

Permanent Exhibits

MOSQUITO HILL NATURE CENTER

Mosquito Hill Nature Center
N3880 Rogers Road
New London, WI 54961

FOR BID

PROJECT MANUAL

MARCH 7, 2024

EXHIBIT DESIGNER
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Richmond, Virginia 23220
804-254-1740 T

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SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work under separate contracts.
4. Access to site.
5. Work restrictions.

1.2 PROJECT INFORMATION

A. Project Identification: Mosquito Hill Nature Center Permanent Exhibits.

1. Project Location: Mosquito Hill Nature Center, N3880 Rogers Road, New London, WI 54961

B. Owner: Outagamie County.

1. Owner's Representative: Mike Hibbard, Director/Naturalist, Mosquito Hill Nature Center, N3880 Rogers Road, New London, WI 54961, Office: (920) 779-6433, Direct line: (920) 968-2439

C. Exhibit Designer: Riggs Ward Design, LC.

1. Exhibit Designer's Representative: Mark Taliaferro, Riggs Ward Design, 2315 West Main Street, Richmond, Virginia 23220, (804) 254-1740 x202.

1.3 WORK COVERED BY CONTRACT DOCUMENTS

A. The Work of Project is defined by the Contract Documents prepared with Owner provided documents used as reference and consists of the following:

1. Schedule and coordination. See Appendix A related to coordination required for artifacts and specimens.
2. Site verification and coordination related to the phasing or work.
3. Shop drawings.
4. Fabrication and demonstration of the AV prototypes as described on Drawing 0.01 of the drawing package.

5. Fabrication and demonstration of the exhibit prototypes as described on Drawing 0.01 of the drawing package.
6. Fabrication and demonstration of graphic prototypes B-1 and B-2 as described on Drawing 0.01 of the Drawing package. All samples to be submitted to the Designer should be 12" x 12", unless otherwise noted.
7. Fabrication and demonstration of Graphic Types GR-1 through GR-11 as described on drawing 0.02 of the Drawing package and spec section 101423_Graphic Panels.
8. Fabrication and installation of exhibit components including, but not limited to, the following:
 - a. Display cases
 - b. Traditional cabinetry and enclosure for beehive
 - c. Dioramas
 - d. Exhibit structures with applied graphics
 - e. Acrylic wall boxes
 - f. Graphic murals, panels and flipbooks
 - g. Custom CNC shapes
 - h. Dimensional letters
 - i. Cut vinyl letters
 - j. Tactile experiences
 - k. Wayfinding signage
 - l. Artifact and specimen mounts
9. The installation and coordination of fully operational AV and Interactive systems including AV hardware and AV enclosures.
10. Fabrication and installation of custom artifact, prop and specimen mounts into cases and dioramas where indicated. Installation of artifacts and props onto these mounts.
11. Final focusing of track fixtures as directed by Exhibit Designer.

B. Type of Contract:

1. Project will be constructed under a single prime contract.

1.4 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.
- B. Concurrent Work: Owner will award separate contract(s) for the building's construction at Project site. Those operations will be conducted simultaneously with work under this Contract. Coordinate any discrepancies with Exhibit Designer and Owner.

1.5 ACCESS TO SITE

- A. Use of Site: Limit use of Project site to areas within Work Area indicated on Drawing101. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Driveways, Walkways, and Entrances: Keep driveways, loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
 - 2. Coordinate loading and staging area with Owner prior to any deliveries. Notify Owner not less than 2 business days in advance of any delivery.

1.6 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, unless otherwise indicated.
- C. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.
- D. Restricted Substances: Use of tobacco products and other controlled substances within the existing building is not permitted.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Section 016000 "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.

1.2 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.3 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies 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.
 - 1. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product, fabrication, or installation method cannot be provided, if applicable.
 - b. Coordination of 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 substitutions 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.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects, with project names and addresses as well as names and addresses of Exhibit Designers and Owners.
 - h. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitutions 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.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. 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.
 - m. 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.
2. Exhibit Designer's Action: If necessary, Exhibit Designer will request additional information or documentation for evaluation within 7 days of receipt of a request for substitution. Exhibit Designer will notify Contractor through Owner's Representative of acceptance or rejection of proposed substitution within 7 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Exhibit Designer's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Exhibit Designer does not issue a decision on use of a proposed substitution within time allocated.

1.4 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.

1.5 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.6 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 7 days prior to time required for preparation and review of related submittals.
1. Conditions: Exhibit Designer will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Exhibit Designer will return requests without action, except to record noncompliance with these requirements:
- a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Requested substitution provides sustainable design characteristics that specified product provided for compliance with LEED requirements.
 - c. Substitution request is fully documented and properly submitted.
 - d. Requested substitution will not adversely affect Contractor's construction schedule.
 - e. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - f. Requested substitution is compatible with other portions of the Work.
 - g. Requested substitution has been coordinated with other portions of the Work.
 - h. Requested substitution provides specified warranty.
 - i. 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.
- B. Substitutions for Convenience: Not allowed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Project meetings.
- B. Related Requirements:
 - 1. Section 017300 "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.

1.3 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Owner, Exhibit Designer, or Contractor seeking information required by or clarifications of the Contract Documents.

1.4 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.

1.5 GENERAL COORDINATION PROCEDURES

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations included in different Sections that depend on each other for proper installation, connection, and operation.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities and scheduled 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. Project closeout activities.
 - 8. Startup and adjustment of systems.

1.6 COORDINATION DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
 - 1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
 - b. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Exhibit Designer indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.
- B. Coordination Drawing Organization: Organize coordination drawings as follows:

1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
2. Mechanical Rooms: Provide coordination drawings for mechanical rooms showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
3. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
4. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
5. Review: Designer will review coordination drawings to confirm that in general the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility.

1.7 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 1. Exhibit Designer will return without response those RFIs submitted to Exhibit Designer by other entities controlled by Contractor.
 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.
 2. Project number.
 3. Date.
 4. Name of Contractor.
 5. Name of Exhibit Designer.
 6. RFI number, numbered sequentially.
 7. RFI subject.
 8. Specification Section number and title and related paragraphs, as appropriate.
 9. Drawing number and detail references, as appropriate.
 10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, coordination drawings, and other information necessary to fully describe items needing interpretation.
- C. RFI Forms: Software-generated form with substantially the same content as indicated above, acceptable to Exhibit Designer.

- D. Exhibit Designer's Action: Exhibit Designer will review each RFI, determine action required, and respond. Allow 7 working days for Exhibit Designer's response for each RFI. RFIs received by Exhibit Designer after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Exhibit Designer's actions on submittals.
 - g. Incomplete RFIs or inaccurately prepared RFIs.
 2. Exhibit Designer's action may include a request for additional information, in which case Exhibit Designer's time for response will date from time of receipt by Exhibit Designer of additional information.
 3. Exhibit Designer'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 Section 012600 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Exhibit Designer in writing within 7 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log as needed and include the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Exhibit Designer.
 4. RFI number including RFIs that were returned without action or withdrawn.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Exhibit Designer's response was received.
- F. On receipt of Exhibit Designer's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Exhibit Designer within 7 days if Contractor disagrees with response.

1.8 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Exhibit Designer's Data Files Not Available: Exhibit Designer will not provide Architect's CAD drawing digital data files for Contractor's use during construction.
- B. Use of Exhibit Designer's Digital Data Files: Digital data files of Exhibit Designer's CAD drawings in DWG format may be provided by Exhibit Designer for Contractor's use during construction.

1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project record Drawings.
 2. Exhibit Designer makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
 3. The following digital data files will be furnished by the Exhibit Designer:
 - a. Floor plans.
 - b. Reflected ceiling plans.
 - c. Elevations
- C. PDF Document Preparation: Where PDFs are required to be submitted to Exhibit Designer, prepare as follows:
1. Assemble complete submittal package into a single indexed file incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

1.9 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site unless otherwise indicated. The preconstruction meeting should be conducted by the Exhibit Designer. All other meetings should be conducted by the Contractor.
- B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Exhibit Designer, but no later than 7 days after execution of the Agreement.
1. Attendees: Authorized representatives of Owner, 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.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.
 - k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Sustainable design requirements.

- o. Preparation of Record Documents.
 - p. Use of the premises.
 - q. Work restrictions.
 - r. Working hours.
 - s. Owner's occupancy requirements.
 - t. Responsibility for temporary facilities and controls.
 - u. Procedures for moisture and mold control.
 - v. Procedures for disruptions and shutdowns.
 - w. Construction waste management and recycling.
 - x. Parking availability.
 - y. Office, work, and storage areas.
 - z. Equipment deliveries and priorities.
 - aa. First aid.
 - bb. Security.
 - cc. Progress cleaning.
 - 3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other sections and when required for coordination with other construction.
- 1. 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 Exhibit Designer, and Owner's Commissioning Authority of scheduled meeting dates.
 - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Submittals.
 - h. Sustainable design requirements.
 - i. Review of mockups.
 - j. Possible conflicts.
 - k. Compatibility requirements.
 - l. Time schedules.
 - m. Weather limitations.
 - n. Manufacturer's written instructions.
 - o. Warranty requirements.
 - p. Compatibility of materials.
 - q. Acceptability of substrates.
 - r. Temporary facilities and controls.
 - s. Space and access limitations.
 - t. Regulations of authorities having jurisdiction.
 - u. Testing and inspecting requirements.

- v. Installation procedures.
 - w. Coordination with other work.
 - x. Required performance results.
 - y. Protection of adjacent work.
 - z. Protection of construction and personnel.
 - 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 - 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 - 5. 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.
- D. Progress Meetings: Conduct progress meetings as required to prevent any delays in the Work.
- 1. Coordinate dates of meetings with preparation of payment requests.
 - 2. Attendees: In addition to representatives of Owner, Owner's Commissioning Authority, and Exhibit Designer, 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.
 - 3. 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.
 - a. 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.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Status of submittals.
 - 5) Status of sustainable design documentation.
 - 6) Deliveries.
 - 7) Off-site fabrication.
 - 8) Access.
 - 9) Site use.
 - 10) Temporary facilities and controls.
 - 11) Progress cleaning.
 - 12) Quality and work standards.
 - 13) Status of correction of deficient items.
 - 14) Field observations.

- 15) Status of RFIs.
 - 16) Status of Proposal Requests.
 - 17) Pending changes.
 - 18) Status of Change Orders.
 - 19) Pending claims and disputes.
 - 20) Documentation of information for payment requests.
4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - a. 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 013233 - PHOTOGRAPHIC DOCUMENTATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for the following:
 - 1. Preconstruction photographs.
 - 2. Periodic construction photographs.
 - 3. Final completion construction photographs.
- B. Related Requirements:
 - 1. Section 017700 "Closeout Procedures" for submitting photographic documentation as Project Record Documents at Project closeout.

1.2 INFORMATIONAL SUBMITTALS

- A. Key Plan: Submit key plan of Project site and building with notation of vantage points marked for location and direction of each photograph. Indicate elevation or story of construction. Include same information as corresponding photographic documentation.
- B. Digital Photographs: Submit image files within three days of taking photographs.
 - 1. Submit photos by uploading to web-based project software site. Include copy of key plan indicating each photograph's location and direction.
 - 2. Identification: Provide the following information with each image description in web-based project software site:
 - a. Name of Project.
 - b. Name of Exhibit Designer.
 - c. Name of Contractor.
 - d. Date photograph was taken.
 - e. Description of location, vantage point, and direction.
 - f. Unique sequential identifier keyed to accompanying key plan as required.

1.3 FORMATS AND MEDIA

- A. Digital Photographs: Provide color images in JPG format, produced by a digital camera with minimum sensor size of 7.2 megapixels, and at an image resolution of not less than 3000 by 2000 pixels. Use flash in low light levels or backlit conditions.
- B. Digital Images: Submit digital media as originally recorded in the digital camera, without alteration, manipulation, editing, or modifications using image-editing software.
- C. Metadata: Record accurate date and time from camera.

- D. File Names: Name media files with date and sequential numbering suffix.

1.4 CONSTRUCTION PHOTOGRAPHS

- A. Photographer: Engage a qualified photographer to take construction photographs.
- B. General: Take photographs with maximum depth of field and in focus.
- C. Preconstruction Photographs: Before starting construction, take photographs of Project site and surrounding properties, including existing items to remain during construction, from different vantage points, as directed by Exhibit Designer.
- D. Periodic Construction Photographs: Take photographs with the cutoff date associated with each Application for Payment. Select vantage points to show status of construction and progress since last photographs were taken.
- E. Final Completion Construction Photographs: Take 20 photographs after date of Substantial Completion for submission as Project Record Documents. Exhibit Designer will inform photographer of desired vantage points.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013233

SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Submittal schedule requirements.
2. Administrative and procedural requirements for submittals.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Exhibit Designer's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Exhibit Designer'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."

1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Exhibit Designer and additional time for handling and reviewing submittals required by those corrections.

1.4 SUBMITTAL FORMATS

A. Submittal Information: Include the following information in each submittal:

1. Project name.
2. Project code.
3. Date.
4. Name of Owner's Representative.
5. Name of Contractor.
6. Name of firm or entity that prepared submittal.
7. Names of subcontractor, manufacturer, and supplier.
8. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier; and alphanumeric suffix for resubmittals.
9. Category and type of submittal.

10. Submittal purpose and description.
11. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
12. Drawing number and detail references, as appropriate.
13. Indication of full or partial submittal.
14. Location(s) where product is to be installed, as appropriate.
15. Other necessary identification.
16. Remarks.
17. Signature of transmitter.

- B. Options: Identify options requiring selection by Exhibit Designer.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Exhibit Designer on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. PDF Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Email: Prepare submittals as PDF package and transmit to Exhibit Designer by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Exhibit Designer.
 2. Paper: Prepare submittals in paper form and deliver to Exhibit Designer.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Exhibit Designer'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.
1. Initial Review: Allow 7 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Exhibit Designer advise Contractor when a submittal being processed must be delayed for coordination.
 2. Resubmittal Review: Allow 7 days for review of each resubmittal.

- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Exhibit Designer.

1.6 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 - 1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 - 2. Mark each copy of each submittal to show which products and options are applicable.
 - 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 - 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 - 5. Submit Product Data before Shop Drawings, and before or concurrent with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data unless submittal based on Exhibit Designer's digital data drawing files is otherwise permitted.
 - 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.

- f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
- C. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other materials.
 - 1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 - 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 - 3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics, and identification information for record.
 - 4. Web-Based Project Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
 - 5. Paper Transmittal: Include paper transmittal including complete submittal information indicated.
 - 6. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 - 7. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Exhibit Designer will return submittal with options selected.
 - 8. Samples for Verification: 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.

- a. Number of Samples: Submit three sets of Samples. Exhibit Designer will retain two Sample sets; remainder will be returned.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of designers and owners, and other information specified.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
 1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
 2. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 4. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.
 5. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.
 6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.
- H. Test and Research Reports:
 1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.

2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.7 DELEGATED-DESIGN SERVICES

- 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.
 1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Exhibit Designer.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file and three paper copies 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.
 1. 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.

1.8 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents.

Note corrections and field dimensions. Mark with approval stamp before submitting to Exhibit Designer.

- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
 - 1. Exhibit Designer will not review submittals received from Contractor that do not have Contractor's review and approval.

1.9 EXHIBIT DESIGNER'S REVIEW

- A. Action Submittals: Exhibit Designer will review each submittal, indicate corrections or revisions required.
 - 1. PDF Submittals: Exhibit Designer will indicate, via markup on each submittal, the appropriate action.
- B. Informational Submittals: Exhibit Designer will review each submittal and will not return it or will return it if it does not comply with requirements. Exhibit Designer will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Exhibit Designer.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Exhibit Designer will discard submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Exhibit Designer without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013300

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. 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; and comparable products.
- B. Related Requirements:
 - 1. Section 012500 "Substitution Procedures" for requests for substitutions.

1.2 DEFINITIONS

- A. Products: Items obtained 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.
 - 1. 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.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved by Exhibit Designer through submittal process 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.
- B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.3 ACTION SUBMITTALS

- A. Comparable Product Request Submittal: Submit request for consideration of each comparable product. Identify basis-of-design product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.

2. Exhibit Designer's Action: If necessary, Exhibit Designer will request additional information or documentation for evaluation within 7 days of receipt of a comparable product request. Exhibit Designer will notify Contractor of approval or rejection of proposed comparable product request within 7 days of receipt of request, or 7 days of receipt of additional information or documentation, whichever is later.
 - a. Form of Exhibit Designer's Approval of Submittal: As specified in Section 013300 "Submittal Procedures."
 - b. Use product specified if Exhibit Designer does not issue a decision on use of a comparable product request within time allocated.
- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Section 013300 "Submittal Procedures." Show compliance with requirements.

1.4 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.
- C. Storage:
 1. Store products to allow for inspection and measurement of quantity or counting of units.
 2. Store materials in a manner that will not endanger Project structure.
 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
 5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.

6. Protect stored products from damage and liquids from freezing.

1.6 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.
 1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
 1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
 1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. 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.
 3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Exhibit Designer will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
- B. Product Selection Procedures:
 1. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated 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. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

- a. For approval of products by unnamed manufacturers, comply with requirements in Section 012500 "Substitution Procedures" for substitutions for convenience.
- C. Visual Matching Specification: Where Specifications require "match Exhibit Designer's sample," provide a product that complies with requirements and matches Exhibit Designer's sample. Exhibit Designer's decision will be final on whether a proposed product matches.
1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 012500 "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Exhibit Designer from manufacturer's full range" or similar phrase, select a product that complies with requirements. Exhibit Designer will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration of Comparable Products: Exhibit Designer will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Exhibit Designer may return requests without action, except to record noncompliance with these requirements:
1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant product qualities include attributes such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
 2. Evidence that proposed product provides specified warranty.
 3. List of similar installations for completed projects with project names and addresses and names and addresses of designers and owners, if requested.
 4. Samples, if requested.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Field engineering and surveying.
 - 2. Installation of the Work.
 - 3. Cutting and patching.
 - 4. Progress cleaning.
 - 5. Starting and adjusting.
 - 6. Protection of installed construction.
- B. Related Requirements:
 - 1. Section 011000 "Summary" for limits on use of Project site.
 - 2. Section 017700 "Closeout Procedures" for submitting final property survey with Project Record Documents, recording of Owner-accepted deviations from indicated lines and levels, replacing defective work, and final cleaning.

1.2 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 - 1. Structural Elements: When cutting and patching structural elements, notify Exhibit Designer of locations and details of cutting and await directions from Exhibit Designer before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.
 - 2. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
 - 3. Other Construction Elements: Do not cut and patch other construction elements or components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
 - 4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction in a manner that would, in Exhibit Designer's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

- B. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
 - 1. For projects requiring compliance with sustainable design and construction practices and procedures, use products for patching that comply with sustainable design requirements.
- B. In-Place Materials: Use materials for patching identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.
 - 1. If identical materials are unavailable or cannot be used, use materials that, when installed, will provide a match acceptable to Exhibit Designer for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location utilities and construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of mechanical and electrical systems, and other construction affecting the Work.
 - 1. Before construction, verify the location and invert elevation at points of connection of electrical services and other utilities.
 - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- B. 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.
 - 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. 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.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. 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 Contractor, submit a request for information to Exhibit Designer according to requirements in Section 013100 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to layout the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Exhibit Designer promptly.

3.4 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.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.
- F. Tools and Equipment: Where possible, select tools or equipment that minimize production of excessive noise levels.

- G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other portions of the Work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. 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.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Exhibit Designer.
 - 2. Allow for building movement, including thermal expansion and contraction.
 - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. 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.
- J. Remove and replace damaged, defective, or non-conforming Work.

3.5 CUTTING AND PATCHING

- A. Cutting and Patching, General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
 - 1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of work to be cut.
- D. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching according to requirements in Section 011000 "Summary."
- F. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to prevent interruption to occupied areas.

- G. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
 2. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 3. Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 6. Proceed with patching after construction operations requiring cutting are complete.
- H. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other work. Patch with durable seams that are as invisible as practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical integrity of installation.
 2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will minimize evidence of patching and refinishing.
 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.6 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.

3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.
1. Remove liquid spills promptly.
 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.
- 3.7 STARTING AND ADJUSTING
- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.

- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.

3.8 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Protection of Existing Items: Provide protection and ensure that existing items to remain undisturbed by construction are maintained in condition that existed at commencement of the Work.
- C. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION 017300

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes 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.
 - 5. Repair of the Work.
- B. Related Requirements:
 - 1. Section 017823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 2. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at final completion.

1.3 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest control inspection.

1.4 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. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. 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.
 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Exhibit Designer. Label with manufacturer's name and model number.
 5. Submit testing, adjusting, and balancing records.
 6. Submit sustainable design submittals not previously submitted.
 7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Advise Owner of changeover in utility services.
 6. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 7. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 8. Complete final cleaning requirements.
 9. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: 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, Exhibit Designer will either proceed with inspection or notify Contractor of unfulfilled requirements. Exhibit Designer 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 Exhibit Designer, that must be completed or corrected before certificate will be issued.

1.5 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
 - 1. Submit a final Application for Payment according to Section 012900 "Payment Procedures."
 - 2. Certified List of Incomplete Items: Submit certified copy of Exhibit Designer's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Exhibit Designer. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 - 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 - 4. Submit pest-control final inspection report.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Exhibit Designer will either proceed with inspection or notify Contractor of unfulfilled requirements. Exhibit Designer will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1.6 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
 - 1. Organize list of spaces in sequential order.
 - 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 - 3. Submit list of incomplete items in the either format:
 - a. MS Excel electronic file. Exhibit Designer will return annotated file.
 - b. PDF electronic file. Exhibit Designer will return annotated file.

1.7 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Exhibit Designer for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- C. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.

D. Warranties in Paper Form:

1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.

E. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: 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.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. 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.
 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. 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.
 - b. 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.
 - c. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - d. Sweep concrete floors broom clean in unoccupied spaces.
 - e. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - f. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - g. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.

- h. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
 - i. Leave Project clean and ready for occupancy.
- C. Pest Control: Comply with pest control requirements in Section 015000 "Temporary Facilities and Controls." Prepare written report.
- D. Construction Waste Disposal: Comply with waste disposal requirements in Section 017419 "Construction Waste Management and Disposal."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations, before requesting inspection for determination of Substantial Completion.
- B. Repair, or remove and replace, defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.

END OF SECTION 017700

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory manuals.
 - 2. Emergency manuals.
 - 3. Systems and equipment operation manuals.
 - 4. Systems and equipment maintenance manuals.
 - 5. Product maintenance manuals.

1.2 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Exhibit Designer will comment on whether content of operation and maintenance submittals is acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals in the following format:
 - 1. Submit on digital media acceptable to Exhibit Designer. Enable reviewer comments on draft submittals.
 - 2. Submit 3 paper copies. Exhibit Designer will return 2 copies.
- C. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Exhibit Designer and Commissioning Authority will return copy with comments.
 - 1. Correct or revise each manual to comply with Exhibit Designer's comments. Submit copies of each corrected manual within 15 days of receipt of Exhibit Designer's and Commissioning Authority's comments and prior to commencing demonstration and training.
- D. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.3 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
 - 1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 - 2. File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.
- B. Manuals, Paper Copy: Submit manuals in the form of hard-copy, bound and labeled volumes.
 - 1. Binders: Heavy-duty, three-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - 2. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

1.4 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization of Manuals: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 - 1. Title page.
 - 2. Table of contents.
 - 3. Manual contents.
- B. Title Page: Include the following information:
 - 1. Subject matter included in manual.
 - 2. Name and address of Project.
 - 3. Name and address of Owner.
 - 4. Date of submittal.
 - 5. Name and contact information for Contractor.
 - 6. Name and contact information for Owner's Representative.
 - 7. Name and contact information for Exhibit Designer.
 - 8. Name and contact information for Commissioning Authority.

9. Names and contact information for major consultants to the Exhibit Designer that designed the systems contained in the manuals.
 10. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

1.5 EMERGENCY MANUALS

- A. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- B. Content: Organize manual into a separate section for each of the following:
1. Type of emergency.
 2. Emergency instructions.
 3. Emergency procedures.
- C. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
1. Fire.
 2. Flood.
 3. Gas leak.
 4. Water leak.
 5. Power failure.
 6. Water outage.
 7. System, subsystem, or equipment failure.
 8. Chemical release or spill.
- D. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- E. Emergency Procedures: Include the following, as applicable:
1. Instructions on stopping.
 2. Shutdown instructions for each type of emergency.

3. Operating instructions for conditions outside normal operating limits.
4. Required sequences for electric or electronic systems.
5. Special operating instructions and procedures.

1.6 SYSTEMS AND EQUIPMENT OPERATION MANUALS

- A. Systems and Equipment Operation Manual: Assemble a complete set of data indicating operation of each system, subsystem, and piece of equipment not part of a system. Include information required for daily operation and management, operating standards, and routine and special operating procedures.
- B. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
 1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor has delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- C. Descriptions: Include the following:
 1. Product name and model number. Use designations for products indicated on Contract Documents.
 2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- D. Operating Procedures: Include the following, as applicable:
 1. Startup procedures.
 2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.

- E. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- F. Piped Systems: Diagram piping as installed, and identify color coding where required for identification.

1.7 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Systems and Equipment Maintenance Manuals: Assemble a complete set of data indicating maintenance of each system, subsystem, and piece of equipment not part of a system. Include manufacturers' maintenance documentation, preventive maintenance procedures and frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information.
- B. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranties and bonds, as described below.
- C. Manufacturers' Maintenance Documentation: Include the following information for each component part or piece of equipment:
 - 1. Standard maintenance instructions and bulletins; include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - a. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
 - 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 - 3. Identification and nomenclature of parts and components.
 - 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 - 1. Test and inspection instructions.
 - 2. Troubleshooting guide.
 - 3. Precautions against improper maintenance.
 - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - 5. Aligning, adjusting, and checking instructions.
 - 6. Demonstration and training video recording, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.

- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.
- H. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.

1.8 PRODUCT MAINTENANCE MANUALS

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- C. Product Information: Include the following, as applicable:
 - 1. Product name and model number.
 - 2. Manufacturer's name.
 - 3. Color, pattern, and texture.
 - 4. Material and chemical composition.
 - 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
 - 1. Inspection procedures.
 - 2. Types of cleaning agents to be used and methods of cleaning.
 - 3. List of cleaning agents and methods of cleaning detrimental to product.
 - 4. Schedule for routine cleaning and maintenance.
 - 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017823

SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
 - 1. Record Drawings.
 - 2. Record Specifications.
 - 3. Record Product Data.
- B. Related Requirements:
 - 1. Section 017300 "Execution".
 - 2. Section 017823 "Operation and Maintenance Data" for operation and maintenance manual requirements.

1.2 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit 1 set of marked-up record prints.
 - 2. Number of Copies: Submit copies of record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit PDF electronic files of scanned record prints and one of file prints.
 - 2) Exhibit Designer will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
 - b. Final Submittal:
 - 1) Submit PDF electronic files of scanned record prints and three set(s) of prints.
 - 2) Print each drawing, whether or not changes and additional information were recorded.
 - c. Final Submittal:
 - 1) Submit one paper-copy set(s) of marked-up record prints.
 - 2) Submit record digital data files and three set(s) of record digital data file plots.
 - 3) Plot each drawing file, whether or not changes and additional information were recorded.

- B. Record Specifications: Submit annotated PDF electronic files of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.
 - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.

1.3 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
 - 1. 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 provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding photographic documentation.
 - 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Revisions to routing of piping and conduits.
 - d. Revisions to electrical circuitry.
 - e. Actual equipment locations.
 - f. Duct size and routing.
 - g. Locations of concealed internal utilities.
 - h. Changes made by Change Order or Work Change Directive.
 - i. Changes made following Exhibit Designer's written orders.
 - j. Details not on the original Contract Drawings.
 - k. Field records for variable and concealed conditions.
 - l. Record information on the Work that is shown only schematically.
 - 3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 - 4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 - 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 - 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Designer. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
 - 1. Format: Same digital data software program, version, and operating system as the original Contract Drawings.
 - 2. Format: DWG.
 - 3. Format: Annotated PDF electronic file with comment function enabled.
 - 4. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 - 5. Refer instances of uncertainty to Exhibit Designer for resolution.
- C. Format: Identify and date each record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
 - 1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 - 2. Format: Annotated PDF electronic file with comment function enabled.
 - 3. Record Digital Data Files: Organize digital data 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 digital data file.
 - 4. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Exhibit Designer.
 - e. Name of Contractor.

1.4 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 - 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 - 4. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
 - 5. Note related Change Orders and record Drawings where applicable.
- B. Format: Submit record Specifications as annotated PDF electronic file or scanned PDF electronic file(s) of marked-up paper copy of Specifications.

1.5 RECORD PRODUCT DATA

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.
- B. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.
 - 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 - 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 - 3. Note related Change Orders and record Drawings where applicable.
- C. Format: Submit record Product Data as annotated PDF electronic file or scanned PDF electronic file(s) of marked-up paper copy of Product Data.
 - 1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

1.6 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintenance of Record Documents: Store record documents 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 Exhibit Designer's reference during normal working hours.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 017839

SECTION 057000 - DECORATIVE METAL

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Decorative frames.
2. Custom hardware.

B. Related Requirements:

1. Section 057500 "Decorative Formed Metal" for decorative metal items made from sheet metal.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product, including finishing materials.

B. Shop Drawings: Show fabrication and installation details for decorative metal.

1. Indicate materials, finishes, fasteners, anchorages, and accessory items.

C. Samples: For each type of exposed finish.

PART 2 - PRODUCTS

2.1 ALUMINUM

A. Fabricate products from alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with strength and durability properties for each aluminum form required not less than that of alloy and temper designated below.

B. Bars and Shapes: ASTM B 221, Alloy 6063-T5/T52.

C. Pipe: ASTM B 429/B 429M, Alloy 6063-T6.

D. Tubing: ASTM B 210, Alloy 6063-T832.

E. Plate and Sheet: ASTM B 209, Alloy 6061-T6.

F. Forgings: ASTM B 247, Alloy 6061-T6.

G. Castings: ASTM B 26/B 26M, Alloy A356.0-T6.

2.2 FASTENERS

- A. Fastener Materials: Unless otherwise indicated, provide the following:
 - 1. Aluminum Items: Type 316 stainless-steel fasteners.
 - 2. Copper-Alloy (Bronze) Items: Silicon bronze (Alloy 651 or Alloy 655) fasteners where concealed, muntz metal (Alloy 280) fasteners where exposed.
 - 3. Copper-Alloy (Brass) Items: Silicon bronze (Alloy 651 or Alloy 655) fasteners where concealed, brass (Alloy 260 or 360) fasteners where exposed.
 - 4. Stainless-Steel Items: Type 316 stainless-steel fasteners.
 - 5. Steel Items: Plated steel fasteners complying with ASTM B 633, Class Fe/Zn 25 for electrodeposited zinc coating where concealed, Type 304 stainless-steel fasteners where exposed.
 - 6. Dissimilar Metals: Type 316 stainless-steel fasteners.
- B. Provide tamper-resistant flat-head machine screws for exposed fasteners unless otherwise indicated.
- C. Post-Installed Anchors: Fastener systems with an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC193.
 - 1. Material for Interior Locations: Carbon-steel components zinc plated to comply with ASTM B 633 or ASTM F 1941, Class Fe/Zn 5 unless otherwise indicated.

2.3 MISCELLANEOUS MATERIALS

- A. Welding Rods and Bare Electrodes: Select according to AWS specifications for metal alloy welded.
- B. Brazing Rods: For copper alloys, provide type and alloy as recommended by producer of metal to be brazed and as required for color match, strength, and compatibility in fabricated items.
- C. Lacquer for Copper Alloys: Clear, acrylic lacquer specially developed for coating copper-alloy products.
- D. Universal Shop Primer for Ferrous Metal: Fast-curing, lead- and chromate-free, universal modified-alkyd primer complying with MPI#79 and compatible with topcoat.
- E. Epoxy Zinc-Rich Primer: Complying with MPI#20 and compatible with topcoat.

2.4 FABRICATION, GENERAL

- A. Form decorative metal to required shapes and sizes, true to line and level with true curves and accurate angles and surfaces. Finish exposed surfaces to smooth, sharp, well-defined lines and arris.
- B. Mill joints to a tight, hairline fit. Cope or miter corner joints. Fabricate connections that will be exposed to weather in a manner to exclude water.

- C. Comply with AWS for recommended practices in shop welding. Weld behind finished surfaces without distorting or discoloring exposed side. Clean exposed welded joints of flux, and dress exposed and contact surfaces.
 - 1. Where welding cannot be concealed behind finished surfaces, finish joints to comply with NOMMA's "Voluntary Joint Finish Standards" for [Type 1 Welds: no evidence of a welded joint.
- D. Provide castings that are sound and free of warp, cracks, blowholes, or other defects that impair strength or appearance. Grind, wire brush, sandblast, and buff castings to remove seams, gate marks, casting flash, and other casting marks.

2.5 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.

2.6 ALUMINUM FINISHES

- A. Finish designations prefixed by AA comply with the system established by the Aluminum Association for designating aluminum finishes.
- B. Baked-Enamel or Powder-Coat Finish: AAMA 2603 except with a minimum dry film thickness of 1.5 mils. Comply with coating manufacturer's written instructions for cleaning, conversion coating, and applying and baking finish.
 - 1. Color and Gloss: As selected by Exhibit Designer from manufacturer's full range of RAL colors with a satin finish.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Provide anchorage devices and fasteners where needed to secure decorative metal to in-place construction.
- B. Set products accurately in location, alignment, and elevation, measured from established lines and levels.
- C. Fit exposed connections accurately together to form tight, hairline joints or, where indicated, uniform reveals and spaces for sealants and joint fillers.
- D. Do not cut or abrade finishes that cannot be completely restored in the field. Return items with such finishes to the shop for required alterations, followed by complete refinishing, or provide new units as required.

- E. Install concealed gaskets, joint fillers, insulation, and flashings as work progresses.
- F. Restore protective coverings that have been damaged during shipment or installation. Remove protective coverings only when there is no possibility of damage from other work.
- G. Control of Corrosion: Prevent galvanic action and other forms of corrosion by insulating metals and other materials from direct contact with incompatible materials.
 - 1. Coat concealed surfaces of aluminum that will be in contact with grout, concrete, masonry, wood, or dissimilar metals, with a heavy coat of bituminous paint.

END OF SECTION 057000

SECTION 057500 - DECORATIVE FORMED METAL

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Closures and trim for AV interactive components.
- B. Related Requirements:
 - 1. Section 057000 "Decorative Metal" for decorative items made primarily from plate, bars, extrusions, tubes, castings, and other forms of metal, but which may include sheet metal components.

1.2 ACTION SUBMITTALS

- A. Product Data: For each type of product, including finishing materials.
- B. Shop Drawings: Show fabrication and installation details for decorative formed metal.
 - 1. Include plans, elevations, component details, and attachment details.
 - 2. Indicate materials and profiles of each decorative formed metal member, fittings, joinery, finishes, fasteners, anchorages, and accessory items.
- C. Samples: For each type of exposed finish required, prepared on 6-inch square Samples of metal of same thickness and material indicated for the Work.

1.3 INFORMATIONAL SUBMITTALS

- A. Coordination Drawings: For decorative formed metal elements that house items specified in other Sections. Show dimensions of housed items, including locations of housing penetrations and attachments, and necessary clearances.

PART 2 - PRODUCTS

2.1 SHEET METAL

- A. General: Fabricate products from sheet metal without pitting, seam marks, roller marks, stains, discolorations, or other imperfections where exposed to view on finished units.
- B. Aluminum Sheet: Flat sheet complying with ASTM B 209 (ASTM B 209M), alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with strength and durability properties of not less than Alloy 5005-H32.

2.2 MISCELLANEOUS MATERIALS

- A. Sealants, Interior: Nonsag, paintable sealant complying with Section 079200 "Joint Sealants" and as recommended in writing by decorative formed metal manufacturer.
- B. Filler Metal and Electrodes: Provide type and alloy of filler metal and electrodes as necessary for strength, corrosion resistance, and compatibility in fabricated items.
 - 1. Use filler metals that will match the color of metal being joined.
- C. Fasteners: Fabricated from same basic metal and alloy as fastened metal unless otherwise indicated.
 - 1. Provide tamper-resistant flat-head machine screws for exposed fasteners unless otherwise indicated.
- D. Anchors: Provide fastener systems with an evaluation report acceptable to authorities having jurisdiction, based on ICC-ES AC193.
- E. Anchor Materials:
 - 1. Material for Interior Locations: Carbon-steel components zinc plated to comply with ASTM B 633 or ASTM F 1941 (ASTM F 1941M), Class Fe/Zn 5, unless otherwise indicated.

2.3 PAINTS AND COATINGS

- A. Shop Primers: Comply with Section 099123 Interior Painting.
- B. Universal Shop Primer for Ferrous Metal: Fast-curing, lead- and chromate-free, universal modified-alkyd primer complying with MPI#79 and compatible with topcoat.

2.4 FABRICATION, GENERAL

- A. Shop Assembly: Preassemble decorative formed metal items in shop to greatest extent possible to minimize field splicing and assembly. Disassemble units only as necessary for shipping and handling limitations. Clearly mark units for reassembly and coordinated installation.
- B. Fold back exposed edges of unsupported sheet metal to form a 1/2-inch- (12-mm-) wide hem on the concealed side, or ease edges to a radius of approximately 1/32 inch (1 mm) and support with concealed stiffeners.
- C. Increase metal thickness or reinforce with concealed stiffeners, backing materials, or both, as needed to provide surface flatness and sufficient strength for indicated use.
 - 1. Support joints with concealed stiffeners as needed to hold exposed faces of adjoining sheets in flush alignment.

- D. Where welding or brazing is indicated, weld or braze joints and seams continuously. Grind, fill, and dress to produce smooth, flush, exposed surfaces in which joints are not visible after finishing is completed.

2.5 CLOSURES AND TRIM

- A. Form closures and trim from metal of type and thickness indicated below. Fabricate to fit tightly to adjoining construction,
 - 1. Aluminum Sheet: minimum 0.063 inch.
 - a. Finish: Baked enamel or powder coat

2.6 ALUMINUM FINISHES

- A. Baked-Enamel or Powder-Coat Finish: AAMA 2603 except with a minimum dry film thickness of 1.5 mils (0.04 mm). Comply with coating manufacturer's written instructions for cleaning, conversion coating, and applying and baking finish.
 - 1. Color and Gloss: As selected by Exhibit Designer from manufacturer's full range of RAL colors with a satin finish.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Locate and place decorative formed metal items level and plumb and in alignment with adjacent construction. Perform cutting, drilling, and fitting required to install decorative formed metal.
- B. Use concealed anchorages where possible. Provide brass or lead washers fitted to screws where needed to protect metal surfaces and to make a weathertight connection.
- C. Form tight joints with exposed connections accurately fitted together. Provide reveals and openings for sealants and joint fillers as indicated.
- D. Corrosion Protection: Apply bituminous paint or other permanent separation materials on concealed surfaces where metals would otherwise be in direct contact with substrate materials that are incompatible or could result in corrosion or deterioration of either material or finish.
- E. Restore finishes damaged during installation and construction period so no evidence remains of correction work. Return items that cannot be refinished in the field to the shop; make required alterations and refinish entire unit or provide new units.

END OF SECTION 057500

SECTION 062023 - INTERIOR FINISH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Interior trim.

1.2 DEFINITIONS

- A. MDF: Medium-density fiberboard—Medite II or similar board with no added formaldehyde (NAF).
- B. MDO: Plywood with a medium-density overlay on the face.
- C. PVC: Polyvinyl chloride.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of process and factory-fabricated product.
- B. Samples: For each exposed product and for each color and texture specified.

PART 2 - PRODUCTS

2.1 MATERIALS, GENERAL

- A. Softwood Plywood: DOC PS 1.
- B. Hardboard: ANSI A135.4.
- C. MDF: ANSI A208.2, Grade 130.

2.2 INTERIOR TRIM

- A. Lumber Trim for Opaque Finish (Painted Finish):
1. Species and Grade: Eastern white pine; NeLMA D Select.
 2. Species and Grade: Idaho white, lodgepole, ponderosa, radiata, or sugar pine; NLGA or WWPA D Select.
 3. Maximum Moisture Content: 19 percent.
 4. Finger Jointing: Not allowed.

5. Face Surface: Surfaced (smooth).
6. Optional Material: Primed MDF of same actual dimensions as lumber indicated may be used in lieu of lumber.

2.3 MISCELLANEOUS MATERIALS

- A. Fasteners for Interior Finish Carpentry: Nails, screws, and other anchoring devices of type, size, material, and finish required for application indicated to provide secure attachment, concealed where possible.
- B. Glue: Aliphatic-resin, polyurethane, or resorcinol wood glue recommended by manufacturer for general carpentry use.
- C. Multipurpose Construction Adhesive: Formulation, complying with ASTM D 3498, that is recommended for indicated use by adhesive manufacturer.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Clean substrates of projections and substances detrimental to application.
- B. Before installing interior finish carpentry, condition materials to average prevailing humidity in installation areas for a minimum of 24 hours.

3.2 INSTALLATION, GENERAL

- A. Install interior finish carpentry level, plumb, true, and aligned with adjacent materials.
 1. Use concealed shims where necessary for alignment.
 2. Scribe and cut interior finish carpentry to fit adjoining work. Refinish and seal cuts as recommended by manufacturer.
 3. Where face fastening is unavoidable, countersink fasteners, fill surface flush, and sand unless otherwise indicated.
 4. Install to tolerance of 1/8 inch in 96 inches for level and plumb. Install adjoining interior finish carpentry with 1/32-inch maximum offset for flush installation and 1/16-inch maximum offset for reveal installation.
 5. Coordinate interior finish carpentry with materials and systems in or adjacent to it. Provide cutouts for mechanical and electrical items that penetrate interior finish carpentry.

3.3 STANDING AND RUNNING TRIM INSTALLATION

- A. Install trim with minimum number of joints as is practical, using full-length pieces from maximum lengths of lumber available.
 1. Do not use pieces less than 24 inches long, except where necessary.

2. Stagger joints in adjacent and related standing and running trim.
3. Miter at returns, miter at outside corners, and cope at inside corners to produce tight-fitting joints with full-surface contact throughout length of joint.
4. Use scarf joints for end-to-end joints.
5. Plane backs of casings to provide uniform thickness across joints where necessary for alignment.
6. Install trim after gypsum-board joint finishing operations are completed.
7. Install without splitting; drill pilot holes before fastening where necessary to prevent splitting.
8. Fasten to prevent movement or warping.
9. Countersink fastener heads on exposed carpentry work and fill holes.
10. Arrange panels with grooves and joints over supports.

END OF SECTION 062023

SECTION 064023 - INTERIOR ARCHITECTURAL WOODWORK

PART 1 - GENERAL

1.1 SECTION REQUIREMENTS

- A. Submittals: Shop Drawings and samples showing the full range of colors, textures, and patterns available for each type of finish.
- B. Quality Standard: All woodwork shall meet or exceed "custom grade" as defined by Architectural Woodwork Institute's "Architectural Woodwork Quality Standards."
- C. Environmental Limitations: Do not deliver or install woodwork until space is enclosed, wet-work is completed, and HVAC system is operating.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Hardboard: Kiln dried poplar - ANSI/AHA A135.4-2004.
- B. Industrial Grade Medium Density Fiberboard (MDF) with a formaldehyde-free binder and which meets the requirements of ANSI A208.2-2002, product class MD.
- C. Hardwood Plywood and Face Veneers: ANSI/HPVA HP-1-2004.

2.2 WOODWORK

- A. Complete fabrication before shipping to Project site to maximum extent possible. Disassemble only as needed for shipping and installing. Where necessary for fitting at Project site, provide for scribing and trimming.

2.3 SHOP FINISHING OF INTERIOR ARCHITECTURAL WOODWORK

- A. Finish architectural woodwork at the fabrication shop; defer only final touch up until after installation.
 - 1. All MDF and kiln-dried hardwood within exhibit cases to be formaldehyde-free and sealed with two coats of an environmental waterborne sealer.
 - 2. Apply one coat of sealer or primer to concealed surfaces of woodwork. Apply two coats to back of paneling.
 - 3. Apply a vinyl wash coat to woodwork made from closed-grain wood before staining and finishing.
 - 4. After staining, if any, apply paste wood filler to open-grain woods and wipe off excess. Tint filler to match stained wood.

- B. Finishes: Same grades as items to be finished. Provide two applications of spray-applied, top-coat.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Condition woodwork to prevailing conditions before installing.
- B. Install woodwork to comply with AWI Section 1700 for grade specified. All visible wood used in the construction of exhibit components to be domestic hardwood (QSI Lumber Grade II or better). All exposed corner joints shall be mitered, filled, and sanded.
- C. Install woodwork level, plumb, true, and straight. Shim as required with concealed shims. Install to a tolerance of 1/8 inch in 96 inches for level and plumb.
- D. Scribe and cut woodwork to fit adjoining work, seal cut surfaces, and repair damaged finish at cuts.
- E. Install trim with minimum number of joints possible, using full-length pieces to the greatest extent possible. Stagger joints in adjacent and related members.

END OF SECTION 064023

SECTION 099123 - INTERIOR PAINTING

PART 1 - GENERAL

1.1 SUMMARY

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

1.2 DEFINITIONS

- A. MPI Gloss Level 1: Not more than five units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
- B. MPI Gloss Level 2: Not more than 10 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
- C. MPI Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
- D. MPI Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
- E. MPI Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
- F. MPI Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
- G. MPI Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
 - 1. Include Printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.
- B. Samples: For each type of paint system and in each color and finish of topcoat.

1.4 QUALITY ASSURANCE

- A. Mockups: 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.
 - 1. Exhibit Designer will select one surface to represent surfaces and conditions for application of each paint system.
 - a. Vertical and Horizontal Surfaces:
 - b. Other Items: Exhibit Designer will designate items or areas required.
 - 2. Final approval of color and finish selections will be based on mockups.
 - a. If preliminary color selections are not approved, apply additional mockups of additional colors selected by Exhibit Designer at no added cost to Owner.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, products listed in the Interior Painting Schedule for the paint category indicated.

2.2 PAINT, GENERAL

- A. MPI Standards: Products shall comply with MPI standards indicated and shall be listed in its "MPI Approved Products Lists."
- B. Material Compatibility:
 - 1. Materials for use within each paint system shall be compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 - 2. For each coat in a paint system, products shall be recommended in writing by topcoat manufacturers for use in paint system and on substrate indicated.
- C. VOC Content: For field applications that are inside the weatherproofing system, paints and coatings shall comply with VOC content limits of authorities having jurisdiction and the following VOC content limits:
 - 1. Flat Paints and Coatings: 50 g/L.
 - 2. Nonflat Paints and Coatings: 150 g/L.
 - 3. Primers, Sealers, and Undercoaters: 200 g/L.
 - 4. Anticorrosive and Antirust Paints Applied to Ferrous Metals: 250 g/L.
 - 5. Zinc-Rich Industrial Maintenance Primers: 340 g/L.

- D. Low-Emitting Materials: Interior paints and coatings shall comply with the testing and product requirements of the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers."
- E. Colors: As selected by Exhibit Designer from manufacturer's full range.
 - 1. Ten percent of surface area will be painted with deep tones.

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. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
 - 1. Wood: 15 percent.
 - 2. Gypsum Board: 12 percent.
- C. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- D. Proceed with coating application only after unsatisfactory conditions have been corrected.
 - 1. 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.
 - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.

3.3 APPLICATION

- A. Apply paints according to manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual."

- B. 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.

3.4 INTERIOR PAINTING SCHEDULE

A. Wood Substrates: Wood trim and Components.

- 1. High-Performance Architectural Latex System MPI INT 6.3A:
 - a. Prime Coat: Primer, latex, for interior wood, MPI #39.
 - 1) Behr Paint, Premium Plus, High-Hiding All Purpose Primer.
 - 2) Benjamin Moore, Fresh Start, All-In-One Primer.
 - 3) PPG Architectural, Glidden Professional, Gripper Interior Primer.
 - b. Intermediate Coat: Latex, interior, high performance architectural, matching topcoat.
 - c. Topcoat: Latex, interior, high performance architectural (MPI Gloss Level 4), MPI #140.
 - 1) Behr Paint, Marque, Interior Satin Enamel
 - 2) Benjamin Moore, Aura, Waterborne Satin Interior Paint
 - 3) PPG Architectural, Glidden, Diamond Interior Paint

END OF SECTION 099123

SECTION 099300 - STAINING AND TRANSPARENT FINISHING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes surface preparation and application of wood stains and transparent finishes on interior wood trim and doors.

1.2 DEFINITIONS

- A. MPI Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
- B. MPI Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
- C. MPI Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
- D. MPI Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
- E. MPI Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
 - 1. Include printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.
- B. Samples: For each type of finish system and in each color and gloss of finish required.

1.4 QUALITY ASSURANCE

- A. Mockups: Apply mockups of each finish system indicated and each color selected to verify preliminary selections made under Sample submittals, to demonstrate aesthetic effects, and to set quality standards for materials and execution.
 - 1. Exhibit Designer will select one surface to represent surfaces and conditions for application of each type of finish system and substrate.
 - a. Vertical and Horizontal Surfaces:
 - b. Other Items: Exhibit Designer will designate items or areas required.
 - 2. Final approval of stain color selections will be based on mockups.

- a. If preliminary stain color selections are not approved, apply additional mockups of additional stain colors selected by Exhibit Designer at no added cost to Owner.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Basis-of-Design Product: Subject to compliance with requirements, provide products indicated in wood finish systems schedules.
- B. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, products listed in wood finish systems schedules for the product category indicated.

2.2 MATERIALS, GENERAL

- A. MPI Standards: Products shall comply with MPI standards indicated and shall be listed in its "MPI Approved Products List."
- B. Material Compatibility:
 1. Materials for use within each paint system shall be compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 2. For each coat in a paint system, products shall be recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
- C. VOC Content: For field applications that are inside the weatherproofing system, paints and coatings shall comply with VOC content limits of authorities having jurisdiction and the following VOC content limits:
 1. Clear Wood Finishes, Varnishes: 350 g/L.
 2. Stains: 250 g/L.
- D. Low-Emitting Materials: Interior paints and coatings shall comply with the testing and product requirements of the California Department of Public Health's "Standard Method for the Testing and Evaluation of Volatile Organic Chemical Emissions from Indoor Sources Using Environmental Chambers."
- E. Stain Colors: Match existing trim and door samples.

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. Maximum Moisture Content of Exterior Wood Substrates: 15 percent, when measured with an electronic moisture meter.
- C. Maximum Moisture Content of Interior Wood Substrates: 15 percent, when measured with an electronic moisture meter.
- D. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- E. Proceed with finish application only after unsatisfactory conditions have been corrected.
 - 1. Beginning finish application constitutes Contractor's acceptance of substrates and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and finishing.
 - 1. After completing finishing operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
- C. Clean and prepare surfaces to be finished according to manufacturer's written instructions for each substrate condition and as specified.
 - 1. Remove dust, dirt, oil, and grease by washing with a detergent solution; rinse thoroughly with clean water and allow to dry. Remove grade stamps and pencil marks by sanding lightly. Remove loose wood fibers by brushing.
 - 2. Remove mildew by scrubbing with a commercial wash formulated for mildew removal and as recommended by stain manufacturer.

3.3 APPLICATION

- A. Apply finishes according to manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual."
- B. Apply finishes to produce surface films without cloudiness, holidays, lap marks, brush marks, runs, ropiness, or other surface imperfections.

3.4 CLEANING AND PROTECTION

- A. Protect work of other trades against damage from finish application. Correct damage by cleaning, repairing, replacing, and refinishing, as approved by Exhibit Designer, and leave in an undamaged condition.

- B. At completion of construction activities of other trades, touch up and restore damaged or defaced finished wood surfaces.

3.5 INTERIOR WOOD -FINISH-SYSTEM SCHEDULE

- A. Wood Substrates: Wood trim, architectural woodwork and doors. Match existing stain and finish. (STN-1)
 - 1. Water-Based Varnish over Stain System. MPI INT 6.3W:
 - a. Stain Coat: Stain, semitransparent, for interior wood, MPI #90.
 - 1) Old Masters, Penetrating Stain
 - 2) PPG Architectural, Deft Interior Alkyd
 - 3) Sherwin Williams, Minwax, Interior Oil Stain, 250
 - b. First Intermediate Coat: Water-based varnish matching topcoat.
 - c. Second Intermediate Coat: Water-based varnish matching topcoat.
 - d. Topcoat: Varnish, water based, clear, satin (MPI Gloss Level 4), MPI #128.
 - 1) Benjamin Moore, Lenmar, Aqua Plastic Waterborne Clear Satin
 - 2) Old Masters, Water-Based Polyurethane Satin
 - 3) Sherwin Williams, Minwax, Polyacrylic Protective Finish Gloss

END OF SECTION 099300

SECTION 101417 – DIORAMAS, ENVIRONMENTS AND PROPS

PART 1 - GENERAL

1.1 SUMMARY OF WORK

- A. Artifacts shall be provided by the Owner and installed by Contractor. Request information regarding any discrepancy, in writing from the Owner and Designer.
- B. Contractor is to provide a complete exhibit system, environment, and experience. Provide labor, installation and handling of accessory items, including but not limited to:
 - 1. Taxidermy Animals
 - a. See Appendix A for a list of specific taxidermy animals/replicas that are to either be provided by the Owner and installed by the Contractor or provided by and installed by the Contractor for each diorama.
 - b. Contractor to provide custom mounts for each taxidermy animal.
 - c. All taxidermy animals and replicas that are Owner provided shall remain at the park and will be made available to the Contractor during installation. Should they be needed prior to installation, the park will provide measurements and photographs as needed.
 - d. Appropriate amounts of insurance should be obtained by the fabricator to cover any potential damage to fabricated dioramas during shipment and prior to and during the installation phases of the project. Coverage must be obtained by the Contractor prior to acceptance of materials and shall remain in effect until all materials have been installed and inspected by the Owner.
 - 2. Dioramas and Environments
 - a. See Appendix A for a list of specific tree and plant materials/replicas that are to either be provided by the Owner and installed by the Contractor or provided by and installed by the Contractor for each diorama.
 - b. Contractor is to develop and fabricate both dioramas/internal case environments as shown in the Construction Documents.
 - b. Certain areas are visible from many points of view and various sight lines: coordinate appearances for all areas with the Owner and the Designer.
 - c. Contractor shall utilize a variety of methods, such as collected and preserved species, casts, and sculpted items, and in some cases, specimens provided by the Owner to achieve a realistic appearance. Owner shall assist with collection of specimens, but the Contractor is responsible for all preservation efforts. Final approval and acceptance of all diorama treatments shall be by Owner and Designer.
 - e. Prior to the production of any dioramas, Fabricator to produce and submit for review and comment by Owner and Designer, a scaled model or maquette of each diorama. Each model should include important features and specimens as shown in the drawing package and identified in Appendix A. A written review will be provided to the Fabricator for each diorama.

- f. At the time of installation of the actual diorama, coordination will be required between the Designer and Fabricator. The Fabricator will place specimens and artifacts based on the approved maquettes for review by the designer. Should minor placement changes be required, they will be made by the Fabricator, based on input from the Designer.
- g. Diorama environments to include:

Glacier Model- Diorama #1

See drawings: 1.04, 4.04 and Appendix A

Description: This is a full scale, fiberglass, glacier model that visitors can walk through. Walls to be faux finished to look like ice and have various specimens that appear to be frozen/embedded in place. Ambient audio to be played by way of a suspended speaker from the ceiling.

Faux Rock Form- Diorama #2

See drawings: 1.04, 4.10 and Appendix A

Description: On the backdrop of a replicated rock wall that is constructed out of fiberglass over a steel structure, this diorama is intended to present a number of geological specimens as part of a timeline rail. Additional samples will be presented in small wall hung cases that are covered by acrylic vitrines.

Prairie Façade and Tunnel- Diorama #3

See drawings: 1.04, 4.09 and Appendix A

Description: This diorama shall depict both above grade and sub-terranean environments on both a sculpted wall surface and a small tunnel for younger visitors. Specimens from Appendix A will be included in both areas.

Floodplain Forest- Diorama #4

See drawings: 1.01, 4.01 and Appendix A

Description: Placed against the backwall of the gallery, this diorama will feature a forest scene that will include sculpted ground forms and trees as well as other animal and plant specimens. Ice rings are to be sculpted on all trees. Because of the delicate nature of this installation, the diorama will be protected by a ½" thick, clear tempered glass barrier.

Floodplain Forest Sample Tower- Diorama #5

See drawings: 1.04, 4.02 and Appendix A

Description: Housed in a four-sided, tempered glass exhibit case, this 1-meter-wide x 1-meter-deep environment is intended to showcase in greater detail, a small section of the Floodplain Forest diorama.

Decayed Log Model- Diorama #6

See drawings: 1.04, 4.08 and Appendix

Description: This piece is to simulate a decayed log that young visitors can either crawl on or crawl through. Both the interior and exterior of the log will be sculpted and will, in addition to the log, contain various sculpted reliefs and models of living bugs and other fungi (i.e. mushrooms). The exterior of the log will contain a series of flip panels as well as a hollowed-out branch that can serve as a window into the center of the log.

Wolf River- Diorama #7- 1 Meter squared- Ecosystem sample- River Diorama

See drawings: 1.04, 4.07 and Appendix A

Description: Housed in a 1-meter square exhibit case, that is lit from above and Protected on three sides by tempered glass. This diorama is designed to simulate a river ecosystem and river bottom.

3. Replicated Trees in Diorama Environments

- a. Contractor is to fabricate a number of trees in a variety of species, based on the following assumptions:
 1. The trees shall utilize construction techniques so that the majority of work can be completed in the contractor's shop. Even though the trees may be produced in sections, their appearance to the visitor shall be continuous. Tree trunks and branches shall be collected and preserved, cast, or sculpted. Replicated bark shall be acceptable if samples match species in the park. Leaves and branches are to be realistic in size, texture and scale. The finish of each tree specified shall be realistic in color and texture. Samples for each species shall be submitted for approval by both the Owner and Designer.
 2. All materials used in the construction of all replicated trees are to be fire-rated as required by the state or local building code.
 3. Tree specimens will be placed both inside the diorama environments as well in the open gallery area.
 4. Trees located inside of the diorama environments will be visible from the exterior only.
 5. All trees are stand-alone features that must be firmly secured to either the floor of the gallery or the floor of the diorama. All fasteners or means of attachment shall be hidden from view. All trees are to have a fabricated root system that transitions into the diorama deck surface in a natural and believable manner.

5. Replicated Forest Floors Located in Diorama Environments

- a. The "floors" of the dioramas shall depict different biological communities found in Wisconsin's natural environment. Each environment shall include changes in elevation as shown in the drawing package. Contractor shall utilize a variety of methods, such as collected and preserved species, casts, and sculpted items, to achieve a realistic appearance. Plant materials for each diorama shall include appropriate quantities of collected and preserved specimens such as grasses, scrub, flowers, bushes, etc., to create a believable diorama environment.
- b. All diorama environments shall be realistic in terms of scale, texture and color. Base colors shall be integral to all floor materials and not be an applied paint finish. Applied stains and washes shall be used to suggest variations in color as found in nature.

1.2 SUBMITTALS

- A. Product Data: Submit Manufacture's product data for each type of manufactured equipment, as specified in the drawings.

- B. Shop drawings: Submit shop drawings detailing the fabrication, handling and installation methods for each type of artifact or prop specified. Include locations, finished or control dimensions, details and connections to new or existing Work. Show anchorage, accessory items and coordination with Work by Others.
- C. Samples: Submit full-scale bark, mud, water, and leaf samples of each diorama environment. Submit samples, mock-ups and other prototypes required to give the Owner and Designer realistic examples of layering, mounts and other techniques used in dioramas and environments.
- D. Operating and cleaning instructions.
- E. Include recommended cleaning schedule.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 CONSTRUCTION DOCUMENTS

- A. The Construction Documents document intended locations for all components. Contractor shall verify all locations and notify Owner and Designer of any discrepancies found in the Construction Documents and site conditions prior to fabrication. Owner and Designer shall not be held liable for any inconsistencies found in the Construction Documents and site conditions.

END OF SECTION 10434

SECTION 101423 – GRAPHIC PANELS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Materials, construction requirements, quality controls, and installer responsibilities required for the production of the graphic panels. Furnish and install graphic panels as detailed on Construction Drawings or described in these specifications.
2. Work Not Included:
 - a. Copywriting and editing.
 - b. Curatorial work relative to the accumulation of source materials.
 - c. Acquisition of source materials coordinated with Owner.
 - d. Final electronic production files. Files to be provided by Exhibit Designer.

1.2 ACTION SUBMITTALS

A. Product Data: For each type of product.

B. Provide submittals in accordance with Section 013300 "Submittal Procedures."

C. Shop Drawing Submittals:

1. Include fabrication and installation details and attachments to other work.
2. Show sign mounting heights, locations of supplementary supports to be provided by other installers, and accessories.

D. Proofs: Provide least two (2) rounds of proofs of all graphics shall be provided to the Owner and Exhibit Designer for approvals. The reviews may be done electronically with PDF documents. Reasonable review times shall be given to the Owner and Exhibit Designer.

E. Full-size Color Sample Submittals: Provide two (2) samples for each graphic panel listed below. Include appropriate substrate and edge details for each type. Exhibit Designer to provide final electronic files for production.

1. Type GR-1: 1'-0" W x 1'-0" H
2. Type GR-2: 1'-0" W x 1'-0" H
3. Type GR-3: 1'-0" W x 1'-0" H
4. Type GR-4: 1, full height sample letter in each color specified.
5. Type GR-5: 1'-0" W x 1'-0" H
6. Type GR-6: 1'-0" W x 1'-0" H
7. Type GR-7: 1'-0" W x 1'-0" H
8. Type GR-8: 1'-0" W x 1'-0" H
9. Type GR-9: 1, 2 sided flipbook page with holes
10. Type GR-10: 1'-0" W x 1'-0" H
11. Type GR-11: 1'-0" W x 1'-0" H

1.3 QUALITY ASSURANCE

- A. Maintenance data.
- B. It is the Contractor's responsibility to fully understand the design intent and complete graphics installation requirements.
- C. Notify Exhibit Designer if further clarification is requested. If no notification is given, it is assumed the Contractor understands these requirements and assumes full responsibility for providing graphics produced within these specifications and guidelines. This may include additional steps or processes related to submittals, approvals, verification of field dimensions and other special conditions that affect the production and installation.

1.4 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace components of signs that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Five (5) years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Structural Performance: Graphic panels and supporting elements shall withstand the effects of gravity and other loads within limits and under conditions indicated.
- B. Accessibility Standard: Comply with applicable provisions in the USDOJ's "2010 ADA Standards for Accessible Design.

2.2 PANEL SIGN TYPES

- A. Type GR-1: 3M Control Tac Vinyl with applied UV lustre laminate and wrapped edges on .063 aluminum sign blank.
- B. Type GR-2: Vinyl with applied lustre laminate, or Abaco Beach smooth texture wallpaper with matte liquid laminate.
- C. Type GR-3: Direct print graphics onto matte white .060" th. signblank.
- D. Type GR-4: Painted acrylic dimensional letters- pin mounted to gyp wall or substrate- sizes vary.
- E. Type GR-5: Direct color print onto painted substrate.

- F. Type GR-6: Toriexon direct print (second surface) onto .120" thickness, 12" wide, freezer grade clear pvc strip.
- G. Type GR-7: HPL- exterior grade, lustre finish.
- H. Type GR-8: 3m contour cut, Control Tac vinyl w/ applied lustre laminate, applied directly to wall.
- I. Type GR-9: Custom digital print, 18 mil PET, 5 mil Emerytex lamination (pebble finish), contour cut, mounted back to back (2 sided).
- J. Type GR-10: Lintec color transparency print digital window graphics, E-2100ZC, optically clear polyester.
- K. Type GR-11: Custom, etched 1/8" th. aluminum plate mounted to rail.

2.3 PANEL-SIGN MATERIALS

- A. Aluminum Sheet: 5052-H38, .063 inch thickness. ASTM A 240/A 240M, stretcher-leveled standard of flatness.
- B. Acrylic Sheet: ASTM D 4802, Type UVF (UV filtering).
- C. Polycarbonate Sheet: Coated, mar-resistant, UV-stabilized polycarbonate, with coating on both sides.
- D. Vinyl Film: UV-resistant vinyl film of nominal thickness indicated, with pressure-sensitive, permanent adhesive on back; die cut to form characters or images as indicated on Drawings.
- E. Custom Digital Vinyl Wallcovering Mural: All vinyl wallcoverings specified and installed shall meet the latest Federal Specifications CCC-W-408-D and CFFA-W-101-D standards for Vinyl Coated Fabric Wallcovering. All wallcoverings specified shall contain mold and mildew inhibitors and pass the ASTM-G21 testing for mold and mildew resistance. The ASTM-E84 test must be passed with the wallcovering mounted to gypsum wallboard. Adhesives and Primers used must be of the type designed for vinyl wallcovering. Adhesives and Primers must contain mildew inhibitors. See manufacturer's recommendations for commercially available products.

2.4 ACCESSORIES

- A. Fasteners and Anchors: Manufacturer's standard as required for secure anchorage of signs, noncorrosive and compatible with each material joined, and complying with the following unless otherwise indicated:
 - 1. Use concealed fasteners and anchors unless indicated to be exposed.
 - 2. Exposed Metal-Fastener Components, General:
 - a. Fabricated from same basic metal and finish of fastened metal unless otherwise indicated.
 - 3. Mounting Fasteners:

- a. Concealed Studs: Concealed (blind), threaded studs welded or brazed to back of sign material or screwed into back of sign assembly unless otherwise indicated.
 - b. Projecting Studs: Threaded studs with sleeve spacer, welded or brazed to back of sign material or screwed into back of sign assembly, unless otherwise indicated.
 - c. Through Fasteners: Exposed metal fasteners matching sign finish, with type of head indicated, and installed in predrilled holes.
- B. Adhesive: As recommended by sign manufacturer.
- C. Two-Face Tape: Manufacturer's standard high-bond, foam-core tape, 0.045 inch thick with adhesive on both sides.
- D. Bituminous Paint: Cold-applied asphalt emulsion complying with ASTM D 1187/D 1187M.

2.5 FABRICATION

- A. General: Provide sign assemblies according to requirements indicated in Construction Drawings.
- 1. Mill joints to a tight, hairline fit. Form assemblies and joints exposed to weather to resist water penetration and retention.
 - 2. Provide welds and brazes behind finished surfaces without distorting or discoloring exposed side. Clean exposed welded and brazed connections of flux, and dress exposed and contact surfaces.
 - 3. Conceal connections if possible; otherwise, locate connections where they are inconspicuous.
 - 4. Internally brace signs for stability, to meet structural performance loading without oil-canning or other surface deformation, and for securing fasteners.
 - 5. Provide rabbets, lugs, and tabs necessary to assemble components and to attach to existing work. Drill and tap for required fasteners. Use concealed fasteners where possible; use exposed fasteners that match sign finish.
- B. Subsurface-Applied Graphics: Apply graphics to back face of clear face-sheet material to produce precisely formed image. Image shall be free of rough edges.
- C. Shop- and Subsurface-Applied Vinyl: Align vinyl film in final position and apply to surface. Firmly press film from the middle outward to obtain good bond without blisters or fishmouths.
- D. Brackets: Fabricate brackets, fittings, and hardware for bracket-mounted signs to suit sign construction and mounting conditions indicated. Modify manufacturer's standard brackets as required.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Install signs using mounting methods indicated and according to manufacturer's written instructions.

1. Install signs level, plumb, true to line, and at locations and heights indicated, with sign surfaces free of distortion and other defects in appearance.
2. Install signs so they do not protrude or obstruct according to the accessibility standard.
3. Before installation, verify that sign surfaces are clean and free of materials or debris that would impair installation.

B. Mounting Methods:

1. Concealed Studs: Using a template, drill holes in substrate aligning with studs on back of sign. Remove loose debris from hole and substrate surface. Place sign in position and push until flush to surface, embedding studs in holes. Temporarily support sign in position until adhesive fully sets.
2. Through Fasteners: Drill holes in substrate using predrilled holes in sign as template. Countersink holes in sign if required. Place sign in position and flush to surface. Install through fasteners and tighten.
3. Brackets: Remove loose debris from substrate surface and install backbar or bracket supports in position so that signage is correctly located and aligned.
4. Adhesive: Clean bond-breaking materials from substrate surface and remove loose debris. Apply linear beads or spots of adhesive symmetrically to back of sign and of suitable quantity to support weight of sign after cure without slippage. Keep adhesive away from edges to prevent adhesive extrusion as sign is applied and to prevent visibility of cured adhesive at sign edges. Place sign in position and push to engage adhesive. Temporarily support sign in position until adhesive fully sets.
5. Two-Face Tape: Clean bond-breaking materials from substrate surface and remove loose debris. Apply tape strips symmetrically to back of sign and of suitable quantity to support weight of sign without slippage. Keep strips away from edges to prevent visibility at sign edges. Place sign in position and push to engage tape adhesive.

C. Remove temporary protective coverings and strippable films as signs are installed.

END OF SECTION 101423

SECTION 104330 – ARTIFACT/PROP MOUNTS

PART 1 - GENERAL

1.1 CORRESPONDING DOCUMENTS

- A. Construction Documents.

1.2 MATERIALS PROVIDED TO COMPLETE WORK

- A. Contractor shall provide appropriate care and handling of all materials, including but not limited to, sheet materials, books, manuscripts, objects, and textiles provided by the Owner.
- B. Appropriate amounts of insurance coverage for damage of materials provided must be obtained by the Contractor prior to acceptance of materials and shall remain in effect until all materials have been installed and inspected by the Owner.
- C. All materials to conform to ANSI/NISO Z39.79-2001 Environmental Conditions for Exhibiting Library and Archival Materials, especially Section 8 regarding display considerations and structures, and appendix C regarding materials safe/unsafe to use with library materials. The entire standard can be downloaded at: <https://webstore.ansi.org/standards/niso/ansinisoZ39792001>.

PART 2 - PRODUCTS

2.1 MATERIALS PROVIDED BY CONTRACTOR

- A. Brass Spider Mount: Objects can be mounted with brass rod supports with a Mylar buffer between support and object. Mount materials that are adjacent to case and object are to be painted to match each.
- B. Mylar: Use a mylar buffer to protect objects positioned on painted decks and platforms.

PART 3 - INSTALLATION NOTES

3.1 CONSTRUCTION DOCUMENTS

- A. The Construction Documents identify intended locations for all components. Coordinate final locations with Exhibit Designer on site.

END OF SECTION

SECTION 115500 – AUDIO VISUAL AND INTERACTIVE SYSTEMS

PART 1 - GENERAL

1.1 SUMMARY

- A. It is the intention of the Construction Documents to call for finished work, tested, and ready for operation.
 - 1. Any apparatus, material or Work described in either the Drawings or the Specifications and any incidental accessories necessary to make the Work complete in all respects and ready for operation (even though not particularly specified) shall be furnished, delivered and installed by the Contractor without additional expense to the Owner.
 - 2. Minor details not usually shown or specified but necessary for proper installation and operation are included in the Work as if specified herein or shown on the Drawings.
- B. Description: Work in this section includes, but is not limited to, the installation and coordination of fully operational AV and Interactive systems. Contractor shall furnish and install all CAT7a cabling between AV system location to AV closet within existing conduit provided by the building's General Contractor. All audio-visual hardware shall be purchased and provided by the Contractor. The Contractor shall thoroughly familiarize themselves with the Project and conditions that may affect the Audio Visual and Interactive Systems Scope of Work. Report any conditions that would prevent the complete installation of the Work to the Contracting Officer, Owner, and Exhibit Designer in writing as soon as the condition is observed. No waiver of responsibility will be considered unless the above instructions are carried out.
- C. Scope of Work: Each unique Audio Visual or Interactive System requires a working prototype for approval. If accepted, the working prototype may become part of the finished work. Prototypes do not relieve the Contractor of shop drawings to control dimensions and coordinate finishes within the exhibit environment. Below is a list of audio visual and interactive systems, as a basis-of-design. If basis-of-design equipment is not used, Contractor is required to ensure alternate hardware matches the intent of each experience and is also responsible to modify cabinetry accordingly:

Hardware Specifications (Basis-of-Design):

- 1. AV #1 – Video Explorer:
 - a. (1) Samsung QM43B-T QMB-T Series – 43” Class LED Backlit LCD D
 - b. (1) BrightSign Media Player HD1024 or HD1025
 - c. (2) Molitor Audio Handsets with Magnetic Base and Auxilary Jack Addon – USO
 - d. (1) Pyle Audio Amplifier, PFA300
 - e. (1) Peerless Indoor Landscape Kiosk Enclosure for 43" Screen (Silver with custom powder coat color), MFR# PEER-KIL543 or similar.
- D. All engineering services and testing/prototyping of structural integrity and stability of the exhibit components, including support and loads on freestanding items, and coordination with

electrical systems provided as part of the base building or space preparation, are the responsibility of the Contractor. All individual freestanding units are to withstand 100 pounds of lateral force, without tipping, at a five-foot height from the finished floor. Interactive hardware must survive use and abuse by visitors without failure and without danger to visitors.

- E. Compliance with life safety and disability codes and regulations: It is the responsibility of the Contractor to investigate and ensure they fully comply with all Federal, State or municipal codes and other local laws, ordinances, rules and regulations that will be in effect at the job site during the installation and commissioning period. All such rules, regulations and ordinances will be deemed to apply to the Contract throughout and are to be included in the Contract as though written out in full.
- F. Coordinate with software and audio-visual producers, interactive contractors, lighting designer, acoustical and other consultants and providers contracted for work on the Project. Ensure the equipment specified is capable of achieving the end result intended by the Owner and Exhibit Designer. Provide for interim prototyping and coordination meetings as required. Show anticipated mock-up or coordination dates on schedules and work plans.

1.2 AUDIO-VISUAL AND INTERACTIVE SYSTEMS

- A. See Drawings and AV hardware specification and coordinate with Owner and Exhibit Designer for the complete list of systems and programs.
- B. Contractor Scope of Work – Equipment, integration, installation, mock-ups, prototypes, enclosure, support and mounting.

1.3 PROTECTION OF EXISTING CONSTRUCTION

- A. Contractor shall use extreme caution when installing materials in existing finished walls, floors, partitions, and hung ceilings. Contractor shall not interrupt the building's electrical, mechanical, or sprinkler service without the expressed permission of the Owner and Facility Manager. Contractor shall restore or have restored, at their expense, any damage to the original condition caused by their activity.

1.4 QUALITY ASSURANCE

- A. Qualification of Workforce: Provide sufficiently skilled workers and supervisors present at all times during the execution of the Work.
- B. Codes and Standards: In addition to complying with all applicable Federal, State and other local codes and regulations of authorities having jurisdiction as indicated above, comply with the following:
 - 1. National Electric Code (NEC), current edition
 - 2. Requirements of Underwriters Laboratories (UL) Incorporated, for all items for which UL standards have been established and/or provide equipment listed with an approved independent testing laboratory, such as Underwriters Laboratories, Inc.

1.5 COORDINATION

- A. Coordinate the installation of items with the schedules of other trades to prevent unnecessary delays. Advise Owner or Contracting Officer of complete detailed installation schedule and any updates.
- B. Where items are shown in conflict with locations of structural members and mechanical or other equipment, furnish and install required support and wiring to clear the encroachment at no additional cost to the Owner.
- C. Accuracy of Data: The data indicated on the Drawings are as exact as could be secured, but accuracy is not guaranteed. Field measurements are required.

1.6 SYSTEM DESCRIPTION

- A. Interface with Adjacent Work
 - 1. Provide concealed wiring wherever possible.
 - 2. Attachment considerations: Account for site peculiarities and expansion and contraction movements so there is no possibility of loosening, weakening or fracturing connections and attached components.
 - 3. Integrate design and connections with adjacent construction.

1.7 SUBMITTALS

- A. Product Data: Submit the following:
 - 1. Complete manufacturer's product data for equipment, controls, accessories, wiring and cabling.
- B. Shop Drawings:
 - 1. Submit shop drawings for:
 - a. Equipment layout.
 - b. Wiring layout.
 - c. Rack elevation, including equipment placement within rack.
 - d. Control System Touch Screen panel layouts, screen design and text.
- C. Closeout Submittals: Submit the following in accordance with relevant Section:
 - 1. Operation and maintenance manuals: Include wire list and block diagrams with referenced wire numbers identifying each connection. Quantity required: Two indexed sets in three-ring binders.
 - 2. Warranty as indicated below and as contracted with Owner.
 - 3. Project Record Documents: Submit in accordance with relevant Section. Record actual locations of wiring and concealed conditions. Quantity required: Two sets of prints: one Mylar (reproducible) set and two sets of diskettes with files in Auto CAD, (verify preferred version with Owner or Contracting officer prior to submittal).

1.8 DELIVERY, STORAGE, AND HANDLING

- A. Packing, Shipping, Handling and Unloading: Exercise care to contain and maintain equipment and components. Prevent impact to items, which may result in damage to components.
- B. Storage and Protection: Store in cool, dry location. Do not stack items beyond manufacturer's acceptable limitations.

1.9 PROJECT CONDITIONS

- A. Do not install exhibit items or equipment into non-conditioned spaces. Interference with the exhibit schedule due to delays caused by the General or Space Preparation contractor shall be brought to the attention of the Owner immediately.
- B. Environmental Requirements: Comply with manufacturer's written requirements under which products can be stored and installed.
- C. Existing Conditions:
 - 1. Field verify existing conditions prior to fabricating and installing the work in this Section.
 - 2. Verify all measurements in the field.

1.10 WARRANTY

- A. Warranty: Prepare and submit.
 - 1. Warrant installed units to be free from defects in material and workmanship for a period of not less than 1 year from date of acceptance. All repairs will be made on-site at no cost to the Owner for the full warranty period.

1.11 SYSTEM STARTUP

- A. Starting of Systems: All systems are to be initiated and demonstrated to the Owner and/or their designated representative.

PART 2 - PRODUCTS

2.1 MANUFACTURED UNITS, RELATED EQUIPMENT, AND COMPONENTS

- A. See Section 1.1.C above for a list of selected products and manufacturers. Confirm final scope of work with Owner and Exhibit Designer. If alternate equipment is selected beyond the basis-of-design, Contractor is responsible to ensure equipment maintains the original intent of each application and that the cabinetry is altered and sized appropriately.

2.2 ACCESSORIES

- A. Cable connecting components shall carry audio, video, data and other electrical signals. Cables shall be shielded and properly separated from other electrical work to prevent interference produced by adjacent equipment. Wiring shall be low-loss rated for use in a plenum environment.
- B. Label wiring and wire terminations with product similar to E-Z Code Wire Markers by Thomas & Betts. Clearly indicate wire identification numbers.

2.3 SOURCE QUALITY CONTROL

- A. Verification of Performance: Verify performance of each component and each piece of equipment prior to installation.

PART 3 – EXECUTION

3.1 INSTALLERS

- A. All on-site work must comply with job-site requirements in force at the time, including those of applicable building trades.

3.2 EXAMINATION

- A. General: Examine conditions, field verify dimensions and clearances, and notify the Owner of any discrepancies.
- B. Confirm that adjacent work, including finish work, is complete, except where wiring and cabling shall be concealed within finish work.

3.3 INSTALLATION

- A. Audio-Visual Equipment: Install in accordance with the National Electrical Code, state and local codes, and approved shop drawings.

3.4 FIELD QUALITY CONTROL

- A. Site tests and Inspections: Field test each component and piece of equipment to confirm proper operation, including control systems. Run equipment and perform functions expected during normal use after Substantial Completion. Correct functions and connections as needed for complete and proper installation based on testing.

3.5 ADJUSTING

- A. General: Adjust parts and components for smooth, uniform operation with no interference.

3.6 CLEANING

- A. General: Clean as recommended by the manufacturer. Remove labels, markings, soil, debris, dust and dirt. Do not use materials or methods, which may damage equipments function or finish.

3.7 DEMONSTRATION

- A. Demonstrate set-up operation and simple maintenance, such as re-lamping or projectors.
- B. Provide not less than two (2) hours of training for key operators (i.e., technical staff) and two (2) hours of training for casual operators (end users).
- C. Provide a simple video to key operators.

3.8 PROTECTION

- A. Protect finished work as required from damage.

END OF SECTION 11550