**SPECIFICATIONS**

**FOR**

**{PROJECT NAME}**

**UNIVERSITY OF CALIFORNIA,** **{FACILITY}**

**INDEX TO SPECIFICATIONS**

**DIVISION 1 - GENERAL REQUIREMENTS PAGES**

Section 01010 General Requirements 1-5

{**FILL IN REMAINDER OF INDEX AS APPLICABLE**}

**DIVISION 2 - SITE CONSTRUCTION**

**DIVISION 3 - CONCRETE**

**DIVISION 4 - MASONRY**

**DIVISION 5 - METALS**

**DIVISION 6 - WOOD AND PLASTICS**

**DIVISION 7 - THERMAL AND MOISTURE PROTECTION**

**DIVISION 8 - DOORS AND WINDOWS**

**DIVISION 9 - FINISHES**

**DIVISION 10 - SPECIALTIES**

**DIVISION 11 - EQUIPMENT**

**DIVISION 12 - FURNISHINGS**

**DIVISION 13 - SPECIAL CONSTRUCTION**

**DIVISION 14 - CONVEYING SYSTEMS**

**DIVISION 15 - MECHANICAL**

**DIVISION 16 - ELECTRICAL**

**LIST OF DRAWINGS** 1-1

END OF INDEX TO SPECIFICATIONS

**SECTION 01010**

**GENERAL REQUIREMENTS**

* 1. GENERAL
     1. SECTION INCLUDES

Summary of Work:

* + - * 1. Work Required by Contract Documents.

Contract Considerations:

* + - * 1. Cost Breakdown.
        2. Application For Payment.
        3. Change Procedures.

Coordination and Meetings:

* + - * 1. Project Coordination.
        2. Project Meetings.

Submittals:

* + - * 1. Contract Schedule.
        2. Proposed Products List.
        3. Shop Drawings.
        4. Product Data.
        5. Samples.

Quality Control:

* + - * 1. University's Testing Laboratory.

Construction Facilities and Temporary Controls:

* + - * 1. Temporary Electricity.
        2. Temporary Lighting.
        3. Temporary Heat.
        4. Temporary Ventilation.
        5. Telephone Service.
        6. Temporary Water Service.
        7. Temporary Sanitary Facilities.
        8. Barriers and Fencing.
        9. Water Control.
        10. Interior Enclosures.
        11. Protection of Installed Work.
        12. Security.
        13. Access Roads.
        14. Parking.
        15. Progress Cleaning.
        16. Removal of Temporary Utilities, Facilities, and Controls.

Material and Equipment:

* + - * 1. Products.
        2. Transportation, Handling, Storage, and Protection.
        3. Substitutions.

Contract Closeout:

* + - * 1. Final Cleaning.
        2. As-built Documents.
        3. Operation and Maintenance Data.
        4. Guarantees.
    1. WORK REQUIRED BY CONTRACT DOCUMENTS

<DESCRIPTION OF WORK>

{UCLA: ADD ADDITIONAL ITEMS AS APPLICABLE}

* + 1. COST BREAKDOWN

Submit in the form acceptable to the University.

Submit in duplicate with signed Agreement.

* + 1. APPLICATION FOR PAYMENT

Submit in the form acceptable to University.

Use Cost Breakdown for listing items in application for payment.

* + 1. CHANGE PROCEDURES

University's Field Order form.

University's Change Order form.

* + 1. PROJECT COORDINATION

Verify that utility requirement characteristics of operating equipment are compatible with building utilities.

Coordinate space requirements and installation of mechanical and electrical work which are indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit as closely as practicable.

In finished areas, conceal pipes, ducts, and wiring within the construction.

* + 1. PROJECT MEETINGS

University will schedule a preconstruction conference after issuing Notice to Proceed, but prior to commencement of Work.

University's Representative will schedule and administer meetings throughout progress of the Work.

University's Representative will preside at meetings, record minutes, and distribute copies within 2 days to Contractors, Design Professional, and University.

* + 1. CONTRACT SCHEDULE

Before commencing Work, submit a Contract Schedule of proposed operations for University's approval. In preparing the Contract Schedule, provide the following:

* + - * 1. Equipment and material submittals.
        2. University review of each submittal.
        3. Delivery lead times for equipment.

The Contract Schedule may be in the form of a bar chart or other system approved by University showing starting and completion dates for the various work activities involved, together with such other information relative to progress of the Work as may be requested by University.

Update Contract Schedule as required by University.

* + 1. PROPOSED PRODUCTS LIST

Within 7 days after date of commencement specified in Notice to Proceed, submit complete list of major Products proposed for use, with name of manufacturer, trade name, and model number of each Product.

* + 1. SHOP DRAWINGS

Submit in the form of one reproducible transparency.

* + 1. PRODUCT DATA

Submit 3 copies.

Mark each copy to identify applicable models, options, and other data for each Product.

* + 1. SAMPLES

Submit samples to illustrate functional and aesthetic characteristics of Products.

* + 1. UNIVERSITY'S TESTING LABORATORY

If applicable to the Work of this Project, University will appoint, employ, and pay for services of an independent firm (University's Testing Laboratory) to perform inspection and testing.

University's Testing Laboratory will perform inspections, tests, and other services as required by University.

Cooperate with University's Testing Laboratory and furnish samples as requested.

Cost of re-testing, required because of non-conformance to specified requirements, will be charged to Contractor.

* + 1. TEMPORARY ELECTRICITY

Connect to existing power service. Power consumption shall not disrupt University's need for continuous service. University will pay cost of power used.

Provide power outlets for construction operations, branch wiring, distribution boxes, and flexible power cords as required.

* + 1. TEMPORARY LIGHTING

Provide and maintain temporary lighting for construction operations.

Provide branch wiring from power source to distribution boxes with lighting conductors, pigtails, and lamps as required.

Permanent building lighting may be utilized during construction provided 48 hours advance notice is given to University.

* + 1. TEMPORARY HEAT

Utilize University's existing heat plant; extend and supplement with temporary units as required to maintain specified conditions for construction operations.

University will pay cost of energy used.

Provide and pay for operation, maintenance, and regular replacement of filters and other worn or consumed parts.

* + 1. TEMPORARY VENTILATION

Ventilate enclosed areas to assist cure of materials, to dissipate humidity, and to prevent accumulation of dust, fumes, vapors, and gases.

Utilize existing ventilation equipment. Extend and supplement equipment with temporary fan units as required to maintain clean air for construction operations.

When hazardous materials are encountered, specialized ventilation must be furnished so as to not contaminate the existing system.

* + 1. TELEPHONE SERVICE

Provide, maintain, and pay for telephone service to field office commencing at time of mobilization, if required by University.

* + 1. TEMPORARY WATER SERVICE

Connect to existing water source for construction operations.

* + 1. TEMPORARY SANITARY FACILITIES

Provide and maintain required sanitary facilities and enclosures. Existing sanitary facilities may be used.

Maintain sanitary facilities in clean and sanitary condition.

Do not flush construction materials down toilets or sinks.

* + 1. BARRIERS AND FENCING

Provide barriers or fencing to prevent unauthorized entry to construction areas and to protect existing facilities and adjacent properties from damage.

* + 1. WATER CONTROL

Maintain Project site free of water. Provide, operate, and maintain pumping equipment. Do not allow excess water to run in streets or gutters.

* + 1. INTERIOR ENCLOSURES

Provide temporary partitions as required to separate Work areas from University occupied areas, to prevent penetration of dust and moisture into University occupied areas, and to prevent damage to existing materials and equipment.

* + 1. PROTECTION OF INSTALLED WORK

Protect installed Work and provide special protection where specified in individual Specification Sections.

* + 1. SECURITY

Provide security and facilities to protect Work, existing facilities, and University's operations from unauthorized entry, vandalism, or theft.

* + 1. ACCESS ROADS

Designated existing access roads on the Project site may be used for construction traffic.

* + 1. PARKING

Arrange and pay for temporary parking areas to accommodate construction personnel.

* + 1. PROGRESS CLEANING

Maintain areas of the Work free of waste materials, debris, and rubbish. Maintain Project site in a clean and orderly condition.

* + 1. REMOVAL OF TEMPORARY UTILITIES, FACILITIES, AND CONTROLS

Remove temporary above grade or buried utilities, equipment, facilities, materials, and controls prior to final inspection.

Clean and repair damage caused by installation or use of temporary work.

* + 1. PRODUCTS

The term "Products" means new material, machinery, components, equipment, fixtures, and systems forming the Work.

* + 1. TRANSPORTATION, HANDLING, STORAGE, AND PROTECTION

Transport, handle, store, and protect Products in accordance with manufacturer's instructions.

* + 1. SUBSTITUTIONS

When a product, material or equipment specified by brand or trade name is followed by the words “or equal,” a substitution may be permitted if the substitution is equal to or superior to the first-named product, material or equipment in quality, utility and appearance and if the substitution complies with all other requirements of the plans and specifications.

A request for substitution must be submitted in to the University’s Representative not later than 35 days after the date of commencement specified in the Notice to Proceed. No requests for substitutions of products, material or equipment subject to the 35-day deadline shall be considered unless the request and supporting data is submitted on or before the deadline, except those deemed, in University's Representative's sole opinion, to be necessary because (i) previously specified or approved manufactured products, material or equipment are no longer manufactured, (ii) of University initiated change orders, or (iii) it is in the best interest of University to accept such substitution. The 35-day submittal period does not excuse the Contractor from completing the Work within the Contract Time.

Substitutions are not allowed unless approved in writing by the University’s Representative. Any such approval shall not relieve Contractor from the requirements of the Contract Documents. In addition to complying with all other submittal requirements of the Contract, submit written data demonstrating that the proposed substitution is equal to or superior to the first-named product, material or equipment in quality, utility and appearance and otherwise complies with all requirements of the plans and specifications,

The first-named product, material or equipment specified by brand or trade name and model number is the basis for the Project design and the use of any item other than the first-named one may require modifications of that design. If Contractor uses any product, material or equipment other than the first-named one, Contractor shall, at its sole cost, make all revisions and modifications to the design and construction of the Work necessitated by the use the product, material or equipment. If such revisions or modifications are necessary, the product, material or equipment may be used only if the revisions or modifications are approved in writing by the University’s Representative.

Other products, material or equipment that are specified by brand or trade name and model number are approved for use, provided that Contractor complies with all Contract requirements. Specification of a product, material or equipment by brand or trade name and model number is not a representation or warranty that the product, material or equipment is available or that it can be used without modification, to meet the requirements of the plans and specifications; Contractor shall confirm, prior submitting a bid the availability of any product, material, or equipment. If modifications are necessary, Contractor shall, at its sole cost, modify such products, material, or equipment so that they comply with all requirements of the plans and specifications.

* + 1. FINAL CLEANING

Execute final cleaning prior to final inspection.

Clean interior and exterior surfaces exposed to view. Vacuum carpeted and soft surfaces.

Replace filters in operating equipment.

Remove waste and surplus materials, rubbish, and construction facilities from the Project site.

* + 1. AS-BUILT DOCUMENTS

Maintain and keep current on the Project site, one set of Contract Documents to be utilized for As-Built documents.

* + 1. OPERATION AND MAINTENANCE DATA

Submit 2 sets prior to final inspection, bound in 8-1/2 x 11 inch text pages, three D side ring binders with durable plastic covers.

Prepare binder cover with printed title, "OPERATION AND MAINTENANCE INSTRUCTIONS," and title of Project.

Contents:

* + - * 1. Directory, listing names, addresses, and telephone numbers of design professional, Contractor, subcontractors, and major equipment suppliers.
        2. Operation and maintenance instructions arranged by system.
        3. Project documents and certificates.
    1. GUARANTEES

Article 9 of the General Conditions requires all items to be guaranteed for a period of 1 year.

Guarantees for more than 1 year where indicated in various Specification Sections shall be written on the letterhead of the Contractor, subcontractor, or supplier doing the Work and/or supplying the item to be guaranteed and shall be in the form of the guarantee contained on the following page of this Section.