



SHARYLAND
INDEPENDENT SCHOOL DISTRICT
Excellence is our Tradition



**Sharyland Independent School District
HVAC Improvements
at
Romulo Martinez Elementary**

CSP #-1718-10



Texas Registered Engineering Firm #312
October 2017

**SHARYLAND INDEPENDENT SCHOOL DISTRICT
HVAC IMPROVEMENTS AT ROMULO MARTINEZ ELEMENTARY
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The words “bids, proposals, quotes” and their derivatives may be used interchangeably in these terms and conditions are applicable on all bids, requests for proposals, quotes, competitive sealed quotes, etc. to which they are attached.

- 1. SELLER OF PACKAGE GOODS:** Seller will package goods in accordance with good commercial practice. Each shipping Container shall be clearly and permanently packed as follows:
(a) Seller's name and address; (b) Consignee's name, address and purchase order number; (c) Container number and total number of containers e.g. box 1 of 4 boxes; and (d) the number of the container bearing the packing slip. Seller shall bear cost of packing unless otherwise provided. Goods shall be suitable packed as to secure the lowest transportation costs and to conform with requirements of common carriers and any other specifications. Buyer's count or weight shall be final and conclusive on shipment not accompanied by packing list.
- 2. SHIPMENT UNDER RESERVATION PROHIBITED:** Seller is not authorized to ship the goods under reservation and no tender of a bill of lading will operate as tender of goods.
- 3. TITLE AND RISK OF LOSS:** Title and risk of loss of the goods shall not pass to Buyer until Buyer actually receives and takes possession of the goods at the point.
- 4. DELIVERY TERMS AND TRANSPORTATION CHARGES:** F.O.B. Destination Freight Prepaid unless delivery terms are specified otherwise in bid: Buyer agrees to reimburse Seller for transportation costs in the amount specified in Seller's bid, or actual costs, whichever is lower, if the quoted delivery terms do not include transportation costs, provided Buyer shall have the right to designate what method of transportation shall be used to ship the goods.
- 5. NO PLACEMENT OF DEFECTIVE TENDER:** Every tender of delivery of goods must fully comply with all provisions of this contract as to time of delivery, quality and the like. If a tender is made which does not fully conform, this shall constitute a breach and Seller shall not have the right to substitute a conforming tender provided, where the time for performance has not yet expired, the Seller may seasonably notify Buyer of his intention to cure and may then make a conforming tender within the contract time but not afterward.
- 6. PLACE OF DELIVERY:** The place of delivery shall be that set forth on the purchase order. Any change thereto shall be effected by modification as provided for in Clause 20, "Modification", hereof. The terms of this agreement are "no arrival, no sale"
- 7. INVOICES AND PAYMENT:**
 - a. Seller shall submit separate invoices, in duplicate, on each purchase order after each delivery. Invoices shall indicate the purchase order number, shall be itemized and transportation charges, if any, shall be listed separately. A copy of the bill of lading, and the freight weight bill when applicable should be attached to the invoice. Mail to: Sharyland I.S.D. Accounts Payable, 1200 N Shary Rd, Mission, TX 78572. Payment shall not be due until the above instruments are submitted after delivery. Suppliers should keep the Accounts Payable department advised of any changes in your remittance addresses.
 - b. Buyer's obligation is payable only and solely from funds available for the purpose of the purchase. Lack of funds shall render this contract null and void to the extent funds are not available and any delivered but unpaid for goods will be returned to Seller by Buyer.
 - c. Do not include Federal Excise, State or city Sales Tax. S.I.S.D. shall furnish tax exemption certificate, if requested.
- 8. GRATUITIES:** The buyer may, by written notice to the Seller, cancel this contract without liability to Seller if it is determined by Buyer that gratuities were offered or given by the Seller, or any agent, or representative of the Seller, to any officer or employee of the Sharyland I.S.D. with a view toward securing a contract or securing favorable treatment with respect to the awarding or amending or the making or any determinations with respect to the performing of such contract. In the event this contract is canceled by Buyer pursuant to this provision. Buyer shall be entitled, in addition to any other rights and remedies, to recover or withhold the amount of the cost incurred by Seller in providing such gratuities.
- 9. SPECIAL TOOLS AND TEST EQUIPMENT:** If the price stated on the face hereof includes the cost of any special test equipment fabricated or required by Seller for the purpose of filling this order, such special tooling equipment and any process sheets related thereto shall become the property of the Buyer and to the extent feasible shall be identified by the seller as such.

STANDARD TERMS AND CONDITIONS

10. WARRANTY PRICE:

- a. The price to be paid by the buyer shall be that contained in Seller's bid which Seller warrants to be no higher than Seller's current prices on orders by other products of like kind and specification covered by this agreement for similar quantities under similar or like conditions and methods of purchase. In the event Seller breaches this warranty, the prices of the items shall be reduced to the Seller's current prices on orders by others, or in the alternative, Buyer may cancel this contract without liability to Seller for breach or Seller's actual expense.
- b. The Seller warrants that no person or selling agency has been employed or retained to solicit this contract upon an agreement or understanding for commission, percentage, brokerage or contingent fee excepting bona fide employees of bona fide established commercial or selling agencies maintained by the Seller for the purpose of securing business. For the breach or violation of this warranty, the Buyer shall have the right in addition to any other right or rights to cancel this contract without liability and to deduct from the contract price, or otherwise recover the full amount of such commission, percentage, brokerage or contingent fee.

11. WARRANTY PRODUCTS: Seller shall not limit or exclude any implied warranties and any attempt to do so shall render this contract voidable at the option of the Buyer. Seller warrants that the good furnished will conform to the specifications, drawings and descriptions listed in the bid invitation and to the sample(s) furnished by Seller, if any. In the event of a conflict between the specifications, drawing and descriptions, the specifications shall govern.

12. SAFETY WARRANTY: Seller warrants that the product sold to Buyer shall conform to the standards promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970. In the event the product does not conform to OSHA standards, Buyer may return the product for correction or replacement at the Seller's expense. In the event Seller fails to make appropriate correction within a reasonable time or 30 days whichever is shorter, correction may be made by the buyer at Seller's expense.

13. NO WARRANTY BY BUYER AGAINST INFRINGEMENTS: As part of this contract for sale Seller agrees to ascertain whether goods manufactured in accordance with the specifications attached to this agreement will give rise to the rightful claim of a third person by way of infringement or the like. Buyer makes no warranty that the production of goods according to the specification will not give rise to such a claim, and in no event shall Buyer be liable to seller for indemnification in the event that seller is sued on the grounds of infringement or the like. If seller is of the opinion that an infringement or the like will result, he will notify Buyer to this effect in writing within two weeks after the signing of the agreement. If Buyer does not receive notice and is subsequently held liable for the infringement or the like, Seller will save Buyer harmless. If Seller in good faith ascertains that production of the goods in accordance with specifications will result in infringement or the like, this contract shall be null and void except that Buyer will pay Seller the reasonable cost of his search as to infringements.

14. RIGHT OF INSPECTION: Buyer shall have the right to inspect the goods at delivery before accepting them.

15. CANCELLATION: Buyer shall have the right to cancel for default all or any part of the undelivered portion of this order if Seller breaches any of the terms hereof including warranties of Seller or if the Seller becomes insolvent or commits acts of bankruptcy. Such right of cancellation is in addition to any not in lieu of any other remedies, which Buyer may have in law or equity.

16. TERMINATION: The performance of work under this order may be terminated in whole or in part by the Buyer in accordance with this provision. Termination of work here-under shall be effected by the delivery to the Seller of a "Notice of Termination" specifying the extent to which performance of work under the order is terminated and the date upon which such termination becomes effective. Such right of termination is in addition to and not in lieu of rights of Buyer set forth in Clause 15, herein.

17. FORCE MAJEURE: If by reason of Force Majeure, either party hereto shall be rendered unable wholly or in part to carry out its obligations under this agreement then such party shall give notice and full particulars of Force Majeure in writing to the other part within a reasonable time after occurrence of the event or cause relied upon, and the obligation of the party giving such notice, so far as it is affected by such Force Majeure, shall be suspended during the continuance of the inability then claimed, except as herein provided, but for not longer period, and such party shall endeavor to remove or overcome such inability with all reasonable dispatch.

The term Force Majeure as employed herein, shall mean acts of God, strikes, lockout, or other industrial disturbances, act of public enemy, orders of any kind of government of the United States or the State of Texas or an civil or military authority, insurrections, riots, epidemics, arrests, restraint of government and people, civil disturbances, explosions, act of war, or any other causes not reasonable in the control of the party claiming such inability.

18. ASSIGNMENT DELEGATION: No right or interest in this contract shall be assigned or delegation of any obligation made by Seller without the written permission of the Buyer. Any attempted assignment or delegation by Seller shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.

STANDARD TERMS AND CONDITIONS

- 19. WAIVER:** No claim or right arising out of a breach of this contract can be discharged in whole or in part by waiver or renunciation of the claim or right unless the waiver or renunciation is supported by consideration and is in writing signed by the aggrieved.
- 20. MODIFICATIONS:** This contract can be modified or rescinded only by a writing signed by both parties or their duly authorized agents.
- 21. INTERPRETATION PAROLE EVIDENCE:** This writing is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of their agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this agreement. Acceptance or acquiescence in a course of performance rendered under this agreement shall not be relevant to determine the meaning of this agreement even though the accepting or acquiescing party has knowledge of the performance and opportunity for objection. Whenever a term defined by the Uniform Commercial Code is used in this agreement, the definition contained in the code is to control.
- 22. APPLICABLE LAW:** This agreement shall be governed by the Uniform Commercial Code. Wherever the term "Uniform Commercial Code" is used, it shall be construed as meaning the Uniform Commercial Code as adopted in the State of Texas as effective and in force on the date of the agreement.
- 23. ADVERTISING:** Seller shall not advertise or publish, without Buyer's prior consent, the fact that Buyer has entered into this contract except to the extent necessary to comply with proper requests for information from an authorized representative of the federal, state or local government.
- 24. RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform he may demand that the other give written assurance of his intent to perform. In the event that a demand is made and no assurance is given within (5) days, the demanding party may treat this failure as an anticipatory repudiation of the contract.
- 25. VENUE:** Both parties agree that venue for a litigation arising from this contract shall be in Hidalgo County, Texas
- 26. PROHIBITION AGAINST PERSONAL INTEREST IN CONTRACTS:** Any board member which has any substantial interest, either direct or indirect, in any business entity seeking to contract with the District, shall, before any vote or decision on any matter involving the business entity, file an affidavit stating the nature and extent of interest and shall the business entity, file an affidavit stating the nature and extent of interest and shall abstain from any participation in the matter. This is not required if the vote or decision will not have any special effect on the entity other than its effect on the public. However, if a majority of the governing body are also required to file, and do file similar affidavits, then the member is not required to abstain from further participation. Vernon's Texas Codes Annotated, Local Government Code, Chapter 171.
- 27. OVERCHARGES:** Vendor hereby assigns to purchaser any and all claims for overcharges associated with this contract which arise under the antitrust laws of the United States, 15 USCA Section 1 et seq., and which arise under the antitrust laws of the State of Texas, Tex Bus. & Com. Code, Section 15.01, et seq.
- 28. COMMUNICATION WITH EVALUATION TEAM MEMBERS:** Vendor(s) submitting proposal shall not discuss this RFP with employees of the SISD or members of the Board of Trustees. The only discussion allowed will be at the scheduled interview, if held, if your company is selected for an interview. Failure to abide by this requirement may result in disqualification.

29. EVALUATION CRITERIA AND RELATIVE WEIGHTS

In determining the Selected Bidder, the Owner and Project Manager will evaluate the responses and information submitted on the Bid Form, Contractor's Information Statement Form and other bid documents in regards to the following criteria:

CATEGORY

- A. Price: **(50 Points)**
 - 1. Construction Cost
- B. Reputation of the vendor and of the vendor's goods and services: **(10 Points)**
 - 1. Business Experience, Location, South Texas Experience, Project Management and Superintendent Experience
 - 2. Reputation in Experience of building project of Similar Size, Type & Complexity
- C. Quality of the vendor's goods or services: **(10 Points)**
 - 1. Quality Experience in building project of Similar Size, Type & Complexity
 - 2. Quality Experience in School District Construction
- D. Extent to which the goods or services meet the district's needs: **(10 Points)**
 - 1. Strength and Experience Personnel
 - 2. Strength and Experience Subcontractors Used
 - 3. Quality of Work/Documentation of Meetings
 - 4. History of meeting deadlines
 - 5. Closing out Project
 - 6. Payment of Bills
 - 7. Professionalism and Conflict Resolution
 - 8. Change Order Processing
 - 9. Safety Record
- E. Vendor's past relationship with the district and/or Other School District's: **(6 Points)**
 - 1. Quality of Work/Documentation of Meetings
 - 2. Strength and Experience Subcontractors Used
 - 3. History of meeting deadlines
 - 4. Closing out Project
 - 5. Payment of Bills
 - 6. Professionalism and Conflict Resolution
 - 7. Change Order Processing
 - 8. Safety Record
- F. Impact on the ability of the district to comply with law and rules related to historically underutilized businesses: **(2 Points)**
 - 1. Small Hispanic Sub-Contractors or Women Owned Sub-Contractors
- G. Total long-term cost to the district to acquire the vendor's goods or services: **(6 Points)**
 - 1. Cost Experience
 - 2. History of Change Orders
 - 3. Stay Within Budget
 - 4. Planning
- H. Any other relevant factor specifically listed in the request for bids or proposals: **(6 Points)**
 - 1. Financial Statements-Independent Audited Financial Statements, Review Audit, or Compilation Report Bank Reference(s)
 - 2. Treasury Listed Bond, Federal, or State or unlisted Bond Co., Bonding Capacity
 - 3. Bankruptcy History, Litigation History, Lawsuit History (Company or Owner), Criminal History
 - 4. Firm Stability
 - 5. Warranty Issues
 - 6. Sues Filed or Pending
 - 7. Arbitration
 - 8. Claims Outstanding

Total: **100 Points**

NON-COLLUSION STATEMENT & SIGNATURE SHEET

The undersigned affirms that he/she is duly authorized to execute this contract, that this company, corporation, firm partnership or individual has not prepared this proposal in collusion with any other bidder and that the contents of this proposal as to prices, terms or conditions of said proposal have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business, or to any person affiliated with Sharyland I.S.D., prior to the official opening of this proposal.

I, _____, have read the standard terms and conditions.
(Print/Type Name of Company Officer)

I fully understand them and will fully execute them if I am awarded this proposal.

I have represented the truth concerning the felony conviction notification.

I fully understand the proposal specifications.

Company Name: _____

Address: _____

City, State: _____ **Zip Code:** _____

Phone Number: _____ **Fax Number:** _____

Authorized Signature: _____

Bidder (Print Name): _____

Official Position with Company: _____

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor doing business with local governmental entity

This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.

This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).

By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.

A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of vendor who has a business relationship with local governmental entity.

2 ☐ **Check this box if you are filing an update to a previously filed questionnaire.** (The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7th business day after the date on which you became aware that the originally filed questionnaire was incomplete or inaccurate.)

3 Name of local government officer about whom the information is being disclosed.

Name of Officer

4 Describe each employment or other business relationship with the local government officer, or a family member of the officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with the local government officer. Complete subparts A and B for each employment or business relationship described. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer or a family member of the officer receiving or likely to receive taxable income, other than investment income, from the vendor?

☐ Yes ☐ No

B. Is the vendor receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer or a family member of the officer AND the taxable income is not received from the local governmental entity?

☐ Yes ☐ No

5 Describe each employment or business relationship that the vendor named in Section 1 maintains with a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership interest of one percent or more.

6 ☐ Check this box if the vendor has given the local government officer or a family member of the officer one or more gifts as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a-1).

7

Signature of vendor doing business with the governmental entity

Date

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at <http://www.statutes.legis.state.tx.us/Docs/LG/htm/LG.176.htm>. For easy reference, below are some of the sections cited on this form.

Local Government Code § 176.001(1-a): "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:

- (2) the vendor:

(A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that

(i) a contract between the local governmental entity and vendor has been executed;
or

(ii) the local governmental entity is considering entering into a contract with the vendor;

(B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:

- (i) a contract between the local governmental entity and vendor has been executed; or
- (ii) the local governmental entity is considering entering into a contract with the vendor.

Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:

(1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);

(2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or

(3) has a family relationship with a local government officer of that local governmental entity.

- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:

- (1) the date that the vendor:

(A) begins discussions or negotiations to enter into a contract with the local governmental entity; or

(B) submits to the local governmental entity an application, response to a request for proposals or bids, correspondence, or another writing related to a potential contract with the local governmental entity; or

- (2) the date the vendor becomes aware:

(A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);

(B) that the vendor has given one or more gifts described by Subsection (a); or

(C) of a family relationship with a local government officer.

SHARYLAND INDEPENDENT SCHOOL DISTRICT

(956) 580-5200 1200 N SHARY ROAD MISSION, TX 78572

HOUSE BILL 89 VERIFICATION

I, _____, the undersigned representative of
Name of Person (print)

Company of Business Name (print)

(hereafter referred to as company) being an adult over the age of (18) eighteen year of age, after being duly sworn by the undersigned notary, do hereby depose and verify under oath that the company named-above, under the provisions of Subtitle F, Title 10, Government Code Chapter 2270:

1. Does not boycott Israel currently; and
2. Will not boycott Israel during the term of the contract.

Pursuant to Section 2270.001, Texas Government Code:

1. *"Boycott Israel" means refusing to deal with, terminating business activities with, or otherwise taking any action that is intended to penalize, inflict economic harm on, or limit commercial relations specifically with Israel, or with a person or entity doing business in Israel or in an Israeli-controlled territory, but does not include an action made for ordinary business purposes; and*
2. *"Company" means a for-profit sole proprietorship, organization, association, corporation, partnership, joint venture, limited partnership, limited liability partnership, or any limited liability company, including a wholly owned subsidiary, majority-owned subsidiary, parent company or affiliate of those entities or business association that exist to make a profit.*

DATE

SIGNATURE OF COMPANY REPRESENTATIVE

On this the _____ day of _____, 20_____, personally appeared by me being duly sworn, did swear and confirm that the above is true and correct.

NOTARY SEAL

NOTARY SIGNATURE

DATE

CERTIFICATE OF INTERESTED PARTIES

FORM 1295

OFFICE USE ONLY

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

4 Name of Interested Party	City, State, Country (place of business)	Nature of Interest (check applicable)	
		Controlling	Intermediary

5 Check only if there is NO Interested Party.

☐

6 AFFIDAVIT

I swear, or affirm, under penalty of perjury, that the above disclosure is true and correct.

Signature of authorized agent of contracting business entity

AFFIX NOTARY STAMP / SEAL ABOVE

Sworn to and subscribed before me, by the said _____, this the _____ day
of _____, 20 _____, to certify which, witness my hand and seal of office.

Signature of officer administering oath

Printed name of officer administering oath

Title of officer administering oath

ADD ADDITIONAL PAGES AS NECESSARY

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
6 City, state, and ZIP code	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
				-				-	
or									
Employer identification number									
				-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

In the cases below, the following person must give Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States:

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

- 1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)
- 2—The United States or any of its agencies or instrumentalities
- 3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities
- 4—A foreign government or any of its political subdivisions, agencies, or instrumentalities
- 5—A corporation
- 6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession
- 7—A futures commission merchant registered with the Commodity Futures Trading Commission
- 8—A real estate investment trust
- 9—An entity registered at all times during the tax year under the Investment Company Act of 1940
- 10—A common trust fund operated by a bank under section 584(a)
- 11—A financial institution
- 12—A middleman known in the investment community as a nominee or custodian
- 13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee ¹ The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

***Note.** Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

SHARYLAND INDEPENDENT SCHOOL DISTRICT
REQUEST FOR COMPETITIVE SEALED PROPOSALS

Competitive Sealed Proposal (CSP) for the work identified below in accordance with bid documents and addenda as may be issued prior to date of CSP opening will be received by the Board of Trustees, Sharyland Independent School District, until bid closing date and time, as identified below. The District shall receive, publicly open, and read aloud the names of the Bidders and all prices stated in each CSP. The District shall award the contract at the bid amount to the Bidder offering the best value to the District according to the selection criteria published in this solicitation. The District shall document the basis of its selection and shall make the evaluations public not later than the seventh day after the date the contract is awarded.

OWNER:	Sharyland Independent School District 1200 N. Shary Rd. Mission, TX 78572
PROJECT NAME:	Competitive Sealed Proposal No. CPS 1718-10– HVAC Improvements at Romulo Martinez Elementary
PRE-PROPOSAL MEETING	Tuesday, November 7, 2017 at 2:00pm Sharyland ISD – Administration Bldg. Ruby Conference Room 1200 N. Shary Rd. Mission, TX 78572
PROJECT BUDGET:	\$900,000.00
CSP OPENING DATE AND TIME:	<u>Tuesday, November 14, 2017 at 2:00 pm (local time)</u>
LOCATION OF BID OPENING:	Sharyland Independent School District Sharyland ISD – Administration Bldg. Ruby Conference Room 1200 N. Shary Rd. Mission, TX 78572 956-580-5200, ext 1044 dovando@sharylandisd.org
PROJECT ENGINEER:	Hugo Avila, PE 5000 W. Military Dr, Ste 100 McAllen, Texas 78503 956-445-5207 havila@halff.com

SECTION 00300

COMPETATIVE SEALED PROPOSAL FORM

PROJECT: HVAC Improvements at Romulo Martinez Elementary
Sharyland Independent School District
2571 E. 4th St. Mission, Texas 78572

DATE: Tuesday, November 14, 2017

TIME: 2:00 P.M.

TO: Dr. Robert O'Connor, Superintendent

1. Pursuant to and in compliance with the invitation to Bid and the proposed contract documents dated October 25, 2017, and relating to the above referenced project, the undersigned hereby proposes and agrees to fully perform the work within the time stated and in strict accordance with the proposed Contract Documents, and addenda thereto, for the following sum of money:

- A. Base Bid - All labor, materials, services, and equipment necessary for the work shown on drawings and specification for the HVAC Improvements, including HVAC Controls, by the date set forth by the general contractor as the completion date of the project.

_____ Dollars (\$_____)

- B. Alternate Bid #1 - All labor, materials, services, and equipment necessary for the removal of ductwork shown on drawings and specification for the HVAC Improvements, by the date set forth by the general contractor as the completion date of the project.

_____ Dollars (\$_____)

- C. List Roof Top Unit equipment Manufacturer(s)_____

- D. List Building Automation Manufacturer _____

2. If Awarded this contract, the undersigned will execute a satisfactory Construction Contract, Performance Bond, Labor and Material Payment Bond and Proof of Insurance coverage, with the Owner for the entire work as per the Contract Documents within ten (10) days after the Notice of Award. It is agreed that his proposal is subjected to the owner's acceptance for a period of sixty (60) days from the above date.

3. Enclosed is a Certificate Check or Bidders Bond in the amount of \$_____ in compliance with the specifications requirements. (5% of highest amount bid) The above check

or Bidders Bond is to become the property of the Owner in the event the Construction Contract (when offered by the Owner) and the bonds and proof of insurance are not within the time set forth above.

4. Extra Work:

The undersigned agrees that should any change in the work or extra work be ordered, the allowance for overhead and profit contained shall be as scheduled below, but in no case shall it exceed 15%. The following applicable percentages shall be added to the extra work cost as defined by Article 12 of the General Conditions.

- A. Allowance to the Contractor for overhead and profit for extra work provided by his own forces _____ %
- B. Allowance to the Contractor for overhead and profit for extra work provided by a subcontractor and supervised by the contractor _____ %

5. The undersigned agrees to the following:

- A. To furnish all labor and materials as shown, specified, and reasonably inferred.
- B. To complete the base proposal including anticipated delay days to inclement weather or muddy ground conditions in _____ calendar days (Completion date as set by General Contractor).
- C. To work _____ days per week.
- D. To start work _____ days after notice of award of contract.

6. Receipt is acknowledged of the following addendums

No. _____ Date: _____ No. _____ Date: _____

No. _____ Date: _____ No. _____ Date: _____

7. The bidder attest and affirms that he and his subcontractors are skilled experienced in the use and interpretation of plans, specifications addenda, and related bid documents and has found them to be free of conflict and/or ambiguities and sufficient for bidding and construction purposes. Further, he has carefully examined the site of the work, and through his own personal observations has satisfied himself as to the nature, location and requirement of the work; the character, quality and quantity of materials required; the difficulties likely to be encountered; the other items and/or conditions which may affect the satisfactory performance of the work. He has based his bid solely on these documents and personal observation and has not relied in any way explanation or interpretation and or written from any source other than those written and issued by the Architect/Engineer.

8. The Bidder agrees that the owner has the right to accept or reject any or all bids and to waive all informalities.

9. The undersigned bidder, by signing and executing this bid, certifies and represents to Sharyland I.S.D. that bidder has nor offered, conferred or agreed to confer any pecuniary benefits, as defined by TEX. PENAL CODE ANN. S218, or any other thing or value, as consideration for the receipt of information or any specs treatment or advantage relating to this bid; the Bidder also certifies, and presents, that the Bidder has not offered, conferred or agreed to confer any penicuniary benefit or other thing conferred of value as consideration not authorized by the law, the bidder also certifies and represents that bidder has not received any information not available to other bidders so as to give the undersigned a preferential advantage with respect to this bid; the bidder further certifies and represents that bidder has not violated any state, federal or local low, regulation or ordinance relating to bribery, improper

influence, collusion or that the bidder will not, in the future, offer, confer, to agree to confer any pecuniary benefit or other thing of value to any officer, trustee, agent, or employee of the Sharyland I.S.D., in return for the person having exercised the person's official discretion, power or duty with respect to this bid, the Bidder certifies and represents that is has now, and will not in the future, offer, confer, or agree to confer a pecuniary benefit or other thing of value of any officer, trustee, agent, or employee of the Sharyland I.S.D. in connection with information regarding this bid; the submission of this bid, the award of this bid or the performance, delivery or sale pursuant to this bid.

Respectfully submitted;

Proposal Prepared By:

Bidder: _____
Name of Firm

Signed by: _____

Address: _____

Name: _____

Title: _____

Phone No: _____

Date: _____

Email: _____

Website: _____

EMail:
Website:

(Seal if bidder is a corporation)

END OF SECTION

SECTION 011000

SUMMARY

PART 1 - GENERAL

1.1 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.
8. Miscellaneous provisions.

B. Related Requirements:

1. Section 015000 "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.

C. **Schedule**

1. **The Owner has not defined the date of Substantial Completion; however, based upon a contract start date of December 4, 2017 contractor shall propose the number of calendar days to complete. Furthermore, the Owner has a critical need to have the building to operate during school hours and power disruption will need to be kept to a minimum. Most of the work will be completed during the summer break.**

1.2 PROJECT INFORMATION

A. Project Identification: HVAC Improvements at Romulo Martinez Elementary School.

B. Owner: Sharyland Independent School District, 2571 East 4th Street, Mission, Texas 78572.

1. Owner's Representative: Mr. Mark Dougherty, Director, Sharyland ISD Facilities, Maintenance and Operations.

C. Engineer: Halff Associates, Inc., 5000 West Military Avenue, Suite 100, McAllen, Texas 78503.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents and consists of the following:

B. HVAC Improvements at Romulo Martinez Elementary School.

1.4 ACCESS TO SITE

- A. General: Contractor shall have limited use of Project site and areas of the building essential for construction operations. Specific areas of access will be defined by the Owner upon project commencement. Specific areas of access are also indicated by requirements of this Section.

- B. Use of Site: Limit use of Project site to work in areas indicated by Owner at time of project commencement. Do not disturb portions of Building or Project site beyond areas in which the Work is indicated.
1. Limits: Confine construction operations to areas where work is indicated, and areas of the building which require access for the purpose of terminating or extending mechanical, plumbing and electrical systems.
 2. An area of the site adjacent to the project will be made available for the Contractor's use and convenience. This area may not be large enough to accommodate contractor employee parking but will be intended for construction staging and operations. The extent of this area will be defined by the Owner upon project commencement.
 3. Driveways, Walkways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, 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 a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.5 COORDINATION WITH OCCUPANTS

- A. Partial Owner Occupancy: Owner will occupy the facility during the construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits unless otherwise indicated. Generally, work shall be performed when students are not on campus.
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 authorities having jurisdiction.
 2. Provide not less than 72 hours' notice to Owner of activities that will affect Owner's operations.
- B. The Work shall be conducted in one phase.

1.6 WORK RESTRICTIONS

- A. On-Site Work Hours: Limit work in the existing building to times when students are not in class unless otherwise indicated/requested.
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to requirements indicated:
1. Notify Owner not less than two days in advance of proposed utility interruptions.
 2. Obtain Owner's 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 Owner not less than two days in advance of proposed disruptive operations.

2. Obtain Owner's written permission before proceeding with disruptive operations.
- D. Nonsmoking Building and Site: Smoking is not permitted on the site or within the building (State law).
- E. Controlled Substances: Use of tobacco products and other controlled substances on Project site is not permitted.

1.7 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:
 1. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard.
 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

3.1 COMPLETENESS REQUIREMENT

- A. The intent of the contract documents is to require all items necessary for the proper execution and completion of the work by the Contractor. The contract documents are complimentary and by their intent a complete and usable work product is expected to be provided. To meet this requirement the Contractor is expected to provide construction in place to include that which is indicated in the contract documents and that which may be reasonably expected to be required to make the work complete in all respects and consistent with established and accepted construction practices.
- B. It is not the intent of this article to require scope-of-work which is not required for completeness or which is not reasonably inferable through an examination of the contract documents.

3.2 BUILDING CODE COMPLIANCE

Applicable Codes:

1. 2012 International Building Code
2. 2012 International Energy Conservation Code
3. 2012 International Mechanical Code
4. 2014 National Electrical Code
5. Information provided in this section should be attached to the Building Permit Application.

END OF SECTION 011000

SECTION 012100

ALLOWANCES

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 governing allowances.
 - 1. Certain items are specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when direction will be provided to Contractor. If necessary, additional requirements will be issued by Change Order.
- B. Types of allowances include the following:
 - 1. Contingency allowances.
- C. Related Requirements:
 - 1. Section 011000 Summary.

1.3 SELECTION AND PURCHASE

- A. When required purchase products and systems selected by Architect/Engineer from the designated supplier.

1.4 ACTION SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders. Work is not to commence until change order has been approved.

1.5 INFORMATIONAL SUBMITTALS

- A. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- B. Submit time sheets and other documentation to show labor time and cost for installation of allowance items that include installation as part of the allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.6 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.7 CONTINGENCY ALLOWANCES

- A. Use the contingency allowance only as directed by Architect/Engineer for Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.
- B. Contractor's overhead, profit, and related costs for products and equipment ordered by Owner under the contingency allowance are included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, insurance, equipment rental, and similar costs.
- C. Change Orders authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.
- D. At Project closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.

1.8 ADJUSTMENT OF ALLOWANCES

- A. Allowance Adjustment: To adjust allowance amounts, prepare a Change Order proposal based on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place where applicable. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
 - 1. Include installation costs in purchase amount only where indicated as part of the allowance.
 - 2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
 - 3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.
 - 4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.
- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the purchase order amount or Contractor's handling, labor, installation, overhead, and profit.
 - 1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
 - 2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. 1: General Contingency Allowance: Include the sum of \$90,000.00 for use according to the Owner's written instructions. Include this amount under Base Proposal.

END OF SECTION 01 21 00

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SECTION 012500

SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.2 DEFINITIONS

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

1.3 ACTION SUBMITTALS

- A. Substitution Requests: 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. Substitution Request Form: Use facsimile of form provided in Project Manual.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
 - b. Coordination information, including a list of changes or revisions 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 codes in effect for Project.
 - 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, if applicable.
 - 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. Engineer's Action: If necessary, Engineer will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Engineer 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, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.

1.4 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a 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 on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
 - 1. Conditions: Engineer 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: Engineer will consider requests for substitution if received within 30 days after commencement of the Work.
 - 1. Conditions: Engineer will consider Contractor's request for substitution when the following conditions are satisfied:

- a. 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.
- b. Requested substitution does not require extensive revisions to the Contract Documents.
- c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
- d. Requested substitution will not adversely affect Contractor's construction schedule.
- e. Requested substitution has received necessary approvals of authorities having jurisdiction.
- f. Requested substitution is compatible with other portions of the Work.
- g. Requested substitution has been coordinated with other portions of the Work.
- h. Requested substitution provides specified warranty.
- i. 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)

3.1 PART 4 – FORMS – See Attached Sheets Following

END OF SECTION 01 25 00

SUBSTITUTION REQUEST - PROPOSAL PHASE
Fire Alarm Improvements

PROJECT: _____ PROJECT NO.: _____

TO: (ENGINEER) FROM: (BIDDER)

HEREBY REQUESTS ACCEPTANCE OF THE FOLLOWING PRODUCT OR SYSTEMS AS A
SUBSTITUTION IN ACCORD WITH PROVISIONS OF THE BIDDING DOCUMENTS:

1. SPECIFIED PRODUCT OR SYSTEM:

Substitution request for (Generic Description): _____

Specification Section No. _____ Article(s) _____ Para.(s) _____

2. SUPPORTING DATA:

- ☐ Product data for proposed substitution is attached (description of product, reference standards, performance and test data).
☐ Sample is attached
☐ Sample will be sent if requested

3. QUALITY COMPARISON:

	SPECIFIED PRODUCT	SUBSTITUTION
Name, brand:	_____	_____
Catalog No.:	_____	_____
Manufacturer:	_____	_____
Vendor:	_____	_____
Significant variations	_____	_____

Maintenance Service Available: ☐ yes ☐ no

Spare Parts Source: _____

4. PREVIOUS INSTALLATIONS:

Identification of similar projects on which proposed substitution was used: (Attach list)

Project: _____ Architect: _____

Address: _____ Owner: _____

Date Installed: _____

5. REASON FOR NOT GIVING PRIORITY TO SPECIFIED ITEMS:

6. EFFECT OF SUBSTITUTION:

Proposed substitution affects other parts of Work: ☐ No ☐ Yes (If yes, explain)

Substitution requires dimensional revision or redesign of structure or M & E Work:

☐ No ☐ Yes (If yes, attach complete data.)

7. BIDDER'S/SUPPLIER'S STATEMENT OF CONFORMANCE OF PROPOSED SUBSTITUTION TO
CONTRACT REQUIREMENT:

I/we have investigated the proposed substitution. I/we:

- believe that it is equal or superior in all respects to specified product, except as stated above; and
- will provide the same warranty as specified for specified product; and
- have included complete implications of the substitution; and
- will pay redesign and other costs caused by the substitution which subsequently become apparent; and
- will pay costs to modify other parts of the Work as may be needed, to make all parts of the Work complete and functioning resulting from the substitution.

- warrant and represent to the Owner and the Architect that the proposed substitution does not infringe on any patents or other rights held by others, or that a license has been or will be obtained timely from the holders of such rights for the use of the substitute as proposed; and acknowledge that by accepting this substitution neither the Architect nor the Owner makes any warranty or representation to the Contractor or any Subcontractor regarding the existence or potential for such infringement.

Bidder/Supplier: _____ Date: _____

By: _____

Answer all questions and complete all blanks - use "NA" if not applicable.

REVIEW AND ACTION:

- ☐ Resubmit substitution request:
- ☐ Provide more information in following categories: _____
- ☐ Sign Bidder's/Supplier's Statement of Conformance.
- ☐ Substitution is accepted.
- ☐ Substitution is accepted, with the following comments: _____
- ☐ Substitution not accepted.
- ☐ No action taken. Substitution Request received less than 15 days prior to date set for receipt of bids.

Engineer's Signature

Date

SUBSTITUTION REQUEST - AFTER EXECUTION OF CONTRACT
Fire Alarm Improvements

Is this is a Substitution for CAUSE ? _____
Is this is a Substitution for CONVENIENCE ? _____

PROJECT: _____ PROJECT NO.: _____
TO: (ARCHITECT) FROM: (BIDDER)

HEREBY REQUESTS ACCEPTANCE OF THE FOLLOWING PRODUCT OR SYSTEMS AS A
SUBSTITUTION IN ACCORD WITH PROVISIONS OF DIVISION ONE OF SPECIFICATIONS:

1. SPECIFIED PRODUCT OR SYSTEM:

Substitution request for (Generic Description): _____
Specification Section No. _____ Article(s) _____ Para.(s) _____

2. SUPPORTING DATA:

- ☐ Product data for proposed substitution is attached (description of product, reference standards, performance and test data).
☐ Sample is attached
☐ Sample will be sent if requested

3. QUALITY COMPARISON:

SPECIFIED PRODUCT	SUBSTITUTION
Name, brand: _____	_____
Catalog No.: _____	_____
Manufacturer: _____	_____
Vendor: _____	_____

Significant variations _____
Maintenance Service Available: ☐ yes ☐ no

4. PREVIOUS INSTALLATIONS:

Identification of similar projects on which proposed substitution was used: (Attach list)

Project: _____ Architect: _____
Address: _____ Owner: _____

Date Installed: _____

5. REASON FOR NON-AVAILABILITY OF SPECIFIED ITEM:

Attach affidavit, certification or other data as proof of non-availability.

- | | |
|-------------------------------------|--|
| <input type="checkbox"/> Strikes | <input type="checkbox"/> Discontinuance of production |
| <input type="checkbox"/> Lockouts | <input type="checkbox"/> Proven shortage |
| <input type="checkbox"/> Bankruptcy | <input type="checkbox"/> Similar occurrences (explain below) |

6. EFFECT OF SUBSTITUTION:

Proposed substitution affects other parts of Work: ☐ No ☐ Yes (If yes, explain)

Substitution changes Contract Time: ☐ No ☐ Yes Add/Deduct _____ day
Substitution requires dimensional revision or redesign of structure or M & E Work:
☐ No ☐ Yes (If yes, attach complete data.)

Saving or credit to Owner, if any, for accepting substitution: \$ _____

7. CONTRACTOR'S STATEMENT OF CONFORMANCE OF PROPOSED SUBSTITUTION TO
CONTRACT REQUIREMENT:

I/we have investigated the proposed substitution. I/we:

- believe that is equal or superior in all respects to specified product, except as stated above;
- will provide the same warranty as specified for specified product;
- have included complete cost data and implications of the substitution;
- will pay redesign and special inspection costs caused by the use of this product;
- will pay additional costs to other contractors caused by the substitution;

- will coordinate the incorporation of the proposed substitution in the Work;
- will modify other parts of the Work as may be needed, to make all parts of the Work complete and functioning
- waive future claims for added cost to Contract cause by the substitution.
- warrant and represent to the Owner and the Architect that the proposed substitution does not infringe on any patents or other rights held by others, or that a license has been or will be obtained timely from the holders of such rights for the use of the substitute as proposed; and acknowledge that by accepting this substitution neither the Architect nor the Owner makes any warranty or representation to the Contractor or any Subcontractor regarding the existence or potential for such infringement.

Contractor: _____ Date: _____

By: _____

Answer all questions and complete all blanks - use "NA" if not applicable.

ENGINEER'S REVIEW AND ACTION:

- ☐ Resubmit substitution request:
- ☐ Provide more information in following categories: _____

- ☐ Sign Contractor's Statement of Conformance.
- ☐ Submit proof of non-availability.
- ☐ Substitution is accepted.
- ☐ Substitution is accepted, with the following comments: _____

- ☐ Substitution not accepted.

Engineer's Signature

Date

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SECTION 013100

PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

1. Requests for Information (RFIs).
2. Project meetings.

1.2 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, which depend on each other for proper installation, connection, and operation.

1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
3. Make adequate provisions to accommodate items scheduled for later installation.

- 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 and separate contractors 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 schedule.
2. Preparation of the schedule of values.
3. Installation and removal of temporary facilities and controls.
4. Delivery and processing of submittals.
5. Progress meetings.
6. Preinstallation conferences.
7. Project closeout activities.
8. Startup and adjustment of systems.

1.3 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.

1. Engineer will return RFIs submitted to Engineer by other entities controlled by Contractor with no response.
 2. Coordinate and submit RFIs in a prompt manner so as 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 Engineer.
 6. RFI number, numbered sequentially.
 7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. Engineer's Action: Engineer will review each RFI, determine action required, and respond. Allow five working days for Engineer's response for each RFI. RFIs received by Engineer 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 Engineer's actions on submittals.
 - f. Incomplete RFIs or inaccurately prepared RFIs.
 2. Engineer's action may include a request for additional information, in which case Engineer's time for response will date from time of receipt of additional information.
 3. Engineer'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.
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Engineer in writing within 10 days of receipt of the RFI response.
- D. RFI Log: Prepare, maintain, and maintain a tabular log of RFIs organized by the RFI number. Submit log periodically. Log not less than the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Engineer.
 4. RFI number including RFIs that were dropped and not submitted.

5. RFI description.
 6. Date the RFI was submitted.
 7. Date Engineer's response was received.
- E. On receipt of Engineer's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Engineer within seven days if Contractor disagrees with response.
1. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.
 2. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.

1.4 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 Engineer 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 Owner and Engineer, within days of the meeting.
- B. Preconstruction Conference: Owner will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Engineer, but no later than 7days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner Engineer, and their consultants; Contractor and its superintendent; major 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. Tentative construction schedule.
 - b. Phasing.
 - c. Critical work sequencing and long-lead items.
 - d. Designation of key personnel and their duties.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for RFIs.
 - g. Procedures for testing and inspecting.
 - h. Procedures for processing Applications for Payment.
 - i. Distribution of the Contract Documents.
 - j. Submittal procedures.
 - k. Preparation of record documents.
 - l. Use of the premises.
 - m. Work restrictions.
 - n. Working hours.
 - o. Owner's occupancy requirements.
 - p. Responsibility for temporary facilities and controls.
 - q. Procedures for moisture and mold control.
 - r. Procedures for disruptions and shutdowns.
 - s. Construction waste management and recycling.
 - t. Parking availability.

- u. Office, work, and storage areas.
 - v. Equipment deliveries and priorities.
 - w. First aid.
 - x. Security.
 - y. Progress cleaning.
 - 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation 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 Engineer of scheduled meeting dates.
 - 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 RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility problems.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written instructions.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. Protection of construction and personnel.
 - 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 - 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 - 5. Do 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. Progress Meetings: Conduct progress meetings at biweekly intervals.

1. Attendees: In addition to representatives of Owner and Engineer, 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 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. 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.
 - 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) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Progress cleaning.
 - 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of proposal requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
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 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 01 31 00

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SECTION 013233

PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
 - 1. Preconstruction photographs.
 - 2. Periodic construction photographs.

1.2 INFORMATIONAL SUBMITTALS

- A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.
- B. Digital Photographs: Submit unaltered, original, full-size image files within three days of taking photographs.
 - 1. Digital Camera: Minimum sensor resolution of 8 megapixels.
- C. Construction Photographs: Maintain an electronic library of photographs which are easily retrievable upon request by Owner or Engineer.

PART 2 - PRODUCTS

2.1 PHOTOGRAPHIC MEDIA

- A. Digital Images: Provide images in JPG format, with minimum size of 8 megapixels.

PART 3 - EXECUTION

3.1 CONSTRUCTION PHOTOGRAPHS

- A. General: Take photographs using the maximum range of depth of field, and that are in focus, to clearly show the Work. Photographs with blurry or out-of-focus areas will not be accepted.
 - 1. Maintain key plan with each set of construction photographs that identifies each photographic location.
- B. Digital Images: Submit digital images exactly as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
 - 1. Date and Time: Include date and time in file name for each image.
- C. Preconstruction Photographs: Before starting construction, take photographs of Project site, including existing items to remain during construction, from different vantage points. Fully document existing conditions
- D. Periodic Construction Photographs: Take photographs bi-weekly, with timing each month adjusted to coincide with the cutoff date associated with each Application for Payment. Select

vantage points to show status of construction and progress since last photographs were taken. Post photographs bi-weekly on the Engineer's FTP site and provide notice of such posting.

- E. Final Completion Construction Photographs: Take color photographs after date of Substantial Completion for submission as Project Record Documents.
- F. Additional Photographs: Engineer may request photographs in addition to periodic photographs specified to describe conditions which are the subject of RFI or progress discussion.

END OF SECTION 01 32 33

SECTION 013300

SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Engineer's responsive action.
- B. Informational Submittals: Written and graphic information and physical samples that do not require Engineer's responsive action.

1.3 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Engineer and additional time for handling and reviewing submittals required by those corrections.

1.4 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Engineer's Digital Data Files: Electronic copies of digital data files of the Contract Drawings will not be provided by Engineer for Contractor's use in preparing submittals.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Engineer's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow 10 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Resubmittal Review: Allow 10 days for review of each resubmittal.
- D. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:
 - 1. Assemble complete section-by-section submittal packages into single indexed files incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 - 2. Name file with submittal number or other unique identifier, including revision identifier.

- a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Engineer.
4. Transmittal Form for Electronic Submittals: Use electronic form acceptable to Owner, containing the following information:
 - a. Project name.
 - b. Date.
 - c. Name and address of Engineer.
 - d. Name of Contractor.
 - e. Name of firm or entity that prepared submittal.
 - f. Names of subcontractor, manufacturer, and supplier.
 - g. Category and type of submittal.
 - h. Submittal purpose and description.
 - i. Specification Section number and title.
 - j. Specification paragraph number or drawing designation and generic name for each of multiple items.
 - k. Drawing number and detail references, as appropriate.
 - l. Location(s) where product is to be installed, as appropriate.
 - m. Related physical samples submitted directly.
 - n. Indication of full or partial submittal.
 - o. Transmittal number.
 - p. Submittal and transmittal distribution record.
 - q. Other necessary identification.
 - r. Remarks.
- E. Options: Identify options requiring selection by Engineer.
- F. Deviations: Identify deviations from the Contract Documents on submittals.
- G. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked with approval notation from Engineer's action stamp.
- H. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- I. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Engineer's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements:

1. Post electronic submittals as PDF electronic files directly to Engineer's FTP site specifically established for Project or send via email, and notify project representative of posted file.
 - a. Engineer will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 2. Submit electronic submittals via email as PDF electronic files.
 - a. Engineer will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 3. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before or concurrent with Samples.
 6. Submit Product Data in the following format:
 - a. PDF electronic file.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.

- e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 2. Submit Shop Drawings in the following format:
 - a. PDF electronic file.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
 1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.
 3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
 4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line.
- E. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements of individual Sections.
- F. Maintenance Data: Comply with requirements specified in Section 017823 "Operation and Maintenance Data."
- G. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of engineers and owners, and other information specified.
- H. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.

- I. Certificates: Submit written statements on manufacturer's letterhead certifying that Installer, Manufacturer, Product or Material complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- J. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- K. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- L. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Engineer.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, coordinated with other parts of the work, and approved for compliance with the Contract Documents.

3.2 ENGINEER'S ACTION

- A. General: Engineer will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Engineer will review each submittal, make marks to indicate corrections or revisions required, and return it. Engineer will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- C. Informational Submittals: Engineer will review each submittal and will not return it, or will return it if it does not comply with requirements. Engineer will forward each submittal to appropriate party.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Submittals not required by the Contract Documents may not be reviewed and may be discarded.

END OF SECTION 01 33 00

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SECTION 014200

DEFINITIONS AND TERMINOLOGY

PART 1- GENERAL

1.1. SPECIFICATION TERMINOLOGY

- A. "Engineer" the Consulting Engineering Firm under contract with the Owner for this particular project, or its designated representative.
- B. "Furnish" means to supply, deliver and unload materials and equipment at the project site ready to install.
- C. "Install" means the operations at the project site including unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, training and similar operations required to prepare the materials and equipment for use, verify conformance with Contract Documents and prepare for acceptance and operation by the Owner.
- D. "Provide" means to furnish and install materials and equipment.
- E. "Perform" means to complete the operations necessary to comply with the Contract Documents.
- F. "Indicated" means graphic representations, notes, or schedules on drawings, or other requirements in Contract Documents. Words such as "shown", "noted", "scheduled", are used to help locate the reference. No limitation on the location is intended unless specifically noted.
- G. "Specified" means written representations in the bid documents or the technical specifications.
- H. "Regulation" means laws, statutes, ordinances, and lawful orders issued by authorities having jurisdiction, as well as, rules, conventions, and agreements within the construction industry that control performance of work, whether they are lawfully imposed by authorities having jurisdiction or not.
- I. "Installer" means an entity engaged by Contractor, either as an employee, subcontractor, or sub-subcontractor to install materials and/or equipment. Installers are to have successfully completed a minimum of five projects similar in size and scope to this project, have a minimum of five years of experience in the installation of similar materials and equipment, and comply with the requirements of the authority having jurisdiction.
- J. "Manufacturer" means an entity engaged by Contractor, as a subcontractor, or sub-subcontractor to furnish materials and/or equipment. Manufacturers are to have a minimum of five years experience in the manufacture of materials and equipment similar in size, capacity and scope to the specified materials and equipment.
- K. "Project site" means the space available to perform the work, either exclusively or in conjunction with others performing construction at the project site.
- L. "Testing laboratory" means an independent entity engaged to perform specific inspections or tests, either at the project site or elsewhere, and to report and interpret the results of those inspections or tests.
- M. "Listed" means equipment is included in a list published by a nationally recognized laboratory which makes periodic inspection of production of such equipment and states that such equipment meets nationally recognized standards or has been tested and found safe for use in a specified manner.

- N. "Labeled" means equipment that embodies a valid label, symbol, or other identifying mark of a nationally recognized testing laboratory such as Underwriters Laboratories, Inc. and production is periodically inspected in accordance with nationally recognized standards or tests to determine safe use in a specified manner.
- O. "Certified" used in context with materials and equipment means the material and equipment has been tested and found by a nationally recognized testing laboratory to meet specification requirements, or nationally recognized standards if requirements are not specified, and is safe for use in the specified manner. A nationally recognized testing laboratory must periodically inspect production of the equipment and the equipment must bear a label, tag, or other record of certification.
- P. "Certified" used in context with labor performance or ability to install materials and equipment means that the abilities of the proposed installer have been tested by an representative of the specified testing agency authorized to issue certificates of competency and has met the prescribed standards for certification.
- Q. "Certified" used in context with test reports, payment requests or other statements of fact means that the statements made on the document are a true statement as attested to by the certifying entity.

1.2 SPECIFICATION SENTENCE STRUCTURE

- A. Specifications are written in modified brief style. Requirements apply to all work of the same kind, class, and type even though the word "all" is not stated.
- B. Simple imperative sentence structure is used which places a verb as the first word in the sentence. It is understood that the words "furnish", "install", "provide", or similar words include the meaning of the phrase "The Contractor shall." before these words.
- C. It is understood that the words "directed", "designated", "requested", "authorized", "approved", "selected", or similar words include the meaning of the phrase "by the Engineer" after these words unless otherwise stated. Use of these words does not extend the Engineer's responsibility for construction supervision or responsibilities beyond those defined in the General Conditions.
- D. "At no additional cost to Owner", "With no extra compensation to Contractor", "At Contractor's own expense", or similar words mean that the Contractor will perform or provide specified operation of work without any increase in the Contract Amount. It is understood that the cost for performing all work is included in the amount bid and will be performed at no additional cost to the Owner unless specifically stated otherwise.

1.3 DOCUMENT ORGANIZATION

- A. Organization of Contract Documents is not intended to control or to lessen the responsibility of the Contractor when dividing work among subcontractors, or to establish the extent of work to be performed by any trade, subcontractor or vendor. Specification or details do not need to be indicated or specified in each specification or drawing. Items shown in the contract documents are applicable regardless of location in the Contract Documents.
- B. Standard paragraph titles and other identifications of subject matter in the specifications are intended to aid in locating and recognizing various requirements of the specifications. Titles do not define, limit, or otherwise restrict specification text.
- C. Capitalizing words in the text does not mean that these words convey special or unique meanings or have precedence over other parts of the Contract Documents. Specification text governs over titling and it is understood that the specification is to be interpreted as a whole.
- D. Drawings and specifications do not indicate or describe all of the work required to complete the project. Additional details required for the correct installation of selected products are to be provided by the Contractor and coordinated with the Engineer. Provide any work, materials or

equipment required for a complete and functional system even if they are not detailed or specified.

1.4 INTERPRETATIONS OF DOCUMENTS

- A. Comply with the most stringent requirements where compliance with two (2) or more standards is specified, and they establish different or conflicting requirements for minimum quantities or quality levels, unless Contract Documents indicate otherwise.
 - 1. Quantity or quality level shown or indicated shall be minimum to be provided or performed in every instance.
 - 2. Actual installation may comply exactly with minimum quality indicated, or it may exceed that minimum within reasonable limits.
 - 3. In complying with these requirements, indicated numeric values are minimum or maximum values, as noted, or appropriate for context of requirements.
 - 4. Refer instances of uncertainty to the Engineer for a decision before proceeding.
- B. Provide materials and equipment comparable in quality to similar materials and equipment incorporated in the project or as required to meet the minimum requirements of the application if the materials and equipment are shown in the drawings but are not included in the specifications.

1.5 REFERENCE STANDARDS

- A. Comply with applicable construction industry standards as if bound or copied directly into the Contract Documents regardless of lack of reference in the Contract Documents. Apply provisions of the Contract Documents where Contract Documents include more stringent requirements than the referenced standards.
 - 1. Standards referenced directly in the Contract Documents take precedence over standards that are not referenced but recognized in the construction industry as applicable.
 - 2. Comply with standards not referenced but recognized in the construction industry as applicable for performance of the work except as otherwise limited by the Contract Documents. The Engineer determines whether code or standard is applicable, or which of several are applicable.
- B. Consider a referenced standard to be the latest edition with supplements or amendments when a standard is referred to in an individual specification section but is not listed by title and date.
- C. Trade association names and title of general standards are frequently abbreviated. Acronyms or abbreviations used in the Contract Documents mean the recognized name of trade association, standards generating organization, authority having jurisdiction, or other entity applicable in the context of the Contract Documents. Refer to "Encyclopedia of Associations," published by Gale Research Company.
- D. Make copies of reference standards available as requested by Engineer or Owner.

1.6 SUBSTITUTIONS AND EQUAL PRODUCTS

- A. Provide materials and equipment manufactured by the entities specifically listed in each technical specification section. Submit a Contractor's Modification Request for substitution of materials and equipment of manufacturers not specifically listed or for materials and equipment that does not strictly comply with the Contract Documents.
- B. Contractor may provide "equal" products manufactured by manufacturers other than those specifically listed in the technical specification section unless it is specifically stated that only the materials and equipment of the specified manufacturers shall be provided. Provide a request for

approval of proposed equals for any materials or equipment not specifically listed. Submit a Contractor's Modification Request for substitution of materials and equipment of other manufacturers or for materials and equipment that does not strictly comply with the Contract Documents. A Field Order or Change Order will be issued if the contract modification is approved.

END OF SECTION 01 42 00

SECTION 015000

TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.

1.2 USE CHARGES

- A. General: Installation and removal of temporary facilities shall be included in the Contract Sum unless otherwise indicated.
- 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.
- C. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

1.3 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.

1.4 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.

1.5 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 TEMPORARY FACILITIES

- A. Field Offices, General: The Contractor may manage his operations from the renovation area and may set aside space in that area for such use.
- B. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.

2.2 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. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
 - 1. Locate facilities to limit site disturbance as specified in Section 011000 "Summary."
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 - 1. Arrange with Owner and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
- C. 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.
- D. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
- E. Electric Power Service: Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner.
- F. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
- G. Telephone Service: Provide superintendent with cellular telephone.
 - 1. At field office, post a list of important telephone numbers.
 - a. Police and fire departments.
 - b. Ambulance service.
 - c. Contractor's home office.
 - d. Contractor's emergency after-hours telephone number.
 - e. Engineers' offices.
 - f. Owner's office.
 - g. Principal subcontractors' field and home offices.

3.3 SUPPORT FACILITIES INSTALLATION

- A. Temporary Use of Permanent Roads and Paved Areas: Contractor may use areas indicated by Owner for use during Pre-Construction meeting
- B. 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.
- C. Parking: Use designated areas of Owner's existing parking areas for construction personnel.
- D. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
 - 1. Identification Signs: Provide Project identification sign-4'x8' multi-color vinyl printed with ½" plywood backing. Refer to sign detail.
 - 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
 - a. Provide temporary, directional signs for construction personnel and visitors.
 - 3. Maintain and touchup signs so they are legible at all times.
- E. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction.
- F. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
 - 1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.

3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
- B. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each work day.
- C. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- D. Temporary Egress: Maintain temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.
- E. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
 - 1. Where heating or cooling is needed and permanent enclosure is not complete, insulate temporary enclosures.

- F. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner from fumes and noise.
 - 1. Construct dustproof partitions with gypsum wallboard with joints taped on occupied side, and fire-retardant-treated plywood on construction operations side.
 - 2. Construct dustproof partitions with two layers of 6-mil polyethylene sheet on each side. Cover floor with two layers of 6-mil polyethylene sheet, extending sheets 18 inches up the sidewalls. Overlap and tape full length of joints. Cover floor with fire-retardant-treated plywood.
 - a. Construct vestibule and airlock at each entrance through temporary partition with not less than 48 inches between doors. Maintain water-dampened foot mats in vestibule.
 - 3. Insulate partitions to control noise transmission to occupied areas.
 - 4. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
 - 5. Protect air-handling equipment.
 - 6. Provide walk-off mats at each entrance through temporary partition.
- G. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire prevention program.
 - 1. Prohibit smoking in construction areas.
 - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition according to requirements of authorities having jurisdiction.
 - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.

3.5 MOISTURE AND MOLD CONTROL

- A. Contractor's Moisture Protection Plan: Avoid trapping water in finished work. Document visible signs of mold that may appear during construction.
- B. Partially Enclosed Construction Condition: When installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
 - 1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
 - 2. Keep interior spaces reasonably clean and protected from water damage.
 - 3. Discard or replace water-damaged and wet material.
 - 4. Discard, replace, or clean stored or installed material that begins to grow mold.
 - 5. Perform work in a sequence that allows any wet materials adequate time to dry before enclosing the material in drywall or other interior finishes.

3.6 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.

1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 1. Materials and facilities that constitute temporary facilities are property of Contractor.

END OF SECTION 01 50 00

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SECTION 016000

PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.

1.2 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.3 ACTION SUBMITTALS

- A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Architect/Engineer's Action: If necessary, Architect/Engineer will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect/Engineer will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Section 013300 "Submittal Procedures."
 - b. Use product specified if Architect/Engineer does not issue a decision on use of a comparable product request within time allocated.
- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 013300 "Submittal Procedures." Show compliance with requirements.

1.4 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.
- C. Storage:
 - 1. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
 - 2. Protect stored products from damage and liquids from freezing.

1.6 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
 - 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 - 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.
- B. Submittal Time: Comply with requirements in Section 017700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
 - 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.

2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
4. Where products are accompanied by the term "as selected," Architect/Engineer will make selection.
5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.

B. Product Selection Procedures:

1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
3. Products:
 - a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - b. Nonrestricted List: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.
4. Manufacturers:
 - a. Restricted List: Where Specifications include a list of manufacturers' names, provide a product by one of the manufacturers listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 - b. Nonrestricted List: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.
5. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

- C. Visual Matching Specification: Where Specifications require "match Architect/Engineer's sample", provide a product that complies with requirements and matches Architect/Engineer's sample. Architect/Engineer's decision will be final on whether a proposed product matches.

1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 012500 "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect/Engineer from manufacturer's full range" or similar phrase, Architect/Engineer will select color, gloss, pattern, density, or texture from manufacturer's product line that includes standard items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: Architect/Engineer will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect/Engineer may return requests without action, except to record noncompliance with these requirements:
 1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 3. Evidence that proposed product provides specified warranty.
 4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
 5. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 60 00

SECTION 017300

EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Installation of the Work.
 - 2. Cutting and patching.
 - 3. Coordination of Owner-installed products.
 - 4. Progress cleaning.
 - 5. Starting and adjusting.
 - 6. Protection of installed construction.

1.2 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 - 1. Structural Elements: When cutting and patching structural elements, notify Engineer of locations and details of cutting and await directions from Engineer before proceeding. Shore, brace, and support structural element during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection
 - 2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
 - 3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
 - 4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Engineer's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- B. Title X Requirement: Each firm conducting activities that disturb painted surfaces shall be a "Lead-Safe Certified Firm" according to 40 CFR 745, Subpart E, and use only workers that are trained in lead-safe work practices.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible. Use salvaged materials where indicated in plans.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground, underfloor and other utilities and construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of utilities, mechanical and electrical systems, and other construction affecting the Work.
 - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; electrical services, and other utilities.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Engineer.

3.3 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 - 1. Make vertical work plumb and make horizontal work level.
 - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 - 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.

- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Engineer.
 - 2. Allow for building movement, including thermal expansion and contraction.
 - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.4 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

- E. Adjacent Occupied Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.
- G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
 - 1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 - 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
 - 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 - 6. Proceed with patching after construction operations requiring cutting are complete.
- H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
 - 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
 - 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
 - 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - 4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
 - 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.5 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
 - 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.
 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
1. Remove liquid spills promptly.
 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways.
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.6 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: Comply with qualification requirements in Section 014000 "Quality Requirements"

3.7 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 01 73 00

SECTION 017700

CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Repair of the Work.
- B. Related Requirements:
 - 1. Section 013233 "Photographic Documentation" for submitting final completion construction photographic documentation.
 - 2. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 3. Section 017839 "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.

1.2 ACTION SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.3 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.4 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
 - 2. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.

3. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Engineer. Label with manufacturer's name and model number where applicable.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section.
 4. Submit test/adjust/balance records which have been delivered to contractor from Owner's testing and balancing effort.
 5. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
 6. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 7. Complete final cleaning requirements, including touchup painting.
 8. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Engineer will either proceed with inspection or notify Contractor of unfulfilled requirements. Engineer will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Engineer, 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.

1.5 FINAL COMPLETION PROCEDURES

- A. Preliminary Procedures: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Owner's Payment Procedures.
 2. Certified List of Incomplete Items: Submit certified copy of Engineer's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Engineer. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Submit pest-control final inspection report and warranty.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings.
- B. Inspection: Submit a written request for final inspection to determine acceptance. On receipt of request, Engineer will either proceed with inspection or notify Contractor of unfulfilled

requirements. Engineer 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.

1.6 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.
 1. Organize list of spaces in sequential order, starting with exterior areas first.
 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 3. Submit list of incomplete items in the following format:
 - a. MS Excel electronic file. Engineer will return annotated copy.

1.7 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Engineer for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
 4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.

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.
 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

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 designated portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - d. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - e. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - f. Sweep concrete floors broom clean in unoccupied spaces.
 - g. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - h. Remove labels that are not permanent.
 - i. Wipe surfaces of mechanical and electrical equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - j. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - k. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - l. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
 - m. Leave Project clean and ready for occupancy.

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
 - 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
 - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.

- a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

END OF SECTION 01 77 00

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SECTION 017823

OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory.
 - 2. Emergency manuals.
 - 3. Operation manuals for systems, subsystems, and equipment.
 - 4. Product maintenance manuals.
 - 5. Systems and equipment maintenance manuals.

1.2 CLOSEOUT SUBMITTALS

- A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Engineer will comment on whether content of operations and maintenance submittals are acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operations and maintenance manuals in the following format:
 - 1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Engineer.
 - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
 - b. Enable inserted reviewer comments on draft submittals.
 - 2. Three paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. Engineer will return two copies.
- C. Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Engineer will return copy with comments.
 - 1. Correct or revise each manual to comply with Engineer's comments. Submit copies of each corrected manual within 15 days of receipt of Engineer's comments and prior to commencing demonstration and training.

PART 2 - PRODUCTS

2.1 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Directory: Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information.
- B. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:

1. Title page.
 2. Table of contents.
 3. Manual contents.
- C. Title Page: Include the following information:
1. Subject matter included in manual.
 2. Name and address of Project.
 3. Name and address of Owner.
 4. Date of submittal.
 5. Name and contact information for Contractor.
 6. Name and contact information for Construction Manager.
 7. Name and contact information for Engineer.
 8. Name and contact information for Commissioning Authority.
 9. Names and contact information for major consultants to the Engineer that designed the systems contained in the manuals.
 10. Cross-reference to related systems in other operation and maintenance manuals.
- D. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
- E. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- F. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
- G. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.
1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.
 2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
 3. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.2 EMERGENCY MANUALS

- A. Content: Organize manual into a separate section for each of the following:
1. Type of emergency.

2. Emergency instructions.
 3. Emergency procedures.
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
1. Fire.
 2. Flood.
 3. Water leak.
 4. Power failure.
 5. Water outage.
 6. System, subsystem, or equipment failure.
 7. Chemical release or spill.
- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include the following, as applicable:
1. Instructions on stopping.
 2. Shutdown instructions for each type of emergency.
 3. Operating instructions for conditions outside normal operating limits.
 4. Required sequences for electric or electronic systems.
 5. Special operating instructions and procedures.

2.3 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor is delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
1. Product name and model number. Use designations for products indicated on Contract Documents.
 2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include the following, as applicable:
1. Startup procedures.
 2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.

4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.4 PRODUCT MAINTENANCE MANUALS

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.
 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.
 3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.

- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
 - 1. Standard maintenance instructions and bulletins.
 - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 - 3. Identification and nomenclature of parts and components.
 - 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 - 1. Test and inspection instructions.
 - 2. Troubleshooting guide.
 - 3. Precautions against improper maintenance.
 - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - 5. Aligning, adjusting, and checking instructions.
 - 6. Demonstration and training video recording, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- C. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
- D. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
- E. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence

and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.

1. Do not use original project record documents as part of operation and maintenance manuals.

- F. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01 78 23

SECTION 017839

PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
 - 1. Record Drawings.
 - 2. Record Specifications.
 - 3. Record Product Data.
- B. Related Requirements:
 - 1. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.2 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one set(s) of marked-up record prints.
 - 2. Number of Copies: Submit copies of record Drawings as follows:
 - a. Submittal:
 - 1) Submit PDF electronic files of scanned record prints one paper-copy set(s) of marked-up record prints.
 - 2) Engineer will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
- B. Record Specifications: Submit one paper copy and annotated PDF electronic files of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit one paper copy and annotated PDF electronic files and directories of each submittal.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised Drawings as modifications are issued.
 - 1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.

- b. Record data as soon as possible after obtaining it.
 - c. Record and check the markup before enclosing concealed installations.
 - 2. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 - 3. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 - 4. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Engineer. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
- 1. Format: Same digital data software program, version, and operating system as the original Contract Drawings.
 - 2. Format: DWG, AutoCad 2012 or later operating system.
 - 3. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 - 4. Refer instances of uncertainty to Architect/Engineer for resolution.
 - 5. Architect/Engineer will furnish Contractor one set of digital data files of the Contract Drawings for use in recording information.
- C. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
- 1. Record Prints: Organize record prints and newly prepared record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 - 2. Record Digital Data Files: Organize digital data information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each digital data file.
 - 3. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect/Engineer.
 - e. Name of Contractor.

2.2 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. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 - 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 - 4. Note related Change Orders, record Product Data, and record Drawings where applicable.

- B. Format: Submit record Specifications as annotated PDF electronic file and paper copy of Specifications.

2.3 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. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 - 3. Note related Change Orders, record Specifications, and record Drawings where applicable.
- B. Format: Submit record Product Data as scanned PDF electronic file(s) of marked-up paper copy of Product Data.

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 revisions to project record documents as they occur; do not wait until end of Project.
- B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Engineer's reference during normal working hours.

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SECTION 230100

MECHANICAL/ HVAC SUBMITTAL 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 requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Engineer's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Engineer's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Division Section as "informational submittals."
- C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.
- D. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of Division 23 submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Engineer's and additional time for handling and reviewing submittals required by those corrections.
 - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 - 2. Initial Submittal: Submit concurrently with startup construction schedule. Include submittals required during the first 60 days of construction. List those submittals required

- to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 4. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Engineer's final release or approval.
 - g. Scheduled date of fabrication.
 - h. Scheduled dates for delivery.
 - i. Scheduled dates for installation.
 - j. Activity or event number.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Engineer's Digital Data Files: Electronic digital data files of the Contract Drawings will be provided by Engineer for Contractor's use in preparing submittals.
 1. Engineer will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing and Project record drawings.
 - a. Engineer makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
 - b. Contractor shall execute a data licensing agreement in the form of Halff Associates' Standard form.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. **Submit all submittal items required for each Specification Section within a Construction Division concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.**
 - **This submittal package shall be comprehensive document by Division and not piecemealed by specification section.**
 3. Submit action submittals and informational submittals required by the same Specification Section concurrent.
 4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination. For example, HVAC Equipment must be submitted and approved prior to approval of Electrical gear.
 - a. Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Engineer's receipt of submittal. No extension of the

Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow 15 working days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 10 working days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals is indicated, allow 15 working days for initial review of each submittal.
- D. Paper Submittals: Place a permanent label or title block on each submittal item for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Engineer.
 3. Include the following information for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name of Engineer.
 - d. Name of Construction Manager, where applicable.
 - e. Name of Contractor.
 - f. Name of subcontractor.
 - g. Name of supplier.
 - h. Name of manufacturer.
 - i. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Division Section or number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
 - j. Number and title of appropriate Specification.
 - k. Drawing number and detail references, as appropriate.
 - l. Location(s) where product is to be installed, as appropriate.
 - m. Other necessary identification.
4. Additional Paper Copies: Unless additional copies are required for final submittal, initial submittal may serve as final submittal.
 - a. When paper copies are required, submit one copy of submittal.
5. Transmittal for Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Engineer will return without review submittals received from sources other than Contractor.
 - a. Transmittal Form for Paper Submittals: Provide locations on form for the following information:
 - 1) Project name.
 - 2) Date.
 - 3) Destination (To:).
 - 4) Source (From:).

- 5) Name and address of Engineer.
- 6) Name of Construction Manager, where applicable.
- 7) Name of Contractor.
- 8) Name of firm or entity that prepared submittal.
- 9) Names of subcontractor, manufacturer, and supplier.
- 10) Category and type of submittal.
- 11) Submittal purpose and description.
- 12) Specification Section number and title.
- 13) Specification paragraph number or drawing designation and generic name for each of multiple items.
- 14) Drawing number and detail references, as appropriate.
- 15) Indication of full or partial submittal.
- 16) Transmittal number, numbered consecutively.
- 17) Submittal and transmittal distribution record.
- 18) Remarks.
- 19) Signature of transmitter.

E. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:

1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item. Alternately, submit package as a comprehensive .pdf document by Division with each Specification Section tabbed.
2. Name file with submittal number or other unique identifier, including revision identifier.
 - a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
3. Transmittal Form for Electronic Submittals: Use electronic form acceptable to Owner, containing the following information:
 - a. Project name.
 - b. Date.
 - c. Name and address of Engineer.
 - d. Name of Construction Manager, where applicable.
 - e. Name of Contractor.
 - f. Name of firm or entity that prepared submittal.
 - g. Names of subcontractor, manufacturer, and supplier.
 - h. Category and type of submittal.
 - i. Submittal purpose and description.
 - j. Specification Section number and title.
 - k. Specification paragraph number or drawing designation and generic name for each of multiple items.
 - l. Drawing number and detail references, as appropriate.
 - m. Location(s) where product is to be installed, as appropriate.
 - n. Related physical samples submitted directly.
 - o. Indication of full or partial submittal.
 - p. Transmittal number, numbered consecutively.
 - q. Submittal and transmittal distribution record.
 - r. Other necessary identification.
 - s. Remarks.

F. Options: Identify options requiring selection by Engineer.

- G. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Engineer on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- H. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 - 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked with approval notation from Engineer's action stamp.
- I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- J. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Engineer's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 - 1. Post electronic submittals as PDF electronic files directly to Project Web site or FTP site specifically established for Project.
 - a. Engineer will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 - 2. Action Submittals: For submittal formats 11 x 17 and larger, submit two paper copies of each submittal unless otherwise indicated in addition to the electronically posted submittal. Engineer will return one copy of paper submittal.
 - 3. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
 - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
- B. Product Data: Collect information into a single submittal for each construction Division and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.

2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before or concurrent with Samples.
 6. Submit Product Data (8-1/2 x 11 format only) in the following format:
 - a. PDF electronic file.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer, if specified.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 11 x 17 but no larger than 30 by 42 inches.
 3. Submit Shop Drawings in the following format:
 - a. Two opaque (bond) copies of each submittal. Engineer will return one copy. Submit also one electronic file for record keeping.
 4. BIM File Incorporation: Develop and incorporate Shop Drawing files into Building Information Model established for Project.
 - a. Prepare Shop Drawings in the following format: Same digital data software program, version, and operating system as the original Drawings.
 - b. Refer to Section 013100 "Project Management and Coordination" for requirements for coordination drawings.

- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.
 - e. Specification paragraph number and generic name of each item.
 3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
 4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. "Samples for Verification" Subparagraph below can be used with or without Samples for initial selection. Revise to suit Project.
- E. LEED Submittals: Comply with requirements specified in Section 018113.13 "Sustainable Design Requirements - LEED for New Construction and Major Renovations," Section 018113.16 "Sustainable Design Requirements - LEED for Commercial Interiors," Section 018113.19 "Sustainable Design Requirements - LEED for Core and Shell Development," and Section 018113.23 "Sustainable Design Requirements - LEED for Schools."
- F. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- G. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- H. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.

- I. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- J. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

2.2 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Engineer.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 - 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.
- C. BIM File Incorporation: Incorporate delegated-design drawing and data files into Building Information Model established for Project.
 - 1. Prepare delegated-design drawings in the following format: Same digital data software program, version, and operating system as the original Drawings.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Engineer.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ENGINEER'S ACTION

- A. Action Submittals: Engineer will review each submittal, make marks to indicate corrections or revisions required, and return it. Engineer will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Engineer.

- C. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- D. Submittals not required by the Contract Documents may be returned by the Engineer without action.

END OF SECTION 230100

SECTION 230130.52

EXISTING HVAC AIR DISTRIBUTION SYSTEM CLEANING

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 cleaning existing HVAC air-distribution equipment, ducts, plenums, and system components.
- B. Related Requirements:
 - 1. Section 233113.00 "Metal Ducts" for cleaning newly installed metal ducts.
 - 2. Section 233116.00 "Nonmetal Ducts" for cleaning newly installed nonmetal ducts.
 - 3. Section 230593.00 "Testing, Adjusting, Balancing for HVAC" for system flow documentation before cleaning and balancing and following cleaning and restoration.
 - 4. Section 233300.00 "Air Duct Accessories" for restoration of opened ducts and plenums with access doors.

1.3 DEFINITIONS

- A. ACAC: American Council for Accredited Certification.
- B. AIHA-LAP: American Industrial Hygiene Association Lab Accreditation Program
- C. ASCS: Air systems cleaning specialist.
- D. CESB: Council of Engineering and Scientific Specialty Boards.
- E. CMI: Certified Microbial Investigator.
- F. CMC: Certified Microbial Consultant.
- G. CMR: Certified Microbial Remediator.
- H. CMRS: Certified Microbial Remediation Supervisor.
- I. EMLAP: Environmental Microbiology Laboratory Accreditation Program.
- J. IEP: Indoor Environmental Professional.
- K. IICRC: Institute of Inspection, Cleaning, and Restoration Certification.
- L. NADCA: National Air Duct Cleaners Association.

1.4 ACTION SUBMITTALS

- A. Product Data:
 - 1. Cleaning agents

1.5 INFORMATIONAL SUBMITTALS

- A. Field Quality-Control Reports:
 - 1. Project's existing conditions.
 - 2. Evaluations and recommendations, including cleanliness verification.
 - 3. Strategies and procedures plan.

1.6 CLOSEOUT SUBMITTALS

- A. Post-Project report.

1.7 QUALITY ASSURANCE

- A. ASCS Qualifications: A certified member of NADCA.
 - 1. Certification: Employ an ASCS certified by NADCA on a full-time basis.
 - 2. Supervisor Qualifications: Certified as an ASCS by NADCA.
- B. UL Compliance: Comply with UL 181 and UL 181A for fibrous-glass ducts.
- C. Cleaning Conference: Conduct conference at **Project site**.
 - 1. Review methods and procedures related to HVAC air-distribution system cleaning, including, but not limited to, review of the cleaning strategies and procedures plan.

PART 2 - PRODUCTS

2.1 HVAC CLEANING AGENTS

- A. Description:
 - 1. Formulated for each specific soiled coil condition that needs remedy.
 - 2. Will not corrode or tarnish aluminum, copper, or other metals.

2.2 ANTIMICROBIAL SURFACE TREATMENT

- A. Description: Specific product selected shall be as recommended by the IEP based on the specific antimicrobial needs of the specific Project conditions.
 - 1. Formulated to kill and inhibit growth of microorganisms.
 - 2. EPA-registered for use in HVAC systems and for the specific application in which it will be used.

3. Have no residual action after drying, with zero VOC off-gassing.
4. OSHA compliant.
5. Treatment shall dry clear to allow continued visual observation of the treated surface.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Inspect HVAC air-distribution equipment, ducts, plenums, and system components to determine appropriate methods, tools, and equipment required for performance of the Work.
- B. Perform "Project Evaluation and Recommendation" according to NADCA ACR.
- C. Cleaning Plan: Prepare a written plan for air-distribution system cleaning that includes strategies and step-by-step procedures. At a minimum, include the following:
 1. Supervisor contact information.
 2. Work schedule, including location, times, and impact on occupied areas.
 3. Methods and materials planned for each HVAC component type.
 4. Required support from other trades.
 5. Equipment and material storage requirements.
 6. Exhaust equipment setup locations.
- D. Existing Conditions Report: Prepare a written report that documents existing conditions of the systems and equipment. Include documentation of existing conditions, including inspection results, photo images, laboratory results, and interpretations of the laboratory results by an IEP.
 1. Prepare written report listing conditions detrimental to performance of the Work.
- E. Proceed with work only after conditions detrimental to performance of the Work have been corrected.
- F. Use the existing service openings, as required for proper cleaning, at various points of the HVAC system for physical and mechanical entry and for inspection.
- G. Comply with NADCA ACR, "Guidelines for Constructing Service Openings in HVAC Systems" Section.
- H. Mark the position of manual volume dampers and air-directional mechanical devices inside the system prior to cleaning.

3.2 CLEANING

- A. Comply with NADCA ACR, including items identified as "recommended," "advised," and "suggested."
- B. Perform electrical lockout and tagout according to Owner's standards or authorities having jurisdiction.
- C. Remove non-adhered substances and deposits from within the HVAC system.
- D. Complete cleaning in accordance with Owner-Contractor agreed-upon scope of work.

- E. Systems and Components to Be Cleaned: All air-moving and -distribution equipment.
- F. Systems and Components to Be Cleaned:
 - 1. Air devices for supply and return air.
 - 2. Ductwork:
 - a. Supply-air ducts, including turning vanes and reheat coils, to the air-handling unit.
 - b. Return-air ducts to the air-handling unit.
 - c. Exhaust-air ducts.
 - d. Transfer ducts.
 - 3. Casings.
 - 4. Existing to Remain Roof Top Units:
 - a. Interior surfaces of the unit casing.
 - b. Coil surfaces compartment.
 - c. Condensate drain pans.
 - d. Fans, fan blades, and fan housings.
 - 5. Exhaust fans and power ventilators.
 - 6. Filters and filter housings.
 - 7. Gravity ventilators.
- G. Collect debris removed during cleaning. Ensure that debris is not dispersed outside the HVAC system during the cleaning process.
- H. Particulate Collection:
 - 1. For particulate collection equipment, include adequate filtration to contain debris removed. Locate equipment downwind and away from all air intakes and other points of entry into the building.
 - 2. HEPA filtration with 99.97 percent collection efficiency for particles sized 0.3 micrometer or larger shall be used where the particulate collection equipment is exhausting inside the building,
- I. Control odors and mist vapors during the cleaning and restoration process.
- J. Mark the position of manual volume dampers and air-directional mechanical devices inside the system prior to cleaning. Restore them to their marked position on completion of cleaning.
- K. System components shall be cleaned so that all HVAC system components are visibly clean. On completion, all components must be returned to those settings recorded just prior to cleaning operations.
- L. Clean all air-distribution devices, registers, grilles, and diffusers.
- M. Clean non-adhered substance deposits according to NADCA ACR and the following:
 - 1. Clean air-handling units, airstream surfaces, components, condensate collectors, and drains.
 - 2. Ensure that a suitable operative drainage system is in place prior to beginning wash-down procedures.
 - 3. Clean evaporator coils, reheat coils, and other airstream components.

N. Air-Distribution Systems:

1. Create service openings in the HVAC system as necessary to accommodate cleaning.
2. Mechanically clean air-distribution systems specified to remove all visible contaminants, so that the systems are capable of passing the HVAC System Cleanliness Tests (see NADCA ACR).

O. Debris removed from the HVAC system shall be disposed of according to applicable Federal, state, and local requirements.

P. Mechanical Cleaning Methodology:

1. Source-Removal Cleaning Methods: The HVAC system shall be cleaned using source-removal mechanical cleaning methods designed to extract contaminants from within the HVAC system and to safely remove these contaminants from the facility. No cleaning method, or combination of methods, shall be used that could potentially damage components of the HVAC system or negatively alter the integrity of the system.
 - a. Use continuously operating vacuum-collection devices to keep each section being cleaned under negative pressure.
 - b. Cleaning methods that require mechanical agitation devices to dislodge debris that is adhered to interior surfaces of HVAC system components shall be equipped to safely remove these devices. Cleaning methods shall not damage the integrity of HVAC system components or damage porous surface materials, such as duct and plenum liners.
2. Cleaning Mineral-Fiber Insulation Components:
 - a. Fibrous-glass thermal or acoustical insulation elements present in equipment or ductwork shall be thoroughly cleaned with HEPA vacuuming equipment while the HVAC system is under constant negative pressure and shall not be permitted to get wet according to NADCA ACR.
 - b. Cleaning methods used shall not cause damage to fibrous-glass components and will render the system capable of passing the HVAC System Cleanliness Tests (see NADCA ACR).
 - c. Fibrous materials that become wet shall be discarded and replaced.

Q. Coil Cleaning:

1. See NADCA ACR, "Coil Surface Cleaning" Section. Type 1, or Type 1 and Type 2, cleaning methods shall be used to render the coil visibly clean and capable of passing coil cleaning verification.
2. Coil drain pans shall be subject to NADCA ACR, "Non-Porous Surfaces Cleaning Verification." Ensure that condensate drain pans are operational.
3. Electric-resistance coils shall be de-energized, locked out, and tagged before cleaning.
4. Cleaning methods shall not cause any appreciable damage to, cause displacement of, inhibit heat transfer, or cause erosion of the coil surface or fins, and shall comply with coil manufacturer's written recommendations.
5. Rinse thoroughly with clean water to remove any latent residues.

R. Application of Antimicrobial Treatment:

1. Apply antimicrobial agents and coatings if active fungal growth is determined by the IEP to be at Condition 2 or Condition 3 status according to IICRC S520. Apply antimicrobial

- agents and coatings according to manufacturer's written recommendations and EPA registration listing after the removal of surface deposits and debris.
2. Apply antimicrobial treatments and coatings after the system is rendered clean.
 3. Apply antimicrobial agents and coatings directly onto surfaces of interior ductwork.

3.3 CLEANLINESS VERIFICATION

- A. Verify cleanliness according to NADCA ACR, "Verification of HVAC System Cleanliness" Section.
- B. Verify HVAC system cleanliness after mechanical cleaning and before applying any treatment or introducing any treatment-related substance to the HVAC system, including biocidal agents and coatings.
- C. Surface-Cleaning Verification: Perform visual inspection for cleanliness. If no contaminants are evident through visual inspection, the HVAC system shall be considered clean. If visible contaminants are evident through visual inspection, those portions of the system where contaminants are visible shall be re-cleaned and subjected to re-inspection for cleanliness.
- D. Verification of Coil Cleaning:
 1. Measure static-pressure differential across each coil.
 2. Coil will be considered clean if cleaning restored the coil static-pressure differential within 10 percent of the differential measured when the coil was first installed.
- E. Verification of Coil Cleaning: Coil will be considered clean if the coil is free of foreign matter and chemical residue, based on a thorough visual inspection.
- F. Additional Verification:
 1. Perform surface comparison testing or NADCA vacuum test.
 2. Conduct NADCA vacuum gravimetric test analysis for nonporous surfaces.
- G. Prepare a written cleanliness verification report. At a minimum, include the following:
 1. Written documentation of the success of the cleaning.
 2. Site inspection reports, initialed by supervisor, including notation on areas of inspection, as verified through visual inspection.
 3. Surface comparison test results if required.
 4. Gravimetric analysis (nonporous surfaces only).
 5. System areas found to be damaged.
- H. Photographic Documentation: Comply with requirements in Section 013233 "Photographic Documentation."

3.4 RESTORATION

- A. Restore and repair HVAC air-distribution equipment, ducts, plenums, and components according to NADCA ACR, "Restoration and Repair of Mechanical Systems" Section.
- B. Restore service openings capable of future reopening. Comply with requirements in Section 233113 "Metal Ducts".

- C. Reseal fibrous-glass ducts. Comply with requirements in Section 233116 "Nonmetal Ducts."
- D. Replace fibrous-glass materials that cannot be restored by cleaning or resurfacing. Comply with requirements in Section 233113 "Metal Ducts" and Section 233116 "Nonmetal Ducts."
- E. Replace damaged insulation according to Section 230713 "Duct Insulation."
- F. Ensure that closures do not hinder or alter airflow.
- G. New closure materials, including insulation, shall match opened materials and shall have removable closure panels fitted with gaskets and fasteners.
- H. Restore manual volume dampers and air-directional mechanical devices inside the system to their marked position on completion of cleaning.
- I. Measure air flows through air-distribution system.
- J. Measure static-pressure differential across each coil.

3.5 PROJECT CLOSEOUT

- A. Post-Project Report:
 - 1. Post-cleaning laboratory results if any.
 - 2. Post-cleaning photo images.
 - 3. Post-cleaning verification summary.
- B. Drawings:
 - 1. Deviations of existing system from Owner's record drawings.
 - 2. Location of service openings.

END OF SECTION 230130.52

SECTION 230500
MECHANICAL GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 GENERAL

- A. Drawings and general provisions apply to this Section.
- B. Examine all plans and specifications, visit the site(s) of the proposed project, and become fully informed as to the extent and character of the work required.

1.2 REQUIRED STANDARDS

- A. Laws and Regulations of the State of Texas.
- B. County of Hidalgo, City of Alton, codes and ordinances.

1.3 COORDINATION

- A. Coordinate work under this Division to avoid conflicts and to attain satisfactory and complementary systems.
- B. Coordinate work under this Division with work under other Divisions to avoid conflicts and to allow for adequate installation, maintenance, and operating space. Obtain the Architect's approval for penetrations of other parts of the Work prior to effecting them.
- C. In resolving pipe, duct and conduit coordination, meet all requirements and be guided by these general orders of precedence:
 - 1. Accommodate gravity flow lines with required slopes before other lines.
 - 2. Accommodate lines with specific slope requirements (i.e., steam and refrigerant gas) before other lines.
 - 3. Accommodate work with a required reference elevation before other work.
 - 4. Accommodate mains before branches.
 - 5. Accommodate pipe and duct before conduit.
 - 6. Accommodate large lines before small lines.
 - 7. Accommodate pipe before duct.
 - 8. Accommodate high-pressure and high-velocity duct before low-pressure and low-velocity duct.
- D. Coordination of the work must occur between all project contractors and the requirements of access and priority shall be maintained regardless of the equipment installed "first." In resolving pipe, duct, and conduit coordination, meet all requirements and be guided by these general orders of precedence.

1.4 DEFINITIONS

Specific meanings used in Division 23 (variant forms are inferred):

- A. Work: This project, or the reference part.
- B. Provide:

1. Furnish and install, complete with necessary appurtenances.
2. "Provide" is implied throughout this Division unless language is specific.
- C. Required: Required by the contract Documents.
- D. Necessary: Necessary in order to obtain a finished system in satisfactory operating condition, and meeting all requirements.
- E. Furnish: Procure and deliver, ready for installation, necessary and/or required.
- F. Install: Receive, place securely, ready for connection to work specified elsewhere, and bring into satisfactory operating condition, as necessary and/or required.
- G. Connect: Connect properly to mechanical work. This includes non-physical "connections" such as indirect waste drains.
- H. Architect, Project Architect or Architect/Engineer Team.

1.5 SCOPE OF WORK

- A. The work under this Division includes providing complete mechanical systems for the project.
- B. All items of labor, material or equipment not required in detail by the specifications or plans, but incidental to, or necessary for the complete installation and proper operation of all phases of work described herein, or reasonably implied in connection therewith, shall be furnished as if called for in detail by the Contract Documents.

1.6 WORKMANSHIP

- A. All labor shall be performed in a workmanlike manner by mechanics skilled in their particular trades. All installations shall be complete in both effectiveness and appearance whether finally enclosed or left exposed. The architect reserves the right to direct the removal or replacement of any item which in his opinion shall not present a reasonable neat or workmanlike appearance, providing that same can be properly installed in an orderly way.

1.7 MANUFACTURER'S INSTRUCTIONS

- A. Obtain written recommendations and installation and start-up instructions from material vendors and comply, unless otherwise required. Bring discrepancies between these instructions and project requirements to the attention of the Architect, and resolve prior to construction. Provide signed inspection report by manufacture's representative at system start-up to verify construction and warrantability.

1.8 OWNER'S INSTRUCTIONS

- A. Provide training to the Owner in the operation of all systems and equipment. **All such training shall be videotaped, and the Owner shall be provided two copies of this material in a DVD format at Owner's direction.**

1.9 PERMITS AND FEES

- A. Permits: Obtain special permits necessary for this portion of the Work.
- B. Fees: Pay any fees associated with permits, required inspections, and permanent utility connections to this part of the work.

1.10 LICENSES

- A. Work under this Division shall be performed by organizations and individuals holding a current license to perform such type of work by the authority having jurisdiction. "License" in this sense means any process, regardless of its appellation, which is normally mandated by the authority in order to perform such type of work within its jurisdiction.
- B. In the event that the licensed organization loses its license or is unable to obtain one, or the licensed individual performing the work becomes unlicensed or departs the organization, notify Architect immediately in writing.

1.11 UTILITY COORDINATION

- A. Permanent: In general, provide all ancillary work necessary to obtain utility connections. Pay connection fees. Arrange for connection in a timely manner. Coordinate time and arrangement of other work with the serving utility, and comply with utility standards.
- B. **Temporary: Refer to Division 1.**

1.12 LISTING AND LABELING

Materials required to be listed shall be listed and labeled for the particular service if a listing is available. Obtain and comply with the terms of listings. Listed material include.

- A. NSF: Potable water and sanitary waste systems components.
- B. UL: Electrical materials.
- C. AMCA: Air moving devices and related accessory items.
- D. ARI: HVAC equipment.
- E. FM or UL: Hazardous fluid and fire protection system components.
- F. FIA, FM or AGA: Fuel gas system components.

1.13 MATERIALS AND EQUIPMENT

- A. All materials and equipment shall be new. Products shall be currently manufactured.
- B. All materials and equipment shall be clearly marked, stamped or labeled for identification. Do not obscure nameplates. Where manufactures nameplates do not meet the requirements of the mechanical identification specification provide nameplates in accordance with the specification.
- C. All products of similar type shall be provided by a single manufacturer throughout the project.

1.14 SUBMITTALS AND REVIEW

- A. Contractor shall furnish to the Architect, within a reasonable time after award of contract, and prior to commencing any work, complete brochures in quadruplicate (plus quantity required by the Contractor) of all materials and equipment which the contractor proposes to furnish on the project. Data shall include descriptive literature, performance data, diagrams, capacity information, etc., to substantiate that proposed equipment will meet all of the requirements of the plans and specifications.
- B. All data must be checked and any required changes noted thereon by the contractor, signed and dated prior to furnishing same to the Architect for approval. Contractor's attention is

directed that it is mandatory that he thoroughly review data prior to furnishing same to assure that equipment is in accordance with plans and specifications and to assure prompt return of the data.

- C. Deviations: Specifically call to the attention of the Architect every proposed deviation from the Contract Document requirements. Failure to identify deviations as such constitutes a representation that all requirements are not met.
- D. Review: Review of submittals shall not be construed as releasing the Contractor from responsibility, but rather as a means to facilitate coordination of the work and the proper selection and installation of the products. All work shall be subject to final acceptance by the Architect at the completion of the project.
- E. If above information is not provided complete as specified above and within the allocated time, all equipment shall be furnished exactly as specified without any substitutions.

1.15 SUBSTITUTIONS

- A. Refer to the Conditions of the Contract.
- B. Where one vendor is indicated for a product, it is to establish a level of quality and performance; provide a product equal to that product in all respects from a vendor of equivalent performance.
- C. Where multiple vendors are indicated for a product, any of those vendors meeting the requirements may be submitted.
- D. Some product specifications in this Division are of the Acceptable Manufacturer type. Vendors listed as Acceptable Manufacturers are acceptable as vendors. However, the product submitted is subject to review as being fully equivalent in detail to the basis of design.
- E. Where multiple vendors are listed with product model numbers, each model and vendor is acceptable, provide all requirements are met. Model numbers are indicated to the extent believe necessary to identify a type and are not necessary completely.
- F. The architectural/engineering team has designed the facility using requirements of the Basis of Design equipment. Any substitutions from the basis of design, which will require additional A/E design and/or coordination, shall include the cost of necessary redesign by professionals licensed in the respective disciplines and the approval of the professional of record.

1.16 DRAWINGS AND SPECIFICATIONS

- A. These specifications are accompanied by Drawings. The Drawings and Specifications are complementary each to the other, and what is called for by one shall be as binding as if called for by both.
- B. The Drawings are generally diagrammatic. Lay out work at the site to conform to existing conditions; architectural, structural, mechanical, and electrical conditions; to avoid all obstructions; and to conform to details of installation as required. Provide an integrated satisfactorily operating installation. All necessary offsets in piping, fittings, duct, etc., required to

avoid interferences between piping, equipment, architectural, and structural elements shall be provided by the Contractor. Provide all necessary routing and offsets to avoid conflict.

- C. Verify and arrange that sufficient space is provided for the installation of proposed products and that adequate access will exist for service and maintenance of equipment. For this work, adequate access shall be defined as meaning that service personnel can access and maintain a piece of equipment without having to alter permanent construction. Further, for equipment located above ceilings, access shall be available within 3 feet of ceiling opening or lay-in ceiling.

1.17 COMPLEMENTARY DOCUMENTS

- A. Contract documents are complementary; requirements are not necessarily repetitively stated at each possible subject; consider that a requirement applies wherever applicable.
- B. In the event of conflicting requirements in different parts of the Documents, the more expensive shall be presumed to apply, unless the Architect clarifies the requirement in a less expensive manner and waives the more expensive requirement in writing.

Since codes and standards are incorporated by reference, a particular conflict may appear in that a reference may use language that implies that a particular requirement in the Construction Documents is waived under the reference. This is not the case, unless specifically so clarified by the Architect. Generally, the specific Drawings and Specifications take precedence over waivers in multi-purpose reference documents.

- C. Because of licensure and workmanship requirements, persons performing the work are presumed to be familiar with applicable codes, ordinances, laws, regulations and standards. Therefore, details of materials, methods, arrangements and size contained in such publications are not necessarily replicated in the Contract Documents. This in no way deletes the requirement of the Contractor to comply. In the event of an apparent conflict between such publications and the Contract Documents, request clarification from the Architect prior to construction.

1.18 REGULATORY MEETINGS

- A. Comply with laws, rules and regulations, permit requirements, and ordinances. It is intended that the work of the Division be estimated and performed under the supervision of licensed master craftsman who are familiar with these requirements, whether illustrated or specifically detailed in the particular Contract Documents of this project or not. Therefore, regulatory requirements may not be so illustrated or detailed.

1.19 PROTECTION

- A. All work, equipment and materials shall be protected at all times to prevent damage or breakage either in transit, storage, installation or testing. All openings shall be closed with caps or plugs during installation. All materials and equipment shall be covered and protected against dirt, water, chemicals or mechanical injury.

1.20 CUTTING AND PATCHING

- A. The work shall be carefully laid out in advance and the exact size and locations of openings arranged.

1.21 VIBRATION AND NOISE

- A. **Objectionable vibration and/or noise will not be tolerated.**

1.22 DEMOLITION

- A. Coordinate with other divisions before commencing work.

1.23 RECORD DOCUMENTS

- A. Drawings: The Contractor shall maintain and update daily a set of "blueprint" prints in the Field Office for the sole purpose of recording "installed" conditions. Revise the drawings to reflect as-built conditions, including all addenda, change orders, final shop drawing reviews, and field routing. Underground utilities shall be dimensionally located relative to readily accessible and identifiable permanent reference points, with accurate slope and elevation indicated. Submit prints for review. Revise, certify accuracy, and provide two final sets to the Architect.
- B. Owner's Manual: Prior to final acceptance, provide two bound volumes to the Architect. Index by subject. Include corrected submittals and shop drawings that reflect final review comments; installation, operation and maintenance instructions, parts lists, wiring diagrams, and piping diagrams; warranties.

1.24 INSPECTION, OBSERVATION, AND TESTING

- A. Cooperate with Architect's representative and authorities having jurisdiction. Provide complete access to the work at reasonable times.
- B. Cover-up: Prior to covering up work, or conducting observed tests, request observation as appropriate. Provide adequate advance notice defined as a minimum of five working days. In some cases the Architect's representative may waive observation; otherwise arrange for observed construction and testing prior to cover-up. Should the minimum required notice not be provided and the contractor covers up work requiring observation, such work shall be uncovered at contractor's expense.
- C. Pre-Testing: Self-inspect, pre-test, and remedy work prior to performing observed test.
- D. Sectional Work: In circumstances where a requirement for phased construction or other considerations dictate sectional construction and/or testing, notify the Architect when construction begins on the first section of a system, and when the first section will be ready for **observed testing, as well as subsequent sections. Test in the largest practical sections.**

1.25 WORK PERFORMED UNDER OTHER DIVISIONS

- A. Refer to Division 2 for piped utilities beyond 5 feet from the building.
- B. Refer to Division 26 for power wiring systems external to equipment and control panels; starters in motor centers; safety switches not integral to equipment or starters provided under Division 23.
- C. Refer to Division 14 for kitchen, laboratory, medical and like equipment.

1.26 REFERENCE TO OTHER DIVISIONS

- A. Refer to Division 26 for additional material requirements of electrical components provided under Division 23, such as loose starters, wiring and devices integral to equipment.
- B. Refer to Division 2 for additional requirements governing excavation and backfill, supplemental to the requirements stated in this Division 23.
- C. Comply with all requirements applicable to work required under this Division.

1.27 TESTING SERVICES

- A. Additional Testing: In addition to any specified testing, the Architect may cause additional testing to be performed by an independent testing laboratory or any other qualified party. If such testing reveals deficient work by the Contractor, the Contractor shall pay for both the testing and remedial work. If such testing does not reveal deficient work by the Contractor, the Owner shall pay for the testing and the cost of repairing any damage caused by such testing.
- B. Specified Testing Services: If independent testing services are specified regarding work under this Division, cooperate fully with the testing agency. Provide access to the work. Provide test holes and taps necessary. Remove work that is not tested on site, deliver to testing agency, and reinstall if undamaged; replace if damaged. Provide utilities, operational capability, and facilities for on-site testing as necessary.

1.27 WORK BY OWNER

- A. The owner will award contracts on work which includes:
 - 1. None.

1.28 OWNER FURNISHED PRODUCTS

- A. Products furnished to the site and paid for by the Owner.
 - 1. None.

END OF SECTION 230500

SECTION 230510

BASIC MECHANICAL MATERIALS AND METHODS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Piping materials and installation instructions common to most piping systems.
 - 2. Transition fittings.
 - 3. Dielectric fittings.
 - 4. Mechanical sleeve seals.
 - 5. Sleeves.
 - 6. Escutcheons.
 - 7. Grout.
 - 8. Mechanical demolition.
 - 9. Equipment installation requirements common to equipment sections.
 - 10. Painting and finishing.
 - 11. Concrete bases.
 - 12. Supports and anchorages.

1.3 DEFINITIONS

- A. Finished Spaces: Spaces other than mechanical and electrical equipment rooms, furred spaces, pipe and duct shafts, unheated spaces immediately below roof, spaces above ceilings, unexcavated spaces, crawlspaces, and tunnels.
- B. Exposed, Interior Installations: Exposed to view indoors. Examples include finished occupied spaces and mechanical equipment rooms.
- C. Exposed, Exterior Installations: Exposed to view outdoors or subject to outdoor ambient temperatures and weather conditions. Examples include rooftop locations.
- D. Concealed, Interior Installations: Concealed from view and protected from physical contact by building occupants. Examples include above ceilings and in duct shafts.
- E. Concealed, Exterior Installations: Concealed from view and protected from weather conditions and physical contact by building occupants but subject to outdoor ambient temperatures. Examples include installations within unheated shelters.
- F. The following are industry abbreviations for plastic materials:
 - 1. PE: Polyethylene plastic.
 - 2. PVC: Polyvinyl chloride plastic.

G. The following are industry abbreviations for rubber materials:

1. EPDM: Ethylene-propylene-diene terpolymer rubber.
2. NBR: Acrylonitrile-butadiene rubber.

1.4 SUBMITTALS

A. Product Data: For the following:

1. Transition fittings.
2. Dielectric fittings.
3. Mechanical sleeve seals.
4. Escutcheons.

B. Welding certificates.

1.5 QUALITY ASSURANCE

A. Steel Support Welding: Qualify processes and operators according to AWS D1.1, "Structural Welding Code--Steel."

B. Steel Pipe Welding: Qualify processes and operators according to ASME Boiler and Pressure Vessel Code: Section IX, "Welding and Brazing Qualifications."

1. Comply with provisions in ASME B31 Series, "Code for Pressure Piping."
2. Certify that each welder has passed AWS qualification tests for welding processes involved and that certification is current.

C. Electrical Characteristics for Mechanical Equipment: Equipment of higher electrical characteristics may be furnished provided such proposed equipment is approved in writing and connecting electrical services, circuit breakers, and conduit sizes are appropriately modified, at no cost to the Owner. If minimum energy ratings or efficiencies are specified, equipment shall comply with requirements.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Deliver pipes and tubes with factory-applied end caps. Maintain end caps through shipping, storage, and handling to prevent pipe end damage and to prevent entrance of dirt, debris, and moisture.

B. Store plastic pipes protected from direct sunlight. Support to prevent sagging and bending.

1.7 COORDINATION

A. Arrange for pipe spaces, chases, slots, and openings in building structure during progress of construction, to allow for mechanical installations.

B. Coordinate installation of required supporting devices and set sleeves in poured-in-place concrete and other structural components as they are constructed.

- C. Coordinate requirements for access panels and doors for mechanical items requiring access that are concealed behind finished surfaces. Access panels and doors are specified in Division 8 Section "Access Doors and Frames."

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. In other Part 2 articles where subparagraph titles below introduce lists, the following requirements apply for product selection:
 - 1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the manufacturers specified.
 - 2. Manufacturers: Subject to compliance with requirements, provide products by the manufacturers specified.

2.2 PIPE, TUBE, AND FITTINGS

- A. Refer to individual Division 15 piping Sections for pipe, tube, and fitting materials and joining methods.
- B. Pipe Threads: ASME B1.20.1 for factory-threaded pipe and pipe fittings.

2.3 JOINING MATERIALS

- A. Refer to individual Division 15 piping Sections for special joining materials not listed below.
- B. Pipe-Flange Gasket Materials: Suitable for chemical and thermal conditions of piping system contents.
 - 1. ASME B16.21, nonmetallic, flat, asbestos-free, 1/8-inch maximum thickness unless thickness or specific material is indicated.
 - a. Full-Face Type: For flat-face, Class 125, cast-iron and cast-bronze flanges.
 - b. Narrow-Face Type: For raised-face, Class 250, cast-iron and steel flanges.
 - 2. AWWA C110, rubber, flat face, 1/8 inch thick, unless otherwise indicated; and full-face or ring type, unless otherwise indicated.
- C. Flange Bolts and Nuts: ASME B18.2.1, carbon steel, unless otherwise indicated.
- D. Plastic, Pipe-Flange Gasket, Bolts, and Nuts: Type and material recommended by piping system manufacturer, unless otherwise indicated.
- E. Solder Filler Metals: ASTM B 32, lead-free alloys. Include water-flushable flux according to ASTM B 813.
- F. Brazing Filler Metals: AWS A5.8, BCuP Series, copper-phosphorus alloys for general-duty brazing, unless otherwise indicated; and AWS A5.8, BAg1, silver alloy for refrigerant piping, unless otherwise indicated.

- G. Welding Filler Metals: Comply with AWS D10.12 for welding materials appropriate for wall thickness and chemical analysis of steel pipe being welded.
- H. Solvent Cements for Joining Plastic Piping:
 - 1. PVC Piping: ASTM D 2564. Include primer according to ASTM F 656.
 - 2. PVC to ABS Piping Transition: ASTM D 3138.
- I. Fiberglass Pipe Adhesive: As furnished or recommended by pipe manufacturer.

2.4 TRANSITION FITTINGS

- A. AWWA Transition Couplings: Same size as, and with pressure rating at least equal to and with ends compatible with, piping to be joined.
 - 1. Available Manufacturers:
 - a. Cascade Waterworks Mfg. Co.
 - b. Dresser Industries, Inc.; DMD Div.
 - c. JCM Industries.
 - d. Smith-Blair, Inc.
 - 2. Underground Piping NPS 1-1/2 and Smaller: Manufactured fitting or coupling.
 - 3. Underground Piping NPS 2 and Larger: AWWA C219, metal sleeve-type coupling.
 - 4. Aboveground Pressure Piping: Pipe fitting.
- B. Plastic-to-Metal Transition Fittings: PVC one-piece fitting with manufacturer's Schedule 80 equivalent dimensions; one end with threaded brass insert, and one solvent-cement-joint end.
 - 1. Available Manufacturers:
 - a. Eslon Thermoplastics.
- C. Plastic-to-Metal Transition Adaptors: One-piece fitting with manufacturer's SDR 11 equivalent dimensions; one end with threaded brass insert, and one solvent-cement-joint end.
 - 1. Available Manufacturers:
 - a. Thompson Plastics, Inc.
- D. Plastic-to-Metal Transition Unions: MSS SP-107, PVC four-part union. Include brass end, solvent-cement-joint end, rubber O-ring, and union nut.
 - 1. Available Manufacturers:
 - a. NIBCO INC.
- E. Flexible Transition Couplings for Underground Nonpressure Drainage Piping: ASTM C 1173 with elastomeric sleeve, ends same size as piping to be joined, and corrosion-resistant metal band on each end.
 - 1. Available Manufacturers:
 - a. Cascade Waterworks Mfg. Co.
 - b. Fernco, Inc.

- c. Mission Rubber Company.

2.5 DIELECTRIC FITTINGS

- A. Description: Combination fitting of copper alloy and ferrous materials with threaded, solder-joint, plain, or weld-neck end connections that match piping system materials.
- B. Insulating Material: Suitable for system fluid, pressure, and temperature.
- C. Dielectric Unions: Factory-fabricated, union assembly, for 250-psig minimum working pressure at 180 deg F.
 - 1. Available Manufacturers:
 - a. Capitol Manufacturing Co.
 - b. Central Plastics Company.
 - c. Eclipse, Inc.
 - d. Watts Industries, Inc.; Water Products Div.
 - e. Zurn Industries, Inc.; Wilkins Div.
- D. Dielectric Flanges: Factory-fabricated, companion-flange assembly, for 150- or 300-psig minimum working pressure as required to suit system pressures.
 - 1. Available Manufacturers:
 - a. Capitol Manufacturing Co.
 - b. Central Plastics Company.
 - c. Epco Sales, Inc.
 - d. Watts Industries, Inc.; Water Products Div.
- E. Dielectric-Flange Kits: Companion-flange assembly for field assembly. Include flanges, full-face- or ring-type neoprene or phenolic gasket, phenolic or polyethylene bolt sleeves, phenolic washers, and steel backing washers.
 - 1. Available Manufacturers:
 - a. Advance Products & Systems, Inc.
 - b. Calpico, Inc.
 - c. Central Plastics Company.
 - d. Pipeline Seal and Insulator, Inc.
 - 2. Separate companion flanges and steel bolts and nuts shall have 150- or 300-psig minimum working pressure where required to suit system pressures.
- F. Dielectric Couplings: Galvanized-steel coupling with inert and noncorrosive, thermoplastic lining; threaded ends; and 300-psig minimum working pressure at 225 deg F.
 - 1. Available Manufacturers:
 - a. Calpico, Inc.
 - b. Lochinvar Corp.
- G. Dielectric Nipples: Electroplated steel nipple with inert and noncorrosive, thermoplastic lining; plain, threaded, or grooved ends; and 300-psig minimum working pressure at 225 deg F.

1. Available Manufacturers:
 - a. Perfection Corp.
 - b. Precision Plumbing Products, Inc.
 - c. Sioux Chief Manufacturing Co., Inc.
 - d. Victaulic Co. of America.

2.6 MECHANICAL SLEEVE SEALS

- A. Description: Modular sealing element unit, designed for field assembly, to fill annular space between pipe and sleeve.
 1. Available Manufacturers:
 - a. Advance Products & Systems, Inc.
 - b. Calpico, Inc.
 - c. Metraflex Co.
 - d. Pipeline Seal and Insulator, Inc.
 2. Sealing Elements: EPDM interlocking links shaped to fit surface of pipe. Include type and number required for pipe material and size of pipe.
 3. Pressure Plates: Stainless steel. Include two for each sealing element.
 4. Connecting Bolts and Nuts: Stainless steel of length required to secure pressure plates to sealing elements. Include one for each sealing element.

2.7 SLEEVES

- A. Galvanized-Steel Sheet: 0.0239-inch minimum thickness; round tube closed with welded longitudinal joint.
- B. Steel Pipe: ASTM A 53, Type E, Grade B, Schedule 40, galvanized, plain ends.
- C. Cast Iron: Cast or fabricated "wall pipe" equivalent to ductile-iron pressure pipe, with plain ends and integral waterstop, unless otherwise indicated.
- D. Stack Sleeve Fittings: Manufactured, cast-iron sleeve with integral clamping flange. Include clamping ring and bolts and nuts for membrane flashing.
 1. Underdeck Clamp: Clamping ring with set screws.
- E. Molded PVC: Permanent, with nailing flange for attaching to wooden forms.
- F. PVC Pipe: ASTM D 1785, Schedule 40.
- G. Molded PE: Reusable, PE, tapered-cup shaped, and smooth-outer surface with nailing flange for attaching to wooden forms.

2.8 ESCUTCHEONS

- A. Description: Manufactured wall and ceiling escutcheons and floor plates, with an ID to closely fit around pipe, tube, and insulation of insulated piping and an OD that completely covers opening.

- B. One-Piece, Deep-Pattern Type: Deep-drawn, box-shaped brass with polished chrome-plated finish.
- C. One-Piece, Cast-Brass Type: With set screw.
 - 1. Finish: Polished chrome-plated.
- D. Split-Casting, Cast-Brass Type: With concealed hinge and set screw.
 - 1. Finish: Polished chrome-plated.
- E. One-Piece, Stamped-Steel Type: With set screw and chrome-plated finish.
- F. Split-Plate, Stamped-Steel Type: With concealed hinge, set screw, and chrome-plated finish.
- G. One-Piece, Floor-Plate Type: Cast-iron floor plate.
- H. Split-Casting, Floor-Plate Type: Cast brass with concealed hinge and set screw.

2.9 GROUT

- A. Description: ASTM C 1107, Grade B, nonshrink and nonmetallic, dry hydraulic-cement grout.
 - 1. Characteristics: Post-hardening, volume-adjusting, nonstaining, noncorrosive, nongaseous, and recommended for interior and exterior applications.
 - 2. Design Mix: 5000-psi, 28-day compressive strength.
 - 3. Packaging: Premixed and factory packaged.

PART 3 - EXECUTION

3.1 MECHANICAL DEMOLITION

- A. Refer to Division 1 Sections "Cutting and Patching" and "Selective Demolition" for general demolition requirements and procedures.
- B. Disconnect, demolish, and remove mechanical systems, equipment, and components indicated to be removed.
 - 1. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.
 - 2. Piping to Be Abandoned in Place: Drain piping and cap or plug piping with same or compatible piping material.
 - 3. Ducts to Be Removed: Remove portion of ducts indicated to be removed and plug remaining ducts with same or compatible ductwork material.
 - 4. Ducts to Be Abandoned in Place: Cap or plug ducts with same or compatible ductwork material.
 - 5. Equipment to Be Removed: Disconnect and cap services and remove equipment.
 - 6. Equipment to Be Removed and Reinstalled: Disconnect and cap services and remove, clean, and store equipment; when appropriate, reinstall, reconnect, and make equipment operational.
 - 7. Equipment to Be Removed and Salvaged: Disconnect and cap services and remove equipment and deliver to Owner.

- C. If pipe, insulation, or equipment to remain is damaged in appearance or is unserviceable, remove damaged or unserviceable portions and replace with new products of equal capacity and quality.

3.2 PIPING SYSTEMS - COMMON REQUIREMENTS

- A. Install piping according to the following requirements and Division 23 Sections specifying piping systems.
- B. Drawing plans, schematics, and diagrams indicate general location and arrangement of piping systems. Indicated locations and arrangements were used to size pipe and calculate friction loss, expansion, pump sizing, and other design considerations. Install piping as indicated unless deviations to layout are approved on Coordination Drawings.
- C. Install piping in concealed locations, unless otherwise indicated and except in equipment rooms and service areas.
- D. Install piping indicated to be exposed and piping in equipment rooms and service areas at right angles or parallel to building walls. Diagonal runs are prohibited unless specifically indicated otherwise.
- E. Install piping above accessible ceilings to allow sufficient space for ceiling panel removal.
- F. Install piping to permit valve servicing.
- G. Install piping at indicated slopes.
- H. Install piping free of sags and bends.
- I. Install fittings for changes in direction and branch connections.
- J. Install piping to allow application of insulation.
- K. Select system components with pressure rating equal to or greater than system operating pressure.
- L. Install escutcheons for penetrations of walls, ceilings, and floors according to the following:
 - 1. New Piping:
 - a. Piping with Fitting or Sleeve Protruding from Wall: One-piece, deep-pattern type.
 - b. Chrome-Plated Piping: One-piece, cast-brass type with polished chrome-plated finish.
 - c. Insulated Piping: One-piece, stamped-steel type with spring clips.
 - d. Bare Piping at Wall and Floor Penetrations in Finished Spaces: One-piece, cast-brass type with polished chrome-plated finish.
 - e. Bare Piping at Ceiling Penetrations in Finished Spaces: One-piece, cast-brass type with polished chrome-plated finish.
 - f. Bare Piping in Unfinished Service Spaces: One-piece, stamped-steel type with concealed hinge and set screw.
 - g. Bare Piping in Equipment Rooms: One-piece, stamped-steel type with set screw.
 - h. Bare Piping at Floor Penetrations in Equipment Rooms: One-piece, floor-plate type.

- M. Sleeves are not required for core-drilled holes.
- N. Permanent sleeves are not required for holes formed by removable PE sleeves.
- O. Install sleeves for pipes passing through concrete and masonry walls and concrete floor and roof slabs.
- P. Install sleeves for pipes passing through concrete and masonry walls, gypsum-board partitions, and concrete floor and roof slabs.
 - 1. Cut sleeves to length for mounting flush with both surfaces.
 - a. Exception: Extend sleeves installed in floors of mechanical equipment areas or other wet areas 2 inches above finished floor level. Extend cast-iron sleeve fittings below floor slab as required to secure clamping ring if ring is specified.
 - 2. Install sleeves in new walls and slabs as new walls and slabs are constructed.
 - 3. Install sleeves that are large enough to provide 1/4-inch annular clear space between sleeve and pipe or pipe insulation. Use the following sleeve materials:
 - a. Steel Pipe Sleeves: For pipes smaller than NPS 6.
 - b. Steel Sheet Sleeves: For pipes NPS 6 and larger, penetrating gypsum-board partitions.
 - c. Stack Sleeve Fittings: For pipes penetrating floors with membrane waterproofing. Secure flashing between clamping flanges. Install section of cast-iron soil pipe to extend sleeve to 2 inches above finished floor level. Refer to Division 7 Section "Sheet Metal Flashing and Trim" for flashing.
 - 1) Seal space outside of sleeve fittings with grout.
 - 4. Except for underground wall penetrations, seal annular space between sleeve and pipe or pipe insulation, using joint sealants appropriate for size, depth, and location of joint. Refer to Division 7 Section "Joint Sealants" for materials and installation.
- Q. Aboveground, Exterior-Wall Pipe Penetrations: Seal penetrations using sleeves and mechanical sleeve seals. Select sleeve size to allow for 1-inch annular clear space between pipe and sleeve for installing mechanical sleeve seals.
 - 1. Install steel pipe for sleeves smaller than 6 inches in diameter.
 - 2. Install cast-iron "wall pipes" for sleeves 6 inches and larger in diameter.
 - 3. Mechanical Sleeve Seal Installation: Select type and number of sealing elements required for pipe material and size. Position pipe in center of sleeve. Assemble mechanical sleeve seals and install in annular space between pipe and sleeve. Tighten bolts against pressure plates that cause sealing elements to expand and make watertight seal.
- R. Underground, Exterior-Wall Pipe Penetrations: Install cast-iron "wall pipes" for sleeves. Seal pipe penetrations using mechanical sleeve seals. Select sleeve size to allow for 1-inch annular clear space between pipe and sleeve for installing mechanical sleeve seals.
 - 1. Mechanical Sleeve Seal Installation: Select type and number of sealing elements required for pipe material and size. Position pipe in center of sleeve. Assemble mechanical sleeve seals and install in annular space between pipe and sleeve. Tighten bolts against pressure plates that cause sealing elements to expand and make watertight seal.

- S. Fire-Barrier Penetrations: Maintain indicated fire rating of walls, partitions, ceilings, and floors at pipe penetrations. Seal pipe penetrations with firestop materials. Refer to Division 7 Section "Through-Penetration Firestop Systems" for materials.
- T. Verify final equipment locations for roughing-in.
- U. Refer to equipment specifications in other Sections of these Specifications for roughing-in requirements.

3.3 PIPING JOINT CONSTRUCTION

- A. Join pipe and fittings according to the following requirements and Division 15 Sections specifying piping systems.
- B. Ream ends of pipes and tubes and remove burrs. Bevel plain ends of steel pipe.
- C. Remove scale, slag, dirt, and debris from inside and outside of pipe and fittings before assembly.
- D. Soldered Joints: Apply ASTM B 813, water-flushable flux, unless otherwise indicated, to tube end. Construct joints according to ASTM B 828 or CDA's "Copper Tube Handbook," using lead-free solder alloy complying with ASTM B 32.
- E. Brazed Joints: Construct joints according to AWS's "Brazing Handbook," "Pipe and Tube" Chapter, using copper-phosphorus brazing filler metal complying with AWS A5.8.
- F. Threaded Joints: Thread pipe with tapered pipe threads according to ASME B1.20.1. Cut threads full and clean using sharp dies. Ream threaded pipe ends to remove burrs and restore full ID. Join pipe fittings and valves as follows:
 - 1. Apply appropriate tape or thread compound to external pipe threads unless dry seal threading is specified.
 - 2. Damaged Threads: Do not use pipe or pipe fittings with threads that are corroded or damaged. Do not use pipe sections that have cracked or open welds.
- G. Welded Joints: Construct joints according to AWS D10.12, using qualified processes and welding operators according to Part 1 "Quality Assurance" Article.
- H. Flanged Joints: Select appropriate gasket material, size, type, and thickness for service application. Install gasket concentrically positioned. Use suitable lubricants on bolt threads.
- I. Plastic Piping Solvent-Cement Joints: Clean and dry joining surfaces. Join pipe and fittings according to the following:
 - 1. Comply with ASTM F 402 for safe-handling practice of cleaners, primers, and solvent cements.
 - 2. ABS Piping: Join according to ASTM D 2235 and ASTM D 2661 Appendixes.
 - 3. PVC Pressure Piping: Join schedule number ASTM D 1785, PVC pipe and PVC socket fittings according to ASTM D 2672. Join other-than-schedule-number PVC pipe and socket fittings according to ASTM D 2855.
 - 4. PVC Nonpressure Piping: Join according to ASTM D 2855.
- J. Plastic Pressure Piping Gasketed Joints: Join according to ASTM D 3139.

- K. Plastic Nonpressure Piping Gasketed Joints: Join according to ASTM D 3212.
- L. PE Piping Heat-Fusion Joints: Clean and dry joining surfaces by wiping with clean cloth or paper towels. Join according to ASTM D 2657.
 - 1. Plain-End Pipe and Fittings: Use butt fusion.
 - 2. Plain-End Pipe and Socket Fittings: Use socket fusion.
- M. Fiberglass Bonded Joints: Prepare pipe ends and fittings, apply adhesive, and join according to pipe manufacturer's written instructions.

3.4 PIPING CONNECTIONS

- A. Make connections according to the following, unless otherwise indicated:
 - 1. Install unions, in piping NPS 2 and smaller, adjacent to each valve and at final connection to each piece of equipment.
 - 2. Install flanges, in piping NPS 2-1/2 and larger, adjacent to flanged valves and at final connection to each piece of equipment.
 - 3. Dry Piping Systems: Install dielectric unions and flanges to connect piping materials of dissimilar metals.
 - 4. Wet Piping Systems: Install dielectric coupling and nipple fittings to connect piping materials of dissimilar metals.

3.5 EQUIPMENT INSTALLATION - COMMON REQUIREMENTS

- A. Install equipment to allow maximum possible headroom unless specific mounting heights are not indicated.
- B. Install equipment level and plumb, parallel and perpendicular to other building systems and components in exposed interior spaces, unless otherwise indicated.
- C. Install mechanical equipment to facilitate service, maintenance, and repair or replacement of components. Alteration of permanent construction is not acceptable. For equipment above hard ceilings, provide access panels. For all equipment above ceilings, access shall be available within three feet of ceiling opening or lay-in tile. Connect equipment for ease of disconnecting, with minimum interference to other installations. Extend grease fittings to accessible locations.
- D. Install equipment to allow right of way for piping installed at required slope.

3.6 PAINTING

- A. Painting of mechanical systems, equipment, and components is specified in Division 9 Section "Painting."
- B. Damage and Touchup: Repair marred and damaged factory-painted finishes with materials and procedures to match original factory finish.

3.7 CONCRETE BASES

- A. Concrete Bases: Anchor equipment to concrete base according to equipment manufacturer's written instructions and according to seismic codes at Project.
 - 1. Construct concrete bases of dimensions indicated, but not less than 4 inches larger in both directions than supported unit.
 - 2. Install dowel rods to connect concrete base to concrete floor. Unless otherwise indicated, install dowel rods on 18-inch centers around the full perimeter of the base.
 - 3. Install epoxy-coated anchor bolts for supported equipment that extend through concrete base, and anchor into structural concrete floor.
 - 4. Place and secure anchorage devices. Use supported equipment manufacturer's setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
 - 5. Install anchor bolts to elevations required for proper attachment to supported equipment.
 - 6. Install anchor bolts according to anchor-bolt manufacturer's written instructions.
 - 7. Use 3000-psi, 28-day compressive-strength concrete and reinforcement as specified in Division 3 Section "Cast-in-Place Concrete."
 - 8. Provide 6" high bases for air handling units and 4" bases for other equipment.

3.8 ERECTION OF METAL SUPPORTS AND ANCHORAGES

- A. Refer to Division 5 Section "Metal Fabrications" for structural steel.
- B. Cut, fit, and place miscellaneous metal supports accurately in location, alignment, and elevation to support and anchor mechanical materials and equipment.
- C. Field Welding: Comply with AWS D1.1.

3.9 ERECTION OF WOOD SUPPORTS AND ANCHORAGES

- A. Cut, fit, and place wood grounds, nailers, blocking, and anchorages to support, and anchor mechanical materials and equipment.
- B. Select fastener sizes that will not penetrate members if opposite side will be exposed to view or will receive finish materials. Tighten connections between members. Install fasteners without splitting wood members.
- C. Attach to substrates as required to support applied loads.

3.10 GROUTING

- A. Mix and install grout for mechanical equipment base bearing surfaces, pump and other equipment base plates, and anchors.
- B. Clean surfaces that will come into contact with grout.
- C. Provide forms as required for placement of grout.
- D. Avoid air entrapment during placement of grout.
- E. Place grout, completely filling equipment bases.

- F. Place grout on concrete bases and provide smooth bearing surface for equipment.
- G. Place grout around anchors.
- H. Cure placed grout.

END OF SECTION 230510

SECTION 230553

IDENTIFICATION FOR HVAC PIPING AND EQUIPMENT

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. Equipment labels.
 - 2. Warning signs and labels.
 - 3. Pipe labels.
 - 4. Duct labels.
 - 5. Stencils.
 - 6. Warning tags.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Equipment Label Schedule: Include a listing of all equipment to be labeled with the proposed content for each label.

1.4 COORDINATION

- A. Coordinate installation of identifying devices with completion of covering and painting of surfaces where devices are to be applied.
- B. Coordinate installation of identifying devices with locations of access panels and doors.
- C. Install identifying devices before installing acoustical ceilings and similar concealment.

PART 2 - PRODUCTS

2.1 EQUIPMENT LABELS

- A. Metal Labels for Equipment:
 - 1. Material and Thickness: Brass, 0.032-inch Stainless steel, 0.025-inch or anodized aluminum, 0.032-inch minimum thickness, and having predrilled or stamped holes for attachment hardware.

2. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch.
3. Minimum Letter Size: 1/2 inch for name of units for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
4. Fasteners: Stainless-steel rivets or self-tapping screws.
5. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.

B. Plastic Labels for Equipment:

1. Material and Thickness: Multilayer, multicolor, plastic labels for mechanical engraving, 1/8 inch thick, and having predrilled holes for attachment hardware.
2. Letter Color: Black.
3. Background Color: White.
4. Maximum Temperature: Able to withstand temperatures up to 160 deg F.
5. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch.
6. Minimum Letter Size: 1/2 inch name of units for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
7. Fasteners: Stainless-steel rivets or self-tapping screws.
8. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.

C. Label Content: Include equipment's Drawing designation or unique equipment number.

2.2 WARNING SIGNS AND LABELS

- A. Material and Thickness: Multilayer, multicolor, plastic labels for mechanical engraving, 1/8 inch thick, and having predrilled holes for attachment hardware.
- B. Letter Color: White.
- C. Background Color: Red.
- D. Maximum Temperature: Able to withstand temperatures up to 160 deg F.
- E. Minimum Label Size: Length and width vary for required label content, but not less than 2-1/2 by 3/4 inch.
- F. Minimum Letter Size: 1/2 inch for name of units for viewing distances up to 72 inches, and proportionately larger lettering for greater viewing distances. Include secondary lettering two-thirds to three-fourths the size of principal lettering.
- G. Fasteners: Stainless-steel rivets or self-tapping screws.
- H. Adhesive: Contact-type permanent adhesive, compatible with label and with substrate.
- I. Label Content: Include caution and warning information, plus emergency notification instructions.

2.3 PIPE LABELS

- A. General Requirements for Manufactured Pipe Labels: Preprinted, color-coded, with lettering indicating service, and showing flow direction.
- B. Pretensioned Pipe Labels: Precoiled, semirigid plastic formed to cover full circumference of pipe and to attach to pipe without fasteners or adhesive.
- C. Self-Adhesive Pipe Labels: Printed plastic with contact-type, permanent-adhesive backing.
- D. Pipe Label Contents: Include identification of piping service using same designations or abbreviations as used on Drawings, pipe size, and an arrow indicating flow direction.
 - 1. Flow-Direction Arrows: Integral with piping system service lettering to accommodate both directions, or as separate unit on each pipe label to indicate flow direction.
 - 2. Lettering Size: At least 1-1/2 inches high.

2.4 DUCT LABELS

- A. General Requirements for Manufactured Duct Labels: Preprinted, color-coded, with lettering indicating service, and showing flow direction.
- B. Self-Adhesive Duct Labels: Printed plastic with contact-type, permanent-adhesive backing.
- C. Duct Label Contents: Include identification of duct service using same designations or abbreviations as used on Drawings, duct size, and an arrow indicating flow direction.
 - 1. Flow-Direction Arrows: Integral with duct system service lettering to accommodate both directions, or as separate unit on each duct label to indicate flow direction.
 - 2. Lettering Size: At least 1-1/2 inches high.

2.5 STENCILS

- A. Stencils: Prepared with letter sizes according to ASME A13.1 for piping; minimum letter height of 1-1/2 inches for ducts; and minimum letter height of 3/4 inch for access panel and door labels, equipment labels, and similar operational instructions.
 - 1. Stencil Material: Fiberboard or metal.
 - 2. Stencil Paint: Exterior, gloss, alkyd enamel black unless otherwise indicated. Paint may be in pressurized spray-can form.
 - 3. Identification Paint: Exterior, alkyd enamel in colors according to ASME A13.1 unless otherwise indicated.

2.6 WARNING TAGS

- A. Warning Tags: Preprinted or partially preprinted, accident-prevention tags, of plasticized card stock with matte finish suitable for writing.
 - 1. Size: Approximately 4 by 7 inches.
 - 2. Fasteners: Brass grommet and wire.
 - 3. Nomenclature: Large-size primary caption such as "DANGER," "CAUTION," or "DO NOT OPERATE."

4. Color: Yellow background with black lettering.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Clean piping and equipment surfaces of substances that could impair bond of identification devices, including dirt, oil, grease, release agents, and incompatible primers, paints, and encapsulants.

3.2 EQUIPMENT LABEL INSTALLATION

- A. Install or permanently fasten labels on each major item of mechanical equipment.
- B. Locate equipment labels where accessible and visible.

3.3 PIPE LABEL INSTALLATION

- A. Piping Color-Coding: Painting of piping is specified in Section 099123 "Interior Painting"
- B. Stenciled Pipe Label Option: Stenciled labels may be provided instead of manufactured pipe labels, at Installer's option. Install stenciled pipe labels with painted, color-coded bands or rectangles on each piping system.
 1. Identification Paint: Use for contrasting background.
 2. Stencil Paint: Use for pipe marking.
- C. Locate pipe labels where piping is exposed or above accessible ceilings in finished spaces; machine rooms; accessible maintenance spaces such as shafts, tunnels, and plenums; and exterior exposed locations as follows:
 1. Near each valve and control device.
 2. Near each branch connection, excluding short takeoffs for fixtures and terminal units. Where flow pattern is not obvious, mark each pipe at branch.
 3. Near penetrations through walls, floors, ceilings, and inaccessible enclosures.
 4. At access doors, manholes, and similar access points that permit view of concealed piping.
 5. Near major equipment items and other points of origination and termination.
 6. Spaced at maximum intervals of 50 feet along each run. Reduce intervals to 25 feet in areas of congested piping and equipment.
 7. On piping above removable acoustical ceilings. Omit intermediately spaced labels.
- D. Pipe Label Color Schedule:
 1. Refrigerant Piping:
 - a. Background Color: Green.
 - b. Letter Color: White.

3.4 DUCT LABEL INSTALLATION

- A. Install self-adhesive duct labels with permanent adhesive on air ducts in the following color codes:
 - 1. Blue: For cold-air supply ducts.
 - 2. Yellow: For hot-air supply ducts.
 - 3. Green: For exhaust-, outside-, relief-, return-, and mixed-air ducts.
 - 4. ASME A13.1 Colors and Designs: For hazardous material exhaust.
- B. Stenciled Duct Label Option: Stenciled labels, showing service and flow direction, may be provided instead of plastic-laminated duct labels, at Installer's option, if lettering larger than 1 inch high is needed for proper identification because of distance from normal location of required identification.
- C. Locate labels near points where ducts enter into concealed spaces and at maximum intervals of 50 feet in each space where ducts are exposed or concealed by removable ceiling system.

3.5 WARNING-TAG INSTALLATION

- A. Write required message on, and attach warning tags to, equipment and other items where required.

END OF SECTION 230553

SECTION 230592

SYSTEM PREPARATION FOR TESTING, ADJUSTING AND BALANCING

PART 1 - GENERAL

A. Related Documents

1. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Perform all work required to prepare the building HVAC systems for testing, adjusting and balancing indicated by the Contract Documents as follows:

1. Responsibilities of project contractor.
2. Preparation for balancing of air systems.

- B. The scope of the TAB work as defined in Section 230593 is indicated in order that the Contractor will be advised of the coordination, adjustment, and system modification which will be required under the project work in order to complete the requirements for final TAB. The TAB firm will not have a contractual relationship with the Mechanical Contractor referred to herein, but will be responsible to the General Contractor for the satisfactory execution of the TAB work. The General Contractor in his original bid shall include the costs required to cover all work which may be required in the TAB phases as defined herein and as may be necessary for the completion of the TAB work as defined by the TAB firm.

1.3 RELATED SECTIONS

Section 230100	Mechanical HVAC Submittal Procedures
Section 230130.51	HVAC Air-Distribution System Cleaning
Section 230130.52	Existing HVAC Air Distribution System Cleaning
Section 230500	Mechanical General Requirements
Section 230510	Basic Mechanical Materials and Methods
Section 230553	Identification for HVAC Piping and Equipment
Section 230592	System Preparation for Testing, Adjusting and Balancing
Section 230593	Testing, Adjusting, and Balancing for HVAC
Section 230713	Duct Insulation
Section 230800	Commissioning of HVAC
Section 230900	Instrumentation and Control for HVAC
Section 233113	Metal Ducts
Section 233300	Air Duct Accessories
Section 233713	Diffusers, Registers, and Grilles

1.4 SCOPE OF WORK

- A. Testing, adjusting, and balancing (TAB) of the air conditioning systems and related ancillary equipment will be performed by an impartial technically qualified TAB firm employed directly by the General Contractor. However, the preparation for and corrections necessary for the Testing, Adjusting and Balancing of these systems, as described herein, are the responsibility of the Contractor.

- B. As a part of this project Construction Contract, the Contractor shall make any changes or replacements to the sheaves, belts, dampers, valves, etc. required for correct balance as advised by the TAB firm, at no additional cost to the Owner.
- C. The Contractor shall provide and coordinate the services of qualified, responsible Subcontractors, suppliers and personnel as required to correct, repair, and/or replace any and all deficient items or conditions found during the course of this project, including the testing, adjusting and balancing period.
- D. In order that all systems may be properly tested, balanced, and adjusted as required herein by these Specifications, the Contractor shall operate said systems at his expense for the length of time necessary to properly verify their completion and readiness for TAB. This length of time shall be subject to the approval of the Architect/Engineer.
- E. Project Contract completion schedules shall allow for sufficient time to permit the completion of TAB services prior to Owner occupancy. The contractor shall allow adequate time for the testing and balancing activities of the owner provided services, during the construction period, and prior to Substantial Completion as defined in the Uniform General Conditions of this Construction Document.
- F. The Drawings and Specifications indicate valves, dampers and miscellaneous adjustment devices for the purpose of adjustment to obtain optimum operating conditions, and it will be the responsibility of the Contractor to install these devices in a manner that will leave them accessible and readily adjustable. Should any such device not be readily accessible, the Contractor shall provide access as requested by the TAB firm. Also, any malfunction encountered by TAB personnel and reported to the Contractor or the Architect/Engineer shall be corrected by the Contractor immediately so that the balancing work can proceed with the minimum of delays.

1.5 RESPONSIBILITIES OF THE PROJECT CONTRACTOR:

- A. The Contractor shall:
 - 1. Have the building and air conditioning systems in complete operational readiness for TAB work to begin.
 - 2. The contractor shall allow sufficient time for the TAB firm to perform his contracted work within the construction schedule. The contractor shall complete his work by systems or floors whichever is the most efficient for scheduling. After awarding of the contract and the contractor has developed a construction schedule, a TAB coordination meeting shall be held with the TAB agency, the general contractor and his primary subcontractors (i.e. mechanical, electrical, building automation etc.) to develop a testing schedule for the project. The contractor shall submit copies of the proposed schedule two (2) weeks prior to this meeting to the Architect and TAB Agency.

The following are minimum time requirements:

TAB Agency will provide Engineer with tentative schedules for each area, floor and/or system to be included in this section.

Note: The chilled water systems must be 100% complete to balance. The air systems are pressure independent and can be balanced by floors, risers, systems, etc., but once the total system is complete the total flows and system tracking will require finalization.

3. Promptly correct deficiencies of materials and workmanship identified as delaying completion of TAB work.
 4. Be responsible for any added costs to the Owner resulting from his failure to have the building and air conditioning systems ready for TAB when scheduled, or from his failure to correct deficiencies promptly.
- B. Complete operational readiness of the building requires that construction status of the building shall permit the closing of doors, windows, ceilings installed, etc., to obtain simulated or projected operating conditions.
- C. Complete operational readiness of the air conditioning systems also requires that the following be accomplished:
1. Air Distribution Systems:
 - a. Verify installation for conformity to design. All supply, return and exhaust ducts terminated and pressure tested for leakage as required by the Specification.
 - b. All volume, smoke and fire/smoke dampers are properly located and functional. Dampers serving requirements of minimum and maximum outside, return and relief air shall provide tight closure and full opening, smooth and free operation.
 - c. All supply, return, exhaust and transfer grilles, registers, diffusers and terminal devices installed.
 - d. Air handling systems, units and associated apparatus, such as heating and cooling coils, filter sections, access doors, etc., shall be blanked and/or sealed to eliminate excessive bypass or leakage of air.
 - e. All fans (supply, return and exhaust) operating and verified for freedom from vibration, proper fan rotation and belt tension; heater elements in motor starters to be of proper size and rating; record motor amperage and voltage on each phase at start-up and running, and verify they do not exceed nameplate ratings.
 - f. All single duct variable and constant volume terminal units ("mixing boxes") shall be installed and functional (i.e. controls functioning).
 - g. Contractor shall furnish and install any sheave changes as determined to be required by the TAB firm.
 2. Automatic Controls:
 - a. The Contractor shall schedule a meeting with the Engineer, Control Contractor, TAB firm and Owner's representative for a pre-submittal review to establish that his interpretation of the sequences of operation are correct.
 - b. Verify that all control components are installed in accordance with project requirements and are functional, including all electrical interlocks, dampers sequences, air and water resets, fire and freeze stats, high and low temperature thermostats, safeties, etc.
 - c. Verify that all controlling instruments are calibrated and set for design operating conditions with the exception of room thermostats or sensors,

which shall be calibrated at the completion of TAB services with cooperation between the TAB firm and Control Contractor.

- d. The Automatic Temperature Control Contractor and/or Energy Management System Contractor shall thoroughly check all controls, sensors, operators, sequences, etc. before notifying the TAB agency that the Automatic Temperature Controls and Energy Management System are operational. The Automatic Temperature Contractor and/or Energy Management System Contractor shall provide technical support (technicians and necessary computers) to the TAB agency for a complete check of these systems.
4. Tabulated Data: The motor amperages, voltages shall be recorded showing "actual" and "nameplate" voltage and amperage and submitted and actual RPM. This applies to each piece of electrically driven air conditioning equipment in the system including supply and exhaust fans, fans of fractional horsepower, pumps, etc.

D. Notification of System Readiness:

1. After completion of the work in Paragraph 1.5 A through C above, the Contractor shall notify the Architect in writing, certifying that the work has been accomplished and that the building and the air conditioning systems are in operational readiness for testing, adjusting, and balancing. He shall include a copy of the tabulated data of Paragraph 1.5C.4 above.
2. The Architect will, in turn, notify the TAB firm of the readiness for balancing and forward copies of the Contractor's certification and the tabulated voltages and currents.
3. Should the TAB firm be notified as described above, and the TAB work commenced and the systems are found NOT to be in readiness or a dispute occurs as to the readiness of the systems, the Contractor shall request an inspection be made by duly appointed representative of the Owner, Architect, TAB firm and the Contractor. This inspection will establish to the satisfaction of the represented parties whether or not the systems meet the basic requirements for TAB services. Should the inspection reveal the TAB services notification to have been premature, all cost of the inspection and wasted work accomplished by the TAB firm shall be reimbursed to the appropriated parties by the Project Contractor.

1.6 RESPONSIBILITIES OF THE TAB FIRM

- A. Refer to Section 230593 entitled "System Testing, Adjusting and Balancing".

PART 2 – PRODUCT

- A. Not Used.

PART 3 – EXECUTION

- A. Not Used.

END OF SECTION 230592

SECTION 230593

TESTING, ADJUSTING, AND BALANCING FOR HVAC

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. Balancing Air Systems:
 - a. Constant-volume air systems.

1.3 DEFINITIONS

- A. AABC: Associated Air Balance Council.
- B. NEBB: National Environmental Balancing Bureau.
- C. TAB: Testing, adjusting, and balancing.
- D. TABB: Testing, Adjusting, and Balancing Bureau.
- E. TAB Specialist: An entity engaged to perform TAB Work.

1.4 ACTION SUBMITTALS

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: Within 30 days of Contractor's Notice to Proceed, submit documentation that the TAB contractor and this Project's TAB team members meet the qualifications specified in "Quality Assurance" Article.
- B. Contract Documents Examination Report: Within 45 days of Contractor's Notice to Proceed, submit the Contract Documents review report as specified in Part 3.
- C. Strategies and Procedures Plan: Within 60 days of Contractor's Notice to Proceed, submit TAB strategies and step-by-step procedures as specified in "Preparation" Article.
- D. Certified TAB reports.
- E. Sample report forms.

F. Instrument calibration reports, to include the following:

1. Instrument type and make.
2. Serial number.
3. Application.
4. Dates of use.
5. Dates of calibration.

1.6 QUALITY ASSURANCE

A. TAB Contractor Qualifications: Engage a TAB entity certified by AABC or NEBB.

1. TAB Field Supervisor: Employee of the TAB contractor and certified by AABC or NEBB.
2. TAB Technician: Employee of the TAB contractor and who is certified by AABC or NEBB as a TAB technician.

B. TAB Conference: Meet with General Contractor and HVAC Engineer (and, if applicable Commissioning Authority) on approval of the TAB strategies and procedures plan to develop a mutual understanding of the details. Require the participation of the TAB field supervisor and technicians. Provide seven days' advance notice of scheduled meeting time and location.

1. Agenda Items:

- a. The Contract Documents examination report.
- b. The TAB plan.
- c. Coordination and cooperation of trades and subcontractors.
- d. Coordination of documentation and communication flow.

C. Certify TAB field data reports and perform the following:

1. Review field data reports to validate accuracy of data and to prepare certified TAB reports.
2. Certify that the TAB team complied with the approved TAB plan and the procedures specified and referenced in this Specification.

D. TAB Report Forms: Use standard TAB contractor's forms approved by Engineer.

E. Instrumentation Type, Quantity, Accuracy, and Calibration: As described in ASHRAE 111, Section 5, "Instrumentation."

F. ASHRAE Compliance: Applicable requirements in ASHRAE 62.1, Section 7.2.2 - "Air Balancing."

G. ASHRAE/IESNA Compliance: Applicable requirements in ASHRAE/IESNA 90.1, Section 6.7.2.3 - "System Balancing."

1.7 PROJECT CONDITIONS

A. Full Owner Occupancy: Owner will occupy the site and existing building during entire TAB period. Cooperate with Owner during TAB operations to minimize conflicts with Owner's operations.

- B. Partial Owner Occupancy: Owner may occupy completed areas of building before Substantial Completion. Cooperate with Owner during TAB operations to minimize conflicts with Owner's operations.

1.8 COORDINATION

- A. Notice: Provide seven days' advance notice for each test. Include scheduled test dates and times.
- B. Perform TAB after leakage and pressure tests on air and water distribution systems have been satisfactorily completed.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine the Contract Documents to become familiar with Project requirements and to discover conditions in systems' designs that may preclude proper TAB of systems and equipment.
- B. Examine systems for installed balancing devices, such as test ports, gage cocks, thermometer wells, flow-control devices, balancing valves and fittings, and manual volume dampers. Verify that locations of these balancing devices are accessible.
- C. Examine the approved submittals for HVAC systems and equipment.
- D. Examine design data including HVAC system descriptions, statements of design assumptions for environmental conditions and systems' output, and statements of philosophies and assumptions about HVAC system and equipment controls.
- E. Examine ceiling plenums and underfloor air plenums used for supply, return, or relief air to verify that they meet the leakage class of connected ducts as specified in Section 233113 "Metal Ducts" and are properly separated from adjacent areas. Verify that penetrations in plenum walls are sealed and fire-stopped if required.
- F. Examine equipment performance data including fan and pump curves.
 - 1. Relate performance data to Project conditions and requirements, including system effects that can create undesired or unpredicted conditions that cause reduced capacities in all or part of a system.
 - 2. Calculate system-effect factors to reduce performance ratings of HVAC equipment when installed under conditions different from the conditions used to rate equipment performance. To calculate system effects for air systems, use tables and charts found in AMCA 201, "Fans and Systems," or in SMACNA's "HVAC Systems - Duct Design." Compare results with the design data and installed conditions.
- G. Examine system and equipment installations and verify that field quality-control testing, cleaning, and adjusting specified in individual Sections have been performed.
- H. Examine test reports specified in individual system and equipment Sections.

- I. Examine HVAC equipment and filters and verify that bearings are greased, belts are aligned and tight, and equipment with functioning controls is ready for operation.
- J. Examine heat-transfer coils for correct piping connections and for clean and straight fins.
- K. Examine system pumps to ensure absence of entrained air in the suction piping.
- L. Examine operating safety interlocks and controls on HVAC equipment.
- M. Report deficiencies discovered before and during performance of TAB procedures. Observe and record system reactions to changes in conditions. Record default set points if different from indicated values.

3.2 PREPARATION

- A. Prepare a TAB plan that includes strategies and step-by-step procedures.
- B. Complete system-readiness checks and prepare reports. Verify the following:
 - 1. Permanent electrical-power wiring is complete.
 - 2. Automatic temperature-control systems are operational.
 - 3. Equipment and duct access doors are securely closed.
 - 4. Balance, smoke, and fire dampers are open.
 - 5. Ceilings are installed in critical areas where air-pattern adjustments are required and access to balancing devices is provided.
 - 6. Windows and doors can be closed so indicated conditions for system operations can be met.

3.3 GENERAL PROCEDURES FOR TESTING AND BALANCING

- A. Perform testing and balancing procedures on each system according to the procedures contained in AABC's "National Standards for Total System Balance" or NEBB's "Procedural Standards for Testing, Adjusting, and Balancing of Environmental Systems" and in this Section.
 - 1. Comply with requirements in ASHRAE 62.1, Section 7.2.2 - "Air Balancing."
- B. Cut insulation, ducts, pipes, and equipment cabinets for installation of test probes to the minimum extent necessary for TAB procedures.
 - 1. After testing and balancing, patch probe holes in ducts with same material and thickness as used to construct ducts.
 - 2. After testing and balancing, install test ports and duct access doors that comply with requirements in Section 233300 "Air Duct Accessories."
 - 3. Install and join new insulation that matches removed materials. Restore insulation, coverings, vapor barrier, and finish according to Section 230713 "Duct Insulation," Section 230716 "HVAC Equipment Insulation," and Section 230719 "HVAC Piping Insulation."
- C. Mark equipment and balancing devices, including damper-control positions, valve position indicators, fan-speed-control levers, and similar controls and devices, with paint or other suitable, permanent identification material to show final settings.
- D. Take and report testing and balancing measurements in inch-pound (IP) units.

3.4 GENERAL PROCEDURES FOR BALANCING AIR SYSTEMS

- A. Prepare test reports for both fans and outlets. Obtain manufacturer's outlet factors and recommended testing procedures. Crosscheck the summation of required outlet volumes with required fan volumes.
- B. Prepare schematic diagrams of systems' "as-built" duct layouts.
- C. Determine the best locations in main and branch ducts for accurate duct-airflow measurements.
- D. Check airflow patterns from the outdoor-air louvers and dampers and the return- and exhaust-air dampers through the supply-fan discharge and mixing dampers.
- E. Locate start-stop and disconnect switches, electrical interlocks, and motor starters.
- F. Verify that motor starters are equipped with properly sized thermal protection.
- G. Check dampers for proper position to achieve desired airflow path.
- H. Check for airflow blockages.
- I. Check condensate drains for proper connections and functioning.
- J. Check for proper sealing of air-handling-unit components.
- K. Verify that air duct system is sealed as specified in Section 233113 "Metal Ducts."

3.5 PROCEDURES FOR CONSTANT-VOLUME AIR SYSTEMS

- A. Adjust fans to deliver total indicated airflows within the maximum allowable fan speed listed by fan manufacturer.
 - 1. Measure total airflow.
 - a. Where sufficient space in ducts is unavailable for Pitot-tube traverse measurements, measure airflow at terminal outlets and inlets and calculate the total airflow.
 - 2. Measure fan static pressures as follows to determine actual static pressure:
 - a. Measure outlet static pressure as far downstream from the fan as practical and upstream from restrictions in ducts such as elbows and transitions.
 - b. Measure static pressure directly at the fan outlet or through the flexible connection.
 - c. Measure inlet static pressure of single-inlet fans in the inlet duct as near the fan as possible, upstream from the flexible connection, and downstream from duct restrictions.
 - d. Measure inlet static pressure of double-inlet fans through the wall of the plenum that houses the fan.
 - 3. Measure static pressure across each component that makes up an air-handling unit, rooftop unit, and other air-handling and -treating equipment.
 - a. Report the cleanliness status of filters and the time static pressures are measured.

4. Measure static pressures entering and leaving other devices, such as sound traps, heat-recovery equipment, and air washers, under final balanced conditions.
 5. Review Record Documents to determine variations in design static pressures versus actual static pressures. Calculate actual system-effect factors. Recommend adjustments to accommodate actual conditions.
 6. Obtain approval from Engineer for adjustment of fan speed higher or lower than indicated speed. Comply with requirements in HVAC Sections for air-handling units for adjustment of fans, belts, and pulley sizes to achieve indicated air-handling-unit performance.
 7. Do not make fan-speed adjustments that result in motor overload. Consult equipment manufacturers about fan-speed safety factors. Modulate dampers and measure fan-motor amperage to ensure that no overload will occur. Measure amperage in full-cooling, full-heating, economizer, and any other operating mode to determine the maximum required brake horsepower.
- B. Adjust volume dampers for main duct, submain ducts, and major branch ducts to indicated airflows within specified tolerances.
1. Measure airflow of submain and branch ducts.
 - a. Where sufficient space in submain and branch ducts is unavailable for Pitot-tube traverse measurements, measure airflow at terminal outlets and inlets and calculate the total airflow for that zone.
 2. Measure static pressure at a point downstream from the balancing damper, and adjust volume dampers until the proper static pressure is achieved.
 3. Remeasure each submain and branch duct after all have been adjusted. Continue to adjust submain and branch ducts to indicated airflows within specified tolerances.
- C. Measure air outlets and inlets without making adjustments.
1. Measure terminal outlets using a direct-reading hood or outlet manufacturer's written instructions and calculating factors.
- D. Adjust air outlets and inlets for each space to indicated airflows within specified tolerances of indicated values. Make adjustments using branch volume dampers rather than extractors and the dampers at air terminals.
1. Adjust each outlet in same room or space to within specified tolerances of indicated quantities without generating noise levels above the limitations prescribed by the Contract Documents.
 2. Adjust patterns of adjustable outlets for proper distribution without drafts.

3.6 PROCEDURES FOR HEAT EXCHANGERS

- A. Measure inlet and outlet water temperatures.
- B. Check settings and operation of safety and relief valves. Record settings.

3.7 PROCEDURES FOR MOTORS

- A. Motors, 1/2 HP and Larger: Test at final balanced conditions and record the following data:
 1. Manufacturer's name, model number, and serial number.

2. Motor horsepower rating.
3. Motor rpm.
4. Efficiency rating.
5. Nameplate and measured voltage, each phase.
6. Nameplate and measured amperage, each phase.
7. Starter thermal-protection-element rating.

3.8 PROCEDURES FOR CONDENSING UNITS

- A. Verify proper rotation of fans.
- B. Measure entering- and leaving-air temperatures.
- C. Record compressor data.

3.9 PROCEDURES FOR HEAT-TRANSFER COILS

- A. Measure, adjust, and record the following data for each electric heating coil:
 1. Nameplate data.
 2. Airflow.
 3. Entering- and leaving-air temperature at full load.
 4. Voltage and amperage input of each phase at full load and at each incremental stage.
 5. Calculated kilowatt at full load.
 6. Fuse or circuit-breaker rating for overload protection.
- B. Measure, adjust, and record the following data for each refrigerant coil:
 1. Dry-bulb temperature of entering and leaving air.
 2. Wet-bulb temperature of entering and leaving air.
 3. Airflow.
 4. Air pressure drop.
 5. Refrigerant suction pressure and temperature.

3.10 PROCEDURES FOR TESTING, ADJUSTING, AND BALANCING EXISTING SYSTEMS

- A. Perform a preconstruction inspection of existing equipment that is to remain and be reused.
 1. Measure and record the operating speed, airflow, and static pressure of each fan.
 2. Measure motor voltage and amperage. Compare the values to motor nameplate information.
 3. Check the refrigerant charge.
 4. Check the condition of filters.
 5. Check the condition of coils.
 6. Check the operation of the drain pan and condensate-drain trap.
 7. Check bearings and other lubricated parts for proper lubrication.
 8. Report on the operating condition of the equipment and the results of the measurements taken. Report deficiencies.
- B. Before performing testing and balancing of existing systems, inspect existing equipment that is to remain and be reused to verify that existing equipment has been cleaned and refurbished. Verify the following:

1. New filters are installed.
 2. Coils are clean and fins combed.
 3. Drain pans are clean.
 4. Fans are clean.
 5. Bearings and other parts are properly lubricated.
 6. Deficiencies noted in the preconstruction report are corrected.
- C. Perform testing and balancing of existing systems to the extent that existing systems are affected by the renovation work.
1. Compare the indicated airflow of the renovated work to the measured fan airflows, and determine the new fan speed and the face velocity of filters and coils.
 2. Verify that the indicated airflows of the renovated work result in filter and coil face velocities and fan speeds that are within the acceptable limits defined by equipment manufacturer.
 3. If calculations increase or decrease the air flow rates and water flow rates by more than 5 percent, make equipment adjustments to achieve the calculated rates. If increase or decrease is 5 percent or less, equipment adjustments are not required.
 4. Balance each air outlet.

3.11 TOLERANCES

- A. Set HVAC system's air flow rates and water flow rates within the following tolerances:
1. Supply, Return, and Exhaust Fans and Equipment with Fans: Plus or minus 10 percent.
 2. Air Outlets and Inlets: Plus or minus 10 percent.

3.12 REPORTING

- A. Initial Construction-Phase Report: Based on examination of the Contract Documents as specified in "Examination" Article, prepare a report on the adequacy of design for systems' balancing devices. Recommend changes and additions to systems' balancing devices to facilitate proper performance measuring and balancing. Recommend changes and additions to HVAC systems and general construction to allow access for performance measuring and balancing devices.
- B. Status Reports: Prepare weekly progress reports to describe completed procedures, procedures in progress, and scheduled procedures. Include a list of deficiencies and problems found in systems being tested and balanced. Prepare a separate report for each system and each building floor for systems serving multiple floors.

3.13 FINAL REPORT

- A. General: Prepare a certified written report; tabulate and divide the report into separate sections for tested systems and balanced systems.
1. Include a certification sheet at the front of the report's binder, signed and sealed by the certified testing and balancing engineer.
 2. Include a list of instruments used for procedures, along with proof of calibration.
- B. Final Report Contents: In addition to certified field-report data, include the following:

1. Pump curves.
2. Fan curves.
3. Manufacturers' test data.
4. Field test reports prepared by system and equipment installers.
5. Other information relative to equipment performance; do not include Shop Drawings and product data.

C. General Report Data: In addition to form titles and entries, include the following data:

1. Title page.
2. Name and address of the TAB contractor.
3. Project name.
4. Project location.
5. Architect's name and address.
6. Engineer's name and address.
7. Contractor's name and address.
8. Report date.
9. Signature of TAB supervisor who certifies the report.
10. Table of Contents with the total number of pages defined for each section of the report. Number each page in the report.
11. Summary of contents including the following:
 - a. Indicated versus final performance.
 - b. Notable characteristics of systems.
 - c. Description of system operation sequence if it varies from the Contract Documents.
12. Nomenclature sheets for each item of equipment.
13. Data for terminal units, including manufacturer's name, type, size, and fittings.
14. Notes to explain why certain final data in the body of reports vary from indicated values.
15. Test conditions for fans and pump performance forms including the following:
 - a. Settings for outdoor-, return-, and exhaust-air dampers.
 - b. Conditions of filters.
 - c. Cooling coil, wet- and dry-bulb conditions.
 - d. Face and bypass damper settings at coils.
 - e. Fan drive settings including settings and percentage of maximum pitch diameter.
 - f. Inlet vane settings for variable-air-volume systems.
 - g. Settings for supply-air, static-pressure controller.
 - h. Other system operating conditions that affect performance.

D. System Diagrams: Include schematic layouts of air and hydronic distribution systems. Present each system with single-line diagram and include the following:

1. Quantities of outdoor, supply, return, and exhaust airflows.
2. Water and steam flow rates.
3. Duct, outlet, and inlet sizes.
4. Pipe and valve sizes and locations.
5. Terminal units.
6. Balancing stations.
7. Position of balancing devices.

E. Air-Handling-Unit Test Reports: For air-handling units with coils, include the following:

1. Unit Data:

- a. Unit identification.
 - b. Location.
 - c. Make and type.
 - d. Model number and unit size.
 - e. Manufacturer's serial number.
 - f. Unit arrangement and class.
 - g. Discharge arrangement.
 - h. Sheave make, size in inches, and bore.
 - i. Center-to-center dimensions of sheave, and amount of adjustments in inches.
 - j. Number, make, and size of belts.
 - k. Number, type, and size of filters.
2. Motor Data:
 - a. Motor make, and frame type and size.
 - b. Horsepower and rpm.
 - c. Volts, phase, and hertz.
 - d. Full-load amperage and service factor.
 - e. Sheave make, size in inches, and bore.
 - f. Center-to-center dimensions of sheave, and amount of adjustments in inches.
3. Test Data (Indicated and Actual Values):
 - a. Total air flow rate in cfm.
 - b. Total system static pressure in inches wg.
 - c. Fan rpm.
 - d. Discharge static pressure in inches wg.
 - e. Filter static-pressure differential in inches wg.
 - f. Cooling-coil static-pressure differential in inches wg.
 - g. Heating-coil static-pressure differential in inches wg.
 - h. Outdoor airflow in cfm.
 - i. Return airflow in cfm.
 - j. Outdoor-air damper position.
 - k. Return-air damper position.

F. Apparatus-Coil Test Reports:

1. Coil Data:
 - a. System identification.
 - b. Location.
 - c. Coil type.
 - d. Number of rows.
 - e. Fin spacing in fins per inch o.c.
 - f. Make and model number.
 - g. Face area in sq. ft.
 - h. Tube size in NPS.
 - i. Tube and fin materials.
 - j. Circuiting arrangement.
2. Test Data (Indicated and Actual Values):
 - a. Air flow rate in cfm.
 - b. Average face velocity in fpm.
 - c. Air pressure drop in inches wg.

- d. Outdoor-air, wet- and dry-bulb temperatures in deg F.
 - e. Return-air, wet- and dry-bulb temperatures in deg F.
 - f. Entering-air, wet- and dry-bulb temperatures in deg F.
 - g. Leaving-air, wet- and dry-bulb temperatures in deg F.
 - h. Refrigerant expansion valve and refrigerant types.
 - i. Refrigerant suction pressure in psig.
 - j. Refrigerant suction temperature in deg F.
- G. Electric-Coil Test Reports: For electric furnaces, duct coils, and electric coils installed in central-station air-handling units, include the following:
- 1. Unit Data:
 - a. System identification.
 - b. Location.
 - c. Coil identification.
 - d. Capacity in Btu/h.
 - e. Number of stages.
 - f. Connected volts, phase, and hertz.
 - g. Rated amperage.
 - h. Air flow rate in cfm.
 - i. Face area in sq. ft.
 - j. Minimum face velocity in fpm.
 - 2. Test Data (Indicated and Actual Values):
 - a. Heat output in Btu/h.
 - b. Air flow rate in cfm.
 - c. Air velocity in fpm.
 - d. Entering-air temperature in deg F.
 - e. Leaving-air temperature in deg F.
 - f. Voltage at each connection.
 - g. Amperage for each phase.
- H. Fan Test Reports: For supply, return, and exhaust fans, include the following:
- 1. Fan Data:
 - a. System identification.
 - b. Location.
 - c. Make and type.
 - d. Model number and size.
 - e. Manufacturer's serial number.
 - f. Arrangement and class.
 - g. Sheave make, size in inches, and bore.
 - h. Center-to-center dimensions of sheave, and amount of adjustments in inches.
 - 2. Motor Data:
 - a. Motor make, and frame type and size.
 - b. Horsepower and rpm.
 - c. Volts, phase, and hertz.
 - d. Full-load amperage and service factor.
 - e. Sheave make, size in inches, and bore.
 - f. Center-to-center dimensions of sheave, and amount of adjustments in inches.

- g. Number, make, and size of belts.
 - 3. Test Data (Indicated and Actual Values):
 - a. Total airflow rate in cfm.
 - b. Total system static pressure in inches wg.
 - c. Fan rpm.
 - d. Discharge static pressure in inches wg.
 - e. Suction static pressure in inches wg.
- I. Round, Flat-Oval, and Rectangular Duct Traverse Reports: Include a diagram with a grid representing the duct cross-section and record the following:
 - 1. Report Data:
 - a. System and air-handling-unit number.
 - b. Location and zone.
 - c. Traverse air temperature in deg F.
 - d. Duct static pressure in inches wg.
 - e. Duct size in inches.
 - f. Duct area in sq. ft.
 - g. Indicated air flow rate in cfm.
 - h. Indicated velocity in fpm.
 - i. Actual air flow rate in cfm.
 - j. Actual average velocity in fpm.
 - k. Barometric pressure in psig.
- J. Air-Terminal-Device Reports:
 - 1. Unit Data:
 - a. System and air-handling unit identification.
 - b. Location and zone.
 - c. Apparatus used for test.
 - d. Area served.
 - e. Make.
 - f. Number from system diagram.
 - g. Type and model number.
 - h. Size.
 - i. Effective area in sq. ft.
 - 2. Test Data (Indicated and Actual Values):
 - a. Air flow rate in cfm.
 - b. Air velocity in fpm.
 - c. Preliminary air flow rate as needed in cfm.
 - d. Preliminary velocity as needed in fpm.
 - e. Final air flow rate in cfm.
 - f. Final velocity in fpm.
 - g. Space temperature in deg F.
- K. System-Coil Reports: For reheat coils and water coils of terminal units, include the following:
 - 1. Unit Data:

- a. System and air-handling-unit identification.
 - b. Location and zone.
 - c. Room or riser served.
 - d. Coil make and size.
 - e. Flowmeter type.
 - 2. Test Data (Indicated and Actual Values):
 - a. Air flow rate in cfm.
 - b. Entering-water temperature in deg F.
 - c. Leaving-water temperature in deg F.
 - d. Water pressure drop in feet of head or psig.
 - e. Entering-air temperature in deg F.
 - f. Leaving-air temperature in deg F.
- L. Instrument Calibration Reports:
- 1. Report Data:
 - a. Instrument type and make.
 - b. Serial number.
 - c. Application.
 - d. Dates of use.
 - e. Dates of calibration.
- 3.14 INSPECTIONS**
- A. Initial Inspection:
- 1. After testing and balancing are complete, operate each system and randomly check measurements to verify that the system is operating according to the final test and balance readings documented in the final report.
 - 2. Check the following for each system:
 - a. Measure airflow of at least 10 percent of air outlets.
 - b. Measure water flow of at least 5 percent of terminals.
 - c. Measure room temperature at each thermostat/temperature sensor. Compare the reading to the set point.
 - d. Verify that balancing devices are marked with final balance position.
 - e. Note deviations from the Contract Documents in the final report.
- B. Final Inspection:
- 1. After initial inspection is complete and documentation by random checks verifies that testing and balancing are complete and accurately documented in the final report, request that a final inspection be made Engineers.
 - 2. The TAB contractor's test and balance engineer shall conduct the inspection in the presence of Project HVAC Engineer.
 - 3. HVAC engineer randomly select measurements, documented in the final report, to be rechecked. Rechecking shall be limited to either 10 percent of the total measurements recorded or the extent of measurements that can be accomplished in a normal 8-hour business day.

4. If rechecks yield measurements that differ from the measurements documented in the final report by more than the tolerances allowed, the measurements shall be noted as "FAILED."
 5. If the number of "FAILED" measurements is greater than 10 percent of the total measurements checked during the final inspection, the testing and balancing shall be considered incomplete and shall be rejected.
- C. TAB Work will be considered defective if it does not pass final inspections. If TAB Work fails, proceed as follows:
1. Recheck all measurements and make adjustments. Revise the final report and balancing device settings to include all changes; resubmit the final report and request a second final inspection.
 2. If the second final inspection also fails, Owner may contract the services of another TAB contractor to complete TAB Work according to the Contract Documents and deduct the cost of the services from the original TAB contractor's final payment.
- D. Prepare test and inspection reports.

3.15 ADDITIONAL TESTS

- A. Within 90 days of completing TAB, perform additional TAB to verify that balanced conditions are being maintained throughout and to correct unusual conditions.
- B. Seasonal Periods: If initial TAB procedures were not performed during near-peak summer and winter conditions, perform additional TAB during near-peak summer and winter conditions.
- C. T & B contractor shall include 16 hours of time dedicated to verification of final Test and Balance Report. This shall be done on-site, with instruments, and in the presence of the Commissioning Agent (Cx). Cx shall require random system testing. If more than 10% of tests are beyond reported value tolerances. The entire report is subject to re-test in its entirety.

END OF SECTION 230593

SECTION 230713

DUCT INSULATION

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 insulating the following duct services:
 - 1. Indoor, concealed supply and outdoor air.
 - 2. Indoor, exposed supply and outdoor air.
 - 3. Indoor, concealed return and exhaust located in unconditioned space.
 - 4. Indoor, exposed return and exhaust located in unconditioned space.
 - 5. Indoor, concealed, Type I, commercial, kitchen hood exhaust.
 - 6. Indoor, exposed, Type I, commercial, kitchen hood exhaust.
 - 7. Outdoor, concealed supply and return.
 - 8. Outdoor, exposed supply and return.
- B. Related Sections:
 - 1. Division 23 Section "HVAC Equipment Insulation."
 - 2. Division 23 Section "HVAC Piping Insulation."
 - 3. Division 23 Section "Metal Ducts" for duct liners.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include thermal conductivity, water-vapor permeance thickness, and jackets (both factory- and field-applied if any).
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
 - 1. Detail application of protective shields, saddles, and inserts at hangers for each type of insulation and hanger.
 - 2. Detail insulation application at elbows, fittings, dampers, specialties and flanges for each type of insulation.
 - 3. Detail application of field-applied jackets.
 - 4. Detail application at linkages of control devices.
- C. Qualification Data: For qualified Installer.
- D. Material Test Reports: From a qualified testing agency acceptable to authorities having jurisdiction indicating, interpreting, and certifying test results for compliance of insulation materials, sealers, attachments, cements, and jackets, with requirements indicated. Include dates of tests and test methods employed.

- E. Field quality-control reports.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: Skilled mechanics who have successfully completed an apprenticeship program or another craft training program certified by the Department of Labor, Bureau of Apprenticeship and Training.
- B. Surface-Burning Characteristics: For insulation and related materials, as determined by testing identical products according to ASTM E 84, by a testing agency acceptable to authorities having jurisdiction. Factory label insulation and jacket materials and adhesive, mastic, tapes, and cement material containers, with appropriate markings of applicable testing agency.
 - 1. Insulation Installed Indoors: Flame-spread index of 25 or less, and smoke-developed index of 50 or less.
 - 2. Insulation Installed Outdoors: Flame-spread index of 75 or less, and smoke-developed index of 150 or less.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Packaging: Insulation material containers shall be marked by manufacturer with appropriate ASTM standard designation, type and grade, and maximum use temperature.

1.6 COORDINATION

- A. Coordinate sizes and locations of supports, hangers, and insulation shields specified in Division 23 Section "Hangers and Supports for HVAC Piping and Equipment."
- B. Coordinate clearance requirements with duct Installer for duct insulation application. Before preparing ductwork Shop Drawings, establish and maintain clearance requirements for installation of insulation and field-applied jackets and finishes and for space required for maintenance.

1.7 SCHEDULING

- A. Schedule insulation application after pressure testing systems. Insulation application may begin on segments that have satisfactory test results.
- B. Complete installation and concealment of plastic materials as rapidly as possible in each area of construction.

PART 2 - PRODUCTS

2.1 INSULATION MATERIALS

- A. Comply with requirements in "Duct Insulation Schedule, General," "Indoor Duct and Plenum Insulation Schedule," and "Aboveground, Outdoor Duct and Plenum Insulation Schedule" articles for where insulating materials shall be applied.

- B. Products shall not contain asbestos, lead, mercury, or mercury compounds.
- C. Products that come in contact with stainless steel shall have a leachable chloride content of less than 50 ppm when tested according to ASTM C 871.
- D. Insulation materials for use on austenitic stainless steel shall be qualified as acceptable according to ASTM C 795.
- E. Foam insulation materials shall not use CFC or HCFC blowing agents in the manufacturing process.
- F. Flexible Elastomeric Insulation: Closed-cell, sponge- or expanded-rubber materials. Comply with ASTM C 534, Type II for sheet materials.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Aeroflex USA, Inc.; Aerocel.
 - b. Armacell LLC; AP Armaflex.
 - c. K-Flex USA; Insul-Sheet, K-Flex Gray Duct Liner, and K-FLEX LS.
- G. Mineral-Fiber Blanket Insulation: Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 553, Type II and ASTM C 1290 Type III with factory-applied FSK jacket. Factory-applied jacket requirements are specified in "Factory-Applied Jackets" Article.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. CertainTeed Corp.; SoftTouch Duct Wrap.
 - b. Johns Manville; Microlite.
 - c. Knauf Insulation; Friendly Feel Duct Wrap.
 - d. Manson Insulation Inc.; Alley Wrap.
 - e. Owens Corning; SOFTR All-Service Duct Wrap.
- H. Mineral-Fiber Board Insulation: Mineral or glass fibers bonded with a thermosetting resin. Comply with ASTM C 612, Type IA or Type IB. For duct and plenum applications, provide insulation with factory-applied FSK jacket. Factory-applied jacket requirements are specified in "Factory-Applied Jackets" Article.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. CertainTeed Corp.; Commercial Board.
 - b. Johns Manville; 800 Series Spin-Glas.
 - c. Knauf Insulation; Insulation Board.
 - d. Manson Insulation Inc.; AK Board.
 - e. Owens Corning; Fiberglas 700 Series.

2.2 FIRE-RATED INSULATION SYSTEMS

- A. Fire-Rated Blanket: High-temperature, flexible, blanket insulation with FSK jacket that is tested and certified to provide a 2-hour fire rating by an NRTL acceptable to authorities having jurisdiction.
 - 1. Products: Subject to compliance with requirements, provide one of the following:

- a. CertainTeed Corp.; FlameChek.
- b. Johns Manville; Firetemp Wrap.
- c. Nelson Fire Stop Products; Nelson FSB Flameshield Blanket.
- d. Thermal Ceramics; FireMaster Duct Wrap.
- e. 3M; Fire Barrier Wrap Products.
- f. Unifrax Corporation; FyreWrap.

2.3 ADHESIVES

- A. Materials shall be compatible with insulation materials, jackets, and substrates and for bonding insulation to itself and to surfaces to be insulated unless otherwise indicated.
- B. Flexible Elastomeric Adhesive: Comply with MIL-A-24179A, Type II, Class I.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Aeroflex USA, Inc.; Aeroseal.
 - b. Armacell LLC; Armaflex 520 Adhesive.
 - c. Foster Brand, Specialty Construction Brands, Inc.; 85-75.
 - d. K-Flex USA; R-373 Contact Adhesive.
 - 2. For indoor applications, use adhesive that has a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
- C. Mineral-Fiber Adhesive: Comply with MIL-A-3316C, Class 2, Grade A.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Childers Brand, Specialty Construction Brands, Inc.; CP-127.
 - b. Eagle Bridges - Marathon Industries; 225.
 - c. Foster Brand, Specialty Construction Brands, Inc.; 85-60/85-70.
 - d. Mon-Eco Industries, Inc.; 22-25.
 - 2. For indoor applications, use adhesive that has a VOC content of 80 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
- D. FSK Jacket Adhesive: Comply with MIL-A-3316C, Class 2, Grade A for bonding insulation jacket lap seams and joints.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Childers Brand, Specialty Construction Brands, Inc.; CP-82.
 - b. Eagle Bridges - Marathon Industries; 225.
 - c. Foster Brand, Specialty Construction Brands, Inc.; 85-50.
 - d. Mon-Eco Industries, Inc.; 22-25.
 - 2. For indoor applications, use adhesive that has a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
- E. PVC Jacket Adhesive: Compatible with PVC jacket.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Dow Corning Corporation; 739, Dow Silicone.

- b. Johns Manville; Zeston Perma-Weld, CEEL-TITE Solvent Welding Adhesive.
 - c. P.I.C. Plastics, Inc.; Welding Adhesive.
 - d. Speedline Corporation; Polyco VP Adhesive.
2. For indoor applications, use adhesive that has a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

2.4 MASTICS

- A. Materials shall be compatible with insulation materials, jackets, and substrates; comply with MIL-PRF-19565C, Type II.
 1. For indoor applications, use mastics that have a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
- B. Vapor-Barrier Mastic: Solvent based; suitable for indoor use on below ambient services.
 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Childers Brand, Specialty Construction Brands, Inc; CP-30.
 - b. Eagle Bridges - Marathon Industries; 501.
 - c. Foster Brand, Specialty Construction Brands, Inc.; 30-35.
 - d. Mon-Eco Industries, Inc.; 55-10.
 2. Water-Vapor Permeance: ASTM F 1249, 0.05 perm at 35-mil dry film thickness.
 3. Service Temperature Range: 0 to 180 deg F.
 4. Solids Content: ASTM D 1644, 44 percent by volume and 62 percent by weight.
 5. Color: White.
- C. Vapor-Barrier Mastic: Solvent based; suitable for outdoor use on below ambient services.
 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Childers Brand, Specialty Construction Brands, Inc.; Encacel.
 - b. Eagle Bridges - Marathon Industries; 570.
 - c. Foster Brand, Specialty Construction Brands, Inc.; 60-95/60-96.
 2. Water-Vapor Permeance: ASTM F 1249, 0.05 perm at 30-mil dry film thickness.
 3. Service Temperature Range: Minus 50 to plus 220 deg F.
 4. Solids Content: ASTM D 1644, 33 percent by volume and 46 percent by weight.
 5. Color: White.

2.5 LAGGING ADHESIVES

- A. Description: Comply with MIL-A-3316C, Class I, Grade A and shall be compatible with insulation materials, jackets, and substrates.
 1. For indoor applications, use lagging adhesives that have a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
 2. Products: Subject to compliance with requirements, provide one of the following:
 - a. Childers Brand, Specialty Construction Brands, Inc.; CP-50 AHV2.
 - b. Foster Brand, Specialty Construction Brands, Inc.; 30-36.

- c. Vimasco Corporation; 713 and 714.
3. Fire-resistant, water-based lagging adhesive and coating for use indoors to adhere fire-resistant lagging cloths over duct insulation.
4. Service Temperature Range: 0 to plus 180 deg F.
5. Color: White.

2.6 SEALANTS

A. FSK and Metal Jacket Flashing Sealants:

1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Childers Brand, Specialty Construction Brands, Inc.; CP-76.
 - b. Eagle Bridges - Marathon Industries; 405.
 - c. Foster Brand, Specialty Construction Brands, Inc.; 95-44.
 - d. Mon-Eco Industries, Inc.; 44-05.
2. Materials shall be compatible with insulation materials, jackets, and substrates.
3. Fire- and water-resistant, flexible, elastomeric sealant.
4. Service Temperature Range: Minus 40 to plus 250 deg F.
5. Color: Aluminum.
6. For indoor applications, use sealants that have a VOC content of 420 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

B. PVC Jacket Flashing Sealants:

1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Childers Brand, Specialty Construction Brands, Inc.; CP-76.
2. Materials shall be compatible with insulation materials, jackets, and substrates.
3. Fire- and water-resistant, flexible, elastomeric sealant.
4. Service Temperature Range: Minus 40 to plus 250 deg F.
5. Color: White.
6. For indoor applications, use sealants that have a VOC content of 420 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

2.7 FACTORY-APPLIED JACKETS

A. Insulation system schedules indicate factory-applied jackets on various applications. When factory-applied jackets are indicated, comply with the following:

1. FSK Jacket: Aluminum-foil, fiberglass-reinforced scrim with kraft-paper backing; complying with ASTM C 1136, Type II.

2.8 FIELD-APPLIED FABRIC-REINFORCING MESH

A. Woven Glass-Fiber Fabric: Approximately 6 oz./sq. yd. with a thread count of 5 strands by 5 strands/sq. in. for covering ducts.

1. Products: Subject to compliance with requirements, provide one of the following:

- a. Childers Brand, Specialty Construction Brands, Inc.; Chil-Glas No. 5.
- B. Woven Polyester Fabric: Approximately 1 oz./sq. yd. with a thread count of 10 strands by 10 strands/sq. in., in a Leno weave, for ducts.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Foster Brand, Specialty Construction Brands, Inc.; Mast-A-Fab.
 - b. Vimasco Corporation; Elastafab 894.

2.9 FIELD-APPLIED CLOTHS

- A. Woven Glass-Fiber Fabric: Comply with MIL-C-20079H, Type I, plain weave, and presized a minimum of 8 oz./sq. yd.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Alpha Associates, Inc.; Alpha-Maritex 84215 and 84217/9485RW, Luben 59.

2.10 FIELD-APPLIED JACKETS

- A. Field-applied jackets shall comply with ASTM C 921, Type I, unless otherwise indicated.
- B. FSK Jacket: Aluminum-foil-face, fiberglass-reinforced scrim with kraft-paper backing.
- C. PVC Jacket: High-impact-resistant, UV-resistant PVC complying with ASTM D 1784, Class 16354-C; thickness as scheduled; roll stock ready for shop or field cutting and forming. Thickness is indicated in field-applied jacket schedules.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Johns Manville; Zeston.
 - b. P.I.C. Plastics, Inc.; FG Series.
 - c. Proto Corporation; LoSmoke.
 - d. Speedline Corporation; SmokeSafe.
 - 2. Adhesive: As recommended by jacket material manufacturer.
 - 3. Color: White.
- D. Metal Jacket:
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. Childers Brand, Specialty Construction Brands, Inc.; Metal Jacketing Systems.
 - b. ITW Insulation Systems; Aluminum and Stainless Steel Jacketing.
 - c. RPR Products, Inc.; Insul-Mate.
 - 2. Aluminum Jacket: Comply with ASTM B 209, Alloy 3003, 3005, 3105, or 5005, Temper H-14.
 - a. Sheet and roll stock ready for shop or field sizing.
 - b. Finish and thickness are indicated in field-applied jacket schedules.

- c. Moisture Barrier for Indoor Applications: 1-mil thick, heat-bonded polyethylene and kraft paper.
- d. Moisture Barrier for Outdoor Applications: 3-mil thick, heat-bonded polyethylene and kraft paper.

2.11 TAPES

- A. FSK Tape: Foil-face, vapor-retarder tape matching factory-applied jacket with acrylic adhesive; complying with ASTM C 1136.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. ABI, Ideal Tape Division; 491 AWF FSK.
 - b. Avery Dennison Corporation, Specialty Tapes Division; Fasson 0827.
 - c. Compac Corporation; 110 and 111.
 - d. Venture Tape; 1525 CW NT, 1528 CW, and 1528 CW/SQ.
 - 2. Width: 3 inches.
 - 3. Thickness: 6.5 mils.
 - 4. Adhesion: 90 ounces force/inch in width.
 - 5. Elongation: 2 percent.
 - 6. Tensile Strength: 40 lbf/inch in width.
 - 7. FSK Tape Disks and Squares: Precut disks or squares of FSK tape.
- B. PVC Tape: White vapor-retarder tape matching field-applied PVC jacket with acrylic adhesive; suitable for indoor and outdoor applications.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. ABI, Ideal Tape Division; 370 White PVC tape.
 - b. Compac Corporation; 130.
 - c. Venture Tape; 1506 CW NS.
 - 2. Width: 2 inches.
 - 3. Thickness: 6 mils.
 - 4. Adhesion: 64 ounces force/inch in width.
 - 5. Elongation: 500 percent.
 - 6. Tensile Strength: 18 lbf/inch in width.
- C. Aluminum-Foil Tape: Vapor-retarder tape with acrylic adhesive.
 - 1. Products: Subject to compliance with requirements, provide one of the following:
 - a. ABI, Ideal Tape Division; 488 AWF.
 - b. Avery Dennison Corporation, Specialty Tapes Division; Fasson 0800.
 - c. Compac Corporation; 120.
 - d. Venture Tape; 3520 CW.
 - 2. Width: 2 inches.
 - 3. Thickness: 3.7 mils.
 - 4. Adhesion: 100 ounces force/inch in width.
 - 5. Elongation: 5 percent.
 - 6. Tensile Strength: 34 lbf/inch in width.

2.12 SECUREMENTS

A. Bands:

1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. ITW Insulation Systems; Gerrard Strapping and Seals.
 - b. RPR Products, Inc.; Insul-Mate Strapping, Seals, and Springs.
2. Stainless Steel: ASTM A 167 or ASTM A 240, Type 304 or Type 316; 0.015 inch thick, 3/4 inch wide with closed seal.
3. Aluminum: ASTM B 209, Alloy 3003, 3005, 3105, or 5005; Temper H-14, 0.020 inch thick, 3/4 inch wide with closed seal.
4. Springs: Twin spring set constructed of stainless steel with ends flat and slotted to accept metal bands. Spring size determined by manufacturer for application.

B. Insulation Pins and Hangers:

1. Capacitor-Discharge-Weld Pins: Copper- or zinc-coated steel pin, fully annealed for capacitor-discharge welding, 0.106-inch diameter shank, length to suit depth of insulation indicated.
 - a. Products: Subject to compliance with requirements, provide one of the following:
 - 1) AGM Industries, Inc.; CWP-1.
 - 2) GEMCO; CD.
 - 3) Midwest Fasteners, Inc.; CD.
 - 4) Nelson Stud Welding; TPA, TPC, and TPS.
2. Cupped-Head, Capacitor-Discharge-Weld Pins: Copper- or zinc-coated steel pin, fully annealed for capacitor-discharge welding, 0.106-inch diameter shank, length to suit depth of insulation indicated with integral 1-1/2-inch galvanized carbon-steel washer.
 - a. Products: Subject to compliance with requirements, provide one of the following:
 - 1) AGM Industries, Inc.; CHP-1.
 - 2) GEMCO; Cupped Head Weld Pin.
 - 3) Midwest Fasteners, Inc.; Cupped Head.
 - 4) Nelson Stud Welding; CHP.
3. Metal, Adhesively Attached, Perforated-Base Insulation Hangers: Baseplate welded to projecting spindle that is capable of holding insulation, of thickness indicated, securely in position indicated when self-locking washer is in place. Comply with the following requirements:
 - a. Products: Subject to compliance with requirements, provide one of the following:
 - 1) AGM Industries, Inc.; Tactoo Perforated Base Insul-Hangers.
 - 2) GEMCO; Perforated Base.
 - 3) Midwest Fasteners, Inc.; Spindle.
 - b. Baseplate: Perforated, galvanized carbon-steel sheet, 0.030 inch thick by 2 inches square.

- c. Spindle: Aluminum, fully annealed, 0.106-inch-diameter shank, length to suit depth of insulation indicated.
 - d. Adhesive: Recommended by hanger manufacturer. Product with demonstrated capability to bond insulation hanger securely to substrates indicated without damaging insulation, hangers, and substrates.
- 4. Self-Sticking-Base Insulation Hangers: Baseplate welded to projecting spindle that is capable of holding insulation, of thickness indicated, securely in position indicated when self-locking washer is in place. Comply with the following requirements:
 - a. Products: Subject to compliance with requirements, provide one of the following:
 - 1) AGM Industries, Inc.; Tactoo Self-Adhering Insul-Hangers.
 - 2) GEMCO; Peel & Press.
 - 3) Midwest Fasteners, Inc.; Self Stick.
 - b. Baseplate: Galvanized carbon-steel sheet, 0.030 inch thick by 2 inches square.
 - c. Spindle: Copper- or zinc-coated, low-carbon steel, fully annealed, 0.106-inch-diameter shank, length to suit depth of insulation indicated.
 - d. Adhesive-backed base with a peel-off protective cover.
- 5. Insulation-Retaining Washers: Self-locking washers formed from 0.016-inch thick, galvanized-steel sheet, with beveled edge sized as required to hold insulation securely in place but not less than 1-1/2 inches in diameter.
 - a. Products: Subject to compliance with requirements, provide one of the following:
 - 1) AGM Industries, Inc.; RC-150.
 - 2) GEMCO; R-150.
 - 3) Midwest Fasteners, Inc.; WA-150.
 - 4) Nelson Stud Welding; Speed Clips.
 - b. Protect ends with capped self-locking washers incorporating a spring steel insert to ensure permanent retention of cap in exposed locations.
- C. Staples: Outward-clinching insulation staples, nominal 3/4-inch wide, stainless steel or Monel.
- D. Wire: 0.062-inch soft-annealed, stainless steel.
 - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. C & F Wire.

2.13 CORNER ANGLES

- A. Aluminum Corner Angles: 0.040 inch thick, minimum 1 by 1 inch, aluminum according to ASTM B 209, Alloy 3003, 3005, 3105, or 5005; Temper H-14.
- B. Stainless-Steel Corner Angles: 0.024 inch thick, minimum 1 by 1 inch, stainless steel according to ASTM A 167 or ASTM A 240, Type 304 or Type 316.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions for compliance with requirements for installation tolerances and other conditions affecting performance of insulation application.
 - 1. Verify that systems to be insulated have been tested and are free of defects.
 - 2. Verify that surfaces to be insulated are clean and dry.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Preparation: Clean and dry surfaces to receive insulation. Remove materials that will adversely affect insulation application.

3.3 GENERAL INSTALLATION REQUIREMENTS

- A. Install insulation materials, accessories, and finishes with smooth, straight, and even surfaces; free of voids throughout the length of ducts and fittings.
- B. Install insulation materials, vapor barriers or retarders, jackets, and thicknesses required for each item of duct system as specified in insulation system schedules.
- C. Install accessories compatible with insulation materials and suitable for the service. Install accessories that do not corrode, soften, or otherwise attack insulation or jacket in either wet or dry state.
- D. Install insulation with longitudinal seams at top and bottom of horizontal runs.
- E. Install multiple layers of insulation with longitudinal and end seams staggered.
- F. Keep insulation materials dry during application and finishing.
- G. Install insulation with tight longitudinal seams and end joints. Bond seams and joints with adhesive recommended by insulation material manufacturer.
- H. Install insulation with least number of joints practical.
- I. Where vapor barrier is indicated, seal joints, seams, and penetrations in insulation at hangers, supports, anchors, and other projections with vapor-barrier mastic.
 - 1. Install insulation continuously through hangers and around anchor attachments.
 - 2. For insulation application where vapor barriers are indicated, extend insulation on anchor legs from point of attachment to supported item to point of attachment to structure. Taper and seal ends at attachment to structure with vapor-barrier mastic.
 - 3. Install insert materials and install insulation to tightly join the insert. Seal insulation to insulation inserts with adhesive or sealing compound recommended by insulation material manufacturer.

- J. Apply adhesives, mastics, and sealants at manufacturer's recommended coverage rate and wet and dry film thicknesses.
- K. Install insulation with factory-applied jackets as follows:
 - 1. Draw jacket tight and smooth.
 - 2. Cover circumferential joints with 3-inch wide strips, of same material as insulation jacket. Secure strips with adhesive and outward clinching staples along both edges of strip, spaced 4 inches o.c.
 - 3. Overlap jacket longitudinal seams at least 1-1/2 inches. Clean and dry surface to receive self-sealing lap. Staple laps with outward clinching staples along edge at 2 inches o.c.
 - a. For below ambient services, apply vapor-barrier mastic over staples.
 - 4. Cover joints and seams with tape, according to insulation material manufacturer's written instructions, to maintain vapor seal.
 - 5. Where vapor barriers are indicated, apply vapor-barrier mastic on seams and joints and at ends adjacent to duct flanges and fittings.
- L. Cut insulation in a manner to avoid compressing insulation more than 75 percent of its nominal thickness.
- M. Finish installation with systems at operating conditions. Repair joint separations and cracking due to thermal movement.
- N. Repair damaged insulation facings by applying same facing material over damaged areas. Extend patches at least 4 inches beyond damaged areas. Adhere, staple, and seal patches similar to butt joints.

3.4 PENETRATIONS

- A. Insulation Installation at Roof Penetrations: Install insulation continuously through roof penetrations.
 - 1. Seal penetrations with flashing sealant.
 - 2. For applications requiring only indoor insulation, terminate insulation above roof surface and seal with joint sealant. For applications requiring indoor and outdoor insulation, install insulation for outdoor applications tightly joined to indoor insulation ends. Seal joint with joint sealant.
 - 3. Extend jacket of outdoor insulation outside roof flashing at least 2 inches below top of roof flashing.
 - 4. Seal jacket to roof flashing with flashing sealant.
- B. Insulation Installation at Aboveground Exterior Wall Penetrations: Install insulation continuously through wall penetrations.
 - 1. Seal penetrations with flashing sealant.
 - 2. For applications requiring only indoor insulation, terminate insulation inside wall surface and seal with joint sealant. For applications requiring indoor and outdoor insulation, install insulation for outdoor applications tightly joined to indoor insulation ends. Seal joint with joint sealant.
 - 3. Extend jacket of outdoor insulation outside wall flashing and overlap wall flashing at least 2 inches.
 - 4. Seal jacket to wall flashing with flashing sealant.

- C. Insulation Installation at Interior Wall and Partition Penetrations (That Are Not Fire Rated): Install insulation continuously through walls and partitions.
- D. Insulation Installation at Fire-Rated Wall and Partition Penetrations: Terminate insulation at fire damper sleeves for fire-rated wall and partition penetrations. Externally insulate damper sleeves to match adjacent insulation and overlap duct insulation at least 2 inches.
 - 1. Comply with requirements in Division 07 Section "Penetration Firestopping" firestopping and fire-resistive joint sealers.
- E. Insulation Installation at Floor Penetrations:
 - 1. Duct: For penetrations through fire-rated assemblies, terminate insulation at fire damper sleeves and externally insulate damper sleeve beyond floor to match adjacent duct insulation. Overlap damper sleeve and duct insulation at least 2 inches.
 - 2. Seal penetrations through fire-rated assemblies. Comply with requirements in Division 07 Section "Penetration Firestopping."

3.5 INSTALLATION OF FLEXIBLE ELASTOMERIC INSULATION

- A. Seal longitudinal seams and end joints with manufacturer's recommended adhesive to eliminate openings in insulation that allow passage of air to surface being insulated.

3.6 INSTALLATION OF MINERAL-FIBER INSULATION

- A. Blanket Insulation Installation on Ducts and Plenums: Secure with adhesive and insulation pins.
 - 1. Apply adhesives according to manufacturer's recommended coverage rates per unit area, for 50 percent coverage of duct and plenum surfaces.
 - 2. Apply adhesive to entire circumference of ducts and to all surfaces of fittings and transitions.
 - 3. Install either capacitor-discharge-weld pins and speed washers or cupped-head, capacitor-discharge-weld pins on sides and bottom of horizontal ducts and sides of vertical ducts as follows:
 - a. On duct sides with dimensions 18 inches and smaller, place pins along longitudinal centerline of duct. Space 3 inches maximum from insulation end joints, and 16 inches o.c.
 - b. On duct sides with dimensions larger than 18 inches, place pins 16 inches o.c. each way, and 3 inches maximum from insulation joints. Install additional pins to hold insulation tightly against surface at cross bracing.
 - c. Pins may be omitted from top surface of horizontal, rectangular ducts and plenums.
 - d. Do not overcompress insulation during installation.
 - e. Impale insulation over pins and attach speed washers.
 - f. Cut excess portion of pins extending beyond speed washers or bend parallel with insulation surface. Cover exposed pins and washers with tape matching insulation facing.
 - 4. For ducts and plenums with surface temperatures below ambient, install a continuous unbroken vapor barrier. Create a facing lap for longitudinal seams and end joints with insulation by removing 2 inches from one edge and one end of insulation segment. Secure laps to adjacent insulation section with 1/2-inch outward-clinching staples, 1 inch

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Cover insulation face and surface to be insulated a width equal to two times the insulation thickness, but not less than 3 inches.

5. Install insulation on rectangular duct elbows and transitions with a full insulation section for each surface. Groove and score insulation to fit as closely as possible to outside and inside radius of elbows. Install insulation on round and flat-oval duct elbows with individually mitered gores cut to fit the elbow.
6. Insulate duct stiffeners, hangers, and flanges that protrude beyond insulation surface with 6-inch wide strips of same material used to insulate duct. Secure on alternating sides of stiffener, hanger, and flange with pins spaced 6 inches o.c.

3.7 FIELD-APPLIED JACKET INSTALLATION

- A. Where glass-cloth jackets are indicated, install directly over bare insulation or insulation with factory-applied jackets.
 1. Draw jacket smooth and tight to surface with 2-inch overlap at seams and joints.
 2. Embed glass cloth between two 0.062-inch thick coats of lagging adhesive.
 3. Completely encapsulate insulation with coating, leaving no exposed insulation.
- B. Where FSK jackets are indicated, install as follows:
 1. Draw jacket material smooth and tight.
 2. Install lap or joint strips with same material as jacket.
 3. Secure jacket to insulation with manufacturer's recommended adhesive.
 4. Install jacket with 1-1/2-inch laps at longitudinal seams and 3-inch wide joint strips at end joints.
 5. Seal openings, punctures, and breaks in vapor-retarder jackets and exposed insulation with vapor-barrier mastic.
- C. Where PVC jackets are indicated, install with 1-inch overlap at longitudinal seams and end joints; for horizontal applications, install with longitudinal seams along top and bottom of tanks and vessels. Seal with manufacturer's recommended adhesive.
 1. Apply two continuous beads of adhesive to seams and joints, one bead under lap and the finish bead along seam and joint edge.
- D. Where metal jackets are indicated, install with 2-inch overlap at longitudinal seams and end joints. Overlap longitudinal seams arranged to shed water. Seal end joints with weatherproof sealant recommended by insulation manufacturer. Secure jacket with stainless-steel bands 12 inches o.c. and at end joints.

3.8 FIRE-RATED INSULATION SYSTEM INSTALLATION

- A. Where fire-rated insulation system is indicated, secure system to ducts and duct hangers and supports to maintain a continuous fire rating.
- B. Insulate duct access panels and doors to achieve same fire rating as duct.
- C. Install firestopping at penetrations through fire-rated assemblies. Fire-stop systems are specified in Division 07 Section "Penetration Firestopping."

3.9 FINISHES

- A. Flexible Elastomeric Thermal Insulation: After adhesive has fully cured, apply two coats of insulation manufacturer's recommended protective coating.
- B. Do not field paint aluminum or stainless-steel jackets.

3.10 FIELD QUALITY CONTROL

- A. Perform tests and inspections.
- B. Tests and Inspections:
 - 1. Inspect ductwork, randomly selected by Architect, by removing field-applied jacket and insulation in layers in reverse order of their installation. Extent of inspection shall be limited to one location for each duct system defined in the "Duct Insulation Schedule, General" Article.
- C. All insulation applications will be considered defective Work if sample inspection reveals noncompliance with requirements.

3.11 DUCT INSULATION SCHEDULE, GENERAL

- A. Plenums and Ducts Requiring Insulation:
 - 1. Indoor, concealed supply and outdoor air.
 - 2. Indoor, exposed supply and outdoor air.
 - 3. Indoor, concealed return and exhaust located in unconditioned space.
 - 4. Indoor, exposed return and exhaust located in unconditioned space.
 - 5. Indoor, concealed, Type I, commercial, kitchen hood exhaust.
 - 6. Indoor, exposed, Type I, commercial, kitchen hood exhaust.
 - 7. Outdoor, concealed supply and return.
 - 8. Outdoor, exposed supply and return.
- B. Items Not Insulated:
 - 1. Fibrous-glass ducts.
 - 2. Metal ducts with duct liner of sufficient thickness to comply with energy code and ASHRAE/IESNA 90.1.
 - 3. Factory-insulated flexible ducts.
 - 4. Factory-insulated plenums and casings.
 - 5. Flexible connectors.
 - 6. Vibration-control devices.
 - 7. Factory-insulated access panels and doors.

3.12 INDOOR DUCT AND PLENUM INSULATION SCHEDULE

- A. Concealed, round and flat-oval, supply-air duct insulation shall be the following:
 - 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
- B. Concealed, round and flat-oval, return-air duct insulation shall be the following:

1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
- C. Concealed, round and flat-oval, outdoor-air duct insulation shall be the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
- D. Concealed, round and flat-oval, exhaust-air duct insulation shall be the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
- E. Concealed, rectangular, supply-air duct insulation shall be one of the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
 2. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- F. Concealed, rectangular, return-air duct insulation shall be one of the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
 2. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- G. Concealed, rectangular, outdoor-air duct insulation shall be one of the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
 2. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- H. Concealed, rectangular, exhaust-air duct insulation shall be one of the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
 2. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- I. Concealed, Type I, Commercial, Kitchen Hood Exhaust Duct and Plenum Insulation: Fire-rated blanket; thickness as required to achieve 2-hour fire rating.
- J. Concealed, supply-air plenum insulation shall be one of the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
 2. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- K. Concealed, return-air plenum insulation shall be one of the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
 2. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- L. Concealed, outdoor-air plenum insulation shall be one of the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
 2. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- M. Concealed, exhaust-air plenum insulation shall be one of the following:
 1. Mineral-Fiber Blanket: 2 inches thick and 1.5-lb/cu. ft. nominal density.
 2. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- N. Exposed, round and flat-oval, supply-air duct insulation shall be the following:

1. Pre-insulated double-wall duct.
- O. Exposed, round and flat-oval, return-air duct insulation for non-conditioned spaces shall be the following:
1. Pre-insulated double-wall duct.
- P. Exposed, round and flat-oval, outdoor-air duct insulation shall be the following:
1. Pre-insulated double-wall duct.
- Q. Exposed, round and flat-oval, exhaust-air duct insulation shall be the following:
1. Pre-insulated double-wall duct.
- R. Exposed, rectangular, supply-air duct insulation shall be the following:
1. Insulated double-wall duct.
- S. Exposed, rectangular, return-air duct insulation for non-conditioned spaces shall be the following:
1. Insulated double-wall duct.
- T. Exposed, rectangular, outdoor-air duct insulation shall be the following:
1. Insulated double-wall duct.
- U. Exposed, rectangular, exhaust-air duct insulation shall be the following:
1. Insulated double-wall duct.
- V. Exposed, Type I, Commercial, Kitchen Hood Exhaust Duct and Plenum Insulation: Fire-rated blanket; thickness as required to achieve 2-hour fire rating.
- W. Exposed, supply-air plenum insulation shall be the following:
1. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- X. Exposed, return-air plenum insulation shall be the following:
1. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- Y. Exposed, outdoor-air plenum insulation shall be the following:
1. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.
- Z. Exposed, exhaust-air plenum insulation shall be the following:
1. Mineral-Fiber Board: 2 inches thick and 2-lb/cu. ft. nominal density.

3.13 ABOVEGROUND, OUTDOOR DUCT AND PLENUM INSULATION SCHEDULE

- A. Insulation materials and thicknesses are identified below. If more than one material is listed for a duct system, selection from materials listed is Contractor's option.
- B. Concealed, round and flat-oval, supply-air duct insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- C. Concealed, round and flat-oval, return-air duct insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- D. Concealed, round and flat-oval, outdoor-air duct insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- E. Concealed, rectangular, supply-air duct insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- F. Concealed, rectangular, return-air duct insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- G. Concealed, supply-air plenum insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- H. Concealed, return-air plenum insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- I. Exposed, round and flat-oval, supply-air duct insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- J. Exposed, round and flat-oval, return-air duct insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- K. Exposed, rectangular, supply-air duct insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.

- L. Exposed, rectangular, return-air duct insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- M. Exposed, supply-air plenum insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.
- N. Exposed, return-air plenum insulation shall be the following:
 - 1. Mineral-Fiber Board: 3 inches thick and 2-lb/cu. ft. nominal density. Encapsulate insulation with FlexClad 400, or approved equal, protective system.

3.14 INDOOR, FIELD-APPLIED JACKET SCHEDULE

- A. Install jacket over insulation material. For insulation with factory-applied jacket, install the field-applied jacket over the factory-applied jacket.
- B. If more than one material is listed, selection from materials listed is Contractor's option.
- C. Ducts and Plenums, Concealed:
 - 1. None.
- D. Ducts and Plenums, Exposed:
 - 1. None.

3.15 OUTDOOR, FIELD-APPLIED JACKET SCHEDULE

- A. Install jacket over insulation material. For insulation with factory-applied jacket, install the field-applied jacket over the factory-applied jacket.
- B. If more than one material is listed, selection from materials listed is Contractor's option.
- C. Ducts and Plenums, Concealed:
 - 1. Flex Clad 400.
- D. Ducts and Plenums, Exposed:
 - 1. Flex Clad 400.

END OF SECTION 230713

SECTION 230900

INSTRUMENTATION AND CONTROL FOR HVAC

PART 1 GENERAL

1.0 SECTION INCLUDES

- 1.1 CONTROL SYSTEM DESCRIPTION
- 1.2 APPROVED CONTROL SYSTEM MANUFACTURERS
- 1.3 QUALITY ASSURANCE
- 1.4 SUBMITTAL REQUIREMENTS
- 1.5 WARRANTY REQUIREMENTS

1.1 CONTROL SYSTEM DESCRIPTION

- A. The Building Automation System shall be as indicated on the drawings and described in these specifications. System must be fully integrated and coordinated with mechanical equipment DDC controllers furnished and installed in the equipment manufacturer's factory as specified in those sections. The intent of the BAS is to integrate all mechanical equipment into one system for global monitoring, control, and alarming associated with the building. It is the BAS manufacturer's responsibility to provide all the design, engineering, and field coordination required to ensure all equipment sequence of operations are met as specified and the designated BAS operators have the capability of managing the building mechanical system to ensure occupant comfort while maintaining energy efficiency.
- B. The BAS shall meet both BACnet and LonTalk communication standards to ensure the system maintains "interoperability" to avoid proprietary arrangements that will make it difficult for the Owner to consider other BAS manufacturers in future projects. These open protocol communication standards are discussed in more detail later in this specification.
- C. BAS controllers shall be listed by BACnet Testing Laboratories (BTL) with appropriate classification.
 - 1. System controller shall be BTL listed BACnet Building Controller (B-BC)
 - 2. Equipment Controllers shall be BTL listed BACnet Application Specific Controller (B-ASC) or BACnet Advanced Application Controller (B-AAC), as appropriate for the purpose of the controller.
- D. Direct Digital Control (DDC) technology shall be used to provide the functions necessary for control of mechanical systems and terminal devices on this project.

- E. The BAS shall accommodate simultaneous multiple user operation. Access to the control system data should be limited only by the security permissions of the operator role. Multiple users shall have access to all valid system data. An operator shall be able to log onto any workstation on the control system and have access to all appropriate data.
- F. Communication between DDC controllers and all workstation(s) shall be over a high-speed network. All nodes on this network shall be peers. The operator shall not have to know the controller identifier or location to view or control a point (object). Application Specific Controllers shall be constantly scanned by the Building Controllers to update point information and alarm information globally.
- G. The BAS manufacturer shall provide all hardware and software necessary to implement the functions and sequence of operations specified.

1.2 APPROVED CONTROL SYSTEM MANUFACTURERS

- A. Trane
- B. Johnson Controls, Inc
- C. Automated Logic Corporation

1.3 QUALITY ASSURANCE

A. BAS Manufacturer Qualifications

- 1. The BAS manufacturer shall have an established business office within 50.00 miles of the project site and must provide 24 hours/day, 7 days/week response in the event of a customer warranty or service call.
- 2. The BAS Manufacturer shall have factory trained and certified personnel providing all engineering, service, startup, and commissioning field labor for the project from their local office location. BAS manufacturer shall be able to provide training certifications for all local office personnel upon request.
- 3. The BAS shall be provided by a single manufacturer and this manufacturer's equipment must consist of operator workstation software, Web-based hardware/software, Open Standard Protocol hardware/software, Custom application Programming Language, Graphical Programming Language, Building Controllers, Custom Application Controllers, and Application Specific Controllers. All other products specified herein (i.e., sensors, valves, dampers, actuators, etc.) need not be manufactured by the BAS manufacturer listed in this specification.
- 4. Independent representatives of BAS manufacturers are not acceptable. BAS vendor must be corporate owned entity of BAS manufacturer.

1.4 SUBMITTAL REQUIREMENTS

- A. BAS manufacturer shall provide shop drawings and manufacturers' standard specification data sheets on all hardware and software being provided for this project. No work may begin on any segment of this project until the Engineer and Owner have reviewed submittals for conformity with the plan and specifications. Five (5) copies are required. All shop drawings shall be provided to the Owner electronically as .dwg or .dxf file formats once they have been approved and as-built drawings have been completed.
- B. Quantities of items submitted shall be reviewed by the Engineer and Owner. Such review shall not relieve the BAS manufacturer of furnishing quantities required based upon contract documents.
- C. Provide the Engineer and Owner, any additional information or data which is deemed necessary to determine compliance with the specifications or which is deemed valuable in documenting and understanding the system to be installed.
- D. Submit the following within 90 days of contract award:
 - 1. A complete bill of materials of equipment to be used indicating quantities, manufacturers and model numbers.
 - 2. A schedule of all control valves including the valve size, pressure drop, model number (including pattern and connections), flow, CV, body pressure rating, and location.
 - 3. A schedule of all control dampers including damper size, pressure drop, manufacturer, and model number.
 - 4. Provide all manufacturers' technical cut sheets for major system components. When technical cut sheets apply to a product series rather than a specific product, the data specifically applicable to the project shall be highlighted or clearly indicated by other means. Include:
 - a. Building Controllers
 - b. Custom Application Controllers
 - c. Application Specific Controllers
 - d. Operator Workstations
 - e. Portable Operator Terminals
 - f. Auxiliary Control Devices
 - 5. Provide proposed Building Automation System architectural diagram depicting various controller types, workstations, device locations, addresses, and communication cable requirements
 - 6. Provide detailed termination drawings showing all required field and factory terminations, as well as terminal tie-ins to DDC controls provided by mechanical equipment manufacturers. Terminal numbers shall be clearly labeled.

7. Provide points list showing all system objects and the proposed English language object names.
 8. Provide a sequence of operation for each controlled mechanical system and terminal end devices.
 9. Provide a BACnet Protocol Implementation Conformance Statement (PICS) for each BACnet system level device (i.e. Building Controller & Operator Workstations) type. This defines the points list for proper coordination of interoperability with other building systems if applicable for this project.
 10. Provide BACnet Certification and functional profile SNVT's for unitary-level controllers (i.e. chillers, RTU's, AHU's, Terminal VAV boxes, FCU's, UV's, etc.) for interoperability with other building systems if applicable for this project.
- E. Project Record Documents: Upon completion of installation, submit three (3) copies of record (as-built) documents. The documents shall be submitted for approval prior to final completion and include:
1. Project Record Drawings - These shall be as-built versions of the submittal shop drawings. One set of electronic media including CAD .dwg and .pdf drawing files shall be provided.
 2. Testing and Commissioning Reports and Checklists signed off by trained factory (equipment manufacturers) and field (BAS) commissioning personnel.
 3. Operating and Maintenance (O & M) Manuals - These shall be as-built versions of the submittal product data. In addition to the information required for the submittals, Operating & Maintenance manual shall include:
 - a. Names, address and 24-hour/7-day per week telephone numbers of Contractor personnel managing and installing equipment, along with service personnel responsible for supporting the ongoing warranty and services of the control system.
 - b. Procedures for operating the BAS including logging on/off, alarm management, generation of reports, trends, overrides of computer control, modification of setpoints, and other interactive system requirements.
 - c. Description of the programming language including syntax, statement descriptions, algorithms, calculations, point database creation and modification, program creation and modification, and operator use of the editor.
 - d. Explanation of how to design and install new points, new DDC controllers, and other BAS hardware.

- e. Preventative Maintenance and calibration procedures; hardware troubleshooting; and hardware repair and/or replacement procedures.
 - f. Documentation of all software program logic created for Custom Programmable Controllers including the overall point database. Provide one set of magnetic media containing files of the software and point database.
 - g. One set of electronic media containing files of all operator color graphic screens for the project.
 - h. A list of recommended spare parts including pricing, manufacturer, supplier, and part numbers.
 - i. Documentation, installation, and maintenance information for all third party hardware/software products provided including personal computers, printers, hubs, sensors, valves, etc.
 - j. Original issue media for all software provided, including operating systems, programming language, operator workstation software, and graphics software.
 - k. Licenses, Guarantee, and Warranty documents for all equipment and systems.
 - l. Recommended preventive maintenance procedures for all system components including a schedule of tasks (inspection, cleaning, calibration, etc.) and task descriptions.
- F. Training Manuals: The BAS manufacturer shall provide a course outline and copies of training manuals at least two weeks prior to the start of any corporate training class to be attended by the Owner.

1.5 WARRANTY REQUIREMENTS

A.

A. Warrant all work as follows:

1. BAS system labor and materials shall be warranted free from defects for a period of twelve (12) months after final completion acceptance by the Owner. BAS failures during the warranty period shall be adjusted, repaired, or replaced at no charge to the Owner. The BAS manufacturer shall respond to the Owner's request for warranty service within 24 hours of the initiated call and will occur during normal business hours (8AM-5PM).
2. At the end of the final start-up/testing, if equipment and systems are operating satisfactorily to the Owner and Engineer, the Owner shall sign certificates certifying that the BAS is operational, and has been tested and accepted in accordance with the terms of this specification. The date of Owner's acceptance shall be the start of the warranty period.

3. Operator workstation software, project specific software, graphics, database, and firmware updates shall be provided to the Owner at no charge during the warranty period. Written authorization by the Owner must be granted prior to the installation of these updates.
4. The BAS manufacturer shall provide a web-accessible Users Network for the proposed System and give the Owner free access to question/answer forum, user tips, upgrades, and training schedules for a one year period of time correlating with the warranty period.

PART 2 PRODUCTS

2.0 SECTION INCLUDES

- 2.1 MATERIALS
- 2.2 COMMUNICATION
- 2.3 OPERATOR INTERFACE
- 2.4 WIRING AND RACEWAYS
- 2.5 ELECTRONIC SENSORS

2.1 MATERIALS

- A. Use new products that the manufacturer is currently manufacturing and that have been installed in a minimum of 25 installations. Do not use this installation as a product test site unless explicitly approved in writing by the owner or the owner's representative. Spare parts shall be available for at least five years after completion of this contract.

2.2 COMMUNICATION

- A. This project shall be comprised of a high speed Ethernet network utilizing BACnet/IP communications between System Controllers and Workstations. Each System Controller shall function as a BACnet Router to each unit controller providing a unique BACnet Device ID for all controllers within the system. Communications between System Controllers and sub-networks of Custom Application Controllers and/or Application Specific Controllers shall be as defined below.

1. Each System Controller shall perform communications to a network of Custom Application and Application Specific Controllers using BACnet/Zigbee (802.15.4) as defined by the Zigbee Standard.
 - a. Each communication interface shall be Zigbee Building Automation Certified product as defined by the BACnet Standard and the Zigbee Alliance.

- b. Each System Controller shall function as a BACnet Router to each unit controller providing a unique BACnet Device ID for all controllers within the system.

- 2. Each System Controller shall perform communications to a network of Custom Application and Application Specific Controllers using BACnet/MSTP (RS485) as defined by the BACnet standard.

2.3 OPERATOR INTERFACE

- A. Furnish a virtual server based software. Each operator web interface shall be able to access all information in the system. Software shall be capable of remote connection and operation via iOS or Android Devices. Operator interfaces shall reside on the same dedicated high-speed IP network as the System Controller(s)
- B. DDC system shall be Web based or Web compatible.
 - 1. Web-Based Access to DDC System:
 - a. DDC system software shall be based on server thin-client architecture, designed around open standards of Web technology. DDC system server shall be accessed using a Web browser over DDC system network, using Owner's LAN, and remotely over Internet through Owner's LAN.
 - b. Intent of thin-client architecture is to provide operators complete access to DDC system via a Web browser. No special software other than a Web browser shall be required to access graphics, point displays, and trends; to configure trends, points, and controllers; and to edit programming.
 - c. Web access shall be password protected.
 - 2. Web-Compatible Access to DDC System:
 - a. Server shall perform overall system supervision and configuration, graphical user interface, management report generation, and alarm annunciation.
 - b. DDC system shall support Web browser access to building data. Operator using a standard Web browser shall be able to access control graphics and change adjustable set points.
 - c. Web access shall be password protected.

2.4 WIRING AND RACEWAYS

- A. General: Provide copper wiring, plenum cable, and raceways as specified in the applicable sections of this specification.
- B. All insulated wire to be copper conductors, UL labeled for 90°C (194°F) minimum service.

- C. The HVAC Controls Contractor shall be responsible for the provision of line voltage electrical power to each individual HVAC control component that requires it. As each HVAC Control system has unique electrical requirements, it is unreasonable for the project documents to account for each scenario by designing for worst case. Rather, it is logical for the respective HVAC Controls Contractor to account for the specific power requirements of their individual system. As such, the HVAC Controls Contractor shall either self-perform this work using licensed electricians of their employ or contract with the project's electrical contractor to perform this work. In doing so, all electrical specifications from the project manual apply. All work shall be performed and completed to comply with and maintain all electrical warranties

2.5 ELECTRONIC SENSORS

- A. Description: Vibration and corrosion resistant; for wall, immersion, or duct mounting as required.
1. Accuracy: Plus or minus 0.5 deg F at calibration point.
 2. Wire: Twisted, shielded-pair cable.
 3. Insertion Elements in Ducts: Single point, 8 inches long; use where not affected by temperature stratification or where ducts are smaller than 9 sq. ft.
 4. Averaging Elements in Ducts: As required 36 inches or 72 inches long, flexible; use where prone to temperature stratification or where ducts are larger than 10 sq. ft.
 5. Insertion Elements for Liquids: Brass or stainless-steel socket with minimum insertion length of 2-1/2 inches.
 6. Room Sensor Cover Construction: Manufacturer's standard locking covers.
 - a. Set-Point Adjustment: Exposed.
 - b. Set-Point Indication: Exposed.
 - c. Thermometer: Concealed.
 - d. Color: Manufacturer's standard.
 7. Outside-Air Sensors: Watertight inlet fitting, shielded from direct sunlight.
 8. Room Security Sensors: Stainless-steel cover plate with insulated back and security screws.
- B. RTDs and Transmitters:
1. Accuracy: Plus or minus 0.2 percent at calibration point.
 2. Wire: Twisted, shielded-pair cable.
 3. Insertion Elements in Ducts: Single point, 8 inches long; use where not affected by temperature stratification or where ducts are smaller than 9 sq. ft..
 4. Averaging Elements in Ducts: 24 feet long, flexible; use where prone to temperature stratification or where ducts are larger than 9 sq. ft.; length as required.
 5. Room Sensor Cover Construction: Manufacturer's standard locking covers.
 - a. Set-Point Adjustment: Exposed.
 - b. Set-Point Indication: Exposed.
 - c. Thermometer: Concealed.
 - d. Color: Manufacturer's standard.
 6. Outside-Air Sensors: Watertight inlet fitting, shielded from direct sunlight.
 7. Room Security Sensors: Stainless-steel cover plate with insulated back and security screws.

- C. Humidity Sensors: Bulk polymer sensor element.
 - 1. Accuracy: 2 percent full range with linear output.
 - 2. Room Sensor Range: 20 to 80 percent relative humidity.
 - 3. Room Sensor Cover Construction: Manufacturer's standard locking covers.
 - a. Set-Point Adjustment: Exposed.
 - b. Set-Point Indication: Exposed.
 - c. Thermometer: Concealed.
 - d. Color: manufacturer's standard.
 - 4. Duct Sensor: 20 to 80 percent relative humidity range with element guard and mounting plate.
 - 5. Outside-Air Sensor: 20 to 80 percent relative humidity range with mounting enclosure, suitable for operation at outdoor temperatures of 32 to 120 deg F Duct and Sensors: With element guard and mounting plate, range of 0 to 100 percent relative humidity.
- D. Room sensor accessories include the following:
 - 1. Insulating Bases: For sensors located on exterior walls.
 - 2. Guards: Locking; heavy-duty, transparent plastic; mounted on separate base.
 - 3. Adjusting Key: As required for calibration and cover screws.

EXECUTION

3.0 SECTION INCLUDES

- 3.1 EXAMINATION
- 3.2 PROTECTION
- 3.3 COORDINATION
- 3.4 GENERAL WORKMANSHIP
- 3.5 FIELD QUALITY CONTROL
- 3.6 EXISTING EQUIPMENT
- 3.7 WIRING
- 3.8 WARNING LABELS
- 3.9 IDENTIFICATION OF HARDWARE AND WIRING
- 3.10 CONTROL SYSTEM CHECKOUT AND TESTING
- 3.11 CONTROL SYSTEM DEMONSTRATION AND ACCEPTANCE
- 3.12 CLEANING
- 3.13 TRAINING

2.6 EXAMINATION

- A. The Contract Documents shall be thoroughly examined for coordination of control devices, their installation, wiring, and commissioning. Coordinate and review mechanical equipment specifications, locations, and identify any discrepancies, conflicts, or omissions that shall be reported to the Architect/Engineer for resolution before rough-in work is started.
- B. The BAS manufacturer shall inspect the jobsite in order to verify that control equipment can be installed as required, and any discrepancies, conflicts, or omissions shall be reported to the Architect/Engineer for resolution before rough-in work is started.

2.7 PROTECTION

- A. The BAS installation contractor shall protect all work and material from damage by their work or personnel, and shall be liable for all damage thus caused.
- B. The BAS manufacturer shall be responsible for their work and equipment until final inspection, testing, and acceptance. The BAS installing contractor shall protect their work against theft or damage, and shall carefully store material and equipment received on site that is not immediately installed. The Contractor shall close all open ends of work with temporary covers or plugs during storage and construction to prevent entry of foreign objects.

2.8 COORDINATION

A. Site

- 1. Where the mechanical work will be installed in close proximity to, or will interfere with, work of other trades, the contractor shall assist in working out space conditions to make a satisfactory adjustment. If the contractor installs his/her work before coordinating with other trades, so as to cause any interference with work of other trades, the contractor shall make the necessary changes in his/her work to correct the condition without extra charge.
- 2. Coordinate and schedule work with all other work in the same area, or with work that is dependent upon other work, to facilitate mutual progress.

B. Submittals. Refer to the "Submittals," section of this specification for requirements.

C. Test and Balance

- 1. The contractor shall furnish a single set of all tools necessary to interface to the control system for test and balance purposes.
- 2. The contractor shall provide training in the use of these tools. This training will be planned for a duration of 4 hours.
- 3. In addition, the contractor shall provide a qualified technician to assist in the test and balance process, until the first 20 units are balanced.
- 4. The tools used during the test and balance process shall be returned to the contractor at the completion of the testing and balancing.

D. Life Safety

1. Contractor to connect existing duct smoke detector to new unit for required unit shutdown.

E. Coordination with Controls Specified in Other Sections or Divisions. Other sections and/or divisions of this specification include controls and control devices that are to be part of or interfaced to the control system specified in this section. These controls shall be integrated into the system and coordinated by the contractor as follows:

1. All communication media and equipment shall be provided as specified in the "Communication" section of this specification.
2. Each supplier of a controls product is responsible for the configuration, programming, start-up, and testing of that product to meet the sequences of operation described in this section.
3. The Contractor shall coordinate and resolve any incompatibility issues that arise between the control products provided under this section and those provided under other sections or divisions of this specification.

2.9 GENERAL WORKMANSHIP

- A. Install equipment, piping, wiring/conduit, parallel to building lines (i.e. horizontal, vertical, and parallel to walls) wherever possible.
- B. Provide sufficient slack and flexible connections to allow for vibration of piping and equipment.
- C. Install all equipment in readily accessible locations as defined by National Electric Code (NEC). Control panels shall be attached to structural walls or properly supported in a free-standing configuration, unless mounted in equipment enclosure specifically designed for that purpose. Panels shall be mounted to allow for unobstructed access for service.
- D. Verify integrity of all control wiring to ensure continuity and freedom from shorts and grounds prior to commencing the startup and commissioning procedures.
- E. All control device installation and wiring shall comply with Contract Documents, acceptable industry specifications, and industry standards for performance, reliability, and compatibility. Installation and wiring shall be executed in strict adherence to local codes and standard practices referenced in Contract Documents.

2.10 FIELD QUALITY CONTROL

- A. All work, materials, and equipment shall comply with the rules and regulations of applicable local, state, and federal codes and ordinances as identified in Contract Documents.
- B. BAS manufacturer shall continually monitor the field installation for building code compliance and quality of workmanship. All visible piping and or wiring runs shall be installed parallel to building lines and properly supported.

- C. BAS installing Contractor(s) shall arrange for field inspections by local and/or state authorities having jurisdiction over the work.

2.11 EXISTING EQUIPMENT

- A. Patch holes and finish to match existing walls.

2.12 WIRING

- A. All control and interlock wiring shall comply with the National, Local Electrical Codes, and Section 260519 of these Contract Document specifications. Where the requirements of this section differ with those in Section 260519, the requirements of this section shall take precedence.
- B. All NEC Class 1 (line voltage) wiring shall be UL Listed in approved raceway according to NEC requirements.
- C. Where Class 2 wires are in concealed and accessible locations; including ceiling return air plenums, approved cables outside of electrical raceway can be used provided that the following conditions are met:
 - 1. Circuits meet NEC Class 2 (current-limited) requirements. (Low-voltage power circuits shall be sub-fused when required to meet Class 2 current-limit.)
 - 2. All cables shall be UL listed for application (i.e., cables used in ceiling plenums shall be UL listed specifically for that purpose).
- D. Do not install Class 2 wiring in conduits containing Class 1 wiring. Boxes and panels containing high voltage may not be used for low voltage wiring except for the purpose of interfacing the two via control relays and transformers.
- E. Where Class 2 wiring is run exposed, wiring shall be run parallel along a surface or perpendicular to it, and bundled, using approved wire ties at no greater than 3 m (10 ft.) intervals. Such bundled cable shall be fastened to the structure, using industry approved fasteners such as J-hooks, at 1.5 m (5 ft.) intervals or more often to achieve a neat and workmanlike result.
- F. All wire-to-device connections shall be made at a terminal blocks or terminal strip. All wire-to-wire connections shall be at a terminal block, or with a crimped connector. All wiring within enclosures shall be neatly bundled and anchored to permit access and prevent restriction to devices and terminals.
- G. Maximum allowable voltage for control wiring shall be 120Vac. If only higher voltages are available for use, the BAS manufacturer shall provide step-down transformers to achieve the desired control voltages.
- H. All control wiring shall be installed as continuous lengths, where possible. Any required splices shall be made only within an approved junction box or other approved protective device.

- I. Install plenum wiring in sleeves where it passes through walls and floors. Maintain fire rating at all penetrations in accordance with Contract Documents and National and/or Local Codes.
- J.
- K. Conduit and wire sizing shall be determined by the BAS manufacturer in order to maintain manufacturer's recommendation and meet National and Local Codes.
- L. Control and status relays are to be located in pre-fabricated enclosures that meet the application. These relays may also be located within packaged equipment control panel enclosures as coordinated. These relays shall not be located within Class 1 starter enclosures.
- M. Follow manufacturer's installation recommendations for all communication and network bus cabling. Network or communication cabling shall be run separately from all control power wiring.
- N. Adhere to Section 260533 requirements for installation of electrical raceways.
- O. BAS manufacturer shall terminate all control and/or interlock wiring and shall maintain updated (as-built) wiring diagrams with terminations identified at the job site.
- P. Flexible metal conduits and liquid-tight flexible metal conduits shall not exceed 3' in length and shall be supported at each end. Flexible metal conduit less than 1/2" electrical trade size shall not be used. In areas exposed to moisture, including chiller and boiler rooms, liquid-tight, flexible metal conduits shall be used.

2.13 WARNING LABELS

- A. Permanent warning labels shall be affixed to all equipment that can be automatically started by the BAS system.
- B. Permanent warning labels shall be affixed to all motor starters and all control panels that are connected to multiple power sources utilizing separate disconnects.

2.14 IDENTIFICATION OF HARDWARE AND WIRING

- A. All field wiring and cabling, including that within factory mounted, and wired control panels and devices for mechanical equipment, shall be labeled at each end within 2" of termination with a cable identifier and other descriptive information for troubleshooting, maintenance, and service purposes. BAS manufacturer to coordinate this labeling requirement with mechanical equipment manufacturer as it relates to controls.
- B. Permanently label or code each point of field terminal strips to show the instrument or item served and correlate them to the BAS design drawings.
- C. Identify control panels with minimum 1-cm letters on laminated plastic nameplates.
- D. Identifiers shall match record documents. All plug-in components shall be labeled such that removal of the component does not remove the label.

2.15 CONTROL SYSTEM CHECKOUT AND TESTING

A. Start-up testing. All testing in this section shall be performed by the contractor and shall make up part of the necessary verification of an operating control system. This testing shall be completed before the owner's representative is notified of the system demonstration.

1. The contractor shall furnish all labor and test apparatus required to calibrate and prepare for service all of the instruments, controls, and accessory equipment furnished under this specification.
2. Verify that all control wiring is properly connected and free of all shorts and ground faults. Verify that terminations are tight.
3. Enable the control systems and verify calibration of all input devices individually. Perform calibration procedures according to manufacturer's recommendations.
4. Verify all binary output devices (relays, solenoid valves, two-position actuators and control valves, magnetic starter, etc.) operate properly and normal positions are correct.
5. Verify all analog output devices (I/Ps, actuators, etc) are functional, that start and span are correct, and that direction and normal positions are correct. The contractor shall check all control valves and automatic dampers to ensure proper action and closure. The contractor shall make any necessary adjustments to valve stem and damper blade travel.
6. Verify the system operation adheres to the sequences of operation. Simulate and observe all modes of operation by overriding and varying inputs and schedules. Tune all DDC loops and optimal start/stop routines.
7. Alarms and Interlocks
 - a. Check each alarm separately by including an appropriate signal at a value that will trip the alarm.
 - b. Interlocks shall be tripped using field contacts to check the logic, as well as to ensure that the fail-safe condition for all actuators is in the proper direction,
 - c. Interlock actions shall be tested by simulating alarm conditions to check the initiating value of the variable and interlock action.

2.16 CONTROL SYSTEM DEMONSTRATION AND ACCEPTANCE

A. Acceptance: The BAS will not be accepted as meeting the requirements of Completion until all tests described in this specification have been performed to the satisfaction of both the Engineer and Owner. Any tests that cannot be performed due to circumstances beyond the control of the Contractor may be exempt from the Completion requirements if stated as such in writing by the Owner's representative. Such tests shall then be performed as part of the warranty.

2.17 CLEANING

- A. Provide The BAS manufacturer's installing contractor(s) shall clean up all debris resulting from their installation activities on a daily basis. The installation contractors shall remove all cartons, containers, crates, etc. under his control as soon as their contents have been removed. Waste shall be collected and placed in a location designated by the Owner, Construction Manager, General Contractor, and/or Mechanical Contractor.
- B. At the completion of work in any area, the installation contractor shall clean all of their work, equipment, etc., making it free from dust, dirt and debris.
- C. At the completion of work, all equipment furnished under this Section shall be checked for paint damage. Any factory finished paint that has been damaged shall be repaired to match the adjacent areas. Any metal cabinet or enclosure that has been deformed shall be replaced with new material and repainted to match the adjacent areas.

2.18 TRAINING

- A. Provide minimum of (4) classroom training sessions, and (4) hours for each session, throughout the contract period. The training will be provided for personnel designated by the Owner.
- B. These objectives will be divided into logical groupings; participants may attend one or more of these, depending on level of knowledge required:
 - 1. Day-to-day BAS Operators
 - 2. BAS Troubleshooting & Maintenance
- C. Provide course outline and materials prior to schedule training session. The instructor(s) shall provide one copy of training material per student.
- D. The instructor(s) shall be factory-trained and experienced in teaching this technical material.

2.19 REMOTE USER ACCESS

- A. Controls contractor shall provide read-only access to the project HVAC Control System. Access shall be available to the HVAC design engineer and to the Commissioning Agent, where applicable. It shall be either software housed on a computer located in the Engineer's (or Cx) office or internet accessible at industry standard speeds and shall be available for a minimum of one year from Substantial Completion of the project.

END OF SECTION

SECTION 233113

METAL DUCTS

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. Single-wall rectangular ducts and fittings.
 - 2. Single-wall round and flat-oval ducts and fittings.
 - 3. Sheet metal materials.
 - 4. Duct liner.
 - 5. Sealants and gaskets.
 - 6. Hangers and supports.
- B. Related Sections:
 - 1. Section 230593 "Testing, Adjusting, and Balancing for HVAC" for testing, adjusting, and balancing requirements for metal ducts.
 - 2. Section 233300 "Air Duct Accessories" for dampers, sound-control devices, duct-mounting access doors and panels, turning vanes, and flexible ducts.

1.3 PERFORMANCE REQUIREMENTS

- A. Duct construction, including sheet metal thicknesses, seam and joint construction, reinforcements, and hangers and supports, shall comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" and performance requirements and design criteria indicated in "Duct Schedule" Article.
- B. Airstream Surfaces: Surfaces in contact with the airstream shall comply with requirements in ASHRAE 62.1.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of the following products:
 - 1. Liners and adhesives.
 - 2. Sealants and gaskets.
- B. Shop Drawings:

1. Fabrication, assembly, and installation, including plans, elevations, sections, components, and attachments to other work. Scale: 1/4" = 1'-0".
2. Factory- and shop-fabricated ducts and fittings.
3. Duct layout indicating sizes, configuration, liner material, and static-pressure classes.
4. Elevation of top of ducts.
5. Dimensions of main duct runs from building grid lines.
6. Fittings.
7. Reinforcement and spacing.
8. Seam and joint construction.
9. Penetrations through fire-rated and other partitions.
10. Equipment installation based on equipment being used on Project.
11. Locations for duct accessories, including dampers, turning vanes, and access doors and panels.
12. Hangers and supports, including methods for duct and building attachment and vibration isolation.

1.5 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Plans, drawn to 1/4" = 1' -0" scale, on which the following items are shown and coordinated with each other, using input from installers of the items involved:
1. Duct installation indicating coordination with general construction, building components, and other building services. Indicate proposed changes to duct layout.
 2. Suspended ceiling components.
 3. Structural members to which duct will be attached.
 4. Size and location of initial access modules for acoustical tile.
 5. Penetrations of smoke barriers and fire-rated construction.
 6. Items penetrating finished ceiling including the following:
 - a. Lighting fixtures.
 - b. Air outlets and inlets.
 - c. Speakers.
 - d. Sprinklers.
 - e. Access panels.
- B. Welding certificates.
- C. Field quality-control reports.

1.6 QUALITY ASSURANCE

- A. Welding Qualifications: Qualify procedures and personnel according to the following:
1. AWS D1.1, "Structural Welding Code - Steel," for hangers and supports.
 2. AWS D1.2, "Structural Welding Code - Aluminum," for aluminum supports.
 3. AWS D9.1, "Sheet Metal Welding Code," for duct joint and seam welding.
- B. ASHRAE Compliance: Applicable requirements in ASHRAE 62.1, Section 5 - "Systems and Equipment" and Section 7 - "Construction and System Start-up."
- C. ASHRAE/IESNA Compliance: Applicable requirements in ASHRAE/IESNA 90.1, Section 6.4.4 - "HVAC System Construction and Insulation."

PART 2 - PRODUCTS

2.1 SINGLE-WALL RECTANGULAR DUCTS AND FITTINGS

- A. General Fabrication Requirements: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" based on indicated static-pressure class unless otherwise indicated.
- B. Transverse Joints: Select joint types and fabricate according to the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 2-1, "Rectangular Duct/Transverse Joints," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
- C. Longitudinal Seams: Select seam types and fabricate according to the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 2-2, "Rectangular Duct/Longitudinal Seams," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
- D. Elbows, Transitions, Offsets, Branch Connections, and Other Duct Construction: Select types and fabricate according to the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Chapter 4, "Fittings and Other Construction," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

2.2 SINGLE-WALL ROUND AND FLAT-OVAL DUCTS AND FITTINGS

- A. General Fabrication Requirements: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Chapter 3, "Round, Oval, and Flexible Duct," based on indicated static-pressure class unless otherwise indicated.
- B. Flat-Oval Ducts: Indicated dimensions are the duct width (major dimension) and diameter of the round sides connecting the flat portions of the duct (minor dimension).
- C. Transverse Joints: Select joint types and fabricate according to the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-1, "Round Duct Transverse Joints," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
 - 1. Transverse Joints in Ducts Larger Than 60 Inches in Diameter: Flanged.
- D. Longitudinal Seams: Select seam types and fabricate according to the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-2, "Round Duct Longitudinal Seams," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
 - 1. Fabricate round ducts larger than 90 inches in diameter with butt-welded longitudinal seams.
 - 2. Fabricate flat-oval ducts larger than 72 inches in width (major dimension) with butt-welded longitudinal seams.

- E. Tees and Laterals: Select types and fabricate according to the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-5, "90 Degree Tees and Laterals," and Figure 3-6, "Conical Tees," for static-pressure class, applicable sealing requirements, materials involved, duct-support intervals, and other provisions in the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."

2.3 SHEET METAL MATERIALS

- A. General Material Requirements: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for acceptable materials, material thicknesses, and duct construction methods unless otherwise indicated. Sheet metal materials shall be free of pitting, seam marks, roller marks, stains, discolorations, and other imperfections.
- B. Galvanized Sheet Steel: Comply with ASTM A 653/A 653M.
 - 1. Galvanized Coating Designation: G90.
 - 2. Finishes for Surfaces Exposed to View: Mill phosphatized.
- C. Carbon-Steel Sheets: Comply with ASTM A 1008, with oiled, matte finish for exposed ducts.
- D. Reinforcement Shapes and Plates: ASTM A 36/A 36M, steel plates, shapes, and bars; black and galvanized.
 - 1. Where black- and galvanized-steel shapes and plates are used to reinforce aluminum ducts, isolate the different metals with butyl rubber, neoprene, or EPDM gasket materials.
- E. Tie Rods: Galvanized steel, 1/4-inch minimum diameter for lengths 36 inches or less; 3/8-inch minimum diameter for lengths longer than 36 inches.

2.4 DUCT LINER - RECTANGULAR DUCTS

- A. Fibrous-Glass Duct Liner: Comply with ASTM C 1071, NFPA 90A, or NFPA 90B; and with NAIMA AH124, "Fibrous Glass Duct Liner Standard."
 - 1. Maximum Thermal Conductivity:
 - 1) Type I, Flexible: 0.27 Btu x in./h x sq. ft. x deg F at 75 deg F mean temperature.
 - 2) Type II, Rigid: 0.23 Btu x in./h x sq. ft. x deg F at 75 deg F mean temperature.
 - 2. Water-Based Liner Adhesive: Comply with NFPA 90A or NFPA 90B and with ASTM C 916.
 - a. For indoor applications, adhesive shall have a VOC content of 80 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
 - b. Adhesive shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."
- B. Insulation Pins and Washers:

1. Cupped-Head, Capacitor-Discharge-Weld Pins: Copper- or zinc-coated steel pin, fully annealed for capacitor-discharge welding, 0.135-inch diameter shank, length to suit depth of insulation indicated with integral 1-1/2-inch galvanized carbon-steel washer.
 2. Insulation-Retaining Washers: Self-locking washers formed from 0.016-inch thick galvanized steel; with beveled edge sized as required to hold insulation securely in place but not less than 1-1/2 inches in diameter.
- C. Shop Application of Duct Liner: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 7-11, "Flexible Duct Liner Installation."
1. Adhere a single layer of indicated thickness of duct liner with at least 90 percent adhesive coverage at liner contact surface area. Attaining indicated thickness with multiple layers of duct liner is prohibited.
 2. Apply adhesive to transverse edges of liner facing upstream that do not receive metal nosing.
 3. Butt transverse joints without gaps, and coat joint with adhesive.
 4. Fold and compress liner in corners of rectangular ducts or cut and fit to ensure butted-edge overlapping.
 5. Do not apply liner in rectangular ducts with longitudinal joints, except at corners of ducts, unless duct size and dimensions of standard liner make longitudinal joints necessary.
 6. Apply adhesive coating on longitudinal seams in ducts with air velocity of 2500 fpm.
 7. Secure liner with mechanical fasteners 4 inches from corners and at intervals not exceeding 12 inches transversely; at 3 inches from transverse joints and at intervals not exceeding 18 inches longitudinally.
 8. Secure transversely oriented liner edges facing the airstream with metal nosings that have either channel or "Z" profiles or are integrally formed from duct wall. Fabricate edge facings at the following locations:
 - a. Fan discharges.
 - b. Intervals of lined duct preceding unlined duct.
 - c. Upstream edges of transverse joints in ducts where air velocities are higher than 2500 fpm or where indicated.
 9. Terminate inner ducts with buildouts attached to fire-damper sleeves, dampers, turning vane assemblies, or other devices. Fabricated buildouts (metal hat sections) or other buildout means are optional; when used, secure buildouts to duct walls with bolts, screws, rivets, or welds.

2.5 SEALANT AND GASKETS

- A. General Sealant and Gasket Requirements: Surface-burning characteristics for sealants and gaskets shall be a maximum flame-spread index of 25 and a maximum smoke-developed index of 50 when tested according to UL 723; certified by an NRTL.
- B. Two-Part Tape Sealing System:
1. Tape: Woven cotton fiber impregnated with mineral gypsum and modified acrylic/silicone activator to react exothermically with tape to form hard, durable, airtight seal.
 2. Tape Width: 4 inches.
 3. Sealant: Modified styrene acrylic.
 4. Water resistant.
 5. Mold and mildew resistant.
 6. Maximum Static-Pressure Class: 10-inch wg, positive and negative.
 7. Service: Indoor and outdoor.

8. Service Temperature: Minus 40 to plus 200 deg F.
9. Substrate: Compatible with galvanized sheet steel (both PVC coated and bare), stainless steel, or aluminum.
10. For indoor applications, sealant shall have a VOC content of 250 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
11. Sealant shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."

C. Water-Based Joint and Seam Sealant:

1. Application Method: Brush on.
2. Solids Content: Minimum 65 percent.
3. Shore A Hardness: Minimum 20.
4. Water resistant.
5. Mold and mildew resistant.
6. VOC: Maximum 75 g/L (less water).
7. Maximum Static-Pressure Class: 10-inch wg, positive and negative.
8. Service: Indoor or outdoor.
9. Substrate: Compatible with galvanized sheet steel (both PVC coated and bare), stainless steel, or aluminum sheets.

D. Solvent-Based Joint and Seam Sealant:

1. Application Method: Brush on.
2. Base: Synthetic rubber resin.
3. Solvent: Toluene and heptane.
4. Solids Content: Minimum 60 percent.
5. Shore A Hardness: Minimum 60.
6. Water resistant.
7. Mold and mildew resistant.
8. For indoor applications, sealant shall have a VOC content of 250 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
9. VOC: Maximum 395 g/L.
10. Sealant shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."
11. Maximum Static-Pressure Class: 10-inch wg, positive or negative.
12. Service: Indoor or outdoor.
13. Substrate: Compatible with galvanized sheet steel (both PVC coated and bare), stainless steel, or aluminum sheets.

E. Flanged Joint Sealant: Comply with ASTM C 920.

1. General: Single-component, acid-curing, silicone, elastomeric.
2. Type: S.
3. Grade: NS.
4. Class: 25.
5. Use: O.
6. For indoor applications, sealant shall have a VOC content of 250 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
7. Sealant shall comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."

F. Flange Gaskets: Butyl rubber, neoprene, or EPDM polymer with polyisobutylene plasticizer.

G. Round Duct Joint O-Ring Seals:

1. Seal shall provide maximum 3 cfm/100 sq. ft. at 1-inch wg and shall be rated for 10-inch wg static-pressure class, positive or negative.
2. EPDM O-ring to seal in concave bead in coupling or fitting spigot.
3. Double-lipped, EPDM O-ring seal, mechanically fastened to factory-fabricated couplings and fitting spigots.

2.6 HANGERS AND SUPPORTS

- A. Hanger Rods for Noncorrosive Environments: Cadmium-plated steel rods and nuts.
- B. Hanger Rods for Corrosive Environments: Electrogalvanized, all-thread rods or galvanized rods with threads painted with zinc-chromate primer after installation.
- C. Strap and Rod Sizes: Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Table 5-1, "Rectangular Duct Hangers Minimum Size," and Table 5-2, "Minimum Hanger Sizes for Round Duct."
- D. Steel Cables for Galvanized-Steel Ducts: Galvanized steel complying with ASTM A 603.
- E. Steel Cables for Stainless-Steel Ducts: Stainless steel complying with ASTM A 492.
- F. Steel Cable End Connections: Cadmium-plated steel assemblies with brackets, swivel, and bolts designed for duct hanger service; with an automatic-locking and clamping device.
- G. Duct Attachments: Sheet metal screws, blind rivets, or self-tapping metal screws; compatible with duct materials.
- H. Trapeze and Riser Supports:
1. Supports for Galvanized-Steel Ducts: Galvanized-steel shapes and plates.
 2. Supports for Stainless-Steel Ducts: Stainless-steel shapes and plates.
 3. Supports for Aluminum Ducts: Aluminum or galvanized steel coated with zinc chromate.

PART 3 - EXECUTION

3.1 DUCT INSTALLATION

- A. Drawing plans, schematics, and diagrams indicate general location and arrangement of duct system. Indicated duct locations, configurations, and arrangements were used to size ducts and calculate friction loss for air-handling equipment sizing and for other design considerations. Install duct systems as indicated unless deviations to layout are approved on Shop Drawings and Coordination Drawings.
- B. Install ducts according to the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" unless otherwise indicated.
- C. Install round and flat-oval ducts in maximum practical lengths.
- D. Install ducts with fewest possible joints.

- E. Install factory- or shop-fabricated fittings for changes in direction, size, and shape and for branch connections.
- F. Unless otherwise indicated, install ducts vertically and horizontally, and parallel and perpendicular to building lines.
- G. Install ducts close to walls, overhead construction, columns, and other structural and permanent enclosure elements of building.
- H. Install ducts with a clearance of 1 inch, plus allowance for insulation thickness.
- I. Route ducts to avoid passing through transformer vaults and electrical equipment rooms and enclosures.
- J. Where ducts pass through non-fire-rated interior partitions and exterior walls and are exposed to view, cover the opening between the partition and duct or duct insulation with sheet metal flanges of same metal thickness as the duct. Overlap openings on four sides by at least 1-1/2 inches.
- K. Where ducts pass through fire-rated interior partitions and exterior walls, install fire dampers. Comply with requirements in Section 233300 "Air Duct Accessories" for fire and smoke dampers.
- L. Protect duct interiors from moisture, construction debris and dust, and other foreign materials. Comply with the latest edition of SMACNA's "IAQ Guidelines for Occupied Buildings Under Construction," Appendix G, "Duct Cleanliness for New Construction Guidelines."

3.2 INSTALLATION OF EXPOSED DUCTWORK

- A. Protect ducts exposed in finished spaces from being dented, scratched, or damaged.
- B. Trim duct sealants flush with metal. Create a smooth and uniform exposed bead. Do not use two-part tape sealing system.
- C. Grind welds to provide smooth surface free of burrs, sharp edges, and weld splatter. When welding stainless steel with a No. 3 or 4 finish, grind the welds flush, polish the exposed welds, and treat the welds to remove discoloration caused by welding.
- D. Maintain consistency, symmetry, and uniformity in the arrangement and fabrication of fittings, hangers and supports, duct accessories, and air outlets.
- E. Repair or replace damaged sections and finished work that does not comply with these requirements.

3.3 DUCT SEALING

- A. Seal ducts for duct static-pressure, seal classes, and leakage classes specified in "Duct Schedule" Article according to the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
- B. Seal ducts to the following seal classes according to the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible":

1. Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible."
2. Outdoor, Supply-Air Ducts: Seal Class A.
3. Outdoor, Exhaust Ducts: Seal Class C.
4. Outdoor, Return-Air Ducts: Seal Class C.
5. Unconditioned Space, Supply-Air Ducts in Pressure Classes 1-1/2-Inch wg and Lower: Seal Class B.
6. Unconditioned Space, Supply-Air Ducts in Pressure Classes Higher Than 1- 1/2-Inch wg: Seal Class A.
7. Unconditioned Space, Exhaust Ducts: Seal Class C.
8. Unconditioned Space, Return-Air Ducts: Seal Class B.
9. Conditioned Space, Supply-Air Ducts in Pressure Classes 1-1/2-Inch wg and Lower: Seal Class C.
10. Conditioned Space, Supply-Air Ducts in Pressure Classes Higher Than 1-1/2-Inch wg: Seal Class B.
11. Conditioned Space, Exhaust Ducts: Seal Class B.
12. Conditioned Space, Return-Air Ducts: Seal Class C.

3.4 HANGER AND SUPPORT INSTALLATION

- A. Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Chapter 5, "Hangers and Supports."
- B. Building Attachments: Concrete inserts, powder-actuated fasteners, or structural-steel fasteners appropriate for construction materials to which hangers are being attached.
 1. Where practical, install concrete inserts before placing concrete.
 2. Install powder-actuated concrete fasteners after concrete is placed and completely cured.
 3. Use powder-actuated concrete fasteners for standard-weight aggregate concretes or for slabs more than 4 inches thick.
 4. Do not use powder-actuated concrete fasteners for lightweight-aggregate concretes or for slabs less than 4 inches thick.
 5. Do not use powder-actuated concrete fasteners for seismic restraints.
- C. Hanger Spacing: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Table 5-1, "Rectangular Duct Hangers Minimum Size," and Table 5-2, "Minimum Hanger Sizes for Round Duct," for maximum hanger spacing; install hangers and supports within 24 inches of each elbow and within 48 inches of each branch intersection.
- D. Hangers Exposed to View: Threaded rod and angle or channel supports.
- E. Support vertical ducts with steel angles or channel secured to the sides of the duct with welds, bolts, sheet metal screws, or blind rivets; support at each floor and at a maximum intervals of 16 feet.
- F. Install upper attachments to structures. Select and size upper attachments with pull-out, tension, and shear capacities appropriate for supported loads and building materials where used.

3.5 CONNECTIONS

- A. Make connections to equipment with flexible connectors complying with Section 233300 "Air Duct Accessories."
- B. Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for branch, outlet and inlet, and terminal unit connections.

3.6 PAINTING

- A. Paint interior of metal ducts that are visible through registers and grilles and that do not have duct liner. Apply one coat of flat, black, latex paint over a compatible galvanized-steel primer. Paint materials and application requirements are specified in Section 099113 "Exterior Painting" and Section 099123 "Interior Painting."

3.7 FIELD QUALITY CONTROL

- A. Perform tests and inspections.
- B. Leakage Tests:
 - 1. Comply with the latest edition of SMACNA's "HVAC Air Duct Leakage Test Manual." Submit a test report for each test.
 - 2. Test the following systems:
 - a. Supply Ducts with a Pressure Class of 2-Inch wg or Higher: Test representative duct sections totaling no less than 95 percent of total installed duct area for each designated pressure class.
 - b. Return Ducts with a Pressure Class of 2-Inch wg or Higher: Test representative duct sections totaling no less than 95 percent of total installed duct area for each designated pressure class.
 - c. Exhaust Ducts with a Pressure Class of 3-Inch wg or Higher: Test representative duct sections totaling no less than 95 percent of total installed duct area for each designated pressure class.
 - d. Outdoor Air Ducts with a Pressure Class of 2-Inch wg or Higher: Test representative duct sections totaling no less than 95 percent of total installed duct area for each designated pressure class.
 - 3. Disassemble, reassemble, and seal segments of systems to accommodate leakage testing and for compliance with test requirements.
 - 4. Test for leaks before applying external insulation.
 - 5. Conduct tests at static pressures equal to maximum design pressure of system or section being tested. If static-pressure classes are not indicated, test system at maximum system design pressure. Do not pressurize systems above maximum design operating pressure.
 - 6. Give five days' advance notice for testing.

3.8 DUCT CLEANING

- A. Clean new duct system(s) before testing, adjusting, and balancing.
- B. Use service openings for entry and inspection.

1. Create new openings and install access panels appropriate for duct static-pressure class if required for cleaning access. Provide insulated panels for insulated or lined duct. Patch insulation and liner as recommended by duct liner manufacturer. Comply with Section 233300 "Air Duct Accessories" for access panels and doors.
2. Disconnect and reconnect flexible ducts as needed for cleaning and inspection.
3. Remove and reinstall ceiling to gain access during the cleaning process.

C. Particulate Collection and Odor Control:

1. When venting vacuuming system inside the building, use HEPA filtration with 99.97 percent collection efficiency for 0.3-micron-size (or larger) particles.
2. When venting vacuuming system to outdoors, use filter to collect debris removed from HVAC system, and locate exhaust downwind and away from air intakes and other points of entry into building.

D. Clean the following components by removing surface contaminants and deposits:

1. Air outlets and inlets (registers, grilles, and diffusers).
2. Supply, return, and exhaust fans including fan housings, plenums (except ceiling supply and return plenums), scrolls, blades or vanes, shafts, baffles, dampers, and drive assemblies.
3. Air-handling unit internal surfaces and components including mixing box, coil section, air wash systems, spray eliminators, condensate drain pans, humidifiers and dehumidifiers, filters and filter sections, and condensate collectors and drains.
4. Coils and related components.
5. Return-air ducts, dampers, actuators, and turning vanes except in ceiling plenums and mechanical equipment rooms.
6. Supply-air ducts, dampers, actuators, and turning vanes.
7. Dedicated exhaust and ventilation components and makeup air systems.

E. Mechanical Cleaning Methodology:

1. Clean metal duct systems using mechanical cleaning methods that extract contaminants from within duct systems and remove contaminants from building.
2. Use vacuum-collection devices that are operated continuously during cleaning. Connect vacuum device to downstream end of duct sections so areas being cleaned are under negative pressure.
3. Use mechanical agitation to dislodge debris adhered to interior duct surfaces without damaging integrity of metal ducts, duct liner, or duct accessories.
4. Clean fibrous-glass duct liner with HEPA vacuuming equipment; do not permit duct liner to get wet. Replace fibrous-glass duct liner that is damaged, deteriorated, or delaminated or that has friable material, mold, or fungus growth.
5. Clean coils and coil drain pans according to NADCA 1992. Keep drain pan operational. Rinse coils with clean water to remove latent residues and cleaning materials; comb and straighten fins.
6. Provide drainage and cleanup for wash-down procedures.
7. Antimicrobial Agents and Coatings: Apply EPA-registered antimicrobial agents if fungus is present. Apply antimicrobial agents according to manufacturer's written instructions after removal of surface deposits and debris.

3.9 START UP

- A. Air Balance: Comply with requirements in Section 230593 "Testing, Adjusting, and Balancing for HVAC."

3.10 DUCT SCHEDULE

- A. Fabricate ducts with galvanized sheet steel except as otherwise indicated and as follows:
 - 1. Laboratory fume-hood: Stainless steel.
- B. Supply Ducts:
 - 1. Ducts Connected to Fan Coil Units, Furnaces, Heat Pumps, and Terminal Units (Downstream):
 - a. Pressure Class: Positive 1-inch wg.
 - b. Minimum SMACNA Seal Class: Unconditioned – B. Conditioned-C.
 - 2. Ducts Connected to Constant-Volume Air-Handling Units:
 - a. Pressure Class: Positive 1-inch wg.
 - b. Minimum SMACNA Seal Class: Unconditioned – B. Conditioned-C.
 - 3. Ducts Connected to Variable-Air-Volume Air-Handling Units.
 - a. Pressure Class: Positive 2-inch wg.
 - b. Minimum SMACNA Seal Class: Unconditioned – A. Conditioned-B.
 - 4. Ducts Connected to Equipment Not Listed Above:
 - a. Pressure Class: Positive 1-inch wg.
 - b. Minimum SMACNA Seal Class: Unconditioned – B. Conditioned-C.
- C. Return Ducts:
 - 1. Ducts Connected to Fan Coil Units, Furnaces, Heat Pumps, and Terminal Units:
 - a. Pressure Class: Positive or negative 1-inch wg.
 - b. Minimum SMACNA Seal Class: Unconditioned – B. Conditioned-None.
 - 2. Ducts Connected to Air-Handling Units:
 - a. Pressure Class: Positive or negative 1 inch wg.
 - b. Minimum SMACNA Seal Class: Unconditioned – B. Conditioned-None.
 - 3. Ducts Connected to Equipment Not Listed Above:
 - a. Pressure Class: Positive or negative 1-inch wg.
 - b. Minimum SMACNA Seal Class: Unconditioned – B. Conditioned-None.
- D. Exhaust Ducts:
 - 1. Ducts Connected to Fans Exhausting (ASHRAE 62.1, Class 1 and 2) Air:
 - a. Pressure Class: Negative 1-inch wg.
 - b. Minimum SMACNA Seal Class: C.
 - 2. Ducts Connected to Air-Handling Units:

- a. Pressure Class: Positive or negative 2-inch wg.
 - b. Minimum SMACNA Seal Class: Unconditioned – A. Conditioned-B.
- E. Outdoor-Air (Not Filtered, Heated, or Cooled) Ducts:
 - 1. Ducts Connected to Fan Coil Units, Furnaces, Heat Pumps, and Terminal Units
 - a. Pressure Class: Positive or negative 1-inch wg
 - b. Minimum SMACNA Seal Class: C.
 - 2. Ducts Connected to Air-Handling Units:
 - a. Pressure Class: Positive or negative 1-inch wg.
 - b. Minimum SMACNA Seal Class: C
 - 3. Ducts Connected to Equipment Not Listed Above:
 - a. Pressure Class: Positive or negative 2-inch wg.
 - b. Minimum SMACNA Seal Class: B.
- F. Intermediate Reinforcement:
 - 1. Galvanized-Steel Ducts: Galvanized steel.
- G. Liner:
 - 1. Supply Air Ducts: Fibrous glass, Type I, 2 inches thick.
 - 2. Return Air Ducts: Fibrous glass, Type I 2 inches thick.
 - 3. Return- and Exhaust-Fan Plenums: Fibrous glass, Type II, 2 inches thick.
 - 4. Transfer Ducts: Fibrous glass, Type I, 1 inch thick.
- H. Elbow Configuration:
 - 1. Rectangular Duct: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 4-2, "Rectangular Elbows."
 - a. Velocity 1500 fpm or lower:
 - 1) Radius Type RE 1 with minimum 1.0 radius-to-diameter ratio.
 - 2) Mitered Type RE 2 with vanes complying with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 4-3, "Vanes and Vane Runners," and Figure 4-4, "Vane Support in Elbows." Type RE2 to be used only when types RE1 and RE3 are not physically allowed. Mitered elbows are only to be used on 90° angles and only when type RE1 fittings cannot be used.
 - 3) Square throat, radius heel elbows will not be allowed under any circumstances.
 - b. Velocity 1500 fpm or Higher:
 - 1) Radius Type RE 1 with minimum 1.5 radius-to-diameter ratio.
 - 2) Mitered Type RE 2 with vanes complying with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 4-3, "Vanes and Vane Runners," and Figure 4-4, "Vane Support in Elbows." Type RE2 to be used only when types RE1 and RE3 are not physically allowed. Mitered elbows

are only to be used on 90° angles and only when type RE1 fittings cannot be used.

- 3) Square throat, radius heel elbows will not be allowed under any circumstances.

2. Round Duct: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-4, "Round Duct Elbows."

- a. Minimum Radius-to-Diameter Ratio and Elbow Segments: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Table 3-1, "Mitered Elbows." Elbows with less than 90-degree change of direction have proportionately fewer segments.
 - 1) Velocity 1500 fpm or lower: 1.0 centerline radius-to-diameter ratio and four segments for 90-degree elbow.
 - 2) Velocity 1500 fpm or Higher: 1.5 centerline radius-to-diameter ratio and five segments for 90-degree elbow.
- b. Round Elbows, 12 Inches Smaller in Diameter: Stamped, gored or pleated.
- c. Round Elbows, 14 Inches and Larger in Diameter: Standing seam, gored or Welded.

I. Branch Configuration:

1. Rectangular Duct: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 4-6, "Branch Connection."
 - a. Rectangular Main to Rectangular Branch: 45-degree entry.
 - b. Rectangular Main to Round Branch under 1000 fpm: Spin in.
 - c. Rectangular Main to Round Branch over 1000 fpm: Conical Spin in or 45-degree entry.
2. Round and Flat Oval: Comply with the latest edition of SMACNA's "HVAC Duct Construction Standards - Metal and Flexible," Figure 3-5, "90 Degree Tees and Laterals," and Figure 3-6, "Conical Tees." Saddle taps are permitted in existing duct.
 - a. Velocity 1500 fpm or Lower: Conical tap.
 - b. Velocity 1500 fpm or Higher: 45-degree lateral, 45-degree entry tap or conical tap with 4-inch larger base than tap.

END OF SECTION 233113

SECTION 233300

AIR DUCT 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. Backdraft and pressure relief dampers.
- 2. Counter balanced backdraft dampers.
- 3. Manual volume dampers.
- 4. Control dampers.
- 5. Fire dampers.
- 6. Ceiling radiation dampers.
- 7. Combination fire and smoke dampers.
- 8. Flange connectors.
- 9. Remote damper operators.
- 10. Duct-mounted access doors.
- 11. Flexible connectors.
- 12. Flexible ducts.
- 13. Duct accessory hardware.

- B. Related Requirements:

- 1. Section 233723 "HVAC Gravity Ventilators" for roof-mounted ventilator caps.
- 2. Section 283111 "Digital, Addressable Fire-Alarm System" for duct-mounted fire and smoke detectors.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product.

- 1. For duct silencers, include pressure drop and dynamic insertion loss data. Include breakout noise calculations for high transmission loss casings.

- B. Shop Drawings: For duct accessories. Include plans, elevations, sections, details and attachments to other work.

- 1. Detail duct accessories fabrication and installation in ducts and other construction. Include dimensions, weights, loads, and required clearances; and method of field assembly into duct systems and other construction. Include the following:

- a. Special fittings.

- b. Manual volume damper installations.
- c. Control-damper installations.
- d. Fire-damper, smoke-damper, combination fire- and smoke-damper, ceiling, and corridor damper installations, including sleeves; and duct-mounted access doors and remote damper operators.
- e. Wiring Diagrams: For power, signal, and control wiring.

1.4 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Reflected ceiling plans, drawn to 1/4"=1'-0" scale, on which ceiling-mounted access panels and access doors required for access to duct accessories are shown and coordinated with each other, using input from Installers of the items involved.
- B. Source quality-control reports.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For air duct accessories to include in operation and maintenance manuals.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Fusible Links: Furnish quantity equal to 10 percent of amount installed.

PART 2 - PRODUCTS

2.1 ASSEMBLY DESCRIPTION

- A. Comply with NFPA 90A, "Installation of Air Conditioning and Ventilating Systems," and with NFPA 90B, "Installation of Warm Air Heating and Air Conditioning Systems."
- B. Comply with SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for acceptable materials, material thicknesses, and duct construction methods unless otherwise indicated. Sheet metal materials shall be free of pitting, seam marks, roller marks, stains, discolorations, and other imperfections.

2.2 MATERIALS

- A. Galvanized Sheet Steel: Comply with ASTM A 653.
 - 1. Galvanized Coating Designation: G90.
 - 2. Exposed-Surface Finish: Mill phosphatized.
- B. Stainless-Steel Sheets: Comply with ASTM A 480 Type 304, and having a No. 2 finish for concealed ducts and No. 4D finish for exposed ducts.

- C. Aluminum Sheets: Comply with ASTM B 209, Alloy 3003, Temper H14; with mill finish for concealed ducts and standard, 1-side bright finish for exposed ducts.
- D. Extruded Aluminum: Comply with ASTM B 221, Alloy 6063, Temper T6.
- E. Reinforcement Shapes and Plates: Galvanized-steel reinforcement where installed on galvanized sheet metal ducts; compatible materials for aluminum and stainless-steel ducts.
- F. Tie Rods: Galvanized steel, 1/4-inch minimum diameter for lengths 36 inches or less; 3/8-inch minimum diameter for lengths longer than 36 inches.

2.3 BACKDRAFT AND PRESSURE RELIEF DAMPERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide Ruskin# S3G or comparable product by one of the following:
 - 1. Cesco Products.
 - 2. Greenheck Fan Corporation.
 - 3. Nailor Industries Inc.
- B. Description: Gravity balanced.
- C. Maximum Air Velocity: 3000 fpm.
- D. Maximum System Pressure: 2-inch wg.
- E. Frame: Hat-shaped, 20 gauge, galvanized sheet steel, with welded corners or mechanically attached and mounting flange.
- F. Blades: Multiple single-piece blades, end pivoted, maximum 4-inch width, 28 gauge galvanized steel with sealed edges.
- G. Blade Action: Parallel.
- H. Blade Seals: Extruded vinyl, mechanically locked.
- I. Blade Axles:
 - 1. Material: Nonmetallic up to 42" wide. O/W, stainless steel.
- J. Tie Bars and Brackets: Galvanized steel.
- K. Return Spring: Adjustable tension.
- L. Bearings: synthetic pivot bushings.
- M. Accessories:
 - 1. Adjustment device to permit setting for varying differential static pressure.
 - 2. Counterweights and spring-assist kits for vertical airflow installations.

2.4 COUNTERBALANCED BACKDRAFT DAMPERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide Ruskin # CBD2 or comparable product by one of the following:
 - 1. Cesco Products.
 - 2. Greenheck Fan Corporation.
 - 3. Nailor Industries Inc.
- B. Suitable for horizontal or vertical mounting.
- C. Maximum Air Velocity: 1000 fpm.
- D. Maximum System Pressure: 2-inch wg.
- E. Frame: Hat-shaped, 0.090-inch thick extruded aluminum with welded corners or mechanically attached and mounting flange.
- F. Blades:
 - 1. Multiple, 0.025-inch thick, roll-formed aluminum.
 - 2. Maximum Width: 6 inches.
 - 3. Action: Parallel.
 - 4. Balance: Gravity.
 - 5. Eccentrically pivoted.
- G. Blade Seals: Vinyl.
- H. Tie Bars and Brackets:
 - 1. Material: Aluminum.
 - 2. Rattle free with 90-degree stop.
- I. Counterbalance: Zinc plated steel weights.
- J. Bearings: Synthetic.
- K. Accessories:
 - 1. Flange on intake.
 - 2. Adjustment device for setting varying differential static pressures adjustable to 0.01"wg.

2.5 MANUAL VOLUME DAMPERS

- A. Standard, Steel, Manual Volume Dampers:
 - 1. Basis-of-Design Product: Subject to compliance with requirements, provide Ruskin #MD25 (rectangular) or #MDRS25 (round) or comparable product by one of the following:
 - a. Flexmaster U.S.A., Inc.
 - b. Nailor Industries Inc.
 - 2. Standard leakage rating, with linkage outside airstream.
 - 3. Suitable for horizontal or vertical applications.
 - 4. Frames:
 - a. Frame: Hat-shaped, 20 gauge, galvanized sheet steel.

- b. Mitered corners.
 - c. Flanges for attaching to walls and flangeless frames for installing in ducts.
- 5. Blades:
 - a. Multiple or single blade.
 - b. Parallel- or opposed-blade design.
 - c. Galvanized-steel, 20 gauge.
- 6. Blade Axles: Galvanized steel.
- 7. Bearings:
 - a. Molded synthetic.
 - b. Dampers in ducts with pressure classes of 3-inch wg or less shall have axles full length of damper blades and bearings at both ends of operating shaft.
- 8. Tie Bars and Brackets: Galvanized steel.

2.6 CONTROL DAMPERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide Ruskin #CD35 or comparable product by one of the following:
 - 1. Cesco Products
 - 2. Greenheck Fan Corporation.
 - 3. Nailor Industries Inc.
- B. Frames:
 - 1. Hat shaped.
 - 2. 16 inch galvanized sheet steel.
 - 3. Interlocking, gusseted corners.
- C. Blades:
 - 1. Multiple blade with maximum blade width of 6 inches.
 - 2. Parallel- and opposed-blade design.
 - 3. Galvanized-steel.
 - 4. 16 gauge single skin.
 - 5. Blade Edging: Closed-cell neoprene rated for 10CFM leakage per sq. ft at 1" wg.
- D. Blade Axles: 1/2-inch diameter; galvanized steel; blade-linkage hardware of zinc-plated steel and brass; ends sealed against blade bearings.
 - 1. Operating Temperature Range: From minus 40 to plus 200 deg F.
- E. Bearings:
 - 1. Molded synthetic.
 - 2. Dampers in ducts with pressure classes of 3-inch wg or less shall have axles full length of damper blades and bearings at both ends of operating shaft.
 - 3. Thrust bearings at each end of every blade.

2.7 FIRE DAMPERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide Ruskin #IBD2 (1-1/2hr, rectangular), #FDR25 (1-1/2 hour, round), #IBD2-B3 (3hour, rectangular) or comparable product by one of the following:
 - 1. Cesco Products.
 - 2. Greenheck Fan Corporation.
 - 3. Nailor Industries Inc.
- B. Type: Static; rated and labeled according to UL 555 by an NRTL.
- C. Fire Rating: 1-1/2 and 3 hours.
- D. Frame: fabricated with roll-formed, 20 gauge thick galvanized steel; with mitered and interlocking corners.
- E. Mounting Sleeve: Factory installed, galvanized sheet steel.
 - 1. Minimum Thickness: 20 gauge thick, as indicated, and of length to suit application.
 - 2. Exception: Omit sleeve where damper-frame width permits direct attachment of perimeter mounting angles on each side of wall or floor; thickness of damper frame must comply with sleeve requirements.
- F. Mounting Orientation: Vertical or horizontal as indicated.
- G. Blades: 24 gauge curtain type.
- H. Horizontal Dampers: Include blade lock and stainless-steel closure spring.
- I. Heat-Responsive Device: Replaceable, 165 deg F rated, fusible links.
- J. Access Door: Factory installed in sleeve.

2.8 CEILING RADIATION DAMPERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide Ruskin # CFD3 (rectangular), #CFDR3 (round) or comparable product by one of the following:
 - 1. Cesco Products.
 - 2. Nailor Industries Inc.
- B. General Requirements:
 - 1. Labeled according to UL 555C by an NRTL.
 - 2. Comply with construction details for tested floor- and roof-ceiling assemblies as indicated in UL's "Fire Resistance Directory."
- C. Frame: Galvanized sheet steel, round or rectangular, style to suit ceiling construction.
- D. Blades: Galvanized sheet steel with refractory insulation.
- E. Heat-Responsive Device: Replaceable, 165 deg F rated, fusible links.
- F. Fire Rating: 3 hours.

2.9 COMBINATION FIRE AND SMOKE DAMPERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide Ruskin #FSD35 (1-1/2 hr, rectangular), #FSDR35 (1-1/2 hr, round), #FSD60-3 (3 hr, rectangular), or comparable product by one of the following:
 - 1. Cesco Products.
 - 2. Greenheck.
 - 3. Nailor Industries.
- B. Type: Dynamic; rated and labeled according to UL 555 and UL 555S by an NRTL.
- C. Closing rating in ducts up to 4-inch wg static pressure class and minimum 2000-fpm velocity.
- D. Fire Rating: 1-1/2 and 3 hours.
- E. Frame: Hat-shaped, 16 gauge, galvanized sheet steel, with interlocking, gusseted corners and mounting flange.
- F. Heat-Responsive Device: Replaceable 165 deg F rated, fusible links.
- G. Smoke Detector: Integral, factory wired for single-point connection.
- H. Blades: Roll-formed, horizontal, overlapping, 16 gauge galvanized sheet steel.
- I. Leakage: Class III.
- J. Rated pressure and velocity to exceed design airflow conditions.
- K. Mounting Sleeve: Factory-installed, 20 gauge, galvanized sheet steel; length to suit wall or floor application with factory-furnished silicone caulking.
- L. Damper Motors: two-position action.
- M. Comply with NEMA designation, temperature rating, service factor, enclosure type, and efficiency requirements for motors specified in Section 230513 "Common Motor Requirements for HVAC Equipment."
 - 1. Motor Sizes: Minimum size as indicated. If not indicated, large enough so driven load will not require motor to operate in service factor range above 1.0.
 - 2. Controllers, Electrical Devices, and Wiring: Comply with requirements for electrical devices and connections specified in Direct Digital Controls,
 - 3. Permanent-Split-Capacitor or Shaded-Pole Motors: With oil-immersed and sealed gear trains.
 - 4. Spring-Return Motors: Equip with an integral spiral-spring mechanism where indicated. Enclose entire spring mechanism in a removable housing designed for service or adjustments. Size for running torque rating of 150 in. x lbf and breakaway torque rating of 150 in. x lbf.
 - 5. Outdoor Motors and Motors in Outdoor-Air Intakes: Equip with O-ring gaskets designed to make motors weatherproof. Equip motors with internal heaters to permit normal operation at minus 40 deg F.
 - 6. Nonspring-Return Motors: For dampers larger than 25 sq. ft., size motor for running torque rating of 150 in. x lbf and breakaway torque rating of 300 in. x lbf.
 - 7. Electrical Connection: 115 V, single phase, 60 Hz.

2.10 FLANGE CONNECTORS

- A. Description: Add-on or roll-formed, factory-fabricated, slide-on transverse flange connectors, gaskets, and components.
- B. Material: Galvanized steel.
- C. Gage and Shape: Match connecting ductwork.

2.11 REMOTE DAMPER OPERATORS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Roto-twist.
 - 2. Young Regulator Company.
- B. Description: Cable system designed for remote manual damper adjustment.
- C. Tubing: Copper.
- D. Cable: Stainless steel.
- E. Wall-Box Mounting: Recessed.
- F. Wall-Box Cover-Plate Material: Stainless steel.

2.12 DUCT-MOUNTED ACCESS DOORS

- A. Manufacturers: Subject to compliance with requirements provide products by one of the following:
 - 1. Cesco Products.
 - 2. Ductmate Industries, Inc.
 - 3. Flexmaster U.S.A., Inc.
 - 4. Greenheck Fan Corporation.
 - 5. Nailor Industries Inc.
- B. Duct-Mounted Access Doors: Fabricate access panels according to SMACNA's "HVAC Duct Construction Standards - Metal and Flexible"; Figures 7-2, "Duct Access Doors and Panels," and 7-3, "Access Doors - Round Duct."
 - 1. Door:
 - a. Double wall, rectangular.
 - b. Galvanized sheet metal with insulation fill and thickness as indicated for duct pressure class.
 - c. Vision panel.
 - d. Hinges and Latches: 1-by-1-inch butt or piano hinge and cam latches.
 - e. Fabricate doors airtight and suitable for duct pressure class.
 - 2. Frame: Galvanized sheet steel, with bend-over tabs and foam gaskets.
 - 3. Number of Hinges and Locks:
 - a. Access Doors Less Than 12 Inches Square: No hinges and two sash locks.

- b. Access Doors up to 18 Inches Square: Continuous and two sash locks.
- c. Access Doors up to 24 by 48 Inches: [Three hinges] Continuous and two compression latches with outside and inside handles.
- d. Access Doors Larger Than 24 by 48 Inches: Continuous and two compression latches with outside and inside handles.

2.13 FLEXIBLE CONNECTORS

- A. Materials: Flame-retardant or noncombustible fabrics.
- B. Coatings and Adhesives: Comply with UL 181, Class 1.
- C. Metal-Edged Connectors: Factory fabricated with a fabric strip 3-1/2 inches wide attached to two strips of 2-3/4-inch- wide, 22 gauge galvanized sheet steel or 20 gauge aluminum sheets. Provide metal compatible with connected ducts.
- D. Indoor System, Flexible Connector Fabric: Glass fabric double coated with neoprene.
 - 1. Minimum Weight: 26 oz./sq. yd.
 - 2. Tensile Strength: 480 lbf/inch in the warp and 360 lbf/inch in the filling.
 - 3. Service Temperature: Minus 40 to plus 200 deg F.
- E. Outdoor System, Flexible Connector Fabric: Glass fabric double coated with weatherproof, synthetic rubber resistant to UV rays and ozone.
 - 1. Minimum Weight: 24 oz./sq. yd.
 - 2. Tensile Strength: 530 lbf/inch in the warp and 440 lbf/inch in the filling.
 - 3. Service Temperature: Minus 50 to plus 250 deg F.

2.14 FLEXIBLE DUCTS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide Flexmaster 1M or comparable product by one of the following:
 - 1. McGill AirFlow LLC.
- B. The duct shall be constructed of a CPE fabric supported by helical wound galvanized steel. The fabric shall be mechanically locked to the steel helix without the use of adhesives or chemicals.
- C. The internal working pressure rating shall be at least 6" w.g. positive and 4" w.g. negative with a bursting pressure of at least 2 ½ time the working pressure
- D. The duct shall be rated for a velocity of at lease 4000 feet per minute.
- E. The duct must be suitable for continuous operation at a temperature range of -20° F to +250° F.
- F. Acoustical performance, when tested by an independent laboratory in accordance with the Air Diffusion Council's Flexible Air Duct Test Code FD 72-R1, Section 3.0, Sound Properties, shall be as follows:
 - 1. The insertion loss (dB) of a 10 foot length of straight duct when tested in accordance with ASTM E477, at a velocity of 2500 feet per minute, shall be at least:

Octave Band	2	3	4	5	6	7
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Hz.	125	250	500	1000	2000	4000
6" diameter	7	31	40	38	40	27
8" diameter	13	29	36	35	38	22
12" diameter	21	28	29	33	26	12

2. The radiated noise reduction (dB) of a 10 foot length of straight duct when tested in accordance with ASTM E477, at a velocity of 2500 feet per minute, shall be at least:

Octave Band	2	3	4	5	6	7
Hz.	125	250	500	1000	2000	4000
6" diameter	5	8	7	8	11	15
8" diameter	10	7	7	8	10	13
12" diameter	9	6	6	5	9	13

3. The self generated sound power levels (LW) dB re 10^{-12} Watt of a 10 foot length of straight duct for an empty sheet metal duct when tested in accordance with ASTM E477, at a velocity of 1000 feet per minute, shall not exceed:

Octave Band	2	3	4	5	6	7
Hz.	125	250	500	1000	2000	4000
6" diameter	42	31	23	18	17	21
8" diameter	41	34	27	19	18	21
12" diameter	54	45	38	31	27	23

- G. Factory insulate the flexible duct with fiberglass insulation. Provide insulation as required by ASHRAE 90.1.
- H. Cover the insulation with a fire retardant metalized vapor barrier jacket reinforced with crosshatched scrim having a permeance of not greater than 0.05 perms when tested in accordance with ASTM #96, Procedure A.
- I. Flexible Duct Connectors:
1. Clamps: Nylon strap in sizes 3 through 18 inches, to suit duct size.

2.15 DUCT ACCESSORY HARDWARE

- A. Instrument Test Holes: Cast iron or cast aluminum to suit duct material, including screw cap and gasket. Size to allow insertion of pitot tube and other testing instruments and of length to suit duct-insulation thickness.
- B. Adhesives: High strength, quick setting, neoprene based, waterproof, and resistant to gasoline and grease.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install duct accessories according to applicable details in SMACNA's "HVAC Duct Construction Standards - Metal and Flexible" for metal ducts and in NAIMA AH116, "Fibrous Glass Duct Construction Standards," for fibrous-glass ducts.
- B. Install duct accessories of materials suited to duct materials; use galvanized-steel accessories in galvanized-steel and fibrous-glass ducts, stainless-steel accessories in stainless-steel ducts, and aluminum accessories in aluminum ducts.
- C. Install backdraft dampers at inlet of exhaust fans or exhaust ducts as close as possible to exhaust fan unless otherwise indicated.
- D. Install volume dampers at points on supply, return, and exhaust systems where branches extend from larger ducts. Where dampers are installed in ducts having duct liner, install dampers with hat channels of same depth as liner, and terminate liner with nosing at hat channel.
 - 1. Install steel volume dampers in steel ducts.
 - 2. Install aluminum volume dampers in aluminum ducts.
- E. Set dampers to fully open position before testing, adjusting, and balancing.
- F. Install test holes at fan inlets and outlets and elsewhere as indicated.
- G. Install fire dampers according to UL listing.
- H. Install duct access doors on sides of ducts to allow for inspecting, adjusting, and maintaining accessories and equipment at the following locations:
 - 1. On both sides of duct coils.
 - 2. Upstream and downstream from duct filters.
 - 3. At outdoor-air intakes and mixed-air plenums.
 - 4. At drain pans and seals.
 - 5. Downstream from manual volume dampers, control dampers, backdraft dampers, and equipment.
 - 6. Adjacent to and close enough to fire or smoke dampers, to reset or reinstall fusible links. Access doors for access to fire or smoke dampers having fusible links shall be pressure relief access doors and shall be outward operation for access doors installed upstream from dampers and inward operation for access doors installed downstream from dampers.
 - 7. Upstream or downstream from duct silencers.

8. Control devices requiring inspection.
9. Elsewhere as indicated.
- I. Install access doors with swing against duct static pressure.
- J. Access Door Sizes:
 1. One-Hand or Inspection Access: 8 by 5 inches.
 2. Two-Hand Access: 12 by 6 inches.
 3. Head and Hand Access: 18 by 10 inches.
 4. Head and Shoulders Access: 21 by 14 inches.
 5. Body Access: 25 by 14 inches.
 6. Body plus Ladder Access: 25 by 17 inches.
- K. Label access doors according to Section 230553 "Identification for HVAC Piping and Equipment" to indicate the purpose of access door.
- L. Install flexible connectors to connect ducts to equipment.
- M. For fans developing static pressures of 5-inch wg and more, cover flexible connectors with loaded vinyl sheet held in place with metal straps.
- N. Connect terminal units to supply ducts directly or with maximum 12-inch lengths of flexible duct. Do not use flexible ducts to change directions.
- O. Connect diffusers or light troffer boots to ducts with maximum 72 inches lengths of flexible duct clamped or strapped in place.
- P. Connect flexible ducts to metal ducts with draw bands.
- Q. Install duct test holes where required for testing and balancing purposes.
- R. Install thrust limits at centerline of thrust, symmetrical on both sides of equipment. Attach thrust limits at centerline of thrust and adjust to a maximum of 1/4-inch movement during start and stop of fans.

3.2 FIELD QUALITY CONTROL

- A. Tests and Inspections:
 1. Operate dampers to verify full range of movement.
 2. Inspect locations of access doors and verify that purpose of access door can be performed.
 3. Operate fire, smoke, and combination fire and smoke dampers to verify full range of movement and verify that proper heat-response device is installed.
 4. Inspect turning vanes for proper and secure installation.
 5. Operate remote damper operators to verify full range of movement of operator and damper.

END OF SECTION 233300

SECTION 233713

DIFFUSERS, REGISTERS, AND GRILLES

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. Round Ceiling diffusers.
 - 2. Rectangular and square ceiling diffusers.
 - 3. Perforated diffusers.
 - 4. Louver face diffusers.
 - 5. Adjustable bar registers and grilles.
- B. Related Sections:
 - 1. Section 089000 "Louvers and Vents" for fixed and adjustable louvers and wall vents, whether or not they are connected to ducts.
 - 2. Section 233300 "Air Duct Accessories" for fire and smoke dampers and volume-control dampers not integral to diffusers, registers, and grilles.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated, include the following:
 - 1. Data Sheet: Indicate materials of construction, finish, and mounting details; and performance data including throw and drop, static-pressure drop, and noise ratings.
 - 2. Diffuser, Register, and Grille Schedule: Indicate drawing designation, room location, quantity, model number, size, and accessories furnished.

1.4 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Reflected ceiling plans, drawn to 1/4" = 1'-0" scale, on which the following items are shown and coordinated with each other, using input from Installers of the items involved:
 - 1. Ceiling suspension assembly members.
 - 2. Method of attaching hangers to building structure.
 - 3. Size and location of initial access modules for acoustical tile.

4. Ceiling-mounted items including lighting fixtures, diffusers, grilles, speakers, sprinklers, access panels, and special moldings.
 5. Duct access panels.
- B. Source quality-control reports.

PART 2 - PRODUCTS

2.1 CEILING DIFFUSERS

- A. Round Ceiling Diffuser:
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Nailor Industries Inc.
 - b. Price Industries.
 - c. Titus.
 2. Devices shall be specifically designed for variable-air-volume flows.
 3. Material: Aluminum.
 4. Finish: Baked enamel, white unless otherwise scheduled.
 5. Face Style: as scheduled.
 6. Mounting: Duct connection.
 7. Pattern: Fully adjustable.
 8. Dampers: None.
 9. Accessories: As scheduled.
- B. Rectangular and Square Ceiling Diffusers:
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Nailor Industries Inc.
 - b. Price Industries.
 - c. Titus.
 2. Devices shall be specifically designed for variable-air-volume flows.
 3. Material: Aluminum.
 4. Finish: Baked enamel, white unless otherwise specified.
 5. Face Size: 24 by 24 inches for layin and surface-mount by 12 inches
 6. Face Style: cone or Plaque. Refer to schedule.
 7. Mounting: Surface T-bar. Refer to schedule.
 8. Pattern: Fixed.
 9. Dampers: None.
 10. Accessories: As scheduled.
- C. Perforated Diffuser:
1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Nailor Industries Inc.
 - b. Price Industries.
 - c. Titus.

2. Devices shall be specifically designed for variable-air-volume flows.
3. Material: Steel backpan and pattern controllers, with [steel] [aluminum] face.
4. Finish: Baked enamel, white.
5. Face Size: As scheduled.
6. Duct Inlet: Round.
7. Face Style: Flush.
8. Mounting: Surface or T-bar.
9. Pattern Controller None.
10. Dampers: None.
11. Accessories: As scheduled.

2.2 REGISTERS AND GRILLES

A. Adjustable Bar Register:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Nailor Industries Inc.
 - b. Price Industries.
 - c. Titus.
2. Material: Aluminum.
3. Finish: Baked enamel, white unless otherwise scheduled.
4. Face Blade Arrangement: As scheduled.
5. Core Construction: Integral.
6. Rear-Blade Arrangement: As scheduled.
7. Frame: 1-1/4 inches wide.
8. Mounting: As scheduled.
9. Damper Type: None.

B. Adjustable Bar Grille:

1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Nailor Industries Inc.
 - b. Price Industries.
 - c. Titus.
2. Material: Aluminum.
3. Finish: Baked enamel, white unless otherwise scheduled..
4. Face Blade Arrangement: As scheduled.
5. Core Construction: Integral.
6. Rear-Blade Arrangement: As scheduled.
7. Frame: 1-1/4 inches.
8. Mounting: As scheduled.

2.3 SOURCE QUALITY CONTROL

- ### **A. Verification of Performance:** Rate diffusers, registers, and grilles according to ASHRAE 70, "Method of Testing for Rating the Performance of Air Outlets and Inlets."

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas where diffusers, registers, and grilles are to be installed for compliance with requirements for installation tolerances and other conditions affecting performance of equipment.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Install diffusers, registers, and grilles level and plumb.
- B. Ceiling-Mounted Outlets and Inlets: Drawings indicate general arrangement of ducts, fittings, and accessories. Air outlet and inlet locations have been indicated to achieve design requirements for air volume, noise criteria, airflow pattern, throw, and pressure drop. Make final locations where indicated, as much as practical. For units installed in lay-in ceiling panels, locate units in the center of panel. Where architectural features or other items conflict with installation, notify Architect for a determination of final location.
- C. Install diffusers, registers, and grilles with airtight connections to ducts and to allow service and maintenance of dampers, air extractors, and fire dampers.

3.3 ADJUSTING

- A. After installation, adjust diffusers, registers, and grilles to air patterns indicated, or as directed, before starting air balancing.

END OF SECTION 233713

SECTION 237413A

PACKAGED, OUTDOOR AIR-HANDLING (ROOF-TOP) UNITS

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. This Section includes packaged, outdoor air-handling units (rooftop units) with the following components and accessories:
 - 1. Direct-expansion cooling.
 - 2. Hot-gas reheat.
 - 3. Electric-heating coils.
 - 4. Economizer outdoor- and return-air damper section.
 - 5. Integral, space temperature controls.
 - 6. Roof curbs.

1.3 DEFINITIONS

- A. DDC: Direct-digital controls.
- B. ECM: Electrically commutated motor.
- C. Outdoor-Air Refrigerant Coil: Refrigerant coil in the outdoor-air stream to reject heat during cooling operations and to absorb heat during heating operations. "Outdoor air" is defined as the air outside the building or taken from outdoors and not previously circulated through the system.
- D. Outdoor-Air Refrigerant-Coil Fan: The outdoor-air refrigerant-coil fan in RTUs. "Outdoor air" is defined as the air outside the building or taken from outdoors and not previously circulated through the system.
- E. RTU: Rooftop unit. As used in this Section, this abbreviation means packaged, outdoor, central-station air-handling units. This abbreviation is used regardless of whether the unit is mounted on the roof or on a concrete base on ground.
- F. Supply-Air Fan: The fan providing supply air to conditioned space. "Supply air" is defined as the air entering a space from air-conditioning, heating, or ventilating apparatus.
- G. Supply-Air Refrigerant Coil: Refrigerant coil in the supply-air stream to absorb heat (provide cooling) during cooling operations and to reject heat (provide heating) during heating operations. "Supply air" is defined as the air entering a space from air-conditioning, heating, or ventilating apparatus.

1.4 PERFORMANCE REQUIREMENTS

- A. Delegated Design: Design RTU supports to comply with wind performance requirements, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
- B. Wind-Restraint Performance:
 - 1. Basic Wind Speed: 138 mph
 - 2. Building Classification Category: II.
 - 3. Minimum 10 lb/sq. ft (48.8 kg/sq. m) multiplied by the maximum area of the mechanical component projected on a vertical plane that is normal to the wind direction, and 45 degrees either side of normal.

1.5 ACTION SUBMITTALS

- A. Product Data: Include manufacturer's technical data for each RTU, including rated capacities, dimensions, required clearances, characteristics, furnished specialties, and accessories.
- B. Shop Drawings: Detail equipment assemblies and indicate dimensions, weights, loads, required clearances, method of field assembly, components, and location and size of each field connection.
 - 1. Wiring Diagrams: Power, signal, and control wiring.
- C. Delegated-Design Submittal: For RTU supports indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.
 - 1. Design Calculations: Calculate requirements for selecting vibration isolators and for designing vibration isolation bases.
 - 2. Detail mounting, securing, and flashing of roof curb to roof structure. Indicate coordinating requirements with roof membrane system.
 - 3. Wind Restraint Details: Detail fabrication and attachment of wind restraints. Show anchorage details and indicate quantity, diameter, and depth of penetration of anchors.

1.6 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: Plans and other details, drawn to 1/4" = 1'-0" scale, on which the following items are shown and coordinated with each other, using input from installers of the items involved:
 - 1. Structural members to which RTUs will be attached.
 - 2. Roof openings
 - 3. Roof curbs and flashing.
- B. Manufacturer Wind Loading Qualification Certification: Submit certification that specified equipment will withstand wind forces identified in "Performance Requirements" Article and in Section 230548 "Vibration and Seismic Controls for HVAC Piping and Equipment."
 - 1. Basis for Certification: Indicate whether withstand certification is based on actual test of assembled components or on calculations.

2. Dimensioned Outline Drawings of Equipment Unit: Identify center of wind force and locate and describe mounting and anchorage provisions.
 3. Detailed description of equipment anchorage devices on which the certification is based and their installation requirements.
- C. Field quality-control test reports.
- D. Warranty: Special warranty specified in this Section.

1.7 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For RTUs to include in emergency, operation, and maintenance manuals.

1.8 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials described below that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
1. Fan Belts: One set for each belt-driven fan.
 2. Filters: One set of filters for each unit.

1.9 QUALITY ASSURANCE

- A. ARI Compliance:
1. Comply with ARI 210/240 and ARI 340/360 for testing and rating energy efficiencies for RTUs.
 2. Comply with ARI 270 for testing and rating sound performance for RTUs.
- B. ASHRAE Compliance:
1. Comply with ASHRAE 15 for refrigeration system safety.
 2. Comply with ASHRAE 33 for methods of testing cooling and heating coils.
 3. Comply with applicable requirements in ASHRAE 62.1, Section 5 - "Systems and Equipment" and Section 7 - "Construction and Startup."
- C. ASHRAE/IESNA 90.1 Compliance: Applicable requirements in ASHRAE/IESNA 90.1, Section 6 - "Heating, Ventilating, and Air-Conditioning."
- D. NFPA Compliance: Comply with NFPA 90A and NFPA 90B.
- E. UL Compliance: Comply with UL 1995.
- F. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

1.10 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to replace components of RTUs that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period for entire unit shall be full parts and labor for five years from substantial completion.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Carrier Corporation.
 - 2. Trane; American Standard Companies, Inc.
 - 3. YORK International Corporation.

2.2 CASING

- A. General Fabrication Requirements for Casings: Formed and reinforced double-wall insulated panels, fabricated to allow removal for access to internal parts and components, with joints between sections sealed.
- B. Exterior Casing Material: Galvanized steel with factory-painted finish, with pitched roof panels and knockouts with grommet seals for electrical and piping connections and lifting lugs.
 - 1. Exterior Casing Thickness: 0.0626 inch thick.
 - 2. Finished Surface shall withstand minimum 672 hour salt spray test in accordance with ASTM B117 standard.
- C. Inner Casing Fabrication Requirements:
 - 1. Inside Casing: Galvanized steel, 0.034 inch thick.
- D. Casing Insulation and Adhesive: Comply with NFPA 90A or NFPA 90B.
 - 1. Materials: ASTM C 1071, Type I.
 - 2. Thickness: 1.5 inches thick, 1-1/2 pound density.
 - 3. Liner Adhesive: Comply with ASTM C 916, Type I.
- E. Condensate Drain Pans: Formed sections of stainless-steel sheet, a minimum of 2 inches deep, and complying with ASHRAE 62.1.
 - 1. Drain Connections: Threaded nipple.
- F. Airstream Surfaces: Surfaces in contact with the airstream shall comply with requirements in ASHRAE 62.1.

2.3 FANS

- A. Belt-Driven Supply-Air Fans: FC, centrifugal; with permanently lubricated, single-speed motor installed on an adjustable fan base resiliently mounted in the casing. Aluminum wheels, and galvanized- or painted-steel fan scrolls.
- B. Condenser-Coil Fan: Propeller, mounted on shaft of permanently lubricated motor.
- C. Relief-Air Fan: Forward curved or Backward inclined, shaft mounted on permanently lubricated motor.
- D. Fan Motor: Comply with requirements in Section 230513 "Common Motor Requirements for HVAC Equipment."

2.4 COILS

- A. Supply-Air Refrigerant Coil:
 - 1. Aluminum-plate fin and seamless copper tube in steel casing with equalizing-type vertical distributor.
 - 2. Polymer strip shall prevent all copper coil from contacting steel coil frame or condensate pan.
 - 3. Coil Split: Interlaced.
- B. Outdoor-Air Refrigerant Coil:
 - 1. Aluminum-plate fin and seamless copper tube in steel casing with equalizing-type vertical distributor or cast aluminum microchannel.
 - 2. Polymer strip shall prevent all copper coil from contacting steel coil frame or condensate pan.
 - 3. Cathodic epoxy coating.
- C. Hot-Gas Reheat Refrigerant Coil:
 - 1. Aluminum-plate fin and seamless copper tube in steel casing with equalizing-type vertical distributor.
 - 2. Polymer strip shall prevent all copper coil from contacting steel coil frame or condensate pan.
- D. Electric-Resistance Heating:
 - 1. Open Heating Elements: Resistance wire of 80 percent nickel and 20 percent chromium, supported and insulated by floating ceramic bushings recessed into casing openings, fastened to supporting brackets, and mounted in galvanized-steel frame. Terminate elements in stainless-steel machine-staked terminals secured with stainless-steel hardware.
 - 2. Overtemperature Protection: Disk-type, automatically reset, thermal-cutout, safety device; serviceable through terminal box.
 - 3. Overcurrent Protection: Manual-reset thermal cutouts, factory wired in each heater stage.
 - 4. Control Panel: Unit mounted with disconnecting means and overcurrent protection. Include the following controls:
 - a. Magnetic contactors.

- b. Step Controller: Pilot lights and override toggle switch for each step.
- c. Time-delay relay.
- d. Airflow proving switch.

2.5 REFRIGERANT CIRCUIT COMPONENTS

- A. Number of Refrigerant Circuits: Two minimum.
- B. Compressor: Hermetic, scroll, mounted on vibration isolators; with internal overcurrent and high-temperature protection, internal pressure relief, and crankcase heater.
- C. Refrigeration Specialties:
 - 1. Refrigerant: R-407C or R-410A.
 - 2. Expansion valve with replaceable thermostatic element.
 - 3. Refrigerant filter/dryer.
 - 4. Manual-reset high-pressure safety switch.
 - 5. Automatic-reset low-pressure safety switch.
 - 6. Minimum off-time relay.
 - 7. Automatic-reset compressor motor thermal overload.
 - 8. Brass service valves installed in compressor suction and liquid lines.
 - 9. Low-ambient kit high-pressure sensor.
 - 10. Hot-gas reheat solenoid valve with a replaceable magnetic coil.
 - 11. Hot-gas bypass solenoid valve with a replaceable magnetic coil.
 - 12. Four-way reversing valve with a replaceable magnetic coil, thermostatic expansion valves with bypass check valves, and a suction line accumulator.
- D. Units 20 tons and greater shall have a minimum of four stages of capacity.

2.6 AIR FILTRATION

- A. Minimum arrestance according to ASHRAE 52.1, and a minimum efficiency reporting value (MERV) according to ASHRAE 52.2.
 - 1. Pleated: Minimum 90 percent arrestance, and MERV 7.

2.7 DAMPERS

- A. Outdoor- and Return and Exhaust-Air Mixing Dampers (Economizer): Parallel- or opposed-blade galvanized-steel dampers mechanically fastened to cadmium plated for galvanized-steel operating rod in reinforced cabinet. Outside and return air dampers shall be sized to accommodate 100 percent of supply air flow.
 - 1. Damper Motor: Modulating with adjustable minimum position.
 - 2. Relief-Air Damper: Barometric with or motorized control for positive shut off, as required by ASHRAE/IESNA 90.1, with bird screen and hood.

2.8 ELECTRICAL POWER CONNECTION

- A. Provide for single connection of power to unit with unit-mounted disconnect switch accessible from outside unit and control-circuit transformer with built-in overcurrent protection.

2.9 CONTROLS

- A. Control equipment and sequence of operation are specified in HVAC Controls specification and shown on plans.
- B. DDC Controller:
 - 1. Controller shall have volatile-memory backup.
 - 2. Safety Control Operation:
 - a. Smoke Detectors: Stop fan and close outdoor-air damper if smoke is detected. Provide additional contacts for alarm interface to fire alarm control panel.
 - b. Firestats: Stop fan and close outdoor-air damper if air greater than 130 deg F (54 deg C) enters unit. Provide additional contacts for alarm interface to fire alarm control panel.
 - c. Fire Alarm Control Panel Interface: Provide control interface to coordinate with operating sequence described in Section 283111 "Digital, Addressable Fire-Alarm System" and Section 283112 "Zoned (DC Loop) Fire-Alarm System."
 - d. Low-Discharge Temperature: Stop fan and close outdoor-air damper if supply air temperature is less than 40 deg F (4 deg C).
- C. Interface Requirements for HVAC Instrumentation and Control System:
 - 1. Interface relay for scheduled operation.
 - 2. Interface relay to provide indication of fault at the central workstation and diagnostic code storage.
 - 3. Provide BACnet compatible interface for central HVAC control workstation for the following:
 - a. Adjusting set points.
 - b. Monitoring supply fan start, stop, and operation.
 - c. Inquiring data to include outdoor-air damper position, supply- and room-air temperature and humidity.
 - d. Monitoring occupied and unoccupied operations.
 - e. Monitoring constant and variable motor loads.
 - f. Monitoring variable-frequency drive operation.
 - g. Monitoring cooling load.
 - h. Monitoring economizer cycles.
 - i. Monitoring air-distribution static pressure and ventilation air volume.

2.10 ACCESSORIES

- A. Electric heater with integral thermostat maintains minimum 50 deg F (10 deg C) temperature in gas burner compartment.
- B. Duplex, 115-V, ground-fault-interrupter outlet with 15-A overcurrent protection. Include transformer if required. Outlet shall be energized even if the unit main disconnect is open.
- C. Low-ambient kit using staged condenser fans for operation down to 35 deg F.
- D. Filter differential pressure switch with sensor tubing on either side of filter. Set for final filter pressure loss.
- E. Hail guards of galvanized steel, painted to match casing.

2.11 ROOF CURBS

- A. Roof curbs with vibration isolators and wind restraints are specified in Section 230548 "Vibration Controls for HVAC Piping and Equipment."
- B. Materials: Galvanized steel with corrosion-protection coating, watertight gaskets, and factory-installed wood nailer; complying with NRCA standards.
 - 1. Curb Insulation and Adhesive: Comply with NFPA 90A or NFPA 90B.
 - a. Materials: ASTM C 1071, Type I or II.
 - b. Thickness: 1-1/2 inches.
 - 2. Application: Factory applied with adhesive and mechanical fasteners to the internal surface of curb.
 - a. Liner Adhesive: Comply with ASTM C 916, Type I.
 - b. Mechanical Fasteners: Galvanized steel, suitable for adhesive attachment, mechanical attachment, or welding attachment to duct without damaging liner when applied as recommended by manufacturer and without causing leakage in cabinet.
 - c. Liner materials applied in this location shall have air-stream surface coated with a temperature-resistant coating or faced with a plain or coated fibrous mat or fabric depending on service air velocity.
 - d. Liner Adhesive: Comply with ASTM C 916, Type I.
- C. Curb Height: 14 inches.
- D. Wind Restraints: Metal brackets compatible with the curb and casing, painted to match RTU, used to anchor unit to the curb, and designed for loads at Project site. Comply with requirements in Section 230548 "Vibration and Seismic Controls for HVAC Piping and Equipment" for wind-load requirements.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of RTUs.
- B. Examine roughing-in for RTUs to verify actual locations of piping and duct connections before equipment installation.
- C. Examine roofs for suitable conditions where RTUs will be installed.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Equipment Mounting: Install RTUs on concrete base using elastomeric pads. Comply with requirements for concrete base specified in Section 033000 "Cast-in-Place Concrete."

1. Minimum Deflection: 1/4 inch.
- B. Roof Curb: Install on roof structure, level and secure, according to NRCA's "Low-Slope Membrane Roofing Construction Details Manual," Illustration "Raised Curb Detail for Rooftop Air Handling Units and Ducts. Secure RTUs to upper curb rail, and secure curb base to roof framing with anchor bolts.
- C. Install wind restraints according to manufacturer's written instructions.

3.3 CONNECTIONS

- A. Install condensate drain, minimum connection size, with trap and indirect connection to nearest roof drain or area drain.
- B. Duct installation requirements are specified in other HVAC Sections. Drawings indicate the general arrangement of ducts. The following are specific connection requirements:
 1. Install ducts to termination at top of roof curb.
 2. Remove roof decking only as required for passage of ducts. Do not cut out decking under entire roof curb.
 3. Connect supply ducts to RTUs with flexible duct connectors specified in Section 233300 "Air Duct Accessories."
 4. Install return-air duct continuously through roof structure.
 5. Install normal-weight, 3000-psi, compressive strength (28-day) concrete mix inside roof curb, 4 inches thick. Concrete, formwork, and reinforcement are specified with concrete.

3.4 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust components, assemblies, and equipment installations, including connections. Report results in writing.
- B. Perform tests and inspections and prepare test reports.
 1. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing. Report results in writing.
- C. Tests and Inspections:
 1. After installing RTUs and after electrical circuitry has been energized, test units for compliance with requirements.
 2. Inspect for and remove shipping bolts, blocks, and tie-down straps.
 3. Operational Test: After electrical circuitry has been energized, start units to confirm proper motor rotation and unit operation.
 4. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Remove and replace malfunctioning units and retest as specified above.

3.5 STARTUP SERVICE

- A. Engage a factory-authorized service representative to perform startup service.
- B. Complete installation and startup checks according to manufacturer's written instructions and do the following:
 - 1. Inspect for visible damage to unit casing.
 - 2. Inspect for visible damage to furnace combustion chamber.
 - 3. Inspect for visible damage to compressor, coils, and fans.
 - 4. Inspect internal insulation.
 - 5. Verify that labels are clearly visible.
 - 6. Verify that clearances have been provided for servicing.
 - 7. Verify that controls are connected and operable.
 - 8. Verify that filters are installed.
 - 9. Clean condenser coil and inspect for construction debris.
 - 10. Remove packing from vibration isolators.
 - 11. Inspect operation of barometric relief dampers.
 - 12. Verify lubrication on fan and motor bearings.
 - 13. Inspect fan-wheel rotation for movement in correct direction without vibration and binding.
 - 14. Adjust fan belts to proper alignment and tension.
 - 15. Start unit according to manufacturer's written instructions.
 - a. Start refrigeration system.
 - b. Do not operate below recommended low-ambient temperature.
 - c. Complete startup sheets and attach copy with Contractor's startup report.
 - 16. Inspect and record performance of interlocks and protective devices; verify sequences.
 - 17. Operate unit for an initial period as recommended or required by manufacturer.
 - 18. Calibrate thermostats.
 - 19. Adjust and inspect high-temperature limits.
 - 20. Inspect outdoor-air dampers for proper stroke and interlock with return-air dampers.
 - 21. Start refrigeration system and measure and record the following when ambient is a minimum of 15 deg F above return-air temperature:
 - a. Coil leaving-air, dry- and wet-bulb temperatures.
 - b. Coil entering-air, dry- and wet-bulb temperatures.
 - c. Outdoor-air, dry-bulb temperature.
 - d. Outdoor-air-coil, discharge-air, dry-bulb temperature.
 - 22. Inspect controls for correct sequencing of heating, mixing dampers, refrigeration, and normal and emergency shutdown.
 - 23. Measure and record the following minimum and maximum airflows. Plot fan volumes on fan curve.
 - a. Supply-air volume.
 - b. Return-air volume.
 - c. Relief-air volume.
 - d. Outdoor-air intake volume.
 - 24. Simulate maximum cooling demand and inspect the following:
 - a. Compressor refrigerant suction and hot-gas pressures.

- b. Short circuiting of air through condenser coil or from condenser fans to outdoor-air intake.
- 25. Verify operation of remote panel including pilot-light operation and failure modes. Inspect the following:
 - a. High-temperature limit on gas-fired heat exchanger.
 - b. Low-temperature safety operation.
 - c. Filter high-pressure differential alarm.
 - d. Economizer to minimum outdoor-air changeover.
 - e. Relief-air fan operation.
 - f. Smoke and firestat alarms.
- 26. After startup and performance testing and prior to Substantial Completion, replace existing filters with new filters.

3.6 CLEANING AND ADJUSTING

- A. Occupancy Adjustments: When requested within 12 months of date of Substantial Completion, provide on-site assistance in adjusting system to suit actual occupied conditions. Provide up to two visits to site during other-than-normal occupancy hours for this purpose.
- B. After completing system installation and testing, adjusting, and balancing RTU and air-distribution systems, clean filter housings and install new filters.

3.7 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain RTUs. Refer to Section 017900 "Demonstration and Training."

END OF SECTION 237413A

SECTION 260000

BASIC ELECTRICAL MATERIALS AND METHODS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to this Section. All conditions imposed by these documents shall be applicable to all portions of the work under this Division. Certain specific paragraphs of said references may be referred to hereinafter in this Division. These references are intended to point out specific items to the Contractor, but in no way relieve him of the responsibility of reading and complying with all relevant parts of the entire Specification.
- B. The Contractor shall examine and coordinate with all Contract Drawings and Specifications, and all Addenda issued. Failure to comply shall not relieve him of responsibility. The omission of details of other portions of the work from this Division shall not be used as a basis for a request for additional compensation.
- C. The specific features and details for other portions of the work related to the construction in progress or to the existing building(s) shall be determined by examination at the site.

1.2 SUMMARY

- A. The requirements contained in this Section apply to all work performed under Division 16 of these Specifications.
- B. The work covered by this Division of the Specifications comprises the furnishing of labor, material, equipment, transportation, tools and services, and performing operations required for, and reasonably incidental to, the installation of the work in accordance with the applicable Contract Documents, and subject to the terms and conditions of the Contract.
- C. Refer to other Divisions of the Specifications for related work.

1.3 DEFINITION OF "CONTRACTOR"

- A. Where the word "Contractor" is used under any Section of this Division of the Specifications, it shall mean the Contractor engaged to execute the work included under that Section.

1.4 SUBMITTALS

- A. Process shop drawings and submittal data to insure that the proposed materials, equipment and devices conform to the requirements of the Contract Documents, and that there are no omissions or duplications. Provide layouts, fabrication information and data for systems, materials, equipment and devices proposed for the project.

- B. Shop drawings shall be drawn on a scale not less than 1/4 inch equals 1 foot showing actual dimensions. Shop drawings shall include, but not be limited to: Select any or all of the following that apply.
 - 1.
 - 2. Distribution panelboards.
 - 3. Disconnect switches.
 - 4. Circuit breakers and fuses.
 - 5. Materials: Conduit, conductors, connectors, supports, etc.
 - 6. Lighting fixtures, lamps and control systems/devices.
 - 7. Wiring devices.
- C. Product Data: For electricity-metering equipment.
- D. Shop Drawings: Dimensioned plans and sections or elevation layouts of electricity-metering equipment.
- E. Field Test Reports: Indicate and interpret test results for compliance with performance requirements.

1.5 QUALITY ASSURANCE

- A. Materials, equipment and devices shall be new and of the quality specified, and shall be free from defects at the time of installation. Materials, equipment and devices damaged in shipment or otherwise damaged or found defective prior to acceptance by the Owner shall not be repaired at the job site, but shall be replaced with new materials, equipment or devices identical with those damaged, unless specifically approved otherwise by the Owner's Representative.
- B. Wherever a UL standard has been established for a particular type of material, equipment or device, each item of such material, equipment or device provided on this project shall meet the requirements of the UL standard in every way, and shall be UL listed and labeled.

1.6 COORDINATION

- A. Coordinate chases, slots, inserts, sleeves, and openings with general construction work and arrange in building structure during progress of construction to facilitate the electrical installations that follow.
 - 1. Set inserts and sleeves in poured-in-place concrete, masonry work, and other structural components as they are constructed.
- B. Sequence, coordinate, and integrate installing electrical materials and equipment for efficient flow of the Work. Coordinate installing large equipment requiring positioning before closing in the building.
- C. Where electrical identification devices are applied to field-finished surfaces, coordinate installation of identification devices with completion of finished surface.
- D. Where electrical identification markings and devices will be concealed by acoustical ceilings and similar finishes, coordinate installation of these items before ceiling installation.

1.7 RESPONSIBILITY OF THE CONTRACTOR

- A. The Contractor shall be responsible for all work of every description in connection with this Division of the Specifications. The Contractor shall specifically and distinctly assume, and does so assume, all risk for damage or injury from whatever cause to property or person used or employed on or in connection with this work and of all damages or injury to any person or property wherever located, resulting from an action or operation under the Contract in connection with the work, and undertake the responsibility to defend the Owner against all claims on account of any such damage or injury.
- B. The Contractor will be held responsible for the satisfactory execution and completion of the work in accordance with the true intent of the Contract Documents. The Contractor shall provide without extra charge all incidental items required as part of the work, even though it may not be specifically indicated. If the Contractor has reason for objecting to the use of any material, equipment, device or method of construction as indicated, he shall make report of such objections to the Owner's Representative, obtain proper approval and adjustment to the Contract, and shall proceed with the work.

1.8 TERMINOLOGY

- A. Whenever the words "furnish," "provide," "furnish and install," "provide and install," and similar phrases occur, it is the intent that the materials, equipment and devices described be furnished, installed and connected under this Division, complete for operation, unless specifically noted to the contrary.
- B. It is also the intent, unless specifically noted to the contrary, that all materials, equipment and devices described and specified under this Division of the Specifications be similarly furnished, installed and connected under this Division, whether or not a phrase as described in the preceding paragraph has been actually included.

1.9 ORDINANCES, PERMITS AND CODES

- A. It shall be the Contractor's duty to perform the work and provide the materials covered by these Specifications in conformance with all ordinances and regulations of all authorities having jurisdiction.
- B. All work herein shall conform to all applicable laws, ordinances and regulations of the local utility companies.
- C. The Contractor shall obtain and pay for all permit and connection fees as required for the complete installation of the specified systems, equipment, devices and materials.
- D. The Contractor shall obtain permits, plan checks, inspections and approvals applicable to the work as required by the regulatory authorities. Fees and costs of any nature whatsoever incidental to these permits, inspections and approvals shall be assumed and paid by the Contractor. The pro-rata costs, if any, for utilities serving this property will be paid for by the Owner and shall not be included as part of this Contract.
- E. The work shall be in accordance with, but shall not be limited to, the requirements of:
 - 1.
 - 2. National Fire Protection Association.
 - 3. National Electrical Code.
 - 4. National Safety Code.
 - 5. State of International Building Codes.
 - 6. City of <Insert appropriate city>Building Codes.

- F. Codes and standards referred to are minimum standards. Where the requirements of the Drawings or Specifications exceed those of the codes and regulations, the Drawings and Specifications govern.

1.10 MATERIALS, EQUIPMENT AND DEVICE DESCRIPTION

- A. Materials, equipment and devices shall be of the best quality customarily applied in quality commercial practice, and shall be the products of reputable manufacturers. Each major component shall bear a nameplate giving the name and address of the manufacturer, and the catalog number or designation of the component.
- B. Materials, equipment and devices furnished under this Division of the Specifications shall be essentially the standard product of the specified manufacturer, or where allowed, an alternate manufacturer. Where two or more units of the same kind or class of a specific item are required, these shall be the products of a single manufacturer; however, the component parts of the item need not be the products of one manufacturer.
- C. In describing the various materials, equipment and devices, in general each item will be described singularly, even though there may be a multiplicity of identical items. Also, where the description is only general in nature, exact sizes, duties, space arrangements, horsepower requirements and other data shall be determined by reference to the Contract Documents.
- D. Space allocations for materials, equipment and devices have been made on the basis of present and know future requirements and the dimensions of items of equipment or devices of a particular manufacturer whether indicated or not. The Contractor shall verify that all materials, equipment and devices proposed for use on this project are within the constraints of the allocated space.

1.11 REFERENCE STANDARDS

- A. Materials, equipment, devices, and workmanship shall comply with applicable local, county, state and national codes, laws and ordinances, utility company regulations and industry standards.
- B. In case of differences between building codes, state laws, local ordinances, industry standards, utility company regulations and the Contract Documents, the most stringent shall govern. The Contractor shall promptly notify the Owner's Representative in writing of any such difference. Should the Contractor perform any work that does not comply with local codes, law and ordinances, industry standards or other governing regulations, the work shall be corrected of noncompliance deficiencies with the Contractor bearing all costs.
- C. In addition to the aforementioned ordinances, industry standards published by the following organizations shall apply.
 - 1.
 - 2. AABM - American Association of Battery Manufacturers.
 - 3. AIA - American Institute of Architects.
 - 4. ANSI - American National Standards Institute.
 - 5. ASTM - American Society for Testing and Materials.
 - 6. CBM - Certified Ballast Manufacturers Association.
 - 7. ETL - Electrical Testing Laboratories.
 - 8. FM - Factory Mutual.
 - 9. ICEA - Insulated Cable Engineers Associated.
 - 10. IEEE - Institute of Electrical and Electronic Engineers.

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| 11. IES | - Illuminating Engineering Society. |
| 12. IRI | - Industrial Risk Insurance. |
| 13. NBS | - National Bureau of Standards. |
| 14. NEC | - National Electrical Code. |
| 15. NECA | - National Electrical Contractors Association. |
| 16. NEMA | - National Electrical Manufacturers Association. |
| 17. NESC | - National Electrical Safety Code. |
| 18. NETA | - National Electrical Testing Association. |
| 19. NFPA | - National Fire Protection Association. |
| 20. UL | - Underwriters Laboratories. |

- D. Where the Contract Documents exceed the above requirements, the Contract Documents shall govern. In no case shall work be installed contrary to or below the minimum legal standards.

1.12 DRAWINGS AND SPECIFICATIONS

- A. The interrelation of the Drawings (including the schedules) and the Specifications are as follows:
- 1.
 2. The Drawings establish quantities, locations, dimensions and details of materials, equipment and devices. The schedules on the Drawings indicate the capacities, characteristics and components.
 3. The Specifications provide written requirements for the quality, standard and nature of the materials, equipment, devices and construction systems.
- B. The Drawings and Specifications shall be considered as being compatible; therefore, the work called for by one and not by the other shall be furnished and installed as though called for by both. Resolution of conflicts between Drawings and Specifications shall be as follows:
- 1.
 2. If the Drawings and Specifications disagree in themselves, or with each other, the Contractor's pricing shall be based on furnishing and installing the most expensive combination of quality and quantity of work indicated. In the event of this type of disagreement, the resolution shall be determined by the Engineer.
 3. The Contractor shall be responsible for bringing any conflicts in the Drawings and the Specifications to the attention of the Engineer prior to any work being performed.
 4. In general, if there is conflict between the Drawings and Specifications, the Drawings shall govern the Specifications.
 5. Where the Specifications do not fully agree with schedules on the Drawings, the schedules shall govern. Actual numerical dimensions indicated on the Drawings govern scale measurements and large-scale details govern small-scale drawings.
 6. Materials, equipment and devices called for on the Drawings and not indicated herein, shall be completely provided and installed as though it were fully described herein.
 7. Materials, equipment and devices called for herein shall be completely provided and installed, whether or not it is fully detailed, scheduled or indicated on the Drawings.
- C. The Contractor shall examine the Drawings and Specifications of the other portions of the work for fixtures and finishes in connection with this work. The Contractor shall carefully examine the Drawings to determine the general construction conditions, and shall familiarize himself with all limitations caused by such conditions.
- D. When discrepancies exist between scale and dimension, or between the Drawings of the various portions of the work, they shall be called to the attention of the Engineer for further instruction, whose instructions shall be final and binding and work promptly resumed without any additional cost to the Owner.

- E. Review the construction details of the building(s) as illustrated on the Drawings of the various portions of the work and be guided thereby. Route conduits and set all boxes as required by the pace of the general construction.
- F. The Drawings diagrammatically show the sizes and locations of the various equipment and devices, and the sizes of the major interconnecting wires, without showing exact details as to elevations, offsets, control wiring and other installation requirements. Carefully layout the work at the site to conform to the architectural and structural conditions, to avoid obstructions and to permit proper grading of pipe associated with other portions of the work. Determine the exact location of equipment and devices and connections thereto by reference to the submittals and rough-in drawings, and by measurements at the site. Make minor relocations necessitated by the conditions at the site, or directed by the Engineer, without additional cost to the Owner.
- G. The Drawings and Specifications are intended to describe and illustrate systems which will not interfere with the structure of the building(s), fit into the available spaces, and insure complete and satisfactory operating installations. Prepare installation drawings for all critical areas illustrating the installation of the work in this Division as related to the work of all other Divisions and correct all interferences with the other portions of the work or with the building structures before the work proceeds.
- H. The Drawings do not indicate the existing electrical installations other than to identify modifications or extensions thereto. Visit the site and ascertain the conditions to be met and the work to be accomplished in removing and modifying the existing work, and in installing the new work. Failure to comply with this shall not constitute grounds for any additional payment in connection with removing or modifying any part of the existing installation or installing any new or temporary work under this Division.

1.13 SUBSTITUTIONS

- A. Where a single manufacturer is mentioned by trade name or manufacturer's name, unless specifically noted otherwise, it is the only manufacturer that will be accepted.
- B. Where multiple manufacturers are listed, none other than those manufacturers will be accepted.
- C. It shall be understood that space allocations have been made on the basis of present and known future requirements and the dimensions of items of equipment or devices of a particular manufacturer whether indicated or not. If any item of equipment or device is offered in substitution which differs substantially in dimension or configuration from that indicated on the Drawings or Specifications, provide as part of the submittal 1/4 equals 1 foot scaled drawing showing that the substitute can be installed in the space available without interfering with other portions of the work or with access for operations and maintenance in the completed project.
- D. Where substitute equipment or devices requiring different arrangement or connections from that indicated is accepted by the Engineer, install the equipment or devices to operate properly and in harmony with the intent of the Contract Documents, making all incidental changes in piping, ductwork or wiring resulting from the equipment or device selection without any additional cost to the Owner. The Contractor shall pay all additional costs incurred by other portions of the work in connection with the substituted equipment or device.
- E. The Engineer reserves the right to call for samples of any item of material, equipment or device offered in substitution, together with a sample of the specific item when, in their opinion, the quality of the item and/or the appearance is involved, and it is deemed that an evaluation of the item may be better made by visual inspection.

- F. When any request for a substitution of material, equipment or device is submitted and rejected, the item named in the Contract Documents shall be furnished. Repetitive submittal of substitutions for the same item will not be considered.

1.14 INSTALLATION DRAWINGS

- A. Prepare installation drawings for coordinating the work of this Division with the work of other Divisions, to illustrate its concealment in finished spaces, to avoid obstructions, and to demonstrate the adaptability of any item of material, equipment or device in the space upon which the Contract Documents are based.
- B. Use these drawings in the field for the actual installation of this work. Provide three (3) copies, not for approval, to the Engineer for his information, review and record.

1.15 WORKMANSHIP AND INSTALLATION

- A. In no case shall the Contractor provide a class of material, equipment, device or workmanship less than that required by the Contract Documents or applicable codes, regulations, ordinances or standards. All modifications which may be required by a local authority having legal jurisdiction over all or any part of the work shall be made by the Contractor without any additional charge. In all cases where such authority requires deviations from the requirements of the Drawings or Specifications, the Contractor shall report it to the Owner's Representative and shall secure his approval before the work is started.
- B. The work shall be performed by properly licensed technicians skilled in their respective trades. All materials, equipment and devices shall be installed in accordance with the recommendations of the manufacturer and in the best standard practice to bring about results of a first class condition.
- C. The NECA "Standards of Installation" as published by the National Electrical Contractors Association shall be considered a part of these Specifications, except as specifically modified by other provisions contained in these Specifications.

1.16 WARRANTY

- A. All materials, equipment, devices and workmanship shall be warranted for a period of one year from the date of acceptance by the Engineer for beneficial use by the Owner, except that where specific equipment is noted to have extended warranties. The warranty shall be in accordance with AIA Document A201. The Contractor shall be responsible for the registration of these warranties so that the Owner can make all proper claims should future need develop.
- B. The Contractor shall furnish to the Engineer for transmittal to the Owner, the name, address and telephone number of those persons responsible for service on systems and equipment covered by the warranty.

1.17 OPERATION PRIOR TO ACCEPTANCE

- A. When any equipment is operable, and it is to the advantage of the Contractor to operate the equipment, the Contractor may do so provided that he properly supervises the operation, and retains full responsibility for the equipment operated. Regardless of whether or not the equipment has or has not been operated, the Contractor shall clean the equipment properly,

make required adjustments and complete punch list items before final acceptance by the Owner.

1.18 INSTRUCTION OF OWNER'S PERSONNEL

- A. Provide the services of competent engineers and/or technicians acceptable to the Engineer to instruct other representatives of the Owner in the complete and detailed operation of each item of equipment or device of all the various electrical systems. These instructions shall be provided for whatever periods may be necessary to accomplish the desired results. Upon completion of these instructions, the Contractor shall obtain a letter of release, acknowledged by the Owner or his authorized representative, stating the dates on which the various kinds of instruction were given, and the personnel to whom the instructions were given.
- B. The Contractor shall be fully responsible for proper maintenance of equipment and systems until the instructions have been given to the Owner's personnel and the letter of release acknowledged.
- C. In providing the instructions to the Owner's personnel, the written operating and maintenance manuals shall be followed in all instances, and the Owner's personnel shall be familiarized with such manuals. Operating and maintenance manuals used for instructions shall include wiring diagrams, manufacturer's operating and maintenance instructions, parts lists (with sources identified), and other data as appropriate for each system.

1.19 SCHEDULE AND SEQUENCE OF WORK

- A. The Contractor shall meet and cooperate with the Owner and Engineer to schedule and sequence this work so as to insure meeting scheduled completion dates and avoid delaying other portions of the work. Work requiring special sequencing shall be at no additional cost to the Owner and shall have no impact on the schedule.

1.20 INSPECTIONS AND CERTIFICATIONS

- A. Obtain timely inspections of the installation by the regulatory authorities. Remedy any deficiencies to the satisfaction of the inspecting official.
- B. Upon final completion of the work, obtain certificates of acceptance from the regulatory authorities. Deliver the certificates to the Engineer for transmission to the Owner.

1.21 EQUIPMENT INSTALLATION

- A. Install equipment and devices in a manner to permit access to all surfaces or components, requiring such access, without the need to disassemble other unrelated parts of the work.
- B. Equipment specified to be factory assembled and tested prior to shipment shall not be disassembled at the job site and reassembled at its final location. Apparatus not so specified may be disassembled and reassembled in the proper location.
- C. Furnish all scaffolding, rigging and hoisting required for the installation of all the work.

- D. Large equipment assemblies and components which will be installed in the building, and which are too large to permit access through doorways, stairways or shafts, shall be brought to the site and placed in the appropriate spaces before the enclosing structure is complete.

1.22 EQUIPMENT FOUNDATIONS

- A. Where indicated on the Drawings, provide foundations for electrical equipment. This shall consist of concrete housekeeping pads constructed in accordance with the details on the Drawings, these Specifications, manufacturer's recommendations and Division 3.
- B. All pads shall be 4" high and extend a maximum 2" beyond that actual equipment size. Coordinate the proper size of the pad with the equipment furnished. Furnish all anchor bolts and other accessories required for casting the concrete pad. After the equipment is set on the pad, the equipment shall be fully grouted to the pad and all void spaces shall be filled with a non-shrinking grout.

1.23 SLEEVES

- A. Each conduit, regardless of material, which passes through a concrete slab, masonry wall, or roof or portion of the building structure shall be free from the structure and shall pass through a sleeve.
- B. All sleeves shall be constructed from electrical-metallic tubing or equivalent weight galvanized steel tubing and shall be flush on both sides of the surface penetrated, unless noted otherwise. All sleeves penetrating the roof areas shall extend a minimum 10 inches above the roof with approved weatherproof counterflashing attached to the conduit above the roof. The sleeves shall be sized to allow free passage of the conduit to be inserted.
- C. Sleeves passing through walls or floors on or below grade or in moist areas shall be constructed of galvanized rigid steel and shall be designed with a suitable flange in the center to form a waterproof passage. After the conduit has been installed in the sleeves, the void space around the conduit shall be caulked with jute twine and filled with an asphalt-base compound to insure a waterproof penetration.

1.24 ESCUTCHEONS

- A. In each finished space, provide a chromium plated, sectional escutcheon on each conduit, or hanger rod penetrating a wall, floor or ceiling.
- B. Size escutcheons and collars to fit snugly around conduit and rods.
- C. Where required, provide escutcheons with set screws so that they fit snugly against the finished surface.

1.25 ACCESS PANELS

- A. Provide wall and ceiling access panels for unrestricted access to all concealed electrical equipment items and devices installed behind furrings, chases or non-removable suspended ceilings.

- B. Access panels shall be UL listed and labeled as required to suit the fire rating of the surface in which installed, with mounting straps, concealed hinges, screwdriver locks, 180 degree open door design, 16 gauge steel construction and door and frame finished in prime coat finish. Panels shall be 12-inch by 12-inch minimum size, but shall be larger as the access requirement of the concealed electrical equipment item or device increases.

PART 2 - PRODUCTS

2.1 SUPPORTING DEVICES

- A. Acceptable Manufacturers:
1. Unistrut Corp.
 2. B-Line Systems, Inc.
 3. Midland Ross-Kindorf.
- B. Materials:
1. Suspension hangers for individual runs shall be zinc plated formed steel type.
 2. Malleable iron one hold pipe straps shall be used for vertical runs.
 3. Beam clamps shall be used for bar joists and beams.
 4. Anti-vibration hangers shall be combination type having a double deflection neoprene element in series with a steel coil spring; double deflection of 0.30"; steel coil spring shall be selected from a 1" static deflection series with a minimum additional travel to solid of 1/2"; spring diameters shall be large enough to permit 15 degree angular misalignment of the rod connecting the hanger to the ceiling support without rubbing the hanger box.
 5. Light fixture hangers: Refer to Section 16511.
 6. Corrosive Areas: PVC; at factory apply a minimum of 10-mil-thick PVC coating, bonded to metal, inside and outside.
- C. Approved hangers and stiff leg supports shall be installed in quantity and size as required to carry the weight of raceway and contents and shall be arranged to prevent vibration transmission to the buildings and allow for raceway movement.
- D. Hangers shall be supported by means of uncoated solid steel rods which are threaded to allow vertical adjustments. Lock nuts shall be provided in sufficient number and location to lock all rod adjustments permanently at the adjusted height. Two lock nuts shall be used unless the nut tightens against a threaded socket. Minimum rod diameters shall be as follows:
- | | |
|-------------------------|--------------|
| E. Nominal Conduit Size | Rod Diameter |
| F. 1/2" through 2" | 1/4" |
| G. 2-1/2" through 3" | 3/8" |
| H. 4" and 5" | 1/2" |
- I. Hanger spacing shall be as required for proper and adequate support raceway, but in no case shall be less than one hanger per 8'-0" of raceway length, except that conduit less than 1" diameter shall be supported at least every 6'-0".
- J. Where numerous conduits are run parallel to one another, they may be supported from a trapeze type hanger arrangement with strut bottom.

- K. Anti-vibration type hangers shall be provided for equipment as required to minimize vibration and/or as directed by the Architect/Engineer.
- L. Support of hangers shall be by means of sufficient quantities of individual after set steel expansion shields, or beam clamps attached to structural steel.
- M. Stiff-legs shall be furnished and installed in cases where support from overhead structure is not possible.
- N. Furnish and install complete any additional structural support steel, brackets, fasteners, etc., as required to adequately support all raceway and equipment.
- O. Support of hangers from concrete slabs shall be by means of sufficient quantity of "U" brackets attached with after set expansion shields and bolts.
- P. Support of hangers from concrete tees shall be by means of sufficient quantity of angle iron brackets attached with after set expansion shields and bolts.

2.2 ELECTRICAL IDENTIFICATION

- A. Provide electrical identification for the following:
 - 1.
 - 2. Switchboards, motor control centers, panelboards, motor starters, contactors, disconnect switches, circuit breakers and other electrical equipment with nameplate identifying the item of equipment and the equipment serving the same.
 - 3. Raceways, junction boxes and pull boxes.
 - 4. Wiring devices.
 - 5. Wiring.
 - 6. Three-phase motor rotation.
- B. Acceptable Manufacturers:
 - 1.
 - 2. Brady.
 - 3. Panduit.
 - 4. Thomas & Betts.
 - 5. Seton.
- C. Nameplates shall be black engraved surface on white core for normal power circuits and red engraved surface on white core for emergency power circuits.
- D. Provide for each distribution panelboard, branch circuit panelboard, disconnect switch and any other similar equipment furnished under this Division identification as to its given name, voltage and origination of service.
- E. Provide for each disconnect switch, circuit breaker enclosure, and any other similar equipment furnished under this Division identification as to the specific load that it serves and the origination of service.
- F. Provide for each feeder protective device in each switchboard, switchgear, distribution panelboard, motor control center and any other similar equipment furnished under this Division identification as to the specific load that it serves.

- G. Nameplates shall be laminated, white core, plastic with beveled edges, minimum 1/16 inch thick. Lettering shall be machine-engraved, not less than 1/4" high, cut through the black or red surface to the white core.
- H. Raceways shall be identified with voltage rating using pre-printed, self-adhesive labels with black lettering on orange background.
- I. Identification shall be with a black permanent marking pen on the top of 4" x 4" junction box covers or on the back of an outlet box cover plate identifying the branch circuits and systems within the conduit. Pull boxes shall be provided with a nameplate stating voltage and system served.
- J. On the backside of wiring device wall plates identify with a black permanent marking pen the panelboard and branch circuit number the device is served from.
- K. Wire markers for identification of wiring shall be self-adhesive type having letters and numerals indicating serving equipment and feeder or branch circuit number.
- L. Rotation tags shall be brass or aluminum securely attached to equipment.
- M. Surfaces to receive labels or nameplates shall be carefully prepared in accordance with the manufacturer's instructions and recommendations.
- N. Nameplates shall be properly attached to identify switchgear, switchboards, panelboards, feeder circuit breakers, disconnect switches, pull boxes and other similar equipment furnished under this Division.
- O. Raceway identification shall be provided at a minimum of every 50', at each end if less than 50', and a minimum of once per room or space through which it passes.
- P. Wire markers shall be applied to each conductor or cable within switchgear, switchboards, panelboards, motor control centers, motor starter enclosures, circuit breaker enclosures, disconnect switches, cabinets, junction boxes, pull boxes and other similar equipment identifying the serving equipment and feeder or branch circuit from which the conductors originate.

PART 3 - EXECUTION

3.1 CUTTING AND PATCHING

- A. Cut all openings required to install the work or to repair any defective work. This cutting shall be performed under the Architect's/Engineer's direction and due diligence exercised to avoid cutting openings larger than required or in the wrong locations.
- B. No cutting or drilling of any sort will be permitted in the webs of prestressed, precast concrete structural elements. Use core drills or power driven saws to cut openings in the flanges of other such structural elements; the use of reciprocating drills will not be permitted. The cutting of structural members without first having received written permission from the Architect/Engineer is prohibited.
- C. Where openings are cut in fire-rated walls or floors, seal the annular space between the work installed and the fire-rated construction. Sealant, as applied, shall be fire rated to maintain the fire rating of the construction penetrated. Sealant shall be re-enterable (before fire) to alter penetrations. Apply in strict accordance with manufacturer's instructions.

3.2 SEALING OF PENETRATIONS

- A. All penetrations in horizontal or vertical fire-rated construction shall be sealed using approved fire-rated sealing materials equivalent to the following:
 - 1.
 - 2. Foam: Dow Corning 3-6548 RTV silicone foam, liquid component Part 4 (black) and liquid component Part B (off-white).
 - 3. Sealant: Dow Corning 96-081 RTV silicone adhesive sealant.
 - 4. Damming Materials: Mineral fiberboard, mineral fiber matting, mineral fiber putty, plywood or particle board, as selected by applicator.
 - 5.
- B. Preparation: Remove combustible materials and loose impediments from penetration opening and involved surfaces. Remove free liquid and oil from penetration surfaces.
- C. Installation: In accordance with manufacturer's instructions, install damming materials and sealant to cover and seal penetration openings; inject foam mixtures into openings.

3.3 PROTECTION OF APPARATUS

- A. At all times take every precaution to properly protect apparatus from damage due to dust, dirt, water, etc. or from damage due to physical forces. Include the erection of temporary shelters as required, to adequately protect any apparatus stored at the site, the cribbing of any apparatus directly above the construction, and the covering of apparatus in the incomplete building with tarpaulins or other protective covering. Failure on the part of the Contractor to comply with the above to the entire satisfaction of the Architect/Engineer will be sufficient cause for the rejection of the pieces of apparatus in question.
- B. Responsibility for the protection of apparatus extend also to existing apparatus involved in this Division of the work, whether such apparatus is designated to be used temporarily and later removed, or is to be reused as a part of the permanent installation. Erect temporary sheltering structures, provide temporary bracing and supports, or cover equipment as required or directed to afford proper protection for that equipment.
- C. The Contractor shall protect this work and the work of all other Contractors from damage by his work or workmen and shall make good any damage thus caused. He shall also be responsible for the proper protection of his equipment, machinery, materials and accessories delivered and installed on the job.

3.4 INSTALLATION AND CONNECTION OF OTHER DIVISION'S EQUIPMENT

- A. Verify the electrical requirements of all equipment furnished under other Divisions, separate contracts, or by the Owner. Install conduit, power wiring, control wiring, devices, etc. as require for complete operation of all equipment.

3.5 OPTION TO RELOCATE OUTLETS AND RELATED DEVICES

- A. The location of power, data and telephone outlets, wall switches and other related devices may be relocated at the Owner's option, at no additional cost to the Owner, to a point within 10 feet of their present location provided the Contractor is notified prior to installation.

3.6 COOPERATION AND CLEAN-UP

- A. It shall be the responsibility of the Contractor to cooperate fully to keep the job site in a clean and safe condition. Upon the completion of the job, the Contractor shall immediately remove all of his tools, equipment, surplus materials and debris.
- B. After the installation is complete, and before the equipment is energized, clean the interior and exterior of all equipment thoroughly. Clean equipment, removing all debris, rubbish and foreign materials. Each component shall be cleaned and all dust and other foreign material removed. Components shall be cleaned of oxidation. The inside and outside of all switchgear shall also be wiped clean with a lemon-oil rag after other cleaning is complete.
- C. Any portion of the work requiring touch-up finishing shall be so finished to equal the specified finish on the product.

3.7 RECORD DRAWINGS AND DOCUMENTATION FOR OWNER

- A. The Contractor shall obtain at his own expense a complete set of blueline prints, or Xerox copies on which to keep an accurate record of the installation of all materials, equipment and devices covered by the Contract. The record drawings shall indicate the location of all equipment and devices, and the routing of all systems. All piping and conduit buried in concrete slabs, walls and below grade shall be located by dimension; both horizontally and by vertical elevation, unless a surface mounted device in each space indicates the exact location. Obtain one complete reproducible set of the original drawings on which to neatly, legibly and accurately transfer all project related notations and deliver these drawings to the Architect/Engineer at job completion before final payment and delivery to the Owner. The above data, with the exception of the record drawings, shall be delivered prior to final acceptance.
- B. The Contractor shall accumulate in duplicate during the job progress, the following data prepared in indexed 3-ring looseleaf, hard-back binders sized for 8-1/2 inch by 11 inch sheets. No binder shall exceed 3-1/2 inches thick. This data shall be turned over to the Architect/Engineer for review and subsequent delivery to the Owner prior to final acceptance.
 - 1.
 - 2. Warranties, guarantees and manufacturer's directions on material, equipment and devices covered by the Contract.
 - 3. Approved lighting fixture brochures, wiring diagrams and control diagrams.
 - 4. Copies of approved submittals and shop drawings.
 - 5. Operating instructions for major apparatus and recommended maintenance procedures.
 - 6. Copies of all other data and/or drawings required during construction.
 - 7. Repair parts list of major apparatus, including name, address and telephone number of local supplier or representative.
 - 8. Tag charts and diagrams hereinbefore specified.

3.8 FINAL OBSERVATION

- A. The purpose of the final observation is to determine whether the Contractor has completed the construction in accordance with the Contract Documents and that in the Owner Representative's opinion the installation is satisfactory for final acceptance by the Owner.
- B. It shall be the responsibility of the Contractor to assure that the installation is ready for final acceptance prior to calling upon the Engineer to make a final observation.

SHARYLAND INDEPENDENT SCHOOL DISTRICT
HVAC IMPROVEMENTS AT ROMULO MARTINEZ ELEMENTARY

HALFF ASSOCIATES, INC.
AVO 31981

END OF SECTION 2600000

SECTION 260100

ELECTRICAL SUBMITTAL 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 requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Engineer's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Engineer's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Division Section as "informational submittals."
- C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.
- D. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of Division 26/28 submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Engineer's and additional time for handling and reviewing submittals required by those corrections.
 - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 - 2. Initial Submittal: Submit concurrently with startup construction schedule. Include submittals required during the first 60 days of construction. List those submittals required

- to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 4. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Engineer's final release or approval.
 - g. Scheduled date of fabrication.
 - h. Scheduled dates for delivery.
 - i. Scheduled dates for installation.
 - j. Activity or event number.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Engineer's Digital Data Files: Electronic digital data files of the Contract Drawings will be provided by Engineer for Contractor's use in preparing submittals.
 1. Engineer will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing and Project record drawings.
 - a. Engineer makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
 - b. Contractor shall execute a data licensing agreement in the form of Halff Associates' Standard form.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. **Submit all submittal items required for each Specification Section within a Construction Division concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule. ***
 - **This submittal package shall be comprehensive document by Division and not piecemealed by specification section.**
 3. Submit action submittals and informational submittals required by the same Specification Section concurrent.
 4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination. For example, HVAC Equipment must be submitted and approved prior to approval of Electrical gear.
 - a. Engineer reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Engineer's receipt of submittal. No extension of the

Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.

1. Initial Review: Allow 15 working days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Engineer will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 10 working days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals is indicated, allow 15 working days for initial review of each submittal.
- D. Paper Submittals: Place a permanent label or title block on each submittal item for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Engineer.
 3. Include the following information for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name of Engineer.
 - d. Name of Construction Manager, where applicable.
 - e. Name of Contractor.
 - f. Name of subcontractor.
 - g. Name of supplier.
 - h. Name of manufacturer.
 - i. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Division Section or number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
 - j. Number and title of appropriate Specification.
 - k. Drawing number and detail references, as appropriate.
 - l. Location(s) where product is to be installed, as appropriate.
 - m. Other necessary identification.
4. Additional Paper Copies: Unless additional copies are required for final submittal, initial submittal may serve as final submittal.
 - a. When paper copies are required, submit one copy of submittal.
5. Transmittal for Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Engineer will return without review submittals received from sources other than Contractor.
 - a. Transmittal Form for Paper Submittals: Provide locations on form for the following information:
 - 1) Project name.
 - 2) Date.
 - 3) Destination (To:).
 - 4) Source (From:).

- 5) Name and address of Engineer.
- 6) Name of Construction Manager, where applicable.
- 7) Name of Contractor.
- 8) Name of firm or entity that prepared submittal.
- 9) Names of subcontractor, manufacturer, and supplier.
- 10) Category and type of submittal.
- 11) Submittal purpose and description.
- 12) Specification Section number and title.
- 13) Specification paragraph number or drawing designation and generic name for each of multiple items.
- 14) Drawing number and detail references, as appropriate.
- 15) Indication of full or partial submittal.
- 16) Transmittal number, numbered consecutively.
- 17) Submittal and transmittal distribution record.
- 18) Remarks.
- 19) Signature of transmitter.

E. Electronic Submittals: Identify and incorporate information in each electronic submittal file as follows:

1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item. Alternately, submit package as a comprehensive .pdf document by Division with each Specification Section tabbed.
2. Name file with submittal number or other unique identifier, including revision identifier.
 - a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
3. Transmittal Form for Electronic Submittals: Use electronic form acceptable to Owner, containing the following information:
 - a. Project name.
 - b. Date.
 - c. Name and address of Engineer.
 - d. Name of Construction Manager, where applicable.
 - e. Name of Contractor.
 - f. Name of firm or entity that prepared submittal.
 - g. Names of subcontractor, manufacturer, and supplier.
 - h. Category and type of submittal.
 - i. Submittal purpose and description.
 - j. Specification Section number and title.
 - k. Specification paragraph number or drawing designation and generic name for each of multiple items.
 - l. Drawing number and detail references, as appropriate.
 - m. Location(s) where product is to be installed, as appropriate.
 - n. Related physical samples submitted directly.
 - o. Indication of full or partial submittal.
 - p. Transmittal number, numbered consecutively.
 - q. Submittal and transmittal distribution record.
 - r. Other necessary identification.
 - s. Remarks.

F. Options: Identify options requiring selection by Engineer.

- G. Deviations and Additional Information: On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Engineer on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- H. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 - 1. Note date and content of previous submittal.
 - 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 - 3. Resubmit submittals until they are marked with approval notation from Engineer's action stamp.
- I. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- J. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Engineer's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 - 1. Post electronic submittals as PDF electronic files directly to Project Web site or FTP site specifically established for Project.
 - a. Engineer will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 - 1. Action Submittals: For submittal formats 11 x 17 and larger, submit two paper copies of each submittal unless otherwise indicated in addition to the electronically posted submittal. Engineer will return one copy of paper submittal.
 - 2. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - a. Provide a digital signature with digital certificate on electronically submitted certificates and certifications where indicated.
 - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
- B. Product Data: Collect information into a single submittal for each construction Division and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.

2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before or concurrent with Samples.
 6. Submit Product Data (8-1/2 x 11 format only) in the following format:
 - a. PDF electronic file.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer, if specified.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 11 x 17 but no larger than 30 by 42 inches.
 3. Submit Shop Drawings in the following format:
 - a. Two opaque (bond) copies of each submittal. Engineer will return one copy. Engineer will return one copy. Submit also one electronic file for record keeping.
 4. BIM File Incorporation: Develop and incorporate Shop Drawing files into Building Information Model established for Project.
 - a. Prepare Shop Drawings in the following format: Same digital data software program, version, and operating system as the original Drawings.
 - b. Refer to Section 013100 "Project Management and Coordination" for requirements for coordination drawings.

- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.
 - e. Specification paragraph number and generic name of each item.
 3. For projects where electronic submittals are required, provide corresponding electronic submittal of Sample transmittal, digital image file illustrating Sample characteristics, and identification information for record.
 4. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 5. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. "Samples for Verification" Subparagraph below can be used with or without Samples for initial selection. Revise to suit Project.
- E. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
- F. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- G. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
- H. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

2.2 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Engineer.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Engineer.
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ENGINEER'S ACTION

- A. Action Submittals: Engineer will review each submittal, make marks to indicate corrections or revisions required, and return it. Engineer will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Engineer.
- C. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- D. Submittals not required by the Contract Documents may be returned by the Engineer without action.

END OF SECTION 260100

SECTION 260519

LOW-VOLTAGE ELECTRICAL POWER CONDUCTORS AND CABLES

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. This Section includes the following:
 - 1. Building wires and cables rated 600 V and less.
 - 2. Connectors, splices, and terminations rated 600 V and less.

1.3 DEFINITIONS

- A. EPDM: Ethylene-propylene-diene terpolymer rubber.
- B. NBR: Acrylonitrile-butadiene rubber.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.

1.5 INFORMATIONAL SUBMITTALS

- A. Field quality-control test reports.

1.6 QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- B. Comply with NFPA 70.

PART 2 - PRODUCTS

2.1 CONDUCTORS AND CABLES

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Alcan Products Corporation; Alcan Cable Division.
 - 2. American Insulated Wire Corp.; a Leviton Company.
 - 3. General Cable Corporation.
 - 4. Senator Wire & Cable Company.
 - 5. Southwire Company.
 - 6. Encore.
- C. Copper Conductors: Comply with NEMA WC 70.
- D. Conductor Insulation: Comply with NEMA WC 70 for Types THW THHN-THWN and SO; **XHHW-2 for installations above roof.**

2.2 CONNECTORS AND SPLICES

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. AFC Cable Systems, Inc.
 - 2. Hubbell Power Systems, Inc.
 - 3. O-Z/Gedney; EGS Electrical Group LLC.
 - 4. 3M; Electrical Products Division.
 - 5. Tyco Electronics Corp.
- C. Description: Factory-fabricated connectors and splices of size, ampacity rating, material, type, and class for application and service indicated.

PART 3 - EXECUTION

3.1 CONDUCTOR MATERIAL APPLICATIONS

- A. Feeders: Copper. Solid for No. 10 AWG and smaller; stranded for No. 8 AWG and larger.
- B. Branch Circuits: Copper. Solid for No. 10 AWG and smaller; stranded for No. 8 AWG and larger.

3.2 CONDUCTOR INSULATION AND MULTICONDUCTOR CABLE APPLICATIONS AND WIRING METHODS

- A. Service Entrance: Type THHN-THWN, single conductors in raceway.
- B. Exposed Feeders: Type THHN-THWN, single conductors in raceway.
- C. Exposed Feeders on roof: Type XHHW-2, in rigid galvanized conduit.
- D. Feeders Concealed in Ceilings, Walls, Partitions, and Crawlspace: Type THHN-THWN, single conductors in raceway.
- E. Feeders Concealed in Concrete, below Slabs-on-Grade, and Underground: Type THHN-THWN, single conductors in raceway.
- F. Feeders Installed below Raised Flooring: Type THHN-THWN, single conductors in raceway.
- G. Exposed Branch Circuits, Including in Crawlspace: Type THHN-THWN, single conductors in raceway.
- H. Branch Circuits Concealed in Ceilings, Walls, and Partitions: Type THHN-THWN, single conductors in raceway.
- I. Branch Circuits Concealed in Concrete, below Slabs-on-Grade, and Underground: Type THHN-THWN, single conductors in raceway.
- J. Branch Circuits Installed below Raised Flooring: Type THHN-THWN, single conductors in raceway.
- K. Class 1 Control Circuits: Type THHN-THWN, in raceway.

3.3 INSTALLATION OF CONDUCTORS AND CABLES

- A. Conceal cables in finished walls, ceilings, and floors, unless otherwise indicated.
- B. Use manufacturer-approved pulling compound or lubricant where necessary; compound used must not deteriorate conductor or insulation. Do not exceed manufacturer's recommended maximum pulling tensions and sidewall pressure values.
- C. Use pulling means, including fish tape, cable, rope, and basket-weave wire/cable grips, that will not damage cables or raceway.
- D. Install exposed cables parallel and perpendicular to surfaces of exposed structural members, and follow surface contours where possible.
- E. Support cables according to Section 260529 "Hangers and Supports for Electrical Systems."
- F. Identify and color-code conductors and cables according to Section 260553 "Identification for Electrical Systems."

3.4 CONNECTIONS

- A. Tighten electrical connectors and terminals according to manufacturer's published torque-tightening values. If manufacturer's torque values are not indicated, use those specified in UL 486A and UL 486B.
- B. Make splices and taps that are compatible with conductor material and that possess equivalent or better mechanical strength and insulation ratings than unspliced conductors.
- C. Wiring at Outlets: Install conductor at each outlet, with at least 6 inches of slack.

3.5 SLEEVE AND SLEEVE-SEAL INSTALLATION FOR ELECTRICAL PENETRATIONS

- A. Install sleeves and sleeve seals at penetrations of exterior floor and wall assemblies. Comply with requirements in Section 260544 "Sleeves and Sleeve Seals for Electrical Raceways and Cabling."

3.6 FIRESTOPPING

- A. Apply firestopping to electrical penetrations of fire-rated floor and wall assemblies to restore original fire-resistance rating of assembly according to Section 078413 "Penetration Firestopping."

3.7 FIELD QUALITY CONTROL

- A. Torque test conductor connections and terminations to manufacturer's recommended values.

END OF SECTION 260519

SECTION 260526

GROUNDING AND BONDING FOR ELECTRICAL SYSTEMS

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: Grounding systems and equipment.
- B. Section includes grounding systems and equipment, plus the following special applications:
 - 1. Underground distribution grounding.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Informational Submittals: Plans showing dimensioned as-built locations of grounding features specified in "Field Quality Control" Article, including the following:
 - 1. Test wells.
 - 2. Ground rods.
 - 3. Grounding arrangements and connections for separately derived systems.
 - 4. Grounding for sensitive electronic equipment.
- C. Qualification Data: For qualified testing agency and testing agency's field supervisor.
- D. Field quality-control reports.

1.4 QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- B. Comply with UL 467 for grounding and bonding materials and equipment.

PART 2 - PRODUCTS

2.1 CONDUCTORS

- A. Insulated Conductors: Copper or tinned-copper wire or cable insulated for 600 V unless otherwise required by applicable Code or authorities having jurisdiction.
- B. Bare Copper Conductors:
 - 1. Solid Conductors: ASTM B 3.
 - 2. Stranded Conductors: ASTM B 8.
 - 3. Tinned Conductors: ASTM B 33.
 - 4. Bonding Cable: 28 kcmil, 14 strands of No. 17 AWG conductor, 1/4 inch (6 mm) in diameter.
 - 5. Bonding Conductor: No. 4 or No. 6 AWG, stranded conductor.
 - 6. Bonding Jumper: Copper tape, braided conductors terminated with copper ferrules; 1-5/8 inches (41 mm) wide and 1/16 inch (1.6 mm) thick.
 - 7. Tinned Bonding Jumper: Tinned-copper tape, braided conductors terminated with copper ferrules; 1-5/8 inches (41 mm) wide and 1/16 inch (1.6 mm) thick.
- C. Grounding Bus: Predrilled rectangular bars of annealed copper, 1/4 by 4 inches (6.3 by 100 mm) in cross section, with 9/32-inch (7.14-mm) holes spaced 1-1/8 inches (28 mm) apart. Stand-off insulators for mounting shall comply with UL 891 for use in switchboards, 600 V. Lexan or PVC, impulse tested at 5000 V.

2.2 CONNECTORS

- A. Listed and labeled by an NRTL acceptable to authorities having jurisdiction for applications in which used and for specific types, sizes, and combinations of conductors and other items connected.
- B. Bolted Connectors for Conductors and Pipes: Copper or copper alloy, pressure type with at least two bolts.
 - 1. Pipe Connectors: Clamp type, sized for pipe.
- C. Welded Connectors: Exothermic-welding kits of types recommended by kit manufacturer for materials being joined and installation conditions.
- D. Bus-bar Connectors: Mechanical type, cast silicon bronze, solderless compression-type wire terminals, and long-barrel, two-bolt connection to ground bus bar.

PART 3 - EXECUTION

3.1 APPLICATIONS

- A. Conductors: Install solid conductor for No. 8 AWG and smaller, and stranded conductors for No. 6 AWG and larger unless otherwise indicated.
- B. Underground Grounding Conductors: Install bare tinned-copper conductor, No. 2/0 AWG minimum.

1. Bury at least 24 inches (600 mm) below grade.
 2. Duct-Bank Grounding Conductor: Bury 12 inches (300 mm) above duct bank when indicated as part of duct-bank installation.
- C. Isolated Grounding Conductors: Green-colored insulation with continuous yellow stripe. On feeders with isolated ground, identify grounding conductor where visible to normal inspection, with alternating bands of green and yellow tape, with at least three bands of green and two bands of yellow.
- D. Grounding Bus: Install in electrical and telephone equipment rooms, in rooms housing service equipment, and elsewhere as indicated.
1. Install bus on insulated spacers 2 inches (50 mm) minimum from wall, 6 inches (150 mm) above finished floor unless otherwise indicated.
 2. Where indicated on both sides of doorways, route bus up to top of door frame, across top of doorway, and down to specified height above floor; connect to horizontal bus.
- E. Conductor Terminations and Connections:
1. Pipe and Equipment Grounding Conductor Terminations: Bolted connectors.
 2. Underground Connections: Welded connectors except at test wells and as otherwise indicated.
 3. Connections to Ground Rods at Test Wells: Bolted connectors.
 4. Connections to Structural Steel: Welded connectors.

3.2 EQUIPMENT GROUNDING

- A. Install insulated equipment grounding conductors with all feeders and branch circuits.
- B. Install insulated equipment grounding conductors with the following items, in addition to those required by NFPA 70:
1. Feeders and branch circuits.
 2. Lighting circuits.
 3. Receptacle circuits.
 4. Single-phase motor and appliance branch circuits.
 5. Three-phase motor and appliance branch circuits.
 6. Flexible raceway runs.
 7. Armored and metal-clad cable runs.
 8. Busway Supply Circuits: Install insulated equipment grounding conductor from grounding bus in the switchgear, switchboard, or distribution panel to equipment grounding bar terminal on busway.
- C. Air-Duct Equipment Circuits: Install insulated equipment grounding conductor to duct-mounted electrical devices operating at 120 V and more, including air cleaners, heaters, dampers, humidifiers, and other duct electrical equipment. Bond conductor to each unit and to air duct and connected metallic piping.
- D. Isolated Grounding Receptacle Circuits: Install an insulated equipment grounding conductor connected to the receptacle grounding terminal. Isolate conductor from raceway and from panelboard grounding terminals. Terminate at equipment grounding conductor terminal of the applicable derived system or service unless otherwise indicated.

- E. Isolated Equipment Enclosure Circuits: For designated equipment supplied by a branch circuit or feeder, isolate equipment enclosure from supply circuit raceway with a nonmetallic raceway fitting listed for the purpose. Install fitting where raceway enters enclosure, and install a separate insulated equipment grounding conductor. Isolate conductor from raceway and from panelboard grounding terminals. Terminate at equipment grounding conductor terminal of the applicable derived system or service unless otherwise indicated.

3.3 INSTALLATION

- A. Grounding Conductors: Route along shortest and straightest paths possible unless otherwise indicated or required by Code. Avoid obstructing access or placing conductors where they may be subjected to strain, impact, or damage.
- B. Ground Bonding Common with Lightning Protection System (where specified): Comply with NFPA 780 and UL 96 when interconnecting with lightning protection system. Bond electrical power system ground directly to lightning protection system grounding conductor at closest point to electrical service grounding electrode. Use bonding conductor sized same as system grounding electrode conductor, and install in conduit.
- C. Ground Rods: Drive rods until tops are 2 inches (50 mm) below finished floor or final grade unless otherwise indicated.
 - 1. Interconnect ground rods with grounding electrode conductor below grade and as otherwise indicated. Make connections without exposing steel or damaging coating if any.
 - 2. For grounding electrode system, install at least three rods spaced at least one-rod length from each other and located at least the same distance from other grounding electrodes, and connect to the service grounding electrode conductor.
- D. Test Wells: Ground rod driven through drilled hole in bottom of handhole. Handholes are specified in Division 26 Section "Underground Ducts and Raceways for Electrical Systems," and shall be at least 12 inches (300 mm) deep, with cover.
 - 1. Test Wells: Install at least one test well for each service unless otherwise indicated. Install at the ground rod electrically closest to service entrance. Set top of test well flush with finished grade or floor.
- E. Bonding Straps and Jumpers: Install in locations accessible for inspection and maintenance except where routed through short lengths of conduit.
 - 1. Bonding to Structure: Bond straps directly to basic structure, taking care not to penetrate any adjacent parts.
 - 2. Bonding to Equipment Mounted on Vibration Isolation Hangers and Supports: Install bonding so vibration is not transmitted to rigidly mounted equipment.
 - 3. Use exothermic-welded connectors for outdoor locations; if a disconnect-type connection is required, use a bolted clamp.
- F. Grounding and Bonding for Piping:
 - 1. Metal Water Service Pipe: Install insulated copper grounding conductors, in conduit, from building's main service equipment, or grounding bus, to main metal water service entrances to building. Connect grounding conductors to main metal water service pipes; use a bolted clamp connector or bolt a lug-type connector to a pipe flange by using one of the lug bolts of the flange. Where a dielectric main water fitting is installed, connect

- grounding conductor on street side of fitting. Bond metal grounding conductor conduit or sleeve to conductor at each end.
 - 2. Water Meter Piping: Use braided-type bonding jumpers to electrically bypass water meters. Connect to pipe with a bolted connector.
 - 3. Bond each aboveground portion of gas piping system downstream from equipment shutoff valve.
- G. Bonding Interior Metal Ducts: Bond metal air ducts to equipment grounding conductors of associated fans, blowers, electric heaters, and air cleaners. Install tinned bonding jumper to bond across flexible duct connections to achieve continuity.

3.4 LABELING

- A. Comply with requirements in Division 26 Section "Identification for Electrical Systems" Article for instruction signs. The label or its text shall be green.
- B. Install labels at the telecommunications bonding conductor and grounding equalizer and at the grounding electrode conductor where exposed.
 - 1. Label Text: "If this connector or cable is loose or if it must be removed for any reason, notify the facility manager."

3.5 FIELD QUALITY CONTROL

- A. Tests and Inspections:
 - 1. After installing grounding system but before permanent electrical circuits have been energized, test for compliance with requirements.
 - 2. Inspect physical and mechanical condition. Verify tightness of accessible, bolted, electrical connections with a calibrated torque wrench according to manufacturer's written instructions.
 - 3. Test completed grounding system at each location where a maximum ground-resistance level is specified, at service disconnect enclosure grounding terminal, at ground test wells, and at individual ground rods. Make tests at ground rods before any conductors are connected.
 - a. Measure ground resistance no fewer than two full days after last trace of precipitation and without soil being moistened by any means other than natural drainage or seepage and without chemical treatment or other artificial means of reducing natural ground resistance.
 - b. Perform tests by fall-of-potential method according to IEEE 81.
 - 4. Prepare dimensioned Drawings locating each test well, ground rod and ground-rod assembly, and other grounding electrodes. Identify each by letter in alphabetical order, and key to the record of tests and observations. Include the number of rods driven and their depth at each location, and include observations of weather and other phenomena that may affect test results. Describe measures taken to improve test results.
- B. Grounding system will be considered defective if it does not pass tests and inspections.
- C. Prepare test and inspection reports.
- D. Report measured ground resistances that exceed the following values:

1. Power and Lighting Equipment or System with Capacity of 500 kVA and Less: 10 ohms.
 2. Power and Lighting Equipment or System with Capacity of 500 to 1000 kVA: 5 ohms.
 3. Power and Lighting Equipment or System with Capacity More Than 1000 kVA: 3 ohms.
 4. Power Distribution Units or Panelboards Serving Electronic Equipment 3 ohm(s).
 5. Manhole Grounds: 10 ohms.
- E. Excessive Ground Resistance: If resistance to ground exceeds specified values, notify Engineer promptly and include recommendations to reduce ground resistance.

END OF SECTION 260526

SECTION 260529

HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS

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. This Section includes the following:
 - 1. Hangers and supports for electrical equipment and systems.
 - 2. Construction requirements for concrete bases.

1.3 DEFINITIONS

- A. EMT: Electrical metallic tubing.
- B. RMC: Rigid metal conduit.

1.4 PERFORMANCE REQUIREMENTS

- A. Design supports for multiple raceways capable of supporting combined weight of supported systems and its contents.
- B. Design equipment supports capable of supporting combined operating weight of supported equipment and connected systems and components.
- C. Rated Strength: Adequate in tension, shear, and pullout force to resist maximum loads calculated or imposed for this Project, with a minimum structural safety factor of five times the applied force.

1.5 SUBMITTALS

- A. Product Data: For the following:
 - 1. Steel slotted support systems.
- B. Shop Drawings: Show fabrication and installation details and include calculations for the following:
 - 1. Trapeze hangers. Include Product Data for components.
 - 2. Steel slotted channel systems. Include Product Data for components.
 - 3. Equipment supports.

1.6 QUALITY ASSURANCE

- A. Comply with NFPA 70.

PART 2 - PRODUCTS

2.1 SUPPORT, ANCHORAGE, AND ATTACHMENT COMPONENTS

- A. Steel Slotted Support Systems: Comply with MFMA-4, factory-fabricated components for field assembly.
 - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Allied Tube & Conduit.
 - b. Cooper B-Line, Inc.; a division of Cooper Industries.
 - c. ERICO International Corporation.
 - d. GS Metals Corp.
 - e. Thomas & Betts Corporation.
 - f. Unistrut; Tyco International, Ltd.
 - 2. Metallic Coatings: Hot-dip galvanized after fabrication and applied according to MFMA-4.
 - 3. Painted Coatings: Manufacturer's standard painted coating applied according to MFMA-4.
 - 4. Channel Dimensions: Selected for applicable load criteria.
- B. Raceway and Cable Supports: As described in NECA 1 and NECA 101.
- C. Conduit and Cable Support Devices: Steel and malleable-iron hangers, clamps, and associated fittings, designed for types and sizes of raceway or cable to be supported.
- D. Support for Conductors in Vertical Conduit: Factory-fabricated assembly consisting of threaded body and insulating wedging plug or plugs for non-armored electrical conductors or cables in riser conduits. Plugs shall have number, size, and shape of conductor gripping pieces as required to suit individual conductors or cables supported. Body shall be malleable iron.
- E. Structural Steel for Fabricated Supports and Restraints: ASTM A 36/A 36M, steel plates, shapes, and bars; black and galvanized.
- F. Mounting, Anchoring, and Attachment Components: Items for fastening electrical items or their supports to building surfaces include the following:
 - 1. Powder-Actuated Fasteners: Threaded-steel stud, for use in hardened portland cement concrete, steel, or wood, with tension, shear, and pullout capacities appropriate for supported loads and building materials where used.
 - a. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - b. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1) Hilti Inc.

- 2) ITW Ramset/Red Head; a division of Illinois Tool Works, Inc.
2. Mechanical-Expansion Anchors: Insert-wedge-type, steel, for use in hardened portland cement concrete with tension, shear, and pullout capacities appropriate for supported loads and building materials in which used.
 - a. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - b. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1) Cooper B-Line, Inc.; a division of Cooper Industries.
 - 2) Hilti Inc.
 - 3) ITW Ramset/Red Head; a division of Illinois Tool Works, Inc.
3. Concrete Inserts: Steel or malleable-iron, slotted support system units similar to MSS Type 18; complying with MFMA-4 or MSS SP-58.
4. Clamps for Attachment to Steel Structural Elements: MSS SP-58, type suitable for attached structural element.
5. Through Bolts: Structural type, hex head, and high strength. Comply with ASTM A 325.
6. Toggle Bolts: All-steel springhead type.
7. Hanger Rods: Threaded steel.

2.2 FABRICATED METAL EQUIPMENT SUPPORT ASSEMBLIES

- A. Description: Welded or bolted, structural-steel shapes, shop or field fabricated to fit dimensions of supported equipment.

PART 3 - EXECUTION

3.1 APPLICATION

- A. Comply with NECA 1 and NECA 101 for application of hangers and supports for electrical equipment and systems except if requirements in this Section are stricter.
- B. Maximum Support Spacing and Minimum Hanger Rod Size for Raceway: Space supports for EMT, IMC, and RMC as required by NFPA 70. Minimum rod size shall be 1/4 inch (6 mm) in diameter.
- C. Multiple Raceways or Cables: Install trapeze-type supports fabricated with steel slotted or other support system, sized so capacity can be increased by at least 25 percent in future without exceeding specified design load limits.
 1. Secure raceways and cables to these supports with single-bolt conduit clamps using spring friction action for retention in support channel.
- D. Spring-steel clamps designed for supporting single conduits without bolts may be used for 1-1/2-inch (38-mm) and smaller raceways serving branch circuits and communication systems above suspended ceilings and for fastening raceways to trapeze supports.

3.2 SUPPORT INSTALLATION

- A. Comply with NECA 1 and NECA 101 for installation requirements except as specified in this Article.
- B. Raceway Support Methods: In addition to methods described in NECA 1, EMT, IMC, and RMC may be supported by openings through structure members, as permitted in NFPA 70.
- C. Strength of Support Assemblies: Where not indicated, select sizes of components so strength will be adequate to carry present and future static loads within specified loading limits. Minimum static design load used for strength determination shall be weight of supported components plus 200 lb (90 kg).
- D. Mounting and Anchorage of Surface-Mounted Equipment and Components: Anchor and fasten electrical items and their supports to building structural elements by the following methods unless otherwise indicated by code:
 - 1. To Wood: Fasten with lag screws or through bolts.
 - 2. To New Concrete: Bolt to concrete inserts.
 - 3. To Masonry: Approved toggle-type bolts on hollow masonry units and expansion anchor fasteners on solid masonry units.
 - 4. To Existing Concrete: Expansion anchor fasteners or threaded through wall.
 - 5. Instead of expansion anchors, powder-actuated driven threaded studs provided with lock washers and nuts may be used in existing standard-weight concrete 4 inches (100 mm) thick or greater. Do not use for anchorage to lightweight-aggregate concrete or for slabs less than 4 inches (100 mm) thick.
 - 6. To Steel: Beam clamps complying with MSS SP-69.
 - 7. To Light Steel: Sheet metal screws.
 - 8. Items Mounted on Hollow Walls and Nonstructural Building Surfaces: Mount cabinets, panelboards, disconnect switches, control enclosures, pull and junction boxes, transformers, and other devices on slotted-channel racks attached to substrate.
- E. Drill holes for expansion anchors in concrete at locations and to depths that avoid reinforcing bars.

3.3 INSTALLATION OF FABRICATED METAL SUPPORTS

- A. Cut, fit, and place miscellaneous metal supports accurately in location, alignment, and elevation to support and anchor electrical materials and equipment.
- B. Field Welding: Comply with AWS D1.1/D1.1M.

3.4 PAINTING

- A. Touchup: Clean field welds and abraded areas of shop paint. Paint exposed areas immediately after erecting hangers and supports. Use same materials as used for shop painting.
 - 1. Apply paint by brush or spray to provide minimum dry film thickness of 2.0 mils (0.05 mm).
- B. Touchup: Comply with requirements in Division 09 for cleaning and touchup painting of field welds, bolted connections, and abraded areas of shop paint on miscellaneous metal.

- C. Galvanized Surfaces: Clean welds, bolted connections, and abraded areas and apply galvanizing-repair paint to comply with ASTM A 780.

END OF SECTION 260529

SECTION 260533

RACEWAY AND BOXES FOR ELECTRICAL SYSTEMS

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. This Section includes raceways, fittings, boxes, enclosures, and cabinets for electrical wiring.
- B. Related Sections include the following:
 - 1. Division 26 Section "Underground Ducts and Raceways for Electrical Systems" for exterior ductbanks, manholes, and underground utility construction.

1.3 DEFINITIONS

- A. EMT: Electrical metallic tubing.
- B. EPDM: Ethylene-propylene-diene terpolymer rubber.
- C. FMC: Flexible metal conduit.
- D. LFMC: Liquidtight flexible metal conduit.
- E. NBR: Acrylonitrile-butadiene rubber.
- F. RNC: Rigid nonmetallic conduit.

1.4 SUBMITTALS

- A. Product Data: For surface raceways, wireways and fittings, floor boxes, hinged-cover enclosures, and cabinets.
- B. Shop Drawings: For the following raceway components. Include plans, elevations, sections, details, and attachments to other work.
 - 1. Custom enclosures and cabinets.
 - 2. For handholes and boxes for underground wiring, including the following:
 - a. Conduit entry provisions, including locations and conduit sizes.
 - b. Frame and cover design.
 - c. Grounding details.
 - d. Dimensioned locations of cable rack inserts, and pulling-in and lifting irons.

- e. Joint details.
- C. Coordination Drawings: Conduit routing plans, drawn to scale, on which the following items are shown and coordinated with each other, based on input from installers of the items involved:
 - 1. Structural members in the paths of conduit groups with common supports.
 - 2. HVAC and plumbing items and architectural features in the paths of conduit groups with common supports.

1.5 QUALITY ASSURANCE

- A. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.
- B. Comply with NFPA 70.

PART 2 - PRODUCTS

2.1 METAL CONDUIT AND TUBING

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. AFC Cable Systems, Inc.
 - 2. Alflec Inc.
 - 3. Allied Tube & Conduit; a Tyco International Ltd. Co.
 - 4. Anamet Electrical, Inc.; Anaconda Metal Hose.
 - 5. Electri-Flex Co.
 - 6. Manhattan/CDT/Cole-Flex.
 - 7. Maverick Tube Corporation.
 - 8. O-Z Gedney; a unit of General Signal.
 - 9. Wheatland Tube Company.
- C. Rigid Steel Conduit: ANSI C80.1.
- D. EMT: ANSI C80.3.
- E. FMC: Zinc-coated steel
- F. LFMC: Flexible steel conduit with PVC jacket.
- G. Fittings for Conduit (Including all Types and Flexible and Liquidtight), EMT: NEMA FB 1; listed for type and size raceway with which used, and for application and environment in which installed.
 - 1. Fittings for EMT: Steel -screw or compression type.

- H. Joint Compound for Rigid Steel Conduit or IMC: Listed for use in cable connector assemblies, and compounded for use to lubricate and protect threaded raceway joints from corrosion and enhance their conductivity.

2.2 METAL WIREWAYS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
- B. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Cooper B-Line, Inc.
 - 2. Hoffman.
 - 3. Square D; Schneider Electric.
 - 4. Wiremolp.
 - 5. Cabolafil.
- C. Description: Sheet metal sized and shaped as indicated, NEMA 250, Type 1 or 3R, unless otherwise indicated.
- D. Fittings and Accessories: Include couplings, offsets, elbows, expansion joints, adapters, hold-down straps, end caps, and other fittings to match and mate with wireways as required for complete system.
- E. Wireway Covers: As indicated.
- F. Finish: Manufacturer's standard enamel finish.

2.3 BOXES, ENCLOSURES, AND CABINETS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Cooper Crouse-Hinds; Div. of Cooper Industries, Inc.
 - 2. EGS/Appleton Electric.
 - 3. Erickson Electrical Equipment Company.
 - 4. Hoffman.
 - 5. Hubbell Incorporated; Killark Electric Manufacturing Co. Division.
 - 6. O-Z/Gedney; a unit of General Signal.
 - 7. RACO; a Hubbell Company.
 - 8. Robroy Industries, Inc.; Enclosure Division.
 - 9. Scott Fetzer Co.; Adalet Division.
 - 10. Spring City Electrical Manufacturing Company.
 - 11. Thomas & Betts Corporation.
 - 12. Walker Systems, Inc.; Wiremold Company (The).
 - 13. Woodhead, Daniel Company; Woodhead Industries, Inc. Subsidiary.
- B. Sheet Metal Outlet and Device Boxes: NEMA OS 1.
- C. Cast-Metal Outlet and Device Boxes: NEMA FB 1, ferrous alloy, Type FD, with gasketed cover.
- D. Nonmetallic Outlet and Device Boxes: NEMA OS 2.

- E. Metal Floor Boxes: Cast or sheet metal, fully adjustable, rectangular. (As indicated on drawings)
- F. Nonmetallic Floor Boxes: Nonadjustable, round.
- G. Small Sheet Metal Pull and Junction Boxes: NEMA OS 1.
- H. Cast-Metal Access, Pull, and Junction Boxes: NEMA FB 1, galvanized, cast iron with gasketed cover.
- I. Hinged-Cover Enclosures: NEMA 250, Type 1, with continuous-hinge cover with flush latch, unless otherwise indicated.
 - 1. Metal Enclosures: Steel, finished inside and out with manufacturer's standard enamel.
 - 2. Nonmetallic Enclosures: Plastic or fiberglass.
- J. Cabinets:
 - 1. NEMA 250, Type 1, galvanized-steel box with removable interior panel and removable front, finished inside and out with manufacturer's standard enamel.
 - 2. Hinged door in front cover with flush latch and concealed hinge.
 - 3. Key latch to match panelboards.
 - 4. Metal barriers to separate wiring of different systems and voltage.
 - 5. Accessory feet where required for freestanding equipment.

2.4 SLEEVES FOR RACEWAYS

- A. Steel Pipe Sleeves: ASTM A 53/A 53M, Type E, Grade B, Schedule 40, galvanized steel, plain ends.
- B. Cast-Iron Pipe Sleeves: Cast or fabricated "wall pipe," equivalent to ductile-iron pressure pipe, with plain ends and integral waterstop, unless otherwise indicated.
- C. Sleeves for Rectangular Openings: Galvanized sheet steel with minimum 0.052- or 0.138-inch (1.3- or 3.5-mm) thickness as indicated and of length to suit application.
- D. Coordinate sleeve selection and application with selection and application of firestopping specified in Division 07 Section "Penetration Firestopping."

2.5 SLEEVE SEALS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Advance Products & Systems, Inc.
 - 2. Calpico, Inc.
 - 3. Metraflex Co.
 - 4. Pipeline Seal and Insulator, Inc.
- B. Description: Modular sealing device, designed for field assembly, to fill annular space between sleeve and cable.

1. Sealing Elements: EPDM interlocking links shaped to fit surface of cable or conduit. Include type and number required for material and size of raceway or cable.
2. Pressure Plates: Carbon steel Include two for each sealing element.
3. Connecting Bolts and Nuts: Carbon steel with corrosion-resistant coating of length required to secure pressure plates to sealing elements. Include one for each sealing element.

PART 3 - EXECUTION

3.1 RACEWAY APPLICATION

- A. Outdoors: Apply raceway products as specified below:
1. Exposed Conduit: Galvanized Rigid steel conduit.
 2. Concealed Conduit, Aboveground: EMT
 3. Underground Conduit: RNC, Type EPC-40-PVC, direct buried.
 4. Utility Underground Conduit: Type EPC-40-PVC, Nema TC-2 48-inches direct buried.
 5. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): LFMC.
 6. Boxes and Enclosures, Aboveground: NEMA 250, Type 3R.
- B. Comply with the following indoor applications, unless otherwise indicated:
1. Exposed, Not Subject to Physical Damage: EMT.
 2. Exposed, Not Subject to Severe Physical Damage: EMT.
 3. Exposed and Subject to Severe Physical Damage: Rigid steel conduit. Includes raceways in the following locations:
 - a. Loading dock.
 - b. Corridors used for traffic of mechanized carts, forklifts, and pallet-handling units.
 - c. Mechanical rooms.
 4. Concealed in Ceilings and Interior Walls and Partitions: EMT.
 5. Connection to Vibrating Equipment (Including Transformers and Hydraulic, Pneumatic, Electric Solenoid, or Motor-Driven Equipment): FMC, except use LFMC in damp or wet locations.
 6. Damp or Wet Locations: Galvanized Rigid steel conduit.
 7. Boxes and Enclosures: NEMA 250, Type 1, except use NEMA 250, Type 4, stainless steel in damp or wet locations. HUBS to match conduit.
- C. Minimum Raceway Size: 1/2-inch.
- D. Raceway Fittings: Compatible with raceways and suitable for use and location.
1. Galvanized Rigid Steel Conduit: Use threaded rigid steel conduit fittings, unless otherwise indicated.
 2. PVC Externally Coated, Rigid Steel Conduits: Use only fittings listed for use with that material. Patch and seal all joints, nicks, and scrapes in PVC coating after installing conduits and fittings. Use sealant recommended by fitting manufacturer.

3.2 INSTALLATION

- A. Comply with NECA 1 for installation requirements applicable to products specified in Part 2 except where requirements on Drawings or in this Article are stricter.
- B. Keep raceways at least 6 inches (150 mm) away from parallel runs of flues and steam or hot-water pipes. Install horizontal raceway runs above water and steam piping.
- C. Complete raceway installation before starting conductor installation. Use conduit caps to protect installed conduit against entrance of dirt and moisture before area is dried in and cable or wire are not immediately installed. Tape covering of conduit ends is not acceptable.
- D. Support raceways as specified in Division 26 Section "Hangers and Supports for Electrical Systems."
- E. Arrange stub-ups so curved portions of bends are not visible above the finished slab.
- F. Install no more than the equivalent of three 90-degree bends in any conduit run except for communications conduits, for which fewer bends are allowed.
- G. Conceal conduit and EMT within finished walls, ceilings, and floors, unless otherwise indicated.
- H. Raceways Embedded in Slabs:
 - 1. Run conduit larger than 1-inch (27-mm) trade size, parallel or at right angles to main reinforcement. Where at right angles to reinforcement, place conduit close to slab support.
 - 2. Arrange raceways to cross building expansion joints at right angles with expansion fittings.
 - 3. Change from Type EPC-40-PVC to rigid steel conduit, before rising above the floor.
 - 4. Elbows larger than 1/2" or on runs longer than 50' shall be rigid steel.
 - 5. Tape all GRC with 2" overlapping tape where underground or where in contact with concrete.
- I. Threaded Conduit Joints, Exposed to Wet, Damp, Corrosive, or Outdoor Conditions: Apply listed compound to threads of raceway and fittings before making up joints. Follow compound manufacturer's written instructions.
- J. Raceway Terminations at Locations Subject to Moisture or Vibration: Use insulating bushings to protect conductors, including conductors smaller than No. 4 AWG.
- K. Install pull wires in empty raceways. Use polypropylene or monofilament plastic line with not less than 200-lb (90-kg) tensile strength. Leave at least 12 inches (300 mm) of slack at each end of pull wire.
- L. Install raceway sealing fittings at suitable, approved, and accessible locations and fill them with listed sealing compound. For concealed raceways, install each fitting in a flush steel box with a blank cover plate having a finish similar to that of adjacent plates or surfaces. Install raceway sealing fittings at the following points:
 - 1. Where conduits pass from warm to cold locations, such as boundaries of refrigerated spaces.
 - 2. Where otherwise required by NFPA 70.

- M. Expansion-Joint Fittings: Install in each run of aboveground conduit that is located where environmental temperature change may exceed 30 deg F (17 deg C), and that has straight-run length that exceeds 25 feet (7.6 m).
1. Install expansion-joint fittings for each of the following locations, and provide type and quantity of fittings that accommodate temperature change listed for location:
 - a. Outdoor Locations Not Exposed to Direct Sunlight: 125 deg F (70 deg C) temperature change.
 - b. Outdoor Locations Exposed to Direct Sunlight: 155 deg F (86 deg C) temperature change.
 - c. Indoor Spaces: Connected with the Outdoors without Physical Separation: [125 deg F (70 deg C) temperature change.
 - d. Attics: 135 deg F (75 deg C) temperature change.
 2. Install fitting(s) that provide expansion and contraction for at least 0.00041 inch per foot of length of straight run per deg F (0.06 mm per meter of length of straight run per deg C) of temperature change.
 3. Install each expansion-joint fitting with position, mounting, and piston setting selected according to manufacturer's written instructions for conditions at specific location at the time of installation.
 4. Unless expansion fitting has internal bonding braid, a green insulated grounding conductor shall be pulled in conduit.
- N. Flexible Conduit Connections: Use maximum of 72 inches (1830 mm) of flexible conduit for recessed and semirecessed lighting fixtures, equipment subject to vibration, noise transmission, or movement; and for transformers and motors.
1. Use LFMC in damp or wet locations subject to severe physical damage.
 2. Use LFMC in damp or wet locations not subject to severe physical damage.
- O. Recessed Boxes in Masonry Walls: Saw-cut opening for box in center of cell of masonry block, and install box flush with surface of wall.
- P. Set metal floor boxes level and flush with finished floor surface.
- Q. Set nonmetallic floor boxes level. Trim after installation to fit flush with finished floor surface.

3.3 SLEEVE INSTALLATION FOR ELECTRICAL PENETRATIONS

- A. Coordinate sleeve selection and application with selection and application of firestopping specified in Division 07 Section "Penetration Firestopping."
- B. Concrete Slabs and Walls: Install sleeves for penetrations unless core-drilled holes or formed openings are used. Install sleeves during erection of slabs and walls.
- C. Use pipe sleeves unless penetration arrangement requires rectangular sleeved opening.
- D. Rectangular Sleeve Minimum Metal Thickness:
1. For sleeve cross-section rectangle perimeter less than 50 inches (1270 mm) and no side greater than 16 inches (400 mm), thickness shall be 0.052 inch (1.3 mm).

2. For sleeve cross-section rectangle perimeter equal to, or greater than, 50 inches (1270 mm) and 1 or more sides equal to, or greater than, 16 inches (400 mm), thickness shall be 0.138 inch (3.5 mm).
- E. Fire-Rated Assemblies: Install sleeves for penetrations of fire-rated floor and wall assemblies unless openings compatible with firestop system used are fabricated during construction of floor or wall.
- F. Cut sleeves to length for mounting flush with both surfaces of walls.
- G. Extend sleeves installed in floors 2 inches (50 mm) above finished floor level.
- H. Size pipe sleeves to provide 1/4-inch (6.4-mm) annular clear space between sleeve and raceway unless sleeve seal is to be installed.
- I. Seal space outside of sleeves with grout for penetrations of concrete and masonry.
- J. Interior Penetrations of Non-Fire-Rated Walls and Floors: Seal annular space between sleeve and raceway, using joint sealant appropriate for size, depth, and location of joint. Refer to Division 07 Section "Joint Sealants" for materials and installation.
- K. Fire-Rated-Assembly Penetrations: Maintain indicated fire rating of walls, partitions, ceilings, and floors at raceway penetrations. Install sleeves and seal with firestop materials. Comply with Division 07 Section "Penetration Firestopping."
- L. Roof-Penetration Sleeves: Seal penetration of individual raceways with flexible, boot-type flashing units applied in coordination with roofing work.
- M. Aboveground, Exterior-Wall Penetrations: Seal penetrations using sleeves and mechanical sleeve seals. Select sleeve size to allow for 1-inch (25-mm) annular clear space between pipe and sleeve for installing mechanical sleeve seals.
- N. Underground, Exterior-Wall Penetrations: Install cast-iron "wall pipes" for sleeves. Size sleeves to allow for 1-inch (25-mm) annular clear space between raceway and sleeve for installing mechanical sleeve seals.

3.4 SLEEVE-SEAL INSTALLATION

- A. Install to seal underground, exterior wall penetrations.
- B. Use type and number of sealing elements recommended by manufacturer for raceway material and size. Position raceway in center of sleeve. Assemble mechanical sleeve seals and install in annular space between raceway and sleeve. Tighten bolts against pressure plates that cause sealing elements to expand and make watertight seal.

3.5 FIRESTOPPING

- A. Apply firestopping to electrical penetrations of fire-rated floor and wall assemblies to restore original fire-resistance rating of assembly. Firestopping materials and installation requirements are specified in Division 07 Section "Penetration Firestopping."

3.6 PROTECTION

- A. Provide final protection and maintain conditions that ensure coatings, finishes, and cabinets are without damage or deterioration at time of Substantial Completion.
 - 1. Repair damage to galvanized finishes with zinc-rich paint recommended by manufacturer.
 - 2. Repair damage to PVC or paint finishes with matching touchup coating recommended by manufacturer.

END OF SECTION 260533

SECTION 260553

IDENTIFICATION FOR ELECTRICAL SYSTEMS

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. Identification for raceways.
 - 2. Identification of power and control cables.
 - 3. Identification for conductors.
 - 4. Underground-line warning tape.
 - 5. Warning labels and signs.
 - 6. Instruction signs.
 - 7. Equipment identification labels.
 - 8. Miscellaneous identification products.

1.3 SUBMITTALS

- A. Product Data: For each electrical identification product indicated.

1.4 QUALITY ASSURANCE

- A. Comply with NFPA 70.
- B. Comply with 29 CFR 1910.144 and 29 CFR 1910.145.

1.5 COORDINATION

- A. Coordinate identification names, abbreviations, colors, and other features with requirements in other Sections requiring identification applications, Drawings, Shop Drawings, manufacturer's wiring diagrams, and the Operation and Maintenance Manual; and with those required by codes, standards, and 29 CFR 1910.145. Use consistent designations throughout Project.
- B. Coordinate installation of identifying devices with completion of covering and painting of surfaces where devices are to be applied.
- C. Coordinate installation of identifying devices with location of access panels and doors.
- D. Install identifying devices before installing acoustical ceilings and similar concealment.

PART 2 - PRODUCTS

2.1 CONDUCTOR IDENTIFICATION MATERIALS

- A. Color-Coding Conductor Tape: Colored, self-adhesive vinyl tape not less than 3 mils (0.08 mm) thick by 1 to 2 inches (25 to 50 mm) wide.
- B. Self-Adhesive Vinyl Labels: Preprinted, flexible label laminated with a clear, weather- and chemical-resistant coating and matching wraparound adhesive tape for securing ends of legend label.
- C. Snap-Around Labels: Slit, pretensioned, flexible, preprinted, color-coded acrylic sleeve, with diameter sized to suit diameter of raceway or cable it identifies and to stay in place by gripping action.
- D. Snap-Around, Color-Coding Bands: Slit, pretensioned, flexible, solid-colored acrylic sleeve, 2 inches (50 mm) long, with diameter sized to suit diameter of raceway or cable it identifies and to stay in place by gripping action.
- E. Marker Tapes: Vinyl or vinyl-cloth, self-adhesive wraparound type, with circuit identification legend machine printed by thermal transfer or equivalent process.

2.2 UNDERGROUND-LINE WARNING TAPE

- A. Tape:
 - 1. 3.5 mils and 6" wide.
 - 2. Printing on tape shall be permanent and shall not be damaged by burial operations.
 - 3. Polyethylene tape material and ink shall be chemically inert, and not subject to degrading when exposed to acids, alkalis, and other destructive substances commonly found in soils.
- B. Color and Printing:
 - 1. Inscriptions for Red-Colored Tapes: BURIED ELECTRIC LINE, CAUTION.
 - 2. Inscriptions for Orange-Colored Tapes: TELEPHONE CABLE, CATV CABLE, COMMUNICATIONS CABLE, OPTICAL FIBER CABLE.

2.3 WARNING LABELS AND SIGNS

- A. Comply with NFPA 70 and 29 CFR 1910.145.
- B. Baked-Enamel Warning Signs:
 - 1. Preprinted aluminum signs, punched or drilled for fasteners, with colors, legend, and size required for application.
 - 2. 1/4-inch (6.4-mm) grommets in corners for mounting.
 - 3. Nominal size, 7 by 10 inches (180 by 250 mm).
- C. Warning label and sign shall include, but are not limited to, the following legends:
 - 1. Workspace Clearance Warning: "WARNING - OSHA REGULATION - AREA IN FRONT OF ELECTRICAL EQUIPMENT MUST BE KEPT CLEAR FOR 36 INCHES (915 MM)."

2. Location of multiple main disconnects are at defined locations. Approved by Authority Having Jurisdiction.

2.4 INSTRUCTION SIGNS

- A. Engraved, laminated acrylic or melamine plastic, minimum 1/16 inch (1.6 mm) thick for signs up to 20 sq. inches (129 sq. cm) and 1/8 inch (3.2 mm) thick for larger sizes.
 1. Engraved legend with black letters on white face .
 2. Punched or drilled for mechanical fasteners.
 3. Framed with mitered acrylic molding and arranged for attachment at applicable equipment.

2.5 EQUIPMENT IDENTIFICATION LABELS

- A. Self-Adhesive, Engraved, Laminated Acrylic or Melamine Label: Adhesive backed, with white letters on a dark-gray background. Minimum letter height shall be 3/8 inch (10 mm).

2.6 CABLE TIES

- A. UV-Stabilized Cable Ties: Fungus inert, designed for continuous exposure to exterior sunlight, self extinguishing, one piece, self locking, Type 6/6 nylon.
 1. Minimum Width: 3/16 inch (5 mm).
 2. Tensile Strength at 73 deg F (23 deg C), According to ASTM D 638: 12,000 psi (82.7 MPa).
 3. Temperature Range: Minus 40 to plus 185 deg F (Minus 40 to plus 85 deg C).
 4. Color: Black.
- B. Plenum-Rated Cable Ties: Self extinguishing, UV stabilized, one piece, self locking.
 1. Minimum Width: 3/16 inch (5 mm).
 2. Tensile Strength at 73 deg F (23 deg C), According to ASTM D 638: 7000 psi (48.2 MPa).
 3. UL 94 Flame Rating: 94V-0.
 4. Temperature Range: Minus 50 to plus 284 deg F (Minus 46 to plus 140 deg C).
 5. Color: Black.

2.7 MISCELLANEOUS IDENTIFICATION PRODUCTS

- A. Paint: Comply with requirements in Division 09 painting Sections for paint materials and application requirements. Select paint system applicable for surface material and location (exterior or interior).
- B. Fasteners for Labels and Signs: Self-tapping, stainless-steel screws or stainless-steel machine screws with nuts and flat and lock washers.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Verify identity of each item before installing identification products.
- B. Location: Install identification materials and devices at locations for most convenient viewing without interference with operation and maintenance of equipment.
- C. Apply identification devices to surfaces that require finish after completing finish work.
- D. Secure plastic name plates to equipment fronts using screws or rivets. Use of adhesive shall be per owner's approval only.
- E. System Identification Color-Coding Bands for Raceways and Cables: Each color-coding band shall completely encircle cable or conduit. Place adjacent bands of two-color markings in contact, side by side. Locate bands at changes in direction, at penetrations of walls and floors, at 50-foot (15-m) maximum intervals in straight runs, and at 25-foot (7.6-m) maximum intervals in congested areas.
- F. Cable Ties: For attaching tags. Use general-purpose type, except as listed below:
 - 1. Outdoors: UV-stabilized nylon.
 - 2. In Spaces Handling Environmental Air: Plenum rated.
- G. Underground-Line Warning Tape: During backfilling of trenches install continuous underground-line warning tape directly above line at 6 to 8 inches (150 to 200 mm) below finished grade. Use multiple tapes where width of multiple lines installed in a common trench exceeds 16 inches (400 mm) overall.

3.2 IDENTIFICATION SCHEDULE

- A. Accessible Raceways and 600 V or Less, for Service, Feeder, and Branch Circuits More Than A, and 120 V to ground: Identify with self-adhesive vinyl tape applied in bands. Install labels at 10-foot (3-m) maximum intervals.
- B. Accessible Raceways and Cables within Buildings: Identify the covers of each junction and pull box of the following systems with self-adhesive vinyl labels with the wiring system legend and system voltage. System legends shall be as follows:
 - 1. Normal Power – White letters on Black background.
- C. Power-Circuit Conductor Identification, 600 V or Less: For conductors in vaults, pull and junction boxes, manholes, and handholes, use color-coding conductor tape to identify the phase.
 - 1. Color-Coding for Phase and Voltage Level Identification, 600 V or Less: Use colors listed below for ungrounded service feeder and branch-circuit conductors.
 - a. Color shall be factory applied or field applied for sizes larger than No. 8 AWG, if authorities having jurisdiction permit.
 - b. Colors for 208/120-V Circuits:
 - 1) Phase A: Black.

- 2) Phase B: Red.
 - 3) Phase C: Blue.
 - 4) Neutral: White.
- c. Colors for 480/277-V Circuits:
- 1) Phase A: Brown.
 - 2) Phase B: Orange. (Purple)
 - 3) Phase C: Yellow.
 - 4) Neutral: Gray.
- d. Field-Applied, Color-Coding Conductor Tape: Apply in half-lapped turns for a minimum distance of 6 inches (150 mm) from terminal points and in boxes where splices or taps are made. Apply last two turns of tape with no tension to prevent possible unwinding. Locate bands to avoid obscuring factory cable markings.
- D. Conductors to Be Extended in the Future: Attach write-on tags to conductors and list source.
- E. Auxiliary Electrical Systems Conductor Identification: Identify field-installed alarm, control, and signal connections.
1. Identify conductors, cables, and terminals in enclosures and at junctions, terminals, and pull points. Identify by system and circuit designation.
 2. Use system of marker tape designations that is uniform and consistent with system used by manufacturer for factory-installed connections.
 3. Coordinate identification with Project Drawings, manufacturer's wiring diagrams, and the Operation and Maintenance Manual.
- F. Locations of Underground Lines: Identify with underground-line warning tape for power, lighting, communication, and control wiring and optical fiber cable.
1. Limit use of underground-line warning tape to direct-buried cables.
 2. Install underground-line warning tape for both direct-buried cables and cables in raceway.
- G. Workspace Indication: Install floor marking tape to show working clearances in the direction of access to live parts. Workspace shall be as required by NFPA 70 and 29 CFR 1926.403 unless otherwise indicated. Do not install at flush-mounted panelboards and similar equipment in finished spaces.
- H. Warning Labels for Indoor Cabinets, Boxes, and Enclosures for Power and Lighting: Baked-enamel warning signs.
1. Comply with 29 CFR 1910.145.
 2. Identify system voltage with black letters on an orange background.
 3. Apply to exterior of door, cover, or other access.
 4. For equipment with multiple power or control sources, apply to door or cover of equipment including, but not limited to, the following:
 - a. Controls with external control power connections.
- I. Operating Instruction Signs: Install instruction signs to facilitate proper operation and maintenance of electrical systems and items to which they connect. Install instruction signs with approved legend where instructions are needed for system or equipment operation.
- J. Equipment Identification Labels: On each unit of equipment, install unique designation label that is consistent with wiring diagrams, schedules, and the Operation and Maintenance Manual.

Apply labels to disconnect switches and protection equipment, central or master units, control panels, control stations, terminal cabinets, and racks of each system. Systems include power, lighting, control, communication, signal, monitoring, and alarm systems unless equipment is provided with its own identification.

1. Labeling Instructions:

- a. Indoor Equipment: Engraved, laminated acrylic or melamine label. Unless otherwise indicated, provide a single line of text with 1/2-inch- (13-mm-) high letters on 1-1/2-inch- (38-mm-) high label; where two lines of text are required, use labels 2 inches (50 mm) high.
- b. Outdoor Equipment: Engraved, laminated acrylic or melamine label.
- c. Elevated Components: Increase sizes of labels and letters to those appropriate for viewing from the floor.
- d. Unless provided with self-adhesive means of attachment, fasten labels with appropriate mechanical fasteners that do not change the NEMA or NRTL rating of the enclosure.

2. Equipment to Be Labeled:

- a. Panelboards: Typewritten directory of circuits in the location provided by panelboard manufacturer. Panelboard identification shall be engraved, laminated acrylic or melamine label.
- b. Enclosures and electrical cabinets.
- c. Access doors and panels for concealed electrical items.
- d.
- e. Enclosed switches.
- f. Enclosed circuit breakers.
- g. Enclosed controllers.
- h. Contactors.

3. Nameplate Detail:

- a. For circuit breakers, panelboards, switchboards, disconnect switches, motor starters, and contactors: 1/4-inch letters, identify source to and device load serves, including location.

4. Enclosure Color Coding:

- a. The following systems shall have each junction and pull box cover completely painted per the following:

System	Color of Box Cover
Ethernet Backbone	Blue
Telecommunications	Brown
FCMS	Green
Emergency Power	Red
Security**	White

Fire Alarm	Yellow
Clock	Fluorescent Violet
U.P.S.	Fluorescent Pink

**Security shall include, but not be limited to, the following systems:

- Card Access\Proximity
- Duress Alarms
- Perimeter Door Alarms
- CCTV

END OF SECTION 260553

SECTION 260574

OVERCURRENT PROTECTIVE DEVICE ARC-FLASH STUDY

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 a computer-based, arc-flash study to determine the arc-flash hazard distance and the incident energy to which personnel could be exposed during work on or near electrical equipment.

1.3 DEFINITIONS

- A. Existing to Remain: Existing items of construction that are not to be removed and that are not otherwise indicated to be removed, removed and salvaged, or removed and reinstalled.
- B. One-Line Diagram: A diagram which shows, by means of single lines and graphic symbols, the course of an electric circuit or system of circuits and the component devices or parts used therein.
- C. Protective Device: A device that senses when an abnormal current flow exists and then removes the affected portion from the system.
- D. SCCR: Short-circuit current rating.
- E. Service: The conductors and equipment for delivering electric energy from the serving utility to the wiring system of the premises served.

1.4 ACTION SUBMITTALS

- A. Product Data: For computer software program to be used for studies.
- B. Other Action Submittals: Submit the following submittals after the approval of system protective devices submittals. Submittals may be in digital form.
 - 1. Arc-flash study input data, including completed computer program input data sheets.
 - 2. Arc-flash study report; signed, dated, and sealed by a qualified professional engineer.
 - a. Submit study report for action prior to receiving final approval of the distribution equipment submittals. If formal completion of studies will cause delay in equipment manufacturing, obtain approval from Architect for preliminary submittal of sufficient study data to ensure that the selection of devices and associated characteristics is satisfactory.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Arc-Flash Study Software Developer and Arc-Flash Study Specialist.
- B. Product Certificates: For arc-flash hazard analysis software, certifying compliance with IEEE 1584 and NFPA 70E.

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance procedures according to requirements in NFPA 70E shall be provided in the equipment manuals.
- B. Operation and Maintenance Procedures: In addition to items specified in Section 017823 "Operation and Maintenance Data," provide maintenance procedures for use by Owner's personnel that comply with requirements in NFPA 70E.

1.7 QUALITY ASSURANCE

- A. Studies shall use computer programs that are distributed nationally and are in wide use. Software algorithms shall comply with requirements of standards and guides specified in this Section. Manual calculations are unacceptable.
- B. Arc-Flash Study Software Developer Qualifications: An entity that owns and markets computer software used for studies, having performed successful studies of similar magnitude on electrical distribution systems using similar devices.
 - 1. The computer program shall be developed under the charge of a licensed professional engineer who holds IEEE Computer Society's Certified Software Development Professional certification.
- C. Arc-Flash Study Specialist Qualifications: Professional engineer in charge of performing the study, analyzing the arc flash, and documenting recommendations, licensed in the state where Project is located. All elements of the study shall be performed under the direct supervision and control of this professional engineer. Study Report shall be submitted for review with signed and sealed by professional engineer in charge of performing the study.
- D. Field Adjusting Agency Qualifications: An independent agency, with the experience and capability to adjust overcurrent devices and to conduct the testing indicated, that is a member company of the InterNational Electrical Testing Association or is a nationally recognized testing laboratory (NRTL) as defined by OSHA in 29 CFR 1910.7, and that is acceptable to authorities having jurisdiction.

PART 2 - PRODUCTS

2.1 COMPUTER SOFTWARE DEVELOPERS

- A. Software Developers:
 - 1. CGI CYME
 - 2. EDSA Micro Corporation
 - 3. ESA Inc.

4. Operation Technology
 5. SKM Systems Analysis, Inc.
- B. Comply with IEEE 1584 and NFPA 70E.
- C. Analytical features of device coordination study computer software program shall have the capability to calculate "mandatory," "very desirable," and "desirable" features as listed in IEEE 399.

2.2 ARC-FLASH STUDY REPORT CONTENT

- A. Executive summary.
- B. Study descriptions, purpose, basis and scope.
- C. One-line diagram, showing the following:
1. Protective device designations and ampere ratings.
 2. Cable size and lengths.
 3. Transformer kilovolt ampere (kVA) and voltage ratings.
 4. Motor and generator designations and kVA ratings.
 5. Switchgear, switchboard, motor-control center and panelboard designations.
- D. Study Input Data: As described in "Power System Data" Article.
- E. Short-Circuit Study Output: As specified in "Short Circuit Study Output" Paragraph in "Short-Circuit Study Report Contents" Article in Section 260572 "Overcurrent Protective Device Short-Circuit Study."
- F. Arc-Flash Study Output:
1. Interrupting Duty Report: Three-phase and unbalanced fault calculations, showing the following for each overcurrent device location:
 - a. Voltage.
 - b. Calculated symmetrical fault-current magnitude and angle.
 - c. Fault-point X/R ratio.
 - d. No AC Decrement (NACD) ratio.
 - e. Equivalent impedance.
 - f. Multiplying factors for 2-, 3-, 5-, and 8-cycle circuit breakers rated on a symmetrical basis.
 - g. Multiplying factors for 2-, 3-, 5-, and 8-cycle circuit breakers rated on a total basis.
- G. Incident Energy and Flash Protection Boundary Calculations:
1. Arcing fault magnitude.
 2. Protective device clearing time.
 3. Duration of arc.
 4. Arc-flash boundary.
 5. Working distance.
 6. Incident energy.
 7. Hazard risk category.
 8. Recommendations for arc-flash energy reduction.

- H. Fault study input data, case descriptions, and fault-current calculations including a definition of terms and guide for interpretation of the computer printout.

2.3 ARC-FLASH WARNING LABELS

- A. Comply with requirements in Section 260553 "Identification for Electrical Systems." Produce a **3.5-by-5-inch (76-by-127-mm)** thermal transfer label of high-adhesion polyester for each work location included in the analysis.
- B. The label shall have an orange header with the wording, "WARNING, ARC-FLASH HAZARD," and shall include the following information taken directly from the arc-flash hazard analysis:
 - 1. Location designation.
 - 2. Nominal voltage.
 - 3. Flash protection boundary.
 - 4. Hazard risk category.
 - 5. Incident energy.
 - 6. Working distance.
 - 7. Engineering report number, revision number, and issue date.
- C. Labels shall be machine printed, with no field-applied markings.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine Project overcurrent protective device submittals. Proceed with arc-flash study only after relevant equipment submittals have been assembled. Overcurrent protective devices that have not been submitted and approved prior to arc-flash study may not be used in study.

3.2 ARC-FLASH HAZARD ANALYSIS

- A. Comply with NFPA 70E and its Annex D for hazard analysis study.
- B. Preparatory Studies:
 - 1. Short-Circuit Study Output: As specified in "Short-Circuit Study Output" Paragraph in "Short-Circuit Study Report Contents" Article in Section 260572 "Overcurrent Protective Device Short-Circuit Study."
 - 2. Protective Device Coordination Study Report Contents: As specified in "Protective Device Coordination Study Report Contents" Article in Section 260573 "Overcurrent Protective Device Coordination Study."
- C. Calculate maximum and minimum contributions of fault-current size.
 - 1. The minimum calculation shall assume that the utility contribution is at a minimum and shall assume no motor load.
 - 2. The maximum calculation shall assume a maximum contribution from the utility and shall assume motors to be operating under full-load conditions.

- D. Calculate the arc-flash protection boundary and incident energy at locations in the electrical distribution system where personnel could perform work on energized parts.
- E. Include medium- and low-voltage equipment locations, except equipment rated 240-V ac or less fed from transformers less than 125 kVA.
- F. Safe working distances shall be specified for calculated fault locations based on the calculated arc-flash boundary, considering incident energy of 1.2 cal/sq.cm.
- G. Incident energy calculations shall consider the accumulation of energy over time when performing arc-flash calculations on buses with multiple sources. Iterative calculations shall take into account the changing current contributions, as the sources are interrupted or decremented with time. Fault contribution from motors and generators shall be decremented as follows:
 - 1. Fault contribution from induction motors should not be considered beyond three to five cycles.
 - 2. Fault contribution from synchronous motors and generators should be decayed to match the actual decrement of each as closely as possible (e.g., contributions from permanent magnet generators will typically decay from 10 per unit to three per unit after 10 cycles).
- H. Arc-flash computation shall include both line and load side of a circuit breaker as follows:
 - 1. When the circuit breaker is in a separate enclosure.
 - 2. When the line terminals of the circuit breaker are separate from the work location.
- I. Base arc-flash calculations on actual overcurrent protective device clearing time. Cap maximum clearing time at two seconds based on IEEE 1584, Section B.1.2.

3.3 POWER SYSTEM DATA

- A. Obtain all data necessary for the conduct of the arc-flash hazard analysis, at Nema 3 main switchboard.
 - 1. For new equipment, use characteristics submitted under the provisions of action submittals and information submittals for this Project.
 - 2. For existing equipment, whether or not relocated, obtain required electrical distribution system data by field investigation and surveys, conducted by qualified technicians and engineers.
- B. Electrical Survey Data: Gather and tabulate the following input data to support study. Comply with recommendations in IEEE 1584 and NFPA 70E as to the amount of detail that is required to be acquired in the field. Field data gathering shall be under the direct supervision and control of the engineer in charge of performing the study, and shall be by the engineer or its representative who holds NETA ETT Level III certification or NICET Electrical Power Testing Level III certification.
 - 1. Product Data for overcurrent protective devices specified in other Sections and involved in overcurrent protective device coordination studies. Use equipment designation tags that are consistent with electrical distribution system diagrams, overcurrent protective device submittals, input and output data, and recommended device settings.
 - 2. Obtain electrical power utility impedance at the service.
 - 3. Power sources and ties.
 - 4. Short-circuit current at each system bus, three phase and line-to-ground.
 - 5. Full-load current of all loads.
 - 6. Voltage level at each bus.

7. For transformers, include kVA, primary and secondary voltages, connection type, impedance, X/R ratio, taps measured in per cent, and phase shift.
8. For reactors, provide manufacturer and model designation, voltage rating and impedance.
9. For circuit breakers and fuses, provide manufacturer and model designation. List type of breaker, type of trip and available range of settings, SCCR, current rating, and breaker settings.
10. Generator short-circuit current contribution data, including short-circuit reactance, rated kVA, rated voltage, and X/R ratio.
11. For relays, provide manufacturer and model designation, current transformer ratios, potential transformer ratios, and relay settings.
12. Busway manufacturer and model designation, current rating, impedance, lengths, and conductor material.
13. Motor horsepower and NEMA MG 1 code letter designation.
14. Low-voltage cable sizes, lengths, number, conductor material and conduit material (magnetic or nonmagnetic).
15. Medium-voltage cable sizes, lengths, conductor material, and cable construction and metallic shield performance parameters.

3.4 LABELING

- A. Apply one arc-flash label for 600-V ac, 480-V ac, and applicable 208-V ac panelboards and disconnects and for each of the following locations:
 1. Motor-control center.
 2. Low-voltage switchboard.
 3. Switchgear.
 4. Medium-voltage switch.
 5. Control panel.

3.5 APPLICATION OF WARNING LABELS

- A. Install the arc-fault warning labels under the direct supervision and control of the Arc-Flash Study Specialist.

3.6 DEMONSTRATION

- A. Engage the Arc-Flash Study Specialist to train Owner's maintenance personnel in the potential arc-flash hazards associated with working on energized equipment and the significance of the arc-flash warning labels.

END OF SECTION 260574

SECTION 262413

SWITCHBOARDS

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. Service and distribution switchboards rated 600 V and less.
 - 2. Transient voltage suppression devices.
 - 3. Disconnecting and overcurrent protective devices.
 - 4. Instrumentation.
 - 5. Control power.
 - 6. Accessory components and features.
 - 7. Identification.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of switchboard, overcurrent protective device, transient voltage suppression device, ground-fault protector, accessory, and component indicated. Include dimensions and manufacturers' technical data on features, performance, electrical characteristics, ratings, accessories, and finishes.
- B. Shop Drawings: For each switchboard and related equipment.
 - 1. Include dimensioned plans, elevations, sections, and details, including required clearances and service space around equipment. Show tabulations of installed devices, equipment features, and ratings.
 - 2. Detail enclosure types for types other than NEMA 250, Type 1.
 - 3. Detail bus configuration, current, and voltage ratings.
 - 4. Detail short-circuit current rating of switchboards and overcurrent protective devices.
 - 5. Include descriptive documentation of optional barriers specified for electrical insulation and isolation.
 - 6. Detail features, characteristics, ratings, and factory settings of individual overcurrent protective devices and auxiliary components.
 - 7. Include time-current coordination curves for each type and rating of overcurrent protective device included in switchboards. Submit on translucent log-log graft paper; include selectable ranges for each type of overcurrent protective device.
 - 8. Include diagram and details of proposed mimic bus.
 - 9. Include schematic and wiring diagrams for power, signal, and control wiring.

- C. Samples: Representative portion of mimic bus with specified material and finish, for color selection.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer .
- B. Field Quality-Control Reports:
 - 1. Test procedures used.
 - 2. Test results that comply with requirements.
 - 3. Results of failed tests and corrective action taken to achieve test results that comply with requirements.

1.5 CLOSEOUT SUBMITTALS

- A. Operation and Maintenance Data: For switchboards and components to include in emergency, operation, and maintenance manuals. In addition to items specified in Division 01 Section "Operation and Maintenance Data," include the following:
 - 1. Routine maintenance requirements for switchboards and all installed components.
 - 2. Manufacturer's written instructions for testing and adjusting overcurrent protective devices.
 - 3. Time-current coordination curves for each type and rating of overcurrent protective device included in switchboards. Submit on log-log graph paper; include selectable ranges for each type of overcurrent protective device.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Control-Power Fuses: Equal to 10 percent of quantity installed for each size and type, but no fewer than two of each size and type.
 - 2. Fuses for Fused Switches: Equal to 10 percent of quantity installed for each size and type, but no fewer than three of each size and type.
 - 3. Fuses for Fused Power-Circuit Devices: Equal to 10 percent of quantity installed for each size and type, but no fewer than three of each size and type.

1.7 QUALITY ASSURANCE

- A. Installer Qualifications: An employer of workers qualified as defined in NEMA PB 2.1 and trained in electrical safety as required by NFPA 70E.
- B. Source Limitations: Obtain switchboards, overcurrent protective devices, components, and accessories from single source from single manufacturer.
- C. Product Selection for Restricted Space: Drawings indicate maximum dimensions for switchboards including clearances between switchboards and adjacent surfaces and other items. Comply with indicated maximum dimensions.

- D. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- E. Comply with NEMA PB 2.
- F. Comply with NFPA 70.
- G. Comply with UL 891.

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Deliver switchboards in sections or lengths that can be moved past obstructions in delivery path.
- B.

1.9 PROJECT CONDITIONS

- A. Installation Pathway: Remove and replace access fencing, doors, lift-out panels, and structures to provide pathway for moving switchboards into place.
- B. Environmental Limitations:
 - 1. Do not deliver or install switchboards until spaces are enclosed and weathertight, wet work in spaces is complete and dry, work above switchboards is complete, and temporary HVAC system is operating and maintaining ambient temperature and humidity conditions at occupancy levels during the remainder of the construction period.
 - 2. Rate equipment for continuous operation under the following conditions unless otherwise indicated:
 - a. Ambient Temperature: Not exceeding 104 deg F (40 deg C).
 - b. Altitude: Not exceeding 6600 feet (2000 m).
- C. Service Conditions: NEMA PB 2, usual service conditions, as follows:
 - 1. Ambient temperatures within limits specified.
 - 2. Altitude not exceeding 6600 feet (2000 m).
- D. Interruption of Existing Electric Service: Do not interrupt electric service to facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary electric service according to requirements indicated:
 - 1. Notify Owner no fewer than fifteen days in advance of proposed interruption of electric service.
 - 2. Indicate method of providing temporary electric service.
 - 3. Comply with NFPA 70E.
 - 4. Replace existing main switchboard with new after power company has disconnected utility transformer.
 - 5. Should work be scheduled to be performed during school operational hours, contractor shall schedule work during afterhours such as nights or weekends.

1.10 COORDINATION

- A. Coordinate layout and installation of switchboards and components with other construction that penetrates walls or is supported by them, including electrical and other types of equipment, raceways, piping, encumbrances to workspace clearance requirements, and adjacent surfaces. Maintain required workspace clearances and required clearances for equipment access doors and panels.
- B. Coordinate sizes and locations of concrete bases with actual equipment provided. Cast anchor-bolt inserts into bases. Concrete, reinforcement, and formwork requirements are specified in Division 03.

1.11 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace transient voltage suppression devices that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Two years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MANUFACTURED UNITS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Eaton Electrical Inc.; Cutler-Hammer Business Unit.
 - 2.
 - 3. Siemens Energy & Automation, Inc.
 - 4. Square D; a brand of Schneider Electric.
- B. Front-Connected, Front-Accessible Switchboards:
 - 1. Main Devices: Fixed, individually mounted.
 - 2. Branch Devices: Panel mounted.
 - 3. Sections front and rear aligned.
- C. Nominal System Voltage: 480Y/277 V, or 208Y/120V.
- D. Main-Bus Continuous: As shown on plans.
- E. Indoor Enclosures: Steel, NEMA 250, Type 31.
- F. Outdoor enclosure, NEMA 3R.
- G. Cubical Space Heaters: Factory-installed electric space heaters of sufficient wattage in each vertical section to maintain enclosure temperature above expected dew point.
 - 1. Space-Heater Control: Thermostats to maintain temperature of each section above expected dew point.

- 2. Space-Heater Power Source: Transformer, factory installed in switchboard.
- H. Bus Transition and Incoming Pull Sections: Matched and aligned with basic switchboard.
- I. Hinged Front Panels: Allow access to circuit breaker, metering, accessory, and blank compartments.
- J. Buses and Connections: Three phase, four wire unless otherwise indicated.
 - 1. Phase- and Neutral-Bus Material: Hard-drawn copper of 98 percent conductivity, silver-plated, or copper feeder circuit-breaker line connections.
 - 2. Load Terminals: Insulated, rigidly braced, runback bus extensions, of same material as through buses, equipped with mechanical connectors for outgoing circuit conductors. Provide load terminals for future circuit-breaker positions at full-ampere rating of circuit-breaker position.
 - 3. Ground Bus: 1/4-by-2-inch- hard-drawn copper of 98 percent conductivity, equipped with connectors for feeder and branch-circuit ground conductors. For busway feeders, extend insulated equipment grounding cable to busway ground connection and support cable at intervals in vertical run.
 - 4. Main Phase Buses and Equipment Ground Buses: Uniform capacity for entire length of switchboard's main and distribution sections. Provide for future extensions from both ends.
 - 5. Neutral Buses: 100 percent of the ampacity of phase buses unless otherwise indicated, equipped with mechanical connectors for outgoing circuit neutral cables. Brace bus extensions for busway feeder neutral bus.
- K. Future Devices: Equip compartments with mounting brackets, supports, bus connections, and appurtenances at full rating of circuit-breaker compartment.

2.2 TRANSIENT VOLTAGE SUPPRESSION DEVICES

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Eaton Electrical Inc.; Cutler-Hammer Business Unit.
 - 2. Siemens Energy & Automation, Inc.
 - 3. Square D; a brand of Schneider Electric.
 - 4. Thor.
- B. Surge Protection Device Description: IEEE C62.41-compliant, integrally mounted, wired-in solid-state, parallel-connected, type, with sine-wave tracking suppression and filtering modules, UL 1449, latest edition, short-circuit current rating matching or exceeding the switchboard short-circuit rating, and with the following features and accessories:
 - 1. Fuses, rated at 200-kA interrupting capacity.
 - 2. Fabrication using bolted compression lugs for internal wiring.
 - 3. Integral disconnect switch.
 - 4. Redundant suppression circuits.
 - 5. Redundant replaceable modules.
 - 6. Arrangement with wire connections to phase buses, neutral bus, and ground bus.
 - 7. LED indicator lights for power and protection status.
 - 8. Audible alarm, with silencing switch, to indicate when protection has failed.
 - 9. Form-C contacts rated at 5 A and 250-V ac, one normally open and one normally closed, for remote monitoring of system operation. Contacts shall reverse position on failure of

- any surge diversion module or on opening of any current-limiting device. Coordinate with building power monitoring and control system.
10. Four digit, transient-event counter set to totalize transient surges.
- C. Peak Single-Impulse Surge Current Rating: 160 kA per mode/320 kA per phase.
 - D. Withstand Capabilities: 12,000 IEEE C62.41, Category C3 (10 kA), 8-by-20-mic.sec. surges with less than 5 percent change in clamping voltage.
 - E. Protection modes and UL 1449 SVR for grounded wye circuits with 480Y/277-V, three-phase, four-wire circuits shall be as follows:
 1. Line to Neutral: 800 V for 480Y/277.
 2. Line to Ground: 800 V for 480Y/277.
 3. Neutral to Ground: 800 V for 480Y/277.
 - F. Protection modes and UL 1449 SVR for 240/120-V, three-phase, four-wire circuits with high leg shall be as follows:
 1. Line to Neutral: 400 V, 800 V from high leg.
 2. Line to Ground: 400 V.
 3. Neutral to Ground: 400 V.

2.3 DISCONNECTING AND OVERCURRENT PROTECTIVE DEVICES

- A. Molded-Case Circuit Breaker (MCCB) Main and branch: Comply with UL 489, with interrupting capacity to meet available fault currents as indicated on drawings.
 1. Electronic trip circuit breakers 400 ampere frame and above shall be equipped with solid-state trip complete with built-in current transformers, solid-state trip unit and flux transfer shunt trip. Field-replicable electronic trips shall have the following field-adjustable settings:
 - a. Instantaneous trip.
 - b. Long- and short-time pickup levels.
 - c. Long- and short-time time adjustments.
 - d. Ground-fault pickup level, time delay, and I^2t response. (Main breaker above 1000A and branch breakers 1200 A and above)
 - e. 1200A breaker or above shall be equipped with Arc Energy Reduction maintenance switching with local status indicator.
 2. GFCI Circuit Breakers: Single- and two-pole configurations with Class A ground-fault protection (6-mA trip).
 3. Molded-Case Circuit-Breaker (MCCB) Features and Accessories:
 - a. Standard frame sizes, trip ratings, and number of poles.
 - b. Lugs: Mechanical style, suitable for number, size, trip ratings, and conductor material.
 - c. Application Listing: Appropriate for application; Type SWD for switching fluorescent lighting loads; Type HID for feeding fluorescent and high-intensity discharge (HID) lighting circuits.

2.4 INSTRUMENTATION

- A. Instrument Transformers: IEEE C57.13, NEMA EI 21.1, and the following:
 - 1. Potential Transformers: IEEE C57.13; 120 V, 60 Hz, single secondary; disconnecting type with integral fuse mountings. Burden and accuracy shall be consistent with connected metering and relay devices.
 - 2. Control-Power Transformers: Dry type, mounted in separate compartments for units larger than 3 kVA.
- B. Multifunction Digital-Metering Monitor: Main bus shall be furnished with microprocessor-based unit suitable for three- or four-wire systems and with the following features:
 - 1. Switch-selectable digital display of the following values with maximum accuracy tolerances as indicated:
 - a. Phase Currents, Each Phase: Plus or minus 1 percent.
 - b. Phase-to-Phase Voltages, Three Phase: Plus or minus 1 percent.
 - c. Phase-to-Neutral Voltages, Three Phase: Plus or minus 1 percent.
 - d. Megawatts: Plus or minus 2 percent.
 - e. Megavars: Plus or minus 2 percent.
 - f. Power Factor: Plus or minus 2 percent.
 - g. Frequency: Plus or minus 0.5 percent.
 - h. Accumulated Energy, Megawatt Hours: Plus or minus 2 percent; accumulated values unaffected by power outages up to 72 hours.
 - i. Megawatt Demand: Plus or minus 2 percent; demand interval programmable from five to 60 minutes.
 - j. Contact devices to operate remote impulse-totalizing demand meter.
 - 2. Mounting: Display and control unit flush or semiflush mounted in instrument compartment door. Maximum mounting height 60" above base of switchboard.

2.5 ACCESSORY COMPONENTS AND FEATURES

- A. Accessory Set: Include tools and miscellaneous items required for overcurrent protective device test, inspection, maintenance, and operation.
- B. Spare-Fuse Cabinet: Suitably identified, wall-mounted, lockable, compartmented steel box or cabinet. Arrange for wall mounting.

2.6 IDENTIFICATION

- A. Service Equipment Label: NRTL labeled for use as service equipment for switchboards with one or more service disconnecting and overcurrent protective devices.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Receive, inspect, handle, and store switchboards according to NEMA PB 2.1.

- B. Examine switchboards before installation. Reject switchboards that are moisture damaged or physically damaged.
- C. Examine elements and surfaces to receive switchboards for compliance with installation tolerances and other conditions affecting performance of the Work.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Install switchboards and accessories according to NEMA PB 2.1.
- B. Equipment Mounting: Install switchboards on concrete base, 4-inch (100-mm) nominal thickness.
 - 1. Install dowel rods to connect concrete base to concrete floor. Unless otherwise indicated, install dowel rods on 18-inch (450-mm) centers around the full perimeter of concrete base.
 - 2. For supported equipment, install epoxy-coated anchor bolts that extend through concrete base and anchor into structural concrete floor.
 - 3. Place and secure anchorage devices. Use setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
 - 4. Install anchor bolts to elevations required for proper attachment to switchboards.
- C. Temporary Lifting Provisions: Remove temporary lifting eyes, channels, and brackets and temporary blocking of moving parts from switchboard units and components.
- D. Operating Instructions: Frame and mount the printed basic operating instructions for switchboards, including control and key interlocking sequences and emergency procedures. Fabricate frame of finished wood or metal and cover instructions with clear acrylic plastic. Mount on front of switchboards.
- E. Install filler plates in unused spaces of panel-mounted sections.
- F. Install overcurrent protective devices, transient voltage suppression devices, and instrumentation.
 - 1. Set field-adjustable switches and circuit-breaker trip ranges per coordination study.
- G. Install spare-fuse cabinet.
- H. Comply with NECA 1.

3.3 IDENTIFICATION

- A. Identify field-installed conductors, interconnecting wiring, and components; provide warning signs complying with requirements for identification specified in Division 26 Section "Identification for Electrical Systems."
- B. Switchboard Nameplates: Label each switchboard compartment with a nameplate complying with requirements for identification specified in Division 26 Section "Identification for Electrical Systems."

- C. Device Nameplates: Label each disconnecting and overcurrent protective device and each meter and control device mounted in compartment doors with a nameplate complying with requirements for identification specified in Division 26 Section "Identification for Electrical Systems."

3.4 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect, test, and adjust components, assemblies, and equipment installations, including connections.
- B. Perform tests and inspections.
 - 1. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect components, assemblies, and equipment installations, including connections, and to assist in testing.
- C. Acceptance Testing Preparation:
 - 1. Test insulation resistance for each switchboard bus, component, connecting supply, feeder, and control circuit.
 - 2. Test continuity of each circuit.
- D. Tests and Inspections:
 - 1. Perform each visual and mechanical inspection and electrical test stated in NETA Acceptance Testing Specification. Certify compliance with test parameters.
 - 2. Correct malfunctioning units on-site, where possible, and retest to demonstrate compliance; otherwise, replace with new units and retest.
 - 3. Perform the following infrared scan tests and inspections and prepare reports:
 - a. Initial Infrared Scanning: After Substantial Completion, but not more than 60 days after Final Acceptance, perform an infrared scan of each switchboard. Remove front panels so joints and connections are accessible to portable scanner.
 - b. Follow-up Infrared Scanning: Perform an additional follow-up infrared scan of each switchboard 11 months after date of Substantial Completion.
 - c. Instruments and Equipment:
 - 1) Use an infrared scanning device designed to measure temperature or to detect significant deviations from normal values. Provide calibration record for device.
 - 4. Test and adjust controls, remote monitoring, and safeties. Replace damaged and malfunctioning controls and equipment.
- E. Switchboard will be considered defective if it does not pass tests and inspections.
- F. Prepare test and inspection reports, including a certified report that identifies switchboards included and that describes scanning results. Include notation of deficiencies detected, remedial action taken, and observations after remedial action.

3.5 ADJUSTING

- A. Adjust moving parts and operable components to function smoothly, and lubricate as recommended by manufacturer.
- B. Set field-adjustable circuit-breaker trip ranges as specified in Division 26 Section "Overcurrent Protective Device Coordination Study."

3.6 PROTECTION

- A. Temporary Heating: Apply temporary heat, to maintain temperature according to manufacturer's written instructions, until switchboard is ready to be energized and placed into service.

3.7 DEMONSTRATION

- A. Engage a factory-authorized service representative to train Owner's maintenance personnel to adjust, operate, and maintain switchboards, overcurrent protective devices, instrumentation, and accessories, and to use and reprogram microprocessor-based trip, monitoring, and communication units.

END OF SECTION 262413

SECTION 262726

WIRING DEVICES

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. This Section includes the following:
 - 1. Receptacles, receptacles with integral GFCI, and associated device plates.
 - 2. Wall-switch and occupancy sensors.

1.3 DEFINITIONS

- A. EMI: Electromagnetic interference.
- B. GFCI: Ground-fault circuit interrupter.
- C. TVSS: Transient voltage surge suppressor.

1.4 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: List of legends and description of materials and process used for premarking wall plates.
- C. Field quality-control test reports. Submitted prior to final punch list.
- D. Operation and Maintenance Data: For wiring devices to include in all manufacturers' packing label warnings and instruction manuals that include labeling conditions.

1.5 QUALITY ASSURANCE

- A. Source Limitations: Obtain each type of wiring device and associated wall plate through one source from a single manufacturer. Insofar as they are available, obtain all wiring devices and associated wall plates from a single manufacturer and one source.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, Article 100, by a testing agency acceptable to authorities having jurisdiction, and marked for intended use.

- C. Comply with NFPA 70.

1.6 COORDINATION

- A. Receptacles for Owner-Furnished Equipment: Match plug configurations.
 - 1. Cord and Plug Sets: Match equipment requirements.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers' Names: Shortened versions (shown in parentheses) of the following manufacturers' names are used in other Part 2 articles:
 - 1. Cooper Wiring Devices; a division of Cooper Industries, Inc. (Cooper).
 - 2. Hubbell Incorporated; Wiring Device-Kellems (Hubbell).
 - 3. Leviton Mfg. Company Inc. (Leviton).
 - 4. Pass & Seymour/Legrand; Wiring Devices & Accessories (Pass & Seymour).
 - 5. Hubbell Building Automation Systems.

2.2 GFCI RECEPTACLES

- A. General Description: Straight blade, non-feed-through type. Comply with NEMA WD 1, NEMA WD 6, UL 498, and UL 943, Class A, and include indicator light that is lighted when device is tripped.
- B. Duplex GFCI Convenience Receptacles, 125 V, 20 A:
 - 1. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the following:
 - 2. Products: Subject to compliance with requirements, provide one of the following:
 - a. Cooper; GF20.
 - b. Pass & Seymour; 2084.

2.3 WALL PLATES

- A. Single and combination types to match corresponding wiring devices.
 - 1. Plate-Securing Screws: Metal with head color to match plate finish.
 - 2. Material for Finished Spaces: Smooth, high-impact thermoplastic 0.035-inch- (1-mm-) thick Material for Unfinished Spaces: Galvanized steel.
- B. Wet-Location, Weatherproof Cover Plates: NEMA 250, complying with type 3R weather-resistant, die-cast aluminum with lockable cover.

2.4 FINISHES

- A. Color: Wiring device catalog numbers in Section Text do not designate device color.
 - 1. Wiring Devices Connected to Normal Power System. As selected by Architect, unless otherwise indicated or required by NFPA 70 or device listing.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Comply with NECA 1, including the mounting heights listed in that standard, unless otherwise noted.
- B. Coordination with Other Trades:
 - 1. Take steps to insure that devices and their boxes are protected. Do not place wall finish materials over device boxes and do not cut holes for boxes with routers that are guided by riding against outside of the boxes.
 - 2. Keep outlet boxes free of plaster, drywall joint compound, mortar, cement, concrete, dust, paint, and other material that may contaminate the raceway system, conductors, and cables.
 - 3. Install device boxes in brick or block walls so that the cover plate does not cross a joint unless the joint is troweled flush with the face of the wall.
 - 4. Install wiring devices after all wall preparation, including painting, is complete.
- C. Conductors:
 - 1. Do not strip insulation from conductors until just before they are spliced or terminated on devices.
 - 2. Strip insulation evenly around the conductor using tools designed for the purpose. Avoid scoring or nicking of solid wire or cutting strands from stranded wire.
 - 3. The length of free conductors at outlets for devices shall meet provisions of NFPA 70, Article 300, without pigtails.
 - 4. Existing Conductors:
 - a. Cut back and pigtail, or replace all damaged conductors.
 - b. Straighten conductors that remain and remove corrosion and foreign matter.
 - c. Pigtailing existing conductors is permitted provided the outlet box is large enough.
- D. Device Installation:
 - 1. Replace all devices that have been in temporary use during construction or that show signs that they were installed before building finishing operations were complete.
 - 2. Keep each wiring device in its package or otherwise protected until it is time to connect conductors.
 - 3. Do not remove surface protection, such as plastic film and smudge covers, until the last possible moment.
 - 4. Connect devices to branch circuits using pigtails that are not less than 6 inches (152 mm) in length.
 - 5. When there is a choice, use side wiring with binding-head screw terminals. Wrap solid conductor tightly clockwise, 2/3 to 3/4 of the way around terminal screw.

6. Use a torque screwdriver when a torque is recommended or required by the manufacturer.
 7. When conductors larger than No. 12 AWG are installed on 15- or 20-A circuits, splice No. 12 AWG pigtails for device connections.
 8. Tighten unused terminal screws on the device.
 9. When mounting into metal boxes, remove the fiber or plastic washers used to hold device mounting screws in yokes, allowing metal-to-metal contact.
- E. Receptacle Orientation:
1. Install ground pin of vertically mounted receptacles up ,
- F. Device Plates: Do not use oversized or extra-deep plates. Repair wall finishes and remount outlet boxes when standard device plates do not fit flush or do not cover rough wall opening.
- G. Arrangement of Devices: Unless otherwise indicated, mount flush, with long dimension vertical and with grounding terminal of receptacles on top. Group adjacent switches under single, multigang wall plates.
- H. Adjust locations of floor service outlets and service poles to suit arrangement of partitions and furnishings. Verify with Architect and Owner that all floor outlets and service poles are coordinated with furniture to be installed.

3.2 IDENTIFICATION

- A. Comply with Division 26 Section "Identification for Electrical Systems."
1. Receptacles: Identify panelboard and circuit number from which served. Use hot, stamped or engraved machine printing with black-filled lettering on face of plate, and durable wire markers or tags inside outlet boxes.

3.3 FIELD QUALITY CONTROL

- A. Perform tests and inspections and prepare test reports.
1. Test Instrument for Convenience Receptacles: Digital wiring analyzer with digital readout or illuminated LED indicators of measurement.
- B. Tests for Convenience Receptacles:
1. Line Voltage: Acceptable range is 105 to 132 V.
 2. Percent Voltage Drop under 15-A Load: A value of 6 percent or higher is not acceptable. Report voltage drop on receptacle circuit as follows: Receptacle circuit L-1 (Typical) Voltage measured = 119V. All receptacle circuits shall be reported. Final close out of project will not be attained without report.
 3. Ground Impedance: Values of up to 2 ohms are acceptable.
 4. GFCI Trip: Test for tripping values specified in UL 1436 and UL 943.
 5. Using the test plug, verify that the device and its outlet box are securely mounted.
 6. The tests shall be diagnostic, indicating damaged conductors, high resistance at the circuit breaker, poor connections, inadequate fault current path, defective devices, or similar problems. Correct circuit conditions, remove malfunctioning units and replace with new ones, and retest as specified above.

- C. Test straight blade for the retention force of the grounding blade according to NFPA 99. Retention force shall be not less than 4 oz. (115 g).

END OF SECTION 262726

SECTION 262813

FUSES

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. Cartridge fuses rated 600-V ac and less for use in control circuits, enclosed switches, panelboards, switchboards, enclosed controllers and motor-control centers.
 - 2. Spare-fuse cabinets.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material, dimensions, descriptions of individual components, and finishes for spare-fuse cabinets. Include the following for each fuse type indicated:
 - 1. Dimensions and manufacturer's technical data on features, performance, electrical characteristics, and ratings.
 - 2. Current-limitation curves for fuses with current-limiting characteristics.
 - 3. Time-current coordination curves (average melt) and current-limitation curves (instantaneous peak let-through current) for each type and rating of fuse.
 - 4. Fuse sizes for elevator disconnect switches.
- B. Operation and Maintenance Data: For fuses to include in operation and maintenance manuals. In addition to items specified in Division 01 Section "Operation and Maintenance Data," include the following:
 - 1. Current-limitation curves for fuses with current-limiting characteristics.
 - 2. Time-current coordination curves (average melt) and current-limitation curves (instantaneous peak let-through current) for each type and rating of fuse.

1.4 QUALITY ASSURANCE

- A. Source Limitations: Obtain fuses, for use within a specific product or circuit, from single source from single manufacturer.
- B. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- C. Comply with NEMA FU 1 for cartridge fuses.

- D. Comply with NFPA 70.

1.5 PROJECT CONDITIONS

- A. Where ambient temperature to which fuses are directly exposed is more than 100 deg F (38 deg C), apply manufacturer's ambient temperature adjustment factors to fuse ratings.

1.6 COORDINATION

- A. Coordinate fuse ratings with utilization equipment nameplate limitations of maximum fuse size and with system short-circuit current levels.

1.7 EXTRA MATERIALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Fuses:
 - a. Three spare of each size and type
 - b. Fuse cabinet sized to contain spare fuse stock.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. Cooper Bussmann, Inc.
 - 2. Ferraz Shawmut, Inc.
 - 3. Littelfuse, Inc.

2.2 CARTRIDGE FUSES

- A. Characteristics: NEMA FU 1, nonrenewable cartridge fuses with voltage ratings consistent with circuit voltages.

2.3 SPARE-FUSE CABINET

- A. Characteristics: Wall-mounted steel unit with full-length, recessed piano-hinged door and key-coded cam lock and pull.
 - 1. Size: Adequate for storage of spare fuses specified.
 - 2. Finish: Gray, baked enamel.
 - 3. Identification: "SPARE FUSES" in 1-1/2-inch- (38-mm-) high letters on exterior of door.
 - 4. Fuse Pullers: For each size of fuse, where applicable and available, from fuse manufacturer.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine fuses before installation. Reject fuses that are moisture damaged or physically damaged.
- B. Examine holders to receive fuses for compliance with installation tolerances and other conditions affecting performance, such as rejection features.
- C. Examine utilization equipment nameplates and installation instructions. Install fuses of sizes and with characteristics appropriate for each piece of equipment.
- D. Evaluate ambient temperatures to determine if fuse rating adjustment factors must be applied to fuse ratings.
- E. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 FUSE APPLICATIONS

- A. Cartridge Fuses:
 - 1. Feeders: Class L, time delay Class RK1, fast acting.
 - 2. Motor Branch Circuits: Class RK.
 - 3. Other Branch Circuits: Class RK1, time delay; Class J, time delay.
 - 4. Control Circuits: Class CC, time delay.

3.3 INSTALLATION

- A. Install fuses in fusible devices. Arrange fuses so rating information is readable without removing fuse.
- B. Install spare-fuse cabinet(s).

3.4 IDENTIFICATION

- A. Install labels complying with requirements for identification specified in Division 26 Section "Identification for Electrical Systems" and indicating fuse replacement information on inside door of each fused switch and adjacent to each fuse block, socket, and holder.

END OF SECTION 262813

SECTION 262816

ENCLOSED SWITCHES AND CIRCUIT BREAKERS

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. Fusible switches.
 - 2. Nonfusible switches.
 - 3. Enclosures.

1.3 DEFINITIONS

- A. NC: Normally closed.
- B. NO: Normally open.
- C. SPDT: Single pole, double throw.

1.4 SUBMITTALS

- A. Product Data: For each type of enclosed switch, circuit breaker, accessory, and component indicated. Include dimensioned elevations, sections, weights, and manufacturers' technical data on features, performance, electrical characteristics, ratings, accessories, and finishes.
 - 1. Enclosure types and details for types other than NEMA 250, Type 1.
 - 2. Current and voltage ratings.
 - 3. Short-circuit current ratings (interrupting and withstand, as appropriate).
 - 4. Detail features, characteristics, ratings, and factory settings of individual overcurrent protective devices, accessories, and auxiliary components.
 - 5. Include time-current coordination curves (average melt) for each type and rating of overcurrent protective device; include selectable ranges for each type of overcurrent protective device.
- B. Shop Drawings: For enclosed switches and circuit breakers. Include plans, elevations, sections, details, and attachments to other work.
 - 1. Wiring Diagrams: For power, signal, and control wiring.

- C. Operation and Maintenance Data: For enclosed switches and circuit breakers to include in emergency, operation, and maintenance manuals. In addition to items specified in Division 01 Section "Operation and Maintenance Data," include the following:
 - 1. Manufacturer's written instructions for testing and adjusting enclosed switches and circuit breakers.
 - 2. Time-current coordination curves (average melt) for each type and rating of overcurrent protective device; include selectable ranges for each type of overcurrent protective device.

1.5 QUALITY ASSURANCE

- A. Source Limitations: Obtain enclosed switches and circuit breakers, overcurrent protective devices, components, and accessories, within same product category, from single source from single manufacturer.
- B. Product Selection for Restricted Space: Drawings indicate maximum dimensions for enclosed switches and circuit breakers, including clearances between enclosures, and adjacent surfaces and other items. Comply with indicated maximum dimensions.
- C. Electrical Components, Devices, and Accessories: Listed and labeled as defined in NFPA 70, by a qualified testing agency, and marked for intended location and application.
- D. Comply with NFPA 70.

1.6 PROJECT CONDITIONS

- A. Environmental Limitations: Rate equipment for continuous operation under the following conditions unless otherwise indicated:
 - 1. Ambient Temperature: Not less than minus 22 deg F (minus 30 deg C) and not exceeding 104 deg F (40 deg C).
 - 2. Altitude: Not exceeding 6600 feet (2010 m).

1.7 COORDINATION

- A. Coordinate layout and installation of switches, circuit breakers, and components with equipment served and adjacent surfaces. Maintain required workspace clearances and required clearances for equipment access doors and panels.

1.8 EXTRA MATERIALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Fuses: Equal to 10 percent of quantity installed for each size and type, but no fewer than three of each size and type.
 - 2. Fuse Pullers: Two for each size and type.

PART 2 - PRODUCTS

2.1 FUSIBLE SWITCHES

- A. Basis-of-Design Product: Subject to compliance with requirements, provide or product by one of the following:
 - 1. Eaton Electrical Inc.; Cutler-Hammer Business Unit.
 - 2. Siemens Energy & Automation, Inc.
 - 3. Square D; a brand of Schneider Electric.
- B. Type HD, Heavy Duty, Single Throw, 240 or 600-V ac, UL 98 and NEMA KS 1, horsepower rated, with clips or bolt pads to accommodate fuses, lockable handle with capability to accept three padlocks, and interlocked with cover in closed position.
- C. Accessories:
 - 1. Equipment Ground Kit: Internally mounted and labeled for copper ground conductors.
 - 2. Neutral Kit: Internally mounted; insulated, capable of being grounded and bonded; labeled for copper and aluminum neutral conductors.
 - 3. Isolated Ground Kit: Internally mounted; insulated, capable of being grounded and bonded; labeled for copper and aluminum neutral conductors.
 - 4. Class R Fuse Kit: Provides rejection of other fuse types when Class R fuses are specified.
 - 5. Hookstick Handle: Allows use of a hookstick to operate the handle.
 - 6. Lugs: Mechanical type, suitable for number, size, and conductor material.
 - 7. Service-Rated Switches: Labeled for use as service equipment.

2.2 NONFUSIBLE SWITCHES

- A. Basis-of-Design Product: Subject to compliance with requirements, provide product by one of the following:
 - 1. Eaton Electrical Inc.; Cutler-Hammer Business Unit.
 - 2. Siemens Energy & Automation, Inc.
 - 3. Square D; a brand of Schneider Electric.
- B. Type HD, Heavy Duty, Single Throw, 240 or 600-V ac: UL 98 and NEMA KS 1, horsepower rated, lockable handle with capability to accept three padlocks, and interlocked with cover in closed position.
- C. Accessories:
 - 1. Equipment Ground Kit: Internally mounted and labeled for copper ground conductors.
 - 2. Neutral Kit: Internally mounted; insulated, capable of being grounded and bonded; labeled for copper neutral conductors.
 - 3. For isolated grounded systems Isolated Ground Kit: Internally mounted; insulated, capable of being grounded and bonded; labeled for copper and aluminum neutral conductors.
 - 4. Hookstick Handle: Allows use of a hookstick to operate the handle.
 - 5. Lugs: Mechanical type, suitable for number, size, and conductor material.

2.3 ENCLOSURES

- A. Enclosed Switches and Circuit Breakers: NEMA AB 1, NEMA KS 1, NEMA 250, and UL 50, to comply with environmental conditions at installed location.
 - 1. Indoor, Dry and Clean Locations: NEMA 250, Type 1.
 - 2. Outdoor Locations: NEMA 250, Type 3R.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine elements and surfaces to receive enclosed switches and circuit breakers for compliance with installation tolerances and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Install individual wall-mounted switches and circuit breakers with tops at uniform height unless otherwise indicated.
- B. Temporary Lifting Provisions: Remove temporary lifting eyes, channels, and brackets and temporary blocking of moving parts from enclosures and components.
- C. Install fuses in fusible devices.
- D. Comply with NECA 1.

3.3 IDENTIFICATION

- A. Comply with requirements in Division 26 Section "Identification for Electrical Systems."
 - 1. Identify field-installed conductors, interconnecting wiring, and components; provide warning signs.
 - 2. Label each enclosure with engraved metal or laminated-plastic nameplate.

3.4 FIELD QUALITY CONTROL

- A. Acceptance Testing Preparation:
 - 1. Test continuity of each circuit.
- B. Tests and Inspections:
 - 1. Perform each visual and mechanical inspection and electrical test stated in NETA Acceptance Testing Specification. Certify compliance with test parameters.
 - 2. Correct malfunctioning units on-site, where possible, and retest to demonstrate compliance; otherwise, replace with new units and retest.

- C. Enclosed switches and circuit breakers will be considered defective if they do not pass tests and inspections.

3.5 ADJUSTING

- A. Adjust moving parts and operable components to function smoothly, and lubricate as recommended by manufacturer.

END OF SECTION 262816