

General Requirements Exhibit

Cover Sheet and Instructions

APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette.

PURPOSE OF DOCUMENT:	Creates and details procedures that expand upon the contract requirements stated in the General and Supplementary Conditions.		
CROSS-REFERENCE TO FACILITIES MANUAL:	None		
CONTENTS:	General Requirements Exhibit		
FOR USE WITH:	Design Build Agreement		
COMPLETED BY:	√	Filling in	√ Adding Text
ITS USE IS:	√	Required	Optional

NOTE: To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

Completion Instructions:

- Notes, suggested text, instructions and other information is formatted using the following methods:
 - Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
 - Coded instruction within brackets. {This is an example of the format.} The instructions and shading will disappear when the required information is typed.
 - Suggested text is shaded in gray without brackets (see Modification and Additions below.)

Modifications and Additions:

- Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
- Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

Comments:

The format of this exhibit uses the standard CSI three (3) part format e.g. "General," "Products" and "Execution." It is understood that many of the Sections will not have Products nor need to address Execution requirements, but in the interest of consistency and clarity they should generally be included followed by the words "not applicable."

The three (3) parts include the following:

Part 1 General: Defines the specific administrative and procedural requirements unique to the section.

Part 2 Products: Lists and describes the quality of items that are required for incorporation into the project under the section.

Part 3 Execution: Describes, in detail, preparatory actions and how the products are to be incorporated into the project.

It is important to understand that the individual documents which form the Contract Documents are complementary to one another, but without being redundant to the degree that one runs the risk of including contradictory information. The rule should be to say it once and say it clearly.

GENERAL REQUIREMENTS INDEX

Section Number	Section Name
01110	Summary of The Work
01140	Work Restrictions
01150	Project Utilities Resources
01210	Allowances
01230	Value Analysis
01250	Payment Procedures
01310	Project Meetings and Coordination
01320	Construction Progress Documentation
01325	Schedules
01330	Submittal Procedures
01340	Special Procedures
01350	Partnering
01420	Abbreviations, Definitions and References
01440	Quality Control
01510	Temporary Utilities
01520	Construction Facilities
01530	Temporary Construction
01560	Temporary Barriers and Enclosures
01570	Temporary Controls
01580	Project Identification and Information
01610	Basic Product Requirements
01630	Product Options and Substitutions
01640	University Furnished Products
01650	Products Delivery Requirements
01660	Products Storage and Handling
01710	Examination of Existing Conditions
01720	Preparation
01730	Execution
01740	Cleaning
01750	Starting and Adjusting
01760	Protection of Installed Construction
01770	Closeout Procedures
01780	Closeout Submittals
01790	Guarantees, Warranties, Bonds, Service & Maintenance Contracts
01810	Commissioning
01820	Demonstration and Training
01830	Not Used
01840	Reconstruction