

SECTION 01030 - SPECIAL PROJECT PROCEDURES

PART 1 – GENERAL

1.01 DOCUMENTS AND RECORDS

- A. Maintain at the job site a copy of all drawings, Walgreens Current Criteria drawings, specifications, addenda, approved shop drawings, change orders, field orders, other contract modifications, and other approved documents submitted by the Contractor in compliance with various sections of the Specifications.
- B. Each of these Project Record Documents shall be clearly marked, "Project Record Copy"; maintained in good condition; available at all times for inspection by the Owner/Architect, and not used for construction.
- C. These records shall be transmitted to the Architect for forwarding to the Owner at the completion of the Project.
- D. Mark the most appropriate document to show:
 - Significant changes made during the construction process by the architect.
 - Significant detail not shown in the original Contract Documents.
 - Significant changes made during the construction process by Walgreens.
- E. The information given shall include, but not be limited to:
 - The location of underground utilities and appurtenances, referenced to permanent surface improvements;
 - The location of internal utilities and appurtenances concealed in building structures, referenced to visible and accessible features of the structures;
 - The corrected dimensions when changed from those shown on the Drawings.
- F. Submit a progress schedule of suitable type - extended bar chart, Gantt chart, critical path method, etc., as required under Supplementary Conditions, on a bi-monthly basis.
- G. Progress schedule shall show concisely the manner in which each trade and the different phases of work are started, progressed and related to or dependent upon other trades and phases.
- H. Submit for approval of Owner and Architect and upon approval, be responsible for maintaining such schedule by adhering to and determining coordination required to realize its goal.

PART 2 – PRODUCTS

NOT USED.

PART 3 – EXECUTION

3.01 CONSTRUCTION COMMENCEMENT REPORT

TO: Store No. _____
Location: _____
Street Address: _____
City & State: _____

Attn: (Developer)
The footings for the above store are scheduled to be poured on: _____

General Contractor: _____
Project Manager: _____
Address: _____
Site Supervisor: _____
Site Phone: _____
Office Phone: _____

Architect: FWH Architects, Inc.
Contact Person: Scott Kerr
Address: 3336 Grand Boulevard, Suite 102
Holiday, Florida 34690
Telephone: (727) 815-3336
Fax: (727) 815-3337
Email: kerr@fwharchitects.com

NOTE: Submit a site plan to the local postmaster for assignment. A response may take as long as four weeks.

SUB CONTRACTORS:

ELECTRICAL _____
ADDRESS _____

CONTACT _____
PHONE _____

HVAC _____
ADDRESS _____

CONTACT _____
PHONE _____

PAVING/CURBING _____
ADDRESS _____

CONTACT _____
PHONE _____
MASONRY _____
ADDRESS _____

CONTACT _____
PHONE _____

SITE UTILITIES _____
ADDRESS _____

CONTACT _____
PHONE _____
GLASS/GLAZING _____
ADDRESS _____

CONTACT _____
PHONE _____

AUTOMATIC DOORS _____
ADDRESS _____

CONTACT _____
PHONE _____

ROOFING _____
ADDRESS _____

CONTACT _____
PHONE _____

VC TILE _____
ADDRESS _____

CONTACT _____
PHONE _____

PAINTING _____
ADDRESS _____

CONTACT _____
PHONE _____

SPRINKLERS _____
ADDRESS _____

CONTACT _____
PHONE _____

PLUMBING _____
ADDRESS _____

CONTACT _____
PHONE _____

UTILITY COMPANIES THAT WILL PROVIDE PERMANENT SERVICE TO THIS STORE:

ELECTRICAL _____
ADDRESS _____

CONTACT _____
PHONE _____

ACCOUNT # _____
TELEPHONE _____
ADDRESS _____

CONTACT _____
PHONE _____

GAS _____
ADDRESS _____

CONTACT _____
PHONE _____

WATER _____
ADDRESS _____

CONTACT _____
PHONE _____

3.02 CLEANING

A Cleaning of Building and Site

- The General Contractor is ultimately responsible for the cleanliness of the site and store. All subcontractors, even ones that are working directly for Owner, are to adhere daily to the cleanliness standards set forth by the General Contractor and are liable for any costs involved in the removal of their debris. This can be at the request of the General Contractor, owner, or Owner representative.
- The General Contractor shall remove all debris carried on to streets, as directed by the Owner or local authorities. No debris shall be left to remain overnight on any street.
- Under no circumstances shall rubbish be allowed to accumulate in or about the building. At least once a week and promptly upon demand of Owner or the Owner's representative, the General Contractor shall cause the clean-up and removal of all debris resulting from construction operations, and upon completion of the work promptly remove all rubbish, waste and surplus materials, machinery, tools and appliances from the premises and the adjoining highways and leave all in a broom clean, whole and perfect condition. The Owner's and/or Owner's representative reserves the right to have such rubbish, etc., removed; and will charge the

cost of the work, each subcontractor shall remove from the site all extraneous materials and all tools, equipment and other materials, except those necessary for maintenance.

B. Houseclearing

- The General Contractor shall leave all parts, items, articles, equipment, grounds, etc., broom clean before occupancy of any area or part of the building by Owner. This includes removal of all stains, construction marks, dirt, etc.
- Protect and clean all aluminum. Clean quarry tile floors, hardware, fixtures, etc.
- All glass and aluminum storefront shall be cleaned by the glazing contractor and/or the General Contractor. Parking area will be pressure washed prior to opening by the General Contractor.

C. Responsibility for Glass and Other Fragile Materials

1. The General Contractor shall protect the glass, mirrors, and aluminum trim of every nature, resilient material and all "damageable" miscellaneous items until the Owner formally accepts the building.

D. Changes in the Work

1. Changes

A change in the Contract Sum or the Contract Time shall be accomplished only by Change Order. Accordingly, no course of conduct or dealings between the parties shall be the basis of any Claim to a change in the Contract Sum or the Contract Time.

1. CHANGE ORDERS

A Change Order, when issued, shall be full compensation, or credit, for the extra work included, omitted, or substituted. The Contractor shall receive a reasonable allowance for overhead and profit, but in no case shall the allowance exceed the following:

- A. for the Contractor, for any Work performed by the Contractor's own forces, not to exceed 7 percent of the Contractor's net cost;
- B. for the Contractor, for Work performed by a subcontractor, not to exceed 5 percent of the amount due the subcontractor;
- C. for each subcontractor, for any Work performed by its own forces, not to exceed 7 percent of the subcontractor's net cost;
- D. for each subcontractor, for Work performed by a sub-subcontractor, not to exceed 7 percent of the amount due the sub-subcontractor.
- E. Costs to which overhead and profit are to be applied shall be determined in accordance with agreed contract.

END OF SECTION