ARTICLE 14. ALTERATION PROJECT PROCEDURES

Section 14.01. Section Includes

A. Products and installation for patching and extending Work.

B. Transition and adjustments.

C. Repair of damaged surfaces, finishes, and cleaning.

D. Salvage materials.

Section 14.02. Related Sections.

A. Article 13 - Cutting and Patching.

Section 14.03. Alterations, Cutting and Protection.

A. Assign the work of moving, removal, cutting and patching, to trades qualified to perform the work in manner to cause least damage to each type of work, and provide means of returning surfaces to appearance of new work.

B. Perform cutting and removal work to remove minimum necessary, and in a manner to avoid damage to adjacent work.

C. Cut finish surfaces such as concrete, masonry, drywall, plaster or metals, by methods to terminate surfaces in a straight line at a natural point of division, or where indicated.

D. Protect existing finishes, equipment, and adjacent work, which are scheduled to remain, from damage.

E. Protect existing and new work from extremes of temperature.

1. Maintain existing Interior work above 60 degrees F.

2. Provide heat and humidity control as needed to prevent damage to remaining existing work and to new work.

F. Provide temporary enclosures to separate work areas from existing building rooms/office spaces and from areas occupied by the City, whether for storage or human occupation. Temporary enclosures shall be suitable for preventing dust, over-spray and odors from penetrating areas occupied by the City. Failure to adequately protect existing improvements, causing cleaning shall be at the Contractor's expense.

Section 14.04. Products for Patching and Extending Work.

A. New Materials. As specified in product sections; match new materials to existing work.

1. Provide same products or types of construction as that in existing structure, as needed to patch, extend or match existing work.

2. Presence of a product, finish, or type of construction, requires that patching, extending or matching shall be performed consistent to, or better than, existing standards of quality.

B. Type and Quality of Existing Products: Determine by inspection and testing existing products where necessary, referring to existing Work as a standard.

Section 14.05. Examination.

A. Verify that demolition is complete, and areas are ready for installation of new Work.

B. Beginning of restoration Work means acceptance of existing conditions.

Section 14.06. Preparation.

A. Cut, move, or remove items as necessary for access to alterations and/or renovation Work. Replace and restore at completion. The full extent of cutting and patching is not shown or specified. The Contractor shall perform all cutting and patching as required.

B. Remove unsuitable material not marked for salvage, such as rotted wood, corroded metals, and deteriorated masonry and concrete. Replace materials as specified for finished Work.

C. Remove debris and abandoned items from area and from concealed spaces and dispose of properly and legally.

D. Prepare surface and remove surface finishes to provide for proper installation of new work and finishes.

Section 14.07. Installation.

A. Coordinate work of alterations and renovations to expedite completion and to accommodate City occupancy. Patch and extend existing work using skilled mechanics that are capable of matching existing quality of workmanship. Quality of patched or extended work shall be not less than that Specified for new work.

B. Room Finishes. Complete in all respects consistent with the Contract Documents.

C. Remove, cut, and patch Work in a manner to minimize damage and to provide a means of restoring Products and finishes to specified condition.

D. Install Products as specified in individual sections.

Section 14.08. Transitions.

A. Where new work abuts or aligns with existing, perform a smooth and even transition.

B. Patch Work to match existing adjacent Work in texture and appearance, without breaks, steps or bulkheads.

C. When finished surfaces are cut so that a smooth transition with new work is not possible, terminate existing surface along a straight line at a natural line of division and make recommendation to Architect.

Section 14.09. Adjustments.

A. Where change of plane of 1/4 inch or more occurs, submit recommendation for providing a smooth transition.

B. Where extreme change of plane of two inches or more occurs, request Instructions from Architect or Consulting Engineer as to method of making transition.

C. Trim existing doors as necessary to clear new threshold Installation. Refinish trim as required.

D. Fit work at penetrations of surfaces as shown on Drawings.

Section 14.10. Salvaged Materials.

A. Salvaged Materials from existing facilities, which are specified in the Special Provisions or tagged in the field prior to the pre-bid walk-through to be salvaged, shall remain the property of the City. The Contractor shall include the removal, disassembly, preparation, marking, bundling, packaging, tagging, hauling, and stockpiling of salvaged materials or facilities to the location specified in the Special Provisions, or as directed by the Owner's Representative. Materials include parts, articles, and equipment of assembled facilities. Salvaging does not include the preparation of existing material that is to be reused in the work.

B. When only specific materials from the facility are designated to be salvaged, the remaining materials from that facility shall be removed and disposed of as provided for elsewhere in the Contract Documents. Materials to be salvaged shall not be removed until their use in the existing facility is no longer required, as determined by the Owner's Representative.

C. When practicable, salvaged materials shall be hauled directly to the location specified in the Special Provisions and stockpiled; however, salvaged materials may be temporarily stored at a location selected by the Contractor and approved by the Owner's

Representative and later hauled to and stockpiled at their final location. Materials which are lost before stockpiling at their final location shall either be replaced by the Contractor, at the Contractor's expense, or, at the discretion of the Owner's Representative, the estimated

cost of replacement may be deducted from any moneys due or to become due to the Contractor.

D. Materials designated to be salvaged that are damaged, as determined by the Owner's Representative, shall be segregated from undamaged material. After review of the damaged materials by the Owner's Representative, all damaged materials that are rejected by the Owner's Representative shall become the property of the Contractor and shall be disposed of as provided elsewhere in the Contract Documents.

E. Materials to be salvaged that are damaged as a result of the Contractor's operations shall be repaired by the Contractor, at the Contractor's expense, to the satisfaction of the Owner's Representative. Materials that are damaged beyond repair as a result of the Contractor's operations shall be disposed of as provided elsewhere in the Contract Documents and replaced at the Contractor's expense; or, at the discretion of the Owner's Representative, the estimated cost of replacement may be deducted from any moneys due or to become due to the Contractor.

F. Replacements for lost or damaged materials shall be of the same kind and of the same or better quality and condition as the lost or damaged materials were prior to their removal. Replacement materials should also be of the same size, color, weight etc. of the original materials. Matching or exceeding quality and condition alone may not permit the reuse of material.

Section 14.11. Repair of Damages Surfaces.

A. Patch or replace portions of existing surfaces, which are damaged, lifted, discolored, or showing other imperfections.

B. Repair substrate prior to patching finish.

Section 14.12. Finishes.

A. Finish surfaces as specified in individual product sections.

B. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest Intersections.

C. Unless otherwise specified or shown, subsurfaces shall be prepared as recommended by finish material manufacturers for project conditions for the proper application of new finishes.

Section 14.13. Cleaning.

A. Clean adjacent Owner occupied areas of work soiled by work of this Contract.