

## SECTION 00 00 00

### UNIFIED SPECIFICATION TEMPLATE (Style names consistent with MasterSpec)

**Note:** Select only those articles and paragraphs where we have applicable requirements present in the current set of specifications.

**Note:** Use a paragraph (Style PRx) as a heading only when there are two or more subparagraphs.

#### PART 1 - GENERAL (Style PRT, all caps)

**Note:** Part 1 provides administrative and procedural requirements specific to the section. Do not duplicate requirements present in Division 01, General. Do not insert technical requirements.

##### 1.1 SUMMARY (Style ART, all caps)

- A. **Section Includes (Style PR1. Subordinate paragraphs start with Style PR2, etc.):** List significant generic types of products, work results, or requirements specified as listed in PART 2, PRODUCTS. This listing should not include supply and installation procedures, testing process, preparatory work, accessories, components, secondary products, or final adjusting and cleaning.
- B. Products Supplied but Not Installed Under This Section
  - 1. **Content:** Briefly list products that are only specified under this Section, but whose installation is specified in other sections. Coordinate terminology with the Engineering Manual. When products are to be "installed by others" (outside the contract), or installations are "not in contract," they are "installed by Owner."
  - 2. **Coordination:** Section 01 11 00 - Summary of Work; 01 11 16 - Work by Owner (where provisions could include disposition).
- C. Products Installed but Not Supplied Under This Section
  - 1. **Content:** Briefly list products that are only installed under this Section but specified under other sections. Coordinate terminology with the Engineering Manual. When products will be Furnished/Supplied "by others" (outside the contract), or products are "not in contract," they are furnished/supplied "by Owner." Refer to Part 2, Article, "Owner Furnished/Owner Supplied Products."
  - 2. **Coordination:** Section 01 64 00 - Owner-Furnished Products (where provisions for acquisition may be included)
- D. Related Requirements
  - 1. **Content:** Briefly list other documents or specification sections that are related to, and/or dependent on, the work results or information specified elsewhere. The list should be limited to documents or sections with specific information that the reader might expect to find in this Section but is specified elsewhere. For example, if hardware for aluminum entrances is specified in the aluminum entrance section, a cross-reference would be appropriate in the finish hardware section. The purpose of this cross-referencing is for information only, to aid in finding those other requirements-not to define the scope of the section, not to define the scope of contracts or subcontracts, and not to separate work by trade jurisdictions.
  - 2. **Coordination of Products:** Cross-referencing here may also be used to coordinate assemblies or systems whose components may span multiple sections, and which must

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meet certain performance requirements as an assembly or system.

3. Examples of some assemblies whose components are commonly specified in two or more sections: Intumescent edge seals on doors or door frames that are required for the door assembly to meet positive pressure requirements of UL 10-C; Fire-rated glazing that must be tested with its frame to provide a listed assembly of a given fire resistance.
4. **Do not Include:** References to procedural matters in Division 01 should not be included here. If the related work is "by Owner," it would be appropriate to reference Section 01 11 00 - Summary of Work or Section 01 11 16 - Work by Owner, where provisions could reference other documents.

#### 1.2 PRICE AND PAYMENT PROCEDURES

##### A. Unit Prices

1. **Content:** Include statements about the products and work covered by "Unit Prices" and the method to be used to measure the quantities. Complete technical information for products and execution should be included in appropriate Articles of Part 2 and Part 3.
2. **Coordination:** Section 01 22 00 - Unit Prices. See the associated Product Descriptions for what is included in the price of each product and the method to be used to measure the quantities.

#### 1.3 REFERENCES

##### A. Abbreviations and Acronyms

1. **Content:** List abbreviations and acronyms used in this Section that are specific to the work results specified. General or typical abbreviations or acronyms may be specified in Division 01.
2. **Coordination:** Section 01 42 00 References; Section 01 42 13 - Abbreviations and Acronyms.

##### B. Definitions

1. **Content:** Define terms unique to this Section that are not provided in Division 01. This Article should not be used to define terms common to the work results being described.
2. **Coordination:** Section 01 42 16 - Definitions.

##### C. Reference Standards

1. **Content:** List the standards that are referenced in the body of the section. The body of the section defines how each reference is used.
2. **Publisher Format:** Publisher acronym as defined in the Standards table, followed by a space-dash-space (not an M dash or an N dash) and then the Publisher's title as defined in the Standards table. For example, "SBC - Saudi Building Code". Start with Level 1 publishers first followed by Level 2 as defined in the Technical Requirement Hierarchy.
3. **Standard Format:** Publisher acronym as defined in the Standards table, followed by a space, the standard number as listed in the Standards table, a space-dash-space (not an M dash or an N dash), and then the title of the standard as defined in the Standards table. For example, "SBC 201 - The General Building Code". Sort the list in ascending order by

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number.

#### 1.4 ADMINISTRATIVE REQUIREMENTS

##### A. Coordination

1. **Content:** Specify unusual or detailed coordination requirements affecting the work results of this Section. Example: Coordination or "hand-offs" between sections of similar scope in different contracts working on the same site during the same period.
2. **Coordination:** Section 01 31 00 - Project Management and Coordination.

##### B. Preinstallation Meetings

1. **Content:** Describe requirements for meetings to coordinate products and techniques, and to sequence related work for sensitive and complex items, e.g., roofing, or integrated systems.
2. **Coordination:** Section 01 31 00 - Project Management and Coordination; Section 01 31 19 - Project Meeting; Section 01 31 19.33 - Preinstallation Meeting

##### C. Sequencing

1. **Content:** Include requirements for coordinating work that must be done in sequence with, or at the same time as, work in another section. The sequence of events should be specified here. The Owner's requirements for sequencing may also be specified here.
2. **Coordination:** Section 01 11 00 - Summary of Work; Section 01 12 00 - Multiple Contract Summary; 01 12 16 - Work Sequence.

##### D. Scheduling

1. **Content:** Include requirements for coordinating work that must be done in sequence with, or at the same time as, work in another section. The sequence of events should be specified here. The Owner's requirements for sequencing may also be specified here.
2. **Coordination:** Section 01 11 00 - Summary of Work; Section 01 12 00 - Multiple Contract Summary; 01 12 16 - Work Sequence.

#### 1.5 ACTION SUBMITTALS

- A. **Product Data:** Usually consists of manufacturers' printed data sheets or catalog pages illustrating the products to be incorporated into the project. Product data submittals typically require action by the A/E. The general scope, size, format, and quantity of product data submittals are procedural requirements, which should be included in Division 01.
- B. **Shop Drawings:** Prepared specifically for the project to illustrate details, dimensions, and other data necessary for satisfactory fabrication or construction that are not shown in the contract documents. Shop drawings could include graphic line-type drawings, single-line diagrams, or schedules and lists of products and their application. Shop drawing submittals typically require action by the RC. The general scope, size, format, and quantity of shop drawing submittals are procedural requirements, which should be specified in Division 01.
- C. **Samples:** Full-size actual products intended to illustrate the products to be incorporated into the project. Sample submittals are often necessary for such characteristics as colors, textures, and other appearance issues. Samples typically require action by the RC. Refer to the "Quality

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Assurance" Article for field samples and mock-ups, which are related to workmanship. The quantity of samples to be submitted is a procedural requirement, which should be specified in Division 01.

#### 1.6 INFORMATIONAL SUBMITTALS

- A. **Certificates:** Describe certificates that document affirmations by the Contractor or other entity that the work is in accordance with the contract documents. Do not repeat the requirements that must be certified, which should be specified elsewhere in Part 1, Part 2, or Part 3, as applicable. Certificates may or may not require action by the RC.
- B. **Delegated Design Submittals:** Describe submittals intended to demonstrate design work prepared by the Contractor's licensed professional. Describe the nature of the submittals without repeating the design criteria (which should be specified in the appropriate Articles in Part 2) or the qualifications of the Contractor's licensed professional (which should be specified in "Quality Assurance"). If necessary, identify the action to be taken on the submittal. This action may vary significantly depending on applicable regulatory requirements and on the provisions of the project contract. Coordinate with procedures for deferred approvals, if any. Note that all delegated design is not necessarily subject to deferred approval.
- C. **Test and Evaluation Reports:** Describe submittal of test reports or evaluation service reports intended to document required tests, without repeating the test requirements (which should be specified elsewhere in Part 1, Part 2, or Part 3, as applicable). Test reports may or may not require action by the RC.
- D. **Manufacturer Instructions:** Content: Describe submittals intended to document manufacturer installation, storage, and other instructions without repeating requirements that are specified elsewhere and without suggesting any control of the means, methods, or techniques of the Contractor.
- E. **Source Quality Control Submittals:** Describe submittal of source quality control documentation, without repeating the quality control requirements (which should be specified in Part 2).
- F. **Field [OR] Site Quality Control Submittals:** Describe submittal of field/site quality control documentation without repeating the quality control requirements (which should be specified in Part 3).
- G. **Manufacturer Reports:** Describe submittal of manufacturer reports as documentation of manufacturer activities, without repeating the description of the activities (which should be specified in Part 1, Part 2, or Part 3).
- H. **Sustainable Design Submittals:** Describe submittals intended to document sustainable design requirements, without repeating the actual requirements (which should be specified in Part 2 and Part 3). Procedures for submittal and review of sustainable design submittals are often different from those for other submittals. If so, ensure that such procedures are adequately specified in Division 01.
- I. **Special Procedure Submittals**
  - 1. **Content:** Describe submittals intended to document special procedures, without repeating the actual procedural requirements (which should be specified in appropriate Articles in Part 2 and Part 3).

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2. **Example:** An example of a special procedure that might require a submittal is construction staging or phasing for remodeling an existing facility while keeping it in operation (e.g., a hospital or airport); while the Contractor would normally be responsible for managing this, submittal of Contractor's plan as documentation could be specified.

- J. **Qualification Statements:** Describe submittals intended to document the qualifications of entities employed by the Contractor, without repeating the qualifications required. Those qualifications should be specified in "Quality Assurance." Examples include contractor-employed designers (that is, not the RC of Record or the RC's consultants), manufacturers, fabricators, welders, installers, and applicators of products and completed work.

#### 1.7 CLOSEOUT SUBMITTALS

##### A. Maintenance Contracts

1. **Content:** Describe the submittal of the maintenance contract without repeating the terms of the contract (which should be specified in Part 3) or procedures for handling these submittals (which should be specified in Division 01).

##### B. Operation and Maintenance Data

1. **Content:** Describe submittal of operation and maintenance data necessary for the work of the section. Operation and maintenance data may include video filming when required for "Owner's Instructions" as listed in Part 3 of the section. Operation and maintenance data submittals may or may not require action by the RC.
2. **For example:** On projects utilizing construction operations building information methodology and on complex industrial projects or projects requiring total project commissioning, early RC review may be desirable.
3. **Coordination:** Section 01 78 00 - Closeout Submittals; Section 01 78 23 - Operation and Maintenance Data.

##### C. Bonds

1. **Content:** Describe submittal of bonds required by the section, without repeating the terms of the bond (which should be specified elsewhere in Part 1).
2. **Coordination:** Conditions of the Contract; Section 01 78 00 – Closeout Submittals; Section 01 78 33 - Bonds.

##### D. Warranty Documentation

1. Describe submittal of warranties, without repeating the terms of the warranties (which should be specified elsewhere in Part 1). Warranty documentation may include a sample warranty, which may be an action submittal, and the final executed warranty document, which is usually not an action submittal, although it usually does require A/E review for accuracy.
2. **Coordination:** Conditions of the Contract; Section 01 78 00 – Closeout Submittals; Section 01 78 36 - Warranties.

##### E. Record Documentation

1. **Content:** Describe submittal of record documentation specific to this Section. Record

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documentation traditionally includes items such as annotated drawings, Project Manuals, and possibly submittals and samples, marked up to indicate the actual products used and locations of concealed work or utilities. This may include periodic or final update of a Building Information Model (BIM) by the Contractor.

2. **Coordination:** Conditions of the Contract; Section 01 78 00 – Closeout Submittals; Section 01 78 39 - Project Record Documents.

#### F. Sustainable Design Closeout Documentation

1. **Content:** Describe submittals intended to document sustainable design requirements that cannot be submitted until closeout, or even at a later date, without repeating the actual requirements (which should be specified in appropriate Articles in Part 2 or Part 3, or in Division 01). This description may include documentation of quantities that is not possible until all the work is complete.
2. **Coordination:** Section 01 78 00 - Closeout Submittals; Section 01 78 53 Sustainable Design Closeout Documentation.

- G. **Software:** Describe submittal of an extra copy of all operating system and other utility software necessary to operate and maintain the software during the expected life of the product. If it is necessary to specify the software itself, include that in Part 2 as an aspect of the product.

### 1.8 MAINTENANCE MATERIAL SUBMITTALS

- A. **Spare Parts:** Content: Describe spare parts necessary for facility operation and maintenance; identify the type and quantity here, but include the actual characteristics of the spare parts in Part 2 as part of the specification of the product.

#### B. Extra Stock Materials

1. **Content:** Describe extra stock materials to be provided for the Owner's use in facility operation and maintenance. Identify the type and quantity here, but include the actual characteristics of the materials in Part 2. Some types of extra stock materials include ceiling tiles, flooring, paint, and similar products.
2. **Coordination:** Section 01 78 00 - Closeout Submittals; Section 01 78 46 - Extra Stock Materials.

- C. **Tools:** Describe tools to be provided by the Contractor for the Owner's use in facility operation and maintenance; identify the type and quantity here, but include details of the actual tools in Part 2 under "Accessories." Tools are generally defined as items such as special wrenches, gauges, circuit setters, and other similar devices required for the proper operation or maintenance of a system that would not normally be in the Owner's tool kit.

#### D. Extra Stock Materials Tools

### 1.9 QUALITY ASSURANCE

#### A. Regulatory Agency Sustainability Approvals

1. **Content:** Describe specific approvals required by the RC relating to sustainability. Identify the approvals required here, but if the actual requirements are to be specified, include them in other appropriate locations in the section. Examples of such approvals include procedures and requirements for posting bonds, jobsite recycling procedures, minimum

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quotas for recycling, bonds posted to guarantee compliance with jobsite requirements, restrictions on jobsite sandblasting to prevent airborne pollution, requirements to submit a procedures plan, and securing review and approval by local authorities.

2. **Coordination:** Section 01 74 00 - Cleaning and Waste Management; Section 01 70 00 - Execution and Closeout Requirements.

#### B. Qualifications

##### 1. Manufacturers

- a. **Content:** Specify requirements for, and qualifications of, manufacturers of products specified.
- b. **Coordination:** Section 01 43 00 - Quality Assurance; Section 01 43 13 Manufacturer Qualifications.

##### 2. Suppliers

- a. **Content:** Specify requirements for, and qualifications of, supplier of products specified.
- b. **Coordination:** Section 01 43 00 - Quality Assurance; Section 01 43 16 - Supplier Qualifications.

##### 3. Fabricators

- a. **Content:** Specify requirements for, and qualifications of, fabricator of products specified.
- b. **Coordination:** Section 01 43 00 - Quality Assurance; Section 01 43 19 - Fabricator Qualifications.

##### 4. Installers / Applicators / Erectors

###### a. Testing Agencies

- 1) **Content:** Specify requirements for and qualifications of testing agencies employed by the Contractor. Tests or inspections to be performed should be specified in the quality control headings.
- 2) **Coordination:** Section 01 43 00 - Quality Assurance; Section 01 43 26 - Testing and Inspecting Agency Qualifications.

- b. **Licensed Professionals:** Specify requirements for and qualifications of licensed professionals (such as architects or engineers) employed by the Contractor or manufacturer. Do not specify professional services to be performed.

- C. **Certifications:** Include statements describing Contractor's certification of compliance with specification requirements. Size and tolerance variations that exceed standard tested units may require additional certificates. Include statements to certify compliance with product environmental or sustainability requirements, unless those are included under the "Sustainability Standards Certifications" Article. Identify the specific certificates required under "Submittals" without repeating the requirements specified here.

- D. **Sustainability Standards Certifications:** Include statements describing Contractor's certification of compliance with specification requirements that are specific to sustainability. Examples may

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include LEED Certifications and Chain of Custody Certifications from Forest Stewardship Council (FSC), or certification that a product contains a minimum recycled content required for LEED credits. Note that in some instances a certification might be in the form of a letter on official letterhead stating compliance with the certification requirement.

#### E. Preconstruction Testing

1. **Content:** List testing to be performed to qualify products prior to procurement and before submitting product data submittals. These tests are usually on products or assemblies for which the Contractor has been given some responsibility for design or selection. Examples of such testing include the following:
  - a. Mock-up testing of assemblies for which design responsibility has been delegated to the Contractor to show compliance with design criteria (e.g., curtain wall).
  - b. Mock-up testing of mortar mix designs in a masonry assembly to show that the Contractor's selection of mix design complies with specified performance criteria.
  - c. Testing of sealants for compatibility with the actual substrates to be installed.

#### F. Field [OR] Site Samples

1. **Content:** state requirements for sample field applications of finishes, or other finish materials and coatings. Accepted samples may establish a minimum standard of workmanship. Coordinate terminology with contract requirements. Examples include paving or plaster textures prepared on the project work site, cabinets or veneer paneling set up in the fabrication shop, or stone fabrications set up in the source quarry.
2. **Coordination:** Section 01 43 00 - Quality Assurance; Section 01 43 36 - Field Samples.

#### G. Mock-ups

1. **Content:** Describe mock-ups required. Mock-ups are full-size erected assemblies used to ensure understanding and coordination of required construction for testing and observation and for establishing standards by which workmanship will be judged. The location and extent of mock-ups should be indicated on the drawings.
2. **Coordination:** Section 01 43 00 - Quality Assurance; Section 01 43 39 - Mockups.

### 1.10 DELIVERY, STORAGE, AND HANDLING

#### A. Delivery and Acceptance Requirements

1. **Content:** List the special delivery and acceptance requirements for the products specified, including those for Owner-furnished/Owner-supplied products or those furnished/supplied by related contracts. Relevant issues involve packing or packaging, shipping, receiving at the site, unloading, and any inspections or approvals required.
2. General or typical requirements should be specified in Section 01 65 00 - Product Delivery Requirements.

#### B. Storage and Handling Requirements

1. **Content:** List the special storage and handling requirements for the products specified, including those for Owner-furnished/Owner-supplied products or those furnished/supplied by related contracts. Relevant issues include location, environmental



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conditions and security during storage, security during storage, and other procedures to protect from damage, or theft.

2. **Coordination:** Section 01 66 00 - Product Storage and Handling Requirements.

#### C. Packaging Waste Management

1. **Content:** List any requirements for packaging material removal and reuse by the manufacturer, used in delivery of the specified products if these requirements are different from the recycling requirements for packaging materials under provisions of construction waste management. This includes requirements for removal and reuse of packaging Owner-furnished/Owner-supplied products or those furnished/supplied by related contracts.
2. **Example:** An example of packaging waste management requirements would be the reuse and return of pallets, crates, padding, and packaging materials to the manufacturers of systems furniture or furnishings. Requirements for waste generated at the site from demolition, construction, or cleaning should be specified in Part 3.
3. **Coordination:** Section 01 74 00 - Cleaning and Waste Management.
4. Coordinate with sustainable design requirements specified in other Articles and related Sections.

#### 1.11 FIELD [OR] SITE CONDITIONS

- A. **Ambient Conditions:** Describe the ambient conditions under which the work must be performed in order for the work results to provide the specified quality. Conditions may include factors such as temperature, humidity, lighting, conditions of completion of related work or substrates, atmospheric pressure, gravity, or functional state of particular facility services. Recommend avoiding the term "environmental" in this context to prevent confusion with requirements of sustainable design provisions.
- B. Existing Conditions
  1. **Content:** Include statements that reference documents where information may be found pertaining to such items as existing structures or geophysical reports. Describe condition of existing work subject to reworking or modification.
  2. **Coordination:** Document 00 30 00 - Available Information; Document 00 31 19 - Existing Condition Information; Document 00 73 00 - Supplementary Conditions.

#### 1.12 WARRANTY [OR] BOND

- A. Manufacturer Warranty
  1. **Content:** Describe special or unusual provisions required of the Manufacturers' Warranty to be provided, such as special inclusions, exclusions, or other considerations.
  2. **Coordination:** Document 00 72 00 - General Conditions; Section 01 78 36 - Warranties.
- B. **Special Warranty:** Include statements specific to this Section that supplement or extend warranties contained in the Contracting Requirements.
- C. Extended Correction Period
  1. **Content:** Describe requirements for Extended Correction Period for the specific work

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results specified, which may include periodic site visits and inspections, seasonal changeovers, or adjustment of the completed work. Extended correction period provisions may require implementation by means of editing "Supplementary Conditions," coordinated with "General Conditions" and Division 01 General Requirements. Refer to CSI's Project Resource Manual (PRM) or CSC's Manual of Practice (MOP) for further information.

2. **Correction Period:** Correction Period is defined in General Conditions. Coordinate these requirements with General and Supplementary Conditions.

## PART 2 - PRODUCTS

**Note:** Include information about systems, materials, manufactured units, equipment, components, and accessories; include mixes, shop fabrication, and factory finishing prior to installation or incorporation into the project. This Part may also include products furnished/supplied for incorporation under other sections.

This Part may also include items such as software and special tools.

### 2.1 OWNER-FURNISHED [OR] OWNER-SUPPLIED PRODUCTS

- A. **New Products:** New products furnished by the Owner do not need to be described unless the Contractor needs to know details about them in order to install them correctly, to procure related products, or to ensure compatibility or proper system operation.
- B. **Existing Products:** Content: Existing or salvaged products do not need to be described unless there is some limitation that the Contractor should know about, such as a requirement to match new products to the existing products, or to make new products compatible with existing products.

### 2.2 [SYSTEMS] / [ASSEMBLIES] / [MANUFACTURED UNITS] / [EQUIPMENT] / [COMPONENTS] / PRODUCT TYPES] / [MATERIALS] / [USER-DEFINED HEADING]

**Note:** Each Article title within brackets may be used in any combination of the PR1 titles below. Repeat the bracketed Article title as many times as necessary, giving each group a specific user-defined title as required. Arrange the groups in descending order of scope or size, or any other logical order, starting with the entire system, if any.

**Note:** If only one primary product or assembly is specified in the section, the Article title may be omitted and any of the subordinate titles used as a primary Article. When using MATERIALS as the Article title, do not use the subordinate Article title "Materials."

- A. **Description:** Include an overall description/configuration of the system, assembly, product, or material. Include required properties or characteristics that do not obviously belong under other titles. Examples include configuration, material composition, recycled content, rapidly renewable content, VOC content, and toxic content.
- B. Performance / Design Criteria
  1. **Content:** Include performance-related characteristics of products. Types include structural, safety, fire resistance and retardancy, acoustical, thermal, and durability. Performance should be capable of being verified by observations or tests and stated as:

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- (1) a property name; (2) a value and units of measure, if applicable; and (3) a method of evaluating or verifying performance, such as a test method.
2. **Application:** Performance characteristics may apply to systems, assemblies, components, and materials. The term "Design Criteria" is used when describing the intended characteristics of a product for which the Contractor is assigned design responsibility.
  3. **Methods:** Include appropriate methods of substantiating performance characteristics in other locations in the section. For example, product data and design data are Submittals; testing of the product at the manufacturer's plant is "Source Quality Control;" and testing of the installed product is "Field Quality Control."
  4. **Examples:** "Flame Spread Rating (Wall Covering): 0, when tested in accordance with..." "Output Capacity (Domestic Hot-Water Heater): Tested in accordance with..." "Design Criteria (Fire Suppression Sprinkler System): NFPA 13, ordinary hazard."
  5. **Criteria Not Related to a Product:** Any section that specifies a product should include "Design and Performance Criteria" in Part 2. Any section that only specifies performance or design criteria not related to a product should include those criteria in Part 1.
  6. **Coordination:** Section 01 62 00 - Product Options.
- C. **Operation:** Use "Operation" for equipment and moving parts. Use "Operation Sequences" for systems to describe how the parts of a system are to operate together. Describe modes of operation as applicable.
- D. **Materials**
1. **Content:** Identify the material, system, assembly, or product of which it is made. If the material description is lengthy, a separate "Materials" Article may be appropriate, to be referenced by each product, assembly, or system that utilizes the same material.
  2. **Sustainability:** If appropriate, include sustainable composition of products and sustainable material extraction and transportation requirements.
  3. **Article Title:** When using "MATERIALS" as a primary Article title, do not use the subordinate Article title "Materials."
- E. **Assembly [OR] Fabrication**
1. **Article Title:** Use the Article titles listed below as appropriate for the product category specified. "Assembly" applies primarily to manufactured products, whereas "Fabrication" usually refers to shop activities.
  2. **Factory Assembly:** Factory assembly should be stated as a result.
  3. **Shop Fabrication:** Shop fabrication is preferably stated as a result, but may also include statements of required methods.
  4. **Assembly [OR] Fabrication Tolerances:** State allowable variations from specified requirements. Use the term appropriate to the product. Examples of such tolerances include flatness, warp, bow, out-of-square, and joint spacing.
- F. **Mixes**
1. **Content:** Mix design or proportioning may be included here or as a characteristic of the

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product above, under "Description." "Mixes" includes proportioning requirements, but not mixing procedures.

#### G. Finishes

1. **Content:** Include requirements for factory and shop finishes and materials for field finishing, if covered by this Section. If more than one finish is described, be sure to indicate where each is to be used.
2. **Primer Materials:** Describe factory, shop, and field primer materials unless specified in other sections.
3. **Finish Materials:** Describe factory, shop, and field finish materials unless specified in other sections.
4. **Shop Finishing:** Methods Factory finishing methods are usually dictated by the type of finish and the manufacturers' preference. Field finishing methods would be described in Part 3.

### 2.3 ACCESSORIES

- A. **Content:** Use this Article for accessory materials or products. Any of the intermediate and subordinate titles listed above may be used here as applicable. Accessories that are a portion of a unit of equipment or manufactured item should be specified with that item, not here. Common types of accessory products include fasteners, adhesives, and flashings. If tools for the product of this Section are to be delivered to the Owner, include them here as accessory products.

### 2.4 SOURCE QUALITY CONTROL

- A. **Content:** Tests or inspections conducted off-site at the manufacturers' or fabricators' location (i.e., factory, plant, mill, or shop). Use for the verification of characteristics of products specified in Part 2.
- B. **Tests and Inspections:** Describe each test to be conducted, including the test method, sampling requirements, observation by independent authorities (if any), and reporting requirements. Required values should be specified above as performance requirements or other characteristics. Describe each inspection to be conducted, including method, personnel, and reporting requirements.
- C. **Non-Conforming Work:** Describe detailed requirements for identification and correction of nonconforming work and final actions required to prepare installed products to perform properly.
- D. **Manufacturer Services:** Describe specific services required of the manufacturer during source quality control, such as coordination requirements to achieve special inspections, including access by Authorities Having Jurisdiction or other third parties.
- E. **Coordination of Other Tests and Inspections:** When the Owner employs testing or inspection agencies, or the code authority conducts its own tests or inspections, describe work or temporary facilities that must be provided by the Contractor. A significant example is special inspections required by codes.

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#### PART 3 - EXECUTION

**Note:** Specify on-site work and include provisions for incorporating products into the project. The products incorporated may be specified in Part 2 or may be furnished/supplied under other sections.

##### 3.1 INSTALLERS

**Note:** Under most standard forms of contract, any installer who can perform the work as specified is acceptable. The two primary reasons to list names of installers are (1) to contractually limit the Contractor's options and (2) to give the Contractor the information necessary to find an installer who can do the work specified.

**Examples:** Examples of work that might require limiting the Contractor's options are historical restoration work, testing and balancing of mechanical systems, and special finishes where an unusually high level of workmanship is required. When using this Article, coordinate its use with Part 1 Article "Qualifications." If installer names are listed, use the Article "Substitution Limitations" to define the purpose of the installer list.

**Note:** The term "Installers" may be replaced by "Applicators," "Erectors," or "Constructors," as appropriate to the operation to be performed.

- A. **Installer List:** If desired, include an appropriate list of entities that can install the items specified.
- B. Substitution Limitations
  - 1. **Content:** Clearly state here the meaning of the list of installers. If the list is for information only and other installers would be acceptable, say so. If no other installers would be acceptable, or if other installers must be approved, use language similar to that commonly used for product substitutions (see "Substitution Limitations" in Part 2 under "Manufacturers"). In the latter case, it may be necessary to refer to the Division 00 Document or Division 01 Section that defines procedures for substitutions.
  - 2. **Coordination:** Section 01 25 00 - Substitution Procedures.

##### 3.2 EXAMINATION

**Note:** State actions required to determine that conditions are acceptable to receive the primary products of the section. Coordination: Section 01 71 00 - Examination and Preparation.

- A. **Verification of Conditions:** State requirements for verifying suitability of conditions for installation. Include verifying that conditions are acceptable for installation/application of products to avoid latent defects in quality of work and function.
- B. Preinstallation Testing
  - 1. **Content:** Include requirements for field testing for quality assurance. Define the tests performed in the field or at the site for verifying quality assurance for materials, systems, or assemblies.
  - 2. **Example:** Testing vapor emission and alkalinity content in concrete slabs on grade prior to the installation of non-breathable floor finishes.
  - 3. **Coordination:** Section 01 43 00 - Quality Assurance.
- C. **Evaluation and Assessment:** State requirements for verifying suitability of preexisting conditions to accept new work. Include verifying that preexisting conditions are acceptable and

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will permit proper installation/application of new products.

#### 3.3 PREPARATION

**Note:** State actions required to prepare the surface, area, or site to incorporate the primary products of the work result of the section. Describe requirements for exposure or removal of existing assemblies, components, products, or materials. Coordination: Section 01 71 00 - Examination and Preparation.

- A. **Protection of In-Place Conditions:** Describe methods to protect existing work. State requirements for protecting the surrounding areas and surfaces already in place before continuing with work.
- B. **Surface Preparation:** Describe preparatory work required prior to installation / application / erection of primary products.
- C. **Demolition / Removal:** Describe preparatory work, such as selective removal of existing work that is required prior to execution of new work. Describe requirements for exposure or removal of existing assemblies, components, products, or materials.

#### 3.4 [ERECTION] / [INSTALLATION] / [APPLICATION] / [USER-DEFINED PROCESS]

**Note:** State actions required to accomplish a specified unit of work in the section. Include requirements necessary for installation of products furnished under other sections. If products are to be installed according to manufacturers' written instructions, then submittal of those instructions as evidence of those requirements should be specified under "Submittals." Include separate Articles or paragraphs for each different item as appropriate. The names of the products or the type of work may be incorporated into the

Article title, in which case the wording should reflect the generic product or terminology used throughout the contract documents. Coordination: Section 01 73 00 - Execution; Section 01 73 13 - Application; Section 01 73 16 - Erection; Section 01 73 19 - Installation.

- A. **Special Techniques:** Describe special procedures for incorporating products. These may include spacings, patterns, or unique treatments.
- B. **Interface with Other Work:** Include descriptions specific to compatibility and transition to other materials. This may include incorporating accessories, anchorage, and any special separation or bonding. Include descriptions outlining the relationship of new products, materials, and finishes between the work of this Section and existing work.
- C. **Systems Integration:** Describe actions necessary to accomplish a completed integrated system, to link multiple components of a system together, and to interface with other systems. The performance and functional requirements of the system should be specified in Part 2.
- D. **Tolerances:** Indicate allowable variations of installed dimensions, such as in application thicknesses or deviations from indicated locations.

#### 3.5 [REPAIR] / [RESTORATION]: Describe how existing work is to be repaired, restored, and cleaned.

#### 3.6 REINSTALLATION: Describe the installation or reinstallation of existing elements.

#### 3.7 FIELD [OR] SITE QUALITY CONTROL

**Note:** Indicate requirements for quality control (and related quality assurance) for on-site activities and

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installed materials, manufactured units, equipment, components, and accessories. Coordinate terminology with contract requirements.

- A. **Field [OR] Site Tests and Inspections**
  - 1. **Content:** Define the field tests and inspections for installed or completed work. These are different and separate from the tests and inspections required for materials and products prior to installation or application. Coordinate terminology with contract requirements.
  - 2. **Sustainability:** This Article may be used to include testing of sustainable products that are required to meet specific regulatory requirements or design criteria.
  - 3. **Coordination:** Section 01 45 00 - Quality Control.
- B. **Non-Conforming Work:** Describe detailed requirements (not general requirements) for identification and correction of nonconforming work, and final actions required to prepare installed products to perform properly.
- C. **Manufacturer Services**
  - 1. **Content:** Describe specific requirements if manufacturers are to provide field quality control with on-site personnel for instruction or supervision of the installation / application / erection / construction of their products, training, or for startup or demonstration. Manufacturers' field reports are included under the Part 1 Article, "Submittals."
  - 2. **Coordination:** Section 01 45 00 - Quality Control.

#### 3.8 SYSTEM STARTUP

- A. **Content:** List actions applicable to the startup of operational systems and equipment.
- B. **Coordination:** Section 01 75 00 - Starting and Adjusting; Section 01 79 00 - Demonstration and Training; Section 01 91 00 - Commissioning.

#### 3.9 ADJUSTING

- A. **Content:** Describe final actions required to prepare installed products to perform properly. This Article may be used to include adjusting of sustainable products that are required to meet specific regulatory requirements or design criteria.
- B. **Coordination:** Section 01 75 00 - Starting and Adjusting.

#### 3.10 CLEANING

**Note:** State requirements for demonstrating, instructing, and training the Facility Manager on sequence of operations, general facility operation, and facility maintenance procedures.

- A. **Waste Management:** State special measures needed to minimize waste, collect recyclable waste, and dispose of (or recycle) field-generated construction waste created during demolition, construction, or final cleaning.
- B. Coordinate waste materials intended to be recycled with Section 01 74 00 - Cleaning and Waste Management; Section 01 74 19 - Construction Waste Management and Disposal.

#### 3.11 CLOSEOUT ACTIVITIES

**Note:** State requirements for demonstrating, instructing, and training Facility Manager on sequence of

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operations, general facility operation, and facility maintenance procedures.

- A. Demonstration
  - 1. **Content:** State requirements of the installer or manufacturer to demonstrate the proper operation of equipment.
  - 2. **Coordination:** Section 01 79 00 - Demonstration and Training.
- B. Training
  - 1. **Content:** State requirements of the installer or manufacturer to train the Owner's personnel in the operation and maintenance of equipment for ongoing facility management and maintenance.
  - 2. **Coordination:** Section 01 79 00 - Demonstration and Training.

#### 3.12 PROTECTION

- A. **Content:** Describe protection methods of completed work after installation, but prior to acceptance by the Owner. Protection of surrounding areas and surfaces during application or installation is included under the Part 3 Article, "Preparation." Include only statements unique to the section.
- B. **Coordination:** Section 01 76 00 - Protecting Installed Construction.

#### 3.13 MAINTENANCE

- A. **Content:** List provisions for maintenance services as applicable to critical systems, equipment, and landscaping. Service agreements, if not paid in advance, should be separate from the construction agreement to avoid delaying the final payment and holding the contract open for extended periods.
- B. **Coordination:** Section 01 78 00 - Closeout Submittals; Section 01 78 23 - Operation and Maintenance Data.

### END OF SECTION

Attachment(s)

List the attachments for this section

- Tables: Attach tables or charts that are too large to be placed in the body of the document without creating a discontinuity in the flow of information. Tables indicate item / element / product / equipment, location, and other coordinating data.
- Illustrations: Attach illustrations or sketches that are too large to be placed in the body of the document without creating a discontinuity in the flow of information. Illustrations indicate item / element / product / equipment, location, and other coordinating data.
- Forms: Include actual forms for use during execution of the work. Forms are usually administrative items that relate to Part 1.