**INSTRUCTIONS TO ARCHITECT/ENGINEER (A/E) & DAS/CS PROJECT MANAGER: (DELETE AFTER READING)**

**EDITING:**

**EDITING NOTES AND “HIDDEN TEXT”:** Each document contains Editing Notes in the form of “hidden text”. The Editing Notes assist the Architect in modifying and editing the document to make it project-specific. In order to show the “hidden text”, click the Home tab, and in the Paragraph group, click the Show/Hide symbol (¶). Turn off the Show/Hide symbol (¶) before printing the document in order to indicate the correct number of pages.

**Blue text** is project-specific information that must be edited by the A/E as applicable to the specific project. When complete, change **blue text** to **black text**.

* **KEEP BLUE NOTES IN TABLE OF CONTENTS THAT STATE** “**Bidder uploads to CTsource**”.

***Bold and italicized text*** is for example purposes only and must be modified and edited by the A/E to make it project specific.

**Text boxes** can be edited by left-clicking on the **text box** and then typing project-specific information over the text box.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Layout** tab, **Table** group, and click **View Gridlines**.

**HEADERS:** The header for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the header shown herein. The header of each page shall contain the Section Number, the Section Title, and the page number & number of pages as shown herein.

**FOOTERS:** The footer for each page of the Project Manual shall match the format, font (Arial), size (9 pt), font style (BOLD & CAPITALIZED) and line borders, of the footer shown herein. The footer shall contain the project number in the right-hand side as shown herein. **The revision date in the left side of the footer is to remain as it is for Department informational purposes only and should not be altered by the Architect/Engineer.**

**SECTIONS:**  If a Section (or Division) is not part of the project scope, check **“NOT USED”** in the Table of Contents (DO NOT delete the Section or Division title from the Table of Contents).

**SUBSECTIONS:** If a Subsection is not applicable to the project, **delete** the contents of the Subsection and **re-number** the subsequent Subsections (KEEP IN NUMERICAL SEQUENCE). Edit Subsections carefully to reflect project-specific requirements. DO NOT include Subsections or parts of Subsections in the Project Manual which have no applicability to the specific project.

**DAS RESPONSIBILITIES:**

**DIVISION 00 SECTIONS (PROCUREMENT AND CONTRACTING REQUIREMENTS):** Except as noted, revisions to these sections are the sole responsibility of the Connecticut Department of Administrative Services (DAS, the “Department”), as required by the Connecticut General Statutes. The A/E shall keep the Division 00 Sections in the Table of Contents and shall, under no circumstances, change these sections, **EXCEPT AS NOTED BELOW:**

**A/E RESPONSIBILITIES:**

**DIVISION 00 SECTIONS (PROCUREMENT AND CONTRACTING REQUIREMENTS):** The A/E shall edit and provide the following documents as indicated:

* One MS Word file of this 00 01 10 Table of Contents
* The Table of Contents shall be prepared and modified by the A/E as required by the specifics of the project. The A/E shall insert the page count (not page numbers) in the far right column and must review the page count for accuracy at the final Construction Documents submission.
* The A/E shall edit Divisions 02 through 49 (Technical Specifications) and Division 50 (Project-Specific Available Information) as necessary in the Table of Contents. If a Division is not part of the project scope, check **“NOT USED”** in the Table of Contents (DO NOT delete the Division title from the Table of Contents). Insert rows in the Table of Contents as required for the number of Sections within a Division.
* The A/E shall insert the number of Volumes in the Table of Contents and shall ensure that each Volume has a Table of Contents.
* One PDF file of 00 01 01 Title Page
* One PDF file of 00 01 07 Seals Page (signed & sealed)
* One PDF file of 00 01 15 List of Drawing Sheets
* One PDF file of 00 25 13 Pre-Bid Meeting Agenda
* One PDF file of 00 30 00 General Statements for Available Information

**SECTION 00 72 13 GENERAL CONDITIONS**: The A/E shall review **Section 00 72 13 General Conditions** ***carefully*** and coordinate the requirements of the General Conditions with the Project Manual (including the Definitions).

**DIVISION 01 (GENERAL REQUIREMENTS), DIVISIONS 02 THROUGH 49 (TECHNICAL SPECIFICATIONS), AND DIVISION 50 (PROJECT-SPECIFIC AVAILABLE INFORMATION) SECTIONS:** The A/E shall edit and provide Divisions 01 through 50, as required by the Project.

**IMPORTANT NOTE:** The Division 01 General Requirements are the ***organizational key*** of the Project Manual. ***All* revisions to Division 01Sections are the responsibility of the A/E**. Division 01 Sections must be closely coordinated with the Sections within Division 00, Divisions 02 through 49, Division 50 (Project-Specific Available Information), the Drawings, and the Department’s Consultant Bid Data Statement (Form 6005, to be filled out by the A/E for bidding). The A/E shall edit and provide the following documents as indicated:

* **“Specifications – Volume 1”** (PDF file(s) - beginning with 01 11 00 Summary of Work and ending with Division 50 attachments, in correct order. ***Each*** PDF must be ***less*** than **80 mb** in size. Create Volumes 1, 2, etc. if necessary. Ensure ***all*** applicable documents are included in Division 50).
* **“Drawings – Volume 1”** (PDF file(s) - including all drawings in correct order - beginning with a ***signed & sealed Cover Sheet.*** ***Each*** PDF must be ***less*** than **80 mb** in size. Create Volumes 1, 2, etc. if necessary).

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| **VOLUME Insert of Insert**  |
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| **DIVISION 00 PROCUREMENT AND CONTRACTING REQUIREMENTS** |
| **Section No.** | **Title** | **Page Count** | **Not Used** |
|  |  |  |  |
| **00 01 01** | **Title Page** *(A/E shall complete & edit – DELETE THIS NOTE)* | **1** | [ ]  |
| **00 01 02** | **Notice Form** | **Insert** | [ ]  |
| **00 01 07** | **Seals Page** *(A/E shall complete & edit– DELETE THIS NOTE)* | **1** | [ ]  |
| **00 01 10** | **Table of Contents** *(A/E shall complete & edit– DELETE THIS NOTE)* | **Insert** | [ ]  |
| **00 01 15** | **List of Drawing Sheets** *(A/E shall complete & edit– DELETE THIS NOTE)* | **Insert** | [ ]  |
| **00 11 16** | **Invitation to Bid** | **3** | [ ]  |
| **00 21 13** | **Instructions To Bidders** | **17** | [ ]  |
| **00 25 13** | **Pre-Bid Meeting Agenda** *(A/E shall complete & edit– DELETE THIS NOTE)* | **Insert** | [ ]  |
| **00 30 00** | **General Statements for Available Information***(A/E shall complete & edit as applicable to the Project– Download and complete* ***Division 50 Coversheets if applicable*** *- DELETE THIS NOTE)* | **Insert** | [ ]  |
|  | **00 30 10** | **General Statement for Existing Conditions Information** | [ ]  |
|  | **00 30 20** | **General Statement for Environmental Assessment Information** | [ ]  |
|  | **00 30 30** | **General Statement for Hazardous Building Materials Inspection and Inventory** | [ ]  |
|  | **00 30 40** | **General Statement for Subsurface Geotechnical Report** | [ ]  |
|  | **00 30 50** | **General Statement for Elevator Agreement** | [ ]  |
|  | **00 30 60** | **General Statement for FM Global Checklist for Roofing Systems** | [ ]  |
|  | **00 30 70** | **General Statement for “Statement of Special Inspections”** | [ ]  |
|  | **00 30 80** | **General Statement for Other Information** | [ ]  |
| **00 40 14** | **Certificate (of Authority) *(Bidder uploads to CTsource)*** | **2** | [ ]  |
| **00 40 15** | **DAS Contractor Prequalification Certificate Requirements *(Bidder uploads to CTsource)*** *(Not Used for <$1,000,000)* | **1** | [ ]  |
| **00 40 16** | **DAS Update Statement Requirements *(Bidder uploads to CTsource)*** *(Not Used for <$1,000,000)* | **1** | [ ]  |
| **00 41 00** | **Bid Proposal Form *(Bidder uploads to CTsource)*** | **20** | [ ]  |
| **00 41 10** | **Bid Package Submittal Requirements** | **4** | [ ]  |
| **00 43 16** | **Standard Bid Bond *(Bidder uploads to CTsource)*** | **1** | [ ]  |
| **00 45 14** | **General Contractor Bidder's Qualification Statement *(Bidder uploads to CTsource)*** | **6** | [ ]  |
| **00 45 15** | **Objective Criteria Established for Evaluating Qualifications of Bidders** | **4** | [ ]  |
| **00 45 17** | **Named Subcontractor Bidder’s Qualification Statement** *(Not Used for <$1,000,000)* | **6** | [ ]  |
| **00 52 03** | **Contract** | **10** | [ ]  |
| **00 52 73** | **Subcontract Agreement Form** *(Not Used for <$1,000,000)* | **3** | [ ]  |
| **00 62 16** | **Certificate of Insurance (SAMPLE)** | **1** | [ ]  |
|  | **00 62 16.1** | **Asbestos Attachment to Acord Form** | **1** | [ ]  |
| **00 62 39** | **SBE/MBE Set-Aside Certificate Requirements *(Bidder uploads to CTsource)*** *(ONLY for <$1,000,000; Not Used for >$1,000,000)* | **1** | [ ]  |
| **00 72 13** | **General Conditions of the Contract for Construction – For Design-Bid-Build** | **33** | [ ]  |
| **00 73 27** | **SBE/MBE Set-Aside Subcontractor Schedule – *SAMPLE*** *(Not Used for <$1,000,000)* | **1** | [ ]  |
| **00 73 38** | **CHRO Contract Compliance Regulations** | **7** | [ ]  |
| **00 73 40** | **CHRO Bidder Contract Compliance Monitoring Report Requirements *(Bidder uploads to CTsource)*** *(ONLY for <$1,000,000; Not Used for >$1,000,000)* | **1** | [ ]  |
| **00 73 44** | **Prevailing Wage Rates/Contractor’s Wage Certification/Payroll Certification** | **Insert** | [ ]  |
| **00 73 63** | **CT DOC Security Requirements** | **3** | [ ]  |
| **00 92 10** | **Additional Forms To be Submitted After Bond Commission Funding Approval** | **7** | [ ]  |
| **00 92 30** | **Procedures Regarding Taxation for Nonresident General/Prime Contractor and Subcontractors** | **2** | [ ]  |

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| **VOLUME Insert of Insert** **(continued)** |

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| **DIVISION 01 GENERAL REQUIREMENTS****NOTE:** If any Division 01 Sections are not applicable to your project, **retain Title in the Table of Contents and check “NOT USED” adjacent to the Title. DO NOT delete the Title from the Table of Contents.** **DELETE THIS NOTE.** |
| **Section No.** | **Title** | **Page Count** | **Not Used** |
| **01 11 00** | **Summary of Work** | **Insert** | [ ]  |
| **01 20 00** | **Contract Considerations** | **Insert** | [ ]  |
| **01 23 13** | **Supplemental Bids** | **Insert** | [ ]  |
| **01 25 00** | **Substitution Procedures** | **Insert** | [ ]  |
| **01 26 00** | **Contract Modification Procedures** | **Insert** | [ ]  |
| **01 29 76** | **Progress Payment Procedures** | **Insert** | [ ]  |
| **01 31 00** | **Project Management and Coordination** | **Insert** | [ ]  |
| **01 31 19** | **Project Meetings** | **Insert** | [ ]  |
| **01 32 16** | **Construction Progress Schedules** In general, use this section for projects with construction costs *under* $5,000,000. *DELETE THIS NOTE* | **Insert** | [ ]  |
| **01 32 16.13** | **CPM Schedules** In general, use this section for projects with construction costs *greater than* $5,000,000. *DELETE THIS NOTE* | **Insert** | [ ]  |
| **01 32 33** | **Photographic Documentation** | **Insert** | [ ]  |
| **01 33 00** | **Submittal Procedures** | **Insert** | [ ]  |
| **01 35 16** | **Alteration Project Procedures** | **Insert** | [ ]  |
| **01 35 26** | **Government Safety Requirements** | **Insert** | [ ]  |
| **01 42 20** | **Reference Standards & Definitions** | **Insert** | [ ]  |
| **01 45 00** | **Quality Control** | **Insert** | [ ]  |
| **01 45 23.13** | **Testing for Indoor Air Quality, Baseline Indoor Air Quality, and Materials** Contains High Performance Building Requirements; *DELETE THIS NOTE* | **Insert** | [ ]  |
| **01 50 00** | **Temporary Facilities & Controls** | **Insert** | [ ]  |
| **01 57 30** | **Indoor Environmental Control** | **Insert** | [ ]  |
| **01 57 40** | **Construction Indoor Air Quality Management Plan** Contains High Performance Building Requirements; *DELETE THIS NOTE* | **Insert** | [ ]  |
| **01 60 00** | **Product Requirements** | **Insert** | [ ]  |
| **01 71 23** | **Field Engineering** | **Insert** | [ ]  |
| **01 73 29** | **Cutting and Patching** | **Insert** | [ ]  |
| **01 74 19** | **Construction Waste Management & Disposal** | **Insert** | [ ]  |
| **01 75 00** | **Starting & Adjusting** | **Insert** | [ ]  |
| **01 77 00** | **Closeout Procedures** | **Insert** | [ ]  |
| **01 78 23** | **Operation & Maintenance Data** | **Insert** | [ ]  |
| **01 78 30** | **Warranties & Bonds** | **Insert** | [ ]  |
| **01 81 13** | **Sustainable Design Requirements** Contains High Performance Building Requirements; *DELETE THIS NOTE* | **Insert** | [ ]  |
| **01 91 00** | **Commissioning** Contains High Performance Building Requirements; *DELETE THIS NOTE* | **Insert** | [ ]  |

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| **VOLUME Insert of Insert** **(continued)** |

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|  | **TECHNICAL SPECIFICATIONS** |  |

**NOTE:** If Divisions are not applicable to your project, **retain Division Title in the Table of Contents and check “NOT USED” adjacent to the Division Title. DO NOT delete the Title from the Table of Contents.**

**DELETE THIS NOTE.**

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| **DIVISION 02** | **EXISTING CONDITIONS** | **Not Used** [ ]  |
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| **DIVISION 03** | **CONCRETE** | **Not Used** [ ]  |
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| **DIVISION 04** | **MASONRY** | **Not Used** [ ]  |
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| **DIVISION 05** | **METALS** | **Not Used** [ ]  |
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| **DIVISION 06** | **WOOD, PLASTICS AND COMPOSITES** | **Not Used** [ ]  |
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| **DIVISION 07** | **THERMAL AND MOISTURE PROTECTION** | **Not Used** [ ]  |
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| **DIVISION 08** | **OPENINGS** | **Not Used** [ ]  |
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| **DIVISION 09** | **FINISHES** | **Not Used** [ ]  |
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| **DIVISION 10** | **SPECIALTIES** | **Not Used** [ ]  |
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| **DIVISION 11** | **EQUIPMENT** | **Not Used** [ ]  |
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| **DIVISION 12** | **FURNISHINGS** | **Not Used** [ ]  |
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| **DIVISION 13** | **SPECIAL CONSTRUCTION** | **Not Used** [ ]  |
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| **DIVISION 14** | **CONVEYING SYSTEMS** | **Not Used** [ ]  |
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| **DIVISION 15** | **RESERVED** |  |

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| **DIVISION 16** | **RESERVED** |  |

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| **DIVISION 17** | **RESERVED** |  |

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| **DIVISION 18** | **RESERVED** |  |

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| **DIVISION 19** | **RESERVED** |  |

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| **DIVISION 20** | **RESERVED** |  |

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| **DIVISION 21** | **FIRE SUPPRESSION** | **Not Used** [ ]  |
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| **DIVISION 22** | **PLUMBING** | **Not Used** [ ]  |
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| **DIVISION 23** | **HEATING, VENTILATING AND AIR CONDITIONING** | **Not Used** [ ]  |
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| **DIVISION 24** | **RESERVED** |  |

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| **DIVISION 25** | **INTEGRATED AUTOMATION** | **Not Used** [ ]  |
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| **DIVISION 26** | **ELECTRICAL** | **Not Used** [ ]  |
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| **DIVISION 27** | **COMMUNICATIONS** | **Not Used** [ ]  |
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| **DIVISION 28** | **ELECTRONIC SAFETY AND SECURITY** | **Not Used** [ ]  |
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| **DIVISION 29** | **RESERVED**  |  |

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| **DIVISION 30** | **RESERVED**  |  |

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| **DIVISION 31** | **EARTHWORK** | **Not Used** [ ]  |
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| **DIVISION 32** | **EXTERIOR IMPROVEMENTS** | **Not Used** [ ]  |
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| **DIVISION 33** | **UTILITIES** | **Not Used** [ ]  |
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| **DIVISION 34** | **TRANSPORTATION** | **Not Used** [ ]  |
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| **DIVISION 35** | **WATERWAYS AND MARINE** | **Not Used** [ ]  |
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| **DIVISION 36** | **RESERVED** |  |

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| **DIVISION 37** | **RESERVED** |  |

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| **DIVISION 38** | **RESERVED** |  |

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| **DIVISION 39** | **RESERVED** |  |

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| **DIVISION 40** | **PROCESS INTEGRATION** | **Not Used** [ ]  |
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| **DIVISION 41** | **MATERIAL PROCESSING** | **Not Used** [ ]  |
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| **DIVISION 42** | **PROCESS HEATING, COOLING, AND DRYING** | **Not Used** [ ]  |
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| **DIVISION 43** | **PROCESS GAS AND LIQUID HANDLING, PURIFICATION, AND STORAGE EQUIPMENT** | **Not Used** [ ]  |
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| **DIVISION 44** | **POLLUTION CONTROL EQUIPMENT** | **Not Used** [ ]  |
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| **DIVISION 45** | **INDUSTRY SPECIFIC MANUFACTURING EQUIPMENT** | **Not Used** [ ]  |
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| **DIVISION 46** | **RESERVED** |  |

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| **DIVISION 47** | **RESERVED** |  |

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| **DIVISION 48** | **RESERVED** |  |

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| **DIVISION 49** | **RESERVED** |  |

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| **DIVISION 50** | **PROJECT-SPECIFIC AVAILABLE INFORMATION** | **Page Count** | **Not Used** [ ]  |
| **50 10 00** | **Existing Conditions Information** |  | [ ]  |
| **50 20 00** | **Environmental Assessment Information** |  | [ ]  |
| **50 30 00** | **Hazardous Building Materials Inspection and Inventory** |  | [ ]  |
| **50 40 00** | **Subsurface Geotechnical Report**  |  | [ ]  |
| **50 50 00** | **Elevator Agreement** |  | [ ]  |
| **50 60 00** | **FM Global Checklist For Roofing Systems** |  | [ ]  |
| **50 70 00** | **Statement of Special Inspections** |  | [ ]  |
| **50 80 00** | **Other Information:** |  | [ ]  |
|  | **50 80 00.1 [insert name of report, form, certification, etc.]** |  | [ ]  |
|  | **50 80 00.2 [insert name of report, form, certification, etc.]** |  | [ ]  |
|  | **50 80 00.3 [insert name of report, form, certification, etc.]** |  | [ ]  |
|  | **etc. (delete this note)** |  |  |
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**End of Section**

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