

SECTION 01010

SUMMARY OF WORK

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY OF WORK

- A. Project Identification: The project includes: architecture, structural, mechanical and plumbing and electrical work. New gypsum board and metal studs, new ceiling, new finishes, new light fixtures, new Modernfold wall panels.
- B. Special or Phasing Requirements: Coordinate with Westminster Services.

1.3 WORK UNDER OTHER CONTRACTS

- A. Cooperate fully with separate contractors so that work under those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.

1.4 CONTRACTOR USE OF PREMISES

- A. General: Unless noted otherwise in the construction documents, the Contractor shall have full use of the premises for construction operations, including use of the site. The Contractor's use of the premises is limited only by the Owner's right to perform work or to utilize other contractors on portions of the Project. If the project is a renovation or affects existing operations, the contractor shall coordinate activities and limit their operations to provide as minimal a disturbance to residents as possible.
- B. Use of the Site: Limit use of the premises to work in areas indicated in the Site Utilization Plans (to be approved by the Owner). Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
  - 1. Driveways and Entrances: Keep adjacent driveways and entrances serving the premises clear and available to the Owner, the Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize impact on adjacent roads.

2. Site and Area Utilization: Should be finalized and discussed during the preconstruction conference, and approved by the Owner.

#### 1.5 OCCUPANCY REQUIREMENTS

- A. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.
  1. The Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner occupancy.
  2. Obtain a Certificate of Occupancy from local building officials prior to Owner occupancy.
  3. Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions of the building.
  4. Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions of the building.

#### 1.6 PRODUCTS ORDERED IN ADVANCE

- A. General: The Owner may negotiate early purchases with suppliers of material and equipment to be incorporated into the Work. The Owner will assign these purchase orders to the Contractor. Costs for receiving, handling, storage, and installation will be included in the Contractor's Price.
  1. The Contractor's responsibilities are the same as if the Contractor negotiated the purchase orders. If necessary, the Contractor shall renegotiate purchase and execute final purchase-order agreements. The Owner will coordinate the timing of such with the Contractor.

#### 1.7 OWNER-FURNISHED PRODUCTS

- A. The Owner may furnish certain equipment and items as part of this Project. The Work of the Contractor would therefore include providing support systems to receive and install the Owner's equipment, including all necessary mechanical and electrical connections.

1. The Owner will arrange for and deliver necessary shop drawings, product data, and samples to the Contractor. The Owner will coordinate the installation and hook-up requirements with the Contractor.
2. The Owner will arrange and pay for delivery of Owner-furnished items according to the Contractor's Construction Schedule.
3. Following delivery, the Owner will inspect items delivered for damage.
4. If Owner-furnished items are damaged, defective, or missing, the Owner will arrange for replacement.
5. The Owner will arrange for manufacturer's field services and for the delivery of manufacturer's warranties to the appropriate Contractor.
6. The Contractor shall designate delivery dates of Owner-furnished items in the Contractor's Construction Schedule.
7. The Contractor shall review shop drawings, product data, and samples and return them to the Architect noting discrepancies or problems anticipated in use of the product.
8. The Contractor is responsible for receiving, unloading, and handling Owner-furnished items at the site.
9. The Contractor is responsible for protecting Owner-furnished items from damage, including damage from exposure to the elements. The Contractor shall repair or replace items damaged as a result of his operations.

#### 1.8 OWNER PURCHASED MATERIALS (OPM)

- A. The Owner is a non-profit entity and may, at their option, elect to purchase certain equipment and items. This will be handled as a deductive change order to the contract. Payment by the Owner of a specific item in this manner does not relieve the contractor of any responsibility to procure, arrange delivery and/or storage, or coordinate and install the items so purchased.
  1. The Owner and contractor will decide which items will be purchased at the beginning of the project. Single source items will be the focus for this process.
  2. The Owner has established accounting procedures which need to be followed, and the contractor's bookkeeping department shall coordinate with the Owner's accounting personnel to finalize and accomplish such procedures as necessary to meet state and federal requirements.
  3. The price for items selected for OPM inclusion shall include the appropriate sales tax, and the cost of the item (including the sales tax but not including any overhead or profit) will be deducted from the contract as a deductive change order.

1.09 ASSEMBLIES

- A. Building items or components which are manufactured and assembled off site are to be considered "assemblies" and all related engineering work to meet functional, building code, structural, attachment or wind loading requirements are assumed to be done by outside engineers as part of their product development. If not specifically detailed on the plans, it is a requirement that the engineering is to be supplied by the subcontractor or vendor. If required by the architect or engineer, calculations and/or certifications shall be supplied for review by the design professionals to assure compliance with the appropriate building codes.

PART 2 - PRODUCTS (Not Applicable)

PART 3 – EXECUTION (Not Applicable)

END OF SECTION