

Division 1 – General Conditions

01010 - General Requirements

1. Conditions of the Contract including the General and Special Conditions of the contract provide the basis for structuring the responsibilities for all contractual parties. Bidding Documents include the invitation to bid and various instructions for the bidders, as well as proposal forms and requests for submittal of certificates confirming the Contractors compliance with Contract Documents. Has the Architect/Engineer confirmed that no changes have been made to the General or Special Conditions without written approval from the Owner?
 (Specific drawing sheet #/specification page # _____.)

2. The Owner may be providing insurance on the project through the Owner Provided Insurance Program. Has the consultant checked with FAU to determine which insurance coverages are to be provided, and which of FAU's supplements to the Project Manual should be included?
 (Specific drawing sheet #/specification page # _____.)

3. Has a general description of all elements of the project, including exterior work and any other related work, been provided? This description, though brief, should be complete enough to indicate the full scope of work in each contract so that prospective bidders can decide whether or not they wish to bid on the project. The use for which the project is being built should be explained. Some parts of this description can be copied from the Building Program.
 (Specific drawing sheet #/specification page # _____.)

Work on Other Projects

4. Is other work, outside the scope of contracts for this project, being performed simultaneously with the work on this project. If so, is there an explanation of how contractors must cooperate with outside contractors and with the University in order to avoid interference with each other's work?
 (Specific drawing sheet #/specification page # _____.)

Items Furnished by the Owner

5. Is the Owner furnishing items to be installed by the Contractor; are the items listed indicating the work required? Do not give detailed installation instructions; save details for the applicable section of the specifications.
 (Specific drawing sheet #/specification page # _____.)

Future Work

6. Is specific guidance for a project given with provisions for future work such as an addition, installations of special equipment, or other such task and are provisions made for fire safety, circulation, and accessibility? Are requirements of this contract described that are critical to future work such as structural provision, utilities, areas of the site to be kept clear, or site preparation? Are areas of work identified such as piping, ductwork and conduit that may be extended in future work without necessitating a system shutdown later?
 (Specific drawing sheet #/specification page # _____.)

Scheduling the Work

7. Are all job conditions which will affect phasing and scheduling of the work described? Particular attention must be given to scheduling remodeling work in buildings which will remain in operation during remodeling.
 (Specific drawing sheet #/specification page # _____)
- Examples of some problems encountered are:
- a. Providing and Maintaining Means of Ingress and Egress:
 Do temporary entrances and exits meet code requirements?
 (Specific drawing sheet #/specification page # _____.)
- b. Maintaining Security:
 Are areas being operated by the user secured from the construction area?
 (Specific drawing sheet #/specification page # _____)
- c. Use of Docking Facilities:
 Are these facilities being shared between the user and the Contractor?
 (Specific drawing sheet #/specification page # _____.)
- d. Storing of Construction Materials:
 Are adequate areas being provided for delivery (if not, will schedules be affected)?
 (Specific drawing sheet #/specification page # _____.)
- e. Scheduling for Moves by the User:
 If remodeled spaces must be ready for use by certain dates, are the spaces and dates identified?
 (Specific drawing sheet #/specification page # _____.)
- f. Maintaining Services:
 Are requirements for maintaining services detailed in the section entitled TEMPORARY FACILITIES AND CONTROLS?
 (Specific drawing sheet #/specification page # _____.)
- g. Dust Control and Noise Control:
 Are temporary partitions required for control of dust and noise shown on the drawings?
 (Specific drawing sheet #/specification page # _____.)
- h. Are TEMPORARY FACILITIES AND CONTROLS being provided?
 (Specific drawing sheet #/specification page # _____.)

01030 - Alternates

Purpose of Alternates

A limited number of alternates may be used as a means of ensuring base bids within the available construction funds. The Architect/Engineer shall consult the Owner regarding priority of alternates. Only additive alternates shall be used. Alternates should be clearly defined, listed in priority of need and held to not more than 7% of construction cost. Have alternates been discussed with and approved by the Facilities Planning Project Manager?
 (Specific drawing sheet #/specification page # _____.)

01045 - Cutting and Patching

- 1. Is cutting and patching identified in detail? This includes incidental cutting, fitting, and patching required to complete the work or to make several parts fit together properly. (Specific drawing sheet #/specification page # _____.)
- 2. Is there a safety procedure in place for "Hot Work" areas such as in areas where volatile gases and fuels are in use (for example medical, laboratory, and garage spaces)? (Specific drawing sheet #/specification page # _____.)
- 3. Is there a safety procedure in place for maintaining critical services, such as medical gases, before shutting off supplies for welding and cutting? (Specific drawing sheet #/specification page # _____.)

01090 - Codes and Standards

Are the approved codes of the Florida Building Code, with all revisions including all related specialty codes, referenced therein identified? Statewide codes include National Fire Protection Association (Life Safety Code), American National Standard Safety Code (*including handicapped requirements*), Department of Education Criteria Codes, Sheet Metal and Air Conditioning National Association, and other specific codes relating to the conformance of materials within the structure and legislation affecting the compliance and applicability of the construction with local, state and national laws. Barrier free design will be implemented to permit accessibility for the physically disabled. The Florida Accessibility Requirements and the ADA requirements will be followed. Fair Housing Act Requirements will be followed when required. Include EPA 832/R-92-005 Storm Water Management for Construction Activities, ASHRAE/IESNA 62.1-2004, and ASHRAE/IESNA 90.1-2004 (without amendments). Refer to FAU Professional Services Guide latest edition for additional Codes, Standards and requirements. (Specific drawing sheet #/specification page # _____.)

01100 - Permits & Approvals

- 1. Has it been specified that an FAU Building Permit must be applied for and issued prior to commencing construction? (Specific drawing sheet #/specification page # _____.)
- 2. Has the AE verified that all required permits and approvals have been specified? Examples include South Florida Water Management District, County Health Department (Florida Dept. of Health), Florida Fish & Wildlife Conservation Commission, and the Federal Aviation Agency. (Specific drawing sheet #/specification page # _____.)
- 3. Has it been specified that an FAU Excavation Permit shall be obtained before digging, trenching, cutting, pile driving, etc.? Contractor requests permit in writing from University Facilities Planning Project Manager. "Supervisors in charge of work" line on the Excavation Permit is to be signed by the contractor's supervisor in charge of the work during digging. (Specific drawing sheet #/specification page # _____.)
- 4. Has it been specified the State Fire Marshal-stamped approved construction documents shall be on-site prior to the start of construction? (Specific drawing sheet #/specification page # _____.)

01110 -- Project Survey Form:

Has the University Office of Space Utilization and Analysis Project Survey Form been completed by the architect and submitted to Facilities Planning? See Appendix 5 – FAU Project Survey Definition for the form and Instructions on how to complete it. □ □ □
 (Specific drawing sheet #/specification page # _____.)

01300 - Submittals

The Owner is very specific about the selection of materials and equipment included in a new building. It is the responsibility of the Architect/Engineer to request and receive approval of a submittal if it is other than specified in these FAUCCG's. Are all materials and equipment included as specified in these FAUCCG's? □ □ □
 (Specific drawing sheet #/specification page # _____.)

01310 - Progress Schedules

Have the specifications required the Contractor to prepare a network analysis system using the Critical Path Method, as outlined in the Associated General Contractors of America (AGC) publication "The use of CPM in Construction - A Manual for General Contractors"? (An alternate type of schedule may be considered based on the project complexity and size.) □ □ □
 (Specific drawing sheet #/specification page # _____.)

01400 - Quality Control

1. Quality control shall be of major importance in each University construction project. Are requirements for compliance (rather than simply referencing standards) included? Has the Architect/Engineer provided an up-to-date copy of his/her respective firm's in-house quality control manual? □ □ □
 (Specific drawing sheet #/specification page # _____.)

2. Do products or workmanship specified by association, trade, or federal standards, comply with requirements of the standard (except when more rigid requirements are specified or required by applicable codes)? (Beware that dating of specified standards may be at variance with applicable building codes which may have referenced standards with established dates.) □ □ □
 (Specific drawing sheet #/specification page # _____.)

3. Are any areas specified that require evidence and examples of required expertise from the contractor in conjunction with specified items, such as, system components, design element or special treatment? □ □ □
 (Specific drawing sheet #/specification page # _____.)

4. Has a commissioning team been assigned and approved the design intent and basis of documentation? □ □ □
 (Specific drawing sheet #/specification page # _____.)

5. Have commissioning requirements been incorporated into the contract documents? □ □ □
 (Specific drawing sheet #/specification page # _____.)

6. Has a commissioning plan been created and approved? □ □ □
 (Specific drawing sheet #/specification page # _____.)

01500 - Construction Facilities and Temporary Controls

1. Has the Architect/Engineer specified that the Contractor adequately protect the Work, adjacent property, the public, and the Owner's property from injury or loss arising in connection with the construction contract? In addition has the A/E specified that the Contractor shall be responsible for any damage or injury due to the Contractor's act or neglect? Adequate barricades, night lights and flashers must be used to protect the public.
(Specific drawing sheet #/specification page # _____)

Utilities

2. Has the Architect/Engineer specified procedures regarding payment for water, fuel, chilled water and power consumed? Utilities consumed during the course of the project are to be paid by the CM/Contractor as a cost of the work. Specifications shall be written to stress this point. The CM/Contractor shall make arrangements with FAU's Engineering & Utilities Department for installation of temporary utilities (if required) through the Facilities Planning Project Manager.
(Specific drawing sheet #/specification page # _____ .)
3. Has the Architect/Engineer provided information to avoid damage to existing underground lines? Drawings indicating the approximate location of all known lines will be furnished by the Owner. Bidders may examine these drawings and the successful bidder will be supplied a single copy at no cost.
(Specific drawing sheet #/specification page # _____.)
4. Do the specifications indicate that no excavation, including drilling, exploratory work, fence posts, etc., will be permitted until the drawings of existing lines are reviewed in the field by FAU's representatives, Contractors, Subcontractors, Architect/Engineer, and public utilities representatives (if applicable)? Any damage to these known lines during construction will be repaired immediately in a manner acceptable to FAU and the appropriate utility company at no cost to FAU.
(Specific drawing sheet #/specification page # _____ .)

Utility Company Installations

5. Have plans for reviewing temporary lines running through University property been identified in the specifications? (To be done in conference with the Owner Representative.)
(Specific drawing sheet #/specification page # _____ .)

Connections to Existing Utilities

6. If connections to FAU utilities are permitted, do the specifications contain instructions to the Contractor to make requests for utilities service through the FAU Facilities Planning Project Manager? Contractor shall make all necessary arrangements for the service, including the point of tie-in, times permitted for utility work, shutdown scheduling, traffic control, amount of lead time notification, etc., with FAU's Engineering & Utilities Department (through the FAU Facilities Planning Project Manager). The Architect/Engineer shall obtain drawings of existing utilities and shall consult FAU personnel regarding services available and points of connections to services. All services shall be metered through meters furnished by the Contractor, and FAU shall be

reimbursed for utilities.
(Specific drawing sheet #/specification page # _____.)

7. Costs for providing temporary services shall be borne by the Contractor. Do the specifications clearly identify the Contractor's responsibility for the installation of service lines and payment for services, whether services are furnished by the utility company or by the University? Billing for utilities will be made by the University in accordance with the current Rate Schedule of the University. Advance arrangements must be made with the University's Physical Plant Department before the Contractor begins work at the site (through the FAU Facilities Planning Project Manager).
(Specific drawing sheet #/specification page # _____.)

8. Has it been specified that the Contractor shall pay for water, chilled water, fuel for heat, electric power, and any other utility consumed?
(Specific drawing sheet #/specification page # _____.)

9. Has it been specified that the Contractor shall install and maintain water supply lines and make changes in lines as necessitated by conditions at the site.
(Specific drawing sheet #/specification page # _____.)

10. Has it been specified that the Contractor shall install and maintain HVAC and electrical systems and make changes as required?
(Specific drawing sheet #/specification page # _____.)

Duration of Services

11. Do the specifications clearly identify Contractor's responsibility for providing continuous utility services until date of Substantial Completion, or Beneficial Occupancy, (whichever comes first) including operation of permanent equipment and services?
(Specific drawing sheet #/specification page # _____.)

Temporary Heating, Cooling and Ventilation

12. Does the specification specify that the Contractor must provide, at the Contractor's expense, all heating and cooling necessary to protect the work from dampness and cold, as well as, to dry out the building, especially prior to millwork doors, paint and acoustical tile installation?
(Specific drawing sheet #/specification page # _____.)

Temporary Water

13. Water necessary for construction, drinking, and testing of plumbing and mechanical systems may be obtained from the University's Physical Plant Department through the University Facilities Planning Project Manager. The connection point must be verified by the Physical Plant Department. The line size must be adequate for all demands. Does the Architect/Engineer specify that the Contractor make necessary connections and install a meter, and that the Contractor be responsible for installation of all pipe from the meter, and removal of temporary lines upon job completion? All costs, including use and connection fees, shall be paid by the Contractor at current rates. All temporary water lines shall have backflow preventers.
(Specific drawing sheet #/specification page # _____.)

Temporary Sanitary Facilities

14. Do the specifications call for the Contractor to provide and maintain in a neat and

sanitary condition such accommodations for the use of the Contractor's employees as may be necessary to comply with the regulations of the State Board of Health and the county and municipality where the project is located? The point of tie-in to sewage systems, if utilized, shall be designated by the University's Facilities Planning Project Manager; otherwise, the Contractor shall provide adequate chemical portable sanitary facilities for Contractor's forces. Chemical toilets will not be emptied in the University sewage system. Pit toilets are prohibited.

(Specific drawing sheet #/specification page # _____.)

Temporary Fire Protection

15. Do the specifications call for temporary, as well as permanent, fire protection facilities including fire hydrants? During construction, fire hydrants shall be installed within the specified distance of a building according to the occupancy classification to meet the NFPA requirements that pertain thereto. (See DIVISION 15, Section 15400, Plumbing; Fire Safety Systems).

(Specific drawing sheet #/specification page # _____.)

Hoists and Elevators

16. Do the specifications call for new elevators to be used for transportation of materials or Contractor's workers?

(Specific drawing sheet #/specification page # _____.)

17. Do the specifications call for the existing elevators to be used during construction. Has permission been obtained from the University Facilities Planning Project Manager? Refer to Division 14 for conditions governing this use.

(Specific drawing sheet #/specification page # _____.)

Barriers and Enclosures

18. Do the specifications call for the Contractor to provide rigid barricades (especially for open trenches and excavations,) shielding, and/or warning signs including audible warning devices for the sight impaired, to protect all University employees, students, and the general public from hazards outside the required construction site fence? This includes but is not limited to: open trenches, falling objects, and the lighting and posting of warning signs about physical hazards during darkness to comply with all OSHA requirements.

(Specific drawing sheet #/specification page # _____.)

Construction Fence

19. Is the construction fence location shown on the drawings and have the following requirements been noted in the specifications?

- a. A six-foot high fence with gates shall be erected around the project site.
- b. The fence shall be heavy woven steel wire chain link on steel posts. Where appearance is a consideration, a privacy type fence may be required; A/E shall verify with the FAU Project Manager if this is required and include it in the specification if it is required.
- c. No barbed wire on any part of the fence at any time is allowed.
- d. "No trespassing" signs to meet OSHA requirements shall be posted.
- e. The Owner shall be held harmless if improper or inadequate fencing is installed by the Contractor and injury or damage results.

(Specific drawing sheet #/specification page # _____.)

01540 - Security

1. Do the specifications require that no persons, other than employees of the Contractor, Architect/Engineer, FAU Facilities Planning, FAU Engineering & Utilities, FAU Environmental Health & Safety, FAU IRM, and FAU Physical Plant, enter the construction work site without specific prior approval of one of those parties? Warning signs should be posted to assist in the enforcement of this requirement.
(Specific drawing sheet #/specification page # _____)

2. Do the specifications call for the Contractor and its employees, while working on the premises, to comply with the Safety Orders issued by OSHA, the University's Director of Environmental Health and Safety and any other safety, health or environmental regulations of the State of Florida having jurisdictional authority?
(Specific drawing sheet #/specification page # _____)

Ladders and Roof Access

3. Do the specifications call for ladders, ramps, guard rails, stair rails, stair runways and protection of floor, roof and wall openings in accordance with "CONSTRUCTION SAFETY ORDERS OF OSHA?"
(Specific drawing sheet #/specification page # _____)

Building Security

4. Do the specifications call for one exterior door of any enclosed structure to be provided with a lockset with a University security cylinder during construction?
(Specific drawing sheet #/specification page # _____.)

Fence Gates

5. Do the specifications call for the Contractor to keep gates locked at all times except during working hours?
(Specific drawing sheet #/specification page # _____)

6. Do the specifications call for the Contractor to furnish the University Facilities Planning Project Manager two keys for each lock or two masters for all gate locks? These keys will be turned over to the University Police Department for emergency access to the construction site.
(Specific drawing sheet #/specification page # _____.)

01541 - Safety

1. Do the specifications call for the Contractor to be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with the Work?
(Specific drawing sheet #/specification page # _____.)

Safety of Persons and Property

2. Do the specifications state that the Contractor shall take all reasonable precautions for the safety of, and shall provide all reasonable protection to prevent damage, injury or loss to:
 - a. All University faculty, staff, and students?
 - b. All other persons who may be affected thereby?
 - c. All the work and all materials and equipment to be incorporated therein, whether in storage on or off the site, under the care, custody or control of the Contractor

or any Subcontractors or Sub-subcontractors?

- d. Other property at the site or adjacent thereto, including trees, shrubs, lawns, walks, pavements, roadways, structures and utilities not designated for removal, relocation or replacement in the course of construction?

(Specific drawing sheet #/specification page # _____.)

- 3. Do the specifications require the Contractor to give all notices and comply with all applicable laws, ordinances, rules, regulations and lawful orders of the Owner or other public authority bearing on the safety of persons or property or their protection from damage, injury or loss?

(Specific drawing sheet #/specification page # _____.)

- 4. Has it been specified that the Contractor shall erect and maintain, as required by existing conditions and progress of the work, all reasonable safeguards for safety and protection? This will include posting danger signs and other warnings against hazards, promulgating safety regulations and notifying owners and users of adjacent utilities.

(Specific drawing sheet #/specification page # _____.)

- 5. The use or storage of explosives on any FAU campus is prohibited. If the use of other hazardous materials is necessary for the execution of the Work, has it been specified that the Contractor shall exercise the utmost care and shall carry on such activities under the supervision of properly qualified personnel? Notification of such activities shall be provided to the University Facilities Planning Project Manager and the University Environmental Health and Safety Department prior to their being brought and/or used on campus.

(Specific drawing sheet #/specification page # _____.)

- 6. Has it been specified that the Contractor shall designate a responsible member of his organization at the site whose duty shall be the prevention of accidents? This person shall be the Contractor's superintendent unless otherwise designated by the Contractor in writing to the University Environmental Health and Safety Department and the University Facilities Planning Project Manager.

(Specific drawing sheet #/specification page # _____.)

- 7. Has it been specified that the Contractor shall not load or permit any part of the Work to be loaded so as to endanger its safety?

(Specific drawing sheet #/specification page # _____.)

Emergencies

- 8. Has it been specified that in any emergency affecting the safety of persons or property, the Contractor shall act, at his discretion, to prevent threatened damage, injury or loss? Notification of such occurrences must be made to the University Police Department as soon as practical.

(Specific drawing sheet #/specification page # _____.)

01550 - Access Roads and Parking Areas

Have specific requirements for temporary access roads and parking areas for the Contractor been specified in the contract documents, including the requirement to follow the FAU Parking Services Rules & Regulations?

(Specific drawing sheet #/specification page # _____.)

01560 - Temporary Controls

Noise and Dust Control

1. In occupied buildings, has the Architect/Engineer indicated areas for which noise and dust control must be provided and specified methods of control? If details of installations are involved, specify these in the applicable sections of the technical specifications. The Contractor shall be required to install barriers indicated by the Architect/Engineer and shall provide other dust control barriers as required by construction operations.
(Specific drawing sheet #/specification page # _____.)

Drainage

2. Has it been specified that the Contractor shall be required to provide temporary drainage trenches, drains, sumps, pumps, or other items required to afford satisfactory working conditions for the execution, completion, and protection of the Work? Water shall be diverted to or shall be pumped into existing sewage systems and shall not be allowed to run onto ground surface area unless otherwise authorized.
(Specific drawing sheet #/specification page # _____.)

Storm Water Run-Off

3. Does the temporary drainage plan include the pumping of tunnels, elevator pits, and other structures which collect storm water and waste water run-off from construction operation?
(Specific drawing sheet #/specification page # _____.)

Clean-up Enforcement

4. Do the specifications contain provisions that the Contractor must remove mud and spillage from public and University streets without delay? Failure to clean streets promptly could result in streets being cleaned by the Owner at the Contractor's expense.
(Specific drawing sheet #/specification page # _____.)

5. Has it been specified that all catch basins and storm drain lines in the vicinity of the site shall be protected at all times from the entry of mortar, concrete spoil, and other construction debris? The residue from the cleaning of concrete trucks, wheelbarrows, concrete buggies, etc., must be prevented from entering the drainage system. If cleaning is done, it must be contained and the Contractor must remove the residue from the campus with other construction refuse.
(Specific drawing sheet #/specification page # _____.)

Repairs of Damages to Facilities

6. Do the specifications contain provisions that damage to roads or other facilities on the grounds resulting from Contractor's hauling, storage of materials, or other activities in connection with the Work, shall be repaired or replaced, at no expense to the Owner? Repairs or replacements shall be made to the Owner's satisfaction. Clean-up of areas shall occur on a weekly basis. Contractor shall not overload vehicles with material causing spillage and possible future damage.
(Specific drawing sheet #/specification page # _____.)

7. Have you provided specific prohibitions in the specifications for smoking within a closed-in building during construction?
(Specific drawing sheet #/specification page # _____.)

01570 - Traffic Regulation

Parking

1. Has it been specified that parking at campus is subject to regulations established by the University Police/Parking Services at the particular campus? Temporary fencing and parking and storage areas shall be specified by Architect/Engineer. Employees of the Contractor and subcontractors must secure parking permits from the University and must park cars in areas assigned to them. Parking on streets or in restricted areas is prohibited. At the beginning of the Work, the Contractor shall report to the University the approximate number of parking permits which will be required for all employees, including employees of Subcontractors. (Specific drawing sheet #/specification page # _____.)

Access to Construction Area

2. If existing streets and roads on campus must be used, has a detailed plan of the routes to be used been approved in cooperation with University Facilities Planning Project Manager? (Specific drawing sheet #/specification page # _____)

Planning for Temporary Control

3. Has it been specified that the University Police/Parking Services must be notified at least 1 week in advance of any anticipated Work affecting traffic flow? To ensure maintenance of flow and to safeguard all parties involved in planning temporary routing, a field inspection should be made jointly by the Architect/Engineer, the Owner, and Contractor prior to performing any Work which would interrupt normal traffic patterns. Rerouting of traffic shall be planned, as to route and direction, in cooperation with the University Police Department. (Specific drawing sheet #/specification page # _____.)

Contractor's Responsibilities

4. Has it been specified that the Contractor's Work requires interruption of traffic, the Contractor shall be required to post signs in all affected areas, in sufficient numbers and with appropriate messages to warn motorists entering the construction zone and to alleviate conflicts and confusion among motorists or pedestrians at intersections, crossings, turns, and other obstructions to normal traffic flow? Temporary signs shall be as shown in the FLORIDA MANUAL OF UNIFORM TRAFFIC CONTROL DEVICES FOR STREETS AND HIGHWAYS, Florida Department of Transportation (current edition). (Specific drawing sheet #/specification page # _____.)
5. Has it been specified that temporary lanes shall be well marked, and obstructions, barriers, lane changes, or detours shall be indicated by appropriate signage at each point of potential confusion, as well as at each change in direction of a temporary route? The University Police Department shall be notified in advance of the anticipated time of return to normal traffic patterns. Upon completion of construction affecting streets or traffic flow, but before temporary control devices and lane markings are removed, the area shall be restored to receive traffic in the normal pattern. The University Police Department shall be notified of the actual time of completion of restoration. (Specific drawing sheet #/specification page # _____.)

01580 - Project Identification and Signs

1. Have the requirements for temporary project identification and informational signs required during construction, and removal at completion of Work been specified? Refer to the FAU Professional Service Guide dated 2003.
(Specific drawing sheet #/specification page # _____)

Project Identification

2. A project sign is required and a detailed generic drawing of it is included in the General Conditions. Has it been specified that the contractor shall provide the sign and submit a shop drawing of the sign showing all text to the FAU Facilities Planning Project Manager for approval prior to fabrication? (A project sign may not be required if the project is small or is a remodeling project; the University Facilities Planning Project Manager will determine the need for the sign.)
(Specific drawing sheet #/specification page # _____)

01590 - Field Offices and Sheds

1. Has it been specified that the Contractor shall provide and maintain a clean, weather-tight office at the site suitable for the Contractor's own use, and for use of the Subcontractors? All expenses including the installation cost, and the use of telephone, heat, light, water, and janitor service shall be borne by the Contractor.
(Specific drawing sheet #/specification page # _____)
2. Is it been specified that the Contractor's office shall be of size suitable for the use of the Contractor, Subcontractors, and the Architect/Engineer's representative? Office shall be heated, lighted, and provided with doors with locks, and private line telephone service. One lockable space in the office shall be provided for use of the Architect/Engineer's representative; space shall be equipped with plan table, desk, suitable chairs or stools, plan rack, filing cabinet, and telephone. The Contractor or an authorized agent shall be present at the office or shall arrange to be called readily, at all times while the Work is in progress.
(Specific drawing sheet #/specification page # _____)

01600 - Materials and Equipment

Salvage on Demolition and Renovation Projects

1. On all projects involving demolition and/or renovation, the Architect/ Engineer should review with the University Facilities Planning Project Manager (for inclusion in the bid documents) the possibility of salvage of materials and equipment, either for use in the remodeling project, or by the University's Physical Plant Department. The University Facilities Planning Project Manager, upon notification by the Architect/Engineer of salvage not needed in the remodeling, will notify the Architect/Engineer of materials and equipment to be removed by the Owner or to be turned over to the Owner by the Contractor. Non-reusable materials including toxic and/or hazardous waste will be removed from campus by the Contractor. Has the Architect/Engineer specified in the "Project Summary" accompanying the Invitation to Bid and in the contract specifications, that the University reserves the right to remove salvage prior to start of construction, or in certain instances the Contractor is to turn over certain items of salvage to the Owner?
(Specific drawing sheet #/specification page # _____)

Storage and Protection

2. Has it been specified that the Contractor and all Subcontractors shall provide suitable weather-tight storage sheds of sufficient size to hold materials required on the site at one time for storage of materials which might be damaged by the weather? Outdoor storage of materials shall be confined to the areas within the construction fence. Temporary structures shall be painted with one coat of paint; color shall be approved by the University Project Manager. No signs except small identification signs are permitted on sheds. Indoor storage shall be confined to unused spaces in the building; corridors, stairs, and other public spaces shall not be used for storage.
(Specific drawing sheet #/specification page # _____)

01650 - Starting of Systems

- Have the requirements regarding building system start up, and systems demonstration, described to permit direct reference from individual product specification sections been provided?
(Specific drawing sheet #/specification page # _____)

01700 - Contract Closeout

1. Has additional information been provided beyond that contained in the FAU Professional Services Guide dated 2003 regarding, final cleaning, adjusting, project record documents, close out procedures, etc.?
(Specific drawing sheet #/specification page # _____)

Final Cleaning

2. Has the A/E specified that the Contractor shall conduct a Final Cleaning to comply with the following requirements?
(Specific drawing sheet #/specification page # _____)
- a. The Final Cleaning shall be completed prior to Substantial Completion and is a condition of Substantial Completion.
 - b. The definition of Final Cleaning is that of immediate move-in readiness without any additional cleaning necessary.
 - c. All carpets shall be vacuumed.
 - d. All horizontal surfaces, including switch plates, stairs, landings, ledges, etc., shall be clean and free of dust and dirt.
 - e. All stainless steel surfaces shall be cleaned with a stainless steel cleaner leaving no residual oil or smudges, and be free of dust.
 - f. All lighting fixtures, surface or recessed, shall be cleaned and free of dust and dirt.
 - g. All hard floor surfaces shall be finished to meet the manufacturer's specification and a minimum of five (5) coats of a premium wax are required on all vinyl tile floors.

Project Record Documents

3. Has it been specified that the Contractor shall maintain on site one set of the following record documents to record actual revisions to the Work?
 - a. Contract Drawings
 - b. Specifications
 - c. Addenda
 - d. State Fire Marshal Approved Documents
 - e. Change Orders and other Modifications to the contract
 - f. Approved Shop Drawings, product data, and samples
 (Specific drawing sheet #/specification page # _____)
4. Has it been specified that record documents shall be stored separately from documents

used for construction and kept concurrent with construction progress? The Architect/Engineer should monitor and verify progress prior to approval of Contractor's monthly Applications for Payment.

(Specific drawing sheet #/specification page # _____)

"Record Drawings" and Specifications

6. Has it been specified that the Contractor shall furnish the A/E a set of final record drawings and specifications prior to Substantial Completion?

(Specific drawing sheet #/specification page # _____)

7. Has it been specified that the following information must be shown on the record drawings?

- a. Identification of addenda items issued during bidding period.
- b. Identification of alternates, both accepted and not accepted.
- c. Numbers of bulletins and change orders which effected changes.
- d. All field changes made during construction. The Architect/Engineer is responsible for the accuracy of information placed on the tracings; making only the changes which might be marked on the Contractor's drawings is not sufficient.
- e. Date on which corrections were made.
- f. Drawings and Specifications shall be identified with the label "RECORD SET". This identification may be hand lettered or rubber stamped and must be applied to each drawing sheet and each cover sheet of multiple volume specifications.

(Specific drawing sheet #/specification page # _____)

01730 - Operation and Maintenance Data

1. Has it been clearly specified that operating and maintenance manuals shall be submitted to the A/E, reviewed, and approved well in advance of Owner occupancy? The manuals and other supporting material listed herein must contain accurate "record set" data, drawings, changes, etc. on each operating system to permit the University maintenance personnel to take over maintenance with written instructions sufficient to ensure operations and maintenance in accordance with manufacturer's specifications.

(Specific drawing sheet #/specification page # _____)

Description of Systems

2. Has the A/E described the design intent of the building systems (HVAC, electrical, fire alarm and miscellaneous) and the principles of their operation in a manner to permit prompt initial understanding of the systems by qualified University maintenance personnel? Do the descriptions include flow-charts, riser diagrams, zone control layouts, and other visual aids showing the components, and their relationship to the entire system? This can be in the specifications or on the drawings.

(Specific drawing sheet #/specification page # _____)

Manuals of Systems Components to be Specified by Architect/ Engineer

3. Has the Architect/Engineer specified, as applicable to the particular designed system, the components of information required:

- a. Manufacturer's printed installation and operating instructions. This shall be the technical specifications and instructions, not "sales" brochures and promotional matter. Instructions shall include all modes of operation in sufficient detail to be readily understood by University maintenance personnel.
- b. Complete identification in the manuals of the actual equipment installed as described in the manufacturers' instructions, including dimensional drawings,

- model, type, size, performance parameters such as curves, efficiencies, power requirements, operating ranges, etc.
- c. Note: In cases of multiple installation of identical equipment, only one manual submitted for the identical equipment is necessary, but model and serial numbers of the several pieces of equipment shall be listed.
- d. Names, addresses, telephone numbers, contact person (if known) of Subcontractors and/or Sub-subcontractors, their suppliers, manufacturers' representatives, available service facilities and normal channels of supply.
- e. Technical data related to items provided in construction. Unrelated technical data shall be purged by supplier of manual prior to submission by Contractor to Architect.
- f. Detailed parts list showing manufacturer's parts numbers and such other identification as necessary to facilitate procurement of spare or renewal parts and Owner-Manufacturer communications.
- g. Manufacturers' maintenance instructions including schedules showing proper time intervals for lubrication, adjustment, calibration or checking. Contractor shall consolidate manufacturers' schedules with a single master schedule of required maintenance. This requirement is for the Contractors' as well as the Owner's protection to ensure proper early maintenance during the warranty period.
(Specific drawing sheet #/specification page # _____)

Submission of Operating and Maintenance Manuals

- 4. Has it been specified that the Contractor shall submit to Architect/Engineer, no later than the 75% completion date of the HVAC systems, four (4) sets of manuals (or if deemed prudent, a draft set of manuals) for review? Architect/Engineer shall review and require such changes or additions as necessary to meet these standards and when Architect/Engineer approves the manuals, the Architect/Engineer shall forward a set to the Owner. The Owner will review and comment and will advise the Architect/Engineer, who will then secure the required corrections and transmit three completed sets to the Owner before a Certificate of Substantial Completion is issued.
(Specific drawing sheet #/specification page # _____)

Operation and Maintenance Data

- 5. Have detailed requirements been stipulated in the appropriate sections of the specifications for Operations and Maintenance? The following check lists should be modified to suit project requirements:
 - a. All items where a date is required.
 - b. Roofing manufacturers maintenance data.
 - c. Elevators and hoists as per specifications.
 - d. Plumbing Piping systems (printed diagrams, valve tag, etc).
 - e. HVAC Control systems (printed diagrams, operating instructions, etc).
 - f. Communications (point-to-point wiring diagrams and instruction manuals, if installed by the Contractor).
 - g. Fire Protection Systems (as per specifications).
 - h. HVAC Motor controls (overload heater charts).
 - i. Equipment (operating instructions)
- (Specific drawing sheet #/specification page # _____)

Final Inspection

- 6. Has the A/E reviewed the requirements for Final Completion listed in the General Conditions and coordinated the specifications to match? The University Facilities

Planning Project Manager must be included in the arrangements for final inspections.
 (Specific drawing sheet #/specification page # _____)

Project Turnover Procedures

7. Has the A/E clearly specified the obligations of the Contractor for an orderly acceptance and turnover of the project, including punch lists, record set plans and specifications, operating and maintenance manuals, insurance notifications, cleaning, training of University personnel and acceptance of systems by University personnel?
 (Specific drawing sheet #/specification page # _____)

01740 - Warranties and Bonds

Affidavits, Bonds and Guarantees

1. In addition to the standard forms required by the contract documents, the following statements, guarantees, affidavits, etc., may be required on this project. Has the A/E verified the requirements with the FAU Project Manager and have the appropriate specifications been provided in the contract documents?
- a. Resilient flooring, carpet and padding (affidavits, bonds & guarantees from manufacturer and installer).
 - b. Asbestos-free design and materials (affidavits from Architect/Engineer and Contractor).
 - c. Termite Protection (5-year guarantee).
 - d. Roofing (20-year warranty bond).
 - e. Membrane waterproofing (5-year maintenance bond).
 - f. Postal specialties (surety bond).
 - g. Caulking and sealants (5-year guarantee)
 - h. Metal windows (2-year guarantee for windows and 5-year guarantee for weather stripping)
 - i. Wood and laminated plastic faced doors (lifetime guarantee)
 - j. Tinted and insulated glass (5-year guarantee).
 - k. Chalkboards (20-year guarantee).
 - l. Water chillers and air cooled condensers (5-year guarantee).
 - m. Landscape Material – trees, plants, ground cover, sod (1-year guarantee)
- (Specific drawing sheet #/specification page # _____)
2. Note: The above list is not intended to be all-inclusive, has the A/E reviewed the list with the FAU Facilities Planning Project Manager and FAU Physical Plant and included other related specified materials and systems as required?
 (Specific drawing sheet #/specification page # _____)

End of Division 1 – General Conditions.