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END OF SECTION



**DIVISION 1**

**SECTION 01000 — SUPPLEMENTARY SPECIAL CONDITIONS**

**PART 1 – GENERAL**

**1.01 EXTENT OF SECTION**

**A. SPECIAL CONDITIONS RELATED DOCUMENTS & INFORMATION**

1. The intent of the PCSB STANDARDS is for the DESIGN PROFESSIONAL (DP) to comply with the minimum general project requirements and the specific project specifications shall be generated and provided by the DP.
2. DP's drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification sections, apply to work of this section.
3. Except where specifically indicated otherwise, DP's specifications apply to the school project(s) listed on cover. Where quantities are indicated, they are to be assumed applicable for each project.
4. The CONTRACTOR shall be solely responsible for construction means, methods, techniques, sequences or procedures, and for safety precautions and programs in connection with the work.

**1.02 GENERAL CONDITIONS, ARTICLE TWO B.3 – FORM OF PROPOSAL, SUBSTITUTIONS**

- A. No substitution will be considered prior to receipt of Bids unless written request for approval has been received by the DP at least *ten (10) days prior to the date of receipt of Bids*. Such requests shall include the name of the material or equipment for which it is to be substituted and a complete description of the proposed substitution including drawings, performance and test data, and other information necessary for an evaluation. A statement setting forth changes in other materials, equipment or other portions of the work including changes in the work of other contracts that incorporation of the proposed substitution would require shall be included. The burden of proof of the merit of the proposed substitution is upon the proposer. *Approval of an alternate manufacturer or supplier in no way is to be interpreted as relieving the manufacturer of the responsibility to comply with the requirements of the plans and specifications.* The DP'S and OWNER'S decision of approval or disapproval of a proposed substitution shall be final.
- B. If the DP and OWNER approve a proposed substitution prior to receipt of Bids, such approval will be set forth in an Addendum. Bidders shall not rely upon approvals made in any other manner.
- C. Substitutions will be considered after the Contract award only if specifically provided in the Contract Documents or if it is in the OWNER'S best interest to do so.



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**SECTION 01000 — SUPPLEMENTARY SPECIAL CONDITIONS**

**1.03 ADDENDA**

- A. Addenda will be mailed or delivered to all who are known by the issuing office to have received a complete set of Bidding Documents.
- B. Copies of Addenda will be made available for inspection wherever Bidding documents are on file for that purpose.
- C. Addendum's one through six shall be issued in the following colors:
  - 1. Addendum #1 – Always YELLOW,
  - 2. Addendum #2 – Always BLUE,
  - 3. Addendum #3 – Always GREEN,
  - 4. Addendum #4 – Always PINK,
  - 5. Addendum #5 – Always IVORY,
  - 6. Addendum #6 – Always ORANGE.

**1.04 RECORD DOCUMENTS**

- A. The CONTRACTOR is to maintain in good order a minimum of one complete set of plans and specifications, one complete set of current shop drawings and job related correspondence in the jobsite office. These plans and specifications shall have all addenda items posted at the appropriate places in the body of the documents as well as a complete set of addenda bound in front of the specifications and to be in possession of CONTRACTOR at all times, for all trades.
  - 1. CONTRACTOR shall note on these plans, in contrasting permanent color, as they occur, any field changes necessary due to field conditions, coordination with other trades, change orders, supplemental instructions and similar causes, as approved by OWNER or DP, dimensioned locations including depths of buried utilities, positions and configurations of any existing features found and not shown on the documents and any other item deemed important for future reference.
    - a. Buried utilities to be shown include but are not necessarily limited to:
      - Fire & domestic water mains;
      - Secondary water lines from mains to building face;
      - Sanitary sewer mains including inverts;
      - Sanitary sewer laterals from mains or manholes to building entry locations;
      - Irrigation lines 3" and greater;
      - Primary electrical services;
      - Secondary electrical services from mains to building face;
      - Telephone and TV service;
      - Gas piping outside buildings;
      - Storm sewers including inverts;
      - Storm water collection system piping 6" and larger;
      - Other specific testing results and requirements as listed in Sections 02200–Earthwork and 02260–Soil Treatment (Buildings and Structures).
  - 2. The DP will review these documents each month as a part of payment request review process, at which time they must be up to date. Payment may be delayed until records are brought up to date.



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3. Except as indicated below, no later than thirty calendar days after the substantial completion date, turn the record documents over to the DP. Failure to furnish record documents in good order, satisfactory to OWNER and DP, within stated time may result in OWNER withholding project retainage until such time as record document submission is complete.
  - a. No later than two weeks *prior to* substantial completion, the CONTRACTOR shall furnish to the DP copies of all successful lamping and hydrostatic test results, and record drawings of the sanitary sewer system showing all invert elevations in each manhole and the lengths of pipe; copies of all successful hydrostatic test results of the water system, copies of successful bacteriological test results (less than 20 days old and taken on two consecutive calendar days at the locations required by the FDEP permit), record drawings of the water system showing any deviation from the construction plans, and 2 ties to each valve and fitting taken from a permanent above ground monument; and copies of Record Drawings of the storm water retention basins including spot elevations along the top of bank and basin bottom, and storm drainage improvements including invert elevation, grate elevations, weir lengths and elevations, etc. All Record Drawings shall be signed and sealed by a registered surveyor.
4. The DP shall, for each product installed in the building envelope, either provide the applicable product approval numbers or certify that products installed conform to the latest edition of the FBC. Product approval rule 9B-72.

**1.07 AERIAL PHOTOGRAPHY**

- A. The CONTRACTOR shall provide for the OWNERS records, monthly aerial photographs for the purpose of documenting the progress of work. Photographs shall be time and date stamped by the digital camera and shall be taken from three (3) different vantage points. All monthly progress photographs shall be taken from these same vantage points. Submit three (3) copies of each, nine (9) photos total, to the PROJECT COORDINATOR in Construction Services.

**1.08 REQUESTS FOR PUNCH LIST INSPECTION**

- A. CONTRACTOR is to submit "REQUEST FOR PUNCH LIST INSPECTION POLK COUNTY PUBLIC SCHOOLS" when requesting a punch list inspection. When the CONTRACTOR is satisfied that punch list corrections are completed he is to resubmit the above listed form along with a copy of the DP punch list with each item checked off and initialed by a responsible representative of the CONTRACTOR.

END OF SECTION



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SECTION 01100 — STANDARDS/ EHPA

## PART 1 – GENERAL

### 1.01 EXTENT OF SECTION

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification sections, apply to work of this section.
- B. The intent of the PCSB STANDARDS is for the DESIGN PROFESSIONAL (DP) to comply with the minimum general project requirements and the specific project specifications shall be generated and provided by the DP.
- C. Comply with State Requirements for Educational Facilities (SREF), latest edition adopted by D.O.E. and other standards referenced in contract documents including the following:
  1. Florida Department of Education (FDOE) requirements adopted pursuant to Chapter 120, Florida Statutes (F.S.), to implement a statewide uniform building code for public educational facilities construction per Chapter 1013 F.S., are contained in the Florida Department of Education publication titled “State Requirements for Educational Facilities (SREF), latest edition adopted,” which is hereby incorporated by reference and made a part of this rule. All educational and ancillary facilities constructed by a school board shall comply with Florida Building Code, the Florida Fire Prevention Code, and the State Requirements for Educational Facilities. The state uniform building code for public educational facilities shall supersede any other code adopted by a board, or any other building code or ordinance for the construction of educational, ancillary facilities, and plants whether at the local, county, or state level rule.
  2. In addition to *The Florida Building Code, latest edition adopted by D.O.E.*, all or the specific portions cited, of the following building codes are hereby incorporated by reference and made a part of this rule, where conflicting requirements or the Florida Statute is mute, the more, or most stringent shall apply. The following codes, standards and references shall be the latest edition adopted by D.O.E.:
    - **ACI 318.** American Concrete Institute, “Building Code Requirements for Structural Concrete and Commentary”;
    - **AHERA.** Asbestos Hazard Emergency Response Act, 40 CFR, Part 763;
    - **AISC.** American Institute of Steel Construction edition adopted by the FBC;
    - **AISI.** American Iron and Steel Institute;
    - **ANSI.** American National Standards Institute;
    - **ASCE.** American Society of Civil Engineers. References to ASCE 7. Standards shall be the latest edition as adopted by D.O.E.;
    - **ASHRAE.** American Society of Heating, Refrigeration, and Air Conditioning Engineers;
    - **ASIC.** American Society of Irrigation Consultants;
    - **ASTM.** American Society for Testing Materials;
    - **DCA.** Department of Community Affairs;
      - a. Florida Americans With Disability Implementation Act and the Florida Accessibility Code for Building Construction, as adopted by the State Board of Building Codes and Standards;



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- b. Florida Energy Efficiency Code for Building Construction (FEEC), as adopted by the State Board of Building Codes and Standards under Rule 9B-3.047 FAC.
  - **DOT - AASHTO.** American Association of State Highway and Transportation Officials “Standard Specifications for Highway Bridges” as modified by Florida DOT Structures Design Guidelines.
  - **FBC.** Florida Building Code, all code divisions, latest edition as adopted by D.O.E.;
  - **FBC.** Fuel Gas Code ;
  - **FBC.** Mechanical Code;
  - **FBC.** Plumbing Code;
  - **FBC:** Test Protocols for high velocity hurricane zones;
  - **FEMA: Federal Emergency Management Agency.** Rules and Regulations 44 CFR, Parts 59 and 60, for flood plain criteria governing insurability of facilities constructed in flood plain areas;
  - **MIL-L-19140E.** Military Specification for Lumber and Plywood, Fire Retardant Treated;
  - **NEC.** National Electrical Code, (NFPA 70);
  - **NfoPA .** National Forest Products Association;
  - **NFPA.** National Fire Protection Association. NFPA 101 and other NFPA codes as applicable. Exceptions are NFPA 101 Sections 10-2.2.7 and 10-7.2.2.7 “Exit Passageways” and where NFPA codes are exceeded by these State Requirements;
  - **OSHA.** Occupational Safety and Health Administration, U.S. Department of Labor, 29 CFR;
  - **SBC/SSTD-12.** SBCCI Test Standard for determining impact resistance from wind borne debris;
  - **SJI.** Steel Joist Institute;
  - **TMS.** The Masonry Society Standards; TMS 602, TMS 402.
3. Copies of the publication “State Requirements for Educational Facilities (SREF), latest edition adopted by D.O.E.” are available from Educational Facilities, Florida Department of Education, 1054 Turlington Building, 325 W. Gaines St., Tallahassee, Florida 32399-0400, at a cost to be determined by the Commissioner, but which shall not exceed the actual cost. Copies of the codes listed in subsection one (1) of this rule are available from the publisher whose location and address are available from Educational Facilities. These codes are readily available to the public upon request at the cost established by the publisher.

Specific Authority: Sections AXIIS9(1), ASIIS9(d), State Constitution; Sections 215.61(5), 229.053(1), 230.23(9), 230.64, 235.01(2), 235.06, 235.19, 235.211, 235.26, 235.31, 235.32, 239, 240.327(1), Florida Statutes.

Law Implemented: Section AVIIS12, AXIIS9(a), AXIIS9(d), State Constitution; Sections 50.011, 50.021, 50.031, 50.041, 50.051, 50.061, 50.071, 215.61, 230.23(9), 230.64, 235.011, 235.014, 235.04(1), 235.05, 235.054, 235.055, 235.056, 235.057, 235.06, 235.15, 235.18, 235.19, 235.193, 235.195, 235.211, 235.211, 235.26, 235.30, 235.31, 235.32, 235.321, 235.34, 235.41, 235.42, 235.435, 236.13, 236.25, 236.35, 236.36, 236.37, 236.49, 237.01, 237.031, 237.40, 239.229, 240.209(3)(a), 240.295, 240.299, 240.319(3)(e) (f), 240.327, 240.331, 255.0515, 255.20, 267.061, 287.055, 287.0935, 287.133, 440.02, 440.03, 440.10, 440.103, 440.38, 442.004, 442.006, 442.007, 442.0105, 442.109, 442.022, 442.101, 442.109, 442.115, 471.003, 481.229, 489.113(2), 489.125, 553.63, 553.64, 553.71, 553.79, and 633.025, Florida Statutes.



## **PART 2 – SPECIAL REQUIREMENTS: PUBLIC SHELTER DESIGN CRITERIA**

### **2.01 ENHANCED HURRICANE PROTECTION AREAS (EHPA)**

- A. The EHPA areas shall be designed to conform to the latest edition adopted by D.O.E. of the State Requirements for Educational Facilities (SREF) criteria.
- B. EHPA areas shall provide emergency shelter and protection for people for a period of up to eight (8) hours during a hurricane.

### **2.02 STRUCTURAL STANDARD FOR WIND LOADS**

- A. The EHPA areas shall be designed for wind loads in accordance with ASCE-7, latest edition adopted by D.O.E., Risk Category IV (Essential Buildings). Refer to DP drawings.
  - 1. Missile Impact Criteria: The building enclosure, including walls, roofs, glazed openings, louvers and doors, shall not be perforated or penetrated by a flying object. The missile criteria are as provided in ASTM E 1886 and ASTM E 1996 or SBC/SSTD-12.
  - 2. Missile Impact Criteria size shall be as follows:
    - a. Large missile at or below 30'-0" above grade;
    - b. Small missile above 30'-0" above grade.

### **2.03 INSPECTIONS**

- A. The EHPA areas shall be considered "Threshold Buildings" in accordance with Section 553.71(7), F.S. and shall comply with Sections 553.79(5), (7) and (8), F.S.
  - 1. Construction of EHPA's shall be inspected during the construction process by the DP(S) and threshold inspector(s) for compliance with applicable rules and laws.
  - 2. The emergency electrical systems shall be inspected during the construction process by Florida registered DP skilled in electrical design.
- B. Refer to Section 16050, Paragraph 1.11, C for emergency power testing requirements.

END OF SECTION



## **PART 1 – GENERAL**

### **1.01 EXTENT OF SECTION**

- A. This section outlines and lists required information to be painted on project construction signs; including signage formatting and sizing in terms of proportioning text/ letters.
- B. The intent of the PCSB STANDARDS is for the DESIGN PROFESSIONAL (DP) to comply with the minimum general project requirements and the specific project specifications shall be generated and provided by the DP.

### **1.02 SUMMARY**

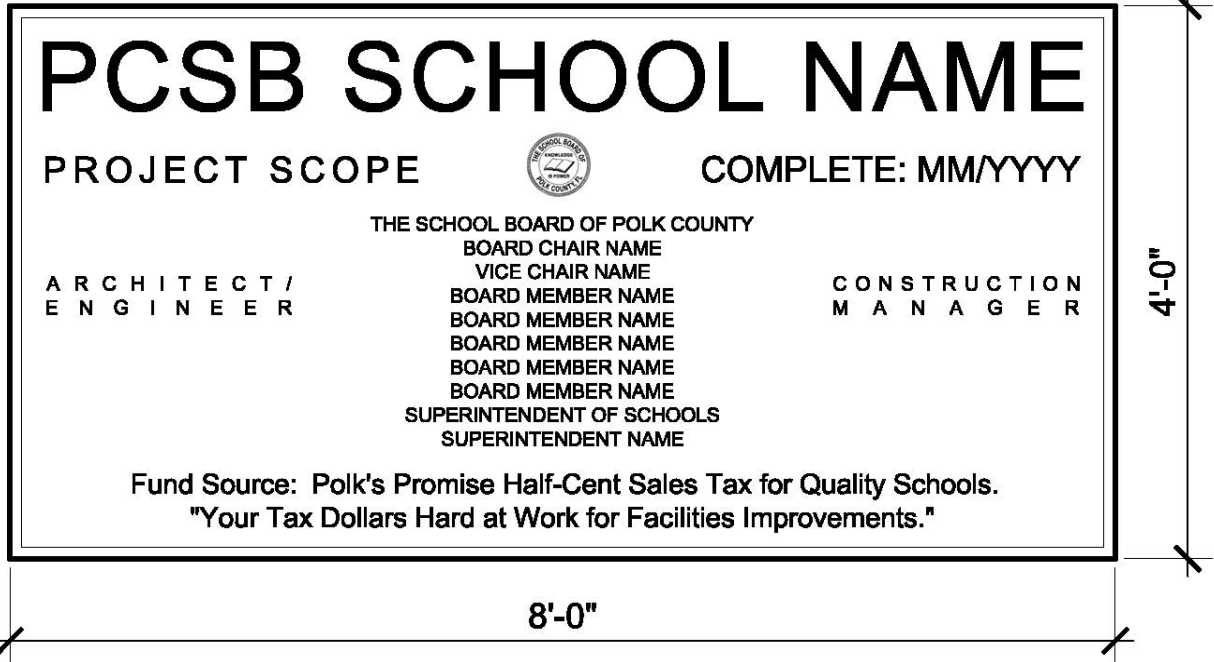
- A. Provide a 4' x 8' painted construction sign with the following information:
  - 1. Name of Facility,
  - 2. Anticipated completion date,
  - 3. Scope of project,
  - 4. School Board Members as listed on the construction documents,
  - 5. Superintendent of Schools,
  - 6. School Board logo,
  - 7. Construction Manager,
  - 8. Architect
  - 9. PCSB public message located at bottom of the sign.
- B. The sign is to remain in place until substantial acceptance of the project.
- C. See Exhibits "A" or "B" for layout and required information on the *project construction sign*.





EXHIBIT "A"  
Fund Source: SALES TAX

PROJECT CONSTRUCTION SIGN

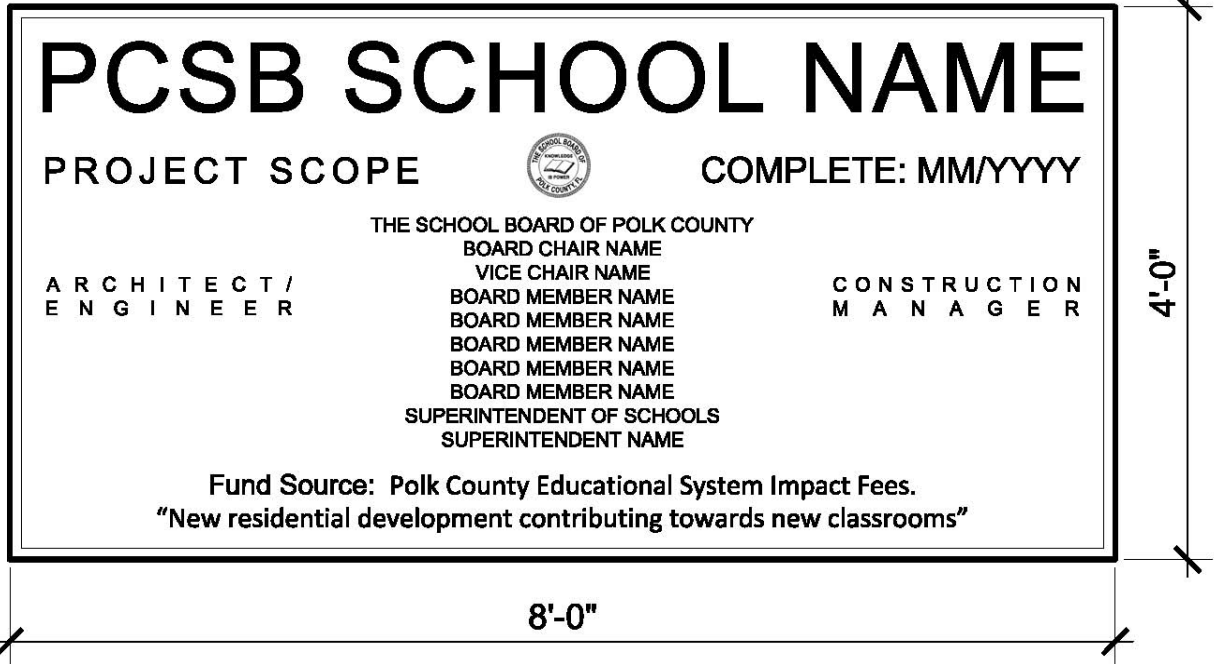


*\* LETTER SIZES WILL VARY DEPENDING ON PROJECT. HOWEVER, SIGN INFORMATION & ITS LAYOUT SHALL BE THE SAME ON ALL PROJECT CONST. SIGNS.*



EXHIBIT "B"  
Fund Source: IMPACT FEES

PROJECT CONSTRUCTION SIGN



*\* LETTER SIZES WILL VARY DEPENDING ON PROJECT. HOWEVER, SIGN INFORMATION & ITS LAYOUT SHALL BE THE SAME ON ALL PROJECT CONST. SIGNS.*

END OF SECTION



**DIVISION 1**

**SECTION 01230 — ALTERNATE(S)**

**PART 1 – GENERAL**

**1.01 EXTENT OF SECTION**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification sections, apply to work of this section.
- B. The intent of the PCSB STANDARDS is for the DESIGN PROFESSIONAL (DP) to comply with the minimum general project requirements and the specific project specifications shall be generated and provided by the DP.

**1.02 SUMMARY**

- A. This section specifies administrative and procedural requirements for Alternates.
- B. DEFINITIONS
  - 1. Guaranteed Maximum Price (GMP) / Base Bid Amount: is a lump sum amount for all work described in the documents, exclusive of lump sum amounts for all of the alternates described in this section.
  - 2. Alternate: is an amount proposed by bidders and stated on the Bid Form for certain construction activities defined in the bidding requirements that may be added to/or deducted from Base Bid amount if the OWNER decides to accept a corresponding change in the amount of construction to be completed. The OWNER reserves the right to accept or reject alternates in any order.
- C. COORDINATION
  - 1. Coordinate related work and modify or adjust adjacent work as necessary to ensure that work affected by each accepted alternate is complete and fully integrated into the project.
- D. SCHEDULE
  - 1. A "Schedule of Alternates" is included at the end of this section. Include as part of each alternate all miscellaneous devices, accessory objects and similar items incidental to our reasonably required for a complete installation whether or not mentioned as part of the alternate.

END OF SECTION



**DIVISION 1**

**SECTION 01310 — PROCEDURES AND CONTROLS**

**PART 1 – GENERAL**

**1.01 EXTENT OF SECTION**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification sections, apply to work of this section.
- B. The intent of the PCSB STANDARDS is for the DESIGN PROFESSIONAL (DP) to comply with the minimum general project requirements and the specific project specifications shall be generated and provided by the DP.

**1.02 COORDINATION AND MEETINGS**

- A. GENERAL: Prepare and distribute to each entity performing work at project site, a written memorandum of instructions on required coordinating activities, including required notices, reports and attendance at meetings. Prepare similar memorandum for separate contractors where interfacing of work is required.
- B. WEEKLY JOB COORDINATION MEETING: In addition to specific pre-installation meetings and coordination meetings for each major element of work, and regular project meetings for other purposes, hold weekly job coordination meetings at regularly scheduled times which are convenient for everyone involved. Request representation (at each meeting) by every entity currently involved in coordination or planning for work of the entire project and by a representative qualified and authorized to make binding agreements. Conduct meetings in a manner which will resolve coordination problems. Record results of meetings and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

OWNER, DP, and when necessary, ENGINEERING CONSULTANTS, will attend weekly job coordination meetings. If deemed necessary by the DP he will record his own separate minutes of such meetings and distribute a copy to each: OWNER, Consultants and CONTRACTOR. CONTRACTOR will be responsible for further distribution if deemed necessary.

**1.03 ADMINISTRATIVE/SUPERVISORY PERSONNEL**

- A. SITE SUPERINTENDENT: The CONTRACTOR shall employ a competent SUPERINTENDENT and necessary assistants who shall be in attendance at the Project site during performance of the Work. The SUPERINTENDENT shall represent the CONTRACTOR, and communications given to the SUPERINTENDENT shall be as binding as if given to the CONTRACTOR. Important communications shall be confirmed in writing. Other communications shall be similarly confirmed on written request in each case. The CONTRACTOR shall maintain at the project job site a full-time SUPERINTENDENT who will devote 100% of this working hours to this project.
  - 1. Experience: SUPERINTENDENT shall have a minimum work experience of five (5) years on projects of similar size and scope. Submit work experience and references of proposed SUPERINTENDENT for OWNER'S and DP'S review and approval. An approved SUPERINTENDENT shall not be removed from the project without the prior approval of the OWNER and DP. The CONTRACTOR shall, upon demand from OWNER, immediately remove any SUPERINTENDENT that the OWNER may consider incompetent or undesirable.



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**SECTION 01310 — PROCEDURES AND CONTROLS**

2. Locations: Contracts involving work at more than one location shall require a SUPERINTENDENT at each location unless other provisions are approved by the OWNER.
  3. Superintendent's Instructions: In the CONTRACTOR'S absence, the SUPERINTENDENT shall represent the CONTRACTOR and all written instructions directed to the SUPERINTENDENT shall be binding.
  4. Supervision: The SUPERINTENDENT shall give adequate supervision to the work.
    - a. The SUPERINTENDENT shall carefully study and compare the CONTRACT DOCUMENTS and immediately report any errors, omissions, or discrepancies to the DP.
    - b. The SUPERINTENDENT shall not be removed without prior written notice to and written consent of the DP and the OWNER.
- B. GENERAL: In addition to a General Superintendent and other administrative and supervisory personnel required for performance of the work, provide specific coordinating personnel as specified herein.
- C. PROJECT COORDINATOR: Provide a Project Manager, who is experienced in administration and supervision of building construction including mechanical and electrical work, and who is hereby authorized to act as the general coordinator of interfaces between units of work. For purpose of this provision, "interface" is defined to include the scheduling and sequencing of work, sharing of access to work spaces, installation, protection of each other's work, cutting and patching, tolerances, cleaning, selections for compatibility, preparation of coordination drawings, inspections, tests and temporary facilities and services.
- D. SUBMITTAL OF STAFF NAMES AND DUTIES: Within 14 days of Contract Commencement date, submit a listing of CONTRACTOR'S principal staff assignments and consultants, naming persons and listing their addresses and telephone numbers.
- E. The CONTRACTOR shall retain all personnel assigned to this Project until the punch list is completed, all close out documents have been reviewed and are accepted by the owner and DP. Personnel assigned to the project shall not be removed, dismissed or reassigned without the owner's knowledge and written approval.

**1.04 LIMITATIONS FOR USE OF SITE**

- A. In addition to site utilization limitations and requirements shown on drawings, and indicated by other contract documents, administer allocation of available space equitably among entities needing access and space, so as to produce best overall efficiency in performance of total work of project. Schedule deliveries so as to minimize space and time requirements for storage of materials and equipment on site.
- B. Facilities, or portions of facilities shall not be occupied during construction, unless exits, fire detection and early warning systems, fire protection, and safety barriers are continuously maintained and clearly marked at all times. FBC 423.6.1 Occupancy During Construction.

**1.05 TRADEPERSONS AND WORKMANSHIP STANDARDS**

- A. Initiate and maintain procedures to ensure that persons performing work at site are skilled and knowledgeable in methods and craftsmanship needed to produce required quality-levels for workmanship in completed work. Remove and replace work which does



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**SECTION 01310 — PROCEDURES AND CONTROLS**

not comply with workmanship standards as specified and as recognized in the construction industry for application indicated. Timely remove and replace other work damaged or deteriorated by faulty workmanship or its replacement such that final project completion date is met.

**1.06 INSPECTIONS, TESTS AND REPORTS**

- A. GENERAL: Required inspection and testing services are intended to assist in determination of compliances of work with requirements, but do not relieve CONTRACTOR of responsibility for those compliances, or for general fulfillment of requirements of Contract documents. Specified inspections and tests are not intended to limit CONTRACTOR'S Quality Control program. Afford reasonable access to agencies performing tests and inspections.
- B. OWNER'S TESTS: Where tests or inspections are indicated as OWNER'S responsibility, OWNER will engage independent testing agency to perform required services. CONTRACTOR will be responsible for timely notification and coordination for such tests.
- C. QUALIFICATION OF TESTING AGENCIES: Except as otherwise indicated and except where manufacturer's testing facilities are indicated as acceptable, engage independent testing laboratories specializing in required services and complying with "Recommended Requirements" for Independent Laboratory Qualification" by ACIL.
- D. REPORTS: Submit test/inspection reports, including agency's analysis of results and recommendations where applicable, to DPS, OWNER and Consultant except as otherwise indicated, and submit copies directly to governing authorities where required or requested.

**1.07 THRESHOLD BUILDING INSPECTIONS**

- A. Threshold inspection (is/is not) required for this project.
- B. A structural inspection plan providing specific inspection procedures and schedules shall be submitted to the enforcing agency prior to the issuance of a building permit for construction. The structural inspection plan shall be prepared by the engineer or DP of record.

**Part 2 – EXECUTION**

**2.01 GENERAL INSTALLATION PROVISIONS**

- A. Pre-Installation Conferences: Well in advance of installation of every major unit of work which requires coordination and interfacing with other work, meet at project site with installers and representatives of manufacturers and fabricator who are involved in or affected by units of work, and in its coordination or integration with other work which has preceded or will follow. Advise OWNER, DP of scheduled meeting dates. At each meeting review progress of other work and preparations for particular work under consideration, including requirements of Contract documents, options, related change order, purchases, deliveries, shop drawings, product data, quality control samples, possible conflicts, compatibility problems, time schedules, weather limitations, temporary facilities, space and access limitations, structural limitations, governing regulations, safety, inspection and testing requirements, required performance results, recording requirements, and protection. Record significant discussions of each conference, and



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record agreements and disagreement, along with final plan of action. Distribute record of meeting promptly to everyone concerning, including DP and OWNER.

Do not proceed with the work if associated pre-installation conference cannot be concluded successfully. Instigate actions to resolve impediments to performance of the work, and reconvene conference at earliest date feasible.

- B. Installer's Inspection of Conditions: Require installer of each major unit of work to inspect substrate to receive work, and conditions under which work will be performed, and to report (in writing to CONTRACTOR) unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected in a manner acceptable to Installer.
- C. Manufacturer's Instructions: Where installations include manufactured products, comply with manufacturer's applicable instructions and recommendations for installation, to the extent these are more explicit or more stringent than requirements indicated in Contract documents.
- D. Inspect each item of materials or equipment immediately prior to installation, and reject damaged and defective items.
- E. Provide attachment and connection devices and methods for securing work properly as it is installed; true to line and level, and within required tolerances if not otherwise indicated. Allow for expansions and building movements. Provide uniform joint widths in exposed work, organized for best possible visual effect. Refer questionable visual-effect choices to DP for final decision.
- F. Recheck measurements and dimensions of the work, as an integral step of starting each installation.
- G. Install work during conditions of temperature, humidity, exposure, forecasted weather, and status of project completion which will ensure best possible results for each unit of work, in coordination with entire work. Isolate each unit of work from non-compatible work, as necessary to prevent deterioration.
- H. Coordinate enclosure (closing-in) of work with required inspections and tests, so as to minimize necessity of uncovering work for that purpose.
- I. Mounting Heights: Where mounting heights are not indicated, mount individual units of work at industry-recognized standard mounting heights for application indicated. Refer questionable mounting height choices to DP for final decision.

**2.02 CUTTING AND PATCHING**

- A. General: Do not cut-and-patch structural work in a manner resulting in reduction of load-carrying capacity or load-deflection ratio; submit proposed cutting and patching to DP for structural approval before proceeding. Do not cut-and-patch operational elements and safety-related components in a manner resulting in reduction of capacities to perform in a manner intended or resulting in decreased operational life, increased maintenance, or decreased safety. Do not cut-and-patch work which is exposed on exterior or exposed in occupied spaces of building, in a manner resulting in reduction of visual qualities or resulting in substantial evidence of cut-and-patch work, both as judged solely by DP.



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Remove and replace work judged by DP to be cut-and-patched in a visually unsatisfactory or otherwise objectionable manner.

- B. Materials: Except as otherwise indicated or approved by DP, provide materials for cutting-and-patching which will result in equal-or-better work than work being cut-and-patched; in terms of performance characteristics and including visual effect where applicable. Use materials identical with original materials where feasible and where recognized that satisfactory results can be produced thereby.
- C. All penetrations through fire-rated construction shall be fire stopped per NEC 300-21 using a through penetration fire stop system (XHEZ) listed in the UL fire resistance directory.
- D. Temporary Support and Protection: Provide adequate temporary support for work to be cut, to prevent failure. Do not endanger other work or persons. Provide adequate protection of other work during cut-and-patching, to prevent damage; and provide protection of the work from adverse weather exposure.
- E. Cut work by methods least likely to damage work to be retained and work adjoining.
  - 1. Where physical cutting action is required, work with sawing and grinding tools, not with hammering and chopping tools. Core drill openings through concrete work.
  - 2. Comply with the requirements of applicable sections of Division 2 where cutting-and-patching requires excavating and backfilling.
- F. Patch with seams which are durable and as invisible as possible. Comply with specified tolerances for the work.
  - 1. Where feasible, inspect and test patched areas to demonstrate integrity of work.
- G. Restore exposed finishes of patched areas:
  - 1. Extend finish restoration onto adjacent existing areas as required, in a manner which will eliminate evidence of patching.
  - 2. Where patch occurs in a smooth painted surface, extend final paint coat over entire unbroken surface containing patch, after patched areas have received prime and base coats.
- H. Excavation on existing school campus: All site excavation or trenching shall be by hand to avoid damage to existing buried utilities. All damage to existing utilities shall be repaired at no cost to the OWNER.

**2.03 CLEANING AND PROTECTION**

- A. GENERAL: During handling and installation of work at project site clean and protect in progress and adjoining work on a basis of perpetual maintenance. *Apply suitable protective covering on newly installed work where reasonably required to ensure freedom from damage or deterioration* at time of completion; otherwise, clean and perform maintenance on newly installed work as frequently as necessary through remainder of construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- B. In addition to removal of rubbish and leaving the building broom clean, the Contractor shall clean and wash all glass; replace any broken glass; remove stains, spots, marks





**DIVISION 1**

**SECTION 01310 — PROCEDURES AND CONTROLS**

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and dirt from finished work; clean hardware, remove paint spots and smears from all surfaces; and clean fixtures and wash all concrete, tile and other floors.

- C. The trades shall remove their rubbish and debris from the building site promptly upon its accumulation and in no event later than the CONTRACTOR regular cleaning schedules, and all trash shall be deposited at one central point(s), as determined by the CONTRACTOR.
- D. Burning of rubbish on site will not be permitted. Rubbish shall not be thrown through window openings or from any great heights, but shall be conducted to ground by means of approved chutes, or other means of conveyance.
- E. **CLEANING:** Before pre-final inspection, the project (individual areas) is to be thoroughly cleaned. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of work to the condition expected from a normal, commercial building cleaning and maintenance program. Comply with the manufacturer's instructions for operations. Provide final cleaning prior to Final Inspection.
- F. **LIMITING EXPOSURES OF WORK:** To extent possible through reasonable control and protection methods, supervise performance of work in a manner and by means which will ensure that none of the work, whether completed or in progress, will be subjected to harmful, dangerous, damaging or otherwise deleterious exposure during construction period. Such exposures include, where applicable but not limited to the following list: static loading, dynamic temperatures, thermal shock, high or low humidity, air contamination or pollution, water, ice solvents, chemicals, light, radiation, puncture, abrasion, heavy traffic, soiling, bacterial, insect infestation, combustion, electrical current, high speed operation, improper lubrication, unusual wear, misuse, incompatible interface, destructive testing, misalignment, excessive weathering, unprotected storage, improper shipping/handling, theft and vandalism.

END OF SECTION



**DIVISION 1**

**SECTION 01330 — SHOP DRAWINGS**

**PART 1 – GENERAL**

**1.01 EXTENT OF SECTION**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification sections, apply to work of this section.
  - 1. Follow shop drawing requirements of General Conditions referenced, and amended herein.
- B. The intent of the PCSB STANDARDS is for the DESIGN PROFESSIONAL (DP) to comply with the minimum general project requirements and the specific project specifications shall be generated and provided by the DP.

**1.02 GENERAL**

- A. Shop drawings are drawings, diagrams, illustrations, schedules, performance charts, brochures and other data which are prepared by CONTRACTOR or any sub-contractor, manufacturer, supplier or distributor, and which illustrate some portion of the work.

Samples are physical examples furnished by CONTRACTOR to illustrate materials, equipment or workmanship, and to establish standards by which the work will be judged.

**1.03 SPECIAL SHOP DRAWING REQUIREMENTS**

- A. Division 3, Concrete; Division 4, Masonry; Division 5, Metals; Section 06402/Custom Shop Fabricated Millwork; Division 7, Thermal and Moisture Protection; Division 8, Doors and Windows; Division 10, Specialties; Division 11, Equipment; Division 12, Furnishings; Division 15, Mechanical; and Division 16, Electrical where applicable, CONTRACTOR shall provide one complete set of reproducible drawings (sheet size 36" x 24") describing and detailing all shop or field fabricated work with each piece keyed to ARCHITECT'S numbering system where applicable, along with three sets of blueline or blackline prints of same.
- B. ARCHITECT will note all comments on the reproducibles, duplicate copies for ARCHITECT and OWNER and return reproducibles to CONTRACTOR for further reproductions and distributions.
  - 1. For submittals not conducive to the foregoing procedure, provide a minimum of seven copies each, for the following distribution:
    - (1) - OWNER
    - (2) - ARCHITECT
    - (1) - ENGINEER Consultant
    - (2) - CONTRACTOR
    - (1) - Subcontractor / Supplier.
  - 2. Additional copies may be submitted by CONTRACTOR if desired for further distribution.
  - 3. Structural areas requiring threshold building inspections will require one additional set of submittals.
  - 4. Each submittal is to make clear reference to Project Name, Specification Sections and Drawing Numbers.
  - 5. No partial submittals will be accepted without prior agreement of ARCHITECT.
  - 6. HVAC Submittals: Provide additional copies of specific data, to be retained by ARCHITECT, to be turned over to the OWNER'S selected Test & Balance agency.



#### 1.04 CONTRACTOR'S RESPONSIBILITIES

- A. Within twenty-one calendar days of contract start date deliver to ARCHITECT a comprehensive schedule of submittals anticipated and necessary for this project.
- B. Review, stamp with CONTRACTOR'S approval and submit, with reasonable promptness and in orderly sequence so as to cause no delay in the work, all shop drawings and samples required by contract documents or subsequently by ARCHITECT as covered by modifications. Properly identify all shop drawings and samples and list name, address and telephone number of subcontractor/ supplier. At time of submission, CONTRACTOR shall inform ARCHITECT in writing of any deviation in shop drawings or samples from requirements of these contract documents. **All deviations are to be marked in red on submittal. Submittals not marked correctly will be returned to CONTRACTOR for correction and re-submittal.** Submit complete shop drawings for a single trade. No partial submittals will be reviewed without prior agreement of ARCHITECT.
  1. **All products installed in the building envelope shall have the product approval number indicated on the submittal. Products shall conform to the FBC, latest edition adopted by D.O.E. Product approval rule 9B-72.**
- C. By approving and submitting shop drawings and samples, CONTRACTOR thereby represents that he has determined and verified all field measurements, field construction criteria, materials, catalog numbers and similar data, or will do so, and that he has checked and coordinated each shop drawing and sample with all requirements of the work, related trades and contract documents.
- D. Make all corrections required by ARCHITECT and resubmit required number of corrected copies of shop drawings or new samples until accepted by ARCHITECT and his consulting ENGINEERS. No additional days for re-submittals, because of rejection of product or shop drawings. Direct specific attention in writing or on resubmitted shop drawings to revisions other than corrections requested by ARCHITECT on previous submissions
- E. **ARCHITECT'S review of shop drawings or samples does not relieve CONTRACTOR of responsibility for any deviation from requirements of contract documents, unless CONTRACTOR has informed ARCHITECT in writing of such deviation at time of submission and ARCHITECT and OWNER accept the specific deviation; nor shall ARCHITECT'S review relieve CONTRACTOR from responsibility for errors or omissions in CONTRACTOR'S preparation of shop drawings or samples. ARCHITECT will not verify quantities of materials or verify dimensions except as they compare to the contract documents. Field verification of dimensions remain the responsibility of the CONTRACTOR.**
- F. Deliver no materials or equipment to project and commence no portion of work requiring shop drawing or sample submission until submission has been reviewed by ARCHITECT and returned in satisfactory manner to CONTRACTOR. All such portions of work shall be in accord with shop drawings, samples and contract documents.
- G. Unless agreed to in advance, completion of all Shop Drawing submission shall be accomplished no later than 90 calendar days after contract commencement date.



### 1.05 ARCHITECT'S RESPONSIBILITY

- A. ARCHITECT requires twenty-one calendar days for processing each shop drawing submittal. Those requiring color selections could require additional time and all trades, where color selection of related items is critical, will have to be submitted before final selections will be made. This requirement is particularly important for the choice of interior material colors which require simultaneous selection. ARCHITECT will review shop drawings and samples with reasonable promptness but only for conformance with design concept of project and with information given in contract documents. ARCHITECT'S review of a separate item does not indicate approval of an assembly in which item functions. **ARCHITECT'S review shall not be construed as relieving the CONTRACTOR from compliance with the plans and specifications, nor departure therefrom. The CONTRACTOR will remain responsible for details and accuracy, for confirming and correlating all quantities and dimensions for selecting fabrication processes, for techniques of assembly and for performing his work in a safe manner**

END OF SECTION



**DIVISION 1**

**SECTION 01400 — QUALITY CONTROL SERVICES**

**PART 1 – GENERAL**

**1.01 EXTENT OF SECTION**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification sections, apply to work of this section.
- B. The intent of the PCSB STANDARDS is for the DESIGN PROFESSIONAL (DP) to comply with the minimum general project requirements and the specific project specifications shall be generated and provided by the DP.
- C. This section provides for but is not limited to the following Quality Control Services:
  - 1. Materials Testing
    - a. Soils Compaction
    - b. Concrete Testing
    - c. Masonry Grout Testing
    - d. Structural Steel Inspection and Testing
    - e. Paint Testing
    - f. Carpet Testing
    - g. Subgrade and Limerock Base
- D. HVAC Systems Testing, Adjusting and Balancing to be provided by CONTRACTOR per Section 15990 of this PCSB Design and Construction Standards.

**1.02 RESPONSIBILITIES**

- A. The OWNER: will procure and pay for Quality Control Services except as specified in 1.02.B.
- B. The CONTRACTOR will give DP, OWNER and testing agency timely notice (one working day minimum, more if specified elsewhere) of readiness and of dates arranged so the OWNER and the DP may observe testing. Cooperate with testing agency, and permit full rights of entry and observation. Independent testing laboratory control is employed to help produce work of uniformly high quality and does not relieve CONTRACTOR of complete responsibility of furnishing and installing work equal to or greater than minimum quality specified hereinafter. If tests fail to meet specified levels then CONTRACTOR will be responsible for reworking area failing tests, then arranging to have the areas retested. The CONTRACTOR will pay for failed tests.
- C. The Testing Agency will make all tests promptly and accurately, and furnish one copy each of results, directly to OWNER, DPs, THRESHOLD INSPECTOR (if applicable) and CONTRACTOR.

**PART 2 – MATERIALS TESTING**

**2.01 SOILS COMPACTION**

- A. Test compacted soil occupied by building for density equal to 98% of Standard Proctor Maximum Dry Density tested by ASTM Method D-698.
- B. Make the following tests in location directed by DP, OWNER, and/or testing lab.



**DIVISION 1**

**SECTION 01400 — QUALITY CONTROL SERVICES**

1. Site compaction
2. Foundation compaction
3. Fill compaction under slabs on grade
4. Subgrade and limerock base.  
Refer to specific preparation instruction in Division 2.

**2.02 CONCRETE**

- A. Make one compression test set of four cylinders for each 50 cubic yards or less of concrete placed in one day or single pour event. Laboratory is to have complete freedom to take and make cylinders at any time and place in pour, pick up cylinders and make all test themselves. Make and cure test specimens in accord with "Standard Method of Making and Curing Concrete Compression and Flexure Test Specimens in the Field" (A.S.T.M. designation C-31). Test in accord with "Standard Methods of Test for Compressive Strength of Molded Concrete Cylinders", (A.S.T.M. designation C-39), except as hereinafter modified. Standard age of test is to be 28 days. Minimum compressive strength of specimen cylinders is design compressive strength. Test one cylinder at 7 days, test two cylinders at 28 days and the average value is to be used as test result. Hold 4<sup>th</sup> cylinder for further testing as instructed by OWNER or DP.
- B. Criteria for acceptance of concrete cylinder tests shall comply with FBC section 1905 and below:
  1. Every arithmetic average of any three consecutive strength tests equals or exceeds  $f' c$ .
  2. No individual strength test (average of two cylinders) falls below  $f' c$  by more than 500 psi (3.45 MPa) when  $f' c$  is 5,000 psi (34.45 MPa) or less, or by more than 0.10  $f' c$  when  $f' c$  is more than 5,000 psi.

**2.03 MASONRY GROUT**

- A. Make one compression test set of four specimens (per paragraph 2.02) for each 20 cubic yards or less of grout placed in one day or a single pour event. Laboratory is to have complete freedom to take and make specimens at any time and place in pour, pick up specimens and make all tests themselves. Standard age of tests is to be 28 days. Minimum compressive strength of specimen is design compressive strength. Test one cylinder at 7 days, test two cylinders at 28 days and the average value is to be used as test result. Hold 4<sup>th</sup> cylinder for further testing as instructed by OWNER or DP.

**2.04 STRUCTURAL STEEL**

- A. Structural steel connections, welding and steel decking will at the discretion of the OWNER and DP, be field checked at random by testing agency.

**2.05 PAINT**

- A. Adherence to paint specifications will be field checked at random by testing agency.

**2.06 CARPET**

- A. The CONTRACTOR shall provide, prior to installation of carpet, one test sample for each color or type of carpet. The test samples shall be full roll width and three feet long. (This is not necessary if carpet is Class 1 or 2.)



**DIVISION 1**

**SECTION 01400 — QUALITY CONTROL SERVICES**

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The CONTRACTOR shall provide to the OWNER in the close out documents, written certification that no asbestos containing materials were used in this project per the Federal Asbestos hazard Emergency Response Act (AHERA) 40 CFR, Part 763 as the latest revision

END OF SECTION



**DIVISION 1**

**SECTION 01770 — CLOSEOUT PROCEDURES**

**PART 1 – GENERAL**

**1.01 EXTENT OF SECTION**

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and other Division 1 Specification sections, apply to work of this section.
- B. The intent of the PCSB STANDARDS is for the DESIGN PROFESSIONAL (DP) to comply with the minimum general project requirements and the specific project specifications shall be generated and provided by the DP.

**PART 2 – INSPECTIONS**

**2.01 MILL OR FACTORY INSPECTION**

- A. If mill or factory inspection is required by the CONTRACT DOCUMENTS, the CONTRACTOR shall notify the suppliers that the materials shall not be produced or fabricated without due notice to the DP.

**2.02 PUNCH LIST INSPECTION**

- A. When the CONTRACTOR has pre-formed his own punch list inspection and believes that the Work is substantially complete, the CONTRACTOR shall submit to the OWNER and the DP, using the REQUEST FOR PUNCH LIST INSPECTION, a list of items to be completed or corrected. When the OWNER and the DP on the basis of the punch list inspection determine that the Work is in fact substantially complete, the DP will prepare a Certificate of Substantial Completion which shall establish the date of Substantial Completion and shall state the responsibilities of the OWNER and the CONTRACTOR for Project security, maintenance, heat, utilities, damage to the Work, and insurance, and the CONTRACTOR shall complete the items listed therein with a not to exceed time of 30 days for single source contract's and 60 days for multiple contract's, or as modified by the contract. Guarantees required by the Contract shall commence on the date of Substantial Completion of the Work. The Certificate of Substantial Completion shall be submitted to the OWNER and the CONTRACTOR for their written acceptance of the responsibilities assigned to them in such certificate. Upon Substantial Completion of the Work, and execution by both the OWNER and the CONTRACTOR of the Certificate of Substantial Completion, the OWNER shall pay the CONTRACTOR an amount sufficient to increase total payments to the CONTRACTOR to one hundred percent of the Contract Price less retainage.

**2.03 FINAL INSPECTION:** The Final Inspection will be made by the OWNER on the first work day following the Completion Date or as soon thereafter as possible.

- A. It will be the responsibility of the CONTRACTOR to complete the work for Final Inspection on the Completion Date, which work shall include, but not be limited to the following:
  - 1. Proper completion of all items which may be listed on a pre-final inspection list which the CONTRACTOR may request from the DP.
  - 2. Complete operation of all mechanical systems, fire alarms, intercom systems, and sanitary facilities.
  - 3. All site work.





**DIVISION 1**

**SECTION 01770 — CLOSEOUT PROCEDURES**

- B. If the work is not ready for Final Inspection on the Completion Date, the Final Inspection will be held on a subsequent date when the DP, OWNER, and CONTRACTOR have determined that the work is ready for Final Inspection. Without written prior approval, liquidated damages shall be assessed beginning the first working day after the completion date.
- C. If the work is ready for Final Inspection prior to the completion date the CONTRACTOR may request an earlier Final Inspection.

**2.04 WORK COVERED UP**

- A. If the work should be covered up without approval or consent of the DP or OWNER, the DP or the OWNER may require the work to be uncovered for examination at the CONTRACTOR'S expense.

**2.05 DEFECTS OR OMISSIONS**

- A. Defects or omissions remaining at the time of the Final Inspection will be noted and three times the installed and operational value of these items may be withheld pending their completion and acceptance. If defects or omissions remain thirty days after the OWNER'S acceptance of the project the OWNER may, without further notice to the CONTRACTOR, correct the defects or omissions and withhold the cost from the CONTRACTOR'S retainage.

**2.06 REVIEW AND ASSIGNMENT OF WARRANTIES**

- A. CONTRACTOR shall obtain and shall transmit to OWNER'S Representative all special product, system, equipment or material warranties required by the Contract Documents and the Subcontracts at time of substantial completion. CONTRACTOR shall review all such warranties to confirm that the warranties are in compliance with the requirements of the Contract Documents and Subcontracts. By execution of this Agreement, CONTRACTOR hereby assigns to OWNER all of CONTRACTOR rights, title and interest in and to any and all warranties, including Uniform Commercial Code warranties, that CONTRACTOR receives or is entitled to receive from any Subcontractor or supplier in connection with the Project.
- B. All warranties shall be placed in a three (3) ring binder separated with tabs by division.
- C. The contractor shall also furnish a JPG copy of each warranty on a compact disk. The format for the JPG picture file shall be the division followed by a short description of the item. (i.e. 15WH1.JPG or 15AHU1.JPG).

**2.07 OPERATIONS AND MAINTENANCE DOCUMENTATION**

- A. CONTRACTOR shall obtain and transmit to OWNER'S Representative all documentation required by the Contract Documents regarding the operation and recommended maintenance programs relating to the various elements of the Project at time of substantial completion. Two Sets of documentation shall be furnished to OWNER'S Representative in uniform three-ring binders labeled with the Project name and number on the cover. These binders shall be tabbed and labeled by Division and include each subcontractors warranty and release of lien.

**2.08 REVIEW AND APPROVAL OF AS-BUILT DRAWINGS**



**DIVISION 1**

**SECTION 01770 — CLOSEOUT PROCEDURES**

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- A. As-built drawings shall be provided as part of the closeout documents. CONTRACTOR'S final retainage shall be held until the requirements of this section are met.
- B. CONTRACTOR shall provide to the OWNER an as-built survey showing building location, finished floor elevation(s), walks, site grade elevations, storm drainage systems, inverts, utilities, etc. shall be signed and sealed by a surveyor registered in the State of Florida. Provide four (4) signed and sealed copies and one (1) electronic copy in AutoCAD format, latest revision used by Polk County School Board.
- C. CONTRACTOR shall provide as-built drawings and shall confirm to OWNER that such drawings are adequate and complete and in compliance with the requirements of the Contract Documents.

**2.09 AVAILABILITY OF PROJECT- RELATED RECORDS TO OWNER**

- A. All records relating directly or indirectly to the Project which are in the possession or control of CONTRACTOR shall be made available to OWNER, its designee, and any governmental authority for audit, inspection, and copying upon request of OWNER'S Representative. Such records include, without limitation: all drawings, specifications, Submittals, subcontractor bids, the Daily Log, correspondence, the Request Log, the Submittal Log, minutes, memoranda, tape or videotape recordings, or other writings or things which document the Project, its design, and its construction.

END OF SECTION