

GALESBURG-AUGUSTA HIGH SCHOOL - SHINGLE ROOF REPLACEMENT

PROJECT MANUAL

07/01/2026

OWNER

GALESBURG-AUGUSTA COMMUNITY SCHOOL

1076 N 37th Street
Galesburg, MI 49053

25 186.010



TABLE OF CONTENTS

Refer to Construction Manager's Project Manual issued by Elite Companies for additional procurement, contracting, and general requirements

DIVISION 00 — PROCUREMENT AND CONTRACTING REQUIREMENTS

- 00 4325 - SUBSTITUTION DURING PROCUREMENT REQUEST FORM
- 00 6324 - BIM TRANSFER WAIVER
- 00 6325 - SUBSTITUTION DURING CONSTRUCTION REQUEST FORM

DIVISION 01 — GENERAL REQUIREMENTS

- 01 2200 - UNIT PRICES
- 01 2300 - ALTERNATES
- 01 2500 - SUBSTITUTION PROCEDURES
- 01 2600 - CONTRACT MODIFICATION PROCEDURES
- 01 2900 - PAYMENT PROCEDURES
- 01 3100 - PROJECT MANAGEMENT AND COORDINATION sf0
- 01 3300 - SUBMITTAL PROCEDURES
- 01 7700 - CLOSEOUT PROCEDURES

DIVISION 06 — WOOD, PLASTICS, AND COMPOSITES

- 06 1600 - SHEATHING

DIVISION 07 — THERMAL AND MOISTURE PROTECTION

- 07 0150.19 - PREPARATION FOR REROOFING
- 07 3113 - ASPHALT SHINGLES
- 07 6200 - SHEET METAL FLASHING AND TRIM
- 07 7100 - ROOF SPECIALTIES
- 07 9200 - JOINT SEALANTS

SECTION 00 4325 - SUBSTITUTION DURING PROCUREMENT REQUEST FORM

1.1 INTRODUCTORY INFORMATION

- A. Date: _____
- B. Requesting substitution of _____
- C. As specified in Section _____
- D. Requested Substitute Product: _____

1.2 SUBMITTING PARTY'S STATEMENT

- A. Circle "Y" for yes and "N" for no for each of the following statements and submit supporting data. Indicate impact for all statements below answered as no, with supporting data:
1. (Y) (N) 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.
 2. (Y) (N) Requested substitution does not require extensive revisions to the Contract Documents.
 3. (Y) (N) Requested substitution is consistent with the Contract Documents and will produce indicated results.
 4. (Y) (N) Substitution request is fully documented and properly submitted in accordance with "Product Substitution" and "Submittals" Articles in Division 01 Section "Product Requirements."
 5. (Y) (N) Requested substitution will not adversely affect Contractor's Construction Schedule.
 6. (Y) (N) Requested substitution has received necessary approvals of authorities having jurisdiction.
 7. (Y) (N) Requested substitution is compatible with other portions of the Work.
 8. (Y) (N) Requested substitution has been coordinated with other portions of the Work.
 9. (Y) (N) Requested substitution provides specified warranty.
- B. I hereby certify that the above statements are true.

Submitter's signature

END OF DOCUMENT 00 4325

SECTION 00 6324 - BIM TRANSFER WAIVER

INTENT

- A. This document amends and supplements the Digital Data Licensing Agreement AIA C106 - 2013 for requests for BIM Model from the Architect. All provisions which are not so amended or supplemented remain in full force and effect.
- B. At the request of the Contractor, subcontractor, lower-tier subcontractor, or material supplier, and receipt of signed copy of Digital Data Licensing Agreement AIA C106, the Architect will transmit or send BIM model(s) requested.
- C. The Receiving Party (Construction Manager, Contractor, subcontractor, lower-tier subcontractor, or material supplier) shall send a request to the Architect to draft the Agreement. Include in the request the Receiving Party name and mailing address and the drawing sheet numbers that are requested. Architect will draft the Agreement and send to the Receiving Party for signature.

D. MODIFICATIONS TO AIA C106

E. ARTICLE 3 – LICENSE CONDITIONS

- F. Add the following clauses after the first sentence in Article 3:
 - 1. We make no representation as to the compatibility of these files with your hardware or your software beyond the specified release of the referenced specifications.
 - 2. Data contained on these electronic files are part of our instruments of service and shall not be used by you or anyone else receiving this data through or from you for any purpose other than as a convenience in the support of construction coordination for the referenced project. Any other use or reuse by you or by others will be at your sole risk and without liability or legal exposure to Tower Pinkster Titus Associates. You agree to make no claim and hereby waive, to the fullest extent permitted by law, any claim or cause of action of any nature against us, our officers, directors, employees, agents or subconsultants that may arise out of or in connection with your use of the electronic files.
 - 3. Furthermore, you shall, to the fullest extent permitted by law, indemnify and hold us harmless against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or resulting from your use of these electronic files.
 - 4. These electronic files are not construction documents. Differences may exist between these electronic files and corresponding hard-copy construction documents. We make no representation regarding the accuracy or completeness of the electronic files you receive. In the event that a conflict arises between the hard-copy construction documents prepared by us and the electronic files, the hard-copy construction documents shall govern. You are responsible for determining if any conflict exists. By your use of these electronic files, you are not relieved of your duty to fully comply with the contract documents, including, and without limitation, the need to check, confirm and coordinate all dimensions and details, take field measurements, verify field conditions and coordinate your work with that of other contractors for the project.
 - 5. Because information presented on the electronic files can be modified, unintentionally or otherwise, we reserve the right to remove all indicia of ownership and/or involvement from each electronic display.

PROJECT NO. 25 186.010
GALESBURG-AUGUSTA HIGH SCHOOL - SHINGLE ROOF REPLACEMENT
GALESBURG-AUGUSTA COMMUNITY SCHOOL

BIM TRANSFER WAIVER
00 6324 - 2
07/01/2026

END OF DOCUMENT 00 6324

SECTION 00 6325 - SUBSTITUTION DURING CONSTRUCTION REQUEST FORM

1.1 INTRODUCTORY INFORMATION

- A. Date: _____
- B. Requesting substitution of _____
- C. As specified in Section _____
- D. Requested Substitute Product: _____

1.2 SUBMITTING PARTY'S STATEMENT

- A. Circle "Y" for yes and "N" for no for each of the following statements and submit supporting data. Indicate impact for all statements below answered as no, with supporting data:
1. (Y) (N) 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.
 2. (Y) (N) Requested substitution does not require extensive revisions to the Contract Documents.
 3. (Y) (N) Requested substitution is consistent with the Contract Documents and will produce indicated results.
 4. (Y) (N) Substitution request is fully documented and properly submitted in accordance with "Product Substitution" and "Submittals" Articles in Division 01 Section "Product Requirements."
 5. (Y) (N) Requested substitution will not adversely affect Contractor's Construction Schedule.
 6. (Y) (N) Requested substitution has received necessary approvals of authorities having jurisdiction.
 7. (Y) (N) Requested substitution is compatible with other portions of the Work.
 8. (Y) (N) Requested substitution has been coordinated with other portions of the Work.
 9. (Y) (N) Requested substitution provides specified warranty.
- B. I hereby certify that the above statements are true.

Submitter's signature

1.3 CONTRACTOR'S STATEMENT

- A. I have reviewed this substitution request and am in agreement with the information presented and statements made. This proposal is complete, and there will be no further charges to the Owner as a result of the acceptance of this substitution.

Contractor's signature

END OF DOCUMENT 00 6325

SECTION 01 2200 - UNIT PRICES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for unit prices.
- B. Related Requirements:
 - 1. Section 01 2600 "Contract Modification Procedures" for procedures for submitting and handling Change Orders.

1.2 DEFINITIONS

- A. Unit price is an amount incorporated into the Agreement, applicable during the duration of the Work as a price per unit of measurement for materials, equipment, or services, or a portion of the Work, added to or deducted from the Contract Sum by appropriate modification, if the scope of Work or estimated quantities of Work required by the Contract Documents are increased or decreased.

1.3 PROCEDURES

- A. Unit prices include all necessary material, plus cost for delivery, installation, insurance, applicable taxes, overhead, and profit.
- B. Measurement and Payment: See individual Specification Sections for work that requires establishment of unit prices. Methods of measurement and payment for unit prices are specified in those Sections.
- C. Owner reserves the right to reject Contractor's measurement of work-in-place that involves use of established unit prices and to have this work measured, at Owner's expense, by an independent surveyor acceptable to Contractor.
- D. List of Unit Prices: A schedule of unit prices is included in Part 3. Specification Sections referenced in the schedule contain requirements for materials described under each unit price.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF UNIT PRICES

- A. Unit Price No. 1: Removal and replacement of PT blocking:
 - 1. Description: Description: Removal and replacement of 2x6 PT wood roof blocking according to Section 06 1000 "Rough Carpentry."

PROJECT NO. 25 186.010
GALESBURG-AUGUSTA HIGH SCHOOL - SHINGLE ROOF REPLACEMENT
GALESBURG-AUGUSTA COMMUNITY SCHOOL

UNIT PRICES
01 2200 - 2
07/01/2026

2. Unit of Measurement: Linear Foot..

B. Unit Price No. 2: Removal and replacement of damaged roof insulation / Ventilated Nailbase Polyiso Panel

1. Description: Removal and replacement of damaged roof insulation according to Section 06 1600 Sheathing

2. Unit of Measurement: 4'-0"x 8'-0"x 2 1/2" sheet.

C. Unit Price No. 3: Removal and replacement of damaged plywood

1. Description: Removal and replacement of Damaged plywood sheathing. Description: Removal and replacement of damaged roof sheathing according to Section 06 1600

2. Unit of measurement: 4x8x5/8" PT Plywood roof sheathing

Unit of Measurement: 4x8x5/8" PT Plywood roof sheathing. END OF SECTION 01 2200

SECTION 01 2300 - ALTERNATES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.2 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if the Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternates into the Work. No other adjustments are made to the Contract Sum.

1.3 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Execute accepted alternates under the same conditions as other work of the Contract.
- C. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

- A. Alternate No. 1: ADD roof shingle replacement
 - 1. Base Bid: Existing asphalt shingle roof to remain as indicated on Drawing A 101. Complete removal of existing roof ridge vent. Flashing and sealing as necessary to allow waterproofing between the existing roofing and the new asphalt shingles roofing system. Furnish and install a new roof ridge vent as indicated

PROJECT NO. 25 186.010
GALESBURG-AUGUSTA HIGH SCHOOL - SHINGLE ROOF REPLACEMENT
GALESBURG-AUGUSTA COMMUNITY SCHOOL

ALTERNATES
01 2300 - 2
07/01/2026

2. Alternate: Remove existing asphalt shingle roof, waterproofing membrane and aluminum fascia trim and replace with new asphalt shingles and new aluminum fascia and trim as indicated on Drawing A101 and as specified in Section 07 3113 "Asphalt Shingles, 07 6200 "Sheet Metal Flashing and Trim", 077100 "Roof Specialties", 07 9200 "Joint Sealants". Remove and replace damage insulation, underlayment and/or Insulated Nailer board refer to Section 01 2200 "Unit Prices"

END OF SECTION 01 2300

SECTION 01 2500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Document 00 2600 "Procurement Substitution Procedures" for requirements for substitution requests prior to award of Contract.

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. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - a. Unavailability due to failure to procure products in a timely manner does not constitute substitution for cause, and will be considered as substitution for convenience.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.3 ACTION SUBMITTALS

- A. Substitution Requests: Submit documentation identifying product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
- B. 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 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 method cannot be provided, if applicable.
 - b. Coordination of 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 substitutions 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 as well as 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 code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitutions 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.
 - 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. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor through Construction Manager 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.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

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.

1.5 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.6 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: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. 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: Not allowed unless otherwise indicated.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2500

SECTION 01 2600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
 - 1. Section 01 2500 "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.

1.2 MINOR CHANGES IN THE WORK

- A. Architect will issue through Construction Manager supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710.

1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests ([Bulletins](#)): Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request or 20 days, when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Construction Manager.
 - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.

2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include costs of labor and supervision directly attributable to the change.
5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
6. Comply with requirements in Section 01 2500 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.

1.4 ADMINISTRATIVE CHANGE ORDERS

- A. Allowance Adjustment: See Section 01 2100 "Allowances" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect actual costs of allowances.
- B. Unit-Price Adjustment: See Section 01 2200 "Unit Prices" for administrative procedures for preparation of Change Order Proposal for adjusting the Contract Sum to reflect measured scope of unit-price work.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Change Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701CMA.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714 CMA. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 1. Construction Change Directive contains a complete description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2600

SECTION 01 2900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
 - 1. Section 01 2100 "Allowances" for procedural requirements governing the handling and processing of allowances.
 - 2. Section 01 2200 "Unit Prices" for administrative requirements governing the use of unit prices.
 - 3. Section 01 2600 "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 4. Section 01 3200 "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.
 - 5. [<Double click to insert sustainable design text for related sections.>](#)

1.2 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
 - 2. Submit the schedule of values to Architect through Construction Manager at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
 - 1. Arrange schedule of values consistent with format of AIA Document G703.
 - 2. Arrange the schedule of values in tabular form, with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent. Round dollar amounts to whole dollars, with total equal to Contract Sum.
 - 1) Labor.

- 2) Materials.
- 3) Equipment.
3. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
4. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site.
5. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
6. Overhead Costs: Include total cost and proportionate share of general overhead and profit for each line item.
7. Purchase Contractors: Provide a separate line item in the schedule of values for each purchase contract. Show line-item value of purchase contract. Indicate Owner payments or deposits, if any, and balance to be paid by the contractor.
8. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
9. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

1.3 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and Construction Manager and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Application for Payment Forms: Use AIA Document G732 and AIA Document G703 as form for Applications for Payment.
- D. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Construction Manager will return incomplete applications without action.
 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.

- E. **Stored Materials:** Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment for stored materials.
 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- F. **Transmittal:** Submit three signed and notarized original copies of each Application for Payment to Construction Manager by a method ensuring receipt. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- G. **Waivers of Mechanic's Lien:** With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 5. **Waiver Forms:** Submit executed waivers of lien on forms acceptable to Owner.
- H. **Initial Application for Payment:** Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Products list (preliminary if not final).
 5. Sustainable design action plans, including preliminary project materials cost data.
 6. Schedule of unit prices.
 7. Submittal schedule (preliminary if not final).
 8. List of Contractor's staff assignments.
 9. List of Contractor's principal consultants.
 10. Copies of building permits.

11. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 12. Initial progress report.
 13. Report of preconstruction conference.
 14. Certificates of insurance and insurance policies.
 15. Performance and payment bonds.
 16. Data needed to acquire Owner's insurance.
- I. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- J. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706.
 5. AIA Document G706A.
 6. AIA Document G707.
 7. Evidence that claims have been settled.
 8. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 9. Final liquidated damages settlement statement.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 2900

SECTION 01 3100 - 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. General coordination procedures.
 - 2. RFIs.
 - 3. Digital project management procedures.
 - 4. Project meetings.
- B. Related Requirements:
 - 1. Section 01 7700 "Closeout Procedures" for coordinating closeout of the Contract.

1.2 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Owner, Construction Manager, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.3 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

1.4 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 that 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.

1.5 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors.
 3. [Owner's cost for Architect's services, at Architect's normal billing rate, in responding to requests for information from the Contractor, will be deducted from the Contract Amount if the intent of the documents is clear in the opinion of the Architect.](#)
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 1. Project name.
 2. Owner name.
 3. Name of Architect and Construction Manager.
 4. Date.
 5. Name of Contractor.
 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 suggested resolution 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. RFI Forms: AIA Document G716 or software-generated form with substantially the same content as indicated above, acceptable to Architect.
- D. Architect's and Construction Manager's Action: Architect and Construction Manager will review each RFI, determine action required, and respond. Allow seven days for Architect's response for each RFI. RFIs received by Architect or Construction Manager after 1:00 p.m. will be considered as received the following working day.
 1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt by Architect or Construction Manager of additional information.
 3. Architect'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 according to Section 01 2600 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and Construction Manager in writing within 10 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Software log with not less than the following:
 1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect and Construction Manager.
 4. RFI number including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's and Construction Manager's response was received.
- F. On receipt of Architect's and Construction Manager's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect and Construction Manager within seven days if Contractor disagrees with response.

1.6 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Architect's Digital Data Files: Digital data files of Architect's CAD drawings will be provided by Architect for Contractor's use during construction.
1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project record Drawings.
 2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
 3. Digital Drawing Software Program: Contract Drawings are available in [AutoCAD 2016](#).
 4. Contractor shall execute a data licensing agreement in the form of AIA Document C106 Digital Data Licensing Agreement with modifications in Document 00 6324 'BIM Transfer Waiver'.
 - a. Subcontractors, and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of AIA Document C106.
- B. Use of Architect's Digital Data Files: Digital data files of Architect's BIM model will be provided by Architect for Contractor's use during construction.
1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project record Drawings.
 2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
 3. Digital Drawing Software Program: Contract Drawings are available in Revit.
 4. To obtain BIM Model, Contractor shall execute a data licensing agreement in the form of AIA Document C106 Digital Data Licensing Agreement, [with modifications on Document 00 6324 "BIM Transfer Waiver."](#)
 - a. Subcontractors, and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of AIA Document C106, [with modifications on Document 00 6324 "BIM Transfer Waiver."](#)
- C. [Conditions of Use of Architect's Digital Data Files: As follows:](#)
1. [Architect makes no representation as to the compatibility of these files with user's hardware or software beyond the specified release of the referenced specifications.](#)
 2. [Data contained on these electronic files are part of Architect's instruments of service and shall not be used by receiving party or anyone else receiving this data through or from receiving party for any purpose other than as a convenience in the support of construction coordination for the referenced project. Any other use or reuse by receiving party or by others will be at receiving party's sole risk and without liability or legal exposure to Tower Pinkster Titus Associates. Receiving party agrees to make no claim and hereby waive, to the fullest extent permitted by law, any claim or cause of action of any nature against the Architect, its officers, directors, employees, agents or subconsultants that may arise out of or in connection with receiving party's use of the electronic files.](#)
 3. [Furthermore, receiving party shall, to the fullest extent permitted by law, indemnify and hold Architect harmless against all damages, liabilities or costs, including reasonable attorneys' fees and defense costs, arising out of or resulting from receiving party's use of these electronic files.](#)
 4. [These electronic files are not construction documents. Differences may exist between these electronic files and corresponding hard-copy construction documents. We make no representation regarding the accuracy or completeness of the electronic files receiving party receives. In the event that a conflict arises between the hard-copy construction documents prepared by Architect](#)

and the electronic files, the hard-copy construction documents shall govern. Receiving party is responsible for determining if any conflict exists. By receiving party's use of these electronic files, receiving party is not relieved of any duty to fully comply with the contract documents, including, and without limitation, the need to check, confirm and coordinate all dimensions and details, take field measurements, verify field conditions and coordinate your work with that of other contractors for the project.

5. Because information presented on the electronic files can be modified, unintentionally or otherwise, Architect reserves the right to remove all indicia of ownership and/or involvement from each electronic display.

D. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare 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.
2. Name file with submittal number or other unique identifier, including revision identifier.
3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.7 PROJECT MEETINGS

A. General: Construction Manager will schedule and conduct meetings and conferences at Project site unless otherwise indicated.

B. Preconstruction Conference: Construction Manager will schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.

1. Attendees: Authorized representatives of Owner Construction Manager, Architect, 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. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.
 - k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Sustainable design requirements.
 - o. Preparation of Record Documents.
 - p. Use of the premises and existing building.

- q. Work restrictions.
 - r. Working hours.
 - s. Owner's occupancy requirements.
 - t. Responsibility for temporary facilities and controls.
 - u. Procedures for moisture and mold control.
 - v. Procedures for disruptions and shutdowns.
 - w. Construction waste management and recycling.
 - x. Parking availability.
 - y. Office, work, and storage areas.
 - z. Equipment deliveries and priorities.
 - aa. First aid.
 - bb. Security.
 - cc. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Sustainable Design Requirements Coordination Conference: Construction Manager will schedule and conduct a sustainable design coordination conference before starting construction, at a time convenient to Owner, Construction Manager, Architect, and Contractor.
- 1. Attendees: Authorized representatives of Owner, Construction Manager , Architect, and their consultants; Contractor and its superintendent and sustainable design coordinator; 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 meeting sustainable design requirements, including the following:
 - a. Sustainable design Project checklist.
 - b. General requirements for sustainable design-related procurement and documentation.
 - c. Project closeout requirements and sustainable design certification procedures.
 - d. Role of sustainable design coordinator.
 - e. Construction waste management.
 - f. Construction operations and sustainable design requirements and restrictions.
 - 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- D. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other sections and when required for 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 Architect, Construction Manager [**and Owner's Commissioning Authority**] 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. Sustainable design requirements.
 - i. Review of mockups.
 - j. Possible conflicts.
 - k. Compatibility requirements.
 - l. Time schedules.
 - m. Weather limitations.
 - n. Manufacturer's written instructions.
 - o. Warranty requirements.
 - p. Compatibility of materials.
 - q. Acceptability of substrates.
 - r. Temporary facilities and controls.
 - s. Space and access limitations.
 - t. Regulations of authorities having jurisdiction.
 - u. Testing and inspecting requirements.
 - v. Installation procedures.
 - w. Coordination with other work.
 - x. Required performance results.
 - y. Protection of adjacent work.
 - z. 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.
- E. Progress Meetings: Construction Manager will conduct progress meetings at biweekly intervals.
- 1. Coordinate dates of meetings with preparation of payment requests.
 - 2. Attendees: In addition to representatives of Owner Construction Manager, and Architect, 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.
 - 3. 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) Status of sustainable design documentation.
 - 5) Deliveries.
 - 6) Off-site fabrication.
 - 7) Access.
 - 8) Site use.
 - 9) Temporary facilities and controls.
 - 10) Progress cleaning.
 - 11) Quality and work standards.
 - 12) Status of correction of deficient items.
 - 13) Field observations.
 - 14) Status of RFIs.
 - 15) Status of Proposal Requests.
 - 16) Pending changes.
 - 17) Status of Change Orders.
 - 18) Pending claims and disputes.
 - 19) Documentation of information for payment requests.
- 4. 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 3100

SECTION 01 3300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Submittal schedule requirements.
2. Administrative and procedural requirements for submittals.

B. Related Requirements:

1. Section 01 2900 "Payment Procedures" for submitting Applications for Payment and the schedule of values.
2. Section 01 3100 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
3. Section 01 3200 "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
4. Section 01 4000 "Quality Requirements" for submitting test and inspection reports, and schedule of tests and inspections.
5. Section 01 7700 "Closeout Procedures" for submitting closeout submittals and maintenance material submittals.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect'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 Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list 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 Architect and Construction Manager 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 Schedule: 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 Schedule: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule as required to reflect changes in current status and timing for submittals.
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 Architect's and Construction Manager's final release or approval.
 - g. Scheduled dates for purchasing.
 - h. Scheduled date of fabrication.
 - i. Scheduled dates for installation.
 - j. Activity or event number.

1.4 SUBMITTAL FORMATS

A. Submittal Information: Include the following information in each submittal:

1. Project name.
2. Date.
3. Name of Architect.
4. Name of Construction Manager.
5. Name of Contractor.
6. Name of firm or entity that prepared submittal.
7. Names of subcontractor, manufacturer, and supplier.
8. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier; and alphanumeric suffix for resubmittals.
9. Category and type of submittal.
10. Submittal purpose and description.
11. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
12. Drawing number and detail references, as appropriate.
13. Indication of full or partial submittal.
14. Location(s) where product is to be installed, as appropriate.
15. Other necessary identification.
16. Remarks.
17. Signature of transmitter.

B. Options: Identify options requiring selection by Architect.

C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information

and revisions, other than those requested by Architect and Construction Manager on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.

- D. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 - 1. Email: Prepare submittals as PDF package, and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
 - a. Architect will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.
- 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 concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - a. Completeness: Submittal packages that do not contain all required submittals, with the exception of verification samples when selection samples are also required, will be returned without the Architect and Construction Manager taking action.
 - 3. Coordinate transmittal of submittals for related parts of the Work specified in different Sections, so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect 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 Architect'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 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Resubmittal Review: Allow 15 days for review of each resubmittal.
 - 3. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- E. 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.

- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's and Construction Manager's action stamp.

1.6 SUBMITTAL REQUIREMENTS

- A. 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 unsuitable 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 that show 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 Shop Drawings, and before or concurrent with Samples.
- B. 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 unless submittal based on Architect's digital data drawing files is otherwise permitted.
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. Architect's Digital Data Files: Electronic copies of digital data files of the Contract Documents will be provided, when requested, by the Architect for Contractor's use in preparing submittals. Refer to Specification Section 00 6324. Only files required for the preparation of the Shop Drawings are to be requested.

- C. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other materials.
1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 3. Email Transmittal: Provide PDF transmittal. Include 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 two full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
 6. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture, **and other similar types of variations are** expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect and Construction Manager will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record Sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:

1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.
- E. 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 architects and owners, and other information specified.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
1. Certificates and Certifications Submittals: Submit 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. Provide a notarized signature where indicated.
 2. 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.
 3. 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.
 4. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
 5. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
 6. 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.
- H. Test and Research Reports:
1. 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 substrate preparation and primers required.
 2. 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.
 3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
 4. 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.

5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.7 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 insufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file and three paper copies 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.

1.8 CONTRACTOR'S REVIEW

- A. Action Submittals 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 Architect and Construction Manager.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include 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.
 1. Architect and Construction Manager will not review submittals received from Contractor that do not have Contractor's review and approval.

1.9 ARCHITECT'S REVIEW

- A. Action Submittals: Architect and Construction Manager will review each submittal, indicate corrections or revisions required, and return it.
1. PDF Submittals: Architect and Construction Manager will indicate, via markup on each submittal, the appropriate action, as follows:
- a. Reviewed: No corrections, no marks. Submittal complies with the design intent of the Contract Documents.
 - b. Furnish as Corrected: Minor corrections; all items can be fabricated or furnished without further correction; checking is complete and all corrections are obvious without ambiguity.
 - c. Revise and Resubmit: Minor corrections; noted items must not be furnished or fabricated without further corrections; checking is not complete; details of items noted are to be clarified before resubmitting; items not noted to be corrected can be fabricated or furnished under this stamp.
 - d. Rejected: Submittal is not in compliance with the design intent of the Contract Documents. Provide new submittal that complies with Contract Documents. Any delay resulting from the submission of items not complying with the Contract Documents is solely the responsibility of the Contractor, which will bear all associated costs.
 - e. <Insert description of each action indicated on Architect's (and Construction Manager's) stamp>.
- B. Informational Submittals: Architect and Construction Manager will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect and Construction Manager will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect[**and Construction Manager**].
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect and Construction Manager will return without review submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 3300

SECTION 01 7700 - 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.
- B. Related Requirements:
 - 1. Section 01 7823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 2. Section 01 7839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 3. Section 01 7900 "Demonstration and Training" for requirements to train the Owner's maintenance personnel to adjust, operate, and maintain products, equipment, and systems.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- 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 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest-control inspection.

1.4 MAINTENANCE MATERIAL SUBMITTALS

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

1.5 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] <Insert number> days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by <Construction Manager> <Owner>. Label with manufacturer's name and model number.
 - 5. Submit testing, adjusting, and balancing records.
 - 6. Submit sustainable design submittals not previously submitted.
 - 7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
 - 8. [Submit certification that no asbestos-containing materials were incorporated into the Work.](#)
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of [10] <Insert number> 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 01 7900 "Demonstration and Training."
 - 6. Advise Owner of changeover in utility services.
 - 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 - 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 - 9. Complete final cleaning requirements.
 - 10. Touch up paint 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] <Insert number> days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect 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 Architect, that must be completed or corrected before certificate will be issued.

1. 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.

1.6 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:
1. Submit a final Application for Payment in accordance with Section 01 2900 "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. 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. [Specific warranties as specified in individual Specification Sections.](#)
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect 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.

1.7 LIST OF INCOMPLETE ITEMS

- 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**] [**and**] [**proceeding from lowest floor to highest floor**], listed by room or space number.
 2. Organize items applying to each space by major element, including categories for ceilings, individual walls, floors, equipment, and building systems.
 3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect and Construction Manager.
 - d. Name of Contractor.
 - e. Page number.
 4. Submit list of incomplete items in the following format:
 - a. PDF Electronic File: Architect, through Construction Manager, will return annotated file.

1.8 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- D. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
 - 1. Submit by email to Architect.
- E. 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. 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 of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.

- c. Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.
- d. Remove tools, construction equipment, machinery, and surplus material from Project site.
- e. Remove snow and ice to provide safe access to building.
- f. 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.
- g. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
- h. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
- i. Vacuum and mop concrete.
- j. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
- k. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
- l. Remove labels that are not permanent.
- m. Wipe surfaces of mechanical and electrical equipment[, **elevator equipment,**] and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
- n. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
- o. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
- p. Clean ducts, blowers, and coils[**if units were operated without filters during construction or that display contamination with particulate matter on inspection**].
 - 1) Clean HVAC system in compliance with **[NADCA ACR.] [Section 23 0130.52 "Existing HVAC Air-Distribution System Cleaning.]"** Provide written report on completion of cleaning.
- q. Clean luminaires, lamps, globes, and reflectors to function with full efficiency.
- r. Clean strainers.
- s. Leave Project clean and ready for occupancy.

- C. Construction Waste Disposal: Comply with waste-disposal requirements in **[Construction Manager's Project Manual] [Section 01 5000 "Temporary Facilities and Controls.]" [Section 01 7419 "Construction Waste Management and Disposal.]"**

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations required by Section 01 7300 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 01 7700

SECTION 06 1600 - SHEATHING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Roof sheathing.

B. Related Requirements:

1. Section 06 1000 "Rough Carpentry" for plywood backing panels.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.

1. Include data for wood-preservative treatment from chemical treatment manufacturer and certification by treating plant that treated plywood complies with requirements. Indicate type of preservative used and net amount of preservative retained.
2. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated plywood complies with requirements. Include physical properties of treated materials.
3. For fire-retardant treatments, include physical properties of treated plywood both before and after exposure to elevated temperatures, based on testing by a qualified independent testing agency according to ASTM D 5516.
4. For products receiving waterborne treatment, include statement that moisture content of treated materials was reduced to levels specified before shipment to Project site.

1.3 INFORMATIONAL SUBMITTALS

A. Evaluation Reports: For the following, from ICC-ES:

1. Wood-preservative-treated plywood.
2. Fire-retardant-treated plywood.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Stack panels flat with spacers beneath and between each bundle to provide air circulation. Protect sheathing from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.

PART 2 - PRODUCTS

2.1 PRESERVATIVE-TREATED PLYWOOD

- A. Preservative Treatment by Pressure Process: AWP A U1; Use Category UC2 for interior construction not in contact with ground, Use Category UC3b for exterior construction not in contact with ground, and Use Category UC4a for items in contact with ground.
 - 1. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium.
- B. Mark plywood with appropriate classification marking of an inspection agency acceptable to authorities having jurisdiction.
- C. Application: Treat all plywood unless otherwise indicated.

2.2 FIRE-RETARDANT-TREATED PLYWOOD

- A. General: Where fire-retardant-treated materials are indicated, use materials complying with requirements in this article that are acceptable to authorities having jurisdiction and with fire-test-response characteristics specified as determined by testing identical products per test method indicated by a qualified testing agency.
- B. Fire-Retardant-Treated Plywood by Pressure Process: Products with a flame-spread index of 25 or less when tested according to ASTM E 84, and with no evidence of significant progressive combustion when the test is extended an additional 20 minutes, and with the flame front not extending more than 10.5 feet beyond the centerline of the burners at any time during the test.
 - 1. Use treatment that does not promote corrosion of metal fasteners.
 - 2. Exterior Type: Treated materials shall comply with requirements specified above for fire-retardant-treated plywood by pressure process after being subjected to accelerated weathering according to ASTM D 2898. Use for exterior locations and where indicated.
 - 3. Interior Type A: Treated materials shall have a moisture content of 28 percent or less when tested according to ASTM D 3201/D 3201M at 92 percent relative humidity. Use where exterior type is not indicated.
 - 4. Design Value Adjustment Factors: Treated lumber plywood shall be tested according to ASTM D 5516 and design value adjustment factors shall be calculated according to ASTM D 6305. Span ratings after treatment shall be not less than span ratings specified. For roof sheathing and where high-temperature fire-retardant treatment is indicated, span ratings for temperatures up to 170 deg F shall be not less than span ratings specified.
- C. Kiln-dry material after treatment to a maximum moisture content of 15 percent.
- D. Identify fire-retardant-treated plywood with appropriate classification marking of qualified testing agency.
- E. Application: Treat all plywood unless otherwise indicated.
 - 1. Roof and wall sheathing within 48 inches of fire walls.
 - 2. Roof sheathing.
 - 3. Subflooring and underlayment for raised platforms.

4.

2.3 COMPOSITE NAIL BASE INSULATED ROOF SHEATHING

- A. Vented, Oriented-Strand-Board-Surfaced, Polyisocyanurate-Foam Sheathing: ASTM C 1289, Type II, Class 1, with DOC PS 2, Exposure 1 oriented strand board adhered to spacers on one face.
 - 1. Polyisocyanurate-Foam Thickness: 2 inches.
 - 2. Oriented-Strand-Board Nominal Thickness: 5/8 inch.
 - 3. Spacers: Wood furring strips or blocks not less than 3/4 inch thick and spaced not more than 16 inches o.c.

2.4 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.
 - 1. For roof sheathing, provide fasteners with hot-dip zinc coating complying with ASTM A 153/A 153M.
- B. Nails, Brads, and Staples: ASTM F 1667.
- C. Power-Driven Fasteners: Fastener systems with an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC70.
- D. Screws for Fastening Sheathing to Wood Framing: ASTM C 1002.
- E. Screws for Fastening Wood Structural Panels to Cold-Formed Metal Framing: ASTM C 954, except with wafer heads and reamer wings, length as recommended by screw manufacturer for material being fastened.
- F. Screws for Fastening Composite Nail Base Insulated Roof Sheathing to Metal Roof Deck: Steel drill screws, in type and length recommended by sheathing manufacturer for thickness of sheathing to be attached, with organic-polymer or other corrosion-protective coating having a salt-spray resistance of more than 800 hours according to ASTM B 117. Provide washers or plates if recommended by sheathing manufacturer.

2.5 MISCELLANEOUS MATERIALS

- A. Adhesives for Field Gluing Panels to Wood Framing: Formulation complying with ASTM D 3498 that is approved for use with type of construction panel indicated by manufacturers of both adhesives and panels.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Do not use materials with defects that impair quality of sheathing or pieces that are too small to use with minimum number of joints or optimum joint arrangement. Arrange joints so that pieces do not span between fewer than three support members.
- B. Cut panels at penetrations, edges, and other obstructions of work; fit tightly against abutting construction unless otherwise indicated.
- C. Securely attach to substrate by fastening as indicated, complying with the following:
 - 1. Table 2304.9.1, "Fastening Schedule," in the ICC's International Building Code.
 - 2. ICC-ES evaluation report for fastener.
- D. Coordinate wall and roof sheathing installation with flashing and joint-sealant installation so these materials are installed in sequence and manner that prevent exterior moisture from passing through completed assembly.
- E. Do not bridge building expansion joints; cut and space edges of panels to match spacing of structural support elements.

3.2 WOOD STRUCTURAL PANEL INSTALLATION

- A. General: Comply with applicable recommendations in APA Form No. E30, "Engineered Wood Construction Guide," for types of structural-use panels and applications indicated.

END OF SECTION 06 1600

SECTION 07 0150.19 - PREPARATION FOR REROOFING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
1. Partial tear-off of roof areas indicated on Drawings.
 2. Removal of flashings and counterflashings.
 3. Temporary roofing.

1.2 UNIT PRICES

- A. Work of this Section is affected by insulation removal and replacement unit price metal deck removal and replacement unit price roof sheathing removal and replacement unit price .

1.3 DEFINITIONS

- A. EPS: Molded (expanded) polystyrene.
- B. Full Roof Tear-off: Removal of existing roofing system down to existing roof deck.
- C. OSB: Oriented strand board.
- D. Partial Roof Tear-off: Removal of selected components and accessories from existing roofing system.
- E. Roofing Terminology: Definitions in ASTM D 1079 and glossary of NRCA's "The NRCA Roofing Manual: Membrane Roof Systems" apply to work of this Section.
- F. Roof Re-Cover Preparation: Existing roofing system is to remain and be prepared for new roof installed over it.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
1. Include certificate that Installer is approved by warrantor of existing roofing system.
 2. Include certificate that Installer is licensed to perform asbestos abatement.
- B. Thermoscaning
- C. Photographs or Videotape: Show existing conditions of adjoining construction and site improvements, including exterior and interior finish surfaces, that might be misconstrued as having been damaged by reroofing operations.
1. Submit before Work begins.

- D. Landfill Records: Indicate receipt and acceptance of demolished roofing materials and hazardous wastes, such as asbestos-containing materials, by a landfill facility licensed to accept them.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: [Installer of new roofing](#).
- B. Regulatory Requirements:
 - 1. Comply with governing EPA notification regulations before beginning roofing removal.
 - 2. Comply with hauling and disposal regulations of authorities having jurisdiction.

1.6 FIELD CONDITIONS

- A. Existing Roofing System: Asphalt Shingles roofing.
- B. Owner will not occupy portions of building immediately below reroofing area.
 - 1. Conduct reroofing so Owner's operations are not disrupted.
 - 2. Provide Owner with not less than 72 hours' written notice of activities that may affect Owner's operations.
 - 3. Coordinate work activities daily with Owner so Owner has adequate advance notice to place protective dust and water-leakage covers over sensitive equipment and furnishings, shut down HVAC and fire-alarm or -detection equipment if needed, and evacuate occupants from below work area.
 - 4. Before working over structurally impaired areas of deck, notify Owner to evacuate occupants from below affected area.
 - a. Verify that occupants below work area have been evacuated before proceeding with work over impaired deck area.
- C. Protect building to be reroofed, adjacent buildings, walkways, site improvements, exterior plantings, and landscaping from damage or soiling from reroofing operations.
- D. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities.
- E. Conditions existing at time of inspection for bidding will be maintained by Owner as far as practical.
 - 1. A roof moisture survey of existing roofing system is available for Contractor's reference.
 - 2. The results of an analysis of test cores from existing roofing system are available for Contractor's reference.
 - 3. Construction Drawings and Project Manual for existing roofing system are provided for Contractor's convenience and information, but they are not a warranty of existing conditions. They are intended to supplement rather than serve in lieu of Contractor's own investigations. Contractor is responsible for conclusions derived from existing documents.
- F. Limit construction loads on existing roof areas to remain, and existing roof areas scheduled to be reroofed to **<Insert load>** for rooftop equipment wheel loads and **<Insert load>** for uniformly distributed loads.

- G. Weather Limitations: Proceed with reroofing preparation only when existing and forecasted weather conditions permit Work to proceed without water entering existing roofing system or building.
 - 1. Remove only as much roofing in one day as can be made watertight in the same day.
- H. Hazardous Materials: It is not expected that hazardous materials, such as asbestos-containing materials, will be encountered in the Work.
 - 1. Hazardous materials will be removed by Owner before start of the Work.
 - 2. Existing roof will be left no less watertight than before removal.
 - 3. If materials suspected of containing hazardous materials are encountered, do not disturb; immediately notify Architect and Owner.
 - a. Hazardous materials will be removed by Owner under a separate contract.
- I. Hazardous Materials: A report on the presence of hazardous materials is on file for review and use. Examine report to become aware of locations where hazardous materials are present.
 - 1. Hazardous material remediation is specified elsewhere in the Contract Documents.
 - 2. Do not disturb hazardous materials or items suspected of containing hazardous materials except according to procedures specified elsewhere in the Contract Documents.
 - 3. Coordinate reroofing preparation with hazardous material remediation to prevent water from entering existing roofing system or building.

1.7 WARRANTY

- A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during reroofing, by methods and with materials so as not to void existing roofing system warranty issued by

PART 2 - PRODUCTS

2.1 TEMPORARY ROOFING MATERIALS

- A. Design and selection of materials for temporary roofing are Contractor's responsibilities.

2.2 INFILL AND REPLACEMENT MATERIALS

- A. Use infill materials matching existing roofing system materials unless otherwise indicated.
 - 1. Infill materials are specified in Section 07 3113 Asphalt Shingles unless otherwise indicated.

2.3 AUXILIARY REROOFING MATERIALS

- A. General: Use auxiliary reroofing preparation materials recommended by roofing system manufacturer for intended use and compatible with components of existing and new roofing system.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Protection of In-Place Conditions:
 - 1. Protect existing roofing system that is not to be reroofed.
- B. Seal or isolate windows that may be exposed to airborne substances created in removal of existing materials.
- C. Shut off rooftop utilities and service piping before beginning the Work.
- D. Test existing roof drains to verify that they are not blocked or restricted.
 - 1. Immediately notify Architect of any blockages or restrictions.
- E. Coordinate with Owner to shut down air-intake equipment in the vicinity of the Work.
 - 1. Cover air-intake louvers before proceeding with reroofing work that could affect indoor air quality or activate smoke detectors in the ductwork.
- F. During removal operations, have sufficient and suitable materials on-site to facilitate rapid installation of temporary protection in the event of unexpected rain.
- G. Maintain roof drains in functioning condition to ensure roof drainage at end of each workday.
 - 1. Prevent debris from entering or blocking roof drains and conductors.
 - a. Use roof-drain plugs specifically designed for this purpose.
 - b. Remove roof-drain plugs at end of each workday, when no work is taking place, or when rain is forecast.
 - 2. If roof drains are temporarily blocked or unserviceable due to roofing system removal or partial installation of new roofing system, provide alternative drainage method to remove water and eliminate ponding.
 - a. Do not permit water to enter into or under existing roofing system components that are to remain.

3.2 ROOF TEAR-OFF

- A. Notify Owner each day of extent of roof tear-off proposed for that day and obtain authorization to proceed.
- B. Lower removed roofing materials to ground and onto lower roof levels, using dust-tight chutes or other acceptable means of removing materials from roof areas.
- C. Remove loose aggregate from aggregate-surfaced, built-up bituminous roofing using a power broom.
- D. Remove pavers and accessories from roofing.

1. Store and protect pavers and accessories for reuse in manner not to exceed structural loading limitations of roof deck.
 2. Discard cracked pavers.
- E. Remove ballast, protection mat, and EPS insulation from protected roofing membrane.
1. Discard EPS insulation that is damaged or exceeds 8 lb/cu. ft..
 2. Store EPS insulation for reuse and protect it from physical damage.
 3. Store ballast for reuse in manner not to exceed structural loading limitations of roof deck.
- F. Partial Roof Tear-off: Where indicated on Drawings, remove existing roofing down to existing cover board and immediately check for presence of moisture.
1. Engage a qualified testing agency to perform the following test:
 - a. Coordinate with Owner's testing agency to schedule times for tests and inspections immediately after removal.
 2. Survey exposed substrate that is to remain using infrared color thermography according to ASTM C 1153.
 - a. Prepare survey report of initial scan indicating locations of entrapped moisture, if any, and area calculations of locations of entrapped moisture.
 3. Remove wet or damp materials below existing roofing and above deck as directed by Architect.
 - a. Removal is paid for by adjusting the Contract Sum according to unit prices included in the Contract Documents.
 4. Inspect wood blocking, curbs, and nailers for deterioration and damage.
 - a. If wood blocking, curbs, or nailers have deteriorated, immediately notify Architect.
 - b. Removal is paid for by adjusting the Contract Sum according to unit prices included in the Contract Documents.
 5. Bitumen and felts that are firmly bonded to concrete decks are permitted to remain if felts are dry.
 - a. Remove unadhered bitumen, unadhered felts, and wet felts.
 6. Remove excess asphalt from steel deck that is exposed by removal of wet or damp materials.
 - a. A maximum of 15 lb/100 sq. ft. of asphalt is permitted to remain on steel decks.

3.3 INFILL MATERIALS INSTALLATION

- A. Immediately after roof tear-off, and inspection and repair, if needed, of deck, fill in tear-off areas to match existing roofing system construction.
1. Installation of infill materials is specified in Section 07 3113 "Asphalt Shingles."
 2. Installation of wood blocking, curbs, and nailers is specified in Section 06 1000 "Rough Carpentry."

- B. Install new roofing patch over roof infill area.
 - 1. If new roofing is installed the same day tear-off is made, roofing patch is not required.

3.4 BASE FLASHING REMOVAL

- A. Remove existing base flashings.
 - 1. Clean substrates of contaminants, such as asphalt, sheet materials, dirt, and debris.
- B. Do not damage metal counterflashings that are to remain.
 - 1. Replace metal counterflashings damaged during removal with counterflashings specified in Section 07 6200 "Sheet Metal Flashing and Trim."
- C. Inspect parapet sheathing, wood blocking, curbs, and nailers for deterioration and damage.
 - 1. If parapet sheathing, wood blocking, curbs, or nailers have deteriorated, immediately notify Architect.
- D. Remove existing parapet sheathing and replace with new parapet sheathing to comply with Section 06 1600 "Sheathing."
 - 1. If parapet framing, wood blocking, curbs, or nailers have deteriorated, immediately notify Architect.
- E. When directed by Architect, replace parapet framing, wood blocking, curbs, and nailers to comply with Section 06 1000 "Rough Carpentry."

3.5 DISPOSAL

- A. Collect demolished materials and place in containers.
 - 1. Promptly dispose of demolished materials.
 - 2. Do not allow demolished materials to accumulate on-site.
 - 3. Storage or sale of demolished items or materials on-site is not permitted.
- B. Transport and legally dispose of demolished materials off Owner's property.

END OF SECTION 07 0150.19

SECTION 07 3113 - ASPHALT SHINGLES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Glass-fiber-reinforced asphalt shingles.
2. Underlayment materials.
3. Ridge vents.
4. Metal flashing and trim.

B. Related Requirements:

1. Section 06 1600 Sheathing

1.2 ACTION SUBMITTALS

A. Product Data: For the following:

1. Asphalt shingles.
2. Underlayment materials.
3. Ridge vents.
4. Asphalt roofing cement.
5. Elastomeric flashing sealant.

B. Shop Drawings: For metal flashing and trim.

C. Samples for Initial Selection:

1. For each type of asphalt shingle indicated.
2. For each type of accessory involving color selection.

D. Samples for Verification: For the following products, in sizes indicated:

1. Asphalt Shingles: Full size.
2. Ridge and Hip Cap Shingles: Full size.
3. Ridge Vent: **12-inch**- long Sample.
4. Exposed Valley Lining: **12 inches** square.

1.3 INFORMATIONAL SUBMITTALS

A. Qualification Data: For Installer.

B. Research reports for synthetic underlayment.

C. Sample warranty.

1.4 CLOSEOUT SUBMITTALS

- A. Maintenance data.

1.5 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. Asphalt Shingles: 100 sq. ft. of each type and in each color and blend, in unbroken bundles.

1.6 QUALITY ASSURANCE

- A. Installer Qualifications: Minimum 5 years of experience with a record of successful installations.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Store roofing materials in a dry, well-ventilated location protected from weather, sunlight, and moisture in accordance with manufacturer's written instructions.
- B. Store underlayment rolls on end, on pallets or other raised surfaces. Do not double-stack rolls.
- C. Protect unused roofing materials from weather, sunlight, and moisture when left overnight or when roofing Work is not in progress.
- D. Handle, store, and place roofing materials in a manner to prevent damage to roof deck or structural supporting members.

1.8 WARRANTY

- A. Materials Warranty: Manufacturer agrees to repair or replace asphalt shingles that fail within specified warranty period.
 - 1. Materials Warranty Period: 30 years from date of Substantial Completion, prorated, with first three years nonprorated.
 - 2. Wind-Speed Warranty Period: Asphalt shingles will resist blow-off or damage caused by wind speeds of up to 70 mph for [five] [15] <Insert number> years from date of Substantial Completion.
 - 3. Algae-Resistance Warranty Period: Asphalt shingles will not discolor for 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Exterior Fire-Test Exposure: Provide asphalt shingles and related roofing materials identical to those of assemblies tested for Class A fire resistance in accordance with ASTM E108 or UL 790 by Underwriters

Laboratories or another testing and inspecting agency acceptable to authorities having jurisdiction. Identify products with appropriate markings of applicable testing agency.

- B. Wind Resistance: Provide asphalt shingles that comply with requirements of ASTM D3161/D3161M, Class F, and with ASTM D7158/D7158M, Class H.

2.2 GLASS-FIBER-REINFORCED ASPHALT SHINGLES

- A. Laminated-Strip Asphalt Shingles: ASTM D3462/D3462M, laminated, multi-ply overlay construction; glass-fiber reinforced, mineral-granule surfaced, and self-sealing.
 - 1.
 - 2. Butt Edge: Notched cut.
 - 3. Strip Size: Manufacturer's standard.
 - 4. Algae Resistance: Granules resist algae discoloration.
 - 5. Color and Blends: To match school asphalt shingles;
 - a. Bases of Design : Certaineed Landmark.
 - b. Color: Georgetown Gray
 - 6. Ventilated Nailbase Polyiso Panel: Refer to Spec Section 06 1600 Sheathing
 - a. Hunter Panels: Cool-Vent.
- B. Hip and Ridge Shingles: [Manufacturer's standard units to match asphalt shingles] [Site-fabricated units cut from asphalt shingle strips. Trim each side of lapped portion of unit to taper approximately **1 inch**].

2.3 UNDERLAYMENT MATERIALS

- A. Glass-Reinforced Felt: ASTM D6757/D6757M, asphalt-saturated, glass-reinforced organic felt or inorganic fiber-based felt.
- B. Self-Adhering, Polymer-Modified Bitumen Sheet: ASTM D1970/D1970M, minimum **40-mil-** thick sheet; glass-fiber-mat-reinforced, polymer-modified asphalt; with slip-resistant top surface and release backing; cold applied. Provide primer for adjoining concrete, masonry, and metal surfaces to receive underlayment.

2.4 `RIDGE VENTS

- A. Rigid Ridge Vent: Manufacturer's standard, rigid-section, high-density, UV-stabilized plastic ridge vent for use under ridge shingles.
 - 1. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:
 - a. Metal-Era Inc. **GAF**.
 - 2. Minimum Net Free Area: **18 sq. in./ft.**(**381 sq. cm./m**).
 - 3. Features:
 - a. Nonwoven geotextile filter strips.
 - b. External deflector baffles.

2.5 ACCESSORIES

- A. Asphalt Roofing Cement: ASTM D4586/D4586M Type II, asbestos free.
- B. Elastomeric Flashing Sealant: ASTM C920, Type S, Grade NS, one-part, non-sag, elastomeric polymer sealant; of class and use classifications required to seal joints and remain watertight; recommended in writing by manufacturer for installation of flashing systems.
- C. Roofing Nails: ASTM F1667, aluminum or hot-dip galvanized-steel wire shingle nails, minimum 0.120-inch-diameter, sharp-pointed, with a 3/8- to 7/16-inch- diameter flat head and of sufficient length to penetrate 3/4 inch into solid wood decking or extend at least 1/8 inch through sheathing less than 3/4 inch thick.
 - 1. Where nails are in contact with metal flashing, use nails made from same metal as flashing.
- D. Underlayment Nails: Provide aluminum or hot-dip galvanized-steel wire nails with low-profile metal or plastic caps, 1-inch- minimum diameter.
 - 1. Provide with minimum 0.0134-inch- thick metal cap, 0.010-inch- thick power-driven metal cap, or 0.035-inch- thick plastic cap; and with minimum 0.083-inch- thick ring shank or 0.091-inch- thick smooth shank of length to penetrate at least 3/4 inch into roof sheathing or to penetrate through roof sheathing less than 3/4 inch thick.

2.6 METAL FLASHING AND TRIM

- A. Comply with requirements in Section 07 6200 "Sheet Metal Flashing and Trim."
- B. Fabricate sheet metal flashing and trim to comply with recommendations in SMACNA's "Architectural Sheet Metal Manual" that apply to design, dimensions, metal, and other characteristics of the item unless otherwise indicated on Drawings.
 - 1. Apron Flashings: Fabricate with lower flange a minimum of 5 inches over and 4 inches beyond each side of downslope asphalt shingles and 6 inches up the vertical surface.
 - 2. Step Flashings: Fabricate with a headlap of 2 inches and a minimum extension of 5 inches over the underlying asphalt shingle and up the vertical surface.
 - 3. Cricket and Backer Flashings: Fabricate with concealed flange extending a minimum of 24 inches beneath upslope asphalt shingles and 6 inches beyond each side of chimney and 6 inches above the roof plane.
 - 4. Counterflashings: Fabricate to cover 4 inches of base flashing measured vertically; and in lengths required so that no step exceeds 8 inches and overall length is no more than 10 feet.
 - a. Provide metal receivers for installation.
 - 5. Open-Valley Flashings: Fabricate from metal sheet not less than 24 inches wide in lengths not exceeding 10 feet, with [1-inch-] <Insert dimension> high, inverted-V profile water diverter at center of valley and equal flange widths of not less than 11 inches.
 - a. Hem flange edges for fastening with metal cleats.
 - b. Add stiffening ribs in flashings to promote drainage.
 - 6. Drip Edges: Fabricate in lengths not exceeding 1SEL0 feet with minimum 2-inch roof-deck flange and 1-1/2-inch fascia flange with 3/8-inch drip at lower edge.

7. Vent-Pipe Flashings: ASTM B749, Type L51121, at least 1/16 inch thick. Provide lead sleeve sized to slip over and turn down into pipe, soldered to skirt at slope of roof, and extending at least 4 inches from pipe onto roof.

PART 3 - EXECUTION

3.1 INSTALLATION OF UNDERLAYMENT MATERIALS

- A. Comply with asphalt shingle and underlayment manufacturers' written installation instructions and with recommendations in NRCA's "The NRCA Roofing Manual: Steep-Slope Roof Systems" applicable to products and applications indicated unless more stringent requirements are specified in this Section or indicated on Drawings.
- B. Self-Adhering, Polymer-Modified Bitumen Sheet: Install, wrinkle free, on roof deck in locations indicated on Drawings.
 1. Comply with low-temperature installation restrictions of underlayment manufacturer.
 2. Install lapped in direction that sheds water.
 - a. Lap sides not less than 4 inches.
 - b. Lap ends not less than 6 inches, staggered 24 inches between succeeding courses.
 - c. Roll laps with roller.
 3. Prime concrete, masonry, and metal surfaces to receive self-adhering sheet.
 4. Eaves: Extend from edges of eaves 36 inches beyond interior face of exterior wall.
 5. Rakes: Extend from edges of rakes 36 inches beyond interior face of exterior wall.
 6. Valleys: Extend from lowest to highest point 18 inches on each side of centerline.
 7. Hips: Extend 18 inches on each side.
 8. Ridges: Extend 36 inches on each side without obstructing continuous ridge vent slot.
 9. Sidewalls: Extend 18 inches beyond sidewalls and return vertically against sidewalls not less than 4 inches.
 10. Dormers, Chimneys, Skylights, and Other Roof-Penetrating Elements: Extend 18 inches beyond penetrating elements and return vertically against penetrating elements not less than 4 inches.
 11. Roof-Slope Transitions: Extend 18 inches on each roof slope.
 12. Cover underlayment within seven days.
- C. Metal-Flushed, Open-Valley Underlayment: Install two layers of minimum 36-inch- wide underlayment centered in valley.
 1. Use same underlayment as installed on field of roof.
 2. Stagger end laps between layers at least 72 inches.
 3. Lap ends of each layer at least 12 inches in direction that sheds water, and seal with asphalt roofing cement.
 4. Fasten each layer to roof deck with underlayment nails located as far from valley center as possible and only to extent necessary to hold underlayment in place until installation of valley flashing.
 5. Lap roof-deck underlayment over first layer of valley underlayment at least 6 inches.

3.2 INSTALLATION OF METAL FLASHING AND TRIM

- A. Install metal flashings and trim to comply with requirements in Section 07 6200 "Sheet Metal Flashing and Trim."
 - 1. Install metal flashings in accordance with recommendations in ARMA's "Asphalt Roofing Residential Manual - Design and Application Methods" and NRCA's "NRCA Guidelines for Asphalt Shingle Roof Systems."
 - 2. Bed flanges of metal flashings using asphalt roofing cement or elastomeric flashing sealant.
- B. Pipe Flashings: Form flashing around pipe penetrations and asphalt shingles. Fasten and seal to asphalt shingles as recommended by manufacturer.

3.3 INSTALLATION OF ASPHALT SHINGLES

- A. Install asphalt shingles in accordance with manufacturer's written instructions and recommendations in ARMA's "Asphalt Roofing Residential Manual - Design and Application Methods" and NRCA's "NRCA Guidelines for Asphalt Shingle Roof Systems."
- B. Install starter strip along lowest roof edge, consisting of an asphalt shingle strip with tabs removed with self-sealing strip face up at roof edge.
 - 1. Extend asphalt shingles **3/4 inch** over fasciae at eaves and rakes.
 - 2. Install starter strip along rake edge.
- C. Install first and remaining courses of laminated asphalt shingles stair-stepping diagonally across roof deck with manufacturer's recommended offset pattern at succeeding courses, maintaining uniform exposure.
- D. Fasten asphalt shingle strips with a minimum of six roofing nails, but not less than the number indicated in manufacturer's written instructions for roof slope and design wind speed indicated on Drawings and for warranty requirements specified in this Section.
 - 1. Locate fasteners in accordance with manufacturer's written instructions.
 - 2. Where roof slope exceeds 18:12, hand seal self-sealing asphalt shingles to improve the shingles' positive bond by applying asphalt roofing cement spots between course overlaps after nailing the upper course.
 - 3. Where roof slope is less than 4:12, hand seal self-sealing asphalt shingles to improve the shingles' positive bond by applying asphalt roofing cement spots between course overlaps after nailing the upper course.
 - 4. When ambient temperature during installation is below **50 deg F**, hand seal self-sealing asphalt shingles by applying asphalt roofing cement spots between course overlaps after nailing the upper course.
- E. Woven Valleys: Extend succeeding asphalt shingle courses from both sides of valley **12 inches** beyond center of valley, weaving intersecting shingle-strip courses over each other. Use one-piece shingle strips without joints in valley.
 - 1. Do not nail asphalt shingles within **6 inches** of valley center.
- F. Closed-Cut Valleys: Extend asphalt shingle strips from one side of valley **12 inches** beyond center of valley.

1. Use one-piece shingle strips without joints in valley.
 2. Fasten with extra nail in upper end of shingle. Install asphalt shingle courses from other side of valley and cut back to a straight line **2 inches** short of valley centerline.
 3. Trim upper concealed corners of cut-back shingle strips.
 4. Do not nail asphalt shingles within **6 inches** of valley center.
 5. Set trimmed, concealed-corner asphalt shingles in a **3-inch**- wide bed of asphalt roofing cement.
- G. Open Valleys: Cut and fit asphalt shingles at open valleys, trimming upper concealed corners of shingle strips.
1. Maintain uniform width of exposed open valley from highest to lowest point.
 2. Extend shingle a minimum of **4 inches** over valley metal.
 3. Set valley edge of asphalt shingles in a **3-inch**- wide bed of asphalt roofing cement.
 4. Do not nail asphalt shingles to metal open-valley flashings.
- H. Ridge Vents: Install continuous ridge vents over asphalt shingles in accordance with manufacturer's written instructions. Fasten with roofing nails of sufficient length to penetrate sheathing.
- I. Hip and Ridge Shingles: Maintain same exposure of cap shingles as roofing-shingle exposure. Lap cap shingles at ridges to shed water away from direction of prevailing winds.
1. Fasten with roofing nails of sufficient length to penetrate sheathing.
 2. Fasten ridge cap asphalt shingles to cover ridge vent without obstructing airflow.

END OF SECTION 07 3113

SECTION 07 6200 - SHEET METAL FLASHING AND TRIM

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Formed steep-slope roof sheet metal fabrications.
2. Formed wall sheet metal fabrications.

B. Related Requirements:

1. Section 06 1000 "Rough Carpentry" for wood nailers, curbs, and blocking.
2. [Section 07 7100 "Roof Specialties" for roof specialties associated with low-slope roofs.](#)

1.2 COORDINATION

- A. Coordinate sheet metal flashing and trim layout and seams with sizes and locations of penetrations to be flashed, and joints and seams in adjacent materials.
- B. Coordinate sheet metal flashing and trim installation with adjoining roofing and wall materials, joints, and seams to provide leakproof, secure, and noncorrosive installation.

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: For sheet metal flashing and trim.

1. Include plans, elevations, sections, and attachment details.
2. Distinguish between shop- and field-assembled work.
3. Include identification of finish for each item.
4. Include pattern of seams and details of termination points, expansion joints and expansion-joint covers, direction of expansion, roof-penetration flashing, and connections to adjoining work.

1.4 INFORMATIONAL SUBMITTALS

A. Qualification Data: For fabricator.

B. Sample warranty.

1.5 CLOSEOUT SUBMITTALS

A. Maintenance data.

1.6 QUALITY ASSURANCE

- A. Fabricator Qualifications: Employs skilled workers who custom fabricate sheet metal flashing and trim similar to that required for this Project and whose products have a record of successful in-service performance.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Do not store sheet metal flashing and trim materials in contact with other materials that might cause staining, denting, or other surface damage. Store sheet metal flashing and trim materials away from uncured concrete and masonry.
- B. Protect strippable protective covering on sheet metal flashing and trim from exposure to sunlight and high humidity, except to extent necessary for period of sheet metal flashing and trim installation.

1.8 WARRANTY

- A. Special Warranty on Finishes: Manufacturer agrees to repair finish or replace sheet metal flashing and trim that shows evidence of deterioration of factory-applied finishes within specified warranty period.
 - 1. Exposed Panel Finish: Deterioration includes, but is not limited to, the following:
 - a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
 - b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.
 - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
 - 2. Finish Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. General: Sheet metal flashing and trim assemblies shall withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failure due to defective manufacture, fabrication, installation, or other defects in construction. Completed sheet metal flashing and trim shall not rattle, leak, or loosen, and shall remain watertight.
- B. Sheet Metal Standard for Flashing and Trim: Comply with SMACNA's "Architectural Sheet Metal Manual" requirements for dimensions and profiles shown unless more stringent requirements are indicated.
- C. Sheet Metal Standard for Copper: Comply with CDA's "Copper in Architecture Handbook." Conform to dimensions and profiles shown unless more stringent requirements are indicated.
- D. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes.
 - 1. Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.

2.2 SHEET METALS

- A. General: Protect mechanical and other finishes on exposed surfaces from damage by applying strippable, temporary protective film before shipping.
- B. Aluminum Sheet: **ASTM B 209**, alloy as standard with manufacturer for finish required, with temper as required to suit forming operations and performance required; with smooth, flat surface.
- C. Aluminum Sheet: **ASTM B 209**, alloy as standard with manufacturer for finish required, with temper as required to suit forming operations and performance required; with smooth, flat surface.
 - 1. Exposed Coil-Coated Finish:
 - a. Two-Coat Fluoropolymer: AAMA 2605. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in color coat.
 - 2. Color: Custom- to match existing fascia color.

2.3 UNDERLAYMENT MATERIALS

- A. Felt: ASTM D 226/D 226M, Type II (No. 30), asphalt-saturated organic felt; nonperforated.
- B. Self-Adhering, High-Temperature Sheet: Minimum **30 mils** thick, consisting of a slip-resistant polyethylene- or polypropylene-film top surface laminated to a layer of butyl- or SBS-modified asphalt adhesive, with release-paper backing; specifically designed to withstand high metal temperatures beneath metal roofing. Provide primer according to written recommendations of underlayment manufacturer.
 - 1. Thermal Stability: ASTM D 1970; stable after testing at **240 deg F** or higher.
 - 2. Low-Temperature Flexibility: ASTM D 1970; passes after testing at minus **20 deg F** or lower.
- C. Slip Sheet: Rosin-sized building paper, **3 lb/100 sq. ft.** minimum.

2.4 MISCELLANEOUS MATERIALS

- A. General: Provide materials and types of fasteners, solder, protective coatings, sealants, and other miscellaneous items as required for complete sheet metal flashing and trim installation and as recommended by manufacturer of primary sheet metal or manufactured item unless otherwise indicated.
- B. Fasteners: Wood screws, annular threaded nails, self-tapping screws, self-locking rivets and bolts, and other suitable fasteners designed to withstand design loads and recommended by manufacturer of primary sheet metal or manufactured item.
 - 1. General: Blind fasteners or self-drilling screws, gasketed, with hex-washer head.
 - a. Exposed Fasteners: Heads matching color of sheet metal using plastic caps or factory-applied coating. Provide metal-backed EPDM or PVC sealing washers under heads of exposed fasteners bearing on weather side of metal.
 - b. Blind Fasteners: High-strength aluminum or stainless-steel rivets suitable for metal being fastened.

- c. Spikes and Ferrules: Same material as gutter; with spike with ferrule matching internal gutter width.
 - 2. Fasteners for Aluminum Sheet: Aluminum or Series 300 stainless steel.
 - 3. Fasteners for Zinc-Coated (Galvanized) Steel Sheet: Series 300 stainless steel or hot-dip galvanized steel according to ASTM A 153/A 153M or ASTM F 2329.
- C. Solder:
 - 1. For Zinc-Coated (Galvanized) Steel: ASTM B 32, Grade Sn50, 50 percent tin and 50 percent lead or Grade Sn60, 60 percent tin and 40 percent lead.
- D. Sealant Tape: Pressure-sensitive, 100 percent solids, polyisobutylene compound sealant tape with release-paper backing. Provide permanently elastic, nonsag, nontoxic, nonstaining tape **1/2 inch** wide and **1/8 inch** thick.
- E. Elastomeric Sealant: ASTM C 920, elastomeric silicone polymer sealant; of type, grade, class, and use classifications required to seal joints in sheet metal flashing and trim and remain watertight.
- F. Butyl Sealant: ASTM C 1311, single-component, solvent-release butyl rubber sealant; polyisobutylene plasticized; heavy bodied for hooked-type expansion joints with limited movement.
- G. Epoxy Seam Sealer: Two-part, noncorrosive, aluminum seam-cementing compound, recommended by aluminum manufacturer for exterior nonmoving joints, including riveted joints.
- H. Bituminous Coating: Cold-applied asphalt emulsion according to ASTM D 1187.
- I. Asphalt Roofing Cement: ASTM D 4586, asbestos free, of consistency required for application.

2.5 FABRICATION, GENERAL

- A. General: Custom fabricate sheet metal flashing and trim to comply with details shown and recommendations in cited sheet metal standard that apply to design, dimensions, geometry, metal thickness, and other characteristics of item required. Fabricate sheet metal flashing and trim in shop to greatest extent possible.
 - 1. Obtain field measurements for accurate fit before shop fabrication.
 - 2. Form sheet metal flashing and trim to fit substrates without excessive oil canning, buckling, and tool marks; true to line, levels, and slopes; and with exposed edges folded back to form hems.
 - 3. Conceal fasteners and expansion provisions where possible. Do not use exposed fasteners on faces exposed to view.
- B. Fabrication Tolerances: Fabricate sheet metal flashing and trim that is capable of installation to a tolerance of **1/4 inch in 20 feet** on slope and location lines indicated on Drawings and within **1/8-inch** offset of adjoining faces and of alignment of matching profiles.
- C. Expansion Provisions: Form metal for thermal expansion of exposed flashing and trim.
 - 1. Form expansion joints of intermeshing hooked flanges, not less than **1 inch** deep, filled with butyl sealant concealed within joints.
 - 2. Use lapped expansion joints only where indicated on Drawings.

- D. Sealant Joints: Where movable, nonexpansion-type joints are required, form metal to provide for proper installation of elastomeric sealant according to cited sheet metal standard.
- E. Fabricate cleats and attachment devices from same material as accessory being anchored or from compatible, noncorrosive metal.
- F. Fabricate cleats and attachment devices of sizes as recommended by cited sheet metal standard for application, but not less than thickness of metal being secured.
- G. Seams: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with elastomeric sealant unless otherwise recommended by sealant manufacturer for intended use.
- H. Seams for Aluminum: Fabricate nonmoving seams with flat-lock seams. Form seams and seal with epoxy seam sealer.

2.6 STEEP-SLOPE ROOF SHEET METAL FABRICATIONS

- A. Apron, Step, Cricket, and Backer Flashing: Fabricate from the following materials:
 - 1. Aluminum: 0.032 inch thick.
- B. Valley Flashing: Fabricate from the following materials:
 - 1. Aluminum-Zinc Alloy-Coated Steel: 0.028 inch thick.
- C. Drip Edges: Fabricate from the following materials:
 - 1. Aluminum: 0.032 inch thick.
- D. Eave, Rake, Ridge, and Hip Flashing: Fabricate from the following materials:
 - 1. Aluminum: 0.032 inch thick.
- E. Counterflashing: Shop fabricate interior and exterior corners. Fabricate from the following materials:
 - 1. Aluminum: 0.032 inch thick.
- F. Flashing Receivers: Fabricate from the following materials:
 - 1. Aluminum: 0.032 inch thick.
- G. Roof-Penetration Flashing: Fabricate from the following materials:
 - 1. Aluminum-Zinc Alloy-Coated Steel: 0.028 inch thick.

PART 3 - EXECUTION

3.1 UNDERLAYMENT INSTALLATION

- A. Felt Underlayment: Install felt underlayment, wrinkle free, using adhesive to minimize use of mechanical fasteners under sheet metal flashing and trim. Apply in shingle fashion to shed water, with lapped joints of not less than **2 inches**.
- B. Self-Adhering Sheet Underlayment: Install self-adhering sheet underlayment, wrinkle free. Prime substrate if recommended by underlayment manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation; use primer for installing underlayment at low temperatures. Apply in shingle fashion to shed water, with end laps of not less than **6 inches** staggered **24 inches** between courses. Overlap side edges not less than **3-1/2 inches**. Roll laps and edges with roller. Cover underlayment within 14 days.
- C. Apply slip sheet, wrinkle free, over underlayment before installing sheet metal flashing and trim.

3.2 INSTALLATION, GENERAL

- A. General: Anchor sheet metal flashing and trim and other components of the Work securely in place, with provisions for thermal and structural movement. Use fasteners, solder, protective coatings, separators, sealants, and other miscellaneous items as required to complete sheet metal flashing and trim system.
 - 1. Install sheet metal flashing and trim true to line, levels, and slopes. Provide uniform, neat seams with minimum exposure of solder, welds, and sealant.
 - 2. Install sheet metal flashing and trim to fit substrates and to result in watertight performance. Verify shapes and dimensions of surfaces to be covered before fabricating sheet metal.
 - 3. Space cleats not more than **12 inches** apart. Attach each cleat with at least two fasteners. Bend tabs over fasteners.
 - 4. Install exposed sheet metal flashing and trim with limited oil canning, and free of buckling and tool marks.
 - 5. Torch cutting of sheet metal flashing and trim is not permitted.
 - 6. Do not use graphite pencils to mark metal surfaces.
- B. Metal Protection: Where dissimilar metals contact each other, or where metal contacts pressure-treated wood or other corrosive substrates, protect against galvanic action or corrosion by painting contact surfaces with bituminous coating or by other permanent separation as recommended by sheet metal manufacturer or cited sheet metal standard.
 - 1. Coat concealed side of uncoated-aluminum sheet metal flashing and trim with bituminous coating where flashing and trim contact wood, ferrous metal, or cementitious construction.
 - 2. Underlayment: Where installing sheet metal flashing and trim directly on cementitious or wood substrates, install underlayment and cover with slip sheet.
- C. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at maximum of **10 feet** with no joints within **24 inches** of corner or intersection.
 - 1. Form expansion joints of intermeshing hooked flanges, not less than **1 inch** deep, filled with sealant concealed within joints.

2. Use lapped expansion joints only where indicated on Drawings.

- D. Fasteners: Use fastener sizes that penetrate substrate not less than recommended by fastener manufacturer to achieve maximum pull-out resistance.
- E. Conceal fasteners and expansion provisions where possible in exposed work and locate to minimize possibility of leakage. Cover and seal fasteners and anchors as required for a tight installation.
- F. Seal joints as required for watertight construction. Prepare joints and apply sealants to comply with requirements in Section 07 9200 "Joint Sealants."
- G. Rivets: Rivet joints in uncoated aluminum where necessary for strength.

3.3 ERECTION TOLERANCES

- A. Installation Tolerances: Shim and align sheet metal flashing and trim within installed tolerance of **1/4 inch in 20 feet** on slope and location lines indicated on Drawings and within **1/8-inch** offset of adjoining faces and of alignment of matching profiles.

3.4 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.
- B. Clean off excess sealants.
- C. Remove temporary protective coverings and strippable films as sheet metal flashing and trim are installed unless otherwise indicated in manufacturer's written installation instructions.

END OF SECTION 07 6200

SECTION 07 7100 - ROOF SPECIALTIES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Copings.
2. Roof-edge specialties.
3. Roof-edge drainage systems.
4. Reglets and counterflashings.

B. Related Requirements:

1. Section 05 5000 "Metal Fabrications" for downspout guards and downspout boots.
2. Section 06 1000 "Rough Carpentry" for wood nailers, curbs, and blocking.
3. Section 07 6200 "Sheet Metal Flashing and Trim" for custom- and site-fabricated sheet metal flashing and trim.
4. Section 07 7200 "Roof Accessories" for set-on-type curbs, equipment supports, roof hatches, vents, and other manufactured roof accessory units.
5. Section 07 9200 "Joint Sealants" for field-applied sealants between roof specialties and adjacent materials.

1.2 PREINSTALLATION MEETINGS

1.3 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Shop Drawings: For roof specialties.

1. Include plans, elevations, expansion-joint locations, keyed details, and attachments to other work. Distinguish between plant- and field-assembled work.

C. Samples for Initial Selection: For each type of roof specialty indicated with factory-applied color finishes.

D. Samples for Verification:

1. Include Samples of each type of roof specialty to verify finish and color selection, in manufacturer's standard sizes.

1.4 CLOSEOUT SUBMITTALS

A. Maintenance Data: For roofing specialties to include in maintenance manuals.

1.5 QUALITY ASSURANCE

- A. Source Limitations: Obtain roof specialties approved by manufacturer providing roofing-system warranty specified in Section <Insert Section number and title>.

1.6 FIELD CONDITIONS

- A. Field Measurements: Verify profiles and tolerances of roof-specialty substrates by field measurements before fabrication, and indicate measurements on Shop Drawings.
- B. Coordination: Coordinate roof specialties with flashing, trim, and construction of parapets, roof deck, roof and wall panels, and other adjoining work to provide a leakproof, secure, and noncorrosive installation.

1.7 WARRANTY

- A. Roofing-System Warranty: Roof specialties are included in warranty provisions in Section 07 3113 "Asphalt Shingles."
- B. Special Warranty on Painted Finishes: Manufacturer agrees to repair finish or replace roof specialties that show evidence of deterioration of factory-applied finishes within specified warranty period.
 - 1. Fluoropolymer Finish: Deterioration includes, but is not limited to, the following:
 - a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
 - b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.
 - c. Cracking, checking, peeling, or failure of paint to adhere to bare metal.
 - 2. Finish Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. SPRI Wind Design Standard: Manufacture and install copings and roof-edge specialties tested according to SPRI ES-1 and capable of resisting the following design pressures:
 - 1. Horizontal Outward at Perimeter: 73 psf.
 - 2. Horizontal Outward at Corner: 91 psf.
 - 3. Vertical Upward at Perimeter: 126 psf.
 - 4. Vertical Upward at Corner: 190 psf.
- B. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes to prevent buckling, opening of joints, hole elongation, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Provide clips that resist rotation and avoid shear stress as a result of thermal movements. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
 - 1. Temperature Change (Range): 120 deg F, ambient; 180 deg F, material surfaces.

2.2 ROOF-EDGE SPECIALTIES

- A. Canted Roof-Edge Fascia and Gravel Stop Manufactured, two-piece, roof-edge fascia consisting of snap-on metal fascia cover in section lengths not exceeding **12 feet** and a continuous formed galvanized-steel sheet cant, **0.028 inch** thick, minimum, with extended vertical leg terminating in a drip-edge cleat. Provide matching corner units.
1. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:
 - a. **Architectural Products Company.**
 - b. **ATAS International, Inc.**
 - c. **Exceptional Metals.**
 - d. **Merchant & Evans Inc.**
 - e. **Metal-Era, Inc.**
 - f. **OMG Roofing Products.**
 - g. **Petersen Aluminum Corporation.**
 2. Formed Aluminum Sheet Fascia Covers: Aluminum sheet, **0.050 inch** thick.
 - a. Surface: Smooth, flat finish.
 - b. Finish: Two-coat fluoropolymer.
 - c. Color: As selected by Architect from manufacturer's full range.
 3. Corners: Factory mitered and continuously welded.
 4. Splice Plates: Concealed, of same material, finish, and shape as fascia cover.
 5. Fascia Accessories: Fascia extenders with continuous hold-down cleats Soffit trim.
 6. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:
 - a. **Architectural Products Company.**
 - b. **ATAS International, Inc.**
 - c. **Exceptional Metals.**
 - d. **Merchant & Evans Inc.**
 - e. **Metal-Era, Inc.**
 - f. **OMG Roofing Products.**
 - g. **Petersen Aluminum Corporation.**
 7. Formed Aluminum Sheet Fascia Covers: Aluminum sheet, **0.050 inch** thick.
 - a. Surface: Smooth, flat finish.
 - b. Finish: **[Mill] [Two-coat fluoropolymer] [Three-coat fluoropolymer] [Two-coat mica fluoropolymer] [Three-coat metallic fluoropolymer] [Clear anodic] [Color anodic] <Insert finish>.**
 - c. Color: **[Champagne] [Light bronze] [Medium bronze] [Dark bronze] [Black] [As indicated by manufacturer's designations] [Match Architect's sample] [As selected by Architect from manufacturer's full range] <Insert color>.**
 8. Corners: Factory mitered and **[soldered] [continuously welded] [mechanically clinched and sealed watertight].**
 9. Splice Plates: **[Concealed] [Exposed],** of same material, finish, and shape as fascia cover.
 10. Fascia Accessories: **[Fascia extenders with continuous hold-down cleats] [Wall cap] [Soffit trim] [Overflow scuppers] [Overflow scuppers with perforated screens] [Spillout scuppers] [Downspout scuppers with integral conductor head and downspout adapters] [Downspout scuppers with integral conductor head and downspout adapters and perforated screens] <Insert description>.**
 11. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:

- a. Architectural Products Company.
 - b. ATAS International, Inc.
 - c. Exceptional Metals.
 - d. Merchant & Evans Inc.
 - e. Metal-Era, Inc.
 - f. OMG Roofing Products.
 - g. Petersen Aluminum Corporation.
12. Formed Aluminum Sheet Fascia Covers: Aluminum sheet, **0.050 inch** thick.
- a. Surface: Smooth, flat finish.
 - b. Finish: [Mill] [Two-coat fluoropolymer] [Three-coat fluoropolymer] [Two-coat mica fluoropolymer] [Three-coat metallic fluoropolymer] [Clear anodic] [Color anodic] <Insert finish>.
 - c. Color: [Champagne] [Light bronze] [Medium bronze] [Dark bronze] [Black] [As indicated by manufacturer's designations] [Match Architect's sample] [As selected by Architect from manufacturer's full range] <Insert color>.
13. Corners: Factory mitered and [soldered] [continuously welded] [mechanically clinched and sealed watertight].
14. Splice Plates: [Concealed] [Exposed], of same material, finish, and shape as fascia cover.
15. Fascia Accessories: [Fascia extenders with continuous hold-down cleats] [Wall cap] [Soffit trim] [Overflow scuppers] [Overflow scuppers with perforated screens] [Spillout scuppers] [Downspout scuppers with integral conductor head and downspout adapters] [Downspout scuppers with integral conductor head and downspout adapters and perforated screens] <Insert description>.

2.3 ROOF-EDGE DRAINAGE SYSTEMS

- A. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:
1. Architectural Products Company.
 2. ATAS International, Inc.
 3. Berger Building Products, Inc.
 4. Castle Metal Products.
 5. Cheney Flashing Company.
 6. CopperCraft by FABRAL.
 7. Drexel Metals.
 8. Hickman Company, W. P.
 9. Merchant & Evans Inc.
 10. Metal-Era, Inc.
 11. Perimeter Systems; a division of SAF.
- B. Gutters: Manufactured in uniform section lengths not exceeding **12 feet**, with matching corner units, ends, outlet tubes, and other accessories. Elevate back edge at least **1 inch** above front edge. Furnish flat-stock gutter straps, gutter brackets, expansion joints, and expansion-joint covers fabricated from same metal as gutters.
1. Aluminum Sheet: **0.050 inch** thick.
 2. Gutter Profile: Style F according to SMACNA's "Architectural Sheet Metal Manual."
 3. Corners: Factory mitered and continuously welded.

4. Gutter Supports: Manufacturer's standard supports as selected by Architect with finish matching the gutters.
5. Gutter Accessories: Flat ends.
- C. Downspouts: Open-face rectangular complete with [machine-crimped] [mitered] [smooth-curve] elbows, manufactured from the following exposed metal. Furnish with metal hangers, from same material as downspouts, and anchors.
 1. Formed Aluminum: 0.050 inch thick.
- D. Conductor Heads: Manufactured conductor heads, each with flanged back and stiffened top edge, and of dimensions and shape indicated, complete with outlet tube that nests into upper end of downspout, exterior flange trim, and built-in overflow.
 1. Formed Aluminum: [0.032 inch] <Insert value> thick.
- E. Splash Pans: Fabricate from the following exposed metal:
 1. Formed Aluminum: 0.040 inch thick.
- F. Aluminum Finish: Two-coat fluoropolymer.
 1. Color: As selected by Architect from manufacturer's full range.

2.4 REGLETS AND COUNTERFLASHINGS

- A. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:
 1. Cheney Flashing Company.
 2. Fry Reglet Corporation.
 3. Hickman Company, W. P.
 4. Metal-Era, Inc.
- B. Reglets: Manufactured units formed to provide secure interlocking of separate reglet and counterflashing pieces, from the following exposed metal:
 1. Zinc-Coated Steel: Nominal 0.028-inch thickness.
 2. Corners: Factory mitered and continuously welded.
 3. Surface-Mounted Type: Provide reglets with slotted holes for fastening to substrate, with neoprene or other suitable weatherproofing washers, and with channel for sealant at top edge.
- C. Counterflashings: Manufactured units of heights to overlap top edges of base flashings by 4 inches and in lengths not exceeding 12 feet designed to snap into reglets and compress against base flashings with joints lapped, from the following exposed metal:
 1. At Reglets: Zinc-coated steel, nominal 0.028-inch thickness.
 2. At Through-Wall Flashing: Stainless steel, 0.025 inch thick.
- D. Accessories:

1. Flexible-Flashing Retainer: Provide resilient plastic or rubber accessory to secure flexible flashing in reglet where clearance does not permit use of standard metal counterflashing or where reglet is provided separate from metal counterflashing.
 2. Counterflashing Wind-Restraint Clips: Provide clips to be installed before counterflashing to prevent wind uplift of counterflashing lower edge.
- E. Zinc-Coated Steel Finish: Two-coat fluoropolymer.
1. Color: As selected by Architect from manufacturer's full range.

2.5 MATERIALS

- A. Zinc-Coated (Galvanized) Steel Sheet: ASTM A 653/A 653M, G90 coating designation.
- B. Aluminum Sheet: ASTM B 209, alloy as standard with manufacturer for finish required, with temper to suit forming operations and performance required.

2.6 UNDERLAYMENT MATERIALS

- A. Self-Adhering, High-Temperature Sheet: Minimum 30 to 40 mils thick, consisting of slip-resisting polyethylene-film top surface laminated to layer of butyl or SBS-modified asphalt adhesive, with release-paper backing; cold applied. Provide primer when recommended by underlayment manufacturer.
1. Thermal Stability: ASTM D 1970/D 1970M; stable after testing at 240 deg F.
 2. Low-Temperature Flexibility: ASTM D 1970/D 1970M; passes after testing at minus 20 deg F.
- B. Slip Sheet: Rosin-sized building paper, 3-lb/100 sq. ft. minimum.

2.7 MISCELLANEOUS MATERIALS

- A. Fasteners: Manufacturer's recommended fasteners, suitable for application and designed to meet performance requirements. Furnish the following unless otherwise indicated:
1. Exposed Penetrating Fasteners: Gasketed screws with hex washer heads matching color of sheet metal.
 2. Fasteners for Aluminum: Aluminum or Series 300 stainless steel.
 3. Fasteners for Zinc-Coated (Galvanized) Steel Sheet: Series 300 stainless steel or hot-dip zinc-coated steel according to ASTM A 153/A 153M or ASTM F 2329.
- B. Elastomeric Sealant: ASTM C 920, elastomeric silicone polymer sealant of type, grade, class, and use classifications required by roofing-specialty manufacturer for each application.
- C. Butyl Sealant: ASTM C 1311, single-component, solvent-release butyl rubber sealant; polyisobutylene plasticized; heavy bodied for hooked-type joints with limited movement.
- D. Bituminous Coating: Cold-applied asphalt emulsion complying with ASTM D 1187/D 1187M.
- E. Asphalt Roofing Cement: ASTM D 4586, asbestos free, of consistency required for application.

2.8 FINISHES

- A. General: Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
 - 1. Protect mechanical and painted finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
 - 2. Appearance of Finished Work: Noticeable variations in same piece are unacceptable. Variations in appearance of adjoining components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.
- B. Coil-Coated Galvanized-Steel Sheet Finishes:
 - 1. High-Performance Organic Finish: Prepare, pretreat, and apply coating to exposed metal surfaces to comply with ASTM A 755/A 755M and coating and resin manufacturers' written instructions.
 - a. Two-Coat Fluoropolymer: AAMA 621. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in color coat.
 - b. Concealed Surface Finish: Apply pretreatment and manufacturer's standard acrylic or polyester backer finish consisting of prime coat and wash coat with a minimum total dry film thickness of **0.5 mil.**
- C. Coil-Coated Aluminum Sheet Finishes:
 - 1. High-Performance Organic Finish: Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
 - a. Two-Coat Fluoropolymer: AAMA 2605. Fluoropolymer finish containing not less than 70 percent PVDF resin by weight in color coat.

PART 3 - EXECUTION

3.1 UNDERLAYMENT INSTALLATION

- A. Self-Adhering Sheet Underlayment: Apply primer if required by manufacturer. Comply with temperature restrictions of underlayment manufacturer for installation. Apply wrinkle free, in shingle fashion to shed water, and with end laps of not less than **6 inches** staggered **24 inches** between courses. Overlap side edges not less than **3-1/2 inches**. Roll laps with roller. Cover underlayment within 14 days.
 - 1. Apply continuously under roof-edge specialties and reglets and counterflashings.
 - 2. Coordinate application of self-adhering sheet underlayment under roof specialties with requirements for continuity with adjacent air barrier materials.
- B. Felt Underlayment: Install with adhesive for temporary anchorage to minimize use of mechanical fasteners under roof specialties. Apply in shingle fashion to shed water, with lapped joints of not less than **2 inches**.
- C. Slip Sheet: Install **over underlayment** with tape or adhesive for temporary anchorage to minimize use of mechanical fasteners under roof specialties. Apply in shingle fashion to shed water, with lapped joints of not less than **2 inches**.

3.2 INSTALLATION, GENERAL

- A. General: Install roof specialties according to manufacturer's written instructions. Anchor roof specialties securely in place, with provisions for thermal and structural movement. Use fasteners, solder, protective coatings, separators, underlayments, sealants, and other miscellaneous items as required to complete roof-specialty systems.
1. Install roof specialties level, plumb, true to line and elevation; with limited oil-canning and without warping, jogs in alignment, buckling, or tool marks.
 2. Provide uniform, neat seams with minimum exposure of solder and sealant.
 3. Install roof specialties to fit substrates and to result in weathertight performance. Verify shapes and dimensions of surfaces to be covered before manufacture.
 4. Torch cutting of roof specialties is not permitted.
 5. Do not use graphite pencils to mark metal surfaces.
- B. Metal Protection: Protect metals against galvanic action by separating dissimilar metals from contact with each other or with corrosive substrates by painting contact surfaces with bituminous coating or by other permanent separation as recommended by manufacturer.
1. Coat concealed side of uncoated aluminum roof specialties with bituminous coating where in contact with wood, ferrous metal, or cementitious construction.
 2. Bed flanges in thick coat of asphalt roofing cement where required by manufacturers of roof specialties for waterproof performance.
- C. Expansion Provisions: Allow for thermal expansion of exposed roof specialties.
1. Space movement joints at a maximum of 12 feet with no joints within 18 inches of corners or intersections unless otherwise indicated on Drawings.
 2. When ambient temperature at time of installation is between 40 and 70 deg F, set joint members for 50 percent movement each way. Adjust setting proportionately for installation at higher ambient temperatures.
- D. Fastener Sizes: Use fasteners of sizes that penetrate substrate not less than recommended by fastener manufacturer to achieve maximum pull-out resistance.
- E. Seal concealed joints with butyl sealant as required by roofing-specialty manufacturer.
- F. Seal joints as required for weathertight construction. Place sealant to be completely concealed in joint. Do not install sealants at temperatures below 40 deg F.
- G. Soldered Joints: Clean surfaces to be soldered, removing oils and foreign matter. Pre-tin edges of sheets to be soldered to a width of 1-1/2 inches; however, reduce pre-tinning where pre-tinned surface would show in completed Work. Tin edges of uncoated copper sheets using solder for copper. Do not use torches for soldering. Heat surfaces to receive solder and flow solder into joint. Fill joint completely. Completely remove flux and spatter from exposed surfaces.

3.3 COPING INSTALLATION

- A. Install cleats, anchor plates, and other anchoring and attachment accessories and devices with concealed fasteners.

- B. Anchor copings with manufacturer's required devices, fasteners, and fastener spacing to meet performance requirements.
 - 1. Interlock face and back leg drip edges of snap-on coping cap into cleated anchor plates anchored to substrate at manufacturer's required spacing that meets performance requirements.

3.4 ROOF-EDGE SPECIALTIES INSTALLATION

- A. Install cleats, cants, and other anchoring and attachment accessories and devices with concealed fasteners.
- B. Anchor roof edgings with manufacturer's required devices, fasteners, and fastener spacing to meet performance requirements.

3.5 ROOF-EDGE DRAINAGE-SYSTEM INSTALLATION

- A. General: Install components to produce a complete roof-edge drainage system according to manufacturer's written instructions. Coordinate installation of roof perimeter flashing with installation of roof-edge drainage system.
- B. Gutters: Join and seal gutter lengths. Allow for thermal expansion. Attach gutters to firmly anchored gutter supports spaced not more than **24 inches** apart. Attach ends with rivets and seal with sealant to make watertight. Slope to downspouts.
 - 1. Install gutter with expansion joints at locations indicated but not exceeding **50 feet** apart. Install expansion-joint caps.
- C. Downspouts: Join sections with manufacturer's standard telescoping joints. Provide hangers with fasteners designed to hold downspouts securely to walls and **1 inch** away from walls; locate fasteners at top and bottom and at approximately **60 inches** o.c.
 - 1. Provide elbows at base of downspouts at grade to direct water away from building.
 - 2. Connect downspouts to underground drainage system indicated.
- D. Splash Pans: Install where downspouts discharge on low-slope roofs. Set in elastomeric sealant.

3.6 REGLET AND COUNTERFLASHING INSTALLATION

- A. Embedded Reglets: See Section 04 2000 "Unit Masonry" for installation of reglets.
- B. Surface-Mounted Reglets: Install reglets to receive flashings where flashing without embedded reglets is indicated on Drawings. Install at height so that inserted counterflashings overlap **4 inches** over top edge of base flashings.
- C. Counterflashings: Insert counterflashings into reglets or other indicated receivers; ensure that counterflashings overlap **4 inches** over top edge of base flashings. Lap counterflashing joints a minimum of **4 inches** and bed with butyl sealant. Fit counterflashings tightly to base flashings.

3.7 CLEANING AND PROTECTION

- A. Clean exposed metal surfaces of substances that interfere with uniform oxidation and weathering.
- B. Clean and neutralize flux materials. Clean off excess solder and sealants.
- C. Remove temporary protective coverings and strippable films as roof specialties are installed.

END OF SECTION 07 7100

SECTION 07 9200 - JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Butyl joint sealants.

1.2 ACTION SUBMITTALS

- A. Product Data: For each joint-sealant product.
- B. Samples for Initial Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
- C. Joint-Sealant Schedule: Include the following information:
 - 1. Joint-sealant application, joint location, and designation.
 - 2. Joint-sealant manufacturer and product name.
 - 3. Joint-sealant formulation.
 - 4. Joint-sealant color.

1.3 INFORMATIONAL SUBMITTALS

- A. Product test reports.
- B. Preconstruction laboratory test reports.
- C. Preconstruction field-adhesion-test reports.
- D. Field-adhesion-test reports.
- E. Sample warranties.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: An authorized representative who is trained and approved by manufacturer.

PART 2 - PRODUCTS

2.1 JOINT SEALANTS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.
- B. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range **unless indicated otherwise**.
 - 1. Provide custom colors to match Architect's samples for silicone sealant with less than 20 color selections available.
 - 2. Provide multiple sealant colors for each material that the sealant is adjacent to.

2.2 URETHANE JOINT SEALANTS

- A. Urethane, S, NS, 25, NT: Single-component, nonsag, nontraffic-use, plus 25 percent and minus 25 percent movement capability, urethane joint sealant; ASTM C 920, Type S, Grade NS, Class 25, Use NT.
 - 1. **Products:** Subject to compliance with requirements, provide one of the following:
 - a. **Bostik, Inc;** Chem-Calk 2000.
 - b. **Pecora Corporation;** Dynatrol I-XL.
 - c. **Polymeric Systems, Inc;** Flexiprene 1000.
 - d. **Sherwin-Williams Company (The);** Stampede-1.
 - e. **Tremco Incorporated;** Dymonic.
- B. Urethane, S, P, 25, T, NT: Single-component, pourable, plus 25 percent and minus 25 percent movement capability, traffic- and nontraffic-use, urethane joint sealant; ASTM C 920, Type S, Grade P, Class 25, Uses T and NT.
 - 1. **Products:** Subject to compliance with requirements, provide one of the following:
 - a. **Polymeric Systems, Inc;** Flexiprene 952.
 - b. **Sherwin-Williams Company (The);** Stampede 1SL.

2.3 BUTYL JOINT SEALANTS

- A. Butyl-Rubber-Based Joint Sealants: ASTM C 1311.
 - 1. **Products:** Subject to compliance with requirements, provide one of the following:
 - a. **Bostik, Inc;** Chem-Calk 300.
 - b. **Pecora Corporation;** BC-158.

2.4 JOINT-SEALANT BACKING

- A. Sealant Backing Material, General: Nonstaining; compatible with joint substrates, sealants, primers, and other joint fillers; and approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings: ASTM C 1330, Type C (closed-cell material with a surface skin), and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.

2.5 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.
- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
 - 1. Remove laitance and form-release agents from concrete.
 - 2. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion.
- B. Joint Priming: Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces.

3.2 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with ASTM C 1193 and joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.

- B. Install sealant backings of kind indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 - 1. Do not leave gaps between ends of sealant backings.
 - 2. Do not stretch, twist, puncture, or tear sealant backings.
 - 3. Remove absorbent sealant backings that have become wet before sealant application, and replace them with dry materials.
- C. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.
- D. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
 - 1. Place sealants so they directly contact and fully wet joint substrates.
 - 2. Completely fill recesses in each joint configuration.
 - 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- E. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
 - 1. Remove excess sealant from surfaces adjacent to joints.
 - 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
 - 3. Provide concave joint profile per Figure 8A in ASTM C 1193 unless otherwise indicated.

END OF SECTION 07 9200