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| **~~~~ SPECIFIER NOTES ~~~~~**  This specification guidelines, its sections, and text included, is intended to be used in the preparation of Contract Documents. It contains **Specifier Notes** which shall guide editing by the A/E consultant for the uniqueness of each project during the preparation of the Project Manual. Where **[Optional]** appears in this document, it indicates requirements which may/may not be relevant to the subject project depending upon the project complexity, scope, and unique conditions. For **DRAFT** specifications prepared during the design process, use Microsoft Word, Track Changes. Set Criteria so that deletion show as strikethrough. Deletions and additions are to be in red text.  Notes unique to this section:  *1. This section includes general execution requirements that apply to most types of work on the project. Be careful not to over-specify, as that can increase the project cost unnecessarily.*  *2.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

SECTION 01 7000 - EXECUTION REQUIREMENTS

PART 1 GENERAL

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| **~~~~ SPECIFIER NOTES ~~~~~**  *The sections included below and covered by this specification section, should be edited to align with the projects scope and complexity.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

1.01 SECTION INCLUDES

A. Examination, preparation, and general installation procedures.

B. Requirements for alterations work, including selective demolition, except removal, disposal, and/or remediation of hazardous materials and toxic substances.

C. Pre-installation meetings.

D. Cutting and patching.

E. Surveying for laying out the work.

F. Construction Waste Management.

G. Daily Cleaning and protection.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *1. Edit this section as appropriate for project scope and complexity.*  *2. If the Project Manual will include either specification section 00 7400 Special Conditions or 01 1250 Site Specific Conditions, include them in the following section. Otherwise delete.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

1.02 RELATED REQUIREMENTS

A. Drawings and general provisions of the Contract, including the General Conditions for Washington State Facilities Construction and other Division 01 specification sections, apply to this section.

B. Washington State Department of Enterprise Services, Forms and Reference Documents may be obtained at <https://des.wa.gov/services/facilities-leasing/public-works-design-construction/formsreference-documents> including forms.

C. Section 00 7400 - Special Conditions

D. Section 01 1000 - Summary: Limitations on working in existing building; continued occupancy; work sequence; identification of salvaged and relocated materials.

E. Section 01 1250 - Site Specific Conditions

F. Section 01 7800 - Closeout Submittals and Procedures: Project record documents, operation and maintenance data, warranties, and bonds.

G. Section 01 9113 - General Commissioning Requirements: Contractor's responsibilities regarding commissioning.

H. Individual Product Specification Sections

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| **~~~~ SPECIFIER NOTES ~~~~~**  *Edit the following section as appropriate to align with project scope and complexity.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

1.03 SUBMITTALS

A. See Section 01 3000 - Administrative Requirements, for submittal procedures.

B. Survey work: Submit name, address, and telephone number of Surveyor before starting survey work.

1. Submit a copy of site drawing signed by the Land Surveyor, that the elevations and locations of the work are in compliance with Contract Documents.

2. Submit surveys and survey logs for the project record.

a. Include survey as part of Closeout Submittals per Section 01 7800.

C. Demolition Plan: Submit demolition plan as specified by OSHA and local authorities.

1. Indicate extent of demolition, removal sequence, bracing and shoring, and location and construction of barricades and fences. Include design drawings and calculations for bracing and shoring.

2. Identify demolition firm and submit qualifications.

3. Include a summary of safety procedures.

D. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:

1. Structural integrity of any element of Project.

2. Integrity of weather exposed or moisture resistant element.

3. Efficiency, maintenance, or safety of any operational element.

4. Visual qualities of sight exposed elements.

5. Work of Owner or separate Contractor.

6. Include in request:

a. Identification of Project.

b. Location and description of affected work.

c. Necessity for cutting or alteration.

d. Description of proposed work and products to be used.

e. Alternatives to cutting and patching.

f. Effect on work of Owner or separate Contractor.

g. Written permission of affected separate Contractor.

h. Date and time work will be executed.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *Edit the following to align with project scope and complexity.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

1.04 QUALIFICATIONS

A. For demolition work, employ a firm specializing in the type of work required.

1. Minimum of five years of documented experience.

B. For surveying work, employ a land surveyor registered in the State of Washington and acceptable to A/E. Submit evidence of surveyor's Errors and Omissions insurance coverage in the form of an Insurance Certificate. Employ only individual(s) trained and experienced in collecting and recording accurate data relevant to ongoing construction activities.

C. For field engineering, employ a professional engineer of the discipline required for specific service on project, licensed in the State of Washington. Employ only individual(s) trained and experienced in establishing and maintaining horizontal and vertical control points necessary for laying out construction work on project of similar size, scope and/or complexity.

D. For design of temporary shoring and bracing, employ a Professional Engineer experienced in design of this type of work and licensed in the State of Washington.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *Edit the following section to align with project scope and complexity. Or if included in the Project Manual, consider including this information in section 00 7400 Special Conditions or Section 01 1250 Site Specific Conditions.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

1.05 PROJECT CONDITIONS

A. Use of explosives is not permitted.

B. Grade site to drain. Maintain excavations free of water. Provide, operate, and maintain pumping equipment.

C. Perform dewatering activities, as required, for the duration of the project to protect site from puddling or running water.

E. Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, or gases.

F. Follow AHJ Requirements for Dust Control: Execute work by methods to minimize raising dust from construction operations. Provide positive means to prevent air-borne dust from dispersing into atmosphere and over adjacent property.

1. Provide dust-proof enclosures to prevent entry of dust generated outdoors.

2. Provide dust-proof barriers between construction areas and areas continuing to be occupied by Owner.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *Delete the following paragraph if the Contract Documents include a Temporary Erosion and Sediment Control (TESC) plan.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

G. Follow AHJ Requirements for Erosion and Sediment Control: Plan and execute work by methods to control surface drainage from cuts and fills, from borrow and waste disposal areas. Prevent erosion and sedimentation.

1. Minimize amount of bare soil exposed at one time.

2. Provide temporary measures such as berms, dikes, and drains, to prevent water flow.

3. Construct fill and waste areas by selective placement to avoid erosive surface silts or clays.

4. Periodically inspect earthwork to detect evidence of erosion and sedimentation; promptly apply corrective measures.

H. Follow AHJ Requirements for Noise Control: Provide methods, means, and facilities to minimize noise produced by construction operations. Noise control plan to be reviewed and approved by Owner.

1. At All Times: Excessively noisy tools and operations will not be tolerated inside the building at any time of day; excessively noisy includes jackhammers, pneumatic hammers, and air-operated nail guns.

2. Outdoors: Limit conduct of especially noisy exterior work to the hours of 8 am to 5 pm.

3. Indoors: Limit conduct of especially noisy interior work to the hours of 6 pm to 7 am. Contractor must factor in this cost for after hours.

I. Pest, Wildlife and Rodent Control: Provide methods, means, and facilities to prevent pests and insects from damaging the work.

1. Pest Control Service: Weekly treatments.

J. Follow AHJ Requirements for Pollution Control: Provide methods, means, and facilities to prevent contamination of soil, water, and atmosphere from discharge of noxious, toxic substances, and pollutants produced by construction operations. Comply with federal, state, and local regulations.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *Edit the following section as appropriate for the project scope and complexity.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

1.06 COORDINATION

A. See Section 00 7400 - Special Conditions for occupancy-related requirements.

B. See Section 01 1000 - Summary for occupancy-related requirements.

C. Notify affected utility companies and comply with their requirements.

D. Verify that utility requirements and characteristics of new operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, such equipment.

E. Coordinate space requirements, supports, and installation of mechanical and electrical work that are indicated diagrammatically on drawings. Follow routing indicated for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.

F. In finished areas except as otherwise indicated, conceal pipes, ducts, and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.

G. Coordinate completion and clean-up of work of separate sections.

H. After Owner occupancy of premises, coordinate access to site for correction of defective work and work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

I. Give at least 48 hours prior notice to Owner of any utility shutdown.

PART 2 PRODUCTS

2.01 PATCHING MATERIALS

A. New Materials: As specified in product sections; match existing products and work for patching and extending work.

B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.

C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 2500 - Substitution Procedures.

D. Quality Requirements 01 4000 to follow construction quality standards.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.

B. Verify that existing substrate is capable of structural support or attachment of new work being applied or attached.

C. Examine and verify specific conditions described in individual specification sections.

D. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or to prevent quantity errors in fabrication.

E. Verify that utility services are available, that all utilities have available capacity to service the project, and in the correct locations.

F. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

3.02 PREPARATION

A. Clean substrate surfaces prior to applying next material or substance.

B. Seal cracks or openings of substrate prior to applying next material or substance.

C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

3.03 PREINSTALLATION MEETINGS

A. When required in individual specification sections, convene a pre-installation meeting at the site prior to commencing work of the section.

B. Require attendance of parties directly affecting, or affected by, work of the specific section.

C. Notify A/E seven days in advance of meeting date.

D. Prepare agenda and preside at meeting:

1. Review conditions of examination, preparation, and installation procedures.

2. Review coordination with related work.

E. Record minutes and distribute copies within two days after meeting to participants, with two copies to A/E, Owner, participants, and those affected by decisions made as per preconstruction checklist.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *Delete this section if no survey is required as part of the project. Otherwise edit the to align with project scope and complexity.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

3.04 LAYING OUT THE WORK

A. Verify locations of survey control points prior to starting work.

B. Promptly notify A/E of any discrepancies discovered.

C. Contractor shall locate and protect survey control and reference points.

D. Control datum for survey is that indicated on drawings.

E. Protect survey control points prior to starting site work; preserve permanent reference points during construction.

F. Promptly report to A/E the loss or destruction of any reference point or relocation required because of changes in grades or other reasons.

G. Replace dislocated survey control points based on original survey control. Make no changes without prior written notice to A/E.

H. Utilize recognized engineering survey practices.

I. Establish a minimum of two permanent benchmarks on site, referenced to established control points. Record locations, with horizontal and vertical data, on project record documents.

J. Establish elevations, lines and levels. Locate and lay out by instrumentation and similar appropriate means:

1. Site improvements including pavements; stakes for grading, fill and topsoil placement; utility locations, slopes, and invert elevations.

2. Grid or axis for structures.

3. Building foundation, column locations, ground floor elevations.

K. Periodically verify layouts by same means.

L. Maintain a complete and accurate log of control and survey work as it progresses.

M. On completion of foundation walls and major site improvements, prepare a certified survey illustrating dimensions, locations, angles, and elevations of construction and site work.

3.05 GENERAL INSTALLATION REQUIREMENTS

A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and to avoid waste due to necessity for replacement.

B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.

C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.

D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.

E. Make neat transitions between different surfaces, maintaining texture and appearance.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *Use this section if the project includes modifications to existing buildings. Edit the following to align with project scope and complexity.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

3.06 ALTERATIONS

A. Drawings showing existing construction and utilities are based on casual field observation and existing record documents only.

1. Verify that construction and utility arrangements are as indicated.

2. Report discrepancies to A/E before disturbing existing installation.

3. Beginning of alterations work constitutes acceptance of existing conditions.

B. Keep areas in which alterations are being conducted separated from other areas that are still occupied.

1. Provide, erect, and maintain temporary dustproof partitions of construction specified in Section 01 5000 - Temporary Facilities and Controls in locations indicated on drawings.

2. Provide sound retardant partitions of construction indicated on drawings in locations indicated on drawings.

C. Maintain weatherproof exterior building enclosure except for interruptions required for replacement or modifications; take care to prevent water and humidity damage.

1. Where openings in exterior enclosure exist, provide construction to make exterior enclosure weatherproof.

2. Insulate existing ducts or pipes that are exposed to outdoor ambient temperatures by alterations work.

D. Remove existing work as indicated and as required to accomplish new work.

1. Remove rotted wood, corroded metals, and deteriorated masonry and concrete; replace with new construction specified.

2. Remove items indicated on drawings.

3. Relocate items indicated on drawings.

4. Where new surface finishes are to be applied to existing work, perform removals, patch, and prepare existing surfaces as required to receive new finish; remove existing finish if necessary for successful application of new finish.

5. Where new surface finishes are not specified or indicated, patch holes and damaged surfaces to match adjacent finished surfaces as closely as possible.

E. Services (Including but not limited to HVAC, Plumbing, Fire Protection, Electrical, Telecommunications, and \_\_\_\_\_\_): Remove, relocate, and extend existing systems to accommodate new construction.

1. Maintain existing active systems that are to remain in operation; maintain access to equipment and operational components; if necessary, modify installation to allow access or provide access panel.

2. Where existing systems or equipment are not active and Contract Documents require reactivation, put back into operational condition; repair supply, distribution, and equipment as required.

3. Where existing active systems serve occupied facilities but are to be replaced with new services, maintain existing systems in service until new systems are complete and ready for service.

a. Disable existing systems only to make switchovers and connections; minimize duration of outages.

b. See Section 01 1000 for other limitations on outages and required notifications.

c. Provide temporary connections as required to maintain existing systems in service.

4. Verify that abandoned services serve only abandoned facilities.

5. Remove abandoned pipe, ducts, conduits, and equipment, including those above accessible ceilings; remove back to source of supply where possible, otherwise cap stub and tag with identification; patch holes left by removal using materials specified for new construction.

F. Protect existing work to remain.

1. Prevent movement of structure; provide shoring and bracing if necessary.

2. Perform cutting to accomplish removals neatly and as specified for cutting new work.

3. Repair adjacent construction and finishes damaged during removal work.

G. Adapt existing work to fit new work: Make as neat and smooth transition as possible.

1. When existing finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to A/E.

2. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to a smooth plane without breaks, steps, or bulkheads.

3. Where a change of plane of 1/4 inch or more occurs in existing work, submit recommendation for providing a smooth transition for A/E review and request instructions.

4. Trim existing wood doors as necessary to clear new floor finish. Refinish trim as required.

H. Patching: Where the existing surface is not indicated to be refinished, patch to match the surface finish that existed prior to cutting. Where the surface is indicated to be refinished, patch so that the substrate is ready for the new finish.

I. Refinish existing surfaces as indicated:

1. Where rooms or spaces are indicated to be refinished, refinish all visible existing surfaces to remain to the specified condition for each material, with a neat transition to adjacent finishes.

2. If mechanical or electrical work is exposed accidentally during the work, re-cover and refinish to match.

J. Clean existing systems and equipment.

K. Remove demolition debris and abandoned items from alterations areas and dispose of off-site; do not burn or bury.

L. Do not begin new construction in alterations areas before demolition is complete.

M. Comply with all other applicable requirements of this section.

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| **~~~~ SPECIFIER NOTES ~~~~~**  *Edit the following to align with project scope and complexity.*  ***~~~ END OF SPECIFIER NOTES ~~~~*** |

3.07 CUTTING AND PATCHING

A. Whenever possible, execute the work by methods that avoid cutting or patching.

B. Perform whatever cutting and patching is necessary to:

1. Complete the work.

2. Fit products together to integrate with other work.

3. Provide openings for penetration of mechanical, electrical, and other services.

4. Match work that has been cut to adjacent work.

5. Repair areas adjacent to cuts to required condition.

6. Repair new work damaged by subsequent work.

7. Remove samples of installed work for testing when requested.

8. Remove and replace defective and non-complying work.

C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.

D. Employ original installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.

E. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.

F. Restore work with new products in accordance with requirements of Contract Documents.

G. Fit work air-tight to pipes, sleeves, ducts, conduit, and other penetrations through surfaces.

H. At penetrations of fire rated walls, partitions, ceiling, or floor construction, completely seal voids with fire rated material, to full thickness of the penetrated element.

I. Patching:

1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.

2. Match color, texture, and appearance.

3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

3.08 DAILY CLEANING

A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.

B. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.

C. Broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate dust.

D. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

3.09 PROTECTION OF INSTALLED WORK

A. Protect installed work from damage by construction operations.

B. Provide special protection where specified in individual specification sections.

C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

D. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.

E. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

F. Prohibit traffic or storage upon waterproofed or roofed surfaces. If traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

G. Prohibit traffic from landscaped areas.

H. Remove protective coverings when no longer needed; reuse or recycle coverings if possible.

END OF SECTION 01 7000 - EXECUTION REQUIREMENTS