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01 82 13	Foundation Performance Requirements
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01 83 00	Facility Shell Performance Requirements
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01 83 16	Exterior Enclosure Performance Requirements
01 83 19	Roofing Performance Requirements
01 84 00	Interiors Performance Requirements
01 84 13	Interior Construction Performance Requirements
01 84 16	Stairways Performance Requirements
01 84 19	Interior Finishes Performance Requirements
01 85 00	Conveying Equipment Performance Requirements
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01 94 13	Facility Decommissioning Procedures
01 10 00	SUMMARY
01 11 00	Summary of Work
01 11 13	Work Covered by Contract Documents <i>This section is to include project specific information which will be provided by the DP.</i>
	If using Division 1 for subcontractor bid packages the contractor shall incorporate applicable language from their Construction Agreement with NAU.
01 11 16	Work by Owner This section is to include project specific information which will be provided by the Project Manager if applicable.

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	<p>The Owner reserves the right to award other contracts related to the Project, or to perform certain work itself. Any such other work may or may not be known to the Owner or disclosed to the contractor prior to execution of the Agreement. The Contractor shall afford the Owner and such other contractors reasonable opportunity for the introduction and storage of their materials and equipment and the execution of their work, and shall properly coordinate its Work with theirs in such manner as the Owner or Design Professional may direct. The Contractor shall also assure at its own cost reasonable access of other contractors to their site and their work.</p>
01 12 00	<p>Multiple Contract Summary <i>This section is to include project specific information which will be provided by the DP (if applicable).</i></p>
01 14 00	<p>Work Restrictions</p>
01 14 13	<p>Access to Site <i>This section is to include project specific information which will be provided by the DP.</i></p> <p>Truck washing stations, truck tire scraping grates and street sweeping may be required. Access to site shall be provided as to keep construction activity, dirt and mud on site.</p>
01 14 16	<p>Coordination with Occupants Communication with the occupants is to be sent through the NAU Project Manager. Impact requests should be requested a minimum of 72 hours prior to the proposed starting time. Requests may not be approved and may be rescheduled to meet occupant needs.</p>
01 14 19	<p>Use of Site <i>This section is to include project specific information which will be provided by the DP.</i></p> <p>Use of the site is restricted to materials and equipment necessary to completion of the Work. It is the contractor’s responsibility to ensure enclosure of the site from the general public.</p>
01 18 00	<p>Project Utility Sources</p>
01 18 13	<p>Utility Service Connections</p>

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This section is to include project specific information which will be provided by the DP.

The Contractor shall prearrange time with the DP and Owner whenever it becomes necessary to energize new services or interrupt any service to make connections, alterations or relocations and shall fully cooperate with the Owner in doing Work so as to cause the least annoyance and interference with the continuous operation of the Owner's business or official duties. Following this meeting the Contractor shall submit a work authorization request that will include a detailed description and procedure for each task, schedule for each task, any safety controls being implemented and signoff locations for tasks completed. The work authorization request will be similar to the document identified in 29 CFR 1910.147 App A and must be approved by the NAU trade supervisor for the intended utility. The work authorization document is considered a submittal subject to the review periods indicated in the contract and must be approved prior to scheduling work.

Any existing utility distribution or internal plumbing, heating, ventilating, air conditioning or electrical disconnections which may affect portions of existing buildings or other construction projects must be coordinated with the DP and Owner to avoid any disruption of operation. While bidding, the Contractor shall assume that all shutdowns shall occur during afterhours and/or weekends unless specifically stated otherwise in the contract documents. In no case, unless previously approved in writing by Owner, shall utilities be left disconnected at the end of a work day or over a weekend. Any interruption of utilities shall be reported immediately to the NAU Project Manager. Such interruptions, whether negligently, intentionally, or accidentally, shall not relieve the Contractor's responsibility for the interruption or from liability for loss or damage caused by such interruption even though such loss or damage was not foreseeable by Contractor or subcontractor, or from responsibility for repairing and restoring the utility to normal service. Repairs and restoration shall be made before the Contractor leaves the project site.

****END OF SECTION****

01 20 00 PRICE AND PAYMENT PROCEDURES

01 21 00 Allowances

The Contractor's price for the Work shall include all of the Contractor's costs associated with such allowance or allowances. If the actual costs to the

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	Contractor of such allowance or allowances is different from the specified sum, increases or decreases in the cost of the allowance and associated Contractor's cost shall be adjusted in accordance with the Construction Agreement.
	Use of Allowances must be requested and approved through the Allowance Use Authorization form.
01 22 00	Unit Prices
01 23 00	Alternates
01 26 00	Contract Modification Procedures
01 26 13	Requests for Interpretation Requests for Interpretation (RFI) will be sent electronically the NAU Project Manager and the DP concurrently. The RFI must indicate the NAU project number, RFI #, spec section and plan sheet impacted, trades involved, images if applicable, a proposed solution and potential cost or time impact.
01 26 19	Clarification Notices
01 26 33	Minor Changes in the Work
01 26 36	Supplemental Instructions
01 26 39	Field Orders
01 26 43	Amendments
01 26 46	Construction Change Directives A construction change directive (CCD) may only be used at Owner’s discretion when the identified field change must be completed before a formal change order can be issued to the Contractor. The Contractor shall provide the Owner a description of the required change and a not to exceed value. When signed by the Owner and Design Professional and received by the Contractor, the CCD becomes effective immediately and the contractor shall proceed with the change(s) described. The appropriate adjustments to the contract will be made through a change order amendment. Actual costs must be fully substantiated before an amendment will be issued.
01 26 49	Work Change Directives N/A

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01 26 53	<p>Proposal Requests Refer to Section 01 26 57</p>
01 26 54	<p>Proposal Worksheet Summaries Refer to Section 01 26 57</p>
01 26 57	<p>Construction Change Proposal Request The CCPR form is required to be completed by the contractor with a detailed description and cost breakdown for each individual requested change. Please refer to FS#12 available at: http://nau.edu/Facility-Services/DP_Contract/.</p>
01 26 63	<p>Change Orders No changes in the work shall be undertaken by the Contractor without written direction by the Owner or DP. Any changes made without such written direction are done so at the Contractor's own risk. Change Orders shall be processed as identified in the construction agreement.</p> <p>Change procedures must follow the requirements outlined in the Construction Agreement Between Owner and Contractor. A copy of the latest version of the Construction Agreement between Owner and Contractor is available at http://nau.edu/Facility-Services/DP_Contract/.</p> <p>After the Contract is signed, modifications in the Contract Price, the Contract Time or scope of the Work may only be made by written Change Order.</p>
01 29 00	Payment Procedures
01 29 73	<p>Schedule of Values Individual construction activities which are indicated by the Schedule of Values shall coincide with activities presented on the Contractor's Construction Schedule. Contractor shall submit proposed schedule of values for review and approval by DP and by Owner, per the Construction Agreement between Owner and Contractor, prior to submission of first pay application.</p>
01 29 76	<p>Progress Payment Procedures Contractor will submit payments electronically to the Project Manager, DP and Owner's Designated Contracts Administrator concurrently and then follow up with a physical copy to the Project Manager. Payments will be measured against the Schedule of Values as approved by the DP, Owner and CM (as applicable).</p>

DIVISION 1 – GENERAL REQUIREMENTS

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For all Testing and Inspection Services, the Testing and Inspection Log (FS#105) shall be completed and shall accompany each pay app for that billing period.

Payment procedures shall be per the Construction Agreement. The Pay Application form can be found at: http://nau.edu/Facility-Services/DP_Contract/.

****END OF SECTION****

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01 30 00	ADMINISTRATIVE REQUIREMENTS
01 31 00	Project Management and Coordination
01 31 13	<p>Project Coordination</p> <p>Project coordination and communication procedures will be discussed in detail at the Pre-Construction Conference. The minutes of this meeting shall serve as reference and documentation of proper coordination and communication channels.</p>
01 31 14	<p>Facility Services Coordination</p> <p>An emergency contact sheet will be provided to the Contractor with contacts for the different departments in Facilities. The Contractor will fill out with their emergency numbers and return to the Owner for distribution.</p>
01 31 16	Multiple Contract Coordination
01 31 19	<p>Project Meetings</p> <p>Please refer to the required project meetings in the Construction Agreement.</p>
01 31 19.13	<p>Preconstruction Meetings</p> <p>A preconstruction conference shall be held for all projects. Notification of the time and date of such conference shall be made to the selected Contractor in the Letter of Intent To Award.</p>
01 31 19.14	<p>Inspection Meeting</p> <p>A preconstruction meeting will be held between NAU Project Manager, NAU Lead Building Inspector, all Trades Inspectors and the General Contractor to discuss inspection procedures and establish expectations.</p>
01 31 19.15	<p>Blue Stake Meeting</p> <p>Contractor and earthwork/underground foreman will attend a Blue Stake Kickoff Meeting lead by the NAU Blue Stake Coordinator prior to starting work.</p>
01 31 19.16	Site Mobilization Meetings
01 31 19.23	Progress Meetings

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	Progress meetings shall occur on a regular basis (weekly) according to a schedule determined at the pre-construction conference or as established in the contract.
01 31 19.33	<p>Pre-Installation Meetings</p> <p>The contractor shall schedule a pre-installation meeting before starting any major trade, between the Inspector, General Contractor and Subcontractor. For projects over \$100,000 schedule a 10 - 15% Installation Completion Meeting to verify proper installation practices are implemented. The pre-installation meeting will review the inspection protocol and review project specifications and drawings with the General Contractor and Subcontractor. The preinstallation meetings, to be scheduled the same day of the weekly construction meeting, shall be specified when applicable:</p> <ul style="list-style-type: none"> • Concrete formwork and placing • Waterproofing • Mortar / masonry • Flashing • Roofing • Sealant • Vapor Barrier • Sprinkler • Ductwork • Painting
01 31 23	Project Web Site
01 31 26	Electronic Communication Protocols
01 32 00	Construction Progress Documentation
01 32 13	<p>Scheduling of Work</p> <p>In general, hours of construction activity shall be limited to 7 a.m. until 7 p.m. unless written approval is obtained from the Project Manager. Additionally, the Contractor shall agree to limit any noisy activities during “reading week” and “finals week”. Reading Week and Finals Week generally occurs during the first weeks of May and December.</p> <p>Project work adjacent to or within Residence Halls shall be more strictly limited to the hours of 8:00 a.m. until 6:00 p.m, unless written approval is obtained from the Owner. This includes any work that may negatively impact students. In addition to these hours, work performed on weekends will not be permitted without prior authorization from NAU’s department of Residence Life.</p>

Section Number	Title
01 32 16	<p>Construction Progress Schedule</p> <p>The following requirements shall support and amplify the requirements of the Construction Agreement Between Owner and Contractor.</p> <p>In conjunction with the Contractor’s Construction Schedule, the Contractor shall provide a Procurement Schedule for all major project components to be purchased and incorporated by the Contractor into the Project.</p> <p>The Procurement Schedule shall indicate scheduled delivery of major Project components, both equipment and materials, in support of the activities included on the Contractor’s Construction Schedule.</p> <p>Revisions to the Contractor’s Construction Schedule shall be coordinated with revisions to the Procurement Schedule.</p> <p>In the event significant delays or lags in schedule, as determined by the Owner, are encountered, the Contractor shall provide to the Owner a revised Contractor’s Construction Schedule indicating proposed rescheduling of subsequent activities to achieve project completion by the Contract Completion Time or Amended Completion Time.</p> <p>Additions to or deletions from the Contract, authorized through Change Orders, shall be reflected in the Contractor’s Construction Schedule if such changes affect the critical path of project completion.</p> <p><u>Owner’s Approval of Phasing</u></p> <p>The Owner reserves the right to review and approve scheduling or phasing of construction activities which have an impact on University functions or operations.</p> <p>Contractor shall be aware of the impact of such construction activities and shall advise the Owner when they are indicated by the schedule. The Contractor shall act to lessen or avert impact to University operations through alternative phasing of activities or other measures.</p>
01 32 16.13	<p>Network Analysis Schedules</p> <p>N/A</p>
01 32 19	<p>Submittals Schedule</p> <p>The contractor is required to make submittals for the DP and Project Manager review in a prompt and timely manner. A schedule of submittals is to be delivered to the NAU project manager within XX days of the notice to proceed. Submittals are required for each subsection detailed in the individual sections of Divisions 2 through 48.</p>

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01 32 23	<p>Survey and Layout Data <i>This information to be provided by Design Professional.</i></p> <p>All underground utilities shall have GPS points taken and indicated on the as-built. Points shall include any connections, valves, bends, rises/falls and points where other utilities are crossed. In the event that existing utilities are exposed during construction then 1 GPS point will be taken for every 10’ of exposed surface in addition to any connections, valves, bends, rises/falls and points where other utilities are crossed.</p>
01 32 26	<p>Construction Progress Reporting The Contractor shall maintain a written daily log in accordance with the Construction Agreement.</p>
01 32 29 01 32 33	<p>Periodic Work Observation Photographic Documentation Photos are required on all projects, submitted electronically with pay application, and representative of the work for which the Pay Application is for. Photographs shall be a minimum of 5 megapixels, the number of photos and different views is to be selected by the Owner at the preconstruction meeting. The file name will be labeled with first with the location of the photo, direction of view and then description. For example, a civil project will have the GPS coordinates, direction and description.</p>
01 32 36	<p>Video Monitoring and Documentation</p>
01 32 43	<p>Procurement Tracking In conjunction with the Contractor’s Construction Schedule, the Contractor shall provide a Procurement Schedule for all major project components to be purchased and incorporated by the Contractor into the Project. The Procurement Schedule shall indicate scheduled delivery of major Project components, both equipment and materials, in support of the activities included on the Contractor’s Construction Schedule. Expediting Reports shall be provided by the Contractor to the Owner in the event that scheduled deliveries, of a significant nature, do not arrive as planned and the Contractor shall make all reasonable effort to expedite deliveries in accordance with the Procurement Schedule.</p> <p>Reports shall indicate the Contractor’s efforts in this regard.</p>

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	Claims for extension of Contract Completion. Time submitted by the Contractor on the basis of delayed material or equipment deliveries, shall be accompanied by documentation from the Vendor/Supplier indicating the date order was placed, usual time required for delivery and the date of scheduled delivery.
01 33 00	Submittal Procedures
01 33 13	Certificates <i>This section is to include project specific information which will be provided by the DP if applicable.</i>
01 33 16	Design Data
01 33 19	Field Test Reporting Copies of Field Test Reports will be turned over monthly along with the Pay Application.
01 33 23	Shop Drawings, Product Data, and Samples The Submittal Procedure shall be per the requirements of the Construction Agreement.
01 33 26	Source Quality Control Reporting
01 33 29	Sustainable Design Reporting
01 33 29.01	Material Cost Summary Form
01 33 29.02	Wood-Containing Product List
01 33 29.03	Metal-Containing Product List
01 33 29.04	Material Content Form
01 33 29.05	New Product Source Form
01 33 29.06	Reused Product Form
01 33 29.07	Prohibited Content Installer Certification
01 35 00	Special Procedures

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01 35 13	<p>Special Project Procedures</p> <p><i>This section is to include project specific information which will be provided by the DP if applicable.</i></p>
01 35 13.19	Special Project Procedures for Healthcare Facilities
01 35 13.26	Special Project Procedures for Clean Rooms
01 35 13.43	Special Project Procedures for Contaminated Sites
01 35 16	Alteration Project Procedures
01 35 23	<p>Owner Safety Requirements</p> <p>The contractor's Responsibility for Project Safety is according to the Construction Agreement. The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs in connection with Contractor's Work.</p> <p>The Contractor shall designate an employee as Safety Officer at the Project Site whose duties shall include prevention of accidents and monitoring/enforcement of the Contractor's safety program. This person shall be the Contractor's Superintendent unless otherwise designated in writing by the Contractor and shall be acceptable to the Owner.</p> <p>The Contractor's Safety Officer shall attend the Preconstruction Conference and shall be designated as such to the Owner.</p> <p>The Contractor's Safety Officer will be responsible for continued monitoring of the job site to maintain safe working conditions in strict compliance with <u>State of Arizona Occupational Safety and Health Standards for the Construction Industry (29 CFR Part 1926)</u>. Specific attention is called to Housekeeping (Section 1926.25, ADOSH, 29 CFR Part 1926).</p> <p>The General Contractor and all Subcontractors shall clear away all debris which poses an unsafe condition as required in Section 1926.25 on a <u>daily</u> basis.</p> <p>Failure of the Contractor to promptly correct unsafe conditions, subsequent to written notification by the Owner, shall constitute violation of the standards indicated herein. The Owner reserves the right, in the event of such violation, to correct unsafe conditions through the most expedient means available. Any costs incurred by the Owner for such corrective work shall be reimbursed by the Contractor, via deductive Change Order.</p>

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01 35 26	<p>Governmental Safety Requirements</p> <p>All workmen employed by the General Contractor or subcontractors shall have adequate safety training for their respective facets of the work as specifically required by document #2254, <u>Training Requirements and OSHA Standards and Training Guidelines</u> (USDA, OSHA 1985).</p>
01 35 29	<p>Health, Safety, and Emergency Response Procedures</p> <p>NAU's Emergency Response Call Sheet can be found at: http://nau.edu/Facility-Services/DP_Contract/</p>
01 35 29.13	<p>Health, Safety, and Emergency Response Procedures for Contaminated Sites</p> <p><i>This information can be obtained from the Office of Environmental Health & Safety.</i></p>
01 35 43	<p>Environmental Procedures</p> <p>The Owner shall have first right of refusal on all materials and equipment which are salvaged as part of the Project construction process to include materials both above and below the existing ground surface.</p> <p>Contractor shall notify the Owner prior to disposing of such materials and equipment. Owner will notify the Contractor promptly if possession is to be taken by the Owner.</p> <p>Materials not claimed by the Owner within three working days shall be removed from the Project site by the Contractor and disposed of appropriately.</p> <p><u>Hazardous Materials Procedures</u></p> <p>This information can be obtained at the following link: http://nau.edu/Facility-Services/Operations/Ops/</p> <p><u>Lead Abatement</u></p> <p>This information can be obtained from the Office of Environmental Health & Safety.</p> <p><u>Asbestos Abatement</u></p> <p>NAU has completed asbestos surveys for the majority of buildings currently present on the Flagstaff Campus and remote campuses. Survey results are housed in the NAU Asbestos Program office and are available for review or notification purposes.</p> <p>To maintain compliance with all applicable state and Federal EPA and OSHA regulations, NAU Policy requires that a site specific asbestos inspection be</p>

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completed to determine the need for abatement before any work involving the disturbance of pre-existing building components is conducted. This inspection and any other required asbestos information and guidance may be requested directly by calling the Asbestos Program office at (928) 523-6435, or by completing the online asbestos inspection request (<http://www.orc.nau.edu/Asbestos.html>). Asbestos inspections may involve additional sampling of previously untested materials, and may facilitate the need for NESHAP notified abatement work, so an appropriate amount of lead time must be allotted in the project schedule.

All asbestos-containing materials (ACM) in the work area are to be removed, containerized, and disposed of in accordance with all applicable Federal, State, and Local regulations. This work must be performed by NAU or by a licensed asbestos abatement contractor before any other work which may impact the materials in question. Work must be scheduled and performed in a manner which minimizes the chance of contamination of non-asbestos materials. The asbestos removal work must comply with the NESHAP (40 CFR 61, subpart M), AHERA (40 CFR 763, subpart E), and OSHA Asbestos construction standard (29 CFR 1926.1101) and general industry standard (29 CFR 1910.1001), whichever may apply.

Abatement oversight must be conducted by NAU, or by an approved third party oversight contractor. No additional demolition or renovation activities may proceed in the selected abatement area until appropriate clearance of the work by the oversight contractor and/or NAU. The oversight contractor or NAU will have the authority to stop work immediately if abatement or demolition procedures are found to be inadequate to control the release of asbestos fibers, or if asbestos is being disturbed in an uncontrolled or unsafe manner.

NAU will issue a written or verbal authorization to proceed with non-asbestos demolition/renovation activities following achievement of acceptable clearance of the asbestos abatement. Prior to authorization to proceed, the oversight contractor or NAU Asbestos Program Manager must complete a visual inspection and/or analytical sampling of the area to document completeness of the work. If contamination is found following abatement, the abatement contractor will be required to perform additional cleaning until acceptable levels are achieved, at no additional cost to the University.

Abatement activities are the responsibility of NAU and may not be subcontracted as part of the larger abatement project. When abatement is necessary, the Project Manager shall work in cooperation with EH&S to develop specifications, collect bids, and contract/complete any necessary abatement independently from the larger construction contract and unless otherwise

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authorized by EH&S, abatement shall be completed prior to any other construction activities at the work site.

It is the responsibility of the construction or demolition contractor to furnish an accurate work schedule to the University in order to allow for timely abatement and good coordination between vendors. The construction/demolition contractor may be held accountable for additional fees incurred by the university due to improper scheduling or communication on the part of the contractor.

In cases which abatement is performed by the renovation/construction contractor, or by a subcontractor retained by the construction contractor, the construction contractor or abatement subcontractor must meet the minimum qualifications and insurance for abatement contractors under the Arizona state purchasing system.

Following completion of all abatement activities, the contractor shall provide copies of closeout documents including the date, location, and scope of work, negative exposure assessment and air sampling data, daily logs, and waste shipment records. Copies of all closeout documents shall be furnished to both the Project Manager and Asbestos Program office.

To satisfy its obligations under OSHA, NAU will issue a written notification of the presence of asbestos in the work area and building which work is being conducted in; and specific abatement requirements which may be required for the project. The contractor is responsible for the health and safety of its own employees and for meeting OSHA communication of hazard, training, and PPE requirements. Worker compliance with all applicable regulations will be enforced by the contractor.

The contractor shall comply with the provisions of the following regulations:

The National Emission Standard for Hazardous Air Pollutants (NESHAP), 40 CFR 61, subpart M, enforced by the Arizona Department of Environmental Quality, regulating the removal and disposal of asbestos-containing materials.

The contractor will be required to notify the State of Arizona Department of Environmental Quality NESHAP office 10 business days before removal of threshold amounts of friable asbestos or RACM as specified in 40 CFR 61.145. The Contractor shall send a copy of this notice to the NAU Asbestos Program Manager. A NESHAP notification is also required 10 days prior to commencement of demolition of any building on NAU campus even if no asbestos abatement is required.

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When applicable, or requested by NAU, the contractor shall follow the guidelines and procedures of the Asbestos Hazard Emergency Response Act (AHERA). 40 CFR 763.subpart E, regulating identification and management of asbestos in schools.

The Contractor shall inform NAU Office of Environmental Health & Safety and the Project Manager of any hazardous chemicals they will be using on campus. The Contractor shall comply with the requirements specified in OSHA's Hazard Communication program (29 CFR 1910.1200). The Contractor shall assume responsibility for the safe and legal disposal of all chemicals used on the job site.

During and following completion of the renovation, all newly installed building materials shall be analyzed for asbestos and a report containing the analytical results shall be furnished to the Asbestos Program Office to maintain complete records of NAU buildings in the future. Testing shall conform to the guidelines set forth in the EPA AHERA regulation. This testing shall be conducted by an AHERA certified building inspector and if requested, shall be conducted by the renovation/construction contractor.

Blasting Policy

Blasting is not considered a preferred process on campus. Any use of explosives must be approved in writing by NAU Fire Marshal and must conform to The City of Flagstaff policies and procedures. The City of Flagstaff maintains jurisdiction for all blasting.

Prior to any use of explosives on the University campus, the NAU Project Manager with Facility Services, Planning, Design and Construction will notify Campus Police and NAU Office of Environmental Health & Safety. The Contractor shall submit to the Facility Services, Planning, Design and Construction, prior to any blasting, appropriate employee certification for use of explosives.

No explosives will be stored on the campus overnight or weekends. No quantity of explosives will be brought to the campus beyond that which will be used on the day blasting operations are to be performed.

No blasting shall take place earlier than 8 a.m. or later than 5 p.m.

01 35 43.13 Environmental Procedures for Hazardous Materials

01 35 43.16 Environmental Procedures for Toxic Materials

Section Number	Title
01 35 46	Indoor Air Quality Procedures
01 35 53	<p>Security Procedures</p> <p>Contractor is responsible for securing access to all construction areas to prevent damage or theft. This may include but is not limited to securing site fencing, temporary construction and building entrances. Work within tunnels must be in accordance with 01 41 19 Rules.</p> <p>Refer to Construction Agreement for any additional security requirements.</p>
01 35 63	<p>Sustainability Certification Project Requirements</p> <p><i>This section is to include project specific information which will be provided by the DP if applicable.</i></p>
01 35 66	<p>Sustainability Certification Project Procedures</p> <p><i>This section is to include project specific information which will be provided by the DP if applicable.</i></p>
01 35 91	<p>Historic Treatment Procedures</p> <p><i>This section is to include project specific information which will be provided by the DP if applicable.</i> **END OF SECTION**</p>
01 40 00	QUALITY REQUIREMENTS
01 41 00	<p>Regulatory Requirements</p> <p>Any work performed on or within the boundaries of the Northern Arizona University campus shall be subject to special inspections, periodic inspections, Code compliance inspections, and pre-occupancy and/or final inspections by the following agencies as applicable:</p> <ul style="list-style-type: none"> • State Fire Marshal's Office (Fire alarm, sprinkler systems, underground fire lines and automatic extinguishing systems) • Arizona Corporation Commission (Gas line installation) • State Risk Management Division • City of Flagstaff (for utilities installations that cross campus boundaries) • State Elevator Inspector (Elevator installations) • State Boiler Inspector (Boiler installations) • NAU Facility Services, Planning, Design and Construction • NAU Facility Services, Operations / Maintenance Inspectors • NAU Facility Services, Lead Building Inspector • NAU Office of Environmental Health & Safety • NESHAP

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It is the responsibility of the General Contractor to provide a complete copy of the construction plans, specifications and other pertinent documents as necessary for review and approval by the NAU Fire Life Safety Division (FLS) and NAU Lead Building Inspector.

No construction shall commence until the General Contractor receives from NAU-FLS and NAU Lead Building Inspector the approved stamped copy of the construction plans, permit, and other documents provided.

01 41 13

Codes

All design and construction work shall be done in such a manner that the completion of project is in compliance with the following codes. When reference is made to "this code" it shall mean all the codes listed below.

- International Building Code 2012 (IBC)
- International Existing Building Code 2012 (IEBC)
- International Plumbing Code 2012 (IPC)
- International Mechanical Code 2012 (IMC)
- National Electrical Code 2011 (NEC) (NFPA 70)
- International Fuel Gas Code 2012 (IFGC)
- International Fire Code 2012 (IFC)
- National Fire Alarm Code 2013 (NFPA 72)
- Installation of Sprinkler Systems 2013 (NFPA 13)
- NAU Fire Code (Most recent edition unless otherwise required)
- Arizona State Fire Code
- 2010 ADA Standards for Accessible Design as approved by the Department of Justice on July 26, 2010 (published in the Federal Register on September 15, 2010) and any more recent related Federal and State requirements with their related standards as they may apply.
- ICC/ANSI, A117.1 – 2009, Accessible and Usable Buildings and Facilities.
 - FYI: Please be advised that where there is a conflict between any applicable accessibility requirements the most restrictive shall apply (e.g. 2012 IBC, 2010 ADA, 2009 ICC/ANSI A117.1, other NAU, State & Federal requirements, etc.).
- NAU Design Guidelines for Disabled Access Parking and Accessible Route at Vehicular Traffic Areas (Most recent edition unless otherwise required)
- 2007 ASME A17.1, Safety Codes for Elevators and Escalators (unless otherwise required)
 - AZ Elevator Act (Title 23, Chapter 2, Article 12)
 - Latest ADOSH Arizona Elevator Rules

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- AZ Executive Order 2008-29 (FYI: Reaffirms Executive Order 2005-05. Requires all new state-funded buildings to meet the Silver LEED standard, at a minimum.)
- ASHRAE 90.1 – Most recent edition (FYI: 2004 is mandatory for AZ state-owned and state-funded buildings.)
- ASHRAE Design Codes 189/1 (Most recent edition unless otherwise required)
- Arizona Revised Statutes, including:
 - 34-451 (energy conservation standards)
 - 34-452 (solar design standards and energy life cycle costing)
- Occupational Safety and Health Administration Regulations
- NAU Material Safety Policies (e.g. Program Manuals such as Asbestos, Lead, PCB, etc.) (Most recent edition unless otherwise required)
- IAQ Guidelines for Occupied Buildings Under Construction (SMACNA) (Most recent edition unless otherwise required)
- ACGIH Industrial Ventilation Manual of Recommended Practices (Most recent edition unless otherwise required)
- ANSI/AIHA Z9.5 Laboratory Ventilation (Most recent edition unless otherwise required)
- NAU Technical Standards (Most recent edition unless otherwise required)

Compliance shall conform to the requirements of the latest editions of all state regulations and the various codes which have been adopted by the University at the time of selection of the Design Professional (or at time of bid if the University does not designate a Design Professional), unless otherwise required by Federal or State regulation (such as ADA code compliance which is required at time of bid).

Contractor will be held to have examined and to have become familiar with these regulations in all ways they apply to the project.

The aforementioned document will be hereby made part of the Contract Document between NAU and DP and between NAU and Contractor, and shall be binding to the same extent as if they were written in full herein.

If a conflict is found between any Code requirement and information given in written or graphic specifications, Contractor will abide by the more stringent of the two. Such conflict shall be reported in writing to the DP, to NAU FLS Division and NAU Lead Building Inspector.

The issuance of approved plans, specifications, and computations shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the above-listed codes, the NAU Fire Prevention Manual and the

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	<p>NAU Technical Standards.</p> <p>The issuance of approved plans, specifications, and other data shall not prevent Facility Services from thereafter requiring the correction of errors in said plans, specifications and other data, nor shall issuance of such approved plans, specifications, or other data preclude the prevention of building operations being carried on there under when in violation of the above-listed codes.</p>
01 41 16	<p>Laws</p> <p>By signing a contract with NAU or as a subcontractor to a General that has a contract with NAU, the contractor agrees to follow NAU’s Blue Stake procedure under ARS 40-360.22-K.</p> <p>It is the responsibility of the Contractor to make all utility staking requests. To request utility staking for any project the Contractor must call the Arizona811 Center and email FACILITY SERVICES. All requests are given a log number. It is the Contractor’s responsibility to note that number for future reference.</p> <p>For the complete Bluestake Procedure, Contractor shall refer to http://nau.edu/Facility-Services/DP_Contract/</p> <p>DO NOT DIG UNTIL BLUE STAKING HAS BEEN CLEARED! ALL KNOWN UTILITIES MUST BE POTHOLED!</p> <p>Contractor shall remove the blue stake marks outside of the fenced area at the end of the excavation phase for projects in a manner that does not damage finished surfaces, if it is more than a month prior to substantial completion. All projects will remove blue stake marks at substantial completion in a manner that does not damage finished surfaces.</p>
01 41 19	<p>Rules</p> <p>The tunnels on campus are generally considered a non-permit required confined space. However, conditions may change without NAU knowledge. Prior to entry, contractors must supply their own atmospheric tester/monitor, complete an NAU Confined Space Entry Checklist, and submit this checklist to their safety officer and the NAU project manager. If through utilization of the checklist the area is to be considered a confined space, then the contractor is responsible for their confined space safety program. This must be submitted to the NAU project manager for documentation.</p>

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	<p>No one may enter the tunnel system alone. Anyone entering the tunnel system must make contact with the appropriate plant operator to provide the section of tunnel being accessed, time of entry, purpose of work and approximate time frame. Contact must be made with the appropriate plant supervisor when leaving the tunnels as well.</p> <p>The entry checklist can be found at: http://nau.edu/uploadedFiles/Administrative/Research/Compliance/Environmental_Health_and_Safety/_Forms/NAUentrychecklist.pdf</p>
01 41 23	Fees
01 41 26	Permit Requirements NAU permit requirements and applications can be found at: http://nau.edu/Facility-Services/DP_Contract/
01 42 00	References
01 42 13	Abbreviations and Acronyms
01 42 16	Definitions
01 42 19	Reference Standards
01 43 00	Quality Assurance
01 43 13	Manufacturer Qualifications
01 43 16	Supplier Qualifications
01 43 19	Fabricator Qualifications
01 43 23	Installer Qualifications This section is to include project specific information which will be provided by the DP.
01 43 26	Testing and Inspecting Agency Qualifications This section is to include project specific information which will be provided by the DP for the purposes of NAU's ARQ inspection selections.
01 43 29	Code-Required Special Inspector Qualifications

Section Number	Title
	This section is to include project specific information which will be provided by the DP for the purposes of NAU's ARQ inspection selections.
01 43 33	Manufacturer's Field Services
01 43 36	Field Samples
01 43 39	Mockups
01 45 00	Quality Control
01 45 13	Source Quality Control Procedures
01 45 16	Field Quality Control Procedures
01 45 16.13	Contractor Quality Control
01 45 23	Testing and Inspecting Services Please refer to http://nau.edu/Facility-Services/DP_Contract/ for the complete detail of inspection procedures.
	Re-inspection of uncompleted work shall be at the contractors expense, via deductive Change Order.
	Reinforcing steel or structural framework of any part of any building or structure shall not be covered or concealed without first obtaining approval of the DP or Structural Engineer.
	Foundation Inspection: To be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection.
	Concrete Slab or Under-Floor Inspection: To be made after all in-slab or under-floor building service equipment, conduit, piping accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the sub-floor.
	Frame and Rough-In Mechanical, Plumbing and Electrical Inspection: To be made after the roof, all framing, fire blocking and bracing are in place and all pipes, chimneys and vents are complete and the rough electrical, plumbing, and heating, pipes and ducts, and fire sprinkler piping are approved.

DIVISION 1 – GENERAL REQUIREMENTS

Section Number	Title
	<p>Lath and/or Gypsum Board Inspection: To be made after all lathing and gypsum board, interior and exterior, is in place but before any plastering is applied or before gypsum board joints and fasteners are taped and finished.</p> <p>Substantial Completion Inspection: Prior to issuance of the Substantial Completion Certificate, all required in progress inspections listed in form FS#15 shall be passed. The contractor must schedule a walkthrough with each trade inspector individually to sign off on the substantial completion lines of the FS#15 and provide a punch list.</p> <p>Final Completion Inspection: Prior to Final Payment the Contractor must schedule an additional walk with each trade inspector ensure that all punch work is completed and inspected, and all required inspections listed in form FS#15 shall be passed.</p>
01 45 26	Plant Inspection Procedures
01 45 29	Testing Laboratory Services
01 45 33	Code-Required Special Inspections and Procedures

****END OF SECTION****

Section Number	Title
01 50 00	TEMPORARY FACILITIES AND CONTROLS
01 51 00	Temporary Utilities Temporary construction utility connections are to be approved by the Director of Utilities and metered.
01 51 13	Temporary Electricity
01 51 16	Temporary Fire Protection
01 51 19	Temporary Fuel Oil
01 51 23	Temporary Heating, Cooling, and Ventilating
01 51 26	Temporary Lighting
01 51 29	Temporary Natural-Gas Temporary Natural-Gas is not allowed. Propane may be used for temporary heating.
01 51 33	Temporary Telecommunications Temporary telephone service is available through either NAU Telecomm. Contractor is responsible for all connection, maintenance, and service fees.
01 51 36	Temporary Water Temporary water connections must have a back flow prevention device installed by the contractor.
01 52 00	Construction Facilities

Section Number	Title
	<p>The Contractor shall provide a staging plan/site logistic plan at the preconstruction meeting. The staging plan shall clearly identify the following items:</p> <ul style="list-style-type: none"> • Construction Trailer • Material Staging • Wash down areas (concrete, mud, etc.) • Dumpsters • Traffic Control including signals and barricades • Signage • Site Fencing including gate locations and height of the fence • Site Access for contractors, material delivery and waste haul off • Sanitary Facilities • Temporary Utilities • Temporary Parking • SWPPP measures • ADA accessible routes • Pedestrian/bikes routes • Vehicle routes • Emergency Access <p>Any other provision, direction or accommodation agreed to and approved by NAU, the CM and DP, shall be clearly noted and conveyed on the staging/site demolition plan.</p>
01 52 13	Field Offices and Sheds
01 52 16	First Aid Facilities
01 52 19	<p>Sanitary Facilities</p> <p>Contractors shall not use the Universities sanitary facilities. Contractors are responsible for providing and maintaining adequate temporary sanitation facilities and indicate location(s) on the site logistics plan.</p>
01 53 00	Temporary Construction
01 53 13	Temporary Bridges
01 53 16	Temporary Decking
01 53 19	Temporary Overpasses
01 53 23	Temporary Ramps
01 53 26	Temporary Runarounds

Section Number	Title
01 54 00	Construction Aids
01 54 13	Temporary Elevators
01 54 16	Temporary Hoists
01 54 19	Temporary Cranes
01 54 23	Temporary Scaffolding and Platforms
01 54 26	Temporary Swing Staging
01 55 00	Vehicular Access and Parking
01 55 13	Temporary Access Roads Optimum truck routes and access roads, including fire department access, to the Project site shall be identified at the pre-construction conference and noted in the site logistics plan.
01 55 16	Haul Routes
01 55 19	Temporary Parking Areas All persons driving or parking on the NAU campus are subject to NAU parking regulations. NAU parking policies are available at http://nau.edu/Parking-Shuttle-Services/Policies/ .
	All vehicles parking within campus boundaries must display permits. Vehicles without permits will be ticketed by the NAU Police Department. Vehicles parked within the fenced staging / storage area, identified on the Construction Documents, do require parking permits. The General Contractor will be required to make a written request to the University Project Manager at the preconstruction meeting for parking permits for all vehicles to be parked within the campus boundaries. NAU Parking Services will attempt to meet requests for specific parking areas, however, due to availability; alternative parking areas may be assigned. Storage / Staging areas will be requested in writing to the University Project Manager prior to bidding.
01 55 23	Temporary Roads
01 55 26	Traffic Control

Section Number	Title
	<p>All traffic control shall be coordinated with the Facility Services Project Manager, and shall be approved by: NAU Parking Services, NAU Shuttle Services, NAU Police Department, NAU Fire Marshal, NAU Office of Environmental Health & Safety and City of Flagstaff Fire Department.</p> <p>All proposed traffic control plans or modifications shall be submitted to the Facility Services Project Manager five (5) working days prior to the change and receive approval, as stated above.</p>
01 55 29	<p>Staging Areas The Contractor shall submit a site logistics plan at the preconstruction meeting. Storage / Staging Areas must be maintained and returned to the condition they were in prior to occupation by the Contractor. Patch, repair or replace any and all damaged areas upon completion of the work. The area must receive final inspection and approval by the Owner prior to final payment.</p>
01 56 00	Temporary Barriers and Enclosures
01 56 13	Temporary Air Barriers
01 56 16	<p>Temporary Dust Barriers Dust control is the Contractor’s responsibility at no additional cost to the Owner. The Contractor shall address complaints regarding dust control within four (4) hours. Air, water, surface, and subgrade conditions shall be protected from pollution by the Contractor. Such protection requirements as detailed in all State and Federal regulations shall apply. Arizona State DEQ, OSHA, and NAU Office of Environmental Health & Safety may inspect for compliance without notice.</p>
01 56 19	<p>Temporary Noise Barriers <i>This information to be provided by Design Professional (if applicable)</i></p>
01 56 23	Temporary Barricades
01 56 26	<p>Temporary Fencing <u>Project Site Fencing</u> Contractor shall erect and maintain in good condition a six-foot high chain link fence of standard construction surrounding the Project site and enclosing the area of work and materials staging. Location of the fence shall be approved by the Owner prior to erection. Fence gates shall remain locked when unattended to discourage access by unauthorized persons.</p>

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	<p>This applies to large construction projects and small projects with multiple locations.</p> <p><u>Staging Area Fencing</u> A commercial grade chain-link fence around the entire perimeter of the staging area will be required.</p> <p>The fence may be ground-set or tee supported, but must remain stable in high or gust wind conditions and scaling by pedestrians. The Contractor shall coordinate all fence pole locations that are to be pounded into the ground with NAU Grounds and Bluestake to avoid shallow utilities and irrigation. The Contractor is responsible for all repairs required to return to area to original condition after fencing is removed, including, but not limited to, sod, asphalt and concrete repair.</p> <p>Post holes in asphalt will be repaired using Fastpatch DPR Pourable Asphalt Repair. Using a hot or cold patch for the post holes is not allowed.</p> <p>An 8’ wide, two section chain-link access gate shall be required in the fence and the Facility Services’ Project Manager and Construction Manager (as applicable) shall be given a key(s) to the gate lock by the Contractor for emergency access.</p> <p>Fencing shall be placed immediately after or during site preparation, and remain in place for the entire duration of construction.</p> <p>The staging plan shall note that the Contractor is to maintain the fence in a neat and orderly appearance.</p>
01 56 29	Temporary Protective Walkways
01 56 33	Temporary Security Barriers
01 56 36	Temporary Security Enclosures
01 56 39	<p>Temporary Tree and Plant Protection</p> <p>Existing trees and plants designated to remain shall be fenced off outside the drip line (this includes all memorial trees). No construction activity shall occur within fenced area. Provide site maintenance and control of erosion, weeds, snow, debris, etc. Irrigation is not a standard part of the blue stake procedure. The contractor is responsible for coordinating with NAU Grounds to determine location prior to bid. The contractor shall be responsible for relocating/repairing any irrigation equipment.</p>

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01 57 00	Temporary Controls
01 57 13	Temporary Erosion and Sediment Control
01 57 16	Temporary Pest Control
01 57 19	Temporary Environmental Controls
01 57 23	Temporary Storm Water Pollution Control
01 57 26	Site Watering for Dust Control
01 58 00	Project Identification
01 58 13	Temporary Project Signage Free-standing or hanging signs for General Contractors, Sub-contractors or suppliers are not allowed on University property. Site safety signage is allowed but must be approved by the NAU Project Manager.
01 58 16	Temporary Interior Signage

****END OF SECTION****

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01 60 00 PRODUCT REQUIREMENTS

01 61 00 Common Product Requirements

01 61 13 Software Licensing Requirements

01 62 00 Product Options

01 64 00 Owner-Furnished Products

01 65 00 Product Delivery Requirements

01 66 00 Product Storage and Handling Requirements

01 66 13 Product Storage and Handling Requirements for Hazardous Materials

01 66 16 Product Storage and Handling Requirements for Toxic Materials

****END OF SECTION****

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Section Number	Title
01 70 00	EXECUTION AND CLOSEOUT REQUIREMENTS
01 71 00	Examination and Preparation
01 73 00	Execution
01 73 29	Cutting and Patching
	<p>Cutting and patching of asphalt and concrete may necessitate removal of embedded utility survey markers. The Contractor is required to field verify marker locations prior to bidding and include replacement of markers where necessary. Refer to Division 33 for installation standards. Verification of marker location requires signoff on the FS15 prior to substantial completion.</p>
01 74 00	Cleaning and Waste Management
01 74 13	<p>Progress Cleaning</p> <p>The Contractor shall maintain all work and staging areas in a clean and orderly condition to enhance the safety and appearance of the jobsite. Accumulations of refuse will not be permitted except as specifically approved in writing by the Owner.</p>
01 74 16	Site Maintenance
01 74 19	<p>Construction Waste Management and Disposal</p> <p>The Contractor will identify waste diversion opportunities and track waste and recycling figures for each of their respective projects. Waste and waste diversion totals should be tracked on a monthly basis and entered into the project-specific spreadsheet.</p> <p>The Contractor will provide proper and adequate trash containers at no additional cost to the Owner. These containers will be emptied at regular intervals so that trash will not be allowed to overflow and/or collect around the dump area.</p> <p>The placing of trash or debris in any University trash container by the General Contractor or any Subcontractor is expressly forbidden. Contractor shall be responsible for costs incurred by the Owner for the removal of trash placed in University trash containers.</p>
01 74 23	<p>Final Cleaning</p> <p>Provide final cleaning of the Work prior to Owner occupancy. Final cleaning shall mean cleaning each surface or unit of work to conditions expected in a first-class</p>

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building and maintenance program. Comply with manufacturer's instructions for cleaning operations. Cleaning shall include but not be limited to all of the following as applicable:

- Clean transparent/reflective surfaces to a polished, streak free condition including all mirrors, windows and door glass. Remove all paint, putty, labels or other vision obscuring materials. Replace any broken or damaged surfaces.
- Remove marks, stains, fingerprints, other soil and dirt from painted, decorated or stained work.
- Clean polish and/or wax woodwork as preferred by Owner.
- Clean light fixtures and lamps so as to function at full efficiency. Remove dirt, dust, fingerprints, excess lubrication, drywall, paint etc. and all non-permanent labels.
- Wipe clean all mechanical and electrical equipment; remove excess lubrication and other substances.
- Clean exposed interior and exterior surface finishes to condition free of dirt, dust, stains, films or other noticeable distracting substance.
- Clean exterior and interior metal surfaces, including doors and windows, of oil, stains, dust, dirt, paint and the like.
- Clean and polish all hard floors, remove dirt, material or water stains, scratches etc.; clean and vacuum all carpeted areas.
- Clean plumbing fixtures to polished, sanitary condition free of stains including those resulting from water exposure.
- Except as otherwise indicated or requested by Owner, remove all temporary protection devices and facilities which were installed during the course of the work.

Make building ready for occupancy in all respects. Protect cleaned areas until final inspection and acceptance.

All existing improvements inside or outside the property which have been disturbed, damaged or destroyed by the Work under the Contract shall be restored to the condition in which they originally were, including all storage and staging areas. Final inspection of storage / staging areas used during construction is required prior to final payment.

If the General Contractor fails to clean up during, or at the completion of the Work, or fails to enforce such clean up by subcontractors, the Owner, subsequent to advising the Contractor in writing, may after five (5) working days proceed to perform clean-up of areas which pose a threat to life/safety or are excessively unsightly. The cost of cleaning provided by the Owner under this condition shall be borne by the General Contractor, via deduct Change Order.

Section Number	Title
01 75 00	Starting and Adjusting
01 75 13	Checkout Procedures This information to be provided by the Design Professional.
01 75 16	Startup Procedures Signoff from the NAU Director of Utilities is required before any utility is energized. Refer to Division 33 for individual utility requirements. The Preliminary Balance Report shall have been submitted by the Contractor to the Owner prior to, and as a requirement of, Substantial Completion. The Final Balance Report shall have been submitted by the Contractor to the Owner prior to, and as a requirement of, Final Completion. Systems start-up, commissioning, and balancing shall be 100% complete prior to, and as a requirement of, Final Completion. Any additional information to be provided by the Design Professional.
01 76 00	Protecting Installed Construction
01 77 00	Closeout Procedures
01 77 13	Preliminary Closeout Reviews The Contractor shall request the Owner to schedule a closeout meeting to be scheduled 30 days prior to substantial completion. An example of the project agenda and attendees required can be found at: http://nau.edu/Facility-Services/DP_Contract/
01 77 16	Final Closeout Review The contractor will schedule a meeting with the Owner and DP when the all the document packages are ready for the individual substantial completion, final completion and final payment phases.
01 77 19	Closeout Requirements For all closeout requirements, please refer to the Construction Agreement located at http://nau.edu/Facility-Services/DP_Contract/ <i>All contracts are listed under "Contracts". Please refer to the appropriate contract's closeout requirements specific to the project you are contracted for.</i>
01 78 00	Closeout Submittals

Section Number	Title
01 78 13	Completion and Correction List
01 78 19	Maintenance Contracts
01 78 23	Operation and Maintenance Data

01 78 23.13 Operation Data Upon completion of the installation of all work specified in Construction Documents, and prior to Final Completion, contractor shall furnish to the DP for review; one (1) complete bound copy and one (1) electronic copy of operating and maintenance instructions and parts lists for all material and equipment, including electrical and control items, being supplied. Upon receipt of review, the contractor shall submit three (3) complete bound corrected copies and one (1) electronic corrected copy of the operating and maintenance instructions and parts list for all material and equipment in divisions 2-48. **Operation and maintenance manuals for all specified equipment and systems shall be provided as part of the contractor's base bid.**

Assemble Maintenance Manual and Operating Instructions in hard-back 3-ring loose leaf binders. Manuals will be organized by division with all warranties in a separate section at the back of the manual. Suitably label and index all material contained therein for ready reference.

Operating instructions shall include complete operating sequence, control diagrams, description of method of operating machinery, machine serial numbers, factory order numbers, parts lists, instruction books, suppliers' phone numbers and addresses and individual equipment guarantee. Parts lists shall be complete in every respect, showing all parts and part numbers for ready reference.

O&M materials related to any of the following building components (as applicable for each project) are to be provided by the contractor to the project manager to then be submitted to the Office of Regulatory Compliance:

- boilers
- emergency generators
- acid neutralization tanks
- grease interceptors
- sand/oil separators
- cooling towers
- chillers (documenting refrigerant type used)
- pre/post construction stormwater controls/NOI's
- emergency showers
- bulk chemical storage locations
- fume hoods/bio-safety cabinets
- location of sanitary sewer drains

Section Number	Title
01 78 23.16	Maintenance Data Close-out submittals shall include a completed “Maintenance Check List” (FS#88) indicating all maintenance and frequency required for warranty purposes.
01 78 23.19	Preventative Maintenance Instructions
01 78 29	Final Site Survey <i>At the completion of underground utilities and final site work, the Contractor shall provide an as-built drawing of all work completed. An as-built drawing for underground utilities shall be provided within 30 days of completion of this work. The final site work drawing shall be provided after all site work is complete. The as built drawings shall consist of the following:</i> <ul style="list-style-type: none"> • <i>Drawing must be CAD format, no PDF’s</i> • <i>All buried and concealed items must be located with GPS coordinates. This includes tie-in locations, pipe alignments, change in direction, valves, manholes, utility crossings, and depth of utility.</i> • <i>The site survey shall also include site as built grades which have been surveyed and verified by a licensed surveyor.</i> • <i>The as-builts must be certified by a licensed surveyor who is currently registered in the State of Arizona certifying the drawing and GPS coordinates are accurate.</i>
01 78 33	Bonds
01 78 36	Warranties <i>DP to provide project-specific information on guarantee submittals.</i>

The Contractor’s Warranty shall commence on the date of Substantial Completion and remain in effect for two years. Prior to Final Completion the contractor shall schedule a 1 year and 2 year warranty walkthrough with the University.

All other warranties shall commence at Substantial Completion unless otherwise specified by manufacturer. These warranties are to remain in effect per the Construction Documents.

The General Contractor shall provide 24-hour response to all critical building systems, i.e., loss of heating, cooling and control systems. If applicable, the General Contractor shall provide at Substantial Completion, service agreements between service companies and the University for all critical areas. The service

Section Number	Title
	<p>agreement shall include 24-hour phone numbers and contact persons' names the University may use in case of emergency. The Emergency Service Agreement shall remain in effect for the two-year warranty period. The General Contractor shall provide a contact person's name and phone number for Contractor's bonding company for use if the University experiences problems during the warranty.</p> <p>All other, noncritical warranty items will be corrected within five (5) working days; unless the General Contractor notifies the University in writing that a delay will be experienced due to shipping of materials. A shipping date must be provided to advise the University of the Approximate Date of warranty repair. All warranty work must commence as soon as reasonably possible and be diligently prosecuted to completion.</p>
01 78 39	<p>Project Record Documents For all project record documentation procedures, please reference the Construction Agreement located at http://nau.edu/Facility-Services/DP_Contract/</p> <p>Refer to FS 76 at http://nau.edu/Facility-Services/DP_Contract/ for example of As-Builts required.</p>
01 78 43	<p>Spare Parts <i>DP to provide project-specific information on guarantee submittals.</i></p>
01 78 46	<p>Extra Stock Materials Refer to FS 76 at: http://nau.edu/Facility-Services/DP_Contract/</p>
01 78 53	<p>Sustainable Design Closeout Documentation <i>DP to provide project-specific information.</i> The NAU Project Manager will be designated as an alternate project administrator for all sustainable design programs.</p>
01 79 00	<p>Demonstration and Training Refer to FS 76 at: http://nau.edu/Facility-Services/DP_Contract/</p>

****END OF SECTION****

Section
Number

Title

01 80 00	PERFORMANCE REQUIREMENTS Intentionally left blank.
01 81 00	Facility Performance Requirements
01 81 13	Sustainable Design Requirements The NAU Project Manager will be designated as an alternate project administrator for all sustainable design programs.
01 81 16	Facility Environmental Requirements
01 81 19	Indoor Air Quality Requirements

Section Number	Title
01 82 00	Facility Substructure Performance Requirements
01 82 13	Foundation Performance Requirements
01 82 16	Basement Construction Performance Requirements
01 83 00	Facility Shell Performance Requirements
01 83 13	Superstructure Performance Requirements
01 83 16	Exterior Enclosure Performance Requirements
01 83 19	Roofing Performance Requirements
01 84 00	Interiors Performance Requirements
01 84 13	Interior Construction Performance Requirements
01 84 16	Stairways Performance Requirements
01 84 19	Interior Finishes Performance Requirements
01 85 00	Conveying Equipment Performance Requirements
01 86 00	Facility Services Performance Requirements
01 86 13	Fire Suppression Performance Requirements
01 86 16	Plumbing Performance Requirements
01 86 19	HVAC Performance Requirements
01 86 23	Integrated Automation Performance Requirements
01 86 26	Electrical Performance Requirements
01 86 29	Communications Performance Requirements
01 86 33	Electronic Safety and Security Performance Requirements
01 87 00	Equipment and Furnishings Performance Requirements
01 87 13	Equipment Performance Requirements

Section Number	Title
01 87 16	Furnishings Performance Requirements
01 88 00	Other Facility Construction Performance Requirements
01 88 13	Special Construction Performance Requirements
01 88 16	Selective Construction Performance Requirements
01 89 00	Site Construction Performance Requirements
01 89 13	Site Preparation Performance Requirements
01 89 16	Site Improvements Performance Requirements
01 89 19	Site Plumbing Utilities Performance Requirements
01 89 23	Site HVAC Utilities Performance Requirements
01 89 26	Site Electrical Utilities Performance Requirements
01 89 29	Other Site Construction Performance Requirements

****END OF SECTION****

01 90 00	LIFE CYCLE ACTIVITIES Intentionally left blank.
01 91 00	Commissioning
01 91 13	General Commissioning Requirements
01 91 16	Facility Substructure Commissioning

Section Number	Title
01 91 16.13	Foundation Commissioning
01 91 16.53	Basement Construction Commissioning
01 91 19	Facility Shell Commissioning
01 91 19.13	Superstructure Commissioning
01 91 19.43	Exterior Enclosure Commissioning
01 91 19.73	Roofing Commissioning
01 91 23	Interiors Commissioning
01 91 23.13	Interior Construction Commissioning
01 91 23.43	Stairways Commissioning
01 91 23.73	Interior Finishes Commissioning
01 92 00	Facility Operation
01 92 13	Facility Operation Procedures
01 93 00	Facility Maintenance
01 93 13	Facility Maintenance Procedures
01 93 16	Recycling Programs
01 94 00	Facility Decommissioning
01 94 13	Facility Decommissioning Procedures