

Interior Renovations for the
Genesis Building



LANDER UNIVERSITY

Greenwood, SC

Date: March 24, 2023



RMS ARCHITECTURE

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R M S A R C H I T E C T U R E
D E S I G N I N T E R I O R S P L A N N I N G E T C .

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Architectural Specifications

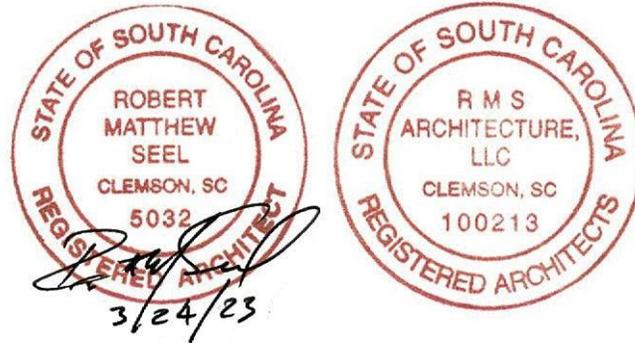


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SECTION 011000 – SUMMARY

PART 1 – GENERAL

1.1 Related Documents

- A. Drawings and general provisions of the Contract, including General Conditions and other Division 01 Specification Sections, apply to all other Sections unless noted otherwise.

1.2 Project Information

- A. Interior Renovations for the Genesis Building
- B. Project Location: Willson Street, Greenwood, SC
- C. Owner: Lander University, Greenwood, SC
- D. Owner's Representatives:
 - Jeff Beaver, Director of Engineering Services, Lander University
320 Stanley Avenue, Greenwood, SC 29649, (864) 388-8208

 - Robert M. Seel, AIA, Architect, RMSArchitecture
Central, SC 29633, (864) 320-8441

1.3 Work Summary

- A. Partial renovation of the Genesis Building – Academic Success Center.
 - 1. Scope indicated on Drawings
 - 2. General Contractor to perform demolition, construction of new metal stud and gypsum drywall partitions, wood trim, acoustical ceilings, flooring, and painting.
 - 3. HVAC Mechanical and Electrical work to be self-performed by Owner's personnel.

1.4 Work to include

- A. Demolition and removal of suspended acoustical ceilings, lighting, gypsum drywall partitions, etc.
- B. Reconfiguration of interior space with metal stud and drywall construction

- C. Interior finishes, including carpet, luxury vinyl tile (LVT), paint, and painted wood trim
- D. Installation of new suspended acoustical ceilings, lighting, and HVAC grilles

1.5 Owner-Provided Items

Owner-provided items, such as fixtures and furnishings, may be delivered or stored on site. It is the Contractor's responsibility to protect these items from damage due to general construction activities until the Work is completed. Damaged items will be replaced by the Contractor if damages are caused by the Contractor's activities.

Owner-provided items that require collateral support or installation shall be indicated.

1.6 Access to Site

Contractor shall be afforded use of Project site limited to areas within the Contract limits indicated, as well as other areas necessary for the Work, such as electrical and mechanical rooms. Do not disturb portions of Project site beyond areas in which the Work is indicated.

Parking: Park in designated areas only. Vehicles located in areas other than approved parking areas must be attended or they will be subject to towing.

Smoking, Tobacco, and Vapor Devices: Use of tobacco and vaping products on Lander University property is prohibited.

1.7 Owner Occupancy

Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install furnishings and/or equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.

1.8 Substantial Completion

When a Work area has been inspected and approved by the Authority having Jurisdiction for the Owner's intended use, Architect will issue Notice of Substantial Completion prior to Owner acceptance of the completed Work. Mechanical and electrical systems shall be fully operational and required tests and inspections shall be successfully completed. Upon occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of Work.

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1.9 Work Restrictions

On-Site Work Hours: Limit work to normal business working hours Monday through Friday, except as otherwise indicated or granted for evenings and weekends. Refer to University Guidelines for work on weekend, evening, and early morning hours.

1.10 Miscellaneous Provisions

Contractor shall be responsible to monitor, police and control its employees and its subcontractors with regard to the following:

- A. No guns or weapons allowed on the project site.
- B. No drugs or alcohol allowed on the project site.
- C. Clothing, language and actions shall not be abusive, lewd or offensive to the general public on or near the project site.
- D. Proper and considerate use of University facilities is expected and shall not be abused.

PART 2 – PRODUCTS

Not Used

PART 3 – EXECUTION

Not Used

END OF SECTION 011000

SECTION 012500 – SUBSTITUTION PROCEDURES

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Administrative and procedural requirements for substitutions.

1.2 Related Requirements:

- A. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.3 Definitions

- A. **Substitutions:** Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.

1.4 Submittals

- A. Substitution Requests: Submit product data of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles. Highlight performance criteria for direct correlation and comparison to specified item.

1.5 Documentation: Show compliance with requirements for substitutions and the following, as applicable:

- A. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.
- B. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
- C. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
- D. Product Data, including drawings and descriptions of products and fabrication and installation procedures.

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- E. Samples, where applicable or requested.
- F. Certificates and qualification data, where applicable or requested.
- G. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
- H. Research reports evidencing compliance with building code in effect for Project.
- I. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
- J. Cost information, including a proposal of change, if any, in the Contract Sum.
- K. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
- L. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.

1.6 Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven (7) days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within fifteen (15) days of receipt of request, or seven (7) days of receipt of additional information or documentation, whichever is later.

- A. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
- B. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.7 Quality Assurance

- A. **Compatibility of Substitutions:** Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

PART 2 – PRODUCTS

2.1 Substitutions

- A. **Substitutions for Cause:** Submit requests for substitution immediately on discovery of need for change, but not later than fifteen (15) days prior to time required for preparation and review of related submittals.

- B. **Substitutions for Convenience:** Architect will consider requests for substitution if received within seven (7) days after the Notice to Proceed. Architect will consider Contractor's request for substitution when the following conditions are satisfied:

- C. **Conditions:** Architect will consider Contractor's request for substitution when the following conditions are satisfied:
 - 1. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - 2. Requested substitution will not adversely affect Contractor's construction schedule.
 - 3. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - 4. Requested substitution is compatible with other portions of the Work.
 - 5. Requested substitution has been coordinated with other portions of the Work.
 - 6. Requested substitution provides specified warranty.
 - 7. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

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PART 3 – EXECUTION

Not Used

END OF SECTION 012500

SECTION 012600 – CONTRACT MODIFICATION PROCEDURES

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Specifics of administrative and procedural requirements for handling and processing Contract modifications.

1.2 Minor Changes in the Work

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, if required.

1.3 Proposal Requests

- A. **Owner-Initiated Proposal Requests:** Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
- B. Proposal Requests are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
- C. Within receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - 1. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - 2. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - 3. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- D. **Contractor-Initiated Proposals:** If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.

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1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
5. Comply with requirements in Division 01 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.

1.4 Proposal Request Form: Use AIA Document G709.

1.5 Allowances

- A. **Allowance Adjustment:** To adjust allowance amounts, if Work includes allowances, base each Change Order proposal on the difference between purchase amount and the allowance, multiplied by final measurement of work-in-place. If applicable, include reasonable allowances for cutting losses, tolerances, mixing wastes, normal product imperfections, and similar margins.
1. Include installation costs in purchase amount only where indicated as part of the allowance.
 2. If requested, prepare explanation and documentation to substantiate distribution of overhead costs and other margins claimed.
 3. Submit substantiation of a change in scope of work, if any, claimed in Change Orders related to unit-cost allowances.
 4. Owner reserves the right to establish the quantity of work-in-place by independent quantity survey, measure, or count.

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- B. Submit claims for increased costs because of a change in scope or nature of the allowance described in the Contract Documents, whether for the Purchase Order amount or Contractor's handling, labor, installation, overhead, and profit. Submit claims within twenty-one (21) days of receipt of the Change Order or Construction Change Directive authorizing work to proceed. Owner will reject claims submitted later than twenty-one (21) days after such authorization.
 - 1. Do not include Contractor's or subcontractor's indirect expense in the Change Order cost amount unless it is clearly shown that the nature or extent of work has changed from what could have been foreseen from information in the Contract Documents.
 - 2. No change to Contractor's indirect expense is permitted for selection of higher- or lower-priced materials or systems of the same scope and nature as originally indicated.

1.6 Change Order Procedures

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

1.7 Construction Change Directive

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

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 012600

SECTION 012900 – PAYMENT PROCEDURES

PART 1 – GENERAL

1.1 Summary

- A. This section specifies administrative and procedural requirements necessary to prepare and process Applications for Payment.

1.2 Related Sections:

- A. Division 01 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
- B. Division 01 Section "Project Closeout" for requirements precedent to final applications for payment.

1.3 Schedule of Values

- A. **Coordination:** Coordinate preparation of the Schedule of Values with preparation of Contractor's construction schedule. Correlate line items in the schedule of values with other required administrative forms and schedules, including the following:
 - 1. Application for Payment forms with continuation sheets
 - 2. Items required to be indicated as separate activities in Contractor's construction schedule
- B. Submit the Schedule of Values to Architect at earliest possible date but no later than three days before the date scheduled for submittal of initial Applications for Payment.
- C. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with the Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of Contract Sum.
- D. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
- E. Provide a separate line item in the Schedule of Values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
- F. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.

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- G. **Allowances:** Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
- H. Each item in the Schedule of Values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
- I. Temporary Facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.
- J. **Schedule Updating:** Update the Schedule of Values before the next Application for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum. Change Orders and Change Directives shall be listed as single line items, and component aspects of the changes shall not be distributed among previous values.

1.3 Applications for Payment

- A. Each Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
- B. **Payment Application Times:** The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. **Application for Payment Forms:** Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- D. **Application Preparation:** Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 - 1. Entries shall match data on the Schedule of Values and Contractor's construction schedule. Use updated schedules if revisions were made.
 - 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 - 3. Include amounts of Change Orders issued before last day of construction period covered by application.

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4. **Stored Materials:** Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
 5. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
- E. **Transmittal:** Submit signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within twenty-four (24) hours. One copy shall include waivers of lien and similar attachments if required.
- F. **Initial Application for Payment:** Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of Values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Schedule of Unit Prices.
- G. **Application for Payment at Substantial Completion:** After issuing the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work, if applicable.
 3. Upon Substantial Completion of the work, the Contractor shall transmit the Record Set of Contract Documents to the Architect along with a typed list of each change or revision made during construction of the project. This list shall include Change Order numbers, authorization dates, and other information relevant to each change. Record Drawings and Specifications must be received and approved prior to issuance of Final Payment.

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H. **Final Payment Application:** Submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:

1. Evidence of completion of Project closeout requirements, including submittal of Record Documents.
2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
3. Updated final statement, accounting for final changes to the Contract Sum.
4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
6. AIA Document G707, "Consent of Surety to Final Payment."
7. AIA Document G715, "Supplemental Attachment" to Accord Certificate of Insurance 255.
8. Evidence that claims have been settled.
9. Final liquidated damages settlement statement.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 012900

SECTION 013100 – PROJECT MANAGEMENT AND COORDINATION

PART 1 – GENERAL

1.1 Summary: Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:

- A. General project coordination procedures
- B. Administrative and supervisory personnel
- C. Coordination drawings
- D. Requests for Information (RFIs)
- E. Project meetings

1.2 General Project Coordination

A. **Administrative Procedures:** Coordinate scheduling and timing of required administrative procedures with other construction activities and activities of other contractors to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:

- 1. Preparation of Contractor's construction schedule
- 2. Preparation of the Schedule of Values
- 3. Installation and removal of temporary facilities and controls
- 4. Delivery and processing of submittals
- 5. Progress meetings
- 6. Preinstallation conferences
- 7. Startup and adjustment of systems
- 8. Project closeout activities

1.3 Requests for Information (RFIs)

- A. **General:** Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
1. Architect will return RFIs submitted to Architect by other entities controlled by Contractor with no response
 2. Coordinate and submit RFIs in a prompt manner so as to avoid delays in Contractor's work or work of subcontractors
- B. **Content of the RFI:** Include a detailed, legible description of item needing information or interpretation and the following:
1. Project name and Project number
 2. Date
 3. Name of Contractor
 4. RFI number, numbered sequentially
 5. RFI subject
 6. Specification Section number and title and related paragraphs, as appropriate
 7. Drawing number and detail references, as appropriate
 8. Field dimensions and conditions, as appropriate
 9. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI
 10. Contractor's signature
- C. **Attachments:** Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
1. Include dimensions, thicknesses, and details of affected materials, assemblies, and attachments on attached sketches.

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- D. **RFI Forms:** Software-generated form with substantially the same content as indicated above, acceptable to Architect.

- E. **Architect's Action:** Architect will review each RFI, determine action required, and respond. Allow seven (7) working days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.

- F. The following RFIs will be returned without action:
 - 1. Requests for approval of submittals

 - 2. Requests for approval of substitutions

 - 3. Requests for coordination information already indicated in the Contract Documents

 - 4. Requests for adjustments in the Contract Time or the Contract Sum

 - 5. Requests for interpretation of Architect's actions on submittals

 - 6. Incomplete RFIs or inaccurately prepared RFIs

- G. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.

- H. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit Change Proposal according to Division 01 Section "Contract Modification Procedures."

- I. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within ten (10) days of receipt of the RFI response.

- J. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven (7) days if Contractor disagrees with response.

- K. **RFI Log:** Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit and distribute log as current. Include the following:
 - 1. Project name

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2. Name and address of Contractor
3. RFI number including RFIs that were dropped and not submitted
4. RFI description
5. Date the RFI was submitted
6. Date Architect's response was received
7. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate
8. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate

1.4 Conferences and Meetings

- A. **Minutes:** Entity responsible for conducting meeting will record and distribute meeting minutes.
- B. **Preconstruction Conference**
 1. Architect will schedule and conduct a Preconstruction Conference before starting construction, at a time convenient to Owner and Architect, but no later than fifteen (15) days after execution of the Agreement. Conduct the conference to review responsibilities and personnel assignments.
 2. **Attendees:** Authorized representatives of Owner, Owner's Commissioning Authority, Owner's Project Manager, Construction Manager, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. **Agenda:** Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule, Phasing
 - b. Critical work sequencing and long-lead items

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- c. Designation of key personnel and their duties, Lines of communications
- d. Procedures for processing field decisions and Change Orders, Procedures for RFIs
- e. Procedures for testing and inspecting
- f. Procedures for processing Applications for Payment
- g. Distribution of the Contract Documents
- h. Submittal procedures, Sustainable design requirements, Preparation of Record Documents
- i. Use of the premises, Work restrictions, Working hours
- j. Owner's occupancy requirements
- k. Responsibility for temporary facilities and controls. Procedures for moisture and mold control
- l. Procedures for disruptions and shutdowns
- m. Construction waste management and recycling
- n. Parking availability
- o. Office, work, and storage areas
- p. Equipment deliveries and priorities
- q. First aid and Safety
- r. Security
- s. Progress cleaning

1.5 Preinstallation Conferences

- A. Conduct a Preinstallation Conference at Project site before each construction activity that requires coordination with other construction.

- B. **Attendees:** Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect and Owner's Commissioning Authority, of scheduled meeting dates.

- C. **Agenda:** Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - 1. Contract Documents

 - 2. Options

 - 3. Related RFIs

 - 4. Related Change Orders

 - 5. Purchases

 - 6. Deliveries

 - 7. Submittals

 - 8. Review of mockups

 - 9. Possible conflicts

 - 10. Compatibility problems

 - 11. Time schedules

 - 12. Weather limitations

 - 13. Manufacturer's written recommendations

 - 14. Warranty requirements

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15. Compatibility of materials
 16. Acceptability of substrates
 17. Temporary facilities and controls
 18. Space and access limitations
 19. Regulations of authorities having jurisdiction
 20. Testing and inspecting requirements
 21. Installation procedures
 22. Coordination with other work
 23. Required performance results
 24. Protection of adjacent work
 25. Protection of construction and personnel
- D. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
- E. **Reporting:** Distribute minutes of the meeting to each party present and to other parties requiring information.
- F. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of the Work and reconvene the conference at earliest feasible date.

1.6 Project Closeout Conference

- A. Schedule and conduct a Project closeout conference, at a time convenient to Owner and Architect, but no later than fifteen (15) days prior to the scheduled date of Substantial Completion.
- B. Conduct the conference to review requirements and responsibilities related to Project closeout.

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- C. **Attendees:** Authorized representatives of Owner, Owner's Project Manager, Owner's Commissioning Authority, Construction Manager, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
- D. **Agenda:** Discuss items of significance that could affect or delay Project closeout, including the following:
1. Preparation of Record Documents
 2. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance
 3. Submittal of written warranties
 4. Requirements for preparing sustainable design documentation
 5. Requirements for preparing operations and maintenance data
 6. Requirements for demonstration and training
 7. Preparation of Contractor's punch list
 8. Procedures for processing Applications for Payment at Substantial Completion and for final payment
 9. Submittal procedures
 10. Coordination of separate contracts
 11. Owner's partial occupancy requirements
 12. Installation of Owner's furniture, fixtures, and equipment
 13. Responsibility for removing temporary facilities and controls

1.7 Progress Meetings

- A. Conduct progress meetings at weekly intervals.

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- B. Coordinate dates of meetings with preparation of payment requests.
- C. **Attendees:** In addition to representatives of Owner, Owner's Project Manager, Owner's Commissioning Authority and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
- D. **Agenda:** Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
- E. **Contractor's Construction Schedule:** Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
- F. Review schedule for next period.
- G. Review present and future needs of each entity present, including the following:
 - 1. Interface requirements
 - 2. Sequence of operations
 - 3. Status of submittals
 - 4. Deliveries
 - 5. Off-site fabrication
 - 6. Access
 - 7. Site utilization
 - 8. Temporary facilities and controls

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9. Progress cleaning
10. Quality and work standards
11. Status of correction of deficient items
12. Field observation
13. Status of RFIs
14. Status of proposal requests
15. Pending changes
16. Status of Change Orders
17. Pending claims and disputes
18. Documentation of information for payment requests

H. **Schedule Updating:** Revise Contractor's construction schedule after each Progress Meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 013100

SECTION 013300 – ELECTRONIC SUBMITTAL PROCEDURES

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Requirements for the administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.

1.2 Definitions

- A. **Action Submittals:** Written and graphic information and physical samples that require Architect's responsive action.
- B. **Informational Submittals:** Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- C. **Portable Document Format (PDF):** An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.3 Administrative Procedures

- A. **General:** Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- B. **Processing Time:** Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
- C. **Initial Review:** Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
- D. **Resubmittal Review:** Allow 15 days for review of each resubmittal.
- E. **Electronic Submittals:** Identify and incorporate information in each electronic submittal file as follows:
 - 1. Project name

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2. Date
3. Name and address of Architect
4. Name of Contractor
5. Name of firm or entity that prepared submittal
6. Names of subcontractor, manufacturer, and supplier
7. Specification Section number and title
8. Location(s) where product is to be installed, as appropriate
9. Related physical samples submitted directly
10. Indication of full or partial submittal
11. Other necessary identification
12. Remarks

1.4 Delegated-Design Services (Engineered Shop Drawings)

- A. **Performance and Design Criteria:** Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
- B. **Delegated-Design Services Certification:** In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF electronic file of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
- C. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

1.5 Samples for Selection or Verification

- A. Submit full-size units or samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.

1.6 Distribution

- A. Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities.

- B. **Use for Construction:** Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 013300

SECTION 013516 – ALTERATION PROJECT PROCEDURES

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Remodeling, renovation, repair, and maintenance work performed within existing spaces or on existing surfaces as part of the Project.

1.2 Materials Ownership

- A. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered or uncovered during the Work, regardless of whether they were previously documented, remain Owner's property.

1.3 Quality Assurance

- A. **Title X Requirement:** Each firm conducting activities that disturb painted surfaces shall be a "Lead-Safe Certified Firm" according to 40 CFR 745, Subpart E, and use only workers that are trained in lead-safe work practices.
- B. **Dust and Noise Control:** Include locations of proposed temporary dust- and noise-control partitions and means of egress from occupied areas coordinated with continuing on-site operations and other known work in progress.
- C. **Fire-Prevention Plan:** Prepare a written plan for preventing fires during the Work, including placement of fire extinguishers, fire blankets, rag buckets, and other fire-control devices during each phase or process. Coordinate plan with Owner's fire-protection equipment and requirements. Include fire-watch personnel's training, duties, and authority to enforce fire safety.
- D. **Safety and Health Standard:** Comply with ANSI/ASSE A10.6.

1.4 Storage and Handling of Salvaged Materials

- A. **Salvaged materials** as indicated are to be carefully removed and protected for future use by the Owner.
 - 1. Clean loose dirt and debris from salvaged items unless more extensive cleaning is indicated.
 - 2. Pack or crate items after cleaning; cushion against damage during handling. Label contents of containers.

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3. Store items in a secure area until delivery to Owner, or transport items to Owner's local storage area if known. Protect items from damage during transport and storage.
- B. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment unless otherwise indicated. Provide connections, supports, and miscellaneous materials to make items functional for use indicated.
- C. **Existing Materials to Remain:** Protect construction indicated to remain against damage and soiling from construction work. Where permitted by Architect, items may be dismantled and taken to a suitable, protected storage location during construction work and reinstalled in their original locations after alteration and other construction work in the vicinity is complete.
- D. **Storage:** Catalog and store items within a weathertight enclosure where they are protected from moisture, weather, condensation, and freezing temperatures.
1. Identify each item for reinstallation with a nonpermanent mark to document its original location. Indicate original locations on plans, elevations, sections, or photographs by annotating the identifying marks.
 2. Secure stored materials to protect from theft.
 3. Control humidity so that it does not exceed 85 percent. Maintain temperatures 5 deg or more above the dew point.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

3.1 Utility and Communications Services:

- A. Notify Owner, Architect, authorities having jurisdiction, and entities owning or controlling wires, conduits, pipes, and other services affected by alteration work before commencing operations.
- B. Disconnect and cap pipes and services as required by authorities having jurisdiction, as required for alteration work.

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- C. Maintain existing services unless otherwise indicated; keep in service, and protect against damage during operations. Provide temporary services during interruptions to existing utilities.
- D. **Existing Drains:** Prior to the start of work in an area, test drainage system to ensure that it is functioning properly. Notify Architect immediately of inadequate drainage or blockage. Do not begin work in an area until the drainage system is functioning properly.
- E. Prevent solids such as adhesive or mortar residue or other debris from entering the drainage system. Clean out drains and drain lines that become sluggish or blocked by sand or other materials resulting from alteration work.
- F. Protect drains from pollutants. Block drains or filter out sediments, allowing only clean water to pass.

3.2 Protection from Fire

- A. **General:** Follow fire-prevention plan and the following:
 - 1. Comply with NFPA 241 requirements unless otherwise indicated.
 - 2. Remove and keep area free of combustibles, including rubbish, paper, waste, and chemicals, unless necessary for the immediate work. If combustible material cannot be removed, provide fire blankets to cover such materials.
 - 3. Heat-Generating Equipment and Combustible Materials: Not Allowed.
- B. **Fire-Control Devices:** Provide and maintain fire extinguishers, fire blankets, and rag buckets for disposal of rags with combustible liquids. Maintain each as suitable for the type of fire risk in each work area. Ensure that nearby personnel and the fire-watch personnel are trained in fire-extinguisher and blanket use.
- C. **Sprinklers:** Where sprinkler protection exists and is functional, maintain it without interruption while operations are being performed. If operations are performed close to sprinklers, shield them temporarily with guards. Remove temporary guards at the end of work shifts, whenever operations are paused, and when nearby work is complete.

END OF SECTION 013516

SECTION 014000 – QUALITY REQUIREMENTS

PART 1 – GENERAL

1.1 Summary

- A. **Minimum Quantity or Quality Levels:** The quantity or quality level shown or specified shall be the minimum provided or performed.

1.2 Qualifications

A. General:

1. Manufacturers, Fabricators, and Installers shall be experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance. Specific certifications may be required, as indicated.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

(Not Used)

END OF SECTION 014000

SECTION 015000 – TEMPORARY FACILITIES AND CONTROLS

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Requirements for temporary utilities, support facilities, and security and protection facilities.

1.2 Use of Existing Facilities, Utilities and Accommodations

- A. **General:** Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. **Toilets:** Provide temporary, portable toilet facilities for construction use. Maintain cleanliness and clean-out service on a regular basis so as to remain presentable and not be a nuisance.
- C. Use of Owner's existing toilet facilities is not permitted, unless expressly allowed by Client and confirmed by Owner's Project Manager. In this case, facilities are to be cleaned and maintained in a condition acceptable to Owner on a daily basis. At Substantial Completion, restore these facilities to condition existing before initial use.
- D. **Water and Sewer Service from Existing System:** Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- E. **Permanent HVAC System:** If Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV 8 at each return-air grille in system and remove at end of construction and clean HVAC system as required in Section 017700 "Closeout Procedures."
- F. **Electric Power Service from Existing System:** Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.

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- G. **Existing Stair Usage:** Use of Owner's existing stairs will be permitted, provided stairs are cleaned and maintained in a condition on a daily basis acceptable to Owner. At Substantial Completion, restore stairs to condition existing before initial use.
1. Provide protective coverings, barriers, devices, signs, or other procedures to protect stairs and to maintain means of egress. If stairs become damaged, restore damaged areas so no evidence remains of correction work.

1.3 Safety

- A. **Fire-Safety Program:** Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire prevention program.
- B. **Electric Service:** Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- C. **Accessible Temporary Egress:** Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

PART 2 – PRODUCTS

2.1 Field Office

- A. If required, of sufficient size to accommodate needs of Owner, Architect, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly. Field Office space may be designated within the area of the Work, as coordinated with Owner and Architect.

PART 3 – EXECUTION

3.1 General

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
- B. **Electric Power Service:** Connect to Owner's existing electric power service. Maintain equipment in a condition acceptable to Owner.

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- C. **Lighting:** Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
- D. **Temporary Signs:** Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
- E. **Waste Disposal Facilities:** Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 017300 "Execution." Coordinate storage location with Owner.

3.2 Security and Protection Facilities Installation

- A. **Protection of Existing Facilities:** Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
- B. **Environmental Protection:** Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
- C. **Egress:** Maintain egress from existing occupied facilities as indicated and as required by authorities having jurisdiction.

END OF SECTION 015000

SECTION 016000 – PRODUCT REQUIREMENTS

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. This Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; product substitutions; and comparable products.

1.2 Products

- A. Items purchased for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
- B. **Named Products:** Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents. These are often necessary to integrate with existing, campus-wide standards or to match adjacent products already installed.
- C. **New Products:** Items that have not previously been incorporated into another project or facility, except that products consisting of recycled-content materials are allowed, unless explicitly stated otherwise. Products salvaged or recycled from other projects are not considered new products.
- D. **Comparable Product:** Product that is demonstrated and approved through submittal process, or where indicated as a product substitution, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- E. **Substitutions:** Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
- F. **Basis-of-Design Product Specification:** Where a specific manufacturer's product is named and accompanied by the words "basis of design," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other

characteristics for purposes of evaluating comparable products of other named manufacturers.

1.3 Quality Assurance

- A. **Compatibility of Options:** If Contractor is given option of selecting between two or more products for use on Project, product selected shall be compatible with products previously selected, even if previously selected products were also options.
- B. **Asbestos:** No asbestos or asbestos-containing material may be incorporated into the Work.

1.4 Product Warranties

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

PART 2 – PRODUCTS

2.1 Product Selection Procedures

- A. **General:** Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, that are new at time of installation. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
- B. **Standard Products:** If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
- C. **Or Equal:** Where products are specified by name and accompanied by the term "or equal" or "or approved equal" or "or approved," comply with provisions to obtain Architect's approval for use of an "equal" product.
- D. **Basis-of-Design Products:** Where Specifications name a product and include a list of manufacturers, provide the specified product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named.

2.2 Product Substitutions

A. Requests for substitution following award of contract must comply with requirements of this article and are restricted to those necessitated by the following circumstances:

1. Specified product is no longer available for purchase.
2. Specified product is not available within schedule requirements of project.
3. Specified product is not compatible with other product approved for project.
4. Specified warranty is not available.

B. **Timing:** Architect will consider requests for substitution if received within 60 days after the Notice to Proceed. Requests received after that time may be considered or rejected at discretion of Architect.

2.3 Comparable Products

A. **Conditions:** Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:

1. Evidence that the proposed product does not require extensive revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
3. Evidence that proposed product provides specified warranty.
4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
5. Samples, if requested.

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**PART 3 – EXECUTION
(Not Used)**

END OF SECTION 016000

SECTION 017300 – EXECUTION

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. General administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout
 - 2. Installation of the Work
 - 3. Coordination of Owner-installed products
 - 4. Progress cleaning
 - 5. Starting and adjusting
 - 6. Protection of installed construction
 - 7. Correction of the Work

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

3.1 Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

3.2 Preparation

- A. **Field Measurements:** Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

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- B. **Space Requirements:** Verify space requirements and dimensions of items shown diagrammatically on Drawings.

- C. **Review of Contract Documents and Field Conditions:** Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of the Contractor, submit a request for information to Architect according to requirements in Division 01 Section "Project Management and Coordination."

3.3 Installation

- A. **General:** 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.
 - 4. Maintain minimum headroom clearance of 96 inches in occupied spaces and 90 inches in unoccupied spaces.
 - 5. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
 - 6. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
 - 7. 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.

- B. **Tools and Equipment:** Do not use tools or equipment that produce harmful noise levels.

- C. **Templates:** Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.

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- D. **Attachment:** Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.

- E. **Mounting Heights:** Where mounting heights are not indicated, mount components at heights directed by Architect.

- F. **Joints:** Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.

END OF SECTION 017300

SECTION 017700 – CLOSEOUT PROCEDURES

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures
 - 2. Final Completion procedures
 - 3. Warranties
 - 4. Final cleaning

1.2 Substantial Completion Procedures

- A. **Contractor's List of Incomplete Items:** Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. **Certificates of Release:** Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
- C. **Closeout Submittals:** Prepare and submit documents and items including, as applicable:
 - 1. Project Record Documents
 - 2. Operation and Maintenance manuals
 - 3. Damage or settlement surveys
 - 4. Warranties
 - 5. Spare parts, extra materials, and similar items

1.3 Project Conditions

- A. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
- B. Complete final cleaning requirements, including touchup painting.

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- C. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.

1.4 Inspection

- A. Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
- B. **Reinspection:** Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected. Results of completed inspection will form the basis of requirements for final completion.

1.5 Final Completion Procedures

- A. **Certified List of Incomplete Items (Punch List):** Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
- B. **Operations and Training:** Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems as required.
- C. **Inspection:** Submit a written request for final inspection to determine acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will notify Contractor to prepare the Final Application for Payment once the items on the List are satisfied.

PART 2 – PRODUCTS

2.1 Cleaning Agents

- A. 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. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 – EXECUTION

3.1 Final Cleaning

- A. **Cleaning:** Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.

- B. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - 1. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances.

 - 2. Sweep paved exterior areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.

 - 3. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.

 - 4. Remove tools, construction equipment, machinery, and surplus material from Project site.

 - 5. 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.

 - 6. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.

 - 7. Sweep concrete floors broom clean in unoccupied spaces.

 - 8. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.

 - 9. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.

 - 10. Remove labels that are not permanent.

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11. Wipe surfaces of mechanical and electrical equipment and similar 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.
15. Leave Project clean and ready for occupancy.

END OF SECTION 017700

SECTION 017839 – PROJECT RECORD DOCUMENTS

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings
 - 2. Record Specifications
 - 3. Record Product Data

1.2 Submittals

- A. **Record Drawings:** Submit one set(s) of marked-up Record Prints.
- B. **Record Specifications:** Submit one copy of Project's Specifications, including addenda and contract modifications.
- C. **Record Product Data:** Submit one copy of each Product Data submittal. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in manual instead of submittal as Record Product Data.
- D. **Digital Files:** Provide one copy of PDF electronic files of scanned record prints, record specifications, and record product data.

PART 2 – PRODUCTS

2.1 Record Drawings

- A. **Record Prints:** Maintain one set of blue- or black-line white prints of the Contract Drawings and Shop Drawings.
- B. **Preparation:** Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.
 - 1. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - 2. Accurately record information in an understandable drawing technique.

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3. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.
 4. Scan completed Record Prints containing recorded changes and save data in current Windows file format required by Owner. Deliver files on CDROM or DVD media.
- C. **Content:** Types of items requiring marking include, but are not limited to, the following as applicable:
1. Dimensional changes to Drawings.
 2. Revisions to details shown on Drawings.
 3. Depths of foundations below first floor.
 4. Locations and depths of underground utilities.
 5. Revisions to routing of piping and conduits.
 6. Revisions to electrical circuitry.
 7. Actual equipment locations.
 8. Duct size and routing.
 9. Locations of concealed internal utilities.
 10. Changes made by Change Order or Construction Change Directive.
 11. Changes made following Architect's written orders.
 12. Details not on the original Contract Drawings.
 13. Field records for variable and concealed conditions.
 14. Record information on the Work that is shown only schematically.
- D. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical conditions, completely and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.

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- E. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
- F. Mark important additional information that was either shown schematically or omitted from original Drawings.
- G. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

2.2 Record CAD Drawings

- A. Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Architect. When authorized, prepare a full set of corrected CAD Drawings of the Contract Drawings, as follows:
 - B. Format: Same CAD program, version, and operating system as the original Contract Drawings.
 - C. Incorporate changes and additional information previously marked on Record Prints. Delete, redraw, and add details and notations where applicable.
 - D. Refer instances of uncertainty to Architect for resolution.
 - E. Architect will furnish Contractor one set of CAD Drawings of the Contract Drawings for use in recording information.
 - 1. Architect makes no representations as to the accuracy or completeness of CAD Drawings as they relate to the Contract Drawings.
 - 2. CAD Software Program: The Contract Drawings are available in AutoCad 2019

2.3 Newly Prepared Record Drawings

- A. Prepare new Drawings instead of preparing Record Drawings where Architect determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
 - 1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate, substitution, or other modification.
 - 2. Consult Architect for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared Record Drawings into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.

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- B. **Record Prints:** Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
- C. **Record CAD Drawings:** Organize CAD information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each CAD file.

2.4 Record Specifications

- A. **Preparation:** Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
- B. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
- C. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
- D. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
- E. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.
- F. Note related Change Orders, Record Product Data, and Record Drawings where applicable.

2.5 Record Product Data

- A. **Preparation:** Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
- B. **Miscellaneous Record Submittals**
 - 1. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

PART 3 – EXECUTION

3.1 Recording and Maintenance

- A. **Recording:** Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project. Annotate concurrently with construction progress, not less than weekly, to show actual revisions to the Work.

- B. **Maintenance of Record Documents and Samples:** Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Architect's reference during normal working hours.

END OF SECTION 017839

SECTION 024119 – SELECTIVE DEMOLITION

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Demolition and removal of selected portions of building or structure and salvage of existing items to be reused or recycled.

1.2 Demolition Materials

- A. Unless otherwise indicated, demolition waste becomes property of Contractor.
- B. Storage or sale of removed items or materials on-site is not permitted.

1.3 Field Conditions

- A. Owner may occupy portions of building immediately adjacent to selective demolition area. Conduct selective demolition so Owner's operations will not be disrupted.
- B. Notify Architect of discrepancies between existing conditions and Drawings before proceeding with selective demolition.

1.4 Hazardous Materials

- A. Hazardous materials have been removed by Owner. It is not expected that hazardous materials will be encountered in the Work. However, if suspected hazardous materials are encountered, do not disturb; immediately notify Architect and Owner. Hazardous materials will be removed by Owner under a separate contract.

1.5 Systems Maintenance

- A. Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
- B. Maintain fire-protection facilities in service during selective demolition operations.
- C. Arrange selective demolition schedule so as not to interfere with Owner's operations.

1.6 Regulations

- A. **Regulatory Requirements:** Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. **Standards:** Comply with ASSE A10.6 and NFPA 241.

PART 2 – PRODUCTS

(Not Used)

PART 3 – EXECUTION

3.1 Utility Services and Mechanical/Electrical Systems

- A. **Existing Services/Systems to Remain:** Maintain services/systems indicated to remain and protect them against damage.
- B. **Existing Services/Systems to Be Removed, Relocated, or Abandoned:** Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
- C. Verify that utilities have been disconnected and capped before starting selective demolition operations.

3.2 Selective Demolition

- A. **General:** Demolish and remove existing construction only to the extent required by new construction and as indicated. Use methods required to complete the Work within limitations of governing regulations and as follows:
 - 1. Neatly cut openings and holes plumb, square, and true to dimensions required. Use cutting methods least likely to damage construction to remain or adjoining construction. Use hand tools or small power tools designed for sawing or grinding, not hammering and chopping. Temporarily cover openings to remain.
 - 2. Cut or drill from the exposed or finished side into concealed surfaces to avoid marring existing finished surfaces.
 - 3. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain portable fire-suppression devices during flame-cutting operations.
 - 4. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
 - 5. Dispose of demolished items and materials promptly.

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3.3 Cleaning

- A. Remove demolition waste materials from Project site and dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction.
- B. Do not allow demolished materials to accumulate on-site.
- C. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- D. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.
- E. Comply with requirements specified in Section 017419 "Construction Waste Management and Disposal."
- F. Burning: Do not burn demolished materials.
- G. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began.

END OF SECTION 024119

SECTION 064023 – INTERIOR ARCHITECTURAL WOODWORK

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Standing and running trim.

1.2 References

- A. Architectural Woodwork Institute (AWI)
 - 1. Architectural Woodwork Quality Standards. Latest edition.

1.3 Quality Assurance

- A. Millwork shall be manufactured in accordance with the AWI Standards in the grades hereinafter specified. In event of a dispute as to the quality grades, all parties will call upon an inspection under AWI's inspection procedures and agree to abide by the decision of AWI.

1.5 Delivery, Storage, and Handling

- A. Work of this Section shall be stored flat in a dry, well ventilated space protected from inclement weather. Use care in handling and storing materials to assure proper ventilation and to protect edges and avoid any disfigurement, scratches or corner bruises. Damaged or warped material shall be immediately replaced with new, undamaged material.
- B. Make adequate provisions for receiving all materials. Sign for and inspect deliveries. If damage is observed or discovered, note the same on delivery slip and notify the University. If damage is concealed, notify trucker and the University when discovered. After delivery, Subcontractor assumes liability for all subsequent damage to materials and equipment.
- C. Make no deliveries of millwork until areas are completely enclosed and wet work completed.

PART 2 – PRODUCTS

2.1 Materials

- A. **General:** Items noted or specified as to species (i.e., White Maple, Birch, Oak, etc.) or called out as "Stained" may be presumed to receive a transparent finish. Items which are not designated by species or which are designated or specified as "wood" or "hardwood" may be presumed to receive an opaque finish.

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- B. **Solid Stock:** Solid poplar or other stock free of knots for running trim, Smooth Four Sides (S4S), sanded with eased edges.

2.2 Fabrication Grades

- A. **Opaque Finished Items:** Custom Grade.
- B. Drawings indicate general appearance standards only and are not intended to reduce compliance with specified grade of millwork.

2.3 Fabrication

- A. **Surfacing:** Wood items shall be smoothly machined and sanded on exposed surfaces as required by grade.

2.4 Finishing

- A. Running trim to be painted and with smooth semi-gloss finish.

PART 3 – EXECUTION

3.1 Condition of Surfaces

- A. Inspect materials and surfaces prior to installation and report all defects. Proceeding with installation implies acceptance of surfaces as satisfactory.
- B. Clean materials as required.

3.2 Preparation

- A. Coordinate work under this Section with other trades whose work adjoins, combines or aligns with same. Take such field measurements as may be required. Report any major discrepancy between Drawings and field dimensions to the Project Manager and secure directions before proceeding.

3.3 Installation

- A. **General:**
 1. Set work in place, scribe plumb, square and level and secure in position indicated with required fastenings, clips, braces, anchors, blocking, shimming and other fittings required to properly secure.
 2. Ease exposed edges.

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3. Blind nail items where possible; where not possible, use finish nails set for putty. Staples, T-nails and similar fastenings are not permitted for exposed surfaces.
4. Make standing trim single lengths, running trim in longest lengths possible. Scarf cut running joints tight and flush on exposed faces and edges. Miter or cope inside corner joints; miter outside corners. Miter and return exposed ends, returns less than 1" longer than thickness, drilled, glued and nailed.
5. Wood millwork not shop finished shall be backprimed or sealed (under Division 09 "Painting") prior to setting in place.
6. Hammer marks and other defects caused by installation procures may result in rejection of the particular item damaged.

3.4 Cleanup

- A. Upon completion of the work, remove all debris, rubbish and surplus materials from the site, resulting from work under this Section.

END OF SECTION 064023

SECTION 079200 – JOINT SEALANTS

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Hybrid polyurethane joint sealants.
- B. Firestopping.

1.2 Submittals

- A. **Product Data:** For each joint-sealant product
- B. **UL Assembly Details and Product Data:** For each fire-rated joint detail and penetration.

1.3 Field Conditions

- A. Do not proceed with installation of joint sealants under the following conditions:
 - 1. When joint substrates are wet.
 - 2. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
 - 3. Where contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

1.4 Warranty

- A. **Special Installer's Warranty:** Installer agrees to repair or replace joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
 - 1. **Warranty Period:** Two years from date of Substantial Completion.
- B. **Special Manufacturer's Warranty:** Manufacturer agrees to furnish joint sealants to repair or replace those joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
 - 1. **Warranty Period:** Five years from date of Substantial Completion.
- C. Special warranties specified in this article exclude deterioration or failure of joint sealants from the following:
 - 1. Movement of the structure caused by stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression.
 - 2. Disintegration of joint substrates from causes exceeding design specifications.

3. Mechanical damage caused by individuals, tools, or other outside agents.
4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

PART 2 – PRODUCTS

2.1 Joint Sealants, General

- A. **Compatibility:** Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by joint-sealant manufacturer, based on testing and field experience.
- B. **Colors of Exposed Joint Sealants:** As selected by Architect from manufacturer's full range.

2.2 Hybrid Joint Sealants

- A. Polyurethane Hybrid, single-component, nonsag, plus 50 percent and minus 50 percent movement capability, nontraffic-use, acrylic latex joint sealant; ASTM C-920, Type S, Grade NS, Class 50, use NT, A, G, O
- B. **Products:** Subject to compliance with requirements, provide one of the following:
 1. Dow Corning Corporation.
 2. 3M Corporation
 3. Tremco
 4. GE Construction Sealants
 5. Pecora Corporation
 6. Sika Corporation U.S. SikaHyflex-150LM (Basis of Design)

PART 3 – EXECUTION

3.1 Examination

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting performance of the Work.

- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 Preparation

- A. **Surface Cleaning of Joints:** Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
 - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
 - 2. Clean nonporous joint substrate surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
 - a. Metal.
 - b. Glass.
 - c. Plastic Laminate.
- B. **Joint Priming:** Prime joint substrates where recommended by joint-sealant manufacturer or as indicated by preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. **Masking Tape:** Use masking tape where required to prevent contact of sealant or primer with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 Installation of Joint Sealants

- A. **General:** Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated, unless more stringent requirements apply.
- B. **Sealant Installation Standard:** Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.

- C. Install sealant backings of kind indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 - 1. Do not leave gaps between ends of sealant backings.
 - 2. Do not stretch, twist, puncture, or tear sealant backings.
 - 3. Remove absorbent sealant backings that have become wet before sealant application, and replace them with dry materials.

- C. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
 - 1. Place sealants so they directly contact and fully wet joint substrates.
 - 2. Completely fill recesses in each joint configuration.
 - 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.

- E. **Tooling of Nonsag Sealants:** Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified in subparagraphs below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
 - 1. Remove excess sealant from surfaces adjacent to joints.
 - 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
 - 3. Provide concave joint profile per Figure 8A in ASTM C 1193 unless otherwise indicated.

3.4 Cleaning

- A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.5 Protection

- A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out, remove, and repair

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damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

END OF SECTION 079200

SECTION 092216 – NON-STRUCTURAL METAL FRAMING

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Non-load-bearing steel framing systems for interior partitions.

1.2 Submittals:

- A. **Product Data:** For each type of product.
 - 1. Studs and Runners: Provide documentation that framing members' certification is according to SIFA's "Code Compliance Certification Program for Cold-Formed Steel Structural and Non-Structural Framing Members."

PART 2 – PRODUCTS

2.1 Performance Requirements

- A. **Horizontal Deflection:** For wall assemblies, limited to 1/240 of the wall height based on horizontal loading of 5 lbf/sq. ft.
- B. **Framing Members, General:** Comply with ASTM C 754 for conditions indicated.
 - 1. Steel Sheet Components: Comply with ASTM C 645 requirements for metal unless otherwise indicated.
- C. **Studs and Runners:** ASTM C 645. Use either steel studs and runners or embossed steel studs and runners.
- D. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:
 - 1. ClarkDietrich Building Systems
 - 2. MarinoWARE
 - 3. Phillips Manufacturing Co.
 - 4. Steel Network, Inc. (The)
 - 5. Telling Industries.
- E. **Minimum Base-Metal Thickness:** 0.0147 inch, unless gauge is otherwise indicated

- F. **Depth:** As indicated on Drawings

2.2 Auxiliary Materials

- A. **General:** Provide auxiliary materials that comply with referenced installation standards.
- B. **Fasteners for Metal Framing:** Of type, material, size, corrosion resistance, holding power, and other properties required to fasten steel members to substrates.

PART 3 – EXECUTION

3.1 Examination

- A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames, cast-in anchors, and structural framing, for compliance with requirements and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 Installation, General

- A. **Installation Standard:** ASTM C 754.
- B. **Gypsum Board Assemblies:** Also comply with requirements in ASTM C 840 that apply to framing installation.
- C. Install framing and accessories plumb, square, and true to line, with connections securely fastened.
- D. Install supplementary framing, and blocking to support fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, or similar construction.
- E. Install bracing at terminations in assemblies.

3.3 Installation Tolerances: Install suspension systems that are level to within 1/8 inch in 12 feet measured lengthwise on each member that will receive finishes and transversely between parallel members that will receive finishes.

END OF SECTION 092216

SECTION 092900 – GYPSUM BOARD

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Standard interior gypsum board for walls, ceilings, and soffits
- B. Fire-resistance rated gypsum board (incidentally, as required)

1.2 Related Requirements:

- A. Section 092216 "Non-Structural Metal Framing" for non-structural steel framing and suspension systems that support gypsum board panels.

1.3 Field Conditions:

- A. Maintain a climate-controlled, smoke-free, and clean interior environment for installation of gypsum boards.

1.4 Delivery, Storage and Handling:

- A. Store materials inside under cover and keep them dry and protected against weather, condensation, direct sunlight, construction traffic, and other potential causes of damage. Stack panels flat and supported on risers on a flat platform to prevent sagging.
- B. Environmental Limitations: Comply with ASTM C 840 requirements or gypsum board manufacturer's written instructions, whichever are more stringent.

PART 2 – PRODUCTS

2.1 Gypsum Board, General: Provide maximum lengths and widths available that will minimize joints in each area and that correspond with support system indicated.

- A. **Manufacturer:** Subject to compliance with requirements, provide product by one of the following:
 - 1. American Gypsum
 - 2. CertainTeed Corporation
 - 3. Georgia-Pacific Building Products

4. National Gypsum Company

5. USG

2.2 Standard Interior Gypsum Wallboard: ASTM C 1396

A. Core: Regular gypsum core

B. Surface paper: 100 percent recycled content paper on front, back and long edges

C. Long Edges: Tapered

D. Overall thickness:

1. 5/8 inch for new partitions and infill construction

2. 1/4 inch for overlay of existing surfaces with wall covering adhesives present and as indicated.

2.3 Trim Accessories

A. **Interior Trim:** ASTM C 1047. Galvanized or aluminum-coated steel sheet, rolled zinc.

1. Cornerbead, 90-degree, 45-degree, and 135-degree

2. LC-Bead: J-shaped casing bead; exposed long flange receives joint compound

3. L-Bead: L-shaped casing bead; exposed long flange receives joint compound

4. Expansion (control) joint

2.4 Joint Treatment Materials: Comply with ASTM C 475/C 475M.

A. **Joint Tape:**

1. **Interior Gypsum Board:** Paper

2. **Tile Backing Panels:** As recommended by panel manufacturer

B. **Joint Compound for Interior Gypsum Board:** For each coat, use formulation that is compatible with other compounds applied on previous or for successive coats.

B. **Prefilling:** At open joints, rounded or beveled panel edges, and damaged surface areas, use setting-type taping compound.

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- C. **Embedding and First Coat:** For embedding tape and first coat on joints, fasteners, and trim flanges, use drying-type, all-purpose compound.
- D. **Fill Coat:** For second coat, use setting-type, sandable topping compound.
- E. **Finish Coat:** For third coat, use setting-type, sandable topping compound.

PART 3 – EXECUTION

3.1 Examination

- A. Examine areas and substrates including welded hollow-metal frames and support framing, with Installer present, for compliance with requirements and other conditions affecting performance of the Work.
- B. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 Applying and Finishing Panels: Comply with ASTM C 840.

- A. **Attachment to Steel Framing:** Attach panels so leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.
- B. **Fasteners:** Steel drill screws
- C. Install panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.
- D. Install panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.
- E. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. Do not make joints other than control joints at corners of framed openings.

- F. Form control and expansion joints with space between edges of adjoining gypsum panels.
- G. Cover both faces of support framing with gypsum panels in concealed spaces (above ceilings, etc.), except in chases braced internally.
- H. Unless concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
- I. Fit gypsum panels around ducts, pipes, and conduits.
- J. Where partitions intersect structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by structural members; allow 1/4- to 3/8-inch- wide joints to install sealant.
- K. Isolate perimeter of gypsum board applied to non-load-bearing partitions at structural abutments. Provide 1/4- to 1/2-inch- wide spaces at these locations and trim edges with edge trim where edges of panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.
- L. Install sound attenuation blankets before installing gypsum panels unless blankets are readily installed after panels have been installed on one side.

3.4 Installing Trim Accessories

- A. **General:** For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.

3.5 Finishing Gypsum Board

- A. **General:** Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.
- B. Prefill open joints, rounded or beveled edges, and damaged surface areas.

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- C. Apply joint tape over gypsum board joints, except for trim products specifically indicated as not intended to receive tape.

- D. **Gypsum Board Finish Levels:** Finish panels to levels indicated below and according to ASTM C 840:
 - 1. Level 1: Unexposed ceiling plenum areas, concealed areas

 - 2. Level 4: At panel surfaces that will be exposed to view unless otherwise indicated.

3.6 Protection

- A. Protect adjacent surfaces from drywall compound and promptly remove from floors and other non-drywall surfaces. Repair surfaces stained, marred, or otherwise damaged during drywall application.

- B. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.

- C. Remove and replace panels that are wet, moisture damaged, and mold damaged.

- D. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.

- E. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

END OF SECTION 092900

SECTION 095123 – ACOUSTICAL TILE CEILINGS

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Acoustical tiles for interior ceilings.
- B. Direct-hung, suspension systems.

1.2 Submittals

- A. **Product Data:** For each type of product.
- B. **Delegated-Design Submittal:** For seismic restraints for ceiling systems.
 - 1. Include design calculations for seismic restraints including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

1.3 Delivery, Storage, and Handling

- A. Deliver acoustical tiles, suspension-system components, and accessories to Project site and store them in a fully enclosed, conditioned space where they will be protected against damage from moisture, humidity, temperature extremes, direct sunlight, surface contamination, and other causes.
- B. Before installing acoustical tiles, permit them to reach room temperature and a stabilized moisture content.

1.4 Field Conditions

- A. **Environmental Limitations:** Do not install acoustical tile ceilings until spaces are enclosed and weathertight, wet-work in spaces is complete and dry, work above ceilings is complete, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.

PART 2 – PRODUCTS

2.1 Manufacturers

- A. **Source Limitations:**
 - 1. **Suspended Acoustical Tile Ceilings:** Obtain each type of acoustical ceiling tile and its suspension system from single source from single manufacturer.

2.2 Performance Requirements

- A. **Seismic Performance:** Suspended ceilings shall withstand the effects of earthquake motions determined according to ASCE/SEI 7.

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B. **Surface-Burning Characteristics:** Comply with ASTM E 84; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.

1. **Flame-Spread Index:** Class A according to ASTM E 1264.
2. **Smoke-Developed Index:** 50 or less.

2.3 Acoustical Tiles - 2x2 Tiles

A. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:

1. Armstrong World Industries, Inc.
2. CertainTeed Corporation.
3. United States Gypsum Company.

B. **Acoustical Tile Standard:** Provide manufacturer's standard tiles of configuration indicated that comply with ASTM E 1264 classifications as designated by type, form, pattern, acoustical rating, and light reflectance unless otherwise indicated.

C. **Tile Pattern – Basis of Design:** Fine-fissured, Armstrong 1754 High NRC

D. **Color:** White.

E. **Light Reflectance (LR):** Not less than 0.85

F. **Ceiling Attenuation Class (CAC):** Not less than 35

G. **Noise Reduction Coefficient (NRC):** Not less than 0.75

H. **Edge/Joint Detail:** Square edge.

I. **Thickness:** 7/8 inch

J. **Modular Size:** 24 by 24 inches

K. **Warranty:** Manufacturer's 30-year, standard warranty against sagging, mold and mildew.

2.4 Metal Suspension System

A. **Manufacturers:** Subject to compliance with requirements, provide products by one of the following:

1. Armstrong World Industries, Inc. (Prelude 15/16, Basis of Design)

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2. United States Gypsum Company.
 - B. **Metal Suspension-System Standard:** Provide manufacturer's standard, direct-hung, fully concealed, metal suspension system and accessories of type, structural classification, and finish indicated that complies with applicable requirements in ASTM C 635/C 635M.
 - C. **Direct-Hung, Double-Web Suspension System:** Main and cross runners roll formed from and capped with cold-rolled steel sheet, prepainted, electrolytically zinc coated, or hot-dip galvanized, G30 coating designation.
 - D. **Structural Classification:** Intermediate-duty system.

2.5 Accessories

- A. **Attachment Devices:** Size for five times the design load indicated in ASTM C 635/C 635M, Table 1, "Direct Hung," unless otherwise indicated. Comply with seismic design requirements.
- B. **Wire Hangers, Braces, and Ties:** Provide wires as follows:
 1. **Zinc-Coated, Carbon-Steel Wire:** ASTM A 641/A 641M, Class 1 zinc coating, soft temper.
 2. **Size:** Wire diameter sufficient for its stress at three times hanger design load (ASTM C 635/C 635M, Table 1, "Direct Hung") will be less than yield stress of wire, but not less than 0.135-inch- diameter wire.
- C. **Seismic Stabilizer Bars:** Manufacturer's standard perimeter stabilizers designed to accommodate seismic forces.
- D. **Seismic Clips:** Manufacturer's standard seismic clips designed to secure acoustical tiles in-place during a seismic event.

PART 3 – EXECUTION

3.1 Examination

- A. Examine substrates, areas, and conditions, including structural framing and substrates to which acoustical tile ceilings attach or abut, with Installer present, for compliance with requirements specified in this and other Sections that affect ceiling installation and anchorage and for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.

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- B. Examine acoustical tiles before installation. Reject acoustical tiles that are wet, moisture damaged, or mold damaged.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 Preparation

- A. **Testing Substrates:** Before adhesively bonding tiles to wet-placed substrates such as cast-in-place concrete or plaster, test and verify that moisture level is below tile manufacturer's recommended limits.
- B. Measure each ceiling area and establish layout of acoustical tiles to balance border widths at opposite edges of each ceiling. Avoid using less-than-half-width tiles at borders unless otherwise indicated, and comply with layout shown on reflected ceiling plans.
- C. Layout openings for penetrations centered on the penetrating items.

3.3 Installation of Suspended Acoustical Tile Ceilings

- A. Install suspended acoustical tile ceilings according to ASTM C 636/C 636M, seismic design requirements, and manufacturer's written instructions.
- B. Suspend ceiling hangers from building's structural members and as follows:
 - 1. Install hangers plumb and free from contact with insulation or other objects within ceiling plenum that are not part of supporting structure or of ceiling suspension system.
 - 2. Where width of ducts and other construction within ceiling plenum produces hanger spacings that interfere with location of hangers at spacings required to support standard suspension-system members, install supplemental suspension members and hangers in form of trapezes or equivalent devices.
 - 3. Secure wire hangers to ceiling suspension members and to supports above with a minimum of three tight turns. Connect hangers directly to structure or to inserts, eye screws, or other devices that are secure and appropriate for substrate and that will not deteriorate or otherwise fail due to age, corrosion, or elevated temperatures.
 - 4. When steel framing does not permit installation of hanger wires at spacing required, install carrying channels or other supplemental support for attachment of hanger wires.
 - 5. Do not attach hangers to steel deck tabs.

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6. Do not attach hangers to steel roof deck. Attach hangers to structural members.
7. Space hangers not more than 48 inches o.c. along each member supported directly from hangers unless otherwise indicated; provide hangers not more than 8 inches from ends of each member.
8. Size supplemental suspension members and hangers to support ceiling loads within performance limits established by referenced standards.

3.4 Erection Tolerances

- A. **Suspended Ceilings:** Install main and cross runners level to a tolerance of 1/8 inch in 12 feet, non-cumulative.

3.5 Adjusting

- A. Clean exposed surfaces of acoustical tile ceilings, including trim and edge moldings. Comply with manufacturer's written instructions for cleaning and touchup of minor finish damage.
- B. Remove and replace tiles and other ceiling components that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.

END OF SECTION 095123

SECTION 096513 – RESILIENT WALL BASE

PART 1 – GENERAL

1.1 General Provisions

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions of Division 01 General Requirements, Specification Sections, apply to this section.

1.2 Summary

- A. Section includes:
 - 1. Resilient Wall Base

1.3 Related Sections

- A. 096519 – RESILIENT FLOOR TILE

- B. 096813 – CARPET TILE

1.4 Submittals, Related Documents

General: Submit listed submittals in accordance with Conditions of the Contract and Division 1 Submittal Procedures.

- A. **Product Data:** Submit manufacturers documentation for each material and accessory proposed for use.
 - 1. Installation Instructions and Technical Data

 - 2. Care & maintenance document

 - 3. Warranty

1.5 Quality Assurance

- A. **Manufacturer Qualifications:** Provide resilient wall base materials manufactured in the United States of America by a firm with a minimum of 10 years' experience with resilient rubber materials of type equivalent to those specified.

- B. Provide resilient wall base, flooring materials, adhesives, accessories and subfloor preparation products from one manufacturer to ensure color matching and compatibility.

- B. **Installer Qualifications:** Installer must be professional, licensed, insured and familiar with the resilient flooring material to be installed. Project Managers or Field Supervisors must be INSTALL (International Standards & Training Alliance) certified CFI (Certified Floorcovering Installers) Certified and/or an FCICA (The Flooring Contractors Association) CIM (Certified Installation Manager) for the requirements of the project.

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1.6 Delivery, Storage and Handling

- A. Store resilient products and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within the range recommended by Roppe of 65 degrees F (18 degrees C) and 85 degrees F (29 degrees C).

1.7 Project Conditions

- A. Install resilient products after other finishing operations, including painting, have been completed.
- B. Maintain ambient temperatures within range of (± 10 degrees) 65 degrees F (18 degrees C) and 85 degrees F (29 degrees C) in the spaces to receive the resilient products for at least 48 hours before and after installation.
- C. Maintain relative humidity between 40% and 65% during installation.
- D. Avoid conditions in which dew point causes condensation on the installation surface.

1.8 Warranty

- A. Provide manufacturer's standard limited commercial warranty to cover manufacturing defects.

PART 2 – PRODUCTS

2.1 Manufacturer

- A. Basis-of-Design: Roppe Corporation
- B. Johnsonite – Tarkett Commercial
- C. Subject to product requirements, as approved by Architect

2.2 Products

- A. Rubber Wall Base
 - 1. Profile: Radiused top edge, Standard cove toe
 - 2. Material: Solid, homogeneous thermoset rubber - ASTM F1861, Type TS, Group 1
 - 3. Size: 4 inch tall x 100 foot roll
 - 4. Color: As indicated on Finish Schedule
 - 5. Performance:

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- a. ASTM E84, Standard Test Method for Surface Burning Characteristics of Building Materials, Class B
- b. ASTM E648 (NFPA 253), Standard Test Method for Critical Radiant Flux, Class 1, $>0.45 \text{ W/cm}^2$
- c. ASTM E662 (NFPA 258), Standard Test Method for Smoke Density, Passes, <450
- d. ASTM F137, Standard Test Method for Flexibility of Resilient Flooring Materials Protocols, Passes
- e. ASTM F1515, Standard Test Method for Measuring Light Stability of Resilient Flooring protocols, Passes
- f. NFPA 253, Test Method for Critical Radiant Flux of Floor Covering Systems Using a Radiant Energy Source
- g. NFPA 255, Standard Method of Test of Surface Burning Characteristics of Building Materials
- h. NFPA 258, Test Method for Specific Density of Smoke Generated by Solid Materials

2.3 Installation and Maintenance Materials

- A. Substrate/Background Preparation Products: Adhesives: Adhesives should be selected based on the site conditions and use of the space being installed as recommended by base manufacturer.

2.4 Accessories:

- A. Provide accessories as required for installation.
 1. Factory-formed Outside Corners - for lengths of surface less than 4 inches
 2. Color-matched Caulks
- B. **Maintenance Materials:** as recommended by tile and tread manufacturer.

PART 3 – EXECUTION

3.1 General

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- A. Store material at normal operating temperature and humidity conditions between 65° F and 85° F and between 40% and 65% relative humidity, for at least 48-hours prior to and during the installation of base.

3.2 Examination

- A. Verification of Conditions: Inspect all substrates/backgrounds to ensure they are clean, smooth, permanently dry, structurally sound and without voids. Confirm all areas are properly sealed and acclimated per manufacturer's requirements.
- B. Verification of Products: In accordance with manufacturer's installation requirements, visually inspect material for size, style, color or visual defects prior to installing. Any material that is incorrect or visually defective shall not be installed.

3.3 Substrate / Background Preparation

- A. Substrates/backgrounds must be free of visible water or moisture, dust, sealers, paint, residual adhesives and adhesive removers, solvents, wax, oil, grease, mold, mildew and any other extraneous coating, film, material or foreign matter.
- B. Acclimate all products to be used during the installation and the installation environment prior to installation according to the manufacturers written instructions.
- C. Fill cracks, holes, depressions and irregularities in the substrate/background to prevent transferring through to the surface of the resilient wall base.

3.4 Installation

- A. Resilient Rubber Wall Base: Install material in accordance with manufacturer's recommendations.
 - 1. Select the appropriate adhesive for the application and job site conditions.
 - 2. Install material according to roll sequence or with like run numbers.
 - 3. Ensure material is rolled appropriately into the adhesive using a hand roller.
 - 4. Apply adhesive continuously and evenly across width of material. Ensure full adhesion along top of base and at corners.
- B. Install base in continuous, single-piece runs as practical. Do not patch together base lengths on single wall surfaces.
- C. Use factory-formed outside corners where return lengths are less than 4 inches to ensure adhesion.
- D. Miter-cut inside corners at proper angle to not have gaps in the cove toe.

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3.5 Cleaning & Maintenance

- A. **General:** Clean up installation area and sweep, dust or wipe material to remove any dirt, dust or debris.
- B. **Initial Maintenance:** Conduct initial maintenance per the manufacturer's recommended procedures stated in the Maintenance Documents.

END OF SECTION 096513

SECTION 096519 - RESILIENT TILE FLOORING

PART 1 – GENERAL

1.1 Section includes

- A. Resilient tile flooring and accessories, including Luxury Vinyl Tile (LVT).

1.2 Related Sections

- A. Section 096513 - Resilient Base and Accessories

1.3 References

- A. ASTM International (ASTM):
 1. ASTM D 2047 - Standard Test Method for Static Coefficient of Friction of Polish-Coated Flooring Surfaces as Measured by the James Machine.
 2. ASTM F 970 - Standard Test Method for Static Load Limit.
 3. ASTM F 1514 - Standard Test Method for Measuring Heat Stability of Resilient Flooring by Color Change.
 4. ASTM F 1515 - Standard Test Method for Measuring Light Stability of Resilient Flooring by Color Change.

1.4 Submittals

- A. Product Data: Provide detailed data on each product to be used including but not limited to the following information as applicable:
 1. Preparation instructions and recommendations.
 2. Storage and handling requirements and recommendations.
 3. Installation methods.
 4. Maintenance recommendations.
- B. Verification Samples: For each finish product specified, two sets of each type, colors and finish of resilient flooring and accessory required, indicating color and pattern of actual product, including variations, as proof of application compliance.
- C. Closeout Submittals: Submit three copies of the following:
 1. Maintenance and operation data includes - methods for maintaining installed products, and precautions against cleaning materials and methods detrimental to finishes and performance.

2. Documentation of warranty specified herein.

D. Flame Spread Certification: Submit manufacturer's certification that resilient flooring furnished for areas indicated to comply with required flame spread rating has been tested and meets or exceeds indicated or required standard.

1.5 Quality Assurance

A. Installer Qualifications: Minimum two years' experience, and have completed at least three projects of similar magnitude, material and complexity. Upon request, provide project references including contact names and telephone numbers for three projects.

1.6 Delivery, Storage, and Handling

A. Store products in manufacturer's unopened packaging until ready for installation.

B. Flooring material and adhesive shall be acclimated to the installation area for a minimum of 48 hours prior to installation.

C. Store cartons of tile products flat and squarely on top of one another, not on edge.

D. Store away from vents and direct sunlight.

E. When palletizing, first place a 5/8" or thicker plywood on the pallet. Stack 2 rows high side by side with no airspace between. Then quarter turn for 2 rows side by side. Do not exceed 12 boxes high.

F. Store in protected dry conditions between 65 and 85 degrees.

1.7 Project Conditions

A. Environmental Requirements/Conditions: In accordance with manufacturer's recommendations. Areas to receive flooring shall be clean, fully enclosed, weather tight with the permanent HVAC set at a uniform temperature of at least 65 degrees F and less than 85 degrees 48 hours prior to and during and for not less than 48 hours after installation. The flooring material shall be conditioned in the same manner prior to installation.

B. Close off areas to traffic during resilient flooring installation, and for a period of time after installation as recommended in writing by the manufacturer.

C. Install resilient flooring materials and accessories after other finishing operations, including painting, have been completed.

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- D. Where demountable partitions and other items are indicated for installation on top of sheet resilient flooring material, install flooring material before these items are to be installed.
- E. Concrete substrates must be tested in accordance with ASTM F 2170 or ASTM F 1869. If the results exceed limits of the product or adhesive to be used a moisture mitigation system or damp-proof membrane must be installed to bring moisture levels within specifications.

1.8 Warranty

- A. Warranty Period: Manufacturer's standard warranty against manufacturing defects and wearing for flooring are as follows:
 - 1. Opus Range:
 - a. 15-year commercial warranty.

1.9 Extra Materials

- A. Deliver to Owner extra materials from same production run as products installed. Package products with protective covering and identify with descriptive labels. Comply with Division 1 closeout submittals requirements.
 - 1. Quantity: Furnish quantity of flooring units equal to 2 percent of amount installed.

PART 2 – PRODUCTS

2.1 Manufacturers

- A. Basis of Design: Shaw Contract, Terrain II 20 mil Series

2.2 Resilient Tile Flooring

- A. Resilient Tile Flooring:
 - 1. Dimensions: 48 by 6 inches.
 - 2. Thickness: 3/32 inches (2.5 mm).
 - 3. Wear Layer: 20 mil (0.5 mm).
 - 4. Compliance: ASTM F 1700.
 - 5. Classification: ASTM F 1700: Class 3 Type B.
 - 6. Reaction to Fire:
 - a. ASTM E 648-06: Class 1.

- b. ASTM E 662-15a: Pass, <450.
- 7. Staining Resistance: ASTM F 925: Pass.
- 8. Light Fastness: ASTM F 1515: Less than 8.
- 9. Abrasion Resistance: ASTM 3884: Pass.
- 10. Dimensional Stability: ASTM F 2199: Pass.
- 11. Indentation, Residual: ASTM F 1914: Pass.
- 12. Castor Chair Continuous Use: ASTM D 3884: Pass.
- 13. Thermal Conductivity: ISO 8302, 0.0120 m²K/W.
- 14. Slip Resistance: ASTM D 2047: Pass (Dry 0.89).

2.3 Accessories

- A. Adhesive: Manufacturer's recommended adhesive as follows.
 - 1. Shaw 4100 spreadable, 95% RH, pH 7-10
 - 2. S150 spray, 95% RH, pH 7-11
 - 3. Shaw 200 for low demand areas, 90% RH, 8 lbs, pH 7-10
 - 4. Shaw MM800 for Shift + Tilt, 90% RH, 8 lbs, pH 5-9
- B. Portland based cementitious base leveler or patch. Do not install resilient flooring over gypsum-based patching and/or leveling compounds.

PART 3 – EXECUTION

3.1 Examination

- A. Inspect floor to be installed immediately upon arriving at job site; perform a moisture test.
- B. Do not begin installation until substrates have been properly prepared.
- C. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

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- D. The installation of the resilient flooring shall not begin until the work of all other trades has been completed, particularly wet and overhead trades.
- E. Areas to receive flooring shall be adequately lighted during all phases of the installation process.

3.2 Preparation

- A. Clean surfaces thoroughly prior to installation.
- B. Using Portland based cementitious base leveler or patch fill and cover all seams, nail heads, voids, cracks, and expansion joints. Achieve smooth, even, firmly attached substrate for best finish results.
 - 1. Cement slabs can be floated or repaired using Portland cement based compound. Follow patch manufacturers' instructions.
 - 2. Once substrate flatness is achieved, 3/16 inch (5 mm) in 10 feet (mm in 3 m), continue with the next step.
- C. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.
- D. Concrete Substrates: The Contractor shall verify to the Owner and installer a minimum of 30 days prior to the scheduled resilient flooring installation the following substrate conditions. All substrate testing shall be documented and submitted to the Architect and Owner before commencement of the flooring installation.
 - 1. Verify that substrates are dry, free of debris, and that all surfaces have properly cured.
 - 2. Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
 - 3. Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer. Proceed with installation only after substrates pass testing.
 - 4. Moisture Testing: Perform ASTM 1869 Calcium Chloride or ASTM 2170 In-Situ RH test and record results. Choose proper adhesive or moisture mitigation systems to meet manufacturers' specifications for moisture content. Proceed with installation only after substrates meet specifications.

3.3 Installing Resilient Tiles and Planks

- A. Install using conventional tile and plank installation techniques. Plank products should have a minimum of 6 to 8" seam stagger.
- B. Center rooms and hallways so borders are not less than half of a tile or plank.
- C. Work out of multiple boxes at the same time.
- D. Ensure cut edges are always against the wall.
- E. To cut products, score the top side of the material with a utility knife. Bend the product and finish the cut through the back side. It may be necessary to use a heat gun to cut around vertical obstructions. Allow the heated product to return to room temperature before installation.
- F. If product is cut into a fine point, it may delaminate. Use an ethyl cyanoacrylate-based super glue to fuse the points together. Clean all glue from the top surface immediately. Alcohol-based super glues may cause the vinyl to swell.
- G. Roll the plank or tile with a 3-section 100 lb. roller. Re-roll the floor within the working time of the adhesive. Continue to roll the floor throughout the working day to ensure a proper bond.
- H. Use floor protection after installation. Do not use a plastic adhesive-based protection system.

3.4 Cleaning

- A. Wipe off any adhesive on floor as installation proceeds. Wait 48 hours before applying the cleaning and maintenance products.
- B. Prior to installation of permanent fixtures or furniture, remove all dirt, debris, or residual adhesive and clean the floor. If desired, a protective covering may be applied at this time. Specific products and instructions are available from the manufacturer.

3.5 Protection

- A. Protect installed products until completion of project.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

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3.6 Maintenance

- A. Comply with manufacturer's instructions for proper cleaning and maintenance of the products.

END OF SECTION 096519

SECTION 096813 – CARPET TILE

PART 1 – GENERAL

1.1 Summary: Section includes:

- A. Preparation of surfaces to receive carpet.
- B. Carpet Tile
- C. Accessories

1.2 Submittals

- A. Submittals shall be made in compliance with General and Supplementary Conditions.

B. Shop Drawings:

- 1. Provide a layout, in electronic format (PDF or other) indicating location of each product type, pattern and color specified.

C. Samples:

- 1. Four each full-size sample of proposed carpet tile.

D. Maintenance Instructions:

- 1. Include maintenance recommendation for extraction frequency and suggested schedule for spot cleaning.
- 2. List materials, substances, and other items which will affect finishes and performance.

1.3 Quality Assurance

- A. Carpet manufacturer shall have been manufacturing commercial carpet tile continuously for a period of 10 years. Manufacturer shall produce a significant portfolio attesting to their expertise within the realm of Owner's facility description (i.e. corporate, institutional, airport, library, etc.). Secondary backing system must be applied by manufacturer and should be of a layered, composite construction. Manufacturer shall supply documented evidence that the backing system they offer has been in use by that manufacturer for a minimum of 5 years. Final determination and qualification of a manufacturer rests solely with the owner's representative.
- B. Carpet backings and components shall be assembled in-house by named manufacturer.

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C. Qualifications of Installers:

1. All work shall be done by installation firms specializing in commercial carpet tile installation.
2. The installation firm shall only use installers certified by specified manufacturer and shall provide a letter by the local manufacturer's representative indicating compliance to this section.
3. Installer shall provide proof of not less than five (5) years' experience with commercial carpet tile installation in occupied areas with demonstrated previous experience on similar projects.

D. Product Performance Testing:

1. Flame/Smoke Resistance. Class I
2. Radiant Panel Test ASTM-E-648 for burning under varying radiant energy levels. Result greater than or equal to .45 watts/sq. cm. Class I.
3. Smoke density tests NFPA 258 or ASTM-E-662 for measuring optical density of smoke generated in a radiant heat chamber, with and without flames. Result - Pass (less than 450).

1.4 Delivery

- A. Carpeting shall be delivered to the job site in original boxes with each box having its register number properly attached, clearly marked as to size, dye lot, quantity, and material.
- B. Material shall be stored in an enclosed and dry area protected from damage and soiling.

1.5 Project Conditions:

- A. Floorcovering installation contractor shall visit the site and be responsible for all measurements and job conditions.

1.6 Warranty

- A. **Manufacturer's Warranty:** Product shall be warranted for a period of 15 years from date of invoice.
- B. **Floor Covering Installation Contractor's Warranty:** Submit a certificate guaranteeing the installation to be free of defects in workmanship for a period of two years. The certificate shall include the following statement: Installer shall at his own expense and upon written notice from the Owner or his representative, promptly correct/replace any and all improper work and material that may become apparent within two years after

the date of Substantial Completion. This warranty shall be in addition to and not a limitation of other rights the owner may have against the contractor under the contract documents.

- C. Submit certificates in accordance with General and Supplementary Conditions.

1.9 Owner's Extra Material

- A. Provide a minimum of 5% or five square yards (whichever is greater) of each carpet used by product, color, etc. Provide owners representative with a floor layout plan, coded by area, designating the location of each dye lot/run number/style and or top, bottoms left or right sides of carpet tile. The required overage should be provided for each of the aforementioned possible variations that apply and should be delivered in identified manufacturer's packaging with area codes corresponding to those indicated on floor layout plan.

PART 2 – PRODUCTS

2.1 Manufacturers

- A. **Manufacturer for Basis of Design:**
 - 1. General Carpet: As indicated in the Finish Schedule
 - 2. Carpet specified is an approved State Contract product for pricing.

2.2 Accessories

- A. Sub-floor sealers, fillers, primers, and adhesives shall be those which are approved by the manufacturer of the carpet.
- B. **Miscellaneous Materials:** As recommended by manufacturer of modular carpet and selected by Installer to meet project circumstances and requirements, including adhesives, vinyl transition strips, edgings, and guards.
- C. **Adhesive strippers:** All strippers are required for the effective removal of old adhesives from subfloor or other surfaces must be environmentally friendly, product "no V.O.C." exceeding by federal test standards and should be of the organic type. (i.e. De-Solv-It by Orange Sol).

PART 3 – EXECUTION

3.1 Execution

- A. Inspect new and existing substrates. Verify suitability of substrates to accept carpet installation. Beginning installation in any given area means acceptance of all surfaces and conditions affecting the work of this area by the floor covering installation contractor.
- B. Where primers/sealers are used, their compatibility with adhesive shall be verified prior to starting working.

3.2 Preparation

- A. Perform all substrate preparation procedures in strict accordance with carpet and adhesive Manufacturer's recommendations.
- B. Surfaces to receive carpet must be free of dirt, solvents, oil, grease, paint, plaster, moisture and other substances detrimental to proper performance of adhesive and carpet.
- C. Concrete Surfaces:
 - 1. Verify that moisture and alkalinity conditions of the concrete slabs are acceptable before beginning installation.
 - 2. Check to ensure there is no dusting.
 - 3. Grind down ridges or high spots. Fill low spots.
- D. Existing substrates to receive carpet: Fill all cracks, faults, grooves, holes and low spots. Feather out elevation differences of adjoining floor surfaces. Correct any other miscellaneous conditions detrimental to the proper completion of the work.

3.3 Installation

- A. Quality Assurance: Installer shall provide proof of not less than five (5) years' experience with carpet tile installation previous experience on similar projects.
- B. **Installation:** Carpet tile shall be installed according to manufacturer recommendations regarding adhesives, grid lines, etc. The carpet tile manufacturer will warranty adhesive and backing compatibility with the existing substrate. As this is occupied area, only adhesives with no detectable VOC's will be utilized and MSD sheets presented and approved by end user prior to installation. The carpet tile shall be installed with "modular integrity." The installation should be treated as one contiguous floor without

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regard to walls or partitions. No piece tiles in any open areas except along fixed walls. In addition to the above the following must be complied with:

1. Detail clean and vacuum after each installation session.

C. **Disposal:** Carpeting removed from site shall be reclaimed or recycled, and not landfilled, with third party certification provided to owner.

D. **Inspection and Acceptance:** Upon completion of the installation the owner shall inspect and verify that the work is complete and satisfactory.

3.4 Cleaning

A. Upon completion of the installation, remove all waste materials, tools and equipment. Prior to final acceptance, thoroughly vacuum the entire floor surface using commercial vacuums.

B. Remove spots or replace carpet where spots cannot be removed.

C. Provide protection methods and materials needed to ensure that carpeting will be without deterioration or damage at time of substantial completion.

3.5 Maintenance Instructions

A. Furnish Owner with carpet manufacturer's recommended carpet extraction and spot cleaning procedures. Provide instruction to Owner's maintenance personnel on carpet care and cleaning.

END OF SECTION 096813

SECTION 099123 – INTERIOR PAINTING

PART 1 – GENERAL

1.1 Summary

- A. Section includes surface preparation and the application of paint systems on interior substrates.
 - 1. Steel and iron.
 - 2. Wood.
 - 3. Gypsum board.

1.2 Quality Assurance

- A. **Field Samples (Mock-ups):** As directed, apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
- B. Architect will select one surface to represent surfaces and conditions for application of each paint system.
- C. **Vertical and Horizontal Surfaces:** Provide samples of at least 100 sq. ft.
- D. Final approval of color selections will be based on mockups.
- E. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.3 Delivery, Storage, and Handling

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F.
 - 1. Maintain containers in clean condition, free of foreign materials and residue.
 - 2. Remove rags and waste from storage areas daily.

1.4 Field Conditions

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F.
- B. Do not apply paints when relative humidity exceeds 85 percent; at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.

PART 2 – PRODUCTS

2.1 Manufacturers: Subject to compliance with requirements, provide products by one of the following:

- A. **Basis-of-Design Product:** Colors are selected based on Sherwin-Williams products indicated. Paints shall match the color and sheen of selections indicated in Finish Schedule, field samples (mock-ups) subject to review and acceptance based on Sherwin-Williams color samples.
- B. Subject to compliance with requirements, provide product indicated on Drawings or comparable product by one of the following:
 1. Benjamin Moore & Co.
 2. PPG Architectural Finishes, Inc.
 3. Sherwin-Williams Company

2.2 VOC Content: For field applications that are inside the weatherproofing system, paints and coatings shall provide materials that comply with VOC limits of authorities having jurisdiction and for interior paints and coatings applied at Project site, the following VOC limits exclusive of colorants added to a tint base, when calculated according to 40 CFR 59, Subpart D (EPA Method 24):

- A. Flat Paints and Coatings: 50 g/L.
- B. Nonflat Paints and Coatings: 150 g/L.
- C. Primers, Sealers, and Undercoaters: 200 g/L.
- D. Anticorrosive and Antirust Paints Applied to Ferrous Metals: 250 g/L.

2.3 Products: See finish schedule on drawings for paint colors and finish.

- A. Walls, fascias, soffits, headers, painted ceilings:
Primer: Sherwin-Williams ProMar 200 Zero VOC Latex Primer B28W2600
2 coats: Sherwin-Williams HP ProMar 200 Zero VOC Acrylic Latex Eg Shel B20-2600
- B. Ferrous metal doors, frames, railings, and accessories:
Primer: Sherwin-Williams Pro Industrial Pro-Cryl Universal Primer B66-6310
2 coats: Sherwin-Williams Pro Industrial Acrylic Semi-Gloss, B66-650
- C. Transparent Stains for doors, casework, and trim:
Stain: Sherwin-Williams Wood Classics 250 Stain, A49-800

Sanding Sealer: Sherwin-Williams Wood Classics FastDry Sanding Sealer B26V0043
Finish: Sherwin-Williams Wood Classics Waterborne Polyurethane Semi-Gloss, A68

PART 3 – EXECUTION

3.1 Examination

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Verify suitability of substrates, including surface conditions and compatibility, with existing finishes and primers.
- C. Proceed with coating application only after unsatisfactory conditions have been corrected.
- D. Application of coating indicates acceptance of surfaces and conditions.

3.2 Preparation

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates and paint systems indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
- C. Sand previously painted gloss and semi-gloss surfaces for improved adhesion of new primer coating.
- D. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
- E. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
- F. Remove incompatible primers and reprime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.

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- G. **Shop-Primed Steel Substrates:** Clean field welds, bolted connections, and areas where shop paint is abraded. Paint exposed areas with the same material as used for shop priming to comply with SSPC-PA 1 for touching up shop-primed surfaces.

3.3 Application

- A. Apply paints according to manufacturer's written instructions and to recommendations in "MPI Manual."
- B. Use applicators and techniques suited for paint and substrate indicated.
- C. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
- D. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.
- E. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
- F. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.
- G. Tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Tint undercoats to match color of topcoat, but provide sufficient difference in shade of undercoats to distinguish each separate coat.
- H. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
- I. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
- J. Painting Fire Suppression, Plumbing, HVAC, Electrical, Communication, and Electronic Safety and Security Work:
- K. Paint the following work where exposed in occupied spaces:
 - 1. Equipment, including panelboards.
 - 2. Uninsulated metal piping.

3. Uninsulated plastic piping.
 4. Pipe hangers and supports.
 5. Metal conduit.
 6. Duct, equipment, and pipe insulation having cotton or canvas insulation covering or other paintable jacket material.
 7. Other items as directed by Architect.
- L. Paint portions of internal surfaces of metal ducts, without liner, behind air inlets and outlets that are visible from occupied spaces.

3.4 Field Quality Control

- A. **Dry Film Thickness Testing:** Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry film thickness.
1. Contractor shall touch up and restore painted surfaces damaged by testing.
 2. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written recommendations.

3.5 Cleaning and Protection

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

END OF SECTION 099123

SECTION 104413 – FIRE CABINETS + EXTINGUISHERS

PART 1 – GENERAL

1.1 Summary

- A. Section includes:
 - 1. Portable Fire Extinguishers
 - 2. Non-Fire Rated Fire Extinguisher Cabinets

1.2 Coordination

- A. Coordinate size of fire-protection cabinets to ensure that type and capacity of fire extinguishers indicated are accommodated.
- B. Size Variations: Obtain Architect's acceptance and approval of manufacturer's standard size units that may vary slightly from sizes indicated on Drawings.
- C. Coordinate sizes and locations of fire-protection cabinets with wall depths.

1.3 Submittals

- A. Product Data: Manufacturer's technical data for each type of access door and panel assembly, including setting drawings, templates, fire-resistive characteristics, finish requirements, and details of anchorage devices.
 - 1. Include complete schedule, types, locations, construction details, finishes, latching or locking provisions, and other pertinent data.
- B. Product Data: Manufacturer's technical data for each type of fire extinguisher required.
- C. Manufacturer's Installation Instructions: Indicate installation requirements and rough-in dimensions.

1.4 Quality Assurance

- A. NFPA 10 requirements for portable fire extinguishers.
- B. 2010 ADA Standards for maximum cabinet projection of 4 inches and mounting heights.

1.5 Delivery, Storage and Handling

- A. Comply with Division 01 requirements.
- B. Packing and Shipping: Deliver products in original unopened packaging with legible manufacturer's identification.

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- C. Store per manufacturer's instructions.
 - 1. Store in dry area out of direct sunlight.

1.6 Warranty

- A. Provide manufacturer's written warranty.
- B. Warrant materials and workmanship against defects after completion and final acceptance of Work.
 - 1. Repair defects, or replace with new materials, faulty materials or fabrication developed during the warranty period at no expense to Owner.
 - 2. Fire Extinguisher Cabinet: 5 years from date of Substantial Completion of Project.

PART 2 – PRODUCTS

2.1 Manufacturer

- A. Based on project criteria provide fire extinguishers and cabinets by one of the following:
 - 1. Nystrom
 - 2. Larsens
 - 3. Potter-Roemer
 - 4. Kidde

2.2 Fire extinguisher Cabinet

- A. Basis-of-Design Product: Subject to compliance with requirements, provide Nystrom; Ridge Fire Extinguisher Cabinet.
 - 1. Description: Steel unit construction, continuous piano hinge with 180 degree opening. Weld joints and grind smooth.
 - 2. Cabinet Mounting:
 - a. FEC-1: Surface-Mounted, Model FC-73-59
 - 3. Components:
 - a. Door and Frame:
 - 1) 0.0652 inch stainless steel.
 - i. Color and Finish: Type 304 Stainless Steel with #4 finish.
 - b. Tub: 0.036 inch cold rolled steel
 - 1) Color Finish: White factory applied powder coat paint finish.

- c. Door Type: Steel frame with clear, acrylic bubble and cam latch handle.
- 4. Cabinet Dimensions: Size to match extinguisher type.
- 5. Fire Rating: Non-fire rated

2.3 Portable Hand-carried Fire Extinguishers

A. Types

- 1. ABC Dry Chemical Portable Fire Extinguisher Model EX-3005
 - a. General office use. Multi-purpose Dry Chemical Type in Steel Container UL Rated 2A:10B:C, 5 lb. nominal capacity, with monoammonium phosphate based dry chemical in enameled steel container with hose.

PART 3 – EXECUTION

3.1 Examination

- A. Verify that rough openings for cabinet are correctly sized and located.
- B. Verify blocking is in place for mounting. Attach directly to studs.

3.2 Preparation

- A. Coordinate work relating to fire extinguisher cabinet installation including rough opening dimensions and locations of supports.

3.2 Installation

- A. Prepare recesses in walls for fire extinguisher cabinets as required by type and size of cabinet and style of trim and to comply with manufacturer's instructions.
- B. Securely fasten mounting brackets and fire extinguisher cabinets to structure, square and plumb, to comply with manufacturer's instructions.

END OF SECTION 104413