

**DIVISION 01
MAINTENANCE PROJECT AGREEMENT**

GENERAL REQUIREMENTS

SECTION 01 1000

SUMMARY OF WORK

- A. Provisions contained in Division 01 apply to all other sections and divisions of the Specifications. All instructions contained in the Specifications are directed to Contractor. Unless specifically provided otherwise, all obligations set forth in the Specifications are obligations of Contractor.
- B. Comply with applicable laws and regulations.
- C. Separate contracts may be issued by Owner for performance of certain construction operations at the Project site. Contractor will afford other contractors reasonable opportunity to place and store their materials and equipment on site and to perform their work and will properly connect and coordinate its work with theirs where applicable.
- D. Owner may provide furnishings and/or equipment for the Project. Contractor will receive, store, and protect such items on site until the date Owner accepts the Project.
- E. During construction period, Contractor will have use of premises for construction operations. Contractor will ensure that Contractor, its employees, subcontractors, and employees:
 - 1. Confine operations to areas within Contract limits shown on Drawings. Do not disturb portions of site beyond Contract limits.
 - 2. Do not allow alcoholic beverages, illegal drugs, or persons under their influence on Project Site.
 - 3. Do not allow use of tobacco in any form on the Project Site.
 - 4. Do not allow work on Project Site on Sundays except for emergency work.
 - 5. Refrain from using profanity or being discourteous or uncivil to others on the Project Site and/or while performing the Work.
 - 6. Wear shirts with sleeves, wear shoes, and refrain from wearing immodest, offensive, or obnoxious clothing, while on the Project Site.
 - 7. Do not allow the playing of obnoxious and/or loud music on the Project Site. Do not allow the playing of any music within existing facilities.
 - 8. Do not build fires on Project Site.
 - 9. Reasonably accommodate use of existing facilities by Owner.
 - 10. Do not allow weapons on the Project Site, except those carried by law enforcement officers and/or other uniformed security personnel who have been retained by Owner or Contractor to provide security services.

SECTION 01 3000

ADMINISTRATIVE REQUIREMENTS

- A. Coordinate construction activities to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations that are dependent upon each other for proper installation, connection, and operation. Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

SECTION 01 4000

QUALITY REQUIREMENTS

- A. Notify Owner immediately if asbestos-containing materials or other hazardous materials are encountered while performing the work.
- B. Submit to Owner permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence, and records establishing compliance with standards and regulations bearing upon performance of the Work.
- C. Provide inspections, tests, and similar quality-control services specified in individual Specification Sections and/or required by governing authorities, except where Specifications specifically state that Owner or its consultants will perform such inspections. Cooperate with persons performing inspections, tests, and similar services and provide auxiliary services as reasonably requested.
- D. Upon completion of inspection, testing, sample-taking, and similar services, repair damaged construction and restore substrates and finishes.

SECTION 01 5000

TEMPORARY FACILITIES AND CONTROLS

- A. Owner will provide electric power for construction activities within limits available at existing facility.
- B. Exercise caution to avoid fire damage. Do not build fires on site.
- C. Permanent mechanical system may be operated upon following conditions:
 - 1. Do not interfere with normal set-back temperature patterns except as approved by Project Manager.
 - 2. Do not operate system when work causing airborne dust is occurring or when dust caused by such work is present without first installing temporary filtering system.
- D. Existing lighting system may be used by Contractor.
- E. Contractor will use existing water supply for construction purposes to the extent of existing facilities.
- F. Existing restroom facilities may be used by Contractor. Clean restrooms and portions of existing building used in accessing restrooms daily. If existing facilities are not usable, provide and maintain temporary sanitary toilet.
- G. Erect adequate barricades, warning signs, and lights necessary to protect persons from injury or harm.
- H. Contractor is responsible for the security of materials, tools, and equipment. Do not permit others to use building keys provided by Owner. Safeguard building and contents while work is being performed and secure

building when work is finished for the day.

- I. Protect existing trees and plants. Remove and replace vegetation that dies or is damaged beyond repair due to construction activities.
- J. Provide temporary enclosures at exterior building openings for security and protection from weather, theft, and vandalism. Erect and maintain dust-proof partitions and enclosures as required to prevent spread of dust and fumes to occupied portions of building.
- K. Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and reduce possibility that air, waterways, and subsoil might be contaminated or polluted, or that other undesirable effects might result. Avoid use of tools and equipment that produce harmful noise. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near site. Protect work, materials, apparatus, and fixtures from injury due to weather, theft, and vandalism.

SECTION 01 6000

PRODUCT REQUIREMENTS

- A. Provide products that comply with Contract Documents, are undamaged, and, unless otherwise indicated, are new and unused at time of installation. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for complete installation and for intended use and effect.
- B. Install items furnished by Owner or receive and store in safe condition items purchased directly by Owner according to requirements of Contract Documents.

SECTION 01 7000

EXECUTION REQUIREMENTS

- A. Design, furnish, and install all shoring, bracing, and sheathing as required for safety and for proper execution of the Work and, unless otherwise required, remove same when the Work is completed.
- B. Require installer of each major component to inspect both substrate and conditions under which Work is to be done. Notify Owner in writing of unsatisfactory conditions. Do not proceed until unsatisfactory conditions have been corrected.
- C. Provide attachment and connection devices and methods necessary for securing Work. Secure work true to line and level. Allow for expansion and building movement.
- D. Recheck measurements and dimensions before starting each installation.
- E. Where mounting heights are not shown, install individual components at standard mounting heights recognized within the industry or local codes for that application. Refer questionable mounting height decisions to Owner for final decision.
- F. Cover and protect furniture, equipment, and fixtures from soiling and damage when demolition work is performed in rooms and areas from which such items have not been removed.
- G. Progress Cleaning
 - 1. Keep premises broom-clean during progress of the Work.
 - 2. During handling and installation, protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from soiling, damage, or deterioration until

Substantial Completion.

3. Clean and maintain completed construction as frequently as necessary throughout construction period.
4. Remove waste materials and rubbish caused by employees, subcontractors, and contractors under separate contract with Owner and dispose of legally.

H. Final Cleaning

1. Clean each surface or unit to condition expected in normal, commercial-building cleaning and maintenance program. Comply with manufacturer's instructions. Remove all rubbish from under and about building and leave building clean and habitable.
2. In addition to general cleaning noted above, perform cleaning for all trades at completion of work in areas where construction activities have occurred.
3. If Contractor fails to clean up, Owner may do so and charge cost to Contractor.

I. Completion Inspection

1. Upon 100 percent completion of Project, Contractor shall request a Substantial Completion Inspection.
2. Owner will conduct Substantial Completion Inspection in presence of Contractor and furnish list of items to be corrected.
3. Contractor will notify Owner in writing when items have been corrected.

J. Warranties

1. When written guarantees beyond one year after substantial completion are required of any Section of the Work, Contractor will secure such guarantees and/or warranties properly addressed and signed and in favor of Owner. Include these documents in Meetinghouse Operations & Maintenance Manuals.
2. Delivery of guarantees and warranties will not relieve Contractor from any obligation assumed under any other provision of the Contract Documents.

END OF DOCUMENT