SECTION 01020
ADMINISTRATION AND SUPERVISION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS:

A. Drawings and general provisions of the contract, including General and Supplementary Conditions and other Division 1 Specification sections, apply to work of this section.

1.2 SURVEYS, LAYOUTS, AND LEVELS:

A. General: Working from lines and levels established by the existing building, and as shown in relation to the work, establish and maintain bench marks and other dependable markers to set the lines and levels for the work of construction as needed to properly locate every element of the work of the entire project. Calculate and measure required dimensions as shown (within recognized tolerances if not otherwise indicated); do not scale the drawings to determine dimensions. Continuously advise Installers performing the work of the marked lines and levels provided for use in the layout of work. Contractor shall verify lines and grades prior to proceeding with work and either report variances or reconcile survey with A/E & Owner.

1.3 PROGRESS SCHEDULE:

A. Furnish Project Schedule, as required by the General Conditions, not less than four copies in the form of: Bar chart and curve, showing start and completion of each activity or unit of work and overall percentage of completion against time. Provide such details as required by the Consultant.

1.4 PROJECT RECORD DOCUMENTS:

A. Maintain at job site, one copy of:

1. Contract Drawings
2. Specifications
3. Addenda
4. Reviewed Shop Drawings
5. Change Orders
6. Other Modifications to Contract
7. Field Test Records
8. As-Built Drawings
B. Maintain documents in clean, dry, legible condition and do not use record documents for construction purposes. Make documents available at all times for inspection by the Consultant and Owner. Architect to check monthly along with pay application approval for current updates. If project record documents are not current and complete, the university reserves the right to withhold payment to the contractor.

C. Label each document "Project Record" in 1" or larger printed letters.

D. Record drawing information in colored pencil with different colors for the various systems and defined by color legend.

E. Record drawings and specifications shall include the following:

1. Location of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of structure. Location of concealed valves, dampers, controls, balancing devices, junction boxes, cleanouts, and other items requiring access or maintenance.

2. Field changes of dimension and detail, changes made by Change Order or Field Order and details not on original contract drawings.

3. Fire protection and alarm systems shop drawings. (Note CAD Requirement.)

F. Submit all record drawings to the Consultant at the completion of the project.

1.5 CLEANING:

A. Cleaning and Protection Work: At the time each unit of work or element of the construction is completed (substantially) in each area of the Project, clean the unit or element to a condition suitable for occupancy and use (as intended), and restore minor or superficial damage. Replace units and elements which are damaged beyond successful restoration. Clean and restore adjoining surfaces and other work which was soiled or damaged (superficially) during the installation; replace other work damaged beyond successful restoration. Where the performance of subsequent work could possibly result in damage to the complete unit or element, provide protective covering or other provisions to minimize possible damage. Repeat cleaning and protection operations during remainder of construction period, wherever work might otherwise be damaged by sustained soiling or exposure.

B. During Construction: Oversee cleaning and ensure that building, grounds, and public properties are maintained free from accumulation of waste materials and rubbish. At reasonable intervals during progress of work, clean up site and access and dispose of waste materials, rubbish, and debris. Vacuum clean interior building areas when ready and continue vacuum cleaning (or other necessary steps) on an as-needed basis until building is ready for acceptance or occupancy.
1.6 PROJECT SIGN:

A. Erect no project sign or job-site sign of any kind, except warning signs as specified in Section 01500, without written authorization from the Owner.

1.7 COORDINATION:

A. The Contractor shall coordinate the work so as not to interfere with the building custodian's normal cleanup activities.

B. The Contractor shall be responsible for coordinating all the work of the project. The Contractor shall coordinate the efforts of all subcontractor(s) and the deliveries of suppliers so that the work progresses in an orderly fashion without delay towards timely completion of a complete project in accordance with the drawings and specifications.

C. The Contractor shall note that concurrent with his work, other contractors, suppliers, and the Owner's facilities and maintenance personnel may be working in relatively close proximity. The Contractor will be solely responsible for coordinating his work with that of other contractors and will make no claims for failure to do so.

1.8 METHODS OF CONSTRUCTION:

A. The procedure and method of construction is the prerogative and the responsibility of the Contractor. If professional assistance is required to safely implement method of construction, the Contractor shall, on his own, employ professional help. The owner or their consultants may, from time to time, observe and advise the contractor of perceived concerns. It is the contractor’s duty to correct conditions or provide satisfactory explanations for not doing so at no additional cost to owner. Correction of unsafe conditions will not be cause for extension of contract time.

PART 2 - PRODUCTS

Not Used.

PART 3 - EXECUTION

Not Used.

END OF SECTION 01020