

SECTION 01 00 00

GENERAL REQUIREMENTS AND PROCEDURES

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. General intention.
- B. General Method of Procedure.
- C. Applicable State and Local Law
- D. Fire Protection Verification
- E. Restoration.
- F. Erosion Control.

1.2 GENERAL INTENTION

- A. Contractor shall completely prepare site for building operations, including demolition of existing items where noted, furnish labor and materials and perform work for A New Building, an Addition & Remodel for Bentonville West High School, Centerton, Arkansas, as required by drawings and specifications.
- B. Visits to the site by Bidders may be made only by appointment with the Construction Manager.
- C. In some instances, it may have been impracticable to detail all items in specifications or on drawings because of variances in manufacturer's methods or of multiple methods of achieving specified results. In such instances Contractor will be required to furnish all labor, materials, drawings, services and connections necessary to produce systems or equipment which are completely installed, functional, and ready for operation by personnel in accordance with their use. Contractor and each subcontractor is to perform work to comply with standard practices of his or her trade or profession.
- D. Offices of HIGHT/JACKSON/ASSOCIATES/P.A., as Architects, will render certain technical services during construction. Such services shall be considered as advisory to the Owner and shall not be construed as expressing or implying a contractual act of the Owner without affirmations by the Owner or his duly authorized representative.

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1.3 GENERAL METHOD OF PROCEDURE

- A. Working space and space available for storing materials shall be verified with the Owner prior to construction.
- B. Workmen are subject to rules of the Owner applicable to their conduct.
- C. Execute work to interfere as little as possible with normal functioning of Owner as a whole, including operations of utility services, fire protection systems and any existing equipment, and with work being done by others. Use of equipment and tools that transmit vibrations and noises through the building structure, are to be limited to the time that the building is not occupied. Do not store materials and equipment in other than assigned areas.
- D. Contractor shall furnish Architect with a schedule of approximate phasing dates on which the Contractor intends to accomplish work in each specific area of site, building or portion thereof.
- E. If work is scheduled to be performed on Saturdays, Sundays or holidays the Contractor shall provide written notification to the Architect indicating dates on which work will be performed. Notification shall be a minimum of 48 hours before the work date commences.
- F. Building and adjacent buildings will be occupied during performance of work, but areas of alterations will be vacated as required. Contractor shall take all measures and provide all material necessary for protecting existing equipment and property in affected areas of construction against dust and debris, so that equipment and affected areas to be used in Owner operations will not be hindered. Contractor shall permit access to Owner personnel through construction areas. Contractor to provide temporary means of protected access to all occupied areas of alteration during the construction period.
- G. When an area of the building is turned over to Contractor, Contractor shall accept entire responsibility thereof.
- H. Contractor shall maintain in operating condition existing fire protection and alarm equipment. In connection with fire alarm equipment Contractor shall make arrangements for pre-inspection of site with Fire Department.
- I. Existing Utilities: Before construction can begin, the contractor shall have all existing underground utility line locations in affected construction area verified and located by one-call service, if this service exists. In addition, consult Owner and/or utility companies. In Arkansas the one-call phone number is 1 800-482-8998. Contractor is to provide written proof that contact with utility companies and any private utilities such as telephone companies that the Owner may have contracted with. Provide a statement that contact has been made with Owner's personnel, all utility companies, and that all utility lines have been located to the best of their knowledge and ability. It shall be the

responsibility of the contractor to relocate all existing utilities which conflict with the proposed improvements shown on the drawings.

- J. Utilities Services: Maintain existing utility services for building at all times. Provide temporary facilities, labor, materials, equipment, connections, and utilities to ensure uninterrupted services. Where necessary to cut existing water, steam, gases, sewer, air pipes, or conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (except telephone), they shall be cut and capped at suitable places where shown; or, in absence of such indication, where directed by Architect/Engineer.
1. All such work required in connection with telephone systems shall be done by Owner's Telephone Company at Contractor's expense.
 2. No utilities service such as water, gas, steam, sewers or electricity, or fire protection systems and communications systems may be interrupted without prior approval of Owner.
 3. Contractor shall submit a request to interrupt any such services to Owner 48 hours in advance of proposed interruption. Request shall state reason, date, exact time of, and approximate duration of such interruption.
- K. Abandoned Lines: Any service line and items such as wires, cables, conduits, ducts, pipes and the like, and their hangers or supports, which are to be abandoned but are not required to be entirely removed, shall be sealed, capped or plugged. The lines shall not be capped in finished areas, but shall be removed and sealed, capped or plugged in ceiling, within furred spaces, in unfinished areas, or within walls or partitions, so that they are completely behind the finished surfaces.
- L. To minimize interference of construction activities with flow of traffic comply with the following:
1. Keep roads, walks and entrances to the grounds, to parking and occupied areas of buildings clear of construction materials, debris and standing construction equipment and vehicles.
- M. Protection: Provide the following protective measures:
1. Wherever the existing roof surfaces are disturbed they shall be protected against water infiltration. In case of leaks, they shall be repaired immediately upon discovery.
 2. Temporary protection against damage to all portions of existing structures and grounds where work is to be done, materials handled, and equipment moved and/or relocated.
 3. Protection of interior of existing structures at all times, from damage, dust and weather inclemency. Wherever work is performed, floor surfaces that are to remain in place shall be adequately protected prior to starting work, and this protection shall be maintained intact until all work in the area is completed.
 4. Dampen debris to keep down dust and provide temporary dust proof barrier partitions in existing structures where necessary. Equip barrier partitions with hinged doors for access. Blank off ducts and diffusers to prevent circulation of dust into occupied areas during construction.

N. Staging and construction traffic

1. Refer to civil drawings for staging areas and routing of construction traffic.

1.4 APPLICABLE STATE LAWS

- A. Contractor and all subcontractors of all trades present on site shall comply with state and local laws and ordinances while present on public property.
- B. **Absolutely no tobacco or e-cigarette use is permitted in building or on the project site.**
- C. Contractor and all subcontractors of all trades present on site shall declare that it has verified and will continue to verify that none of its employees working on school premises during normal school hours shall have been convicted, entered a plea of guilty or a plea of nolo contendere, or received a suspended sentence for a crime or an attempt to commit a crime in the State of Arkansas, the United States, or any other state for any sex offense subject to a Sex Offenders Registration Act.

1.5 FIRE PROTECTION VERIFICATION

- A. Contractor to be responsible for verifying existing fire alarm and fire sprinkler system and coordinating with new addition or remodel as required by current state and local building code requirements.
- B. If any changes to the contract during construction occurs that involves work to any addition, or remodel, of this project, or work in an adjacent building, Contractor to be responsible for verifying and adding onto, altering or updating existing fire alarm or fire sprinkler system to meet state and local current code requirements and verified by representative of the local fire department having jurisdiction.

1.6 RESTORATION

- A. Remove, cut, alter, replace, patch and repair existing work as necessary to install new work. Except as otherwise shown or specified, do not cut, alter or remove any structural work, and do not disturb any ducts, plumbing, steam, gas, or electric work without approval of Architect/Engineer. Existing work (walls, ceilings, partitions, floors, mechanical and electrical work, lawns, paving, roads, walks, etc.) disturbed or removed as a result of performing required new work, shall be patched, repaired, reinstalled, or replaced with new work, and refinished and left in as good condition as existed before commencing work. Existing work to be altered or extended and that is found to be defective in any way, shall be reported to the Architect before it is disturbed. Materials and workmanship used in restoring work shall conform in type and quality to that of original existing construction, except as otherwise shown or specified.

- B. Upon completion of contract, deliver work complete and undamaged. Damage caused by Contractor or Contractor's workmen to existing structures, grounds, and utilities or work done by others shall be repaired by Contractor and left in as good condition as existed prior to damaging.
1. At Contractor's own expense, Contractor shall immediately restore to service and repair any damage caused by Contractor's workmen to existing piping and conduits, wires, cables, etc., of utility services or of fire protection systems and communications systems (except telephone) which are indicated on drawings, and which are not scheduled for discontinuance or abandonment.
 2. Restoration work required for damage to telephone systems shall be done by Owner's Telephone Company at the Contractor's expense.
- C. Consequential damage to Owner's existing equipment or building contents in the existing building or on site because of work being performed will be replaced at Contractor's expense.
- D. Consequential damage to existing buildings or site components as a result of work being performed will be repaired or replaced at Contractor's expense.

1.7 EROSION CONTROL

- A. The site work contractor is to comply with the provisions of the Arkansas Water and Air Pollution Control Act (Act 274 of 1949, as amended, AR Ann. 8-4-101 et seq.), and the Federal Clean Water Act 33 U.S.C. 1251 et seq. which safeguards the storm water runoff to all receiving waters, i.e., streams, lakes and oceans by limiting effluent, erosion and other conditions. Application for permitting and monitoring requirements will be required through the state where the work is being performed. State of Arkansas, Storm Water Section NPDES, PO Box 8913, Little Rock, AR 72214 Phone 501/-682-0628.

PART 2 PRODUCTS Not Used.

PART 3 EXECUTION Not Used.

END OF SECTION

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