temporary weather protection, during interval between selective demolition of existing construction on exterior surfaces and new construction, to prevent water leakage and damage to structure and interior areas.
 - 3) Protect walls, ceilings, floors, and other existing finish work that are to remain or that are exposed during selective demolition operations.
 - 4) Cover and protect furniture, furnishings, and equipment that have not been removed.
 - 5) Where heating or cooling is needed and permanent enclosure is not complete, provide insulated temporary enclosures. Coordinate enclosure with ventilating and material drying or curing requirements to avoid dangerous conditions and effects.
 - 6) Provide and maintain interior and exterior shoring, bracing, or structural support to preserve stability and prevent movement, settlement, or collapse of construction to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished unless noted otherwise in Drawings.
3. POLLUTION CONTROLS
- a. Dust Control: Comply with governing environmental-protection regulations.
4. SELECTIVE DEMOLITION
- a. Specify the contractor follow these selective demolition procedures:
- 1) Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain fire watch and portable fire-suppression devices during flame-cutting operations.
 - 2) Maintain adequate ventilation when using cutting torches.
 - 3) Handle salvage Items as follows:
 - a) Clean salvaged items.
 - b) Pack or crate items after cleaning. Identify contents of containers.
 - c) Store items in a secure area until delivery to the Perkins Public Library Trust.
 - 4) Handle reinstalled Items as followed:
 - a) Unless noted otherwise on Drawings Clean and repair items to functional condition adequate for intended reuse. Paint equipment to match new equipment.
 - b) Comply with installation requirements for new materials and equipment.
 - c) Provide connections, supports, and miscellaneous materials necessary to make item functional for use indicated.
5. DISPOSAL OF DEMOLISHED MATERIALS
- a. The Contractor shall follow these demolition procedures:
- 1) Promptly dispose of demolished materials. Do not allow demolished materials to accumulate on-site.
 - 2) Not burn demolished materials.
 - 3) Transport demolished materials off the Perkins Public Library Trust's property and legally dispose of them.

END OF SECTION