

SECTION 01 1000**SUMMARY****PART 1 - GENERAL****1.01 SUMMARY**

- A. Section includes:
 - 1. Project information
 - 2. Work covered by the Contract Documents.
 - 3. Phased construction.
 - 4. Work performed by University.
 - 5. University-furnished/Contractor-installed (OFCl) products.
 - 6. Superintendent Requirements
 - 7. Contractor's use of site and premises.
 - 8. Coordination with occupants.
 - 9. Work restrictions.
 - 10. Specification and drawing conventions.

1.02 PROJECT INFORMATION

- A. Project Identification: **[insert project title]**.
- B. Project Location: University of California, Irvine campus, Irvine, CA, 92697.
- C. Owner: Regents of the University of California, otherwise referred to in the documents as "University."
- D. University's (Owner's) Representative: University of California, Irvine Facilities Management Project Manager, or other designated University Representative.
- E. Other University Consultants: The University will retain the following professionals:
 - 1. Commissioning Authority: Company to be determined at a later date.

1.03 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and as detailed within this Article.
- C. Provide labor, materials, equipment, tools, transportation, insurance, and services to construct a **[insert Scope of Work]**.
- D. Work shall be accomplished at the following building(s):

1.04 PHASED CONSTRUCTION

- A. Construct the Work in phases, with each phase substantially complete as indicated:

1. Phase **<Insert designation>**: **<Briefly describe work of this phase>** Work of this phase shall commence after the Notice to Proceed [by **<Insert date>**] and be substantially complete and ready for occupancy [within **<Insert number of days>**] after commencement of construction of this phase [by **<Insert date>**].
 2. Phase **<Insert designation>**: The remaining Work shall be substantially complete and ready for occupancy at time of Substantial Completion for the Work.
- B. Before commencing Work of a phase, submit an updated copy of construction schedule showing the sequence, commencement and completion dates, and move-out and -in dates of University's personnel for each phase of the Work.
- C. Complete phased construction with no increase in Contract Time or Contract Sum. Include costs required to construct project in phases.
- D. Coordinate Work and modify the surrounding Work as required to properly and completely integrate phased construction.

1.05 WORK PERFORMED BY UNIVERSITY

- A. General: Cooperate and coordinate fully with University so Work may be carried out smoothly, without interfering with or delaying Work under this Contract, Work under separate Contracts, or Work performed by University.

1.06 UNIVERSITY-FURNISHED, CONTRACTOR INSTALLED PRODUCTS

- A. Retain this article only if University furnishes products for a project. Revise to suit Project.
- B. University will furnish products indicated or noted "OFCl" – Owner (University) Furnished Contractor Installed. The Work includes receiving, unloading, handling, storing, protecting, and installing University-furnished products and making building services connections.
- C. University-Furnished Products:
1. **<Insert description, in separate subparagraphs, for each University-furnished product>**.

1.07 SUPERINTENDENT REQUIREMENTS

- A. In addition to "General Conditions" paragraph 3.8, Superintendent shall be experienced with construction industry in general and specifically with type of construction involved in this particular project.
- B. Employ a competent Superintendent acceptable to the University who shall be in attendance at the Project site during the performance of the Work. Must be able to read, write, and orally communicate in English.
- C. University reserves the right to require replacement of Superintendent if not qualified. Replacement individual shall have appropriate documented experience.
- D. Coordinate, bring into order, and execute Work to avoid interference or delay; establish and preserve clearances between related parts of Work; anticipate interrelationships of

subcontractors with Work; and resolve differences or disputes between subcontractors concerning coordination, interference, or extent of Work.

- E. Do not delegate responsibility for coordination to a subcontractor.
- F. Ensure code required exits are kept clear of debris or other obstructions.
- G. Ensure that Work requiring inspection is inspected and approved before Work is covered or enclosed.

1.08 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Restricted Use of Site: Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicated by requirements of this Section.
- B. Limits on Use of Site: Limit use of Project site to work in areas required to complete Work of the project or within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Limits on Use of Site: Confine constructions operations to:
 - a. Work area: Areas where improvements and new construction are located.
 - b. Lay-down area: Areas for use in with contractor trailers, access, storage, and other typical activities. Lay-down areas are to be restored to their original condition at final completion.
 - 2. University Occupancy: Allow for University occupancy of Project site and building and for servicing existing building equipment and services.
- C. Driveways, Walkways and Entrances: Keep fire lanes, driveways, parking garages, loading areas, and entrances serving premises clear and available to University, University's employees, and emergency vehicles. Do not use these areas for parking or storage of materials.
 - 1. Schedule deliveries to minimize use of driveways and entrances.
 - 2. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.
 - 3. Schedule deliveries to coincide with on-site work hours
- D. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weather tight condition throughout construction period. Repair damage caused by construction operations. Protect building and its occupants during construction period.
- E. Safety on Site: Comply with Cal/OSHA, California Code of Regulations, Title 8, Construction Safety Orders, and Contractor's safety and insurance requirements. In addition, become familiar with and follow UC Irvine's Environmental Health and Safety (EH&S) "Indoor Environmental Quality during Construction Projects," "Safety and Environmental Practices for Contractors," "Contractor Mobile Crane Lift Reference Guide," "Storm Water

Management Guidelines,” and Storm Water Management website for procedures and guidelines. Refer to EH&S website for those documents:

1. https://www.ehs.uci.edu/programs/_pdf/industrial-hygiene/indoor-environmental-quality-program.pdf
2. <https://ehs.uci.edu/safety/pdfs/contractor-safety.pdf>
3. <https://ehs.uci.edu/safety/pdfs/Contractor-Mobile-Crane-Lift-Reference-Guide.pdf>
4. https://ehs.uci.edu/enviro/storm-water/_pdf/contractor-and-visitor-responsibilities.pdf
5. <https://ehs.uci.edu/enviro/storm-water/index.php>

- F. Use of Site for Dwelling: Use of the site for residential purposes or habitation is prohibited.

1.09 COORDINATION WITH OCCUPANTS

- A. Full University Occupancy: University will occupy existing building(s) and adjacent portions of Project’s site and buildings during entire construction period. Cooperate with University during construction operations to minimize conflicts and facilitate University usage. Perform the Work so as not to interfere with University's day-to-day operations. Maintain existing emergency exits.

1. Maintain access to existing or new walkways, pathways, elevators, corridors, and other adjacent occupied or used facilities, including accessibility compliance. Do not close or obstruct walkways, pathways, elevators, corridors, or other occupied or used facilities, accessibility compliance, without written permission from University and approval of authorities having jurisdiction.
2. Notify University not less than 72 hours in advance of activities that will affect University's operations.
3. Scheduled Events: University may use areas of building for various activities. Schedule Work activities to not interfere with University’s regularly scheduled activities, e.g. exam weeks, new student orientation week, holidays. A detailed list of scheduled activities and their locations will be available.

1.10 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
1. Comply with limitations on use of public and private streets.
 2. Parking or stopping in Fire Lanes is expressly prohibited.
 3. Keys will be available and used following the University’s Representative’s directions.
 4. Harassment of students or University’s personnel during the Work will not be tolerated and will be dealt with to the full extent of federal and state law.
 5. Worker(s) creating a nuisance on project site in the opinion of the University’s Representative shall be removed from the project and not allowed to return.
 6. Prohibited on the project premises:
 - a. Dogs or other kind of pets
 - b. Alcohol
 - c. Illegal drugs
 - d. Playing of radios, CD players, or other type of audio playing devices

- e. Wearing of earbuds or head phones
 - f. Smoking in accordance with University requirements
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:00 a.m. to 3:30 p.m., Monday through Friday, unless otherwise indicated.
 - 1. Weekend Hours: To be approved in advance by the University's Representative and shall be limited to the hours of 9:00 a.m. to 5:00 p.m. on Saturdays, with no construction occurring on Sundays and holidays.
 - 2. Early Morning Hours: If the University determines that it is unlikely to affect adjacent campus activities and personnel.
 - 3. Hours for Utility Shutdowns: Shall be during off hours or weekends unless otherwise approved by the University's Representative.
 - 4. Hours for Core Drilling: Will be limited to early morning hours or weekends when the building is unoccupied, unless otherwise approved by University's Representative.
- C. Protection: Maintain the existing building in a safe and weather tight condition throughout the Work period. Repair damage caused by construction operations. Take necessary precautions to protect the building and the occupants during the Work period. Do not disturb occupant's normal use of the building and do not interfere with their use unless approved.
- D. Control of Construction Water: Provide impermeable floor coverings and suitable dams to prevent damage by water used for the Work. Immediately clean up and remove surplus water and water spilled in non-working areas. Do not allow water to overflow gutters or flood streets.
- E. Parking: Obtain and pay for parking permits for vehicles on campus during the duration of the project. Permits can be purchased at Transportation and Distribution Services Monday through Friday 7:30 a.m. to 4:00 p.m. at the UCI Public Services building second floor (campus map building #7), Irvine, CA 92697, or daily permits at parking permit kiosks located in commuter parking lots. For additional information contact Transportation and Distribution Services at (949) 824-7275 or visit their website at <http://www.parking.uci.edu/permits/>
 - 1. Do not park equipment other than in the "designated construction area" except as approved by University's Representative. Vehicles on campus shall be subject to the University's parking regulations, which include a parking fee for service passes or commuter passes if space is available. If space is not available, workers shall find parking for their personal vehicles off site. The "designated construction area" shall be shown on drawings. If no "designated construction area" is marked on drawings, no such area has been established for the project. Only equipment with Contractor's identification attached may be parked in the "designated construction area."
- F. Noise, Vibration, and Odors: Prior to initiating on-site construction, University's Representative shall approve measures to reduce construction and demolition noise, vibration and odors to the maximum extent feasible. These measures shall include, and are not limited to, the following:

1. Noise-generating construction activities occurring Monday through Friday shall be limited to the hours of 8:00 a.m. to 3:30 p.m., except during summer, winter, or spring break at which construction may occur at the times approved by University Representative.
 2. Noise-generating construction activities occurring on weekends in the vicinity of (can be heard from) off-campus land uses shall be limited to the hours of 10:00 a.m. to 3:00 p.m. on Saturdays, with no construction occurring on Sundays or holidays.
 3. Noise-generating construction activities occurring on weekends in the vicinity of (can be heard from) on-campus residential housing shall be limited to the hours of 10:00 a.m. to 3:00 p.m. on Saturdays.
 4. Construction equipment shall be properly outfitted and maintained with manufacturer recommended noise-reduction devices to minimize construction-generated noise.
 5. Stationary construction noise sources such as generators, pumps or compressors shall be located at least 100 feet from noise-sensitive land uses (e.g., campus housing, classrooms, libraries, and clinical facilities), as feasible.
 6. Laydown and construction vehicle staging areas shall be located at least 100 feet from noise-sensitive land uses (i.e., campus housing, classrooms, libraries, and clinical facilities), as feasible.
 7. Neighboring land uses that would be subject to construction noise shall be informed at least two weeks prior to the start of construction, except in an emergency situation. Provide sufficient notice to University Representative to allow notice to be issued by the University or work shall not be allowed.
 8. Loud construction activities such as jack hammering, concrete sawing, asphalt removal, core drilling, pile driving, and large-scale grading operations occurring within 600 feet of a residence or an academic building shall not be scheduled during University final exams week. A final exam schedule is available on the University's website.
- G. University Holidays: No Work requiring inspection should be scheduled on the University's twelve Holidays. Verify with the University's Representative the specific dates of the University's holidays.
- H. Existing Utility Interruptions: Maintain continuous utility services to all existing campus facilities during the period of construction in compliance with the following conditions:
1. Perform Work that involves "shut-down" of existing facilities at such times as will cause the least inconvenience to the University's activities, perform work at night, on Saturdays, Sundays, holidays, and at the discretion of University's Representative.
 2. Furnish University's Representative written notice of the exact date and time of "shut-down" at least 10 working days in advance, unless a longer period is specified or shown on the Drawings. On jobs with short performance time, verify with the University's Representative the number of days required in advance for shut-down.
 3. Utilities are in most cases owned and under the control of the University's Facilities Management department. No adjustment or attachment to utilities shall be made without the approval of Facilities Management.
 4. University Representative will schedule a preconstruction meeting with the contractor, subcontractors, and University staff to review the shutdown procedure and walk the project site.

- a. The exact valves or circuits shall be tagged and labeled during the field walk.
 - b. If drainage of existing piping is required, the location and discharge shall be identified.
 - c. University shall exercise valves before the shutdown day and prove valves will operate and stop the water flow.
 - d. Contractor shall clearly state, draw plans, diagrams, or photo document what work needs to be done by contractor and University. The University staff on the field walk may not be doing the shutdown so clear documents are needed.
 - e. Draining the building is a major work effort as is venting the air after work is complete. Plan the shutdown accordingly.
 - f. Consider what the contingency plan would be for each step of the planned outage.
 - g. Electrical shutdowns shall include the University testing standby generators and transfer switches if needed during shutdown.
 - h. University will notify building occupants and staff of planned shutdown well in advance of the day of the shutdown. University will provide signage at elevators and building entrances about the shutdown two days in advance.
 - i. Rescheduling a planned shutdown once the University has given the building notice is a major effort so it is imperative that the work not be rescheduled. The materials required to do the work shall be at the site at least a week before shutdown or the date shall be delayed.
5. Obtain University Representative's written permission before proceeding with utility interruptions. Under no circumstances shall the Contractor or subcontractors shut down a utility system.
6. Utility outages involving reclaimed water, potable water, high temperature water, chilled water, compressed air, natural gas, and 12-kV electricity shall be conducted by or under the supervision of the University's Facilities Management Department.
7. Include in the bid proposal the cost of overtime necessary for the Work. No extra payment will be allowed for overtime to meet this requirement or the Contract Schedule.
- I. **Unscheduled Interruptions:** Bear costs for damages resulting from unscheduled interruptions of services to existing buildings whenever caused by the performance of Work. Disruptions shall be immediately restored to their original condition with continuous effort. Restoration Work shall be performed on an emergency round-the-clock basis, using sufficient numbers of personnel and equipment required to restore service promptly.
 1. Bear costs for any subsequent damages caused by unscheduled interruption of services caused by the performance of this Work.
- J. **Smoking, Tobacco and Marijuana-Free Environment:** As a public institution of higher education with units that research and treat the effects of smoking, tobacco, and marijuana use, the University of California (UC) recognizes its responsibility to exercise leadership in the promotion of a healthy, smoke/tobacco-free environment for all students, academic appointees, staff, contractors, and visitors. Presidential Policy and associated procedures are intended to provide a healthier, safer, and more productive work and learning environment for the entire UC community.

1. Smoke/Tobacco-Free: The attainment of no smoking, no use of smokeless tobacco products, no use of nicotine products not regulated by the U.S. Food and Drug Administration (FDA) to help individuals who use tobacco to quit, no use of electronic smoking devices (e.g., electronic cigarettes), no smoking or vaping of marijuana, and no smoking of other plant-based products at all University of California-controlled properties, owned or leased and regardless of location in indoor and outdoor spaces, including parking lots.
 2. For more information on the President's Policy and other related resources, please visit <https://policy.ucop.edu/doc/4000371/SmokingPolicy>.
- K. Employee Identification: Contractor, subcontractor, and associated workers shall wear identifying clothing or highly visible safety vests anytime inside a University building or on the project site. This includes when traveling inside a University building to get to and from the project site.
- L. Rubber Tired Equipment: Where carts, hand trucks, wheelbarrows, and similar wheeled conveyances are used on, in, outside of any portions of any structure, equip with pneumatic tires.
- M. Construction Signage:
1. Signage shall be as approved by University's Representative.
 2. Warning Signs: Whenever required by University's Representative, post warning signs in locations as directed.
 3. Advertising Signage: The use of Contractor or subcontractor advertising signage is prohibited.
 4. Equipment Signage: Equipment, products, or materials installed by this contract shall not have manufacturer or company names or logos visible to the public, such signage shall be removed prior to Substantial Completion.
- N. Historical, Archeological, and Paleontological Resources: To preserve and protect potentially historic, archeological, or paleontological resources that could be encountered on a construction site, Contractor shall ensure that all Subcontractors comply with any and all applicable requirements during excavation and construction, and that they understand that the unauthorized collection of historic, archeological, or paleontological resources is prohibited by law. Contractor's responsibility includes:
1. Distributing this information to construction personnel working on a site prior to commencing earthmoving or excavation activities;
 2. Immediately halting work in areas where potentially historic, archeological or paleontological remains are uncovered;
 3. Immediately notifying University's Representative if such materials are found;
 4. Shall not resume work in the affected areas until authorized by University's Representative.

1.11 SPECIFICATION AND DRAWING CONVENTIONS

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations. These conventions are as follows:

1. Abbreviated Language: Refer to General Conditions, Article 1 paragraph 1.3.5.
 2. Refer to General Conditions, Article 1, paragraphs 1.3.6 and 1.3.7 for additional requirements.
 3. Imperative mood and streamlined language are generally used in the Specifications. The words "shall," "shall be," or "shall comply with," depending on the context, are implied where a colon (:) is used within a sentence or phrase.
 4. Specification requirements are to be performed unless specifically stated otherwise.
- B. Division 01 General Requirements: Division 01 requirements apply to the Work of Specification Sections within Division 02 through 33.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations published as part of the U.S. National CAD Standard and scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION