**NOTES TO ARCHITECT/ENGINEER (A/E) & DAS/CS PROJECT MANAGER:**

This version of the Division 01 General Requirements is for **ALL** CT Department of Administrative Services (DAS) Construction Services (CS) **Design-Bid-Build (DBB) AND Construction Manager at Risk (CMR) Capital Construction Projects.**

IMPORTANT NOTE: Section 01 60 00 Product Requirements includes, but is not limited to, administrative and procedural requirements governing the Contractor’s selection and use of products including but not limited to their transportation, handling, storage, and protection. Edit paragraphs carefully to reflect specific project requirements, or delete them if they do not apply.

**EDITING:** To Show the Editing Notes in this MS Word document the show/hide symbol (¶) button must be must turned on in the MS Word Toolbar. To print this document show/hide symbol (¶) must be turned off in the MS Word Toolbar, this will enable the document to indicate the correct number of total pages.

**TEXT:** The below **blue text** are project specific information that must be completed by the A/E as applicable to the specific project. When complete change **blue text** to **black text.** The ***bold and italicized text*** is for example purposes only and must be modified and edited by the A/E to make it project specific. For **text boxes**, left click on **Insert** and then insert project specific information over the word **Insert** in the underlined space.

**TABLES:** To view the Table Grid in this MS Word document, click inside any table, then go to the **Table Tools > 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 AND PARAGRAPHS:** If a **Section** is not part of the project scope, **do not use** the Section in the General Requirements. Check “**NOT USED**” in the Table of Contents. **DO NOT delete** the Section title from the Table of Contents.

If a **Paragraph** is not applicable to the project, **delete the contents** of the Paragraph and renumber the subsequent Paragraphs. Edit **Paragraphs** carefully to reflect specific project requirements. DO NOT include Paragraphs or parts of Paragraphs in the project manual, which have no applicability to the specific project. KEEP IN NUMERICAL SEQUENCE and re-number as necessary.

**GENERAL CONDITIONS:** Please review the General Conditions carefully and coordinate the requirements of those Articles including the Definitions.

**DIVISION 01 SECTIONS** are the organizational key of the Project Manual. All revisions to this Division are the responsibility of the A/E. Division 01 must be closely coordinated with 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).

**IMPORTANT NOTE REGARDING “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. **DELETE THIS NOTE.**

**IMPORTANT NOTE REGARDING FORMATTING:**

Insert a blank page at the end of all *odd numbered* specification sections that states “THIS PAGE INTENTIONALLY LEFT BLANK”. **DELETE THIS NOTE.**

# PART 1 - GENERAL

## 1.1 RELATED DOCUMENTS

### **A.** Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

## 1.2 SUMMARY

### This Section includes administrative and procedural requirements governing the Contractor's selection of products for use in the Project.

### **Related Sections:** The following Sections contain requirements that relate to this Section:

#### Division 01 Section 01 25 00 "Substitution Procedures" specifies administrative procedures for handling requests for substitutions made after award of the Contract.

#### Division 01 Section 01 33 00 "Submittal Procedures" specifies requirements for submittal of the Contractor's Construction Schedule and the Submittal Schedule.

#### Division 01 Section 01 42 20 "Reference Standards and Definitions" specifies the applicability of industry standards to products specified.

## 1.3 DEFINITIONS

NOTE: Always retain this article. These definitions refer specifically to the contents of this section and are not repeated in division 1 section "reference standards and definitions."

### **A.** Definitions used in this Article are not intended to change the meaning of other terms used in the Contract Documents, such as "specialties," "systems," "structure," "finishes," "accessories," and similar terms. Such terms are self-explanatory and have well-recognized meanings in the construction industry.

#### "Products" are items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.

##### a. "Named Products" are items identified by the manufacturer's product name, including make or model number or other designation, shown or listed in the manufacturer's published product literature, which is current as of the date of the Contract Documents.

#### "Materials" are products substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.

#### "Equipment" is a product with operational parts, whether motorized or manually operated, that requires service connections, such as wiring or piping.

NOTE: Add other elements to the product list as necessary to suit project.

## 1.4 QUALITY ASSURANCE

### **Source Limitations:** To the fullest extent possible, provide products of the same kind from a single source.

NOTE: Paragraph below contains a requirement that could be considered part of project coordination.

### **Compatibility of Options:** When the Contractor is given the option of selecting between two (2) or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.

NOTE: Paragraph below imposes strict design control requirements. These requirements are an extra cost but are often desirable.

### **Nameplates:** Except for required labels and operating data, do not attach or imprint manufacturer's or producer's nameplates or trademarks on exposed surfaces of products that will be exposed to view in occupied spaces or on the exterior.

#### Labels: Locate required product labels and stamps on concealed surfaces or, where required for observation after installation, on accessible surfaces that are not conspicuous.

#### Equipment Nameplates: Provide a permanent nameplate on each item of service-connected or power-operated equipment. Locate on an easily accessible surface that is inconspicuous in occupied spaces. The nameplate shall contain the following information and other essential operating data:

##### Name of product and manufacturer.

##### Model and serial number.

##### Capacity.

##### Speed.

##### Ratings.

## 1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

NOTE: This article eliminates the need to include this information in each section in Divisions 02 through 49. Limit use of this article in each section to unusual requirements.

### Deliver, store, and handle products according to the manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft.

NOTE: Delete subparagraphs below that are unnecessary. Insert subparagraphs as necessary to satisfy special project requirements.

#### Schedule delivery to minimize long-term storage at the site and to prevent overcrowding of construction spaces.

#### Coordinate delivery with installation time to assure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.

#### Deliver products to the site in an undamaged condition in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing. Store products in accordance with manufacturers' instructions and maintain within temperature and humidity range required by manufacturer.

#### Inspect products upon delivery to ensure compliance with the Contract Documents and to ensure that products are undamaged and properly protected.

#### Store products at the site in a manner that will facilitate inspection and measurement of quantity or counting of units.

#### Store heavy materials away from the Project structure in a manner that will not endanger the supporting construction.

#### Store products subject to damage by the elements above ground, under cover in a weathertight enclosure, with ventilation adequate to prevent condensation.

#### For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.

#### Store loose granular material on solid surfaces in a well-drained area; prevent mixing with foreign matter.

#### Arrange storage to provide access for inspection. Periodically inspect to insure products are undamaged and are maintained under required conditions. Keep log showing date, time and problems, if any.

#### Stone, masonry units and similar materials shall be stored on platforms or dry skids and shall be adequately covered and protected against damage.

#### Materials and equipment shall be delivered, stored and handled to prevent intrusion of foreign matter and damage by weather or breakage. Packaged materials shall be delivered and stored in original, unbroken packages.

#### Promptly inspect shipments to assure that products comply with requirements, that quantities are correct and products are undamaged.

#### Packages, materials and equipment showing evidence of damage will be rejected and replaced at no additional cost to the Owner.

# PART 2 - PRODUCTS

## 2.1 PRODUCT SELECTION

NOTE: Methods of specifying used limit options available to contractor for product selection. This article defines procedures governing product selection. See evaluations for a discussion of specifying methods.

NOTE: Revise and expand paragraph below as necessary to suit project.

### **General Product Requirements:** Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, new at the time of installation.

NOTE: Amplify paragraph above by inserting subparagraphs similar to the examples below.

#### Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for a complete installation and the intended use and effect.

#### Standard Products: Where available, provide standard products of types that have been produced and used successfully in similar situations on other projects.

### **Product Selection Procedures:** The Contract Documents and governing regulations govern product selection. Procedures governing product selection include the following:

NOTE: Retain subparagraph below when specifications contain examples of semi-proprietary specifications (closed proprietary, optional product specifications as described in CSI's "Manual of Practice"). Revise if project conditions permit consideration of substitutions.

#### Semi-proprietary Specification Requirements: Where Specifications name two (2) or more products or manufacturers, provide one (1) of the products indicated. Comply with the requirements of Division 01 Section 01 25 00 "Substitution Procedures."

NOTE: Retain subparagraph below when specifications contain examples of descriptive specifications.

#### Descriptive Specification Requirements: Where Specifications describe a product or assembly, listing exact characteristics required, with or without use of a brand or trade name, provide a product or assembly that provides the characteristics and otherwise complies with Contract requirements.

NOTE: Usually retain subparagraph below. Most specifications contain examples of products that require compliance with some recognized standards, codes, or regulations.

#### Compliance with Standards, Codes, and Regulations: Where Specifications only require compliance with an imposed code, standard, or regulation, select a product that complies with the standards, codes, or regulations specified.

NOTE: Subparagraph below describes procedures governing visual selection. Modify as necessary to suit project.

#### Visual Selection: Where specified product requirements include the phrase *"...as selected from manufacturer's standard colors, patterns, textures..."* or a similar phrase, select a product and manufacturer that complies with other specified requirements. The Architect will select the color, pattern, and texture from the product line selected.

# PART 3 - EXECUTION

## 3.1 INSTALLATION OF PRODUCTS

### **A.** Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other Work.

#### 1. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

NOTE: Insert installation requirements necessary to suit project.

END OF SECTION 01 60 00