

SUMMARY OF WORK

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Project Name Identification / Definitions.
- B. Project References.
- C. Contractor use of site and premises.
- D. Work by Owner.
- E. Owner-furnished products.
- F. Work sequence.
- G. Contractor Duties.
- H. Owner occupancy.
- I. Mechanical / Electrical Requirements for General Work.
- J. Protection of Work and Property.
- K. Future work.

1.2 PROJECT NAME IDENTIFICATION / DEFINITIONS

- A. Project Name: The term “Project Name” as used in the Contract Documents refers to **[insert project name and address]**.
- B. Owner: The term “Owner” as used in the Contract Documents refers to Southern Methodist University.
- C. Architect: The term “Architect” as used in the Contract Documents refers to **[insert firm and address]**.

1.3 PROJECT REFERENCES

- A. Summary of References: Work of the Contract can be summarized by references to the Contract, General Conditions, Supplementary Conditions, specification sections, drawings, addenda, and modifications to the contract documents issued subsequent to the initial printing of the Project Manual and including but not necessarily limited to printed material referenced by any of the aforementioned documents.
- B. It is recognized that work of the Contract is also unavoidably affected or influenced by governing regulations, natural phenomenon including weather conditions and other forces outside the Contract Documents.

1.4 CONTRACTOR USE OF SITE AND PREMISES

- A. General: Space available for all construction purposes is limited to the areas indicated on the drawings as the area of project.
 - 1. Limit use of site and premises to allow:
 - a. Owner occupancy.
 - b. Work by Others and Work by Owner.
 - c. Use of surrounding streets by public.
- B. Vehicular parking for Contractor employees and all construction personnel is restricted to Owner approved parking areas.
- C. Contractor's access to the site, use of the premises and conduct of the job shall be in strict compliance and accordance with rules and policies set forth by the Owner, and in accordance with applicable City, County, State of Texas, and Federal Government regulations and requirements.
- D. Contractor is responsible for familiarization with Owner's rules and policies prior to beginning any work.
- E. Contractor is to abide with Owner's instructions for scheduling work, accessing the site, and maintaining construction site security.
- F. Contractor is responsible for providing all safety measures required or implied as necessary to protect all persons on the construction site and all persons and public in occupied areas adjacent to construction zones.
 - 1. Comply with applicable safety and security regulations of all authorities having jurisdiction. These regulations set forth *minimum* requirements. Contractor shall not reduce his normal safety provisions or ignore safety regulations required by other authorities having jurisdiction where other requirements are more stringent.
- G. No alcoholic beverages, illegal drugs, controlled substances, or firearms of any kind are permitted on the construction site. Any person found on site with such in their possession will be escorted from the premises and not permitted to return.
- H. Fighting and horseplay on the construction site are absolutely forbidden. Participants in fights will be escorted from the premises and not permitted to return.
- I. Cameras are not permitted on the construction site without prior authorization from the Owner.
- J. Maintain streets and sidewalks around the Project site in a clean condition. Remove all spillage and tracking arising from the performance for the Work from such areas, and establish a regular maintenance program of sweeping and hosing to minimize accumulation of dirt and dust upon such area.
- K. Access to Site: Limited to construction personnel.

- L. Parking and Staging Areas: Limited to Owner approved areas.
- M. Emergency Building Exits During Construction: Maintain access to existing building exits at all times and as required by the City.
- N. Construction Operations and Building Access: Limited to Owner approved areas.
- O. Time Restrictions for Performing Interior and Exterior Work: Coordinate work areas with Owner.
- P. Utility Outages and Shutdown: Coordinate work with Owner.

1.5 WORK BY OWNER

- A. Permits and Inspections: The Building Permit will be obtained and paid for by the Owner. All other permits shall be secured by the Contractor with a direct pass-through to Owner without markup. All inspections and the obtaining of a valid Certification of Occupancy will be the responsibility of the Contractor. The Contractor is to coordinate submission of and provide revised drawings for review by the City as required by the City.
- B. The Owner may award additional separate contracts for work related to this project. Confirm with the Owner. Work under these contracts may include:
 - 1. Existing Building Demolition.
 - 2. Short-term site remediation.
 - 3. Testing and Balancing.
 - 4. Commissioning.
 - 5. Data Communication Systems.
 - 6. Security System Equipment.
 - 7. Access Control Equipment.
- C. Items noted "NIC" (Not in Contract), will be furnished and installed by Owner.

1.6 OWNER FURNISHED PRODUCTS

- A. Products furnished to the site and paid for by Owner.
- B. Items Furnished by Owner for Final Connection by Contractor.
- C. Owner's Responsibilities (unless otherwise directed by the Owner):
 - 1. Arrange for the delivery of Owner-reviewed shop drawings, product data, and samples, to Contractor.
 - 2. Arrange and pay for product delivery to site.
 - 3. On delivery, inspect products jointly with Contractor.
 - 4. Submit claims for transportation damage and replace damaged, defective, or deficient items.
 - 5. Arrange for manufacturer's warranties, inspections, and service.
 - 6. Owner will furnish Contractor the earliest possible delivery date for Owner-furnished products. Using Owner-furnished earliest possible delivery dates, Contractor shall designate delivery dates of Owner-furnished items in Contractor's Construction Schedule.

- D. Contractor's Responsibilities (unless otherwise directed by the Owner):
 - 1. Review Owner-reviewed shop drawings, product data, and samples.
 - 2. Receive and unload products at site; inspect for completeness or damage, jointly with Owner.
 - 3. Handle, store, install, and finish products.
 - 4. Repair or replace items damaged after receipt.

1.7 WORK SEQUENCE

- A. Construct Work to accommodate the Owner's occupancy and scheduling requirements.
- B. Before commencing Work of each phase, submit a schedule showing the sequence, commencement and completion dates, and move-out and -in dates of Owner's personnel for all phases of the Work.
- C. Secure individual permits and inspections for each separate portion of each building, as necessary to allow for completion of separate portions of the work, Certificate of Occupancy for that portion of the work, and Owner's occupancy and use of that portion of the work prior to Substantial Completion of the entire contract's work.
 - 1. Coordinate the construction schedule and the incremental sequence of completion with the Owner prior to obtaining permits.
 - 2. Execute Certificate of Substantial Completion for each designated portion of Work prior to Owner occupancy. Allow for access for Owner personnel and operation of the building systems.

1.8 CONTRACTOR DUTIES

- A. VOC Compliance: Ensure that all assemblies, components, and systems comply with all VOC (Volatile Organic Components) requirements and regulations of the Environmental Protection Agency (EPA) Occupational Safety Health Administration (OSHA), State, County, City, and Local Air Control District.
- B. Except as specifically noted, provide and pay for:
 - 1. Labor, materials and equipment.
 - 2. Tools, construction equipment, and machinery.
 - 3. Water, heat, and utilities required for construction.
 - 4. Other facilities and services necessary for proper execution and completion of work.
- C. Secure and pay for, as necessary for proper execution and completion of Work, and as applicable at time of receipt of bids:
 - 1. Building Permit.
 - 2. Licenses.
- D. Give required notices.
- E. Comply with all applicable local Building Codes, ordinances, rules, regulations, orders and other legal requirements of public authorities which bear on performance of Work.

- F. Promptly submit written notice to Architect of observed variance of Contract Documents from requirements of authorities having jurisdiction. Assume responsibility for Work performed without such notice known to be contrary to code or regulatory requirements.

1.9 OWNER OCCUPANCY

- A. Accommodate Owner's occupancy as scheduled.
- B. Partial Owner Occupancy: Owner will occupy the premises during entire construction period, with the exception of areas under construction. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's operations. Maintain existing exits, unless otherwise indicated.
 - 1. Maintain access to existing walkways, corridors, and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors, or other occupied or used facilities without written permission from Owner and authorities having jurisdiction.
 - 2. Provide not less than **72** hours' notice to Owner of activities that will affect Owner's operations.
 - 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 operate and maintain mechanical and electrical systems serving occupied portions of building.
- C. Owner Occupancy of Completed Areas of Construction: The Owner reserves the right to place and install equipment in completed areas of the project and to occupy such completed areas prior to substantial completion, provided that such occupancy does not interfere with completion of the work. Such placing of equipment and partial occupancy shall not constitute acceptance of the work or any part of the work.
 - 1. Cooperate with Owner to minimize conflict, and to facilitate Owner's operations.
 - 2. Schedule the Work to accommodate this requirement.
- D. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before Owner occupancy.
- E. Obtain a Certificate of Occupancy from authorities having jurisdiction before Owner occupancy.
- F. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of building.

1.10 MECHANICAL/ELECTRICAL REQUIREMENTS FOR GENERAL WORK

- A. General: Except as otherwise indicated, comply with applicable requirements of Division 15 and Division 16 sections for mechanical and electrical provisions within units of general construction (Division 2 -14) work.
 - 1. Service Connections: Refer to Division 15 and Division 16 sections for the characteristics of the mechanical and electrical services to be connected to units of general work. Provide units manufactured or fabricated for proper connection to and utilization of available services, as indicated. Except as otherwise indicated, final connection of mechanical services to general construction work is defined as being mechanical work, and final connection of electrical service to general construction work is defined as electrical work.
- B. Electrical Requirements: Except as otherwise indicated, comply with applicable provisions of the National Electrical Code (NEC) and standards by National Electrical Manufacturer's Association (NEMA), for electrical components of general work. Provide Underwriters Laboratories listed and labeled products where applicable.

1.11 PROTECTION OF WORK AND PROPERTY

- A. The Contractor shall maintain adequate protection of the Work from damage and shall protect the Owner's and adjacent property from injury or loss arising from the Work. Contractor shall provide and maintain at all times any OSHA-required danger signs, guards, and obstructions necessary to protect the public and construction personnel from any dangers inherent with or created by the Work in progress.
 - 1. All federal, state, and city rules and requirements pertaining to safety, and all EPA standards, OSHA standards, and NESHAP regulations pertaining to asbestos as required shall be complied with.
- B. Twenty-four (24) Hour Call: The Contractor shall have personnel on call 24 hours per day, for emergencies during the course of the Project. The Owner shall be provided with a 24- hour emergency contact number of Contractor's personnel. Contractor shall be able to respond to any emergency call and have personnel on-site within two (2) hours after contact. Numbers to be made available to the Owner shall include home, office and mobile numbers for the following:
 - 1. Contractor's project manager.
 - 2. Contractor's field superintendent.
 - 3. Owner or company officer of Contractor.

1.12 FUTURE WORK

- A. Coordinate with Owner's requirements regarding future work.

PART 2 PRODUCTS

Not Used

PART 3 EXECUTION

Not Used

END OF SECTION