

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 PROJECT INFORMATION

- A. Project Identification: Mills E. Godwin Courts Building Renovations.
  - 1. Project Location: 150 N. Main Street, Suffolk, VA 23434
- B. Owner: City of Suffolk.
- C. The Work generally consists of the following. Refer to the contract documents for detailed scope of work:
  - 1. Exterior improvements to the building including site and building lighting, and improvements to the streetscape at the building entry.
  - 2. Roof replacement.
  - 3. Interior improvements to the security lobby, the courtrooms, toilet rooms, the Sheriff's office area, and security control room.
  - 4. HVAC and electrical improvements.

1.3 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.
  - 1. Audio/Visual systems.
  - 2. Electronic security systems.
  - 3. Access control systems.
  - 4. Closed circuit television (CCTV) Systems.
  - 5. Telephone and data infrastructure structured cabling system.
  - 6. Furniture and equipment.

1.4 ACCESS TO SITE

- A. General: 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. Use of Site: Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.

1. Driveways, Walkways 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 by construction operations.
  - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

## 1.5 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
  1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Work shall be generally performed inside the existing building during normal business working hours of 7:00 a.m. to 5:00 p.m., Monday through Friday, except otherwise indicated below:
  1. Work at the main Lobby Entry doors shall take place during weekday evenings and Saturday-Sunday. The Contractor shall provide a temporary security partition as indicated on the drawings, until the new storefront entry and hardware is installed.
  2. Work at the Security Screening and queuing area shall take place during weekday evenings and Saturday-Sunday.
  3. Work at the main Lobby Vestibule shall take place during normal business working hours. The Contractor shall provide a temporary partition to separate the work area from the remainder of the Lobby.
  4. Work at the Security Control Room and Detention Area shall take place during weekday evenings and Saturday-Sunday. The work at the detention area and the new security partition shall be completed first. The work at the Security Control Room shall be completed after the Detention Area work is completed.
  5. Work at the Sheriff Administration Office Reception (Room #117) shall take place during weekday evenings and Saturday-Sunday. All other work in the Sheriff Administration Office shall take place during normal business hours.
  6. Work at the new Judges Chamber (rooms #308 and #309) shall take place during weekday evenings and Saturday-Sunday.
  7. Work at the Courtrooms shall take place during normal business hours. Courtroom availability shall be coordinated with the Sheriff's office and the Courts. It is anticipated that one to two courtrooms at a time will be available during normal business hours.
  8. Work at the Public Restrooms shall take place during normal business hours. Public restrooms will be available for completion of work, one floor at a time.
  9. Work at Public Stair #103 shall take place during normal business hours. Path of egress must be maintained while the building is occupied.
  10. Work at the Roof shall take place during normal business hours, except that removal of gravel surfacing on the existing roof shall take place during weekday evenings and Saturday-Sunday. Access to the roof shall be by exterior stair/scaffold provided by the Contractor. Access from the interior of the building will not be allowed.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
  1. Notify Architect & Owner not less than seven (7) days in advance of proposed utility interruptions.

2. Do not proceed with utility interruptions without Owner's written permission.
- D. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet (8m) of entrances, operable windows, or outdoor air intakes.
- E. Restricted Substances: Use of tobacco products and other controlled substances within the existing building and on the Project site is not permitted.
- F. Employee Identification: Provide identification tags for Contractor personnel working on Project site. Require personnel to use identification tags at all times.
- G. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site. The Sheriff's Office will conduct background screening at no cost to the Contractor.
- H. Maintain list of approved screened personnel with Owner's representative.

#### 1.6 COORDINATION WITH OCCUPANTS

- A. Full Owner Occupancy: Owner will occupy site and building during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the Work so as not to interfere with Owner's day-to-day 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 approval of authorities having jurisdiction.
  2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.
- B. Owner Limited Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed portions of the Work, prior to Substantial Completion of the Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and limited occupancy shall not constitute acceptance of the total Work.
  1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to Owner acceptance of the completed Work.
  2. Obtain a Certificate of Occupancy from authorities having jurisdiction before limited Owner occupancy.
  3. Before limited 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 Work.
  4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of Work.

#### 1.7 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. 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.
  2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- 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 scheduled on Drawings.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000