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A R C H I T E C T S

## Project Manual 1620 - SITKA

Sitka, Alaska

### Contract Set Specifications

January 13, 2026



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### **DIVISIONS 02 – 48**

(as relevant to project)

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## SECTION 011000 SUMMARY

### PART 1 GENERAL

#### 1.01 SUMMARY

- A. PROJECT IDENTIFICATION: As follows:
  - 1. Location: 216 Shotgun Alley, Sitka, AK 99835
  - 2. Owner: Roger Schmidt and Jeanine Brooks

#### 1.02 PERMITS AND FEES

- A. Unless otherwise provided in the Contract Documents, the Contractor shall secure and pay for the building permit as well as for other permits, fees, licenses, and inspections by government agencies necessary for the proper execution and completion of the Work that are customarily secured and legally required after execution of the Contract.

#### 1.03 SPECIFICATION CONVENTIONS

- A. Specification Requirements: Specification requirements are to be performed by Contractor or its subcontractors, unless specifically stated otherwise.
- B. Division 01—General Requirements: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications and of all trades.
- C. Standards: Referenced standards have the same force and effect as if bound or copied directly into the Contract Documents.
- D. Terms: As used in this specification, terms have the following meanings:
  - 1. As Required: As shown on drawings, as specified, as required by code or regulation, and as necessary to perform as intended.
  - 2. Authority, Local Authority, Local Jurisdiction: Any agency or regulatory entity having jurisdiction.
  - 3. Equal: Equivalent in function, quality, and performance, as judged by the Architect.
  - 4. Indicated: As shown graphically or written, on Drawings, in Specifications, or in other Contract Documents, including modifications to project documentation during the construction phase.
  - 5. Including: Including but not limited to. Lists are not meant to exclude additional items not listed.
  - 6. Match, Match Existing: Match, as acceptable to Architect.
  - 7. Provide: Furnish and install, complete with all necessary accessories and ready for intended use.
  - 8. Regulations: Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.

### PART 2 PRODUCTS - NOT USED

END OF SECTION

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**SECTION 013000**  
**ADMINISTRATIVE REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Section includes:
  - 1. Progress meetings
  - 2. Pre-installation meetings
  - 3. Construction progress documentation
  - 4. Weekly progress reports
  - 5. Progress photographs
  - 6. Requests for Interpretation (RFI)
  - 7. Construction Submittals schedule

**1.02 SUBMITTALS**

- A. Definitions
  - 1. Information Submittals: Submittals that do not require Architect's responsive action. Unless otherwise indicated in individual specifications sections, treat the following as information submittals:
    - a. Preconstruction submittals (e.g. building permits, insurance certificates, etc.)
    - b. Construction schedules
    - c. Submittals schedule
    - d. Certificates and certifications of qualifications or compliance with requirements for products, installers, materials, etc.
    - e. Design data
    - f. Test and inspection reports
    - g. Construction photographs
    - h. Meeting Minutes
    - i. Closeout submittals
  - 2. Action Submittals: Submittals that require Architect's responsive action before contractor may proceed with the work. Unless otherwise indicated in individual specification sections, treat the following as action submittals:
    - a. Product data
    - b. Shop drawings
    - c. Samples / Mockups
- B. General: Prepare and make separate, complete submittals as required by each specification section. Collect information of different types (product data, shop drawings, samples, etc.) into a single package for each required submittal.
  - 1. Do not make partial or incomplete submittals. Except where specification indicates submittals are to be made in parts, include all required items in a single package. Where scheduling constraints necessitate partial submittals, obtain architect's approval prior to making such submittals.
- C. Scheduling: Allow for enough time for submittal review, including time for resubmittals as may be required. Allow additional time if coordination with subsequent submittals is required.
- D. Electronic Submittals: Where acceptable to Architect, make electronic submittals as follows:
  - 1. Submit in PDF file format.
  - 2. Include a transmittal form or cover page with submittal identification.
- E. Contractor Review: Prior to delivery to Architect, review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Verify materials, field measurements, and related field construction requirements.
  - 1. Identify options requiring selection by the Architect.
  - 2. Identify deviations from the Contract Documents on submittals.

- F. Action Submittals: The Architect will review, make marks to indicate corrections or modifications required, stamp and mark as appropriate to indicate action taken only for the limited purpose of checking for conformance with the design concept expressed in the Contract Documents. Compliance with specified requirements remains Contractor's responsibility.
- G. Information Submittals: Architect will not respond to information submittals. Receipt of informational submittals does not imply review or acceptance.
- H. Use for Construction: Use only final Action Submittals with mark indicating "Reviewed" by Architect.
  - 1. Do not order, fabricate, install or otherwise commit resources to work requiring submittal until such submittals have been made, and in the case of action submittals, returned by Architect indicating work may proceed.
  - 2. Retain complete copies of submittals on Project site.
- I. Work of the Contract shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by that Architect's review of SHop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and:
  - 1. The Architect has given written approval to the specific deviation as a minor change in the Work
- J. Use of Architect's Digital Data Files: Architect's CAD files and other digital data may or may not be made available for Contractor's use in connection with Project at Architect's discretion.
  - 1. Make requests for copies of digital data in written form. Include a list of data requested, the intended use of the data, and a signed copy of Architect's "Agreement Concerning Use of Electronic Media" form signed by Contractor. Where data will be shared with other third parties, include copies of forms signed by those parties as well.
  - 2. Where Architect elects to make digital data files available, Architect makes no representations as to the accuracy of completeness of digital data drawing files as they relate to the Contract Drawings.

### **1.03 PROJECT MANAGEMENT AND COORDINATION**

- A. Preconstruction Meeting: Schedule a preconstruction meeting before starting construction.
- B. Construction Operations: Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of others, before or after its own installation.
- C. Verify layout information shwon on Drawings, in relation to property survey and existing benchmarks, before laying out the Work.
- D. All work shall comply with the latest applicable edition of all appropriate State, Local, and National codes and standards. In addition the current versions of the codes covering plumbing, mechanical, electrical and fire shall be followed. Notify Architect of any discrepancies between the Contract Documents and the building codes.
- E. Progress meetings will be held monthly or as needed for Architec to maintain obervance of construction progress. Milestones for meetings include:
  - 1. Completion of Footings
  - 2. Completion of Foundation
  - 3. Main floor framing
  - 4. Completion of Framing and Electrical Walk-through (pre-wiring)
  - 5. Completion of finishes
  - 6. Substantial completion
- F. Minutes of each meeting will be prepared by the Architect, and distributed to all parties present.

## PART 2 PRODUCTS - NOT USED

### 2.01 SUBMITTALS

- A. General Requirements: Unless otherwise indicated in individual specification section submittals sections:
  - 1. Electronic Submittals:
    - a. Action Submittals: Submit one copy of each submittal. Architect will return one copy.
    - b. Informational Submittals: Submit one copy of each submittal. Architect will not return copies.
- B. Product Data: Product data sheets prepared by manufacturer--do not submit Materials Safety Data Sheets (MSDS) as Product Data submissions. Mark each copy of each submittal to show which products and options are applicable. Include the following information, as applicable:
  - 1. Manufacturer's catalog cuts
  - 2. Manufacturer's product specifications
  - 3. Standard color charts
  - 4. Statement of compliance with specified referenced standards
  - 5. Testing by recognized testing agency
  - 6. Notation of coordination requirements
  - 7. Availability and delivery time information
  - 8. For equipment, wiring diagrams, performance and operational specifications, clearances required to other construction
  - 9. Architect will not review MSDS
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Fully illustrate requirements in the Contract Documents. 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. Include the following information, as applicable:
  - 1. Dimensions, fabrication and installation drawings, roughing-in and setting diagram
  - 2. Identification of products
  - 3. Schedules
  - 4. Compliance with specified standards
  - 5. Notation of coordination requirements
  - 6. Notation of dimensions established by field measurement
  - 7. Relationship and attachment to adjoining construction clearly indicated
  - 8. Seal and signature of professional engineer where indicated in individual specification sections or where required by authorities having jurisdiction
- D. Samples / Mockups: 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 kind, color, pattern and texture variations expected.
  - 1. Maintain sets of approved Samples at Project site, available for comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
- 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 written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, calculations, and engineered component design drawings.
  - 1. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable.
  - 2. Provide product data, technical information, manufacturer's written requirements, and agency approvals as required.
  - 3. Provide name and version of software, if any, used for calculations.

- 4. Where required by individual Sections, or where required by authorities having jurisdiction, include professional seal by qualified professional engineer registered in the state where Project is located.
- G. Certificates and Certifications: Provide 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.
- H. 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.
- I. 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.
- J. 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.
- K. Research/Evaluation Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project.
- L. Materials Safety Data Sheets (MSDS): Submit MSDS only where specifically requested. MSDS are not acceptable as product data submittals. MSDS submittals are informational.

### **PART 3 EXECUTION**

#### **3.01 PROGRESS MEETINGS**

- A. Make arrangements for meetings, prepare and email agenda 48 hours prior to meetings with physical copies for participants at meetings, preside at meetings.
- B. Attendance Required:
  - 1. Contractor.
  - 2. Owner.
  - 3. Architect.
  - 4. Contractor's superintendent.
  - 5. Major subcontractors.

#### **3.02 PRE-INSTALLATION MEETINGS**

- A. Conduct a preinstallation meeting before each construction activity that requires coordination with other trades or activities, or where necessary to achieve indicated quality.

#### **3.03 CONSTRUCTION PROGRESS DOCUMENTATION**

- A. Construction Schedule Updates: At monthly intervals, update construction schedule to reflect actual construction progress and activities, and anticipated schedule changes in future work and procurements.

#### **3.04 PROGRESS PHOTOGRAPHS**

- A. Preconstruction Photographs: Before starting construction, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points and as directed by Architect.
- B. Progress Photographs: Take photographs weekly, of sufficient quantity to continuously document overall progress and detail conditions of note. Submit images within 3 days of taking photographs.
- C. Photographs prior to cover (see balance spec in closeout for language)

#### **3.05 REQUESTS FOR INTERPRETATION (RFI)**

- A. Definition: A request seeking one of the following:

1. An interpretation, amplification, or clarification of some requirement of Contract Documents arising from inability to determine from them the exact material, process, or system to be installed; or when the elements of construction are required to occupy the same space (interference); or when an item of work is described differently at more than one place in Contract Documents.
  2. A resolution to an issue which has arisen due to field conditions and affects design intent.
- B. Whenever possible, request clarifications at the next appropriate project progress meeting, with response entered into meeting minutes, rendering unnecessary the issuance of a formal RFI.
- C. Preparation: Prepare an RFI immediately upon discovery of a need for interpretation of Contract Documents. Failure to submit a RFI in a timely manner is not a legitimate cause for claiming additional costs or delays in execution of the work.
1. Prepare a separate RFI for each specific item.
    - a. Review, coordinate, and comment on requests originating with subcontractors and/or materials suppliers.
    - b. Do not forward requests which solely require internal coordination between subcontractors.
  2. Prepare in a format and with content acceptable to Architect.
- D. Reason for the RFI: Prior to initiation of an RFI, carefully study all Contract Documents to confirm that information sufficient for their interpretation is definitely not included.
1. Include in each request Contractor's signature attesting to good faith effort to determine from Contract Documents information requiring interpretation.
  2. Unacceptable Uses for RFIs: Do not use RFIs to request the following:
    - a. Approval of submittals (use procedures specified elsewhere in this section).
    - b. Approval of substitutions (see Section - 01 60 00 - Product Requirements)
    - c. Changes that entail change in Contract Time and Contract Sum (comply with provisions of the Conditions of the Contract).
- E. Content: Include identifiers necessary for tracking the status of each RFI, and information necessary to provide an actionable response.
1. Official Project name and number, and any additional required identifiers established in Contract Documents.
  2. Discrete and consecutive RFI number, and descriptive subject/title.
  3. Issue date, and requested reply date.
  4. Reference to particular Contract Document(s) requiring additional information/interpretation. Identify pertinent drawing and detail number and/or specification section number, title, and paragraph(s).
  5. Annotations: Field dimensions and/or description of conditions which have engendered the request.
  6. Contractor's suggested resolution: A written and/or a graphic solution, to scale, is required in cases where clarification of coordination issues is involved, for example; routing, clearances, and/or specific locations of work shown diagrammatically in Contract Documents. If applicable, state the likely impact of the suggested resolution on Contract Time or the Contract Sum.
- F. Attachments: Include sketches, coordination drawings, descriptions, photos, submittals, and other information necessary to substantiate the reason for the request.
- G. RFI Log: Prepare and maintain a tabular log of RFIs for the duration of the project.
1. Note dates of when each request is made, and when a response is received.
  2. Highlight items requiring priority or expedited response.
  3. Identify and include improper or frivolous RFIs.
- H. Responses: Content of answered RFIs will not constitute in any manner a directive or authorization to perform extra work or delay the project. If in Contractor's belief it is likely to lead to a change to Contract Sum or Contract Time, promptly issue a notice to this effect, and follow up with an appropriate Change Order request to Owner.

1. Response may include a request for additional information, in which case the original RFI will be deemed as having been answered, and an amended one is to be issued forthwith.
2. Do not extend applicability of a response to specific item to encompass other similar conditions, unless specifically so noted in the response.
3. Upon receipt of a response, promptly review and distribute it to all affected parties, and update the RFI Log.
4. Notify Architect within seven calendar days if an additional or corrected response is required by submitting an amended version of the original RFI, identified as specified above.

**END OF SECTION**

**SECTION 013300.00**  
**SUBMITTAL PROCEDURES**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Requirements:
  - 1. Carefully examine all of the Contract Documents for requirements which affect the work of this section.
- C. Related Documents:
  - 1. Architect's Submittals Schedule:
    - a. Refer to Architect's Submittals Schedule for submittal requirements in each specification section.
- D. Definitions:
  - 1. Informational Submittals: Submittals that do not require Architect's responsive action. Unless otherwise indicated in individual specification sections, treat the following as informational submittals:
    - a. Preconstruction submittals (e.g., building permits, insurance certificates, etc.)
    - b. Construction schedules
    - c. Submittals Schedule
    - d. Certificates and certifications of qualifications or compliance with requirements for products, installers, materials, etc.
    - e. Design data
    - f. Test and inspection reports
    - g. Construction photographs
    - h. Meeting minutes
    - i. Closeout submittals
  - 2. Action Submittals: Submittals that require Architect's responsive action before contractor may proceed with the work. Unless otherwise indicated in individual specification sections, treat the following as action submittals:
    - a. Product data
    - b. Shop drawings
    - c. Samples / Mockups
    - d. Applications for payment
    - e. Schedule of values

**1.02 SUBMITTAL ADMINISTRATIVE REQUIREMENTS**

- A. General: Prepare and make separate, complete submittals as required by each specification section. Collect information of different types (product data, shop drawings, samples, etc.) into a single package for each required submittal.
  - 1. Do not mix information for separately required submittals.
  - 2. Do not make partial or incomplete submittals. Except where specification indicates submittals are to be made in parts, include all required items in a single package. Where scheduling constraints necessitate partial submittals, obtain architect's approval prior to making such submittals.
    - a. Mark all incomplete submittals as "Partial Submittal".
  - 3. Do not make submittals for items not required by the Contract Documents. Architect's receipt of such submittals does not constitute review or acceptance.
- B. Scheduling: Make submittals in a timely fashion, in accordance with Submittals Schedule. Allow enough time for submittal review, including time for resubmittals as may be required. Allow additional time if coordination with subsequent submittals is required.

1. Initial Review: Allow 10 business days for initial review of each submittal requiring Architect's review, and an additional 5 business days where review by Architect's consultants is also required. Submittals received after 1:00 p.m. will be considered as received the following working day.
  2. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
  3. 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 as required.
- C. Identification: Place a permanent label or title block on each submittal for identification. Provide a space on the label or beside the title block to record review and approval markings and action taken. Include the following information on the label:
1. Project name
  2. Date
  3. Submittal number
  4. Name of Contractor
  5. Name of firm or entity that prepared submittal
  6. Number and title of appropriate Specification Section
  7. Name of product and manufacturer, where applicable, and not otherwise indicated on the submittal materials
  8. Drawing number and detail references as appropriate
- D. Electronic Submittals: Where acceptable to Architect, make electronic submittals as follows:
1. Submit in PDF file format. Name files using a project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
  2. Include a transmittal form or cover page listing required identification information (above).
- E. Contractor Review: Prior to delivery to Architect, review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Verify materials, field measurements, and related field construction requirements.
1. Stamp each submittal with a uniform stamp. Include Project name, submittal number, date of Contractor's review, and statement that submittal has been reviewed, checked, and is in compliance with the Contract Documents.
  2. Identify options requiring selection by the Architect.
  3. Identify deviations from the Contract Documents on submittals.
- F. Action Submittals: The Architect will review, make marks to indicate corrections or modifications required, stamp and mark as appropriate to indicate action taken only for the limited purpose of checking for conformance with the design concept expressed in the contract documents. Compliance with specified requirements remains Contractor's responsibility.
- G. Informational Submittals: Architect will not respond to informational submittals. Receipt of informational submittals does not imply review or acceptance.
- H. Use for Construction: Use only final Action Submittals with mark indicating "Reviewed" by Architect.
1. Do not order, fabricate, install or otherwise commit resources to work requiring submittal until such submittals have been made, and in the case of action submittals, returned by Architect indicating work may proceed.
  2. Retain complete copies of submittals on Project site.
- I. Work of the Contract shall be in accordance with approved submittals except that the Contractor shall not be relieved of responsibility for deviations from the requirements of the Contract Documents by the Architect's review of Shop Drawings, Product Data, Samples, or similar submittals, unless the Contractor has specifically notified the Architect of such deviation at the time of submittal and:

1. The Architect has given written approval to the specific deviation as a minor change in the Work, or:
2. A Change Order or Construction Change Directive has been issued authorizing the deviation.
- J. Use of Architect's Digital Data Files: Architect's CAD files and other digital data may or may not be made available for Contractor's use in connection with Project at Architect's discretion.
  1. Make requests for copies of digital data in written form. Include a list of data requested, the intended use of the data, and a signed copy of Architect's "Agreement Concerning Use of Electronic Media" form signed by Contractor. Where data will be shared with other third parties, include copies of forms signed by those parties as well.
  2. Where Architect elects to make digital data files available, Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.

## PART 2 PRODUCTS

### 2.01 SUBMITTALS

- A. General Requirements: Unless otherwise indicated in individual specification section submittals sections:
  1. Hard Copy Submittals:
    - a. Action Submittals: Submit three copies of each submittal. Architect will return two copies.
    - b. Informational Submittals: Submit two copies of each submittal. Architect will not return copies.
  2. Electronic Submittals:
    - a. Action Submittals: Submit one copy of each submittal. Architect will return one copy.
    - b. Informational Submittals: Submit one copy of each submittal. Architect will not return copies.
- B. Product Data: Product data sheets prepared by manufacturer--do not submit Materials Safety Data Sheets (MSDS) as Product Data submissions. Mark each copy of each submittal to show which products and options are applicable. Include the following information, as applicable:
  1. Manufacturer's catalog cuts
  2. Manufacturer's product specifications
  3. Standard color charts
  4. Statement of compliance with specified referenced standards
  5. Testing by recognized testing agency
  6. Notation of coordination requirements
  7. Availability and delivery time information
  8. For equipment, wiring diagrams, performance and operational specifications, clearances required to other construction
  9. Architect will not review MSDS.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Fully illustrate requirements in the Contract Documents. 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. Include the following information, as applicable:
  1. Dimensions, fabrication and installation drawings, roughing-in and setting diagram
  2. Identification of products
  3. Schedules
  4. Compliance with specified standards
  5. Notation of coordination requirements
  6. Notation of dimensions established by field measurement
  7. Relationship and attachment to adjoining construction clearly indicated
  8. Seal and signature of professional engineer where indicated in individual specification sections or where required by authorities having jurisdiction

- D. Samples / Mockups: 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 kind, color, pattern and texture variations expected.
  - 1. Maintain sets of approved Samples at Project site, available for comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
- 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 written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, calculations, and engineered component design drawings.
  - 1. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable.
  - 2. Provide product data, technical information, manufacturer's written requirements, and agency approvals as required.
  - 3. Provide name and version of software, if any, used for calculations.
  - 4. Where required by individual Sections, or where required by authorities having jurisdiction, include professional seal by qualified professional engineer registered in the state where Project is located.
  - 5. See also Delegated Design requirements in Section 01 7300—Execution.
- G. Certificates and Certifications: Provide 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.
- H. 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.
  - I. 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.
  - J. 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.
  - K. Research/Evaluation Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project.
  - L. Materials Safety Data Sheets (MSDS): Submit MSDS only where specifically requested. MSDS are not acceptable as product data submittals. MSDS submittals are informational.

### **PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 014000**  
**QUALITY REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Section includes administrative and procedural requirements for quality assurance and quality control, including:
  1. Regulatory requirements
  2. Special tests and inspections
  3. Defect assessment
  4. Repair and protection

**1.02 REGULATORY REQUIREMENTS**

- A. Codes and Other Regulations: Comply with codes and regulations of authorities having jurisdiction.

**1.03 REFERENCES**

- A. Reference Standards: Comply with standards referenced in this Specification, using particular edition with publication date or version number as indicated in codes and regulations in effect for project, or where not otherwise indicated, edition in effect as of the date of the Contract Documents.
  1. Absence of reference to standards in the Specification does not relieve the Contractor from obligation to complete the Work to necessary and common standards.
  2. Where standards referenced in the Specifications are not applicable due to jurisdictional or national boundaries, use alternative standards of equal or higher quality and performance.

**1.04 QUALITY ASSURANCE**

- A. General: Use firms and individuals experienced in manufacturing, fabricating, installing, or assembling work similar in material, design, and extent, and whose work has resulted in construction with a record of successful in-service performance under conditions similar to those indicated for this Project.
  1. Additional quality assurance requirements are specified in individual technical sections.
  2. Use entities meeting qualification and training requirements of product manufacturers and authorities having jurisdiction.
- B. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated.
- C. Testing Agency Qualifications: An independent agency with the experience and capability to conduct testing and inspecting indicated, and that is acceptable to authorities having jurisdiction.
- D. Mockups: Before installing portions of the Work requiring mockups, build full-scale assemblies for each form of construction and finish required using materials indicated for the completed Work. Unless otherwise indicated, accepted mockups establish the standard by which the Work will be judged. Mockups are not Samples.
  1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
  2. Construct mockups so as to demonstrate aesthetic effects, workmanship, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances.
  3. Notify Architect seven days in advance of dates and times when mockups will be constructed.

4. Obtain Architect's acceptance of mockups before starting related work, fabrication, or construction. Allow seven days for initial review and each re review of each mockup.
5. Where mockup is not accepted due to failure to meet specified requirements, reconstruct mockups as required to achieve accepted results.
6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
7. Remove mockups at end of construction, unless otherwise indicated.

## **1.05 QUALITY CONTROL**

- A. Owner Responsibilities: Where quality-control or inspector services are engaged by Owner:
  1. Reports prepared by owner-engaged agencies will be submitted directly to the Architect, with copies to the General Contractor, and other entities as required. General contractor shall not act as the intermediary for distribution of reports from the owner's agency.
  2. Costs for retesting and reinspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities as needed to verify that the Work complies with requirements, whether specified or not.
  1. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
  2. Testing and inspections services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
- C. Manufacturer's Field Services: Where indicated, engage a manufacturer's representative to observe and inspect the Work. Manufacturer's representative's services include examination of substrates and conditions, verification of materials, inspection of completed portions of the Work, and submittal of written reports.
- D. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents, at no cost to Owner.
- E. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
  1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
  2. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
- F. Coordination: Coordinate sequence of activities to accommodate required quality assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
  1. Cooperate with testing agencies and provide auxiliary services as requested, including but not limited to access to the work, incidental labor and facilities necessary to facilitate tests and inspections, temporary power, water, and other services, adequate quantities of materials for testing, and assistance in obtaining samples, facilities for storage and field curing of test samples, security and protection for samples and for testing and inspecting equipment, etc.

## **1.06 SPECIAL TESTS AND INSPECTIONS**

- A. Special Tests and Inspections: Testing agency or special inspector conducting special tests and inspections required by authorities having jurisdiction will:
  1. Notify Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services
  2. Submit a certified copies of written report of each test, inspection, and similar quality-control service to Architect, Owner, authority, and Contractor

3. Provide other services necessary to meeting the requirements of authorities having jurisdiction.

## **PART 2 PRODUCTS - NOT USED**

## **PART 3 EXECUTION**

### **3.01 DEFECT ASSESSMENT**

- A. Replace Work or portions of the Work not complying with specified requirements.
- B. If, in the opinion of Architect, it is not practical to remove and replace the work, Architect will direct an appropriate remedy or adjust payment.

### **3.02 REPAIR AND PROTECTION**

- A. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.
- B. Protect construction exposed by or for quality-control service activities.
- C. On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
- D. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 01 7300—Execution.

## **END OF SECTION**

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**SECTION 015000**  
**TEMPORARY FACILITIES AND CONTROLS**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities, including:
  1. Temporary services
  2. Support facilities
  3. Site controls and environmental protection
  4. Security and facility protection
  5. Operation, termination, and removal

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 TEMPORARY SERVICES**

- A. General: Provide power, water, sewerage, storm drainage, fire protection, and other necessary temporary services. Coordinate installation and maintenance of services with authorities and utilities. Obtain necessary tests, inspections, certifications, and permits.
  1. Where service interruptions will affect other users, arrange with utility company, Owner, and existing users for time when service can be interrupted. Provide adequate notice in advance of interruptions.
- B. Sanitary Facilities: Provide temporary toilets, wash facilities, and drinking-water fixtures. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
  1. Use of Owner's existing toilet facilities is not permitted.
- C. Heating: Provide temporary heating and ventilation required for curing or drying of completed installations, for protecting installed construction from adverse effects of low temperatures or high humidity, and to otherwise maintain required environmental conditions. Select equipment that will not have a harmful effect on completed installations or elements being installed.
  1. Use listed, labeled equipment, acceptable to authorities having jurisdiction and marked for intended use.
  2. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
  3. Use of new or existing forced air heating and air conditioning systems is prohibited, except where authorized in writing by Architect prior to use.
- D. Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
- E. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install at least one telephone line for each field office. Provide at least one facsimile machine on additional dedicated telephone line.
- F. Internet Communication: Provide at least one computer in the primary field office adequate for use by Architect and Owner to access project electronic documents and maintain electronic communications.
  1. Provide dedicated high-speed Internet service, hardware, networking, and software necessary for web browser, email, and other necessary communications and information management capabilities.

**3.02 SUPPORT FACILITIES**

- A. Support Facilities: Provide and maintain field offices, fabrication shops, storage sheds and other necessary support facilities. Provide and maintain roads, paved areas, traffic controls, and parking for construction personnel.

- B. Temporary Materials, Construction, and Equipment: Provide fencing, temporary construction materials, equipment, lifts, hoists, cranes, scaffolds, temporary stairs, waste chutes, and other necessary materials and equipment.
- C. Waste Management: Provide waste-collection and recycling containers in sizes adequate to handle waste from construction operations. Collect waste daily and, when containers are full, legally dispose of waste off-site.
- D. Signage: Install project identification and other signage in locations acceptable to Architect and Owner to inform the public and persons seeking entrance to Project.

### **3.03 SITE CONTROLS AND ENVIRONMENTAL PROTECTION**

- A. Environmental Protection: Conduct operations so as to minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- B. Existing Facilities: Protect existing site improvements and utilities to remain.
- C. Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas, adjacent properties, and walkways.
  - 1. Protect public ways from tracked soils. Clean by street sweeper or other methods as needed.
  - 2. Provide storm and sewer system inlet protection in downstream inlets.
- D. Storm Water Control: Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of storm water from heavy rains.
  - 1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree and plant protection zones.
  - 2. Comply with submitted storm water control plans.
- E. Tree and Plant Protection: Protect existing trees and plants to remain from damage, flooding, and erosion. Install temporary fencing outside the drip line of trees and surrounding other vegetation. Exclude all traffic, excavation, construction operations, and materials storage from protected areas.
  - 1. Repairs and Replacement: Repair or replace damaged trees and plants at no additional cost to Owner.
  - 2. Employ a licensed arborist to repair tree and shrub damage. Replace damaged trees that cannot be restored to full growth, as determined by arborist. Replace other damaged vegetation.
- F. Pest Control: Maintain project site free of pests and their residues. Where pests are in evidence, engage pest-control service to recommend practices to minimize attraction, harboring, or the dispersion to adjacent properties of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals.
- G. Traffic Control: Minimize interference with adjoining roads, streets, walks, and other adjacent occupied facilities.
  - 1. Comply with requirements of authorities having jurisdiction.
  - 2. Provide traffic plans and controls as required.
  - 3. Protect existing site curbs and pavements to remain.
  - 4. Maintain required access for fire-fighting equipment and access to fire hydrants.
  - 5. Provide barricades, warning signs, lighting, flaggers, and other necessary items.
- H. Noise Control: Minimize noise caused by construction operations. Schedule operations to minimize disturbance to nearby properties.
  - 1. Comply with noise abatement requirements of authorities having jurisdiction.

### **3.04 SECURITY AND FACILITY PROTECTION**

- A. Site Enclosure Fence: Before construction operations begin, provide site enclosure fence in a manner that will prevent people and animals from easily entering site except by entrance gates.

- B. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
  - 1. Where heating or cooling is needed and permanent enclosure is not complete, insulate temporary enclosures as needed.
- C. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate finished or occupied areas from fumes and noise.
- D. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241.
  - 1. Prohibit smoking in construction areas.
  - 2. Supervise welding operations, combustion-type temporary heating units, open flame operations, and other sources of fire ignition according to requirements of authorities having jurisdiction.
  - 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site.
- E. Provide security for the Work and the site until final inspection and acceptance.
  - 1. Replace damaged, lost, or stolen materials and equipment, whether stored or installed, with new, identical materials and equipment at no cost to Owner.

### **3.05 OPERATION, TERMINATION, AND REMOVAL**

- A. Maintenance and Supervision: Maintain facilities in good operating condition until removal. Limit availability of temporary facilities to essential uses. Minimize waste and abuse of facilities.
- B. Changeover: Do not change over from using temporary services to permanent services until Substantial Completion.
- C. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
- D. Substantial Completion: At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 01 7700—Closeout Procedures.

**END OF SECTION**

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**SECTION 016000**  
**PRODUCT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SUMMARY**

- A. Section includes:
  - 1. The work of this section includes, but is not limited to, accepted protocols and procedures for furnishing required products to execute the Work.
  - 2.

**1.02 SECTION REQUIREMENTS**

- A. Product Specifications:
  - 1. Products, Manufacturers: When lists of products or manufacturers do not include the terms "Available" or "or equal", proposed product changes must be submitted as Product Substitution Requests.
  - 2.
- B. Comparable Product Requests: Comparable Products are those demonstrated and accepted through the submittal process to have qualities equal to or exceeding those of specified products. Submit requests as follows:
  - 1. Submit request for consideration of each comparable product, clearly labeled as a "Comparable Product Request". Request may be included as part of related required submittals.
  - 2. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 3. Identify any significant differences in qualities of proposed substitution with those of the Work specified, and any proposed changes in the Contract Sum or the Contract Time should the substitution be accepted.
  - 4. Architect will review the proposed product and notify Contractor of its acceptance or rejection.
- C. Substitute Product Requests: Substitute Products are changes in products, materials, equipment, or methods of construction from those required by the Contract Documents. Submit requests as follows:
  - 1. Substitute products are not considered comparable to those specified but may offer some advantage to the Owner in the form of reduced cost, reduced construction time, or greater performance.
  - 2. Make Substitution Requests as separate submittals. Do not include within other required submittals.
  - 3. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
  - 4. Identify all differences in qualities of proposed substitution with those of the Work specified.
  - 5. Provide completed Substitution Request Form, included after this Section.
  - 6. Include a complete comparison of qualities of proposed substitution with those of the Work specified, a list of changes needed to other parts of the Work required to accommodate proposed substitution, and any proposed changes in the Contract Sum or the Contract Time should the substitution be accepted.
  - 7. Architect will review the proposed substitution and notify Contractor of its acceptance or rejection.
- D. Product Handling: Deliver, store, and handle products using means and methods that will prevent damage, deterioration, loss, theft, and vandalism. Comply with manufacturer's written instructions.
  - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.

2. Deliver products to Project site in manufacturer's original sealed containers or packaging, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
3. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.
4. Store materials in a manner that will not endanger Project structure.
5. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
6. Protect light-sensitive products from over-exposure to sunlight. Protect products subject to freezing damage from freezing temperatures.
7. Do not use materials beyond manufacturer's shelf-life limits.

## **PART 2 PRODUCTS**

### **2.01 NEW PRODUCTS**

- A. Provide new products unless specifically required or permitted by Contract Documents.
- B. Provide products complete with accessories, trim, finish, attachments, and other devices and components needed for a complete installation and suitable for the intended use and effect.
- C. Where Specifications require "match Architect's sample", Architect's decision will be final on whether a proposed product matches.
- D. Where Specifications indicate finish, color, pattern, texture, or other visual attributes are to be determined at a later date ("TBD"), Architect will select from manufacturer's full range of options that includes both standard and premium items.

### **2.02 PRODUCT OPTIONS**

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

## **PART 3 EXECUTION - NOT USED**

**END OF SECTION**

## **SECTION 017000.00 EXECUTION**

### **PART 1 GENERAL**

#### **1.01 SUMMARY**

- A. Section includes:
  - 1. Examination
  - 2. Preparation
  - 3. Construction layout and field engineering
  - 4. Installation
  - 5. Cutting and patching
  - 6. Delegated design services
  - 7. Record documents
  - 8. Progress cleaning and protection
  - 9. Starting and adjusting
  - 10. Correction of the Work

#### **1.02 DEVIATIONS, CONFLICTS, AND OMISSIONS**

- A. Notify Architect of field conditions that deviate from those indicated in the construction documents, and of other omissions, uncertainties, or conflicts. Obtain clarification before proceeding.
  - 1. For pricing purposes: Assume the costliest of conflicting requirements.
  - 2. For omissions and uncertainties, assume a level of quality consistent with the general quality level of the project.

### **PART 2 PRODUCTS (NOT USED)**

### **PART 3 EXECUTION**

#### **3.01 EXAMINATION**

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present as needed, for satisfactory compliance with requirements for installation and other conditions affecting performance, including but not limited to:
  - 1. Installation tolerances
  - 2. Suitability of substrates for application of finishes, primers, membranes, and other overlying materials
  - 3. Provisions for fastening
  - 4. Roughing in and locations of connections for mechanical and electrical systems
  - 5. Suitability of walls, floors, and roofs where products are to be installed

#### **3.02 PREPARATION**

- A. Existing Utility Information: Coordinate with authorities having jurisdiction and local utilities where necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Where portions of the Work are to fit to other construction, verify dimensions of other construction by field measurements before fabrication.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.

### **3.03 CONSTRUCTION LAYOUT AND FIELD ENGINEERING**

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks.
- B. Surveying: Lay out the Work using accepted surveying practices. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Dimensions and Tolerances: Do not scale Drawings to obtain required dimensions. Establish dimensions within tolerances indicated. Notify Architect when deviations from required lines and levels exceed allowable tolerances.

### **3.04 INSTALLATION**

- A. Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
  - 1. Make vertical work plumb and make horizontal work level.
  - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
  - 3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy. Do not use tools or equipment that produce harmful noise levels.
- E. Check Shop Drawings to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements. Obtain and distribute templates for work specified to be factory prepared and field installed.
- F. Provide blocking, attachment plates, anchors, and fasteners of adequate size and number to securely fix each component in place, accurately located and aligned with other portions of the Work.
  - 1. Where size and type of attachments are not indicated, verify size and type required for load conditions.
  - 2. Allow for structural and thermal movements.
  - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing items with integral anchors to be embedded in concrete or masonry.
- G. Make joints of uniform width. Fit exposed connections together to form hairline joints.
- H. Use products, cleaners, and installation materials that are not considered hazardous.
- I. Existing Warranties: Where elements with existing warranties are to remain in the finished construction, perform work by methods and with materials so as not to void existing warranties.

### **3.05 CUTTING AND PATCHING**

- A. Cutting and Patching: Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition. Employ skilled workers to perform cutting and patching.

1. Do not cut and patch elements in a manner that results in visual evidence of cutting and patching or that, in Architect's opinion, reduces the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- B. Cutting: Cut in-place construction using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original installer and comply with original installer's written recommendations.
- C. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from the Architect before proceeding. Shore, brace, and support structural element during cutting and patching. Do not cut and patch structural elements in a manner that could change their load carrying capacity or increase deflection except with prior written authorization.
  1. Do not cut operational or constructional elements in a manner that results in reducing their capacity to perform as intended, increased maintenance, or decreased operational life or safety.
- D. Patching: Patch construction using materials and complying with installation requirements specified in other Sections or use materials identical to in-place materials. Patch with durable seams.
  1. Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that eliminates evidence of patching and refinishing.
  2. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor, wall, and ceiling surfaces in the new space. Remove in-place materials and systems and replace with new, if necessary, to achieve uniform color and appearance.
  3. Exterior Building Enclosure: Patch components of the exterior building enclosure so as to maintain weathertight conditions.

### **3.06 DELEGATED DESIGN SERVICES**

- A. Delegated Design: Where design or engineering services are specified, engage qualified design professionals and provide design, engineering analyses, and documents meeting specified requirements.
  1. For engineering analyses, comply with requirements indicated and codes in effect. Consider tributary dead, live, wind, and earthquake loads in combinations required. Design within required deflection limits.
  2. Provide sealed documents for agency review where required by authorities having jurisdiction. Submit documents for Architect's review prior to submitting to authorities.
  3. See also Design Data submission requirements in Division 01 Section "Submittal Requirements".

### **3.07 RECORD DOCUMENTS**

- A. Maintain one full-size printed set of Contract Drawings as Record Documents.
  1. At start of construction, review record document requirements with Architect and Owner to confirm scope, procedures, and final submission requirements.
  2. Mark Record Documents with erasable red, blue, etc. colored pencil.
  3. Mark the Contract Drawings or Shop Drawings, whichever is most capable of recording actual conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.
- B. Record data as soon as possible and check the markup before enclosing concealed installations.
- C. Give particular attention to information for elements that cannot be readily identified and recorded later. At a minimum, record:
  1. Outside the building: Below grade utilities and other buried structures or services.
  2. Inside the building: Routing of mechanical, plumbing, electrical, and communications systems.

3. Actual installation of systems and components where such installation is only shown diagrammatically on the drawings or where installation varies from that shown
  4. Products that vary substantially from those indicated in the construction documents
  5. Other elements and systems as requested by Architect or Owner
- D. Submit Record Documents according to Section 01 7700—Closeout Requirements.

### **3.08 PROGRESS CLEANING AND PROTECTION**

- A. Clean Project site and work areas daily, including common areas. Maintain free of waste materials and debris. Except where indicated otherwise, remove debris from concealed spaces before enclosing the space.
- B. Keep installed work clean. Clean according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended and that will not damage exposed surfaces.
- C. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- D. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- E. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

### **3.09 STARTING AND ADJUSTING**

- A. Start equipment and operating components, and test and adjust for proper operation.
- B. Comply with Manufacturer Field Service requirements specified in Division 01 Section "Quality Requirements," and with commissioning requirements specified in other Sections.
- C. Remove malfunctioning units, replace with new units, and retest.

### **3.10 CORRECTION OF THE WORK**

- A. Perform corrective work at no additional cost to Owner.
- B. Repair or remove and replace defective construction. Restore damaged substrates and finishes.
  1. Replace defective parts, refinish damaged surfaces, touch up marred surfaces, and properly adjust operating equipment.
  2. Remove and replace damaged surfaces if surfaces cannot be repaired without visible evidence of repair.
  3. Remove and replace chipped, scratched, and broken glass or reflective surfaces.
- C. Restore permanent facilities used during construction to their specified condition.

**END OF SECTION**

**SECTION 017700.00**  
**CLOSEOUT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SUBSTANTIAL COMPLETION**

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following:
  1. Prepare an initial list of items to be completed and corrected (punch list), the value of items on the list, and where applicable, reasons why the Work is not complete.
  2. Complete startup testing of systems.
  3. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
  4. Terminate and remove temporary services and facilities from Project site, along with mockups, construction tools, and similar elements.
  5. Touch up, repair, and restore paint and other finishes to eliminate visual defects.
  6. Complete final cleaning.
  7. Prepare and submit Project Record Documents, Operation and Maintenance Manuals, Emergency Procedures Manuals, and other final record information.
  8. Submit warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
  9. Obtain and submit occupancy permits, operating certificates, and similar releases permitting Owner unrestricted use of the Work and access to services and utilities.
  10. Advise Owner of pending insurance changeover requirements.
  11. Advise Owner of changeover in utilities.
  12. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
  13. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, products, and equipment. Include a review of documentation, emergency procedures, operations, adjustments, troubleshooting, maintenance, and repairs.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements.
  1. Post Inspection: 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.
  2. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
  3. Completed Inspection: Results of completed inspection will form the basis of requirements for final completion.

**1.02 FINAL COMPLETION**

- A. Preliminary Procedures: Before requesting final inspection for determining date of final completion, complete the following:
  1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
  2. Submit copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), indicating that each item has been completed or otherwise resolved for acceptance, endorsed and dated by Architect.
  3. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems not addressed during Substantial Completion.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements.

1. 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.
2. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

### **1.03 LIST OF INCOMPLETE ITEMS (PUNCH LIST)**

- A. List Preparation: Include incomplete items and items needing correction. Include disturbed areas outside the limits of construction, if any.
- B. Organization: Organize list of spaces in sequential order, starting with exterior areas and proceeding from lowest floor to highest floor within the building.
  1. Include name and identifier of each space or area affected.
  2. Within each space or area, group items by major element, such as ceiling, individual walls, floors, equipment, building systems, etc.

### **1.04 PROJECT WARRANTIES**

- A. Time of Submittal: Submit written warranties at Substantial Completion, except:
  1. Submit warranties at appropriately earlier date when commencement of warranties is other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.

### **1.05 OPERATIONS AND MAINTENANCE MANUALS**

- A. Manual Content: Include written and graphic instructions and procedures for operation and normal maintenance of products, equipment, and systems.
  1. Content includes, but is not limited to, materials specified in other Specification Sections.
- B. Organize information into three-ring binders with identification on front and spine of each binder, and envelopes for folded drawings. Include at least the following:
  1. Title page with project name and contractor name and contact information
  2. Table of contents
  3. Product names and model numbers
  4. Manufacturer's and installer's operation and maintenance documentation
  5. Precautions against improper use
  6. Maintenance and service schedules
  7. Maintenance service contracts
  8. Spare parts lists
  9. Wiring diagrams
  10. Piping diagrams
  11. Control diagrams
  12. Warranties
  13. Compiled construction photographs

## **PART 2 PRODUCTS (NOT USED)**

## **PART 3 EXECUTION**

### **3.01 REPAIR OF THE WORK**

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective, damaged, or worn construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.

1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
- C. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that show evidence of repair or restoration.
  1. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
- D. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
- E. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

### **3.02 FINAL CLEANING**

- A. Employ experienced workers or professional cleaners for final cleaning. Clean each surface and item to make it ready for occupancy and in a condition consistent with typical expectations for building size and type. Comply with manufacturer's written instructions.
  1. 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.
- B. Leave Project clean and ready for occupancy. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion:
  1. Clean Project site, yard, and grounds. Sweep paved areas broom clean. Rake grounds to a smooth, even-textured surface.
  2. Remove tools, equipment, and surplus material from Project site.
  3. Remove snow and ice to provide safe access to building.
  4. 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.
  5. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, equipment vaults, attics, and similar spaces.
  6. Sweep concrete floors broom clean in unoccupied spaces.
  7. Vacuum carpet and similar soft surfaces, removing debris and excess nap; shampoo if visible soil or stains remain.
  8. Wax resilient flooring surfaces.
  9. 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.
  10. Remove labels that are not permanent.
  11. Wipe surfaces of mechanical, electrical, and other equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
  12. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
  13. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
  14. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.

**END OF SECTION**



**DIVISION 3 CONCRETE****03 3000 CAST-IN-PLACE CONCRETE**

Panel-formed Architectural concrete where exposed  
Slab on Grade, hand troweled, at Utility Room  
Footings embed in bedrock or suitable soil per structural

**DIVISION 4 MASONRY**

NO WORK

**DIVISION 5 METALS****05 5000 METAL FABRICATIONS**

Structural Steel Columns and Beams  
Steel Guardrails  
Steel sheet panels with exposed fasteners  
Steel sheet fascias at Roof  
Steel plate fireplace hearth

**DIVISION 6 WOOD AND PLASTICS****06 1000 ROUGH CARPENTRY**

SPF framing lumber  
Pressure treated framing under decks, painted where exposed  
Rainscreen ventilation Products: Cor-A-Vent, Inc.

**06 1600 SHEATHING**

Plywood sheathing at roof, floors, and walls  
Warmboard S throughout

**06 2000 FINISH CARPENTRY**

Live Edge Wood Siding, Board-on-Board  
Wood Siding, Ship-lap  
Wood fascia at decks  
Decking

**06 4000 ARCHITECTURAL WOODWORK**

Wall panels: Veneer plywood  
Spruce T&G ceilings and soffits  
Interior flush base molding (GWB walls)  
Engineering wood flooring

**DIVISION 7 THERMAL AND MOISTURE PROTECTION****07 1400 FLUID-APPLIED WATERPROOFING**

Fluid-applied waterproofing at concrete foundation below grade

**07 2100 BUILDING INSULATION**

Exterior Walls: Full cavity Fiberglas batt insulation with 1-1/2" mineral wool continuous exterior insulation.  
Interior Walls: Acoustical Batt insulation to fill cavities  
Roof insulation: Full cavity Fiberglass batt insulation  
Floor insulation: Full cavity Fiberglass batt insulation

- 07 2750 WEATHER BARRIER  
Vapor permeable WRB
- 07 3000 ROOF UNDERLayment  
Ice & Water shield
- 07 4110 METAL ROOF PANELS  
Mechanical seamed metal roof  
Roof panels to be continuous runs with no intermediate joints
- 07 6200 SHEET METAL FLASHING AND TRIM  
Factory coated steel flashings and other trims at roof, windows, doors, walls per drawings
- 07 9200 JOINT SEALANTS  
Standard weather tight joint sealing

## **DIVISION 8 OPENINGS**

### **08 6000 WINDOWS & EXTERIOR DOORS**

Marvin "Signature Ultimate" series aluminum clad wood windows and doors  
Narrow frame casement, awning, and direct glaze picture windows  
Square profile and sticking  
Exterior Finish: Ebony  
Interior Finish: Mixed Grain Douglas Fir  
Mullion caps and other trims provided to match where possible

Stile Aluminum Clad Lift & Slide Doors  
Square profile and sticking  
Exterior Finish: Ebony (match Marvin)  
Interior Finish: Vertical Grain Douglas Fir  
No Insect Screens (confirm with owner)  
Mullion caps and other trims provided to match where possible

Interior Doors  
1-3/4" Solid-core wood doors  
Painted finish per schedules  
Undercut for whole house ventilation

### **08 7000 HARDWARE** Refer to schedules

### **08 7100 WINDOW AND DOOR SCREENS** Integral screens at all operable windows

### **08 8000 GLAZING** Mirrors

## **DIVISION 9 FINISHES**

### **09 2000 GYPSUM BOARD** 1/2" gypsum wall board ceilings and walls 5/8" Type X fire rated gypsum wall board at Utility Room

- 09 3000 TILING  
Floor and Wall Tile, See Schedules
- 09 6000 FLOORING  
Engineered wood flooring, see schedules

## **DIVISION 10 SPECIALTIES**

- 10 2800 TOILET AND BATH ACCESSORIES  
See schedule
- 10 2819 TUB & SHOWER DOORS/ENCLOSURES  
Tempered glass shower surround panels as indicated on Drawings

- 10 3000 FIREPLACE SPECIALTIES  
See schedule

## **DIVISION 11 EQUIPMENT**

- 11 3100 RESIDENTIAL APPLIANCES  
See Schedule

## **DIVISION 12 FURNISHINGS**

- 12 3530 RESIDENTIAL CASEWORK  
Construction Type: Frameless  
Door and Drawer front interface style: Flush Overlay  
Door and Drawer faces: See schedules  
Door and Drawer edges: Match face veneer  
Cabinet Hardware: Door hinges to be frameless concealed hinges (European type); soft-closing  
Pulls: See schedules  
Box drawers: undermount slides, full extension, soft-closing
- 12 3640 STONE COUNTERTOPS  
See Schedule

## **DIVISION 13 SPECIAL CONSTRUCTION**

- 13 8000 SECURITY AND HOME AUTOMATION SYSTEM  
Smoke Detection monitoring per code

## **DIVISION 22 PLUMBING**

- 15 4000 PLUMBING SYSTEMS  
Electric resistance water heater TBD  
Boilers per Warmboard
- 15 4500 PLUMBING SCHEDULE

## **DIVISION 23 HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)**

- 23 0000 HVAC  
Whole house fan ventilation, Broan or similar  
Warmboard Hydronic radiant whole house system

**DIVISION 26 ELECTRICAL**

26 0000 BASIC ELECTRICAL MATERIALS AND METHODS

26 5000 LIGHTING SCHEDULE

See schedule.

**DIVISION 31 EARTHWORK****DIVISION 32 SITE IMPROVEMENTS****DIVISION 33 UTILITIES**

33 0000 PIPED UTILITIES

Sewer

Internet

Water

33 4600 SUBDRAINAGE

Footing drains at Crawl and Utility Room

Infiltration pits as necessary

**END OF OUTLINE SPECIFICATIONS**

<b>SITKA</b>					
<b>SCH-1 Submittals Schedule</b>					
January 8, 2026					

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A R C H I T E C T S

#	Section Title	Product Data	Samples	Shop Drawings	Mockups	Other	Notes
<b>Div 1 General Requirements</b>							
	<i>Project budget</i>						
	<i>Project schedule</i>						
	<i>Project photographs</i>				X	Email progress photographs every two weeks	
<b>Div 2 Existing Conditions</b>							
	<i>None</i>						
<b>Div 3 Concrete</b>							
	<i>Exposed Foundation Walls</i>		X				Elevation drawings of each concrete wall. Show form joint layout and tie rod locations
<b>Div 4 Masonry</b>							
	<i>None</i>						
<b>Div 5 Metals</b>							
	<i>Structural Steel</i>		X	X			For structural engineering review
	<i>Architectural Metals</i>	X	X	X			Guardrails; Metal fascias/panels. Include finish, gauge, fasteners as specified
<b>Div 6 Wood, Plastics and Composites</b>							
	<i>Wood trim, flooring, soffit</i>		X				Physical sample of each wood finish from SCH-8
	<i>Wood Siding</i>		X		X		Assemble a small section of WD-1 siding in place and send photographs
<b>Div 7 Thermal and Moisture Protection</b>							
	<i>Dampproofing</i>	X					
	<i>Metal roofing</i>	X	X				
	<i>Metal flashing</i>		X				
	<i>Metal gutter &amp; downspout</i>		X	X			Part of "Architectural Metals"
<b>Div 8 Openings</b>							
	<i>Glazed windows and doors</i>		X	X			Include elevations, details, materials, hardware, accessories, insect screens, operational clearances. Show field measurements on shop drawings if applicable.
<b>Div 9 Finishes</b>							
	<i>Tile</i>	X	X				
	<i>Painting</i>	X	X				
	<i>Solid Surface Counters</i>	X	X				
<b>Div 10 Specialties</b>							
	<i>Shower Enclosure glazing</i>	X		X			
<b>Div 11 Equipment</b>							
	<i>Appliances</i>	X					Submit cut sheets for any contractor-purchased residential appliances
<b>Div 12 Furnishings</b>							
	<i>Casework</i>	X	X	X			Submit cut sheets for all finishes and cabinet hardware/accessories. Provide 12"x12" finished door sample prior to fabrication of cabinets
<b>Div 22 Plumbing</b>							

<b>SITKA</b>					
<b>SCH-1 Submittals Schedule</b>					
January 8, 2026					

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A R C H I T E C T S

#	Section Title	Product Data	Samples	Shop Drawings	Mockups	Other	Notes
	<i>Plumbing</i>	X					Cut sheets of all fixtures
<b>Div 23</b>	<b>Heating, Ventilating and Air-Conditioning</b>						
	<i>HVAC System</i>	X		X			Warmboard shop drawings.
<b>Div 26</b>	<b>Electrical</b>						
	<i>Light Fixtures, outlets and switches</i>	X			X		Submit cut sheets of all fixtures; GC, architect and electrician to review all outlet, switching, lighting and fixture location on site after initial rough in but before wire is pulled.

SITKA					prentiss + balance + wickline A R C H I T E C T S	
SCH-2 Building Envelope & Exterior Materials Schedule						
Div #	Category	Element	Manufacturer	Product	Finish	Notes
<b>Foundation</b>						
3	Concrete Foundation walls			Mix requirements per structural	CONC-1	See SCH-8
7	Foundation water repellent	Henry (or equivalent)			-	Applied when there is below-grade finished space
7	Vapor barrier	Per installer		10 mil polyethylene	-	Location: under Utility Room slab. Seams taped per mfr
7	Insulation	Per installer		2" XPS or EPS	-	Full under-slab insulation at Utility Room.
<b>Decks and Patios</b>						
5	Guardrails			See SCH-8		
6	Wood Decking			See SCH-8		
<b>Exposed Structure</b>						
5	Steel Wide Flange Beams	-		Size per structural	Painted, Color: PT-3	Exposed bolts painted to match
5	Steel Columns	-		Size per structural	Painted, Color: PT-3	
<b>Walls</b>						
7	Water resistant barrier	Proclima		Mento 1000	-	Vapor Permeable
7	Continuous Int. insulation	-		2" XPS or EPS	-	Conditioned Utility Room
7	Continuous Ext. insulation	Rockwool		1-1/2" Comfortboard 80	-	
7	Cavity insulation	Per installer		5-1/2" Fiberglass	-	
7	Air barrier (Ext)	WRB		(see above)		The WRB shall also function as the primary air barrier at the walls
7	Air & Vapor barrier (Int)	Painted GWB		Min. (2) layers latex paint over (1) layer PVA/vapor-retarder primer	-	Class III permeability
		Proclima		Intello	-	Tape all seams with Proclima Tescon Vana. Location: All ceilings underside of roof framing.
7	Window adhesive flashing	Proclima		Extoseal	-	
	Caulking	Contractor preference				
7	Penetrations (small)	QuickFlash (or equivalent)		Varies	-	Prefabricated penetration flashing for air and water sealing
7	Penetrations (large)	Emseal (or equivalent)		30-mil EPDM	-	Site-fabricated penetration flashing as needed to air and water sealing
6	Wood Siding (WD-1, WD-2)			See SCH-8		
9	Gypsum Board (GWB)			See SCH-8		
9	Plywood Paneling (WD-6)			See SCH-8		layout and seams per drawings
9	Cement Backer Board	James Hardie (or equivalent)		1/2" Cement Board at walls, 1/4" Cement Board at floors for tile installation	-	
9	Porcelain Tile			See SCH-8		layout and seams per drawings
<b>Windows and Doors</b>						
7	Window and door self-adhered flashing system	Proclima		Extoseal	-	Self-adhering membrane; applied over all nail flanges at head and jambs of windows and doors and under nail flanges at sills
7	Window Flashing	-		Mull caps, all flashing	Match Windows	Metal mull caps to be provided by manuf. as possible; all other flashings to match exterior window color
7	Trim	-		Ext. window trim per details		Siding material to return to window
	Entry Door	Trustile		TMP1000	Wood Species TBD; Espresso Stain	
	Utility Door			Insulated Steel door TBD by Contractor's preference	Paint Black	Gasketed for weather and air tightness
8	Typical glazed doors	Stile		Aluminum-clad Wood	Color: Black	All doors to have stainless steel sill pan w/ back dam

SITKA						prentiss + balance + wickline A R C H I T E C T S
<b>SCH-2 Building Envelope &amp; Exterior Materials Schedule</b>						
January 8, 2026						
Div #	Category	Element	Manufacturer	Product	Finish	Notes
8	Typical windows	Marvin	Ultimate	Color: Black	All windows to have self adhered flashing sill pan, pitch slightly to exterior	
<b>Roofs</b>						
5	Fascias	Custom	MTL-2		See SCH-8	
5	Gutters	Box Gutter, Custom	5"x4" 10ga Steel	Color to match MTL-2	Formed to match profile in drawings. Attachment to building per details.	
7	Insulation	Per installer	12" Fiberglass	-	R-49	
7	Ice & Water Shield	Per installer			Roofing underlay	
7	Vapor-open WRB	Pro Clima	<a href="#">Mento 100</a>	-	Exterior side of assembly, over roof sheathing	
7	Vapor-variable air barrier	Pro Clima	<a href="#">Intello</a>	-	Interior side of assembly	
7	Roof Flashing	Roofing Manuf.	Gauge and color to match roof		See details for flashing profiles	
7	Standing seam metal roofing (MTL-1)		See SCH-8			
<i>Note: Contractor may suggest comparable alternative manufacturers based on local availability and cost. All potential alternatives must be submitted to Architect for approval.</i>						

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							A R C H I T E C T S
January 8, 2026							
#	Room Name	Fixture	Manufacturer	Model #	Model	Finish	Notes
<b>Utility</b>							
	Water Heater	TBD			-		
	Boiler	Warmboard			-		
	Hydronic Floor Heat Throughout	Warmboard		Warmboard-S Comfort System, 1-1/8" subfloor	-		
<b>Living Room</b>							
	Fireplace Insert	Stuv America	<a href="#">16-58Z</a>	Woodburning, zero clearance	Black	Thin edge frame. Adjustable stand by Stuv for lifting off the floor	
	<i>Note: All equipment specifications to be vetted and verified by contractor/installer</i>						

SITKA				prentiss + balance + wickline A R C H I T E C T S		
SCH-4 Door Hardware Schedule						
January 8, 2026						
#	Door Type	Manufacturer	Model #	Model	Finish	Notes
<b>Handle</b>						
	Interior Swing	Emtek	<a href="#">5109STU</a>	Stuttgart lever with disc rosette	TBD	*Passage, privacy, or dummy per owner, TBD
	Pocket Door Flush Pull	Emtek	<a href="#">2155</a>	Narrow Modern Rectangular Pocket Door Mortise Lock	TBD	*Passage, privacy, or dummy per owner, TBD
	Exterior Sliding Doors	per window mfr		Cardiff Handle	Antique Brass	
	Entry pull			TBD	Antique or Satin Brass	
<b>Lock</b>						
	Entry Deadbolt			TBD	Antique or Satin Brass	Paired with Entry set
<b>Hinge</b>						
	Butt hinge	Ives	<a href="#">5BB1-619</a>	4"x4" ball bearing hinge	TBD	
	Glass hinge	CR Laurence	<a href="#">MEL324BN</a>	Melbourne Adjustable Offset	TBD	SDCD38BS deep U-channel at fixed glass against tile
<b>Stop</b>						
	Wall stop	Emtek	<a href="#">22334</a>	Baseboard Door Bumper	TBD	
	Floor stop	Emtek	<a href="#">22574</a>	Cylinder Floor Bumper	TBD	
<b>Track</b>						
	Pocket track	Hafele	<a href="#">940.80.001</a>	Hawa Junior 80/Z		

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SCH-5 Plumbing Fixture Schedule							
January 8, 2026							
#	Room Name	Fixture	Manufacturer	Model #	Model	Finish	Notes
<b>Kitchen</b>							
	Main Sink	Blanco	<a href="#">522213</a>	Quatrus R15 Super Single	SS	30", welded to countertop?	
	Main Faucet	Grohe	<a href="#">32665DC3</a>	Concetto Single-Handle Pull-Down	SS	1.75 GPM	
	Disposal	Insinkerator	<a href="#">PRO750</a>	PRO 750, 3/4 HP	-		
<b>Bath 01</b>							
	Sink	Kohler	<a href="#">K-2214</a>	Ladena	White	Rectangular Undermount	
	Faucet	Grohe	<a href="#">34270ENA</a>	Concetto Single-Hole S-size	TBD	1.2 GPM	
	Toilet	Toto	<a href="#">MS446124CEMFGN#01</a>	Aquia IV	Cotton		
	Toilet Seat	Toto	<a href="#">SS114#01</a>	SoftClose elongated	Cotton		
	Bathtub	Kohler	<a href="#">K-1957-LA-0</a>	Underscore 32x60	White		
	Shower Head	Kohler	<a href="#">K-965-AK</a>	Purist Single-function showerhead	TBD	2.5 GPM	
	Shower Arm	Kohler	<a href="#">K-933</a>	Purist shower arm and flange	TBD		
	Shower Controls	Kohler	<a href="#">K-T14501-4</a>	Purist valve trim with diverter	TBD		
<b>Primary Bath</b>							
	Sink	Kohler	<a href="#">K-2214</a>	Ladena	White	Rectangular Undermount	
	Faucet	Grohe	<a href="#">34270ENA</a>	Concetto Single-Hole S-size	TBD	1.2 GPM	
	Toilet	Toto	<a href="#">MS446124CEMFGN#01</a>	Aquia IV	Cotton		
	Toilet Seat	Toto	<a href="#">SS114#01</a>	SoftClose elongated	Cotton		
	Shower Head	Kohler	<a href="#">K-13689</a>	Contemporary 10" Rainhead	TBD	2.5 GPM	
	Shower Arm	Kohler	<a href="#">K-76332</a>	Wall mount Rainhead arm	TBD		
	Shower Controls	Kohler	<a href="#">K-T14489-4</a>	Purist MasterShower temp and volume control trim	TBD		
	Shower Diverter	Kohler	<a href="#">K-T14491-4</a>	Purist MasterShower transfer valve trim	TBD		
	Handshower head	Kohler	<a href="#">K-22166</a>	Purist 4-function handshower	TBD	2.5 GPM	
	Handshower wall union	Kohler	<a href="#">K-22172</a>	Purist Stillness wall-mount supply elbow	TBD		
	Handshower holder	Kohler	<a href="#">K-975</a>	Purist Stillness adjustable wall-mount holder	TBD		
	Handshower hose	Kohler	<a href="#">K-9514</a>	MasterShower 60" metal shower hose	TBD		
	Shower Drain	Kohler	<a href="#">K-80656</a>	Linear drain	TBD		
<b>Outdoor</b>							
	Hose bib (typ)	Aquor	<a href="#">House Hydrant V2+</a>	Anti-siphon wall hydrant	Slate Grey	Frost Free	

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#	Fixture Type	Location	Manufacturer	Model #	Model	Finish	Color Temp	Notes	
1A	3" recessed downlight	Wood Ceiling throughout	Lotus	<a href="#">LRG3-27K-BK</a>	3" Round Regressed Gimbal	Black	2700 K	38-degree flood, wet rated where req'd	
1B	3" recessed downlight	GWB Ceiling throughout	Lotus	<a href="#">LRG3-27K-WH</a>	3" Round Regressed Gimbal	White	2700 K	38-degree flood, wet rated where req'd	
2	LED Strip	Under Cabinet (Kitchen)	Kelvix	<a href="#">PH27K-24V</a>	Performance 300 (indoor)	-	2700 K	provide remote driver; use CH-502-A low-profile channel	
3	Step light	Exterior	WAC	<a href="#">WL-LED200-27-BK</a>	Tyler	Black	2700 K		
4	Pendant	Dining table	TBD (Recommend consulting with PBW before electrical rough-in to find a light)						
5	Reading Light Sconce	Window seats, Bedside	Astro	<a href="#">215091</a>	Fuse 3 USB	Black	2700 K	Switch integrated with light	
5 (Alt)	Reading Light Sconce	Window seats, Bedside	Astro	<a href="#">1457007</a>	Leda Single	Black	2700 K	Switch integrated with light	
6	Exterior Sconce	Entry	Visual Comfort	<a href="#">7000WPIT12B</a>	Pitch 12 Single Outdoor Wall	Black	3000 K		
7	Bath Sconce	Bath 01	TBD						
8	Bath Sconce	Primary Bath	TBD						
9	Picture Light	Art Walls	Juniper	<a href="#">JPR-THEW-MONO-SMP-180-(L)-27-30</a>	THIN Linear Surface Mount	White		Lengths TBD on site	
10	Surface Mount Ceiling Light	Pantry, Utility	Visual Comfort	<a href="#">700CQSZ-LED</a>	Cirque Small Flush Mount				
11	LED Strip	Along entry bridge guardrail	TBD (Based on final design of Entry Bridge)				Exterior rated; channel & attachment detail TBD		
12	Outdoor Utility Light	Utility Room, Crawl Space	Rab Lighting	<a href="#">VXLED13YDG</a>	Vaporproof LED Ceiling Mount	Aluminum	3000 K		
\$	Typ. light switch	Throughout	Lutron	<a href="#">(varies)</a>	Sunnata	White in GWB Black in wood	Idle / Locator Light, typ	Dimmers per plan; confirm compatibility of dimming driver, typ	
F.O.	Floor outlet	Living	Lew Electric	<a href="#">RCFB-1-DB</a>	Recessed Floor box w/ hidden plugs	Dark Bronze	-	Or sim. per floor assembly	
EX.O	Exterior outlet	Exteriors	Arlington	<a href="#">DBVMA1W</a>	Low-profile "In-Box"	White (painted)	-	Paint exposed surfaces black	
SD	Smoke/CO detector	Throughout	TBD	TBD	TBD	TBD	-	Hardwired (120V) w/ battery backup	
T	Thermostat	Throughout	Warmboard	TBD	TBD	TBD	-		
-	Typ. Exhaust Fan	Bathrooms, Laundry	Broan	PTE511RKY	Evolve Premium	White		One fan must be on timer for "whole house" exhaust function	
-	Typ. Receptacle	Throughout	Lutron	<a href="#">Varies</a>	Claro receptacles	White in GWB	-		
-	Typ. Receptacle	Throughout	Lutron	<a href="#">Varies</a>	Claro receptacles	Black in Wood	-		
-	Typ. Cover plate	Throughout	Lutron	<a href="#">Varies</a>	Claro screwless wall plates	-	-	Match wall plate to receptacle color	

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							ARCHITECTS
#	Room Name	Fixture	Manufacturer	Model #	Model	Finish	Notes
<b>Kitchen</b>							
	Refrigerator		Bosch or equivalent	36"			Counter Depth (27"D), panel ready
	Range		Bosch or equivalent	30" Induction			
	Hood		Zephyr or equivalent	400 CFM max			
	Dishwasher		Bosch or equivalent	24"			Panel Ready
<b>Deck</b>							
	Firepit			Owner Supplied			
<b>Laundry</b>							
	Washer/Dryer		Bosch or equivalent				Stackable
	<i>Note: all appliances to be owner-provided, contractor-installed</i>						

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SCH-8 Materials and Finishes Schedule								
January 13, 2026								
ID	Description	Surface	Color/Finish	Size/Dim.	Manufacturer	Product	Notes	
<b>Gypsum Board</b>								
GWB-1	Gypsum board	Level 5	Painted	1/2"	-	-		
GWB-2	Gypsum board, fire rated	Level 3	Painted	1/2"	-	Type X	Location: Utility Room	
<b>Cement Board</b>								
CEM-1	Cement board soffit panel	Non-vented Smooth	"Titanium"	4' x 8'	James Hardie or equivalent	<a href="#">Hardie Soffit Panel</a>	Send physical sample for color approval	
<b>Concrete</b>								
CONC-1	Concrete (ext foundation)	MDO-Formed	Natural, no color additives	-	-	-	Form joint and snap tie layout per elevations	
<b>Tile</b>								
TILE-1	Porcelain Floor Tile	Matte	"Coal" or "Plumb"	24x48, 8mm	Milestone	<a href="#">Plus One</a>		
TILE-2	Ceramic Wall Tile (Kitchen)	Matte	G116 Geyser Green	3"x12"	Heath	<a href="#">Classic Field</a>		
TILE-3	Bath Wall Tile							
TILE-4	Bath Wall Tile							
<b>Wood</b>								
WD-1	Live Edge Alaskan Yellow Cedar Siding	Rough sawn (band saw cut)	Unfinished, Natural Weathering	1"x [8"-12"]	Icy Straits Lumber	Grade: Tight Knot	Reverse board-and-batten installation, full height of wall, offset board taper to minimize gaps, stainless steel trim head screws	
WD-2	Shiplap Douglas Fir (or Cedar, cost dependent)	Rough Sawn (band saw cut)	ST-1	1x4	Icy Straits Lumber	Grade: Tight Knot	Installed over horizontal wood strapping	
WD-3	Alaskan Yellow Cedar Decking	S4S	Unfinished	2x6	Icy Straits Lumber	Grade: TBD	<a href="#">Camo System installaton</a>	
WD-4	Tongue&Groove Douglas Fir (Soffits, Ceilings)	Smooth	ST-2	1x6	Icy Straits Lumber	Grade: D&Btr	Square edge	
WD-5	Engineered Prefinished White Oak Flooring	-	-	1x8	Woodpecker Flooring	<a href="#">Chepstow Antique Oak</a>	Flooring spec is a suggestion but final selection is TBD. Consult with PBW before flooring is ordered.	
WD-6	3/4" Veneer plywood: European Beech or Alder	Matte / Satin	Clear, Natural	4x8			Book-matched face. Painted trim head fasteners to match veneer.	
WD-7	Alaskan Yellow Cedar Deck Fascia	Rough Sawn (band saw cut)	PT-3	1x10 or 1x12 to cover edge of fascia	Icy Straits Lumber	Grade: Tight Knot		
BASE	Wood Flush Base	Painted	PT-1	1x4		Preferred species for painting		
<b>Metal</b>								
MTL-1	Mechanically-seamed Metal Roof	Kynar-coated	Midnight Bronze	24 ga	Taylor Metals or similar	<a href="#">Versa-Span 16"</a>	Manufacturer TBD by roofing subcontractor	
MTL-2	Sheet Steel (fascia at windows, roof and decks)	Kynar-coated or painted	Match MTL-1	16 ga	Roofing supplier or custom		Face-fastened w/ black pan head screws	
MTL-3	Bar Steel (guardrails)	Powder-coated or painted	PT-3	1/2"x2"	-	-	See details	
MTL-4								
<b>Cabinets</b>								
CAB-1	Veneer plywood: European Beech or Alder	Matte / Satin	Clear, Natural	-	Cabinet Supplier	Flush face, "Euro-style"	edge banded	
CAB-2	Veneer plywood: Rift sawn white oak	Matte / Satin	Custom stain to match WD-5 flooring	-	Cabinet supplier	Panelized to match flooring		
CAB-3		-				-		
<b>Countertops</b>								
CNTR-1	Granite	Honed	Black	3cm	TBD			

CNTR-1 alternate	Quartz	Honed	Black	3cm	Architectural Surfaces	<a href="#">Eclipse</a>	
CNTR-2	Laminate w/ europly edge	Matte	Black	1-1/2" thick	Fenix	NTM	
<b>Paint</b>							
PT-1	Typ walls, ceilings & millwork	Matte	OC-45 Swiss Coffee	-	Benjamin Moore	Regal Select	
PT-2	Bathroom walls, ceilings & trim	Eggshell	OC-45 Swiss Coffee	-	Benjamin Moore	Regal Select	
PT-3	Exterior metals paint	Flat	Black or Dark Bronze	-	TBD	TBD	
PT-4	Exterior wood paint	Flat	Black	-	Benjamin Moore	Regal Select Exterior	Location: Exposed deck framing
<b>Stain / Clear Sealers</b>							
ST-1	Exterior semi-solid wood stain	Semi-solid, Matte	"Negro"	-	Renner	Hydro Oil YS-M605	Contact: Barron Specialty Coatings 253.939.2601
ST-2	Exterior/Interior transparent wood sealer	Translucent, Matt	Clear	-	Renner	Hydro Oil YS-M605	Contact: Barron Specialty Coatings 253.939.2601
ST-3							
<b>Window Treatments</b>							
	N/A						

SITKA		prentiss + balance + wickline A R C H I T E C T S						
SCH-9 Accessories Schedule		January 8, 2026						
#	Room Name	Fixture	Manufacturer	Model #	Model	Qty	Finish	Notes
<b>Entry/Mud</b>								
	Coat hooks	Muuto	<a href="#">Attach Coat Hook</a>	Attach Coat Hook		10	White/ Oak	
	Cabinet door Pulls	TBD				6		
	Closet Rods	TBD	-			3		
	Drawer Pulls	TBD	-			TBD Assume 5		
<b>Kitchen</b>								
	Cabinet pulls	TBD				TBD Assume 25		
	Appliance Pulls	TBD				TBD Assume 5		
	Waste bin pull-out	TBD	Rev-a-shelf or similar			TBD Assume 2		
<b>Laundry</b>								
	Closet door Pulls	TBD				3		
	Drawer Pulls	TBD				10		
<b>Bed 01</b>								
	Closet Rods	TBD				3		
	Closet door Pulls	TBD				6		
	Drawer Pulls	TBD				10		
<b>Bed 02</b>								
	Closet Rods	TBD				3		
	Closet door Pulls	TBD				6		
	Drawer Pulls	TBD				10		
<b>Bath 01</b>								
	Cabinet pulls	TBD				TBD Assume 6		
	Hand towel bar	TBD				1		
	Robe Hook	TBD				1		
	Towel bars	TBD				1		
	TP holder	TBD				1		
	Medicine cabinet	TBD				1		
<b>Primary Bath</b>								
	Cabinet pulls	TBD				12		
	Hand towel bar	TBD				1		
	Towel bars	TBD				2		
	Medicine cabinet	TBD				1		
	TP holder	TBD				1		
Note: all quantities provided for pricing reference only; contractor to coordinate with drawings and verify								