

## **RFQ : Parallel Towers 5th floor Evacuation**



PROJECT : Parallel Towers 5th floor Evacuation - BOQ

PART 1

ATTENTION:  
CONTRACTOR :  
Date : October 4th, 2022

## DIVISION I: Electrical - 5th floor

Item	Description	Admin Comments	Quantity	Unit	Unit Price	Total Price
1	<b>Data System</b>					
	19" Rack	Wrapping and Transportation to Canteen	1	Item		
	Switch	Wrapping and Transportation to Canteen	1	Item		
	Patch Panel DPP-A	Wrapping and Transportation to Canteen	1	Item		
	Fiber Optic Cable	Removal from 5th floor to B1 Data Center - Packing in Canteen	60	LM		
	Wi-Fi Routers	Wrapping and Transportation to Canteen	3	Item		
2	<b>Electrical Works</b>					
	Power Cable - EDL Power	Disconnect EDL from ATS in B1 Parallel Towers	1	Item		
	Power Cable - UPS Power	Removal from 5th floor Block B to 8th floor Block A - B1 Parallel Towers	60	LM		
3	<b>Sound System</b>					
	Audio Amplifier disconnecting and speakers, including disconnecting the internal connection	Wrapping and Transportation to Canteen	1	Item		
					<b>TOTAL</b>	

## DIVISION II: Security Systems

Item	Description	Admin Comments	Quantity	Unit	Unit Price	Total Price
4	<b>CCTV System</b>					
	2 MP or above IP Dom Cam	Wrapping and Transportation to Canteen	1	Item		
	1.3 MP or above IP Bullet Color Cam	Wrapping and Transportation to Canteen	2	Item		
5	<b>Fire Alarm System - POLARIS to configure Panels to disable the full floor</b>					
	Smoke detector	Wrapping and Transportation to Canteen	22	Item		
	Wall mounted Fire alarm break glass	Wrapping and Transportation to Canteen	1	Item		
	Outdoor IP-Rated Fire alarm Bell	Wrapping and Transportation to Canteen	1	Item		
6	<b>Access Control System</b>					
	Access control panel	Wrapping and Transportation to Canteen	1	Item		
	Door alarm Bell	Wrapping and Transportation to Canteen	2	Item		
	Wall mounted Finger print device and keypad	Wrapping and Transportation to Canteen	2	Item		
	Magnetic Lock with Dry Contact for the fire rated and emergency doors	Wrapping and Transportation to Canteen	1	Item		
	Wall mounted push button for door opening	Wrapping and Transportation to Canteen	2	Item		
	Wall mounted malfunctioning break glass	Wrapping and Transportation to Canteen	2	Item		
					<b>TOTAL</b>	

## DIVISION III: Furniture Dismantle and Relocation

Item	Description	Admin Comments	Quantity	Unit	Unit Price	Total Price
7	<b>13th floor - Dismantling Works</b>					
	Chief Chair	Wrapping and Transportation to Canteen	1	Item		
	Chief Visitor Chairs - One Seater	Wrapping and Transportation to Canteen	2	Item		
	Chief Visitor Chairs - Two Seater	Wrapping and Transportation to Canteen	1	Item		
	Chief Desk - Including desk, Side table, TV, etc.	Wrapping and Transportation to Canteen	1	LS		
	Added 1 data cable (From Chief assistant desk to Chief office)	Passing 1 data cable through the wall from the chief assistant socket to the chief office	1	Item		
	Assistant Desk	Wrapping and Transportation to Canteen	1	Item		
	Assistant Chair	Wrapping and Transportation to Canteen	1	Item		
	Assistant Visitor Chair and table	Wrapping and Transportation to Canteen	1	LS		
	Assistant cabinets	Wrapping and Transportation to Canteen	1	Item		
	Meeting Room Table	Wrapping and Transportation to Canteen	1	Item		
	Meeting Room Chairs	Wrapping and Transportation to Canteen	1	LS		
	Meeting Room circular	Transportation of meeting Room circular from B2 to 13th floor	1	Item		
	Meeting room TV	Wrapping and Transportation to Canteen	1	Item		
	3 desks in corner	Rotating 3 desks to have face on wall	3	Item		
	Transportation of 4 single desks from Canteen	2 desks for 18th floor and 2 desks for 13th floor	4	Item		
8	<b>18th floor - Dismantling Works</b>					
	Assistant Desk - Open Area	Wrapping and Transportation to Canteen	1	Item		
	Assistant Desk - Open Area	Wrapping and Transportation to Canteen	1	Item		
	Assistant Visitor Chair - Open Area	Wrapping and Transportation to Canteen	1	Item		
	Desks in HoD office	Transportation to Meeting room in 18th floor	5	Item		
	Chairs in HoD Office	Transportation to Meeting room in 18th floor	5	Item		
	Meeting Room Table	Wrapping and Transportation to Canteen	1	Item		
	Meeting Room Chairs	Wrapping and Transportation to Canteen	1	LS		
	3 desks in corner	Rotating 3 desks to have back on wall	3	Item		
9	<b>8th floor - Dismantling Works</b>					
	Meeting Room Table	Wrapping and Transportation to Canteen	1	Item		
	Meeting Room Chairs	Wrapping and Transportation to Canteen	1	Item		
	Meeting Room Projector	Wrapping and Transportation to Canteen	1	Item		
	Coffee Machine and other items - in Kitchen area	Wrapping and Transportation to Canteen	1	Item		
10	<b>11th floor - Dismantling Works</b>					
	Employee tables and drawers	Wrapping and Transportation to Canteen	4	Item		
	Employee Chairs	Wrapping and Transportation to Canteen	4	Item		
11	<b>5th floor - Dismantling Works</b>					
	Employee Workstations - Two Tables	Wrapping and Transportation to Canteen	4	Item		
	Employee Workstations - Two Tables	Relocation from 5th floor to 13th floor Chief Office	2	Item		
	Employee Workstations - Two Tables	Relocation from 5th floor to 18th floor Assistant office open space	1	Item		
	Employee Workstations - Four Tables	Relocation of 1 from 5th floor to 13th floor meeting room and the second one to canteen	2	Item		
	Employee Workstations - One table	Relocation from 5th floor to 13th floor Chief Office	1	Item		
	Employee Workstations - One table	Wrapping and Transportation to Canteen	3	Item		
	Employee Chairs	Wrapping and Transportation to Canteen	26	Item		
	Customized Low Cabinet - Attached	Wrapping and Transportation to Canteen	17	Item		
	Customized Low Cabinet - Stand Alone	Wrapping and Transportation to Canteen	15	Item		
	Customized high Cabinet	Wrapping and Transportation to Canteen	4	Item		
	Cabinet for hygiene supplies	Wrapping and Transportation to Canteen	1	Item		
	HoD Office - Whole Office	Relocation from 5th floor to 18th floor	2	Item		
	HoD Office - Whole Office	Relocation from 5th floor to 11th floor	1	Item		
	Drivers Office - Whole Office	Relocation from 5th floor to 8th floor	1	Item		
	Doctor's Assistant Office	Relocation from 5th floor to 8th floor	1	Item		
	Display TV	Wrapping and Transportation to Canteen	1	Item		
	Fire Extinguishers	Wrapping and Transportation to Canteen	5	Item		
	Fridge	Wrapping and Transportation to Canteen	1	Item		
	Water Cooler	Wrapping and Transportation to Canteen	1	Item		
	Hot Plate	Wrapping and Transportation to Canteen	1	Item		
	AC Unit - Split	Wrapping and Transportation to Canteen	2	Item		
	Toilet Accessories	Wrapping and Transportation to Canteen	3	LS		
	MFP Printers, Shredders, fax, etc.	Wrapping and Transportation to Canteen	1	LS		
					<b>TOTAL</b>	

## DIVISION IV: Porters and boxing

Item	Description	Admin Comments	Quantity	Unit	Unit Price	Total Price
34	<b>Porters to move the employees items</b>	Porters - 3 days	4	Item		
					<b>TOTAL</b>	

**Total****Delivery time of Part 1 is 10 days**

PROJECT : Doctor's office- General BOQ  
PART 2- Option A

ATTENTION:  
CONTRACTOR :  
Date : October 27th, 2022

**DIVISION I: Masonry**

Item	Description	Quantity	Unit	Unit Price	Unit Price
1	<b>Demolition</b> Demolition - hollow blocks opening inside the wall in order to create a door passage	1	Item		

**TOTAL**

**DIVISION II: Construction Finishing - Putty and Painting**

2	Installation of Dry Wall double paneling, with all necessary accessories and structure.	Knauff or Pladur brand - to be remeasured on site	1	Item		
3	Installation of foam and isolation behind the HVAC ducting to isolate the sounds	To be remeasured on site	1	Item		
4	Putty and painting with smooth finishing (Color White / same as the existing one) to the dry wall in both sides	To be remeasured on site	1	Item		
5	Painting 1 layer of white paint for both rooms after the removal of plexi glass sheets from the walls	To be remeasured on site	1	Item		

**TOTAL**

**DIVISION III: Electrical and Lighting Points**

Item	Description	Admin Comments	Quantity	Unit	Unit Price	Unit Price
6	<b>CABLES</b>					
	4 mm cable with earth	EDL Main Cable, from EDL Panel to Dr. Ballan's office - Brand: LIBAN CABLE / Exact Length Should be Verified on Site by	25	m		
	4 mm cable with earth	UPA Main cable from UPS panel board to Dr. Ballan and Hyam office - Brand: LIBAN CABLE / Exact Length Should be Verified on	35	m		
7	<b>BREAKERS</b>					
	Spare breakers already installed inside both panels	Contractor should only make all the conduits with nessacerv wiring to both	1	Item		
8	<b>SWITCHES (Including wiring &amp; conduits)</b>					
	Installation of lighting switch ( indirect light and spot lights) after separating the main conduit wiring from the meeting	Schneider Or Equivalent	1	Item		
	UP and DOWN Wall mounted switch for curtains , including all required wiring and installation	Schneider Or Equivalent	1	Item		
9	<b>SOCKET OUTLETS( Including wiring &amp; conduits)</b>					
	Wall Mounted Electrical Outlet composed of 2 UPS sockets inside Hyam's office	For Laptop and office equipment / Schneider Or Eq	1	Item		
	Wall Mounted Electrical Outlet composed of 2 UPS socket, 1 Data Socket and 1 EDL Socket for Ballan's office	For Laptop and office equipment / Schneider Or Eq	1	Item		
	Wall Mounted Electrical Outlet composed of 1 EDL socket inside Ballan's office	For small fridge / medical equipment / Schneider O	1	Item		
10	<b>ELECTRICAL OUTLETS (Including wiring &amp; conduits)</b>					
	Ceiling Electrical lighting outlet (1 for indirect land spot lights and 1 for sunscreen)	Brand : Liban cable	2	Item		
	Wall Electrical lighting outlet ( 1 for lighting and 1 for	Brand : Liban cable	2	Item		
11	<b>DATA SYSTEM</b>					
	Wall mounted Data outlet including conduits and 4p Cat.6 cable going from media controller in cabinet to Ballan's	Schneider or equivalent	1	item		

**TOTAL**

**DIVISION IV: Meeting Room Table**

Item	Description	Admin Comments	Quantity	Unit	Unit Price	Unit Price
12	<b>Meeting room table and chairs</b>					
	Cutting 1.5m from the meeting room table aluminum table		1	Item		
	Welding 2 aluminum base ( already existing) to the cutted table		1	Item		
	Transportation of the glass top of the table to canteen		1	Item		
	Transportation of 6 meeting room chairs to canteen parallel towers		1	Item		

**DIVISION V: Wooden Door Installation**

Item	Description	Admin Comments	Quantity	Unit	Unit Price	Unit Price
13	<b>Wooden door</b>					
	Installation of wooden door and frame ( same as the ones installed in 8th floor) with all related accessories including hinges,handles, lock...		1	Item		

**TOTAL**

**DIVISION VI: Tiling**

14	Installation of tile ( same as the one installed) after removing part of the wall for the door opening	To be remeasured on site	1	Item		
<b>TOTAL</b>						

**Total****Delivery time of this project is 10 days**



PROJECT : Doctor's office - General BOQ  
PART 2 - Option B

ATTENTION:  
CONTRACTOR :  
Date : October 27th, 2022

**DIVISION I: Masonry**

Item	Description	Quantity	Unit	Unit Price	Total Price
<b>DEMOLITION</b>					
1	Removal of wooden partition at pine 6th floor	Transportation to B4	1	Item	

**TOTAL**

**DIVISION II: Construction Finishing - Putty and Painting**

2	Installation of Carpet ( provided by Alfa) to cover the floor where the partition is removed	To be remeasured on site	1	Item	
3	Putty and painting with smooth finishing (Color White / same as the existing one) to the wall found in the 6th floor after the removal of	To be remeasured on site	1	Item	

**TOTAL**

**Total**

**Delivery time of this project is 2 days**

## **Terms & Conditions**

Suppliers are requested to quote for each part of this Project separately in sealed Envelops  
Suppliers must submit their best and final offers, However, No variation order will be accepted after project award

### **1- Delivery date**

- a- Delivery time of Part 1 is 10 days
- b- Delivery time of Part 2 - Option A is 10 days
- c- Delivery time of Part 2 - Option B is 2 days

### **2- Site Visit**

Site visit is scheduled 5 days from publishing, please coordinate with Mr. Joe Baradi 79-187007

### **3- payment Terms**

**Payment will be made cash in LBP at Market rate on payment date**

- a - Payment terms for Part 1: 50% down payment ; 50% upon execution and final acceptance
- b - Payment terms for Part 2 Option A: 50% down payment ; 50% upon execution and final acceptance
- c - Payment terms for Part 2 Option B: 50% down payment ; 5 days 50% after execution and final acceptance

In case not compliant with above payment terms, kindly make sure to mention your conditions in the submitted offers

### **4- Penalty**

In case of delay in delivery MIC1 has the right to impose 0.75% per day deduction of the total amount of the PO that will be deducted from the

### **5- Clarifications**

Clarifications must be received 1 day after site visit. MIC1 reply will be shared after 1 day

### **6- Offers Validity**

Offers must be valid for 3 months

General Requirements	
<b>Section 01100 - Summary</b>	<p>The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)</p> <p>1 Allow for all requirements set in section 01100</p> <p>2 Project will be constructed under the FIDIC (Federation Internationale des Ingenieurs Conseil) reprinted edition of 1992. The contract is on a Lump Sum basis</p>
<b>Section 01140 - Work Restrictions</b>	<p>The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)</p> <p>1 The Contractor shall abide by work restrictions as specified in this section; as per the specifications and drawings</p> <p>2 The Contractor shall confine constructions operations to area indicated on drawings. Nothing outside the project scope is due by the client unless a clear request and official signature on the variation order is available, otherwise client is not bound by any responsibility</p> <p>3 The Contractor shall keep driveways and entrances serving premises clear and available to owner, owner's employees and emergency vehicles at all times</p> <p>4 The Contractor shall abide by the property management company already operating on site, all work shall be done according to its rules. i.e time for work, work conditions, etc.</p> <p>5 The Contractor shall ensure that pedestrian sidewalk are accessible all the time and clean, and those need to be covered to make sure no existing material is ruined, and if so, repair fall on the burden of the main contractor, no matter if he is responsible of the damage or not, main contractor is responsible to deliver the site as it was during the kick off</p> <p>6 The Contractor shall submit reports with photos prior to the start of work, if he finds that some part of the site is damaged before he starts his work, otherwise all damage will be repaired by the main contractor</p>
<b>Section 01310 - Project Management &amp; Coordination</b>	<p>The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)</p> <p>1 The Contractor shall ensure the implementation of the Project management procedures for the whole project - main contractor is the nominated project manager for the whole project and he is the only interface with the client and consultant (if available) all the project progress reports and the project schedule should be prepared by him and with the approval of the client</p>

2 The contractor shall submit in 3 days from the project kick off the team and the hierarchical structure of the team that will operate during the whole period of the project, CV for all the management staff need to be submitted and approval needs to be given by the consultant (if available) and the client

3 The Contractor shall follow the general project coordination procedures

4 The Contractor shall ensure the conservation of energy, water and materials

5 The Contractor shall prepare the Coordination Drawings

6 The Contractor shall prepare Shop drawings, detail drawings, method statement, etc. - every contractor needs to submit the shop drawings and detail drawings for his scope of work, and those need to be submitted within 1 month from the project kick off

7 The Contractor shall provide Administrative and supervisory personnel - every contractor need to hire administrative and supervisory personnel on his staff, and main contractor need to have an umbrella management on all other contractors if available

8 The Contractor shall conduct Project meetings - Preconstruction meetings, weekly progress meetings, monthly project meetings and special meetings. Those meetings will need to be conducted with the presence of all project managers from all contractors, and the main contractor PM is assigned for the whole project.

9 The Contractor shall prepare the minutes of each meeting and distribute them to the participants

10 The Contractor shall give all notices, obtain all permits and pay all fees before commencing of Work on site - This should cover the whole scope even for other contractors (when applicable). For example, if the scope of work is divided into several contractors, the main contractor is responsible for getting all the permissions on behalf of all nominated contractors

11 The Contractor shall accept responsibility for coordination, superintendence and administration of the Works, including all sub-contracts and all Nominated Subcontractors

12 The Contractor shall submit documentary evidence and/or policies and receipts for insurances which are required to be taken out by the Contractor before the start of work. This is covering as well for all the scope of work, even for other contractors if applicable, for example if the scope of work is divided into several contractors the main contractor is responsible to get all the permissions on behalf of all nominated contractors

13 The Contractor shall be responsible for any damage to persons and Property; Third Party Insurance. This is covering as well for all the scope of work, even for other contractors if applicable, for example if the scope of work is divided into several contractors the main contractor is responsible to get all the permissions on behalf of all nominated contractors

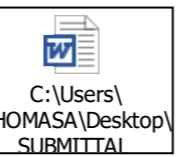
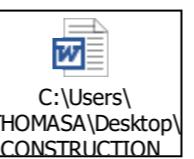
14 The Contractor shall implement a Checklist systems to be followed by the Engineer for proper quality control

15 The Contractor shall submit, for the approval of the Engineer, during the mobilization period, detailed method statements for the execution of all elements of the project, which form the basis of the Construction Schedule

16	The Contractor shall provide all safety tools needed for all the workers working in the project, the cost of all the needed tools and safety measures shall be on the burden of the main contractor, even for other contractors if available
17	The Contractor shall pay for the cost of the consultant if available in case of project delays that were due to the contractor unefficiency, the extension of time for the consultant is to fall under the burden of the main contractor, no matter from which contractor the delay was induced
18	Tender Bond
19	Performance Bond
20	Advance Payment Bond

0	<b>Section 01320 - Construction Progress Documentation</b> The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)
1	The Contractor shall submit the Preliminary Construction Schedule as described in document SP1320
2	The Contractor shall submit the 2. Contractor's Construction Schedule as described in document SP1320
3	The Contractor shall submit the Submittals Schedule as described in document SP1320
4	The Contractor shall submit the Daily construction reports as described in document SP1320
5	The Contractor shall submit the Material location reports as described in document SP1320
6	The Contractor shall submit the Field condition reports as described in document SP1320
7	The Contractor shall submit the Special reports as described in document SP1320
8	The Contractor shall submit the Construction photographs as described in document SP1320
9	The Contractor shall submit a full project schedule to be followed during the project lifecycle as described in document SP1320
10	The Contractor shall submit weekly progress report that should be reflecting the full project schedule submitted earlier while highlighting any delays or any potential delays

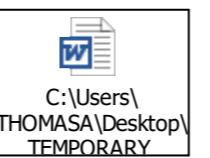
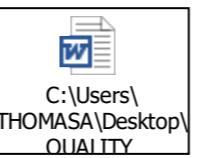
0	<b>Section 01330 - Submittal Procedures</b> The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)
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1	The contractor shall submit all the product data/compliance data sheets within 2 weeks of the project kick off
2	The contractor shall, within 1 month, submit all shop drawings and indicate his sub-contractors, else a penalty and contract canceling will be implied
3	The contractor shall present full shop drawings on all items, and if needed, adapt design to site conditions after architect's approval
4	The contractor shall provide Samples (500x500mm for all finishes) - Sample for all material that need to be used and approved by the client need to be submitted and physical signed by client. Samples are considered invalid if no signature is available
5	The contractor shall submit Test reports - Test reports need to be submitted by each contractor for all the systems under his scope, signed and ready to perform the third party testing which shall be conducted at the end of the project, if needed, the client shall nominate a third party agency to conduct the testing

	<b>Section 01400 - Quality Requirements</b>
0	The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)
1	The contractor shall perform activities, actions, and procedures before and during execution of the Work to guard against defects and deficiencies and ensure that proposed construction complies with requirements
2	The contractor shall ensure Quality assurance and quality control services, including inspections, tests, related actions and reports - each contractor shall make sure that quality assurance and quality control is met for his scope, all inspections need to be requested in advance, main contractor is responsible to collect the notice to proceed for all streams
3	The contractor shall be responsible for paying for the third party testing (if needed), that is nominated by the client, for all the scope of the project, even for the party not under his responsibility
4	The contractor shall make sure that all the work done (including subcontractors works) is compliant to codes and standards, otherwise deduction and penalty shall apply
5	The contractor shall submit the Mock-ups for his scope and the subcontractors scope before any work is carried, and within 2 weeks from the project kick off
6	The contractor shall repair damaged construction and shall restore substrates and finishes on completion of testing, inspecting, sample taking, and similar services

	<b>Section 01500 - Temporary Facilities and Controls</b>
0	The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)



1 The Main Contractor shall provide, install, maintain and remove at completion of works all temporary facilities and controls required in the specifications.

2 The main contractor shall be responsible to secure the Sewers and Drainage for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

3 The main contractor shall be responsible to secure the Water service and distribution for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

4 The main contractor shall be responsible to secure the Sanitary facilities, including toilets, wash facilities, and drinking water facilities for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

5 The main contractor shall be responsible to secure the Cooling facilities for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

6 The main contractor shall be responsible to secure the Ventilation for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

7 The main contractor shall be responsible to secure the Electric power service for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

8 The main contractor shall be responsible to secure the Lighting for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

9 The main contractor shall be responsible to secure the Telephone service for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

10 The main contractor shall be responsible to secure the Temporary roads and paving for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

11 The main contractor shall be responsible to secure the Dewatering facilities and drains for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

12 The main contractor shall be responsible to secure the Project identification and temporary signs for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

13 The main contractor shall be responsible to secure the Waste disposal facilities for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

14 The main contractor shall be responsible to secure the Field Offices; including furniture, electronic devices, janitorial services, and all other services as required in the specifications - including the rental of the site office for the whole duration of the project - for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

15 The main contractor shall be responsible to secure Storage and fabrication sheds for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

16 The main contractor shall be responsible to secure Lifts and hoists for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

17 The main contractor shall be responsible to secure Temporary stairs for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

18 The main contractor shall be responsible to secure Construction aids and miscellaneous services and facilities for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

19 The main contractor shall be responsible to secure Environmental protection for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

20 The main contractor shall be responsible to secure Stromwater control for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

21 The main contractor shall be responsible to secure Tree and plant protection (the cost is fully under his burden and it shall be available on 24/7 basis)

22 The main contractor shall be responsible to secure Pest control for his staff and all contractors staff if available (the cost is fully under his burden and it shall be available on 24/7 basis)

23 The main contractor shall ensure the installation of a Site enclosure fence (the cost is fully under his burden and it shall be available on 24/7 basis)

24 The main contractor shall ensure the availability of Security enclosure and lockup (the cost is fully under his burden and it shall be available on 24/7 basis)

25 The main contractor shall ensure the installation of Barricades, warning signs and lights (the cost is fully under his burden and it shall be available on 24/7 basis)

26 The main contractor shall ensure the availability of Covered walkways (the cost is fully under his burden and it shall be available on 24/7 basis)

27 The main contractor shall ensure the availability of Temporary enclosures (the cost is fully under his burden and it shall be available on 24/7 basis)

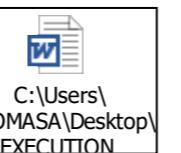
28 The main contractor shall ensure the availability of Temporary partitions (the cost is fully under his burden and it shall be available on 24/7 basis)

29 The main contractor shall ensure the availability of Fire Protection (the cost is fully under his burden and it shall be available on 24/7 basis)

30 The main contractor shall ensure the availability of First aid station (the cost is fully under his burden and it shall be available on 24/7 basis)

31	The main contractor shall provide for all workers and staff on the site (even for staff not under his management) safety helmets, shoes able to resist nail penetration, rain coats, gloves and ear mufflers for heavy equipment operators
32	The main contractor shall comply to traffic regulations and shall ensure that subcontractors do so as well
33	The main contractor shall comply to safety, health and welfare regulations and shall ensure that subcontractors do so as well
34	The main contractor shall provide measures to insure site safety and security
35	The main contractor shall ensure stability and structural integrity of the Work
36	The main contractor shall give all notices, obtain all permits and pay all fees, statutorily required before commencement of Work on site
37	The main contractor shall protect against dust, water, fire, nuisance from rubbish and debris, and pollution.
38	The main contractor shall ensure that no noise is disturbing the surrounding areas
39	The main contractor shall protect public and private services, roads and footpaths, existing features and adjoining properties
40	The main contractor shall provide and maintain during execution of work all shoring, strutting, needling and other supports as may be necessary
41	The main contractor shall ensure the removal of all equipment and debris upon completion of work and project closure
42	The main contractor shall provide an office Boy and a Janitor

0	<b>Section 01700 - Execution Requirements</b> The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)
1	The main contractor shall be responsible for the construction layout for his part and other contractors' part
2	The main contractor shall be responsible for the Field engineering and surveying on his part and other contractors' part
3	The main contractor shall be responsible for the General installation of products on his part and other contractors' part
4	The main contractor shall be responsible for the coordination of Owner-installed products
5	The main contractor shall be responsible for the progress cleaning
6	The main contractor shall be responsible for Starting and adjusting



<p>7 The main contractor shall be responsible for the Protection of installed construction whether done by him or other contractors</p> <p>8 The main contractor shall be responsible for the correction of the Work whether the error was done by him or by other contractors</p>	
<p><b>Section 01731 - Cutting &amp; Patching</b></p> <p>The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)</p> <p>1 The main contractor shall allow for all works of cutting and patching necessary before and during the progress of works; as per the specifications</p> <p>2 The main contractor shall allow for cutting and patching</p>	 Document
<p><b>Section 01770 - Closeout Procedures</b></p> <p>The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)</p> <p>1 The main contractor shall allow for administrative and procedural requirements for contract closeout; as per the specifications</p> <p>2 The main contractor shall follow the Inspection procedures - each contractor shall conduct his inspection, this needs to be done with the presence of the project manager assigned by the main contractor</p> <p>3 The main contractor shall keep record of the Project documents - The main contractor need to record all documents with full coordination with all other contractors</p> <p>4 The main contractor shall keep record of the Operational and maintenance manuals - Before the project closure, the contractors need to submit all the operation and maintenance manuals</p> <p>5 The main contractor shall keep record of the Warranties - Before the project closure, the contractors need to submit all the available warranties</p> <p>6 The main contractor shall keep record of the Instruction of Owner's personnel</p> <p>7 The main contractor shall be responsible for the Final Cleaning - The main contractor shall clean the whole site on behalf of all other contractors, before the site is delivered to the client</p> <p>8 The Works will not be considered as being completed until all the contractors' temporary installations and equipment have been cleared away and the areas are left clean and tidy to the satisfaction of the Employer. The main contractor is the sole responsible to satisfy this item</p>	 Document
<p><b>Section 01781 - Project Record Documents</b></p>	

0 The Main Contractor shall perform all works required in this section, including but not limited to, coordination, related works, occupancy requirements, and all other requirements; as per the specifications (main contractor is applied only if the scope of work is divided into different contractors, one of the contractors is nominated main contractor and he is responsible of all items of the general requirements)

1 The main contractor shall allow for administrative and procedural requirements for Project Record Documents; as per the specifications

2 The main contractor shall record all project related drawings

3 The main contractor shall record all project related specifications

4 The main contractor shall record all project related Bill of Quantities

5 The main contractor shall record all project related Product Data

6 The main contractor shall submit the as built drawings - each contractor needs to submit as built drawings and those need to be validated by the consultant (if available) and the client, and these drawings need to be submitted one month before the project closure

7 The main contractor Project Manager and the Project Managers from every contractor needs to be present on site on full day basis (depending on the site working hours)



## **SECTION 01100 - SUMMARY**

### **PART 1 - GENERAL**

#### **1.1 RELATED DOCUMENTS**

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

#### **1.2 WORK COVERED BY CONTRACT DOCUMENTS**

A. Project Identification: This project consists of the execution, completion and maintenance during the acceptance period of the deliverables of this project.

B. Scope of Works` consist of the following:

1. Civil Work (covering, but not limited to, masonry works, structural work, electrical, mechanical, etc.)

2. Internal finishes.

3. Wood and metal works

4. Sanitary Fixtures.

5. Lighting Fixtures

#### **1.3 CONTRACT**

A. Project will be constructed under the FIDIC (Federation Internationale des Ingénieurs Conseils) reprinted edition of 1992.

1. Name of Contract: "Project name".

#### **1.4 SPECIFICATION FORMATS AND CONVENTIONS**

A. Specification Format: The Specifications are organized into Divisions and Sections using the 16-division format and CSI/CSC's "MasterFormat" numbering system.

1. Section Identification: The Specifications use section numbers and titles to help cross-referencing in the Contract Documents. Sections in the Project Manual are in numeric sequence; however, the sequence is incomplete. Consult the table of contents at the beginning of the Project Manual to determine numbers and names of sections in the Contract Documents.

B. 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: Language used in the Specifications and other Contract Documents is abbreviated. Words and meanings shall be interpreted as appropriate. Words implied, but not stated, shall be inferred as the sense requires. Singular words shall be interpreted as plural, and plural words shall be interpreted as singular where applicable as the context of the Contract Documents indicates.

2. Imperative mood and streamlined language are generally used in the Specifications. Requirements expressed in the imperative mood are to be performed by Contractor. Occasionally, the indicative or subjunctive mood may be used in the Section Text for clarity to describe responsibilities that must be fulfilled indirectly by Contractor or by others when so noted.

a. 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.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01100

**SECTION 0110 - WORK RESTRICTIONS.****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 USE OF PREMISES**

A. Use of Site: Limit use of premises to work in areas indicated. Do not disturb portions of site beyond areas in which the Work is indicated.

1. Limits: Confin construction operations to area indicated on drawings.

2. Owner Occupancy: Allow for Owner occupancy of site.

3. Driveways and Entrances: Keep driveways and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials.

a. Schedule deliveries to minimize use of driveways and entrances.

b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

**1.3 OCCUPANCY REQUIREMENTS**

A. Partial Owner Occupancy: Owner reserves the right to occupy and to place and install equipment in completed areas of building before Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and partial occupancy shall not constitute acceptance of the total Work.

1. Engineer will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before Owner occupancy.

2. Obtain a Certificate of Occupancy from authorities having jurisdiction before Owner occupancy.

3. Before partial Owner occupancy, mechanical and electrical systems shall be fully operational, and required tests and inspections shall be successfully completed. On occupancy, Owner will provide, operate, and maintain mechanical and electrical systems serving occupied portions of building.

4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of building.

**1.4 CONTRACTOR'S USE OF SITE****A. Scope**

1 This Section generally specifies administrative and procedure requirements regarding the Contractors Use of Site. Additional requirements are specified in various Sections of the specifications and also may be required during the execution of the work due to project conditions.

2 Requirements of this Section shall include, but not be limited to the following:

a. Procedures for use of site.

b. Coordination.

3 The Requirements of this section do not supersede or take precedence over any provision of the General Conditions of Contract.

**B. Performance and Standards**

1 Work required to meet the requirements of this Section shall be performed in accordance with applicable Local, State, and Federal Laws and Safety Regulations, and other General Requirements of Local Authorities Having Jurisdiction. In the event of conflicts between General Requirements of this Section, Project Conditions or Employer's Requirements, the Contractor shall notify the Engineer, in writing, and the Engineer shall interpret and decide such matters in accordance with applicable provisions of the Conditions of Contract.

**C. Related Items****D. Submittals** 1100 Summary of Work

1 The Contractor shall submit detailed drawings of access roads, gates, security posts, staging and storage areas, site controls, cranes, passenger and materials hoists, and any other related submittals required by the Engineer.

**E. Use of Site**

1 All construction operations and site establishment facilities shall be confined to within the Site Boundaries unless otherwise agreed with the Engineer and the Employer.

2 The Contractor shall be responsible for safeguarding all existing structures.

3 The Contractor shall be responsible for arranging his own working space, storage of materials, setting of all temporary accommodations, parking for vehicles, workshops, temporary utility, services and other facilities etc.

4 The Contractor shall keep driveways and entrances serving the premises clear and available to the Employer, the Employer's employees and consultants, and emergency vehicles at all times. The Contractor shall not use these areas for parking or storage of materials and must schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

5 The Contractor shall not unreasonably encumber the site with materials or equipment. The Contractor shall confine stocking of materials and location of storage areas to the areas specifically indicated on the drawings, and shall, before receiving the approval of the Engineer. If additional storage is necessary, the Contractor shall arrange for such storage off site, after obtaining the approval of the Engineer, at no additional cost to the Employer.

**F. Coordination**

1 The Contractor shall be responsible to coordinate all works and activities included in the Scope of Works, whether directly achieved by his staff, employees, or subcontractors, or by any of the Nominated Subcontractors.

2 The Contractor shall ensure that all the Works are carried out in proper sequence having regard to the progress of the works, and that all necessary provisions are made for locating, routing, supporting and fixing the Works, including the fixing, the necessary holes, chases, embedded items and access for them, and in all respects fully integrating them with the building structure and the construction. All the works must be clearly recorded in the contractor's drawings prepared by the Contractor and submitted to the Engineer for approval.





Change and growth are at the heart of the human experience. As individuals and communities, we are constantly adapting to new circumstances and opportunities, seeking to improve ourselves and our surroundings. This is a natural and fundamental aspect of life, and it is something that we should all strive to embrace and encourage. In this spirit, I would like to invite you to consider the following questions:

- What are the most significant changes you have experienced in your life, and how have they shaped you?
- How do you approach change and growth, and what motivates you to continue to learn and improve?
- What are some common challenges or obstacles that people face when trying to embrace change and growth, and how can we support them?
- How can we as a society encourage and support individuals and communities to embrace change and growth, and what role can we play in facilitating this process?
- What are some specific actions or steps that we can take to promote change and growth in our own lives, and in the lives of those around us?

These questions are just a starting point, and I encourage you to think deeply about the answers and to share your thoughts and experiences with others. By doing so, we can all work together to create a more positive and fulfilling future for ourselves and for the world around us.

Thank you for your time and attention, and I look forward to hearing your responses to these questions.









**SECTION 01731 - CUTTING AND PATCHING****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 SUMMARY**

A. This Section includes procedural requirements for cutting and patching.

B. Related Sections include the following:

1. Divisions 2 through 16 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

2. Requirements in this Section apply to mechanical and electrical installations. Refer to Divisions 15 and 16 Sections for other requirements and limitations applicable to cutting and patching mechanical and electrical installations.

**1.3 DEFINITIONS**

A. Cutting: Removal of existing construction necessary to permit installation or performance of other Work.

B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

**1.4 SUBMITTALS**

A. Cutting and Patching Proposal: Submit a proposal describing procedures at least 10 days before the time cutting and patching will be performed. Requesting approval to proceed. Include the following information:

1. Extent: Describe cutting and patching, show how they will be performed, and indicate why they cannot be avoided.

2. Changes to Existing Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building's appearance and other significant visual elements.

3. Products: List products to be used and firms or entities that will perform the Work.

4. Dates: Indicate when cutting and patching will be performed.

5. Utilities: List utilities that cutting and patching procedures will disturb or affect. List utilities that will be relocated and those that will be temporarily out of service. Indicate how long service will be disrupted.

6. Structural Elements: Where cutting and patching involve adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with original structure.

7. Engineer's Approval: Obtain approval of cutting and patching plans before cutting and patching. Approval does not waive right to later require removal and replacement of unsatisfactory work.

**1.5 QUALITY ASSURANCE**

A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.

B. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

**1.6 WARRANTY**

A. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during cutting and patching operations, by methods and with materials so as not to void existing warranties.

**PART 2 - MATERIALS****2.1 MATERIALS**

A. General: Comply with requirements specified in other Sections of these Specifications.

B. Existing Materials: Use materials identical to existing materials. For exposed surfaces, use materials that visually match existing adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of existing materials.

**PART 3 - EXECUTION****3.1 EXAMINATION**

A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.

1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

**3.2 PREPARATION**

A. Temporary Support: Provide temporary support of Work to be cut.

B. Protection: Protect existing construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.

C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.

D. Existing Services: Where existing services are required to be removed, relocated, or abandoned, bypass such services before cutting to avoid interruption of services to occupied areas.

**3.3 PERFORMANCE**

A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.

1. Cut existing construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.

B. Cutting: Cut existing construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original installer; comply with original installer's written recommendations.

1. In general, use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.

2. Drilling Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.

3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.

4. Excavating and Backfilling: Comply with requirements in applicable Division 2 Sections where required by cutting and patching operations.

5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.

6. Proceed with patching after construction operations requiring cutting are complete.

C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections of these Specifications.

1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.

2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.

END OF SECTION 01731



**SECTION 01781 - PROJECT RECORD DOCUMENTS****PART 1 - GENERAL****1.1 RELATED DOCUMENTS**

A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 1 Specification Sections, apply to this Section.

**1.2 RELATED DOCUMENTS**

A. This Section includes administrative and procedural requirements for Project Record Documents, including the following:

1. Record Drawings.
2. Record Specifications.
3. Record Product Data.

B. Related Sections include the following:

1. Division 1 Section "Closeout Procedures" for general closeout procedures and maintenance manual requirements.
2. Division 1 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
3. Divisions 2 through 16 Sections for specific requirements for Project Record Documents of products in those Sections.

**1.3 SUBMITTALS**

A. Record Drawings: Comply with the following:

1. Number of Copies: Submit one set of marked-up Record Prints.
2. Record Specifications: Submit one copy of Project's Specifications, including addenda and contract modifications.
3. Record Product Data: Submit one copy of each Product Data submitted.

1. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in the manual instead of submittal as Record Product Data.

**PART 2 - PRODUCTS****2.1 RECORD DRAWINGS**

A. Record Prints: Maintain one set of blue- or black-line white prints and one soft copy of the Contract Drawings and Shop Drawings.

1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to prepare the marked-up Record Prints.

- a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
- b. Accurately record information in an understandable drawing technique.
- c. Record data as soon as possible after obtaining it. Record and check the markup before enclosing concealed installations.

2. Content: Types of items requiring marking include, but are not limited to, the following:

- a. Dimensional changes to Drawings.
- b. Revisions to details shown on Drawings.
- c. Depths of foundations below first floor.
- d. Locations and depths of underground utilities.
- e. Revisions to routing of piping and conduits.
- f. Revisions to electrical circuitry.
- g. Actual construction locations.
- h. Duct size and routing.
- i. Locations of concealed internal utilities.

i. Changes made by Change Order or Construction Change Directive.

k. Changes made following Engineer's written orders.

l. Details not on the original Contract Drawings.

m. Field records for variable and concealed conditions.

n. Record information on the Work that is shown only schematically.

3. Mark the Contract Drawings or Shop Drawings, whichever is most capable of showing actual physical installation accurately and accurately. If Shop Drawings are marked, show cross-reference on the Contract Drawings.

4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at the same location.

5. Mark important additional information that was either shown schematically or omitted from original Drawings.

6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

7. "Approved as Noted" shop drawings have to be corrected and submitted with the "As-Built" drawings.

B. Record Transparencies: Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Engineer. When authorized, prepare a full set of corrected transparencies of the Contract Drawings and Shop Drawings.

1. Incorporate changes and additional information previously marked on Record Prints. Erase, redraw, and add details and notations where applicable.

2. Refer instances of uncertainty to Engineer for resolution.

3. Print the Contract Drawings and Shop Drawings, for use as Record Transparencies. Engineer will make the Contract Drawings available to Contractor's print shop.

C. Record CAD Drawings: Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Engineer. When authorized, prepare a full set of corrected CAD Drawings of the Contract Drawings, as follows:

1. Format: Same CAD program, version, and operating system as the original Contract Drawings.

2. Incorporate changes and additional information previously marked on Record Prints. Delete, redraw, and add details and notations where applicable.

3. Refer instances of uncertainty to Engineer for resolution.

4. Engineer will furnish Contractor one set of CAD Drawings of the Contract Drawings for use in recording information.

a. Engineer makes no representations as to the accuracy or completeness of CAD Drawings as they relate to the Contract Drawings.

b. CAD Software Programs: The Contract Drawings are available in .pdf format.

D. Newly Prepared Record Drawings: Prepare new Drawings instead of preparing Record Drawings when Engineer determines that neither the original Contract Drawings nor Shop Drawings are suitable to be used as recording drawings.

1. New Drawings may be required when a Change Order is issued as a result of accepting an alternate substitution, or other modification.

2. Consult with Engineer for proper scale and scope of detailing and notations required to record the actual physical installation and its relation to other construction. Integrate newly prepared Record Drawing into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.

E. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.

1. Record Prints: Organize Record Prints and newly prepared Record Drawings into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.

2. Record Transparencies: Organize into unbound sets matching Record Prints. Place transparencies in durable tube-type drawing containers with end caps. Mark end cap of each container with identification. If container does not include a complete set, identify Drawings included.

3. Record CAD Drawings: Organize CAD Information into separate electronic files that correspond to each sheet of the Contract Drawings. Name each file with the sheet identification. Include identification in each CAD file.

4. Identification: As follows:

a. Project name.

b. Date.

c. Designation "PROJECT RECORD DRAWINGS."

d. Name of Engineer.

e. Name of Contractor.

**2.2 RECORD SPECIFICATIONS**

A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.

2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.

3. Record the name of the manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.

4. For each principal product, indicate whether Record Product Data has been submitted in operation and maintenance manuals instead of submitted as Record Product Data.

5. Note related Change Orders, Record Drawings, and Product Data where applicable.

**2.3 RECORD PRODUCT DATA**

A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittals.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.

2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.

3. Note related Change Orders, Record Drawings, and Product Data where applicable.

**2.4 MISCELLANEOUS RECORD SUBMITTALS**

A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.

**PART 3 - EXECUTION****3.1 RECORDING AND MAINTENANCE**

A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and modifications to Project Record Documents as they occur; do not wait until the end of Project.

B. Maintenance of Record Documents and Samples: Store Record Documents and Samples in the field office apart from the Contract Documents used for construction. Do not use Project Record Documents for construction purposes. Maintain Record Documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to Project Record Documents for Engineer's reference during normal working hours.