SECTION 01 30 00

ADMINISTRATIVE REQUIREMENTS

Display hidden notes to specifier. (Don't know how? [Click Here](https://www.arcat.com/sd/display_hidden_notes.shtml))

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\*\* NOTE TO SPECIFIER \*\* This is a generic ARCAT specification, provided in the style and format of all ARCAT manufacturer's specifications. The Notes to Specifier are intended to provide guidance in editing the text. Delete and add text as required for your individual project.

1. GENERAL
	1. SECTION INCLUDES

\*\* NOTE TO SPECIFIER \*\* Delete items below not required for project.

* + 1. Administration of Contract: Provide administrative requirements for the proper coordination and completion of work including the following:
			1. Supervisory personnel.
			2. Preconstruction conference.
			3. Project meetings, minimum of two per month; prepare and distribute minutes.
		2. Reports: Submit daily and special reports.
		3. Work Schedule: Submit progress schedule, updated monthly.
		4. Submittal Schedule: Prepare submittal schedule; coordinate with progress schedule.
		5. Schedule of Values: Submit schedule of values.
		6. Schedule of Tests: Submit schedule of required tests including payment and responsibility.
		7. Perform Surveys: Lay out the work and verifying locations during construction. Perform final site survey.
		8. Emergency Contacts: Submit and post a list of emergency telephone numbers and address for individuals to be contacted in case of emergency.
		9. Record Documents: Submit record drawings and specifications; to be maintained and annotated by Contractor as work progresses.
	1. SUBMITTALS
		1. Types of Submittals: Provide types of submittals listed in individual sections and number of copies required below.
			1. Shop drawings, reviewed and annotated by the Contractor - 4 copies.
			2. Product data - 4 copies.
			3. Samples - 2, plus extra samples as required to indicate range of color, finish, and texture to be expected.
			4. Inspection and test reports - 4 copies.
			5. Warranties - 4 copies.
			6. Survey data - 4 copies.
			7. Closeout submittals - 4 copies.
			8. Project photographs - 12 digital images each month submitted on CD. Submit cumulative CD at each subsequent submittal. Label each image with date.
		2. Submittal Procedures: Comply with project format for submittals. Comply with submittal procedures established by Architect including Architect's submittal and shop drawing stamp. Provide required resubmittals if original submittals are not approved. Provide distribution of approved copies including modifications after submittals have been approved.
		3. Samples and Shop Drawings: Samples and shop drawings shall be prepared specifically for this project. Shop drawings shall include dimensions and details, including adjacent construction and related work. Note special coordination required. Note any deviations from requirements of the Contract Documents.
		4. Warranties: Provide warranties as specified; warranties shall not limit length of time for remedy of damages Owner may have by legal statute. Contractor, supplier or installer responsible for performance of warranty shall sign warranties.
	2. LEED REQUIREMENTS AND SCORECARD
		1. LEED Submittals: Provide documentation to achieve U. S. Green Building Council LEED [V3] [V4] [NC] [EB] [CI] [CS] [H] [ND] [Certified] [Silver] [Gold] [Platinum] Certification.
			1. Comply with requirements to achieve points indicated in LEED Project Checklist provided by the Architect.
			2. Require subcontractors and suppliers to provide product and cost information as applicable for LEED calculations and credits, including recycled content, manufacturing location, fabrication location, material emissions, and certificates of compliance from referenced organizations.
			3. Provide monthly progress reports confirming status for achieving and documenting points using calculator.xls tool provided by the USGBC.
			4. Submit documentation for individual points including commissioning activities with monthly updates.
			5. Submit documentation for submission to USGBC on-line.
		2. USGBC Fees: [Owner] [Contractor] shall pay LEED registration, processing and interpretation fees.
		3. Submittal Procedures: Comply with project format for submittals. Comply with submittal procedures established by Architect. Provide required resubmittals if original submittals are not approved. Provide distribution of approved copies including modifications after submittals have been approved.
		4. LEED Scorecard: (Inserted after this Section by the LEED Coordinator for the project.)
1. PRODUCTS - Not applicable to this Section
2. EXECUTION - Not applicable to this Section

END OF SECTION