



Agenda
Regular Meeting
of the Mary Esther City Council
September 4, 2024 - 6:00 PM

195 Christobal Road – North, Mary Esther, FL 32569

- 1. INVOCATION**
- 2. CALL TO ORDER**
- 3. PLEDGE OF ALLEGIANCE**
- 4. ROLL CALL**
- 5. APPROVAL OF THE AGENDA**
- 6. FY 2025 BUDGET HEARING**
 - 6.1. FY 2025 Tentative Budget Hearing**
- 7. SPECIAL PRESENTATIONS**
 - 7.1. Reading of the 2024 Special Election Results**
 - 7.2. Honoring of Outgoing Councilmember(s)**
 - 7.3. Installation of the Newly Elected Officials**
 - 7.4. Northwest Florida Military Officers Association Day Proclamation**
 - 7.5. Constitution Week Proclamation**
 - 7.6. Yard of the Month September 2024**
- 8. CONSENT AGENDA**
 - 8.1. Financial Report**
 - 8.2. Public Works Report**
 - 8.3. Library Report**
 - 8.4. Fire Department Report**
 - 8.5. Community Development Report**
 - 8.6. Jacobs Report**
 - 8.7. Law Enforcement Report**
 - 8.8. Minutes of the August 5, 2024, Regular Council Meeting**
- 9. CITIZENS WHO HAVE REQUESTED TO BE PLACED ON THE AGENDA**
- 10. PUBLIC COMMENT (NON-AGENDA ITEMS)**
- 11. UNFINISHED BUSINESS**
- 12. NEW BUSINESS**
 - 12.1. City Manager Evaluation**
 - 12.2. City Hall Design Approval**
 - 12.3. Emerald Coast Regional Council Intergovernmental Agreement**
 - 12.4. Ordinance No. 2024-02 and No. 2024-03, Consider a Small-Scale Future Land Use Map Amendment from Commercial (Com) and Low Density Residential (LDR) to Public Lands (PL) and a Rezone from C-2 General Commercial and R-1 Single Family Residential to Public Lands (PL) for approximately 0.74 acres. (Okaloosa County BCC, Applicant) (Tyler Reed, Community Development Director)**

- 12.5. **Jacobs Contract Extension**
- 12.6. **Rays Pond Rehabilitation Project Grant Extension**
- 12.7. **Azalea Neighborhood Infrastructure Improvements Grant Extension**
- 12.8. **CWR Contracting Highway 98 Water Line Break Invoice**
- 12.9. **Street Sweeper Replacement**
- 13. **COUNCILS' STANDING COMMITTEE STATUS REPORTS**
- 14. **OTHER COMMENTS**
- 15. **ADJOURN**

******* PLEASE TURN OFF OR SILENCE *ALL CELL PHONES* *******

REMOTE MEETING ATTENDANCE

The virtual link to our meetings is posted in the calendar section of our website (www.cityofmaryesther.com) You may log into the meeting up to 10 minutes prior to the start time to ensure your connection is working properly.

All communications via the chat feature by online participants during city meetings are subject to Florida's public records laws and must be civil in public discourse whether written or spoken. Any private messages sent by online attendees during the meeting is strongly discouraged. Only messages sent to "All" or "Everyone" in the public forum will be addressed by the City Council or City staff during the meeting.

NOTES:

- 1) *Adjournment with continuation on the following day at 6:00 PM may be called if the meeting proceeds past 10 PM.*
- 2) *The City does not keep verbatim minutes as a matter of record. If a person decides to appeal any decision made by the Mary Esther City Council with respect to any matter considered at this meeting, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. See Florida Statute 286.0105*
- 3) *Any invocation that may be offered before the official start of the Council meeting shall be the voluntary offering of a private citizen, to and for the benefit of the Council. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Council, and the Council is not allowed by law to endorse the religious beliefs or views of this or any other speaker.*

AGENDA ITEM

Agenda Item 6.1.

TO: Honorable Mayor and Members of the City Council

FROM: Heather Day, Finance Director

DATE: September 4, 2024

SUBJECT: FY 2025 Tentative Budget Hearing

BACKGROUND:

On Monday, July 22, the City Council reviewed the initial draft of the FY 2025 Budget. The budget was also discussed at the City Council meeting on Monday, August 5, where the tentative millage rate was set for public notice. The first public hearing is scheduled for Wednesday, September 4 at 6:00 PM, and the second public hearing, along with the budget adoption, is set for Tuesday, September 24 at 6:00 PM.

DISCUSSION:

The attached FY 2025 budget is presented for final review. Following the council's request during the August 5, 2024, meeting, an additional \$10,000 has been allocated to parks for a cemetery survey, which will include both a boundary survey and an assessment of available space for new plots. Additionally, the \$74,000 in grant revenue for the parks master plan has been removed because the city was not awarded the grant. However, the \$90,000 expenditure for the parks master plan remains in the parks budget and can be removed at the council's discretion.

FINANCIAL IMPACT:

The budget is based on the current mill levy of 5.0261, which is 5.45% higher than the rolled-back rate of 4.7665. The rolled-back rate is the tax rate needed to generate the same revenue as the previous year. Keeping the millage rate at 5.0261 helps offset inflation and rising costs. The budget also includes a 5% increase in utility rates, with total budgeted expenditures amounting to \$14,593,403.

RECOMMENDATION:

The City Council should review the attached tentative budget and conduct a public hearing on both the budget and the proposed millage rate. If necessary, the Council may amend either the budget or the millage rate. The first reading of the millage rate ordinance must also be approved at this time.

ATTACHMENT(S):

1. Proposed FY 2025 Budget
2. Millage Rate Ordinance 2024-04
3. FY 2025 Budget Resolution (Preview)



Annual Operating Budget

Fiscal Year 2025

Financial Summaries

Financial Summaries

General Fund

OPERATING BUDGET SUMMARY, GENERAL FUND

	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
REVENUES	11,822,065	10,468,108	6,537,034
LESS ONE-TIME REVENUES	7,554,259	5,903,349	1,808,738
RECURRING REVENUES	4,267,806	4,564,759	4,728,296
EXPENDITURES	14,154,732	9,023,845	9,068,555
LESS ONE-TIME EXPENDITURES	9,926,818	5,060,525	4,347,840
RECURRING EXPENDITURES	4,227,914	3,963,321	4,720,715
STRUCTURAL SURPLUS/(DEFICIT)	39,892	601,439	7,581

Notes:

(1) Recurring revenues is defined as revenues the city will reasonably receive on annual basis. It does not include one-time grant or project revenues.

(2) Recurring expenditures is defined as expenditures the city will be required to expend to maintain services. It does not include one-time grant or project expenditures.

Financial Summaries

General Fund

GENERAL FUND SUMMARY, BY PROGRAM

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	4,174,045	5,207,783	5,980,722	6,728,205	6,728,205	8,172,468
REVENUES						
TAXES	2,473,815	2,597,043	3,266,689	3,103,867	3,085,044	3,631,983
LICENSES & PERMITS	247,883	275,034	261,214	321,000	365,998	331,500
INTERGOVERNMENTAL	1,029,451	823,804	795,941	682,500	877,336	776,500
CHARGES FOR SERVICE	373,104	77,984	34,846	33,439	40,002	67,459
FINES & FORFEITURES	19,369	7,828	41,017	7,000	14,027	10,000
MISCELLANEOUS	61,296	42,237	260,806	137,870	363,374	271,500
OTHER SOURCES	5,000	41,380	186,622	7,536,389	5,722,326	1,448,092
TOTAL REVENUES	4,209,917	3,865,310	4,847,135	11,822,065	10,468,108	6,537,034
EXPENDITURES						
MAYOR & CITY COUNCIL	81,730	58,740	49,022	73,675	69,209	67,247
CITY MANAGER	133,138	99,111	97,118	235,707	224,510	254,364
CITY ATTORNEY	50,538	34,841	41,426	70,000	65,000	65,000
CITY CLERK	152,381	139,729	97,979	112,904	101,841	126,944
FINANCE	280,326	92,262	97,675	128,835	128,639	134,534
HUMAN RESOURCES	-	43,890	40,711	73,732	75,184	83,080
INFORMATION TECHNOLOGY	-	126,928	156,347	163,294	164,093	184,304
PLANNING & ZONING	2,200	150,665	146,959	123,972	115,862	241,557
CODE COMPLIANCE	147,339	105,359	53,000	84,986	75,398	90,816
BUILDING SERVICES	-	32,141	33,773	139,973	54,037	153,657
ANIMAL SERVICES	-	-	-	5,000	-	5,000
LAW ENFORCEMENT	218,240	230,804	252,025	285,334	274,040	310,788
FIRE	1,018,354	1,047,067	1,079,679	1,113,088	1,113,089	1,147,687
LIBRARY	364,204	354,783	391,368	465,299	441,459	508,734
FACILITIES	-	120,261	133,305	3,305,164	2,735,583	1,058,044
STREETS	414,889	155,895	302,517	4,654,192	2,274,714	1,626,960
PARKS	-	179,804	883,775	1,447,622	779,354	1,346,817
STORMWATER	-	93,853	173,552	1,550,698	271,886	1,286,750
NONDEPARTMENTAL	314,366	27,698	47,688	121,257	59,949	376,274
TOTAL EXPENDITURES	3,177,704	3,093,833	4,077,917	14,154,732	9,023,845	9,068,555
RESTRICTED RESERVES						
NONSPENDABLE - PREPAID ITEMS	31,417	31,632	2,640	35,000	31,632	35,000
IMPACT FEES	255,703	266,158	268,768	266,158	-	-
CAPITAL PROJECTS	-	-	-	-	-	-
RESTRICTED - OTHER	7,163	99,616	38,434	-	-	-
NATURAL DISASTER	1,060,701	1,246,788	2,330,610	2,830,946	2,830,946	1,813,711
TOTAL RESTRICTED RESERVES	1,354,984	1,644,194	2,640,452	3,132,104	2,862,578	1,848,711
ENDING UNASSIGNED BALANCE	3,851,274	4,335,066	4,086,373	1,263,433	5,309,889	3,792,235

Financial Summaries

General Fund

GENERAL FUND SUMMARY, BY OBJECT

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	4,174,043	5,207,782	5,980,722	6,728,205	6,728,205	8,172,468
REVENUES						
TAXES	2,473,815	2,597,043	3,266,689	3,103,867	3,085,044	3,631,983
LICENSES & PERMITS	247,883	275,034	261,214	321,000	365,998	331,500
INTERGOVERNMENTAL	1,029,451	823,804	795,941	682,500	877,336	776,500
CHARGES FOR SERVICE	373,104	77,984	34,846	33,439	40,002	67,459
FINES & FORFEITURES	19,369	7,828	41,017	7,000	14,027	10,000
MISCELLANEOUS	61,296	42,237	260,806	137,870	363,374	271,500
OTHER SOURCES	5,000	41,380	186,622	7,536,389	5,722,326	1,448,092
TOTAL REVENUES	4,209,917	3,865,310	4,847,135	11,822,065	10,468,108	6,537,034
EXPENDITURES						
PERSONAL SERVICES	1,237,532	1,079,103	1,049,069	1,690,349	1,622,211	1,890,251
OPERATING EXPENSES	1,758,032	1,907,732	2,113,981	2,491,540	2,341,110	2,700,231
CAPITAL OUTLAY	82,139	106,998	914,867	9,926,818	5,060,525	4,167,840
OTHER USES	100,000	-	-	46,025	-	310,234
TOTAL EXPENDITURES	3,177,704	3,093,833	4,077,917	14,154,732	9,023,845	9,068,555
RESTRICTED RESERVES						
NONSPENDABLE - PREPAID ITEMS	31,417	31,632	2,640	35,000	31,632	35,000
IMPACT FEES	255,703	266,158	268,768	266,158	-	-
CAPITAL PROJECTS	-	-	-	-	-	-
RESTRICTED - OTHER	7,163	99,616	38,434	-	-	-
NATURAL DISASTER	1,060,701	1,246,788	2,330,610	2,830,046	2,830,046	1,813,711
TOTAL RESTRICTED RESERVES	1,354,984	1,644,194	2,640,452	3,131,204	2,861,678	1,848,711
ENDING UNASSIGNED FUND BALANCE	3,852,798	4,336,525	4,086,373	1,264,333	5,310,790	3,792,235

001	GENERAL FUND
00	NONDEPARTMENTAL
300000	REVENUES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
REVENUES						
TAXES						
311100 AD VALOREM TAXES	1,492,482	1,582,868	1,876,362	2,089,383	2,040,219	2,215,883
311200 AD VALOREM DELINQUENT	29,622	37,813	91,801	65,000	65,000	65,000
312130 TOURIST DEVELOPMENT TAX	-	-	340,127	-	62,000	419,000
312410 LOCAL OPTION GAS TAX	202,517	202,740	199,531	200,000	200,000	200,000
314100 UTILITY TAXES - ELECTRIC	240,597	243,903	244,803	235,000	235,000	235,000
314200 UTILITY TAXES - COMMUNICATION	257,651	271,177	236,580	255,000	215,000	230,000
314300 UTILITY TAXES - WATER	99,234	119,663	122,355	123,484	123,484	129,000
314400 UTILITY TAXES - GAS	41,935	40,650	39,511	40,000	40,000	42,000
314800 UTILITY TAXES - PROPANE	358	432	503	-	241	200
316010 BUSINESS TAX PENALTY	2,333	2,106	926	1,000	1,100	900
316100 BUSINESS TAX RECEIPTS	107,085	95,692	114,191	95,000	103,000	95,000
SUBTOTAL TAXES	2,473,815	2,597,043	3,266,689	3,103,867	3,085,044	3,631,983
LICENSES & PERMITS						
322000 BUILDING PERMITS	21,007	16,814	5,444	80,000	5,000	80,000
323100 FRANCHISE FEES - ELECTRIC	181,044	207,938	209,517	205,000	315,000	210,000
323400 FRANCHISE FEES - GAS	35,132	39,692	39,063	35,000	40,000	40,000
324120 IMPACT FEE - FIRE PROTECTION	1,011	1,348	337	-	3,127	-
324125 IMPACT FEE - LAW ENFORCEMENT	969	1,292	323	-	1,271	-
329050 CONTRACTOR REGISTRATION	8,720	7,950	6,530	1,000	1,600	1,500
SUBTOTAL LICENSES & PERMITS	247,883	275,034	261,214	321,000	365,998	331,500
INTERGOVERNMENTAL						
331100 GENERAL GOVERNMENT	30,089	-	-	-	-	-
331200 PUBLIC SAFETY	185,817	-	-	-	-	-
331500 FEDERAL DISASTER RELIEF	50,780	5,078	-	-	94,145	-
331700 CULTURE/RECREATION	10,369	-	-	-	-	-
334500 STATE DISASTER RELIEF	8,463	-	-	-	5,230	-
335120 STATE REVENUE SHARING	171,554	219,989	228,434	160,000	210,852	210,000
335150 ALCOHOLIC BEVERAGE	3,410	4,344	4,099	500	489	500
335180 LOCAL HALF CENT SALES TAX	505,683	530,171	501,047	460,000	500,000	500,000
338200 COUNTY BUSINESS TAX	4,042	3,973	3,002	1,000	3,500	3,000
338210 LIBRARY COOPERATIVE	59,244	60,250	59,359	61,000	63,120	63,000
SUBTOTAL INTERGOVERNMENTAL	1,029,451	823,804	795,941	682,500	877,336	776,500
CHARGES FOR SERVICES						
341200 ZONING FEES	627	150	750	-	25	-
341300 CODE ENFORCEMENT ADMIN FEES	2,734	100	-	500	-	-
341901 FIRE DEPARTMENT FEES	10,368	6,984	13,582	8,500	13,000	13,000
341902 NOTARY FEE REVENUE	80	90	60	-	100	-
341910 PLAN REVIEW	915	4,989	-	-	500	-
341920 SITE INSPECTION	1,135	805	710	500	50	100
342300 ADMINISTRATIVE SERVICES	295,804	-	-	-	-	-
342500 FIRE AND LBS CODE INSPECTIONS	-	-	-	-	-	-
342510 FINAL INSPECTION	2,418	2,697	615	1,000	250	500
342910 IMPACT FEE - STORMWATER	1,400	1,215	300	-	1,000	-
343315 CREDIT CARD USAGE FEE REVENUE	5,129	4,141	225	-	-	-
343800 CEMETERY FEES	200	450	100	100	150	100
344210 BOAT LAUNCH DAILY PERMIT	572	1,717	1,282	-	500	500
344220 PERMIT - BOAT LAUNCH ANNUAL	100	100	20	-	100	-
344901 FLORIDA DOT	44,332	45,575	13,467	21,839	21,839	51,759
344910 IMPACT FEE - TRANSPORTATION	4,500	6,000	1,500	-	988	-

001 GENERAL FUND							
00 NONDEPARTMENTAL							
300000 REVENUES							
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
347210	IMPACT FEE - PARKS & RECREATION	450	600	150	-	-	-
349100	LIEN SEARCH FEES	2,340	2,372	2,085	1,000	1,500	1,500
	SUBTOTAL CHARGES FOR SERVICES	373,104	77,984	34,846	33,439	40,002	67,459
FINES & FORFEITURES							
351100	COURT FINES	4,289	3,853	7,359	3,000	6,000	6,000
352000	LIBRARY FINES/LOST BOOKS	1,523	2,472	3,096	1,500	2,300	1,500
354100	VIOLATION OF LOCAL ORDINANCE	13,557	1,504	30,562	2,500	5,727	2,500
	SUBTOTAL FINES & FORFEITURES	19,369	7,828	41,017	7,000	14,027	10,000
MISCELLANEOUS							
361100	INTEREST INCOME	17,273	23,060	255,022	120,000	350,000	250,000
361300	NET INCREASE (DECREASE) IN FAIR VALU	7	(13)	(1)	-	-	-
364400	SALE OF EQUIPMENT	-	-	2,414	-	-	-
365100	SCRAP SALES	-	208	-	-	113	-
366010	DONATIONS & CONTRIBUTIONS	4,500	1,300	-	17,000	6,246	21,500
366012	DONATIONS - OTHER SOURCES	-	-	-	870	-	-
369300	SETTLEMENTS (INS. ACCIDENT REIMB)	23,202	10,792	787	-	-	-
369900	MISCELLANEOUS REVENUE	16,314	6,890	2,584	-	7,016	-
	SUBTOTAL MISCELLANEOUS	61,296	42,237	260,806	137,870	363,374	271,500
OTHER SOURCES							
381000	INTERFUND TRANSFERS IN	-	-	-	2,411,145	585,195	943,092
384000	DEBT PROCEEDS	-	-	-	3,843,324	3,843,324	-
389200	GRANTS - FEDERAL	-	36,380	180,622	-	-	-
389400	GRANTS - OTHER SOURCES	5,000	5,000	6,000	1,281,920	1,293,807	505,000
	SUBTOTAL OTHER SOURCES	5,000	41,380	186,622	7,536,389	5,722,326	1,448,092
	<u>TOTAL REVENUES</u>	<u>4,209,917</u>	<u>3,865,310</u>	<u>4,847,135</u>	<u>11,822,065</u>	<u>10,468,108</u>	<u>6,537,034</u>

Financial Summaries

General Fund

Mayor and City Council

The City of Mary Esther maintains a Mayor – City Council – Manager form of government. In accordance with the City Charter, the Mayor serves as the presiding officer for City Council meetings, head of government for all ceremonial, military purposes, and executes contracts, agreements, deeds, and other official documents. The City Council serves as the legislative body, approves the budget, and appoints the City Clerk, City Attorney, and City Manager.

EXPENDITURE SUMMARY						
	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PERSONAL SERVICES	19,871	18,069	17,955	21,300	18,901	29,020
OPERATING EXPENSES	16,629	40,672	31,066	50,875	47,875	38,227
CAPITAL OUTLAY	45,230	-	-	1,500	2,433	-
TOTAL REQUIREMENTS	81,730	58,740	49,022	73,675	69,209	67,247

Work Plan

- Complete Teambuilding and Governance Workshop.
- Develop a Strategic Plan to guide the organization for the next five (5) years.

001	GENERAL FUND
11	MAYOR AND CITY COUNCIL
51100	LEGISLATIVE

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	18,075	16,470	16,450	19,200	17,000	26,400
2110	SOCIAL SECURITY TAXES	1,121	1,021	1,020	1,200	1,054	1,637
2410	WORKER'S COMPENSATION	413	338	246	600	600	600
3000	MEDICARE INSURANCE	262	239	239	300	247	383
	SUBTOTAL PERSONAL SERVICES	19,871	18,069	17,955	21,300	18,901	29,020
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	3,000	12,325	3,200	11,000	11,000	11,000
4010	TRAVEL & PER DIEM	4,929	6,596	11,622	13,000	13,000	14,000
4655	COMPUTER HARDWARE & SOFTWARE	295	15	-	-	-	-
4676	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4810	TROPHIES & AWARDS	481	706	1,449	800	800	750
4907	STRATEGIC PLANNING	-	-	-	-	-	-
4908	CITY MANAGER RECRUITMENT	-	-	-	-	-	-
4930	TRAINING	2,503	2,797	3,168	4,200	4,200	4,500
4940	ELECTION EXPENDITURES	-	4,311	-	3,000	-	-
5110	OFFICE SUPPLIES	27	53	123	250	250	300
5231	SEASONAL DECORATIONS	-	750	-	-	-	-
5225	NEWSLETTER	-	-	-	-	-	-
5280	LEAGUE OF CITIES DINNERS	305	6,770	730	11,875	11,875	1,400
5290	OPERATING SUPPLIES	73	961	1,004	2,150	2,150	1,510
5410	BOOKS, PUBS, SUBS & MEMBS	4,009	3,739	3,790	4,600	4,600	4,767
5740	VETERANS DAY PARADE	1,007	-	-	-	-	-
5741	COMMUNITY EVENTS	-	1,648	5,980	-	-	-
5742	SANTA RUN	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	16,629	40,672	31,066	50,875	47,875	38,227
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	45,230	-	-	1,500	2,433	-
	SUBTOTAL CAPITAL OUTLAY	45,230	-	-	1,500	2,433	-
TOTAL EXPENDITURES		81,730	58,740	49,022	73,675	69,209	67,247

Financial Summaries

General Fund

City Manager

The City Manager is the chief administrative officer of the City. This includes oversight of daily operations, management of personnel and financial resources, policy development and implementation.

EXPENDITURE SUMMARY

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PERSONAL SERVICES	127,536	90,309	88,257	218,607	210,910	240,404
OPERATING EXPENSES	3,811	4,861	8,860	13,600	13,600	13,960
CAPITAL OUTLAY	1,791	3,940	-	3,500	-	-
TOTAL REQUIREMENTS	133,138	99,111	97,118	235,707	224,510	254,364

Work Plan

- Develop a quarterly newsletter focused on City services, projects, and events and distribute it electronically and by mail.
- Combine and simplify monthly City Council reports into a document that provides program highlights, performance metrics, and project updates.
- Review the Mary Esther Municipal Code and recommend areas of emphasis to the City Council.

PERSONAL SERVICES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
POSITION	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
CITY MANAGER	0.60	0.50	0.50	0.90	0.90
ADMINISTRATIVE COORDINATOR	0.00	0.00	0.50	0.80	0.80
TOTAL FULL-TIME EQUIVALENTS	0.60	0.50	1.00	1.70	1.70

001	GENERAL FUND
12	CITY MANAGER
51200	EXECUTIVE

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES						
PERSONAL SERVICES						
1110 EXECUTIVE SALARIES	110,106	45,830	(2,518)	-	-	-
1210 SALARIES	-	27,698	73,825	160,000	160,000	173,945
2110 SOCIAL SECURITY TAXES	6,827	4,559	4,421	9,920	9,920	10,785
2210 RETIREMENT	133	3,495	4,081	16,197	11,500	24,352
2310 EMPLOYEE INSURANCE	8,805	7,636	7,373	30,000	27,000	28,630
2410 WORKER'S COMPENSATION	69	24	41	170	170	170
3000 MEDICARE INSURANCE	1,597	1,066	1,034	2,320	2,320	2,522
SUBTOTAL PERSONAL SERVICES	127,536	90,309	88,257	218,607	210,910	240,404
OPERATING EXPENSES						
3100 PROFESSIONAL SERVICES	-	-	-	-	-	-
4010 TRAVEL & PER DIEM	1,414	2,100	3,241	6,100	6,100	6,100
4110 TELEPHONE & INTERNET	-	-	-	-	-	360
4612 FURNITURE/EQUIPMENT	-	-	-	-	-	-
4655 COMPUTER HARDWARE & SOFTWARE	376	-	-	-	-	-
4920 MISCELLANEOUS CHARGES	-	-	-	-	-	-
4930 TRAINING	550	978	3,429	3,500	3,500	3,500
5110 OFFICE SUPPLIES	32	326	-	-	-	-
5290 OPERATING SUPPLIES	25	431	1,429	2,500	2,500	2,500
5410 BOOKS, PUBS, SUBS & MEMBS	1,414	1,026	762	1,500	1,500	1,500
SUBTOTAL OPERATING EXPENSES	3,811	4,861	8,860	13,600	13,600	13,960
CAPITAL OUTLAY						
6400 COMPUTER SOFTWARE & EQUIPMENT	1,791	-	-	-	-	-
6411 OFFICE EQUIP/FURNITURE	-	3,940	-	3,500	-	-
SUBTOTAL CAPITAL OUTLAY	1,791	3,940	-	3,500	-	-
TOTAL EXPENDITURES	133,138	99,111	97,118	235,707	224,510	254,364

Financial Summaries

General Fund

City Attorney

The City Attorney is the legal advisor to the Mayor, City Council, and staff. This position represents the City in all court cases where the City has an interest and assists staff, as needed, in prosecuting cases in front of the Special Magistrate. The City currently contracts with Hayward Dykes, Jr. of the firm Hand Arendall Harrison Sale LLC.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
OPERATING EXPENSES	50,538	34,841	41,426	70,000	65,000	65,000
TOTAL REQUIREMENTS	50,538	34,841	41,426	70,000	65,000	65,000

001	GENERAL FUND
14	CITY ATTORNEY
51400	LEGAL

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<u>EXPENDITURES</u>							
OPERATING EXPENSES							
3111	LEGAL COUNSEL	50,538	34,841	41,426	70,000	65,000	65,000
	SUBTOTAL OPERATING EXPENSES	50,538	34,841	41,426	70,000	65,000	65,000
	<u>TOTAL EXPENDITURES</u>	50,538	34,841	41,426	70,000	65,000	65,000

Financial Summaries

General Fund

City Clerk

The City Clerk supports the Mayor and City Council. Specific responsibilities of the office include providing notice of City Council meetings, preparing minutes of all City Council meetings, archiving and maintenance of public records. The position is appointed by the City Council.

EXPENDITURE SUMMARY

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PERSONAL SERVICES	139,151	129,433	85,096	89,649	78,184	111,794
OPERATING EXPENSES	13,229	10,296	12,883	21,755	21,755	14,150
CAPITAL OUTLAY	-	-	-	1,500	1,902	1,000
TOTAL REQUIREMENTS	152,381	139,729	97,979	112,904	101,841	126,944

Work Plan

- Plan and coordinate the Northwest Florida League of Cities Dinner.
- Keep an accurate record of public records requests and report quarterly.
- Identify and destroy records eligible for destruction.
- Develop materials and train department heads on year-end record retention procedures.
- Develop a plan for limiting the creation of new records in hard copy format.
- Review offsite storage requirements and develop plans to return paper records, digitize, and dispose of hard copies.
- Draft Mayor and City Council Orientation Handbook to assist with onboarding new elected officials.

PERSONAL SERVICES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
POSITION	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
CITY CLERK	1.00	1.00	1.00	1.00	1.00
DEPUTY CITY CLERK	1.00	1.00	0.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS	2.00	2.00	1.00	1.00	1.00

001	GENERAL FUND
16	CITY CLERK
51600	CITY CLERK

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	BUDGET	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	100,645	98,204	55,425	58,500	57,000	77,595
1310	PART-TIME SALARIES	-	3,111	4,944	-	-	-
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	6,151	6,245	3,236	3,699	3,534	4,811
2210	RETIREMENT	12,812	8,950	2,683	5,400	7,300	10,863
2310	EMPLOYEE INSURANCE	17,967	11,366	18,011	20,850	9,300	17,300
2410	WORKER'S COMPENSATION	137	97	41	200	200	100
3000	MEDICARE INSURANCE	1,439	1,461	757	1,000	850	1,125
	SUBTOTAL PERSONAL SERVICES	139,151	129,433	85,096	89,649	78,184	111,794
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	1,092	682	706	2,350	2,350	2,350
4010	TRAVEL & PER DIEM	-	2,550	5,384	2,150	2,150	2,500
4510	NOTARY INSURANCE	-	99	-	150	150	150
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTENANCE	-	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	-	-	-	-	-	-
4676	FURNITURE/EQUIP. UNDER \$1000	-	874	-	-	-	-
4710	PRINTING & BINDING	-	163	63	-	-	-
4930	TRAINING	698	325	1,387	1,500	1,500	1,700
4946	LEGAL & RETAIL ADVERTISEMENTS	7,071	2,001	3,860	8,700	8,700	1,000
5110	OFFICE SUPPLIES	-	242	432	1,605	1,605	850
5290	OPERATING SUPPLIES	-	513	234	600	600	1,300
5410	BOOKS, PUBS, SUBS & MEMBS	903	794	816	1,200	1,200	800
5416	CODIFICATION	3,466	2,053	-	3,500	3,500	3,500
	SUBTOTAL OPERATING EXPENSES	13,229	10,296	12,883	21,755	21,755	14,150
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	-	-	-	-	-	-
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	1,500	1,902	1,000
	SUBTOTAL CAPITAL OUTLAY	-	-	-	1,500	1,902	1,000
TOTAL EXPENDITURES		152,381	139,729	97,979	112,904	101,841	126,944

Financial Summaries

General Fund

Finance

The Finance program is responsible for the financial activity of the City including accounts payable, accounts receivable, budgeting, auditing, investments, debt issuance, capital assets, internal controls, and grant administration. This program is led by the Finance Director.

EXPENDITURE SUMMARY

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PERSONAL SERVICES	254,096	67,978	70,284	91,450	93,240	95,879
OPERATING EXPENSES	24,439	24,284	27,391	37,385	35,399	38,655
CAPITAL OUTLAY	1,791	-	-	-	-	-
TOTAL REQUIREMENTS	280,326	92,262	97,675	128,835	128,639	134,534

Work Plan

- Revise monthly and quarterly financial reports to conform with the newly adopted financial policies.
- Develop a Financial Management Handbook, including standard operating procedures (SOPs), for all routine departmental duties and responsibilities.

PERSONAL SERVICES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
POSITION	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
FINANCE DIRECTOR	1.00	1.00	0.50	0.50	0.50
ACCOUNTS PAYABLE CLERK	1.00	1.00	1.00	0.20	0.00
ACCOUNTING CLERK	0.00	0.00	0.00	0.00	0.20
BUSINESS TAX ADMINISTRATOR	1.00	1.00	1.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS	3.00	3.50	2.50	0.70	0.70

001	GENERAL FUND
13	ADMINISTRATIVE SERVICES
51300	FINANCE

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	186,823	53,905	56,173	71,500	71,500	74,886
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	11,450	3,335	3,475	4,433	4,433	4,643
2210	RETIREMENT	21,398	6,904	7,208	10,010	12,300	10,484
2310	EMPLOYEE INSURANCE	31,472	3,007	2,586	4,400	3,900	4,710
2410	WORKER'S COMPENSATION	275	48	29	70	70	70
3000	MEDICARE INSURANCE	2,678	780	813	1,037	1,037	1,086
	SUBTOTAL PERSONAL SERVICES	254,096	67,978	70,284	91,450	93,240	95,879
OPERATING EXPENSES							
3210	ACCOUNTING & AUDITING	15,930	15,980	18,767	23,230	23,230	26,250
4010	TRAVEL & PER DIEM	-	792	1,375	3,500	3,500	3,500
4655	COMPUTER HARDWARE & SOFTWARE	951	-	-	-	-	-
4710	PRINTING & BINDING	246	393	291	1,900	1,900	1,900
4906	OTHER CHARGES	204	-	-	-	-	-
4915	CREDIT CARD FEE EXPENSE	5,388	4,935	3,885	2,000	-	-
4920	MISCELLANEOUS CHARGES	-	20	-	-	14	-
4921	BANK FEES	639	739	747	1,000	1,000	1,000
4930	TRAINING	375	-	1,835	2,500	2,500	2,500
4946	LEGAL & RETAIL ADVERTISEMENTS	-	1,250	-	-	-	1,500
5290	OPERATING SUPPLIES	476	95	147	2,400	2,400	1,150
5410	BOOKS, PUBS, SUBS & MEMBS	230	80	345	855	855	855
	SUBTOTAL OPERATING EXPENSES	24,439	24,284	27,391	37,385	35,399	38,655
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	1,791	-	-	-	-	-
6411	OFFICE EQUIP/FURNITURE	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	1,791	-	-	-	-	-
TOTAL EXPENDITURES		280,326	92,262	97,675	128,835	128,639	134,534

Financial Summaries

General Fund

Human Resources

The Human Resources Department is overseen by the Administrative Coordinator, who operates under the supervision of the City Manager. Responsibilities include posting job positions, assisting with employee onboarding and terminations, maintaining employee records, and managing benefit services.

EXPENDITURE SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	17,770	13,757	21,032	21,032	24,680
OPERATING EXPENSES	-	26,120	26,954	52,700	54,152	58,400
TOTAL REQUIREMENTS	-	43,890	40,711	73,732	75,184	83,080

Work Plan

- Conduct a comprehensive review of the Personnel Manual and recommend updates to improve employee morale and ensure compliance with employment law.
- Complete employment law audit and implement recommendations.

PERSONAL SERVICES

POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
ADMINISTRATIVE COORDINATOR	0.00	0.00	0.50	0.20	0.20
TOTAL FULL-TIME EQUIVALENTS	0.00	0.00	0.50	0.20	0.20

001		GENERAL FUND					
13		ADMINISTRATIVE SERVICES					
51310		HUMAN RESOURCES					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<u>EXPENDITURES</u>							
PERSONAL SERVICES							
1210	SALARIES	-	15,272	9,919	11,000	11,000	13,366
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	947	615	682	682	829
2210	RETIREMENT	-	-	412	-	-	1,871
2510	UNEMPLOYMENT COMPENSATION	-	-	-	5,000	5,000	5,000
2310	EMPLOYEE INSURANCE	-	1,306	2,646	4,170	4,170	3,400
2410	WORKER'S COMPENSATION	-	24	21	20	20	20
3000	MEDICARE	-	221	144	160	160	194
SUBTOTAL PERSONAL SERVICES		-	17,770	13,757	21,032	21,032	24,680
OPERATING EXPENSES							
2220	RETIRED EMPLOYEE LIFE INSURANCE	-	485	644	700	603	850
2230	RETIRED EMPLOYEE DENTAL INSURANCE	-	4,403	3,468	4,000	3,315	4,700
3100	PROFESSIONAL SERVICES	-	6,901	10,275	18,000	19,500	11,200
3130	MEDICAL SERVICES	-	-	-	200	200	-
4010	TRAVEL & PER DIEM	-	1,810	-	2,500	2,500	1,500
4015	RECRUITMENT	-	-	1,591	-	734	2,500
4520	LIABILITY INSURANCE	-	10,251	-	-	-	-
4540	EMPLOYEE APPRECIATION	-	973	1,977	3,500	3,500	5,250
4710	PRINTING & BINDING	-	-	744	500	500	900
4930	TRAINING	-	-	-	1,500	1,500	2,500
4934	TUITION	-	-	6,455	17,050	17,050	26,250
4946	LEGAL & RETAIL ADVERTISEMENTS	-	669	150	2,500	2,500	1,500
5290	OPERATING SUPPLIES	-	372	1,549	1,500	1,500	500
5410	BOOKS, PUBS, SUBS & MEMBS	-	256	100	750	750	750
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	-	-	-
SUBTOTAL OPERATING EXPENSES		-	26,120	26,954	52,700	54,152	58,400
CAPITAL OUTLAY							
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	-	-	-
SUBTOTAL CAPITAL OUTLAY		-	-	-	-	-	-
<u>TOTAL EXPENDITURES</u>		-	43,890	40,711	73,732	75,184	83,080

Financial Summaries

General Fund

Information Technology

The Information Technology budget encompasses managed IT services for all staff and programs. It also covers licensing costs for enterprise resource planning (ERP) software, geographic information systems, the city website, and other software applications. For FY 2025, the budget is higher due to the one-time capital costs associated with implementing permitting and business license modules within the Tyler Technologies software.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
OPERATING EXPENSES	-	97,135	120,681	155,294	156,093	141,804
CAPITAL OUTLAY	-	29,794	29,819	8,000	8,000	42,500
TOTAL REQUIREMENTS	-	126,928	150,500	163,294	164,093	184,304

Work Plan

- Complete implementation of permitting and business license modules within the Tyler Technologies software.
- Replace Library staff workstations.
- Develop replacement plan for staff and council workstations and related equipment.

001	GENERAL FUND
13	ADMINISTRATIVE SERVICES
51610	INFORMATION TECHNOLOGY

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<u>EXPENDITURES</u>							
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	18,164	27,157	59,000	59,000	32,500
4110	TELEPHONE & INTERNET	-	13,923	16,432	10,068	10,068	14,000
4520	LIABILITY INSURANCE	-	1,624	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	-	63,093	69,859	78,726	79,525	87,404
4660	COPIER MAINTENANCE	-	-	7,234	7,500	7,500	7,900
5110	OFFICE SUPPLIES	-	331	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	-	97,135	120,681	155,294	156,093	141,804
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	-	29,794	29,819	8,000	8,000	42,500
	SUBTOTAL CAPITAL OUTLAY	-	29,794	29,819	8,000	8,000	42,500
	<u>TOTAL EXPENDITURES</u>	-	126,928	150,500	163,294	164,093	184,304

Financial Summaries

General Fund

Planning and Zoning

The Planning and Zoning program, led by the Community Development Director, includes current planning services, economic development, and subdivision review. This budget also covers updates to the comprehensive plan and other long-range planning studies.

EXPENDITURE SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	42,191	40,974	95,722	87,612	145,017
OPERATING EXPENSES	2,200	108,474	105,985	28,250	28,250	96,540
TOTAL REQUIREMENTS	2,200	150,665	146,959	123,972	115,862	241,557

Work Plan

- Update the Comprehensive Plan that addresses the long-range vision for the community to 2045 and incorporate district overlays where needed to support and reflect the findings identified in the Community Vision.
- Highlight Land Development Code deficiencies and update where needed to incorporate recommendations from Community Vision.
- Conduct a review of the Business Tax Receipts program and identify opportunities to reduce and simplify classifications.
- Based on the Comprehensive Plan, develop a needs assessment for a Community Redevelopment Agency and identify blighted areas and a lack of affordable housing within the city.
- Develop an economic development toolbox to assist businesses and entrepreneurs.
- Review hazard mitigation opportunities with the emergency preparedness consultant (i.e. undergrounding utilities) to enhance community resiliency.
- Conduct annual emergency preparedness exercises.
- Develop the City of Mary Esther Farmer's Market to foster a sense of community, an alternative source for healthy foods and fresh produce, and to promote local vendors.

PERSONAL SERVICES

POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
COMMUNITY DEVELOPMENT DIRECTOR	0.00	0.20	0.20	0.70	0.70
CODE COMPLIANCE OFFICER	0.00	0.20	0.20	0.20	0.20
PERMIT TECHNICIAN	0.00	0.50	0.50	0.50	0.50
TOTAL FULL-TIME EQUIVALENTS	0.00	0.90	0.90	1.40	1.40

001	GENERAL FUND
30	COMMUNITY DEVELOPMENT
51500	PLANNING AND ZONING

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<u>EXPENDITURES</u>							
PERSONAL SERVICES							
1210	SALARIES	-	32,867	29,478	69,000	66,000	99,488
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	2,032	1,825	4,704	4,092	6,168
2210	RETIREMENT	-	1,349	661	4,824	1,200	13,928
2310	EMPLOYEE INSURANCE	-	4,882	8,346	15,540	15,000	23,670
2410	WORKER'S COMPENSATION	-	584	237	320	320	320
3000	MEDICARE INSURANCE	-	475	427	1,334	1,000	1,443
	SUBTOTAL PERSONAL SERVICES	-	42,191	40,974	95,722	87,612	145,017
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	107,828	104,547	25,000	25,000	90,000
3112	PROFESSIONAL SERVICES - COMP PLAN	2,200	-	-	-	-	-
4010	TRAVEL & PER DIEM	-	-	-	1,250	1,250	2,000
4522	VEHICLE INSURANCE	-	-	-	-	-	290
4930	TRAINING	-	-	-	500	500	500
4946	LEGAL & RETAIL ADVERTISEMENTS	-	633	-	1,000	1,000	3,000
5110	OFFICE SUPPLIES	-	-	540	250	250	150
5290	OPERATING SUPPLIES	-	13	-	100	100	-
5410	BOOKS, PUBS, SUBS & MEMBS	-	-	898	150	150	600
	SUBTOTAL OPERATING EXPENSES	2,200	108,474	105,985	28,250	28,250	96,540
	<u>TOTAL EXPENDITURES</u>	2,200	150,665	146,959	123,972	115,862	241,557

Financial Summaries

General Fund

Code Compliance

The Code Compliance program is responsible for the enforcement of the municipal, development, and building codes. Staff conducts proactive inspections, responds to requests for service and complaints. The City's policy is to seek voluntary compliance; however, unresolved cases are presented to the Special Magistrate for final disposition. This program is led by the Community Development Director.

EXPENDITURE SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	136,589	99,256	49,586	78,184	69,030	84,326
OPERATING EXPENSES	6,752	4,404	3,414	6,802	6,368	6,490
CAPITAL OUTLAY	3,998	1,699	-	-	-	-
TOTAL REQUIREMENTS	147,339	105,359	53,000	84,986	75,398	90,816

Work Plan

- Distribute community outreach materials for code compliance through social media.
- Submit a monthly status report on code compliance actions to the City Council.
- Establish a more proactive approach to code compliance while maintaining an educational approach to citizen participation.

PERSONAL SERVICES

POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
COMMUNITY DEVELOPMENT DIRECTOR	1.00	0.70	0.00	0.10	0.10
CODE COMPLIANCE OFFICER	1.00	0.70	0.70	0.70	0.70
TOTAL FULL-TIME EQUIVALENTS	2.00	1.40	0.70	0.80	0.80

001	GENERAL FUND
30	COMMUNITY DEVELOPMENT
52400	CODE COMPLIANCE

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	97,645	70,879	35,460	54,000	50,000	57,350
1410	OVERTIME	-	-	-	-	-	-
1411	HOLIDAY PAY	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	6,051	4,375	2,188	3,348	3,100	3,556
2210	RETIREMENT	8,022	4,722	2,312	6,293	4,200	8,029
2310	EMPLOYEE INSURANCE	20,744	17,087	8,640	13,050	10,500	13,850
2410	WORKER'S COMPENSATION	2,712	1,169	475	710	710	710
3000	MEDICARE INSURANCE	1,415	1,023	512	783	520	832
	SUBTOTAL PERSONAL SERVICES	136,589	99,256	49,586	78,184	69,030	84,326
OPERATING EXPENSES							
4010	TRAVEL & PER DIEM	-	-	-	1,250	1,250	1,500
4110	TELEPHONE & INTERNET	1,340	960	764	500	500	500
4520	LIABILITY INSURANCE	-	-	-	-	-	-
4522	VEHICLE INSURANCE	-	387	901	1,352	918	290
4610	VEHICLE R & M	455	20	133	500	500	1,000
4612	FURNITURE/EQUIPMENT	-	532	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	3,292	-	-	-	-	-
4710	PRINTING & BINDING	139	56	-	400	400	-
4906	OTHER CHARGES	-	29	20	-	-	-
4930	TRAINING	-	1,500	824	1,000	1,000	1,000
4934	TUITION	389	-	-	-	-	-
5110	OFFICE SUPPLIES	36	-	20	150	150	150
5210	FUEL, OIL & LUBRICANTS	350	568	625	800	800	1,300
5220	UNIFORMS	565	206	101	450	450	250
5221	PERSONAL PROTECTIVE EQUIPMENT	-	-	-	100	100	100
5295	OPERATING SUPPLIES	86	24	26	150	150	150
5410	BOOKS, PUBS, SUBS & MEMBS	100	123	-	150	150	250
	SUBTOTAL OPERATING EXPENSES	6,752	4,404	3,414	6,802	6,368	6,490
CAPITAL OUTLAY							
6207	VEHICLE PICKUP	-	-	-	-	-	-
6400	COMPUTER SOFTWARE & EQUIPMENT	3,998	-	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	-	1,699	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	3,998	1,699	-	-	-	-
	TOTAL EXPENDITURES	147,339	105,359	53,000	84,986	75,398	90,816

Financial Summaries

General Fund

Building Services

The Building Services program covers the permitting, inspections, and enforcement of the Florida Building Code. Building permit review and inspections are currently provided by the Okaloosa County Growth Management Department. This program is led by the Community Development Director.

EXPENDITURE SUMMARY

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PERSONAL SERVICES	-	27,788	33,773	57,973	52,037	72,367
OPERATING EXPENSES	-	4,352	-	82,000	2,000	81,290
TOTAL REQUIREMENTS	-	32,141	33,773	139,973	54,037	153,657

Work Plan

- Implement new Enterprise Resource Planning software for processing planning and building permits, including intake, review, inspections, and reporting.
- Recommend improvements to provide a “one-stop shop” for builders, contractors, and homeowners to pull permits.

PERSONAL SERVICES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
POSITION	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
COMMUNITY DEVELOPMENT DIRECTOR	0.00	0.10	0.00	0.20	0.20
CODE COMPLIANCE OFFICER	0.00	0.10	0.10	0.10	0.10
PERMIT TECHNICIAN	0.00	0.50	0.50	0.50	0.50
TOTAL FULL-TIME EQUIVALENTS	0.00	0.70	0.60	0.80	0.80

001	GENERAL FUND
30	COMMUNITY DEVELOPMENT
52410	BUILDING

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	22,742	24,412	40,000	38,000	48,185
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	1,407	1,512	2,790	2,356	2,987
2210	RETIREMENT	-	675	330	4,000	600	6,746
2310	EMPLOYEE INSURANCE	-	2,441	7,087	10,360	10,360	13,580
2410	WORKER'S COMPENSATION	-	195	79	170	170	170
3000	MEDICARE INSURANCE	-	329	353	653	551	699
	SUBTOTAL PERSONAL SERVICES	-	27,788	33,773	57,973	52,037	72,367
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	3,933	-	80,000	-	80,000
4010	TRAVEL & PER DIEM	-	-	-	500	500	-
4522	VEHICLE INSURANCE	-	-	-	-	-	290
4906	OTHER CHARGES	-	299	-	500	500	-
4930	TRAINING	-	-	-	250	250	-
4946	LEGAL & RETAIL ADVERTISEMENTS	-	-	-	300	300	1,000
5110	OFFICE SUPPLIES	-	-	-	100	100	-
5290	OPERATING SUPPLIES	-	-	-	100	100	-
5410	BOOKS, PUBS, SUBS & MEMBS	-	121	-	250	250	-
	SUBTOTAL OPERATING EXPENSES	-	4,352	-	82,000	2,000	81,290
	TOTAL EXPENDITURES	-	32,141	33,773	139,973	54,037	153,657

Financial Summaries

General Fund

Animal Control

The Animal Control program is responsible for the intake of stray animals within the City of Mary Esther. Currently, the City contracts with the Panhandle Animal Welfare Society (PAWS) to provide service. Contract oversight is provided by the Community Development Director.

EXPENDITURE SUMMARY

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
OPERATING EXPENSES	-	-	-	5,000	-	5,000
TOTAL REQUIREMENTS	-	-	-	5,000	-	5,000

001	GENERAL FUND
30	COMMUNITY DEVELOPMENT
56200	ANIMAL CONTROL

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
OPERATING EXPENSES							
3410	ANIMAL CONTROL	-	-	-	5,000	-	5,000
	SUBTOTAL OPERATING EXPENSES	-	-	-	5,000	-	5,000
	TOTAL EXPENDITURES	-	-	-	5,000	-	5,000

Financial Summaries

General Fund

Law Enforcement

The City contracts with the Okaloosa County Sheriff's Office for enhanced services. This includes the services of two full-time deputies that conduct patrols, respond to calls, and provide crime prevention training to City staff and the public at-large.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
OPERATING EXPENSES	218,240	230,804	252,025	285,334	274,040	310,788
TOTAL REQUIREMENTS	218,240	230,804	252,025	285,334	274,040	310,788

001	GENERAL FUND
20	PUBLIC SAFETY
52100	LAW ENFORCEMENT

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<u>EXPENDITURES</u>							
OPERATING EXPENSES							
3405	CONTRACT FOR SERVICES	218,240	230,804	252,025	285,334	274,040	310,788
	SUBTOTAL OPERATING EXPENSES	218,240	230,804	252,025	285,334	274,040	310,788
	<u>TOTAL EXPENDITURES</u>	218,240	230,804	252,025	285,334	274,040	310,788

Financial Summaries

General Fund

Fire

The City contracts with the Ocean City/Wright Fire Department. This includes fire rescue, suppression, emergency medical services, and building fire inspections. The Department utilizes the existing City fire station, apparatus, and equipment.

EXPENDITURE SUMMARY

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PERSONAL SERVICES	-	-	-	-	-	-
OPERATING EXPENSES	1,018,354	1,047,067	1,079,679	1,113,088	1,113,089	1,147,687
CAPITAL OUTLAY	-	-	-	-	-	-
TOTAL REQUIREMENTS	1,018,354	1,047,067	1,079,679	1,113,088	1,113,089	1,147,687

001	GENERAL FUND
20	PUBLIC SAFETY
52200	FIRE

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	-	-	-	-	-
1410	OVERTIME	-	-	-	-	-	-
1411	HOLIDAY PAY	-	-	-	-	-	-
1412	STEP-UP PAY	-	-	-	-	-	-
1510	INCENTIVE PAY	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	-	-	-	-	-
2210	RETIREMENT	-	-	-	-	-	-
2310	EMPLOYEE INSURANCE	-	-	-	-	-	-
2410	WORKER'S COMPENSATION	-	-	-	-	-	-
3000	MEDICARE INSURANCE	-	-	-	-	-	-
	SUBTOTAL PERSONAL SERVICES	-	-	-	-	-	-
OPERATING EXPENSES							
3130	MEDICAL SERVICES	-	-	-	-	-	-
3405	CONTRACT FOR SERVICES	1,015,236	1,046,885	1,079,498	1,113,088	1,113,089	1,147,687
4010	TRAVEL & PER DIEM	-	-	-	-	-	-
4110	TELEPHONE & INTERNET	-	-	-	-	-	-
4120	CENTRAL DISPATCH	-	-	-	-	-	-
4310	ELECTRICITY	-	-	-	-	-	-
4320	WATER	-	-	-	-	-	-
4340	NATURAL GAS	-	-	-	-	-	-
4520	LIABILITY INSURANCE	-	-	-	-	-	-
4610	VEHICLE R & M	-	-	-	-	-	-
4611	BUILDING R & M	3,124	-	-	-	-	-
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4614	COMMUNICATION R & M	-	-	-	-	-	-
4616	FIRE DEPT EQUIP. R & M	-	-	-	-	-	-
4621	EXTINGUISHER/AIR O2	-	-	-	-	-	-
4655	COMPUTER HARDWARE& SOFTWARE	-	-	-	-	-	-
4665	HOSES, NOZZLES, ETC R & M	-	-	-	-	-	-
4710	PRINTING & BINDING	-	182	182	-	-	-
4810	TROPHIES & AWARDS	-	-	-	-	-	-
4920	MISCELLANEOUS CHARGES	-	-	-	-	-	-
4930	TRAINING	-	-	-	-	-	-
4960	HAZARDOUS MATERIALS	-	-	-	-	-	-
5110	OFFICE SUPPLIES	-	-	-	-	-	-
5210	FUEL, OIL & LUBRICANTS	(6)	-	-	-	-	-
5220	UNIFORMS	-	-	-	-	-	-
5221	PERSONAL PROTECTIVE EQUIPMENT	-	-	-	-	-	-
5260	TOOLS	-	-	-	-	-	-
5285	FOOD ALLOWANCE	-	-	-	-	-	-
5295	OPERATING SUPPLIES/JANITORIAL	-	-	-	-	-	-
5410	BOOKS, PUBS, SUBS & MEMBS	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	1,018,354	1,047,067	1,079,679	1,113,088	1,113,089	1,147,687

001	GENERAL FUND
20	PUBLIC SAFETY
52200	FIRE

CAPITAL OUTLAY

6430	BUILDING IMPROVEMENTS	-	-	-	-	-	-
6460	SAFETY EQUIPMENT	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	-	-	-	-	-	-
	TOTAL EXPENDITURES	1,018,354	1,047,067	1,079,679	1,113,088	1,113,089	1,147,687

Financial Summaries

General Fund

Library

The Library provides a program of public library service which makes resources available to residents for lifelong learning, access to information, and leisure. This includes a materials collection of over 33,800 books, audio books, DVDs, as well a computer lab and educational programming.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	318,024	325,026	358,298	427,299	404,659	468,534
OPERATING EXPENSES	37,204	29,757	33,070	38,000	36,800	40,200
CAPITAL OUTLAY	8,976	-	-	-	-	-
TOTAL REQUIREMENTS	364,204	354,783	391,368	465,299	441,459	508,734

Work Plan

- Develop a marketing strategy focusing on the library's relevance within Mary Esther's community vision.
- Facilitate upgrades to the library's interior design, including repurposing space.
- Establish more focused and relevant collection development processes to meet the needs of a diverse community.
- Weed dated and worn materials and increase funding for digital collection, including new streaming products such as Hoopla.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
LIBRARIAN	1.00	1.00	1.00	1.00	1.00
YOUTH SERVICES COORDINATOR	1.00	1.00	1.00	1.00	1.00
LIBRARY TECHNICIAN	3.00	3.00	3.00	3.00	3.00
LIBRARY TECHNICIAN (PT)	1.00	1.00	1.00	1.00	1.00
TOTAL FULL-TIME EQUIVALENTS	6.00	6.00	6.00	6.00	6.00

001 GENERAL FUND							
71 LIBRARY							
57100 LIBRARY							
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	189,586	193,419	238,029	270,000	265,000	278,192
1310	PART-TIME SALARIES	42,697	45,820	30,408	39,000	39,000	47,552
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	13,713	14,277	16,156	19,158	18,848	20,196
2210	RETIREMENT	24,710	25,383	29,213	37,800	37,000	38,947
2310	EMPLOYEE INSURANCE	43,698	42,449	40,427	56,360	40,000	78,223
2410	WORKER'S COMPENSATION	413	338	287	500	330	700
3000	MEDICARE INSURANCE	3,207	3,339	3,778	4,481	4,481	4,723
	SUBTOTAL PERSONAL SERVICES	318,024	325,026	358,298	427,299	404,659	468,534
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	940	-	425	-	-	-
4010	TRAVEL & PER DIEM	377	1,316	744	1,200	1,200	1,200
4100	POSTAGE & SHIPPING	-	60	434	1,000	1,000	1,000
4110	TELEPHONE & INTERNET	-	-	-	1,300	-	-
4310	ELECTRICITY	-	-	-	-	-	-
4320	WATER	-	-	-	-	-	-
4330	SOLID WASTE	-	-	-	-	-	-
4520	LIABILITY INSURANCE	-	-	-	-	-	-
4611	BUILDING R & M	100	-	-	-	-	-
4612	FURNITURE/EQUIPMENT	11	70	-	500	500	500
4650	COMPUTER OPERATIONS & MAINTENANCE	383	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	270	-	-	-	-	-
4676	FURNITURE/EQUIP. UNDER \$1000	-	-	274	-	-	-
4710	PRINTING & BINDING	100	206	400	600	600	700
4920	MISCELLANEOUS CHARGES	-	-	-	-	-	-
4925	PROGRAM EXPENSES	2,087	1,429	2,085	1,900	1,900	1,900
5110	OFFICE SUPPLIES	1,648	1,954	1,832	2,700	2,700	2,700
5295	OPERATING SUPPLIES	-	-	103	-	-	-
5410	BOOKS, PUBS, SUBS & MEMBS	13,722	10,583	10,629	17,800	17,800	16,000
5415	LIBRARY BOOK LEASES	6,476	6,403	6,474	-	-	-
5417	LIBRARY E-BOOK LEASES	10,173	6,454	8,654	10,000	10,000	15,000
5420	MEMBERSHIPS	917	1,282	1,015	1,000	1,100	1,200
	SUBTOTAL OPERATING EXPENSES	37,204	29,757	33,070	38,000	36,800	40,200
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	1,791	-	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	2,935	-	-	-	-	-
6411	OFFICE EQUIPMENT/FURNITURE	-	-	-	-	-	-
6430	BUILDING IMPROVEMENTS	4,250	-	-	-	-	-
6610	BOOKS, PUBS, SUBS & MEMBS	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	8,976	-	-	-	-	-
TOTAL EXPENDITURES		364,204	354,783	391,368	465,299	441,459	508,734

Financial Summaries

General Fund

Facilities

The Facilities program is responsible for all building and landscaping maintenance. Utilities and insurance for all public facilities is also covered by this budget. The program is led by the Public Works Director.

EXPENDITURE SUMMARY

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
DESCRIPTION	ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
PERSONAL SERVICES	-	26,166	28,750	52,630	58,792	97,620
OPERATING EXPENSES	-	90,909	94,200	122,045	119,633	141,750
CAPITAL OUTLAY	-	3,186	10,355	3,130,490	2,557,158	818,674
TOTAL REQUIREMENTS	-	120,261	133,305	3,305,164	2,735,583	1,058,044

Work Plan

- Replace two (2) HVAC units at the library.
- Complete repairs to the roof and gutters of the Public Works Facility.
- Complete New City Hall Remodel and relocate operations.
- Evaluate building needs and develop a 5-year plan for HVAC, roofing, and other major components.

PERSONAL SERVICES

	FY 2021	FY 2022	FY 2023	FY 2024	FY 2025
POSITION	ACTUAL	ACTUAL	ACTUAL	BUDGET	BUDGET
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.10	0.10
MAINTENANCE SUPERVISOR	0.00	0.10	0.10	0.00	0.00
PARKS SUPERINTENDENT	0.00	0.00	0.00	0.30	0.30
MAINTENANCE TECHNICIAN	0.00	0.40	0.40	0.90	0.90
TOTAL FULL-TIME EQUIVALENTS	0.00	0.40	0.40	1.30	1.30

001	GENERAL FUND
50	PUBLIC WORKS
51910	FACILITIES

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	17,190	19,142	34,000	41,000	52,294
1310	PART-TIME SALARIES	-	-	-	-	-	11,200
1410	OVERTIME	-	-	-	500	500	500
2110	SOCIAL SECURITY TAXES	-	1,035	1,176	2,108	2,542	3,968
2210	RETIREMENT	-	1,487	1,554	3,979	2,600	7,391
2310	EMPLOYEE INSURANCE	-	4,707	5,183	10,090	10,090	17,850
2410	WORKER'S COMPENSATION	-	1,504	1,419	1,460	1,460	3,490
3000	MEDICARE INSURANCE	-	242	275	493	600	928
	SUBTOTAL PERSONAL SERVICES	-	26,166	28,750	52,630	58,792	97,620
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	8,320	23,060	16,015	16,015	20,450
4010	TRAVEL & PER DIEM	-	-	-	500	500	500
4110	TELEPHONE & INTERNET	-	-	-	-	-	-
4310	ELECTRICITY	-	18,350	18,012	21,000	19,000	30,000
4320	WATER	-	6,825	8,049	7,900	9,500	12,000
4330	SOLID WASTE	-	4,042	2,652	3,760	3,760	7,500
4340	NATURAL GAS	-	676	769	1,100	1,500	2,500
4410	EQUIPMENT RENTAL	-	322	33	2,060	2,060	2,000
4520	LIABILITY INSURANCE	-	4,650	-	-	-	-
4521	PROPERTY INSURANCE	-	15,782	12,332	18,498	16,424	18,900
4522	VEHICLE INSURANCE	-	368	862	1,298	860	1,050
4610	VEHICLE R & M	-	921	971	-	100	-
4611	BUILDING R & M	-	15,501	16,246	30,000	30,000	20,000
4612	FURNITURE/EQUIPMENT	-	-	423	500	500	500
4615	FENCING & LANDSCAPING	-	736	771	1,264	1,264	5,000
4635	PARKING AREA MARKING R & M	-	174	-	-	-	-
4930	TRAINING	-	704	423	1,000	1,000	1,000
5110	OFFICE SUPPLIES	-	243	287	750	750	750
5210	FUEL, OIL & LUBRICANTS	-	4,054	1,728	5,000	5,000	5,000
5220	UNIFORMS	-	223	772	800	800	1,000
5221	PERSONAL PROTECTIVE EQUIPMENT	-	999	464	1,000	1,000	1,000
5230	JANITORIAL SUPPLIES	-	1,035	1,065	3,000	3,000	2,500
5231	SEASONAL DECORATIONS	-	-	-	-	-	-
5240	CHEMICALS	-	55	12	-	-	-
5260	TOOLS	-	303	573	1,000	1,000	1,000
5270	MACHINERY & EQUIPMENT	-	3,374	2,051	1,500	1,500	1,500
5290	OPERATING SUPPLIES	-	3,213	2,620	4,000	4,000	7,500
5410	BOOKS, PUBS, SUBS & MEMBS	-	40	25	100	100	100
	SUBTOTAL OPERATING EXPENSES	-	90,909	94,200	122,045	119,633	141,750

001	GENERAL FUND
50	PUBLIC WORKS
51910	FACILITIES

CAPITAL OUTLAY

6100	LAND	-	-	-	1,096,402	1,096,402	-
6210	BUILDINGS	-	3,186	10,355	2,034,088	1,458,800	818,674
6310	INFRASTRUCTURE	-	-	-	-	-	-
6400	MACHINERY & EQUIPMENT	-	-	-	-	1,956	-
	SUBTOTAL CAPITAL OUTLAY	-	3,186	10,355	3,130,490	2,557,158	818,674
	<u>TOTAL EXPENDITURES</u>	-	120,261	133,305	3,305,164	2,735,583	1,058,044

Financial Summaries

General Fund

Streets

The Streets program funds the operation of streetlights, maintenance of roads, and street signs. This budget also includes funds for the planning, design, and engineering for streets and sidewalk infrastructure. The program is led by the Public Works Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	233,486	52,269	57,684	102,636	99,907	149,497
OPERATING EXPENSES	172,232	102,126	139,266	138,256	137,944	196,600
CAPITAL OUTLAY	9,171	-	105,568	4,413,300	2,036,863	1,280,863
TOTAL REQUIREMENTS	414,889	154,395	302,517	4,654,192	2,274,714	1,626,960

Work Plan

- Purchase a Spray/Squeegee Machine and complete Slurry Seals in Maintenance Area 2.
- Complete repairs of sidewalks in Maintenance Area 2.
- Take over State Right of Way Maintenance Contract of Highway 98
- Begin maintenance of state routes, including sweeping, mowing, vegetation management, and sidewalk cleaning.
- Inspect all sidewalks in Maintenance Area 1, including Scottsdale and Oak Tree Park neighborhoods.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.10	0.10
MAINTENANCE SUPERVISOR	1.00	0.20	0.20	0.00	0.00
STREETS SUPERINTENDENT	0.00	0.00	0.00	0.50	0.50
MAINTENANCE TECHNICIAN	3.00	0.80	0.80	1.00	1.00
TOTAL FULL-TIME EQUIVALENTS	3.00	0.80	0.80	1.60	1.60

001	GENERAL FUND
50	PUBLIC WORKS
54100	STREETS

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	151,928	34,381	38,469	57,000	57,000	95,502
1310	PART-TIME SALARIES	-	-	-	12,000	12,000	-
1410	OVERTIME	119	-	-	500	500	500
2110	SOCIAL SECURITY TAXES	9,166	2,071	2,353	4,309	4,309	5,952
2210	RETIREMENT	12,371	2,975	3,107	6,549	4,500	13,440
2310	EMPLOYEE INSURANCE	40,253	9,351	10,365	17,490	17,490	28,350
2410	WORKER'S COMPENSATION	17,505	3,007	2,838	3,780	3,100	4,360
3000	MEDICARE INSURANCE	2,144	484	550	1,008	1,008	1,392
	SUBTOTAL PERSONAL SERVICES	233,486	52,269	57,684	102,636	99,907	149,497
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	8,998	-	34,258	6,170	7,605	-
3150	ENGINEERING, CONSULTING SERVICE	500	-	-	-	-	-
4010	TRAVEL & PER DIEM	-	-	-	1,000	1,000	3,000
4110	TELEPHONE & INTERNET	210	-	-	-	-	-
4310	ELECTRICITY	39,576	51,923	55,327	56,000	56,000	60,000
4320	WATER	-	359	363	500	500	500
4330	SOLID WASTE	1,072	1,159	3,019	10,000	10,000	10,000
4410	EQUIPMENT RENTAL	1,020	-	500	2,500	2,500	2,500
4522	VEHICLE INSURANCE	-	368	1,723	2,607	860	1,050
4610	VEHICLE R & M	3,867	228	3,374	3,500	3,500	4,000
4611	BUILDING R & M	20,203	-	-	-	-	-
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4615	FENCING & LANDSCAPING	6,093	580	2,988	5,500	5,500	2,500
4623	HEAVY EQUIPMENT R & M	5,520	5,577	25,214	15,000	15,000	15,000
4631	STREET REPAVING	16,562	739	701	15,000	15,000	61,000
4635	PARKING AREA MARKING R & M	-	-	-	-	-	-
4636	TRAFFIC CONTROL & TRAFFIC SIGNS	780	4,140	3,239	5,000	5,000	6,000
4637	CURBS/GUTTERS/STORM DRAINS R & M	12,207	-	-	-	-	10,500
4640	DOCKS, BOAT RAMPS, PIERS R & M	137	-	-	-	-	-
4642	TRAFFIC SIGNAL MAINTENANCE - CO	31,638	32,500	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTENANCE	600	-	-	-	-	-
4675	PARKS & RECREATION	3,283	-	-	-	-	-
4906	OTHER CHARGES	-	-	393	-	-	-
4920	MISCELLANEOUS CHARGES	86	-	-	-	-	-
4930	TRAINING	270	-	-	1,000	1,000	1,000
5110	OFFICE SUPPLIES	377	58	-	100	100	100
5210	FUEL, OIL & LUBRICANTS	6,087	3,851	3,439	3,700	3,700	6,000
5220	UNIFORMS	150	112	-	250	250	700
5221	PERSONAL PROTECTIVE EQUIPMENT	737	84	323	500	500	750
5230	JANITORIAL SUPPLIES	1,730	-	-	-	-	-
5240	CHEMICALS	234	55	108	-	-	-
5260	TOOLS	193	171	321	1,000	1,000	2,500
5270	MACHINERY & EQUIPMENT	3,688	120	2,064	1,500	1,500	5,000
5290	OPERATING SUPPLIES	6,397	101	1,844	7,329	7,329	4,000
5410	BOOKS, PUBS, SUBS & MEMBS	18	-	68	100	100	500
	SUBTOTAL OPERATING EXPENSES	172,232	102,126	139,266	138,256	137,944	196,600

001	GENERAL FUND
50	PUBLIC WORKS
54100	STREETS

CAPITAL OUTLAY

6310	INFRASTRUCTURE	-	-	105,568	4,293,338	1,916,901	980,863
6330	STORM DRAINAGE IMPROVEMENTS	7,380	-	-	-	-	-
6380	PARK EQUIPMENT	-	-	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	1,791	-	-	-	-	-
6410	MACHINERY & EQUIPMENT	-	-	-	119,962	119,962	300,000
	SUBTOTAL CAPITAL OUTLAY	9,171	-	105,568	4,413,300	2,036,863	1,280,863
	<u>TOTAL EXPENDITURES</u>	414,889	154,395	302,517	4,654,192	2,274,714	1,626,960

Financial Summaries

General Fund

Parks and Recreation

The program is responsible for the management of parks and recreation facilities. Services include the development, construction, and maintenance of parks facilities, and recreation programming. Maintenance of the cemetery is also provided through this budget. The program is led by the Public Works Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	130,577	147,156	341,080	339,380	221,617
OPERATING EXPENSES	-	17,228	65,864	167,742	151,281	205,100
CAPITAL OUTLAY	-	31,999	670,755	938,800	288,693	920,100
TOTAL REQUIREMENTS	-	179,804	883,775	1,447,622	779,354	1,346,817

Work Plan

- Update seasonal flower beds at City Hall, New City Hall, Library, and Parks.
- Begin Parks Master Plan.
- Complete Azalea Park Phase 1 Park Rehabilitation
- Complete Oak Tree Playground Rehabilitation.
- Begin construction on the Christobal Landing Park.
- Remove old equipment from parks.
- Complete rehabilitation of Elliot Park and N. Bryn Mawr Park.
- Reduce Air Potato and Chinese Tallow Tree infestation at Oak Tree Nature Park.
- Begin looking for funding to implement the Parks Master Plan.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.20	0.20
MAINTENANCE SUPERVISOR	0.00	0.50	0.50	0.00	0.00
PARKS SUPERINTENDENT	0.00	0.00	0.00	0.70	0.70
MAINTENANCE TECHNICIAN	0.00	2.00	2.00	2.10	2.10
TOTAL FULL-TIME EQUIVALENTS	0.00	2.00	2.00	3.00	3.00

001	GENERAL FUND
50	PUBLIC WORKS
57200	PARKS

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	85,953	95,710	193,500	193,500	118,320
1310	PART-TIME SALARIES	-	-	-	28,000	28,000	26,133
1410	OVERTIME	-	-	-	500	500	500
2110	SOCIAL SECURITY TAXES	-	5,177	5,882	13,764	13,764	8,987
2210	RETIREMENT	-	7,437	7,768	23,517	23,517	16,635
2310	EMPLOYEE INSURANCE	-	23,282	29,204	69,280	69,280	40,800
2410	WORKER'S COMPENSATION	-	7,517	7,216	9,300	7,600	8,140
3000	MEDICARE INSURANCE	-	1,211	1,376	3,219	3,219	2,102
	SUBTOTAL PERSONAL SERVICES	-	130,577	147,156	341,080	339,380	221,617
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	-	24,002	3,478	3,478	100,000
4010	TRAVEL & PER DIEM	-	-	-	1,470	1,500	1,500
4310	ELECTRICITY	-	3,455	4,447	5,000	5,500	5,500
4320	WATER	-	2,956	3,215	3,800	3,800	4,000
4330	SOLID WASTE	-	-	-	500	500	500
4521	PROPERTY INSURANCE	-	-	6,064	9,096	7,344	8,450
4522	VEHICLE INSURANCE	-	368	-	1,298	859	1,050
4611	BUILDING R & M	-	5,819	694	2,000	2,000	13,000
4612	FURNITURE/EQUIPMENT	-	168	-	1,000	1,000	1,000
4615	FENCING & LANDSCAPING	-	3,000	20,367	105,300	90,000	30,000
5110	OFFICE SUPPLIES	-	-	-	100	100	1,000
5210	FUEL, OIL & LUBRICANTS	-	646	2,966	3,500	3,500	6,000
5220	UNIFORMS	-	112	-	-	-	-
5231	SEASONAL DECORATIONS	-	-	-	14,560	14,560	5,000
5270	MACHINERY & EQUIPMENT	-	704	1,855	2,000	2,500	3,000
5290	OPERATING SUPPLIES	-	-	2,254	3,500	3,500	10,000
5410	BOOKS, PUBS, SUBS & MEMBS	-	-	-	360	360	100
5741	COMMUNITY EVENTS	-	-	-	10,780	10,780	15,000
	SUBTOTAL OPERATING EXPENSES	-	17,228	65,864	167,742	151,281	205,100
CAPITAL OUTLAY							
6210	BUILDINGS	-	-	-	-	-	-
6310	INFRASTRUCTURE	-	-	670,755	933,800	283,693	908,100
6410	MACHINERY & EQUIPMENT	-	31,999	-	5,000	5,000	12,000
	SUBTOTAL CAPITAL OUTLAY	-	31,999	670,755	938,800	288,693	920,100
	TOTAL EXPENDITURES	-	179,804	883,775	1,447,622	779,354	1,346,817

Financial Summaries

General Fund

Stormwater

The Stormwater program funds the maintenance of the drainage system. This budget also includes funds for the planning, design, and engineering for stormwater infrastructure. The program is led by the Public Works Director.

EXPENDITURE SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	52,269	57,498	92,787	88,527	149,497
OPERATING EXPENSES	-	5,204	17,683	28,183	17,883	32,550
CAPITAL OUTLAY	-	36,380	98,371	1,429,728	165,476	1,104,703
TOTAL REQUIREMENTS	-	93,853	173,552	1,550,698	271,886	1,286,750

Work Plan

- Purchase a new Street Sweeper with a Catch Basin Vacuum to help prevent stormwater blockages.
- Meet or exceed stormwater quality permit requirements.
- Develop stormwater management and maintenance plan.
- Complete Rays's Pond and Pryor Block stormwater Rehab from Overstreet to North Street and secure funding for Northwest Stormwater Ditch Project.
- Replace several culverts in-house that are damaged or not functioning.
- Install ditches on Elliott Street to mitigate the impacts of the high-water table.
- Acquire easements for ditches that require regular inspection and cleaning.
- Purchase GPS Equipment to update asset maintenance inventory.
- Develop a list of areas where we need easements around existing assets and begin working on easements.
- Conduct regular stormwater asset inspections.
- Begin initiative-taking cleaning of stormwater basins.
- Apply herbicides to keep gutters and curbs and catch basins free of roots to prevent damage and lengthen life cycles.
- Research Stormwater Utility and identify funding for Stormwater Master Plan and project-specific funding.

PERSONAL SERVICES

POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.10	0.10
MAINTENANCE SUPERVISOR	0.00	0.20	0.20	0.00	0.00
STREETS SUPERINTENDENT	0.00	0.00	0.00	0.50	0.50
MAINTENANCE TECHNICIAN	0.00	0.80	0.80	1.00	1.00
TOTAL FULL-TIME EQUIVALENTS	0.00	0.80	0.80	1.60	1.60

001		GENERAL FUND					
50		PUBLIC WORKS					
53800		STORMWATER					
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	34,381	38,284	58,000	58,000	95,502
1410	OVERTIME	-	-	-	500	500	500
2110	SOCIAL SECURITY TAXES	-	2,071	2,353	3,596	3,596	5,952
2210	RETIREMENT	-	2,975	3,107	6,550	5,000	13,440
2310	EMPLOYEE INSURANCE	-	9,351	10,365	17,490	17,490	28,350
2410	WORKER'S COMPENSATION	-	3,007	2,838	5,810	3,100	4,360
3000	MEDICARE INSURANCE	-	484	550	841	841	1,392
SUBTOTAL PERSONAL SERVICES		-	52,269	57,498	92,787	88,527	149,497
OPERATING EXPENSES							
3100	PROFESSIONAL SERVICES	-	1,946	16,820	12,785	2,923	15,000
4010	TRAVEL & PER DIEM	-	-	-	500	500	1,000
4522	VEHICLE INSURANCE	-	368	862	1,298	860	1,050
4615	FENCING & LANDSCAPING	-	2,542	-	2,500	2,500	3,500
4637	CURBS/GUTTERS/STORM DRAINS R & M	-	100	-	4,200	4,200	5,500
5220	UNIFORMS	-	187	-	250	250	250
5295	OPERATING SUPPLIES	-	60	-	6,050	6,050	3,750
5410	BOOKS, PUBS, SUBS & MEMBS	-	-	-	600	600	2,500
SUBTOTAL OPERATING EXPENSES		-	5,204	17,683	28,183	17,883	32,550
CAPITAL OUTLAY							
6310	INFRASTRUCTURE	-	36,380	98,371	1,429,728	165,476	1,104,703
6410	MACHINERY & EQUIPMENT	-	-	-	-	-	-
SUBTOTAL CAPITAL OUTLAY		-	36,380	98,371	1,429,728	165,476	1,104,703
TOTAL EXPENDITURES		-	93,853	173,552	1,550,698	271,886	1,286,750

Financial Summaries

General Fund

Nondepartmental

The Nondepartmental organizational unit is used to fund expenditures that are not allocated to a specific department, division, or program. This includes general operating expenses, debt service, and interfund transfers.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	8,779	-	-	-	-	-
OPERATING EXPENSES	192,878	26,238	46,307	70,732	55,949	66,040
CAPITAL OUTLAY	11,183	-	-	-	-	-
OTHER USES	100,000	-	-	46,025	-	310,234
TOTAL REQUIREMENTS	312,840	26,238	46,307	116,757	55,949	376,274

001 GENERAL FUND							
99 NONDEPARTMENTAL							
51900 GENERAL GOVERNMENT							
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
EXPENDITURES							
PERSONAL SERVICES							
2220	RETIRED EMPLOYEE LIFE INSURANCE	516	-	-	-	-	-
2230	RETIRED EMPLOYEE DENTAL INSURANCE	4,475	-	-	-	-	-
2510	UNEMPLOYMENT COMPENSATION	2,939	-	-	-	-	-
3130	MEDICAL SERVICES	850	-	-	-	-	-
SUBTOTAL PERSONAL SERVICES		8,779	-	-	-	-	-
OPERATING EXPENSES							
4100	POSTAGE & SHIPPING	2,969	2,217	2,499	4,000	4,000	4,200
5110	OFFICE SUPPLIES	1,525	1,460	1,380	-	-	-
5410	BOOKS, PUBS, SUBS & MEMBS	285	494	369	900	500	900
4660	COPIER MAINTENANCE	3,599	3,324	-	-	-	-
3100	PROFESSIONAL SERVICES	10,821	355	893	-	-	-
3150	ENGINEERING, CONSULTING SERVICES & PERM	-	-	-	-	-	-
4110	TELEPHONE & INTERNET	14,098	-	-	61,332	47,449	-
4310	ELECTRICITY	23,814	-	-	-	-	-
4320	WATER	7,060	-	-	-	-	-
4330	SOLID WASTE	40,348	-	-	-	-	-
4340	NATURAL GAS	730	-	-	-	-	-
4520	LIABILITY INSURANCE	49,912	18,387	40,888	-	-	56,940
4611	BUILDING R & M	-	-	-	-	-	-
4612	FURNITURE/EQUIPMENT	-	-	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTENANCE	25,182	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	11,353	-	-	-	-	-
4670	TELEPHONE SYSTEM - R & M	-	-	-	-	-	-
4710	PRINTING & BINDING	-	-	-	-	-	-
4906	OTHER CHARGES	-	-	48	-	-	-
4920	MISCELLANEOUS CHARGES	525	-	-	4,500	4,000	-
4930	TRAINING	-	-	-	-	-	-
4934	TUITION	-	-	-	-	-	-
4990	BAD DEBT EXPENSE WATER TAX	-	-	230	-	-	-
5110	OFFICE SUPPLIES	1,525	1,460	1,380	4,500	4,000	4,000
5290	OPERATING SUPPLIES	433	-	-	-	-	-
5291	COVID-19	224	-	-	-	-	-
SUBTOTAL OPERATING EXPENSES		194,404	27,698	47,688	75,232	59,949	66,040
CAPITAL OUTLAY							
6400	COMPUTER SOFTWARE & EQUIPMENT	3,998	-	-	-	-	-
6405	OFFICE MACHINERY & EQUIPMENT	2,935	-	-	-	-	-
6411	OFFICE EQUIP/FURNITURE	-	-	-	-	-	-
6430	BUILDING IMPROVEMENTS	4,250	-	-	-	-	-
SUBTOTAL CAPITAL OUTLAY		11,183	-	-	-	-	-

001	GENERAL FUND
99	NONDEPARTMENTAL
51900	GENERAL GOVERNMENT

OTHER USES

7120	LOAN DEBT PRINCIPAL	-	-	-	-	-	109,496
7220	LOAN DEBT INTEREST	-	-	-	-	-	200,738
7301	OTHER DEBT SERVICE	-	-	-	46,025	-	-
58100	INTERFUND TRANSFERS	100,000	-	-	-	-	-
	SUBTOTAL OTHER USES	100,000	-	-	46,025	-	310,234
	<u>TOTAL EXPENDITURES</u>	<u>314,366</u>	<u>27,698</u>	<u>47,688</u>	<u>121,257</u>	<u>59,949</u>	<u>376,274</u>

Financial Summaries

Utilities Fund

OPERATING BUDGET SUMMARY, UTILITIES FUND

	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 BUDGET
REVENUES	8,035,762	4,662,666	5,727,764
LESS ONE-TIME REVENUES	4,664,305	1,286,447	2,292,064
RECURRING REVENUES	3,371,457	3,376,219	3,435,700
EXPENDITURES	7,897,082	4,873,452	5,604,701
LESS ONE-TIME EXPENDITURES	5,059,555	2,028,422	2,564,939
RECURRING EXPENDITURES	2,837,527	2,845,030	3,039,762
SURPLUS/(DEFICIT)	533,930	531,189	395,938

Notes:

(1) Recurring revenues is defined as revenues the city will reasonably receive on annual basis. It does not include one-time grant or project revenues.

(2) Recurring expenditures is defined as expenditures the city will be required to expend to maintain services. It does not include one-time grant or project expenditures.

Financial Summaries

Utilities Fund

UTILITIES FUND SUMMARY, BY PROGRAM

	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	2,340,050	2,784,899	3,687,438	4,014,920	4,014,920	3,804,135
REVENUES						
INTERGOVERNMENTAL	-	19,706	-	-	-	-
CHARGES FOR SERVICE	2,962,380	3,036,135	3,101,369	3,171,297	2,990,986	3,136,700
MISCELLANEOUS	350,211	397,635	467,339	200,160	385,233	299,000
OTHER SOURCES	100,000	243,227	822,052	4,664,305	1,286,447	2,292,064
TOTAL REVENUES	3,412,591	3,696,702	4,390,760	8,035,762	4,662,666	5,727,764
EXPENDITURES						
WATER	-	1,461,313	3,151,836	4,224,686	3,151,114	2,660,693
SEWER	-	1,561,620	1,462,247	3,652,596	1,702,538	2,716,354
WATER/SEWER	3,169,266	-	-	-	-	-
NONDEPARTMENTAL	-	23,659	19,884	19,800	19,800	227,654
TOTAL EXPENDITURES	3,169,266	3,046,592	4,633,967	7,897,082	4,873,452	5,604,701
RESTRICTED RESERVES						
IMPACT FEES	5,300	7,900	7,700	7,700	7,700	7,700
CAPITAL PROJECTS	-	-	-	-	-	-
TOTAL RESTRICTED RESERVES	5,300	7,900	7,700	7,700	7,700	7,700
ENDING UNASSIGNED BALANCE	2,779,599	3,679,538	3,436,531	4,145,900	3,796,435	3,919,498

Financial Summaries

Utilities Fund

UTILITIES FUND, BY OBJECT						
	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	2,340,050	2,784,899	3,687,438	4,014,920	4,014,920	3,804,135
REVENUES						
INTERGOVERNMENTAL	-	19,706	-	-	-	-
CHARGES FOR SERVICE	2,962,380	3,036,135	3,101,369	3,171,297	2,990,986	3,136,700
MISCELLANEOUS	350,211	397,635	467,339	200,160	385,233	299,000
OTHER SOURCES	100,000	243,227	822,052	4,664,305	1,286,447	2,292,064
TOTAL REVENUES	3,412,591	3,696,702	4,390,760	8,035,762	4,662,666	5,727,764
EXPENDITURES						
PERSONAL SERVICES	-	260,413	260,510	313,298	297,258	329,240
OPERATING EXPENSES	2,207,534	2,159,904	2,241,749	2,504,429	2,527,972	2,482,868
CAPITAL OUTLAY	961,732	602,616	2,111,824	5,059,555	2,028,422	2,564,939
DEBT SERVICE	-	23,659	19,884	19,800	19,800	227,654
TOTAL EXPENDITURES	3,169,266	3,046,592	4,633,967	7,897,082	4,873,452	5,604,701
RESTRICTED						
IMPACT FEES	5,300	7,900	7,700	7,700	7,700	7,700
CAPITAL PROJECTS	-	-	-	-	-	-
TOTAL RESTRICTED BALANCE	5,300	7,900	7,700	7,700	7,700	7,700
ENDING UNASSIGNED BALANCE	2,779,599	3,679,538	3,436,531	4,145,900	3,796,435	3,919,498

410 UTILITIES FUND							
00 NONDEPARTMENTAL							
300000 REVENUES							
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
REVENUES							
INTERGOVERNMENTAL							
343310	FEDERAL DISASTER RELIEF	-	17,113	-	-	-	-
343320	STATE DISASTER RELIEF	-	2,593	-	-	-	-
SUBTOTAL INTERGOVERNMENTAL		-	19,706	-	-	-	-
CHARGES FOR SERVICES							
343310	WATER UTILITY REVENUE	1,010,843	1,248,041	1,254,487	1,284,234	1,220,000	1,281,000
343320	WATER UTILITY PENALTIES	142,757	(25,445)	27,147	15,000	25,000	20,000
343325	TRASH PENALTIES	-	-	-	-	-	-
343340	BACKFLOW PREVENTER INSPECTIONS	6,650	6,600	7,650	6,700	3,000	3,500
343350	WATER UTILITY SERVICE TAP	4,500	-	-	-	-	-
343351	UTILITY CONNECTION FEES	12,973	10,334	6,720	12,000	6,000	6,000
343510	SEWER UTILITY REVENUE	1,476,637	1,794,264	1,779,659	1,838,163	1,720,000	1,806,000
343520	SEWER UTILITY PENALTIES	-	-	18,243	15,000	15,000	20,000
343550	SEWER UTILITY SERVICE TAP	5,000	-	2,500	-	-	-
343610	IMPACT FEES WATER & SEWER	2,700	1,200	-	-	-	-
343611	IMPACT FEES WATER	-	400	400	-	494	-
343612	IMPACT FEES SEWER	-	-	400	-	492	-
359000	OTHER REVENUE & RETURNED CHECKS	300,320	740	4,162	200	1,000	200
343901	WATER & SEWER PLAN REVIEW	-	-	-	-	-	-
SUBTOTAL CHARGES FOR SERVICES		2,962,380	3,036,135	3,101,369	3,171,297	2,990,986	3,136,700
MISCELLANEOUS REVENUES							
361000	INTEREST REVENUE	10,219	12,703	145,039	10,000	180,000	100,000
364000	DISPOSITION OF FIXED ASSETS	(210)	-	15,404	-	-	-
364400	SALE OF EQUIPMENT	-	2,350	-	-	-	-
369300	SETTLEMENTS (INSURANCE REIMBURSEM	193,582	211,840	116,907	-	-	-
369600	LEASE/RENTAL ELEVATED	173,891	183,319	189,116	190,160	193,353	199,000
369900	MISCELLANEOUS REVENUE	(27,270)	(12,578)	873	-	11,880	-
SUBTOTAL MISCELLANEOUS REVENUES		350,211	397,635	467,339	200,160	385,233	299,000
OTHER SOURCES							
381100	INTERFUND TRANSFER	100,000	-	-	-	-	-
384000	DEBT PROCEEDS	-	-	-	3,664,305	1,286,447	918,564
384100	CDBG PROCEEDS	-	22,225	-	-	-	-
389300	GRANTS & DONATIONS - STATE	-	-	-	1,000,000	-	1,000,000
389200	GRANTS - FEDERAL	-	221,002	822,052	-	-	373,500
389700	CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
SUBTOTAL OTHER SOURCES		100,000	243,227	822,052	4,664,305	1,286,447	2,292,064
TOTAL REVENUES		3,412,591	3,696,702	4,390,760	8,035,762	4,662,666	5,727,764

Financial Summaries

Utilities Fund

Water

The Water program includes water well operation, well maintenance, maintenance and repair of the distribution system. In addition, this budget also includes the administration for water operations and utility billing. The City currently contracts with Jacobs to manage this program, with oversight provided by the Public Works Director.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	130,197	130,257	156,649	148,629	164,620
OPERATING EXPENSES	-	993,515	1,143,100	1,379,632	1,434,585	1,351,923
CAPITAL OUTLAY	-	337,600	1,878,479	2,688,405	1,567,900	1,144,150
TOTAL REQUIREMENTS	-	1,461,313	3,151,836	4,224,686	3,151,114	2,660,693

Work Plan

- Meet or exceed water quality permit requirements.
- Update asset management plan for water infrastructure.
- Update the GIS database with missing infrastructure.
- Submit annual water report to the City Council and residents.
- Update the Water Master Plan to account for ongoing projects and establish a twenty (20) year planning period for capital improvements.
- Begin replacing system valves and hydrant valves that are inoperable or in poor condition.
- Begin Azalea Water Infrastructure Rehabilitation.
- Award new Operations and Maintenance Contract for water production and distribution, focusing on preventive maintenance and performance indicators.

PERSONAL SERVICES					
POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
CITY MANAGER	0.20	0.25	0.25	0.05	0.05
CITY CLERK	0.13	0.00	0.00	0.00	0.00
FINANCE DIRECTOR	0.20	0.25	0.25	0.25	0.25
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.25	0.25
ACCOUNTS PAYABLE CLERK	0.40	0.40	0.40	0.00	0.00
ACCOUNTING CLERK	0.00	0.00	0.00	0.40	0.40
UTILITY BILLING ADMINISTRATOR	1.00	1.00	1.00	0.50	0.50
COMMUNITY DEVELOPMENT MANAGER	0.08	0.00	0.00	0.00	0.00
CODE COMPLIANCE OFFICER	0.08	0.00	0.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS	2.08	1.90	1.90	1.45	1.45

410 UTILITIES FUND						
50 PUBLIC WORKS						
53300 WATER						
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED
						FY 2025
						PROPOSED
EXPENDITURES						
PERSONAL SERVICES						
1210	SALARIES	-	102,291	97,272	106,000	112,553
1410	OVERTIME	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	6,421	5,903	6,572	6,978
2210	RETIREMENT	-	7,599	8,288	14,840	15,757
2310	EMPLOYEE INSURANCE	-	12,529	17,355	27,555	27,555
2410	WORKER'S COMPENSATION	-	48	57	145	145
3000	MEDICARE INSURANCE	-	1,308	1,381	1,537	1,632
	SUBTOTAL PERSONAL SERVICES	-	130,197	130,257	156,649	164,620
OPERATING EXPENSES						
3405	CONTRACT FOR SERVICES	-	794,059	811,718	850,000	850,000
3113	ADMINISTRATIVE SERVICES	-	-	-	-	-
3100	PROFESSIONAL SERVICES	-	28,007	31,369	112,785	148,543
3150	ENGINEERING, CONSULTING SERVICES &	-	-	5,994	15,000	15,000
3210	ACCOUNTING & AUDITING	-	7,990	9,648	14,000	11,700
4010	TRAVEL & PER DIEM	-	-	-	-	2,000
4100	POSTAGE & SHIPPING	-	4,133	4,351	5,500	5,500
4110	TELEPHONE & INTERNET	-	3,780	4,254	1,000	6,200
4310	ELECTRICITY	-	343	-	-	-
4320	WATER	-	19,600	86,602	120,000	21,216
4521	PROPERTY INSURANCE	-	20,786	23,231	34,847	35,250
4611	BUILDING R & M	-	-	-	-	-
4613	GROUNDS MAINTENANCE	-	-	960	-	10,785
4617	WATER SYSTEMS MAINTENANCE	-	3,980	51,418	50,000	120,000
4623	HEAVY EQUIPMENT R & M	-	2,028	-	-	-
4644	ELEVATED TANK MAINTENANCE	-	30,076	30,076	65,000	30,980
4650	COMPUTER OPERATIONS & MAINTENAN	-	19,441	15,580	25,000	30,000
4655	COMPUTER HARDWARE & SOFTWARE	-	-	-	-	-
4710	PRINTING & BINDING	-	1,855	2,392	2,500	3,000
4905	WTP/STP OPERATING PERMITS	-	-	-	1,000	-
4906	OTHER CHARGES	-	976	608	1,500	1,500
4915	CREDIT CARD FEE EXPENSE	-	-	12,536	15,000	20,000
4930	TRAINING	-	-	-	-	2,000
4990	BAD DEBT EXPENSE	-	27,295	4,044	-	-
5110	OFFICE SUPPLIES	-	501	-	-	-
5270	MACHINERY & EQUIPMENT	-	28,082	46,764	65,000	65,000
5290	OPERATING SUPPLIES	-	63	690	500	500
5410	BOOKS, PUBS, SUBS & MEMBS	-	519	866	1,000	1,263
	SUBTOTAL OPERATING EXPENSES	-	993,515	1,143,100	1,379,632	1,434,585
						1,351,923
CAPITAL OUTLAY						
6210	BUILDINGS	-	-	-	-	15,000
6310	INFRASTRUCTURE	-	239,058	1,862,798	2,609,405	1,488,900
6400	COMPUTER SOFTWARE & EQUIPMENT	-	18,897	2,568	-	-
6410	MACHINERY & EQUIPMENT	-	79,646	13,114	79,000	79,000
	SUBTOTAL CAPITAL OUTLAY	-	337,600	1,878,479	2,688,405	1,567,900
						1,144,150
TOTAL EXPENDITURES		-	1,461,313	3,151,836	4,224,686	3,151,114
						2,660,693

Financial Summaries

Utilities Fund

Sewer

The Sewer program includes sewer plant operation, sewer plant maintenance, maintenance and repair of the collections system. In addition, this budget also includes the administration for sewer operations and utility billing. The City currently contracts with Jacobs to manage this program, with oversight provided by the Public Works Director.

EXPENDITURE SUMMARY

DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
PERSONAL SERVICES	-	130,215	130,253	156,649	148,629	164,620
OPERATING EXPENSES	-	1,166,389	1,098,649	1,124,797	1,093,387	1,130,945
CAPITAL OUTLAY	-	265,016	233,345	2,371,150	460,522	1,420,789
TOTAL REQUIREMENTS	-	1,561,620	1,462,247	3,652,596	1,702,538	2,716,354

Work Plan

- Meet or exceed sewer discharge permit requirements.
- Update the asset management plan for sewer infrastructure.
- Update Sewer Master Plan to account for ongoing projects and establish a twenty (20) year planning period for capital improvements.
- Begin Azalea Sewer Infrastructure Rehabilitation.
- Award new Operations and Maintenance Contract for wastewater collections and treatment, focusing on preventive maintenance and performance indicators.
- Begin smoke testing and filming program to identify unknown assets and reduce inflow and infiltration problems by installing inflow protectors and manhole repairs.
- Apply for funding and begin preliminary engineering and environmental work for joint Mary Esther/Hurlburt sewer force main to Okaloosa County.

PERSONAL SERVICES

POSITION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2025 BUDGET
CITY MANAGER	0.20	0.25	0.25	0.05	0.05
CITY CLERK	0.13	0.00	0.00	0.00	0.00
FINANCE DIRECTOR	0.20	0.25	0.25	0.25	0.25
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.25	0.25
ACCOUNTS PAYABLE CLERK	0.40	0.40	0.40	0.00	0.00
ACCOUNTING CLERK	0.00	0.00	0.00	0.40	0.40
UTILITY BILLING ADMINISTRATOR	1.00	1.00	1.00	0.50	0.50
COMMUNITY DEVELOPMENT MANAGER	0.08	0.00	0.00	0.00	0.00
CODE COMPLIANCE OFFICER	0.08	0.00	0.00	0.00	0.00
TOTAL FULL-TIME EQUIVALENTS	2.08	1.90	1.90	1.45	1.45

410 UTILITIES FUND							
50 PUBLIC WORKS							
53500 SEWER							
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	BUDGET
EXPENDITURES							
PERSONAL SERVICES							
1210	SALARIES	-	102,291	97,272	106,000	108,000	112,553
1410	OVERTIME	-	-	-	-	-	-
2110	SOCIAL SECURITY TAXES	-	6,421	5,902	6,572	6,696	6,978
2210	RETIREMENT	-	7,599	8,287	14,840	10,900	15,757
2310	EMPLOYEE INSURANCE	-	12,547	17,355	27,555	21,322	27,555
2410	WORKER'S COMPENSATION	-	48	57	145	145	145
3000	MEDICARE INSURANCE	-	1,308	1,380	1,537	1,566	1,632
SUBTOTAL PERSONAL SERVICES		-	130,215	130,253	156,649	148,629	164,620
OPERATING EXPENSES							
3405	CONTRACT FOR SERVICES	-	794,059	811,708	850,000	844,000	850,000
3113	ADMINISTRATIVE SERVICES	-	-	-	-	-	-
3100	PROFESSIONAL SERVICES	-	12,000	32,914	12,785	2,865	-
3150	ENGINEERING, CONSULTING SERVICES &	-	32,177	136	15,000	-	15,000
3210	ACCOUNTING & AUDITING	-	7,990	9,648	14,000	10,865	11,700
4010	TRAVEL & PER DIEM	-	-	-	-	-	2,000
4100	POSTAGE & SHIPPING	-	4,133	4,155	5,500	5,500	5,500
4110	TELEPHONE & INTERNET	-	3,780	4,479	1,000	2,500	3,800
4310	ELECTRICITY	-	-	-	-	-	-
4320	WATER	-	47,192	26,388	38,000	30,000	37,000
4400	SPRAYFIELD RENTAL	-	13,000	13,390	13,800	13,792	14,215
4521	PROPERTY INSURANCE	-	22,406	26,141	39,212	34,100	39,100
4611	BUILDING R & M	-	-	3,324	3,500	3,500	3,500
4613	GROUNDS MAINTENANCE	-	-	-	35,000	35,000	-
4618	SEWER SYSTEMS MAINTENANCE	-	201,512	126,877	50,000	50,000	87,500
4623	HEAVY EQUIPMENT R & M	-	2,028	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTENAN	-	19,530	15,580	25,000	30,000	24,130
4655	COMPUTER HARDWARE & SOFTWARE	-	-	-	-	-	-
4710	PRINTING & BINDING	-	1,495	1,792	2,500	2,500	2,500
4905	WTP/STP OPERATING PERMITS	-	500	-	1,000	-	1,000
4906	OTHER CHARGES	-	944	1,823	2,000	2,000	2,000
4915	CREDIT CARD FEE EXPENSE	-	-	12,692	15,000	20,000	23,000
4930	TRAINING	-	-	-	-	-	2,000
4990	BAD DEBT EXPENSE	-	-	6,044	-	5,000	5,000
5110	OFFICE SUPPLIES	-	496	-	-	-	-
5270	MACHINERY & EQUIPMENT	-	2,565	224	-	-	-
5290	OPERATING SUPPLIES	-	63	470	500	500	500
5410	BOOKS, PUBS, SUBS & MEMBS	-	519	866	1,000	1,265	1,500
SUBTOTAL OPERATING EXPENSES		-	1,166,389	1,098,649	1,124,797	1,093,387	1,130,945
CAPITAL OUTLAY							
6310	INFRASTRUCTURE	-	220,533	124,567	2,146,650	236,022	1,284,789
6400	COMPUTER SOFTWARE & EQUIPMENT	-	18,898	2,568	-	-	-
6410	MACHINERY & EQUIPMENT	-	25,585	106,210	224,500	224,500	136,000
SUBTOTAL CAPITAL OUTLAY		-	265,016	233,345	2,371,150	460,522	1,420,789
TOTAL EXPENDITURES		-	1,561,620	1,462,247	3,652,596	1,702,538	2,716,354

Financial Summaries

Utilities Fund

Water/Sewer

This budget was discontinued in FY 2022. All activities have been segregated to water, sewer, and Nondepartmental.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
OPERATING EXPENSES	2,207,534	-	-	-	-	-
CAPITAL OUTLAY	961,732	-	-	-	-	-
TOTAL REQUIREMENTS	3,169,266	-	-	-	-	-

410	UTILITIES FUND
050	PUBLIC WORKS
53600	WATER/SEWER COMBINED

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<u>EXPENDITURES</u>							
OPERATING EXPENSES							
3405	CONTRACT FOR SERVICES	1,524,316	-	-	-	-	-
3100	PROFESSIONAL SERVICES	2,150	-	-	-	-	-
3113	ADMINISTRATIVE SERVICES	295,804	-	-	-	-	-
3150	ENGINEERING, CONSULTING SERVIC	4,489	-	-	-	-	-
3210	ACCOUNTING & AUDITING	15,480	-	-	-	-	-
4100	POSTAGE & SHIPPING	7,717	-	-	-	-	-
4110	TELEPHONE & INTERNET	7,560	-	-	-	-	-
4310	ELECTRICITY	-	-	-	-	-	-
4400	SPRAYFIELD RENTAL	13,000	-	-	-	-	-
4521	PROPERTY INSURANCE	36,394	-	-	-	-	-
4611	BUILDING R & M	-	-	-	-	-	-
4613	GROUNDS MAINTENANCE	109,308	-	-	-	-	-
4617	WATER SYSTEMS MAINTENANCE	62,780	-	-	-	-	-
4618	SEWER SYSTEMS MAINTENANCE	-	-	-	-	-	-
4623	HEAVY EQUIPMENT R & M	-	-	-	-	-	-
4644	ELEVATED TANKS MAINTENANCE	30,076	-	-	-	-	-
4645	SEWER LINE REPLACEMENT	-	-	-	-	-	-
4650	COMPUTER OPERATIONS & MAINTENANCE	23,517	-	-	-	-	-
4655	COMPUTER HARDWARE & SOFTWARE	3,536	-	-	-	-	-
4710	PRINTING & BINDING	2,765	-	-	-	-	-
4905	WTP/STP OPERATING PERMITS	-	-	-	-	-	-
4906	OTHER CHARGES	2,756	-	-	-	-	-
4960	HAZARDOUS MATERIALS	-	-	-	-	-	-
4990	BAD DEBT EXPENSE	-	-	-	-	-	-
5270	MACHINERY & EQUIPMENT	65,326	-	-	-	-	-
5410	BOOKS, PUBS, SUBS & MEMBS	560	-	-	-	-	-
5900	DEPRECIATION EXPENSE	-	-	-	-	-	-
	SUBTOTAL OPERATING EXPENSES	2,207,534	-	-	-	-	-
CAPITAL OUTLAY							
6345	WATER DISTRIBUTION UPGRADE	135,151	-	-	-	-	-
6353	SRF FUNDED PROJECTS	-	-	-	-	-	-
6310	INFRASTRUCTURE	133,900	-	-	-	-	-
6410	MACHINERY & EQUIPMENT	19,004	-	-	-	-	-
6420	SEWER PLANT UPGRADE	71,206	-	-	-	-	-
6425	SEWER COLLECTION UPGRADE	595,957	-	-	-	-	-
6430	BUILDING IMPROVEMENTS	-	-	-	-	-	-
6441	SPRAYFIELD PUMP AND CONTROLS	6,514	-	-	-	-	-
6434	UPGRADE LIFT STATIONS	-	-	-	-	-	-
	SUBTOTAL CAPITAL OUTLAY	961,732	-	-	-	-	-
	<u>TOTAL EXPENDITURES</u>	<u>3,169,266</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

Financial Summaries

Utilities Fund

Nondepartmental

The Nondepartmental organizational unit is used to fund expenditures that are not allocated to a specific department, division, or program. This includes general operating expenses, debt service, and interfund transfers.

EXPENDITURE SUMMARY						
DESCRIPTION	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
DEBT SERVICE	-	23,659	19,884	19,800	19,800	227,654
TOTAL REQUIREMENTS	-	23,659	19,884	19,800	19,800	227,654

410	UTILITIES FUND
099	NONDEPARTMENTAL
7000	DEBT SERVICE

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<u>EXPENDITURES</u>							
DEBT SERVICE							
7120	LOAN DEBT PRINCIPAL	-	15,938	16,148	16,500	16,500	138,000
7220	LOAN DEBT INTEREST	-	3,860	3,736	3,300	3,300	9,800
9001	INTERFUND TRANSFER	-	3,860	-	-	-	79,854
	SUBTOTAL DEBT SERVICE	-	23,659	19,884	19,800	19,800	227,654
	<u>TOTAL EXPENDITURES</u>	-	23,659	19,884	19,800	19,800	227,654

Financial Summaries

Sales Tax Fund

Sales Tax Fund

The Sales Tax Fund is used to segregate revenues of the half-cent sales surtax approved by the voters of Okaloosa County in November 2018. Proceeds may be used for public safety, transportation and stormwater improvements. When a project is approved, monies are transferred to the fund where the capital improvement project will be completed.

The FY 2025 Budget includes a transfer of \$487,558 to the Streets Program within the General Fund for the Springdale Park Neighborhood street and sidewalk improvements.

SALES TAX FUND						
	FY 2021 ACTUAL	FY 2022 ACTUAL	FY 2023 ACTUAL	FY 2024 BUDGET	FY 2024 PROJECTED	FY 2025 PROPOSED
BEGINNING BALANCE	423,456	892,949	1,398,730	1,916,145	1,888,262	1,878,067
REVENUES						
TAXES	469,493	504,288	489,130	475,000	500,000	500,000
MISCELLANEOUS	-	1,493	47,452	20,000	75,000	50,000
TOTAL REVENUES	469,493	505,781	536,582	495,000	575,000	550,000
EXPENDITURES						
OTHER USES	-	-	47,050	2,411,145	585,195	863,238
TOTAL EXPENDITURES	-	-	47,050	2,411,145	585,195	863,238
ENDING UNASSIGNED BALANCE	892,949	1,398,730	1,888,262	-	1,878,067	1,564,829

101	HALF-CENT SALES TAX FUND						
99	NONDEPARTMENTAL						
30000	REVENUES						
		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<u>REVENUES</u>							
TAXES							
31260	DISCRETIONARY SALES SURTAX	469,493	504,288	489,130	475,000	500,000	500,000
	SUBTOTAL TAXES	469,493	504,288	489,130	475,000	500,000	500,000
MISCELLANEOUS							
36110	INTEREST INCOME	-	1,493	47,452	20,000	75,000	50,000
	SUBTOTAL MISCELLANEOUS	-	1,493	47,452	20,000	75,000	50,000
	<u>TOTAL REVENUES</u>	469,493	505,781	536,582	495,000	575,000	550,000

101	HALF-CENT SALES TAX FUND
00	UNDESIGNATED
58100	OTHER USES

		FY 2021	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025
		ACTUAL	ACTUAL	ACTUAL	BUDGET	PROJECTED	PROPOSED
<u>EXPENDITURES</u>							
OTHER USES							
3112	COMPREHENSIVE PLAN	-	-	-	-	-	-
4600	CAPITAL CONTRIBUTIONS	-	-	-	-	-	-
6207	VEHICLE PICKUP	-	-	-	-	-	-
0	STREETS INFRASTRUCTURE	-	-	47,050	-	-	-
6300	SYSTEM IMPROVEMENTS	-	-	-	-	-	-
9001	INTERFUND TRANSFER	-	-	-	2,411,145	585,195	863,238
	SUBTOTAL OTHER USES	-	-	47,050	2,411,145	585,195	863,238
	<u>TOTAL EXPENDITURES</u>	-	-	47,050	2,411,145	585,195	863,238

Community Investment Plan

Title: New City Hall

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Facilities</u>	Original CIP Year	<u>2023</u>

Description:

On February 9, 2024 the city closed on the First Florida State Bank property. An architect was hired to develop the renovation plans, which includes office improvements, addition of a Council Chambers, and public restrooms. As of July 17, the plans are 90% complete and on schedule to be bid out in September 2024. Completion and relocation of city operations is anticipated in early 2025.

Justification:

The existing City Hall building lacks ADA compliance, office space, and storage for current operations. An architectural study was commissioned to review alternatives. The study determined that the purchase of the First Florida State Bank building was the lowest cost alternative at a total cost of \$2,949,500 against \$3,392,123 to \$4,000,000 to construct a new building (does not include the cost of land).

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>2,375,000</u>
Construction	<u>574,500</u>
Planning	<u>-</u>
Design/Engineering	<u>54,991</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 3,004,491</u>

Funding Sources:

General Fund	<u>54,991</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan <u>Commercial</u>	<u>2,949,500</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 3,004,491</u>

Title: Azalea Park Neighborhood Infrastructure Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Utilities</u>	Original CIP Year	<u>2024</u>

Description:

This project will upgrade existing water, sewer, and street infrastructure:

- Replacement of water mains and fire hydrants with new and larger diameter waterlines.
- Relining existing sewer lines.
- Resurfacing impacted neighborhood streets.
- Installation of curb, gutter, and sidewalks.

Justification:

The existing waterlines are undersized and have reached the end of their useful life. Lining and rehabilitation of sanitary sewer manholes and lines will reduce inflow and infiltration problems within the system. The existing neighborhood streets require resurfacing, which is most cost effective to complete after the replacement of underground utilities. The neighborhood also lacks sidewalks.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>6,790,000</u>
Planning	<u>-</u>
Design/Engineering	<u>308,000</u>
Equipment	<u>-</u>
Contingency	<u>395,600</u>
Other	<u></u>
Total:	<u>\$ 7,493,600</u>

Funding Sources:

General Fund	<u>76,440</u>
Utilities Fund	<u>158,560</u>
Sales Tax Fund	<u>2,834,000</u>
Loan <u>Water</u>	<u>1,863,650</u>
Loan <u>Sewer</u>	<u>1,560,950</u>
Grant <u>State</u>	<u>1,000,000</u>
Grant	<u></u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 7,493,600</u>

Title: North Bryn Mawr Park ADA and Safety Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2025</u>

Description:

The project will install new swing set seats, ADA pathways, ADA playground surfacing, playground border, benches, signage, and repair playground equipment.

Justification:

In spring 2024, an inspection of all playgrounds was completed. This project will address the safety and accesibility items noted in the inspection report for North Bryn Mawr Park.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>30,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>30,000</u>

Funding Sources:

General Fund	<u>30,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>30,000</u>

Title: Elliott Park ADA and Safety Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2025</u>

Description:

The project will install new swing set seats, ADA pathways, ADA playground surfacing, a playground border, benches, signage, and playground equipment repair. In addition, the tennis court will be resurfaced and a backboard constructed for individual play.

Justification:

In spring 2024, an inspection of all playgrounds was completed. This project will address the safety and accesibility items noted in the inspection report for Elliott Park.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>42,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>42,000</u>

Funding Sources:

General Fund	<u>42,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>42,000</u>

Title: Christobal Waterfront Park

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2025</u>

Description:

In late 2023, Okaloosa County, in partnership with the City of Mary Esther, purchased property on South Christobal Road to develop a new waterfront park. The park will include a fishing pier, kayak launch, and restrooms. Okaloosa County is managing the project design, engineering, and construction. Upon completion, the City of Mary Esther will assume ownership.

Justification:

The adopted Community Vision Plan includes a recommendation to rebuild a connection to the waterfront. Okaloosa County is funding 50% of the project, with the remainder covered with the City's allocation of bed taxes, which can only be spent on projects that support tourism.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>1,350,000</u>
Construction	<u>1,250,000</u>
Planning	<u>-</u>
Design/Engineering	<u>200,000</u>
Equipment	<u>-</u>
Contingency	<u>125,000</u>
Other Demolition	<u>75,000</u>
Total:	<u>\$ 3,000,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other Tourism	<u>1,500,000</u>
Other County	<u>1,500,000</u>
Total:	<u>\$ 3,000,000</u>

Title: Ray's Pond Rehabilitation

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2023</u>

Description:

The project will rehabilitate the stormwater pond located on North Street between Pryor Drive and Scottsdale Drive, known locally as "Ray's Pond". This will include removal of sediment, reworking the existing detention pond, and removal of the stormwater pipe between 113 and 111 Pryor Drive. Additionally, the stormwater facilities along Pryor Drive will be replaced and reconnected to Ray's Pond.

Justification:

The existing stormwater pond has collected significant sediment and is no longer performing at an acceptable level of service. In addition, the stormwater catch basins, culverts, and pipes have failed in multiple locations and should be replaced to ensure proper drainage within the Springdale Park and Scottsdale neighborhoods.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>854,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>256,200</u>
Other	<u>-</u>
Total:	<u>\$ 1,110,200</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>610,200</u>
Loan <u>State</u>	<u>500,000</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 1,110,200</u>

Title: Okaloosa County Sewer Force Main - Planning Phase

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

Description:

The initiative encompasses building a new wastewater force main between the City of Mary Esther Wastewater Treatment Facility and the Okaloosa County Wastewater Treatment Facility to serve the City and Hurlburt Field. Once finished, the city plans to transfer its wastewater treatment to Okaloosa County and retire its current WWTF. The current phase is focused on the preliminary engineering and environmental tasks required to back the project and obtain necessary grant funding.

Justification:

At the beginning of 2022, the City Council approved a contract with an engineering firm to evaluate different options for wastewater treatment. The evaluation finished in December 2022, and by April 2023, the City Council chose the Sewer Force Main to Okaloosa County as the optimal choice, dependent on securing grant funding. In April 2024, Hurlburt Field confirmed their support for the initiative and indicated a desire to collaborate. Staff intends to submit a grant proposal to the Department of Defense, which could potentially fund up to ninety percent (90%) of the cost for this phase.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>50,000</u>
Design/Engineering	<u>385,000</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 435,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>43,500</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant State	<u>391,500</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 435,000</u>

Title: Library HVAC Replacement

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Facilities</u>	Original CIP Year	<u>2025</u>

Description:

The project will replace two (2) older HVAC units at the Library.

Justification:

Multiple HVAC units at the Library have broken down and required repairs this past year. Moving forward, staff will inventory all facilities and prepare a replacement plan for HVAC and other major building systems.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>20,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>20,000</u>

Funding Sources:

General Fund	<u>20,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>20,000</u>

Title: Spray/Squeegee Machine

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

Purchase of a spray and squeegee machine for street sealcoating and similar pavement preservation applications.

Justification:

This is the primary piece of equipment that will be used to support the annual pavement preservation program.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>70,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 70,000</u>

Funding Sources:

General Fund	<u>70,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 70,000</u>

Title: Street Sweeper

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Stormwater</u>	Original CIP Year	<u>2025</u>

Description:

Purchase of a new street sweeper, comparable to a mid-size Tymco 435 regenerative air street sweeper.

Justification:

This will replace the city's 2008 Elgin Pelican street sweeper, which has been out of commission for repairs consistently over the past two (2) years. Street sweepers are typically replaced after 7-8 years of use, as the maintenance and operation costs start to exceed the value of the machine.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>230,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>230,000</u>

Funding Sources:

General Fund	<u>230,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>230,000</u>

Title: Harley Rake Attachment

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks/Streets</u>	Original CIP Year	<u>2025</u>

Description:

The purpose of a Harley rake is to break up ground, level and grade difficult terrain, re-grade roads and driveways, and prepare the ground for sod or grass seed.

Justification:

This is a core piece of equipment needed to maintain parks, facilities, and streets.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>10,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,000</u>

Funding Sources:

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,000</u>

Title: Well #1 Fence

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will replace the fence that protects Well #1.

Justification:

Installation of a new fence will improve security of the well.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>15,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>15,000</u>

Funding Sources:

General Fund	<u>15,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>15,000</u>

Title: High-Accuracy GIS Mapping Unit

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water/Sewer/Storm</u>	Original CIP Year	<u>2025</u>

Description:

Purchase of a High-Accuracy GIS Mapping unit for the primary collection, inspection, and management of water, sewer, and stormwater assets.

Justification:

This past year Florida Rural Water and Jacobs mapped the city's water, sewer, and stormwater assets. The GPS unit will allow Public Works and Jacobs to maintain and expand this inventory.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>10,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 10,000</u>

Funding Sources:

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 10,000</u>

Title: Pavement Management - Area 2 (Mary Esther Manor)

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will repave sections of Elliott Road and Brian Circle. To extend the lifespan of the streets, the remainder of Area 2 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded \$10 million. Consequently, the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>100,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>100,000</u>

Funding Sources:

General Fund	<u>100,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>100,000</u>

Title: Sidewalk Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will identify and complete gaps within existing neighborhoods and make repairs.

Justification:

The project will enhance pedestrian safety.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>10,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,000</u>

Funding Sources:

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,000</u>

Title: Water Distribution Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

Description:

The project will replace approximately thirty (30) water system valves, twelve (12) fire hydrant valves, four (4) fire hydrants, and several chlorine feed system valves that are in poor condition or inoperable.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves and hydrants will be replaced annually.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>83,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>83,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>83,000</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>83,000</u>

Title: Sewer Collections Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

Description:

The project replaces sewer pumps, motors, and related equipment at the lift stations, sewer plant, and collections system. This includes the following:

- Six (6) lift station, effluent, and trash pumps
- Two (2) lift station motors
- One (1) effluent electrical panel for the sewer plant

Justification:

The 2024 Sewer Asset Management Plan identified collection system asstes, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project will kickstart a replacement plan for these assets.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>131,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>131,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>131,000</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>131,000</u>

Title: Northwest Stormwater Ditch

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2024</u>

Description:

The project will regrade the ditch from Hollywood Boulevard west along the north side of the Scottsdale and Springdale neighborhoods. This will convey all stormwater west through an existing ditch on Hurlburt Field to Kohler Bayou. The design is nearly complete. Unfortunately, surveyors determined that part of the project is located on Hurlburt Field property. Staff has submitted an easement request to Hurlburt, however, this process can take up to two (2) years to complete.

Justification:

Over the years, the ditch has accumulated vegetation and silt, leading to overflow during heavy rainfalls, which significantly impacts the Scottsdale and Springdale neighborhoods. It particularly affects the Scottsdale area as excess water moves east, floods Scottsdale Drive and conveys to Ray's Pond at Scottsdale Drive and North Street.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>1,100,000</u>
Planning	<u>-</u>
Design/Engineering	<u>214,700</u>
Equipment	<u>-</u>
Contingency	<u>330,000</u>
Other	<u>-</u>
Total:	<u>\$ 1,644,700</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>1,644,700</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 1,644,700</u>

Title: Advanced Metering Infrastructure (AMI)

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2026</u>

Description:

The project will automate meter reading. The scope includes installing antennae on the water towers and individual water meters. This infrastructure would allow staff to collect readings, diagnostic, and status data from individual water meters in hourly, daily, and/or monthly increments. A small percentage (i.e. 5%) of meters would be read manually each month to ensure accurate readings.

Justification:

AMI provides the following benefits:

- More precise and up-to-date monitoring of water consumption.
- Reduction in meter reading and administrative costs.
- Early detection of leaks by providing continuous monitoring of water flow.
- Customer access to water data to help them make informed decisions.

Staff estimates the cost of manual reads, re-reads, and leak checks is approximately \$60,000 per year. Return on investment is about ten (10) years.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>600,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>50,000</u>
Other	<u>-</u>
Total:	<u>\$ 650,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan <u>Water</u>	<u>650,000</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 650,000</u>

Title: Okaloosa County Sewer Force Main - Engineering Phase

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2026</u>

Description:

The initiative encompasses building a new wastewater force main between the City of Mary Esther Wastewater Treatment Facility and the Okaloosa County Wastewater Treatment Facility to serve the City and Hurlburt Field. Once finished, the city plans to transfer its wastewater treatment to Okaloosa County and retire its current WWTF. This phase is focused on the final design and engineering.

Justification:

At the beginning of 2022, the City Council approved a contract with an engineering firm to evaluate different options for wastewater treatment. The evaluation finished in December 2022, and by April 2023, the City Council chose the Okaloosa County Sewer Force Main as the optimal choice, dependent on securing grant funding. In April 2024, Hurlburt Field confirmed their support for the initiative and indicated a desire to collaborate.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>3,465,000</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 3,465,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan <u>Sewer</u>	<u>1,732,500</u>
Loan <u>Other</u>	<u>1,732,500</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 3,465,000</u>

Title: Mary Esther Boulevard Beautification

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2023</u>

Description:

The project includes refreshing the landscaped medians along Mary Esther Boulevard. This will include the landscape design and installation.

Justification:

This corridor is Mary Esther's commercial hub. The project will beautify the area for residents and visitors and support additional development opportunities.☐

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>150,000</u>
Planning	<u>-</u>
Design/Engineering	<u>30,000</u>
Equipment	<u>-</u>
Contingency	<u>36,000</u>
Other	<u>-</u>
Total:	\$ <u>216,000</u>

Funding Sources:

General Fund	<u>216,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>216,000</u>

Title: Public Works Roof Replacement

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Facilities</u>	Original CIP Year	<u>2026</u>

Description:

The roof at Public Works is in poor condition, with multiple leaks and missing gutters. This project will replace the gutters and repair the roof.

Justification:

The project will improve staff working conditions and secure the building's durability, as numerous structural beams are exhibiting signs of rust and corrosion. Additionally, it will allow for improved material and equipment storage.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>100,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>20,000</u>
Other	<u>-</u>
Total:	\$ <u>120,000</u>

Funding Sources:

General Fund	<u>120,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>120,000</u>

Title: Oak Tree Nature Park Rehabilitation

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2026</u>

Description:

The project will replace the two (2) pedestrian bridges, one (1) viewing platform, trail and park signage.

Justification:

The existing structures are starting to experience wood rot. Replacement of these structures is essential to ensure public safety. Additionally, updating the park's signage with new themes could enhance its appeal to a broader range of visitors.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>150,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>30,000</u>
Other	<u>-</u>
Total:	\$ <u>180,000</u>

Funding Sources:

General Fund	<u>180,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>180,000</u>

Title: Community Facilities Beautification

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Facilities</u>	Original CIP Year	<u>2022</u>

Description:

The project includes the design and installation of new landscaping for the existing government complex. This includes old City Hall, Fire Department, and Library. A new digital monument sign will also be installed at the corner of Hollywood Boulevard and Christobal Road.?

Justification:

The project's goal is to beautify the blocks along Hollywood Boulevard and Christobal Road and improve the physical environment for building patrons, pedestrians, and staff.?

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>75,000</u>
Planning	<u>-</u>
Design/Engineering	<u>24,000</u>
Equipment	<u>50,000</u>
Contingency	<u>8,000</u>
Other	<u>-</u>
Total:	\$ <u>157,000</u>

Funding Sources:

General Fund	<u>157,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>157,000</u>

Title: Highway 98 Water Main Replacement

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2026</u>

Description:

The project will replace the cast iron water main on the south side of Highway 98 with larger PVC pipe.

Justification:

From the best information available, this line was installed in the 1940s. The line is cast iron and experiences breaks several times a year. Moreover, the line requires a special flushing routine to remove rust as it break down. Replacement with larger PVC pipe will increase pressure, volume, and improve water quality.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>3,905,250</u>
Planning	<u>-</u>
Design/Engineering	<u>702,945</u>
Equipment	<u>-</u>
Contingency	<u>585,788</u>
Other	<u></u>
Total:	<u>\$ 5,193,983</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant <u>State</u>	<u>5,193,983</u>
Grant	<u></u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 5,193,983</u>

Title: Vehicle Replacement

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2023</u>

Description:

The City's fleet includes five (5) trucks and one (1) dump truck for Public Works, one (1) truck for Community Development, and one (1) SUV for all other departments. This budget will replace the Public Works Ford Ranger with a one (1) ton truck capable of safely pulling a dump trailer.

Justification:

Depending on use, most vehicles fully depreciate within five (5) to ten (10) years. This budget will ensure vehicles are replaced once they exceed their useful life to avoid the high cost of maintenance and repairs.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>60,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 60,000</u>

Funding Sources:

General Fund	<u>60,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant <u>State</u>	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 60,000</u>

Title: Pavement Management - Area 4 (Bryn Mawr)

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will repave sections of roadway within the Bryn Mawr Neighborhood. To extend the lifespan of the streets, the remainder of Area 4 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded \$10 million. Consequently, the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>175,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>175,000</u>

Funding Sources:

General Fund	<u>175,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>175,000</u>

Title: Sidewalk Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will identify and complete gaps within existing neighborhoods and make repairs.

Justification:

The project will enhance pedestrian safety.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>10,500</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,500</u>

Funding Sources:

General Fund	<u>10,500</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,500</u>

Title: Water Distribution Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

Description:

The project will replace water system valves, fire hydrant valves, and fire hydrants that are in poor condition or inoperable as identified in the Water Asset Management Plan.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves and hydrants will be replaced annually.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>88,400</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 88,400</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>88,400</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 88,400</u>

Title: Sewer Collections Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

Description:

The project replaces sewer pumps, motors, and related equipment. It also includes funding to rehabilitate manholes.

Justification:

The adopted 2024 Sewer Asset Management Plan identified collection system assets, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project continues the replacement and rehabilitation program to reduce inflow and infiltration that is the leading cause of sewer overflows.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>231,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>231,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>231,000</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>231,000</u>

Title: Waterfront Park Development

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2024</u>

Description:

The city owns waterfront property located off West Miracle Strip Parkway that is approximately fifty (50) feet wide. This project will explore the potential for development of an additional waterfront park.

Justification:

The project would increase public access to the Santa Rosa Sound. Tourism funds would be used to fund development costs.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>20,000</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>20,000</u>

Funding Sources:

General Fund	<u>20,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>20,000</u>

Title: Vehicle Replacement

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The City's fleet includes five (5) trucks and one (1) dump truck for Public Works, one (1) truck for Community Development, and one (1) SUV for all other departments. This budget will replace the dump truck.

Justification:

Depending on use, most vehicles fully depreciate within five (5) to ten (10) years. This budget will ensure vehicles are replaced once they exceed their useful life to avoid the high cost of maintenance and repairs.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>125,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>125,000</u>

Funding Sources:

General Fund	<u>125,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>125,000</u>

Title: Pavement Management - Area 1 (Springdale, Oak Tree, and Scottsdale)

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will repave sections of Oak Tree Park and Scottsdale neighborhoods. To extend the lifespan of the streets, the remainder of Area 1 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded \$10 million. Consequently, the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>150,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>150,000</u>

Funding Sources:

General Fund	<u>150,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>150,000</u>

Title: Sidewalk Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will identify and complete gaps within existing neighborhoods and make repairs.

Justification:

The project will enhance pedestrian safety.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>10,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 10,000</u>

Funding Sources:

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 10,000</u>

Title: Water Distribution Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

Description:

The project will replace water system valves, fire hydrant valves, and fire hydrants that are in poor condition or inoperable.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves and hydrants will be replaced annually.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>94,070</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>94,070</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>94,070</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>94,070</u>

Title: Sewer Collections Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

Description:

The project replaces sewer pumps, motors, and related equipment. It also includes funding to rehabilitate manholes.

Justification:

The adopted 2024 Sewer Asset Management Plan identified collection system assets, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project continues the replacement and rehabilitation program to reduce inflow and infiltration that is the leading cause of sewer overflows.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>210,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>210,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>210,000</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>210,000</u>

Title: Oak Tree Park Neighborhood Infrastructure Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Utilities</u>	Original CIP Year	<u>2024</u>

Description:

The project will upgrade existing water, sewer, and street infrastructure:

- Replacement of water mains and fire hydrants with new and larger diameter waterlines.☐
- Rehabilitation of sewer mains and manholes.☐
- Resurfacing impacted neighborhood streets.☐

Justification:

The existing water mains are undersized and have reached the end of their useful life. Rehabilitation of sanitary sewer mains and manholes will also reduce inflow and infiltration, which is the primary cause of sewer overflows. Impacted neighborhood streets should also be resurfaced after the replacement of underground utilities.☐

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>3,490,695</u>
Planning	<u>-</u>
Design/Engineering	<u>635,934</u>
Equipment	<u>-</u>
Contingency	<u>1,237,989</u>
Other	<u>-</u>
Total:	<u>\$ 5,364,618</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>1,606,582</u>
Loan <u>Water</u>	<u>981,621</u>
Loan <u>Sewer</u>	<u>2,776,414</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 5,364,618</u>

Title: Vehicle Replacement

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Parks</u>	Original CIP Year	<u>2025</u>

Description:

The City's fleet includes five (5) trucks and one (1) dump truck for Public Works, one (1) truck for Community Development, and one (1) SUV for all other departments. This budget will replace one (1) half-ton truck.

Justification:

Depending on use, most vehicles fully depreciate within five (5) to ten (10) years. This budget will ensure vehicles are replaced once they exceed their useful life to avoid the high cost of maintenance and repairs.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>50,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 50,000</u>

Funding Sources:

General Fund	<u>50,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 50,000</u>

Title: Pavement Management - Area 3 (Azalea, Brewer, E. Highway 98)

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will repave Sleepy Hollow Drive, sections of Brewer Circle and neighborhoods south of East Highway 98. To extend the lifespan of the streets, the remainder of Area 3 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded \$10 million. Consequently, the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>400,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 400,000</u>

Funding Sources:

General Fund	<u>400,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	<u>\$ 400,000</u>

Title: Sidewalk Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will identify and complete gaps within existing neighborhoods and make repair

Justification:

The project will enhance pedestrian safety.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>10,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,000</u>

Funding Sources:

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Bond/Loan	<u>-</u>
Special Assessments	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,000</u>

Title: Water Distribution Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

Description:

The project will replace water system valves, fire hydrant valves, and fire hydrants that are in poor condition or inoperable.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves and hydrants will be replaced annually.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>98,024</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>98,024</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>98,024</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>98,024</u>

Title: Sewer Collections Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

Description:

The project replaces sewer pumps, motors, and related equipment. It also includes funding to rehabilitate manholes.

Justification:

The adopted 2024 Sewer Asset Management Plan identified collection system assets, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project continues the replacement and rehabilitation program to reduce inflow and infiltration that is the leading cause of sewer overflows.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>220,500</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>220,500</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>220,500</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>220,500</u>

Title: Okaloosa County Sewer Force Main - Construction

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2029</u>

Description:

The initiative encompasses building a new wastewater force main between the City of Mary Esther Wastewater Treatment Facility and the Okaloosa County Wastewater Treatment Facility to serve the City and Hurlburt Field. Once finished, the city plans to transfer its wastewater treatment to Okaloosa County and retire its current WWTF. This phase is focused on the construction of the force main and lift stations.

Justification:

At the beginning of 2022, the City Council approved a contract with an engineering firm to evaluate different options for wastewater treatment. The evaluation finished in December 2022, and by April 2023, the City Council chose the Sewer Force Main to Okaloosa County as the optimal choice, dependent on securing grant funding. In April 2024, Hurlburt Field confirmed their support for the initiative and indicated a desire to collaborate.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>400,000</u>
Construction	<u>18,475,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>6,650,000</u>
Other	<u>-</u>
Total:	<u>\$ 25,525,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan <u>SRF (City)</u>	<u>5,262,500</u>
Loan <u>SRF (Other)</u>	<u>5,262,500</u>
Grant <u>Federal</u>	<u>10,000,000</u>
Grant <u>State</u>	<u>5,000,000</u>
Other <u>-</u>	<u>-</u>
Other <u>-</u>	<u>-</u>
Total:	<u>\$ 25,525,000</u>

Title: Vehicle Replacement

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The City's fleet includes five (5) trucks and one (1) dump truck for Public Works, one (1) truck for Community Development, and one (1) SUV for all other departments. This budget will replace one (1) half-ton truck.

Justification:

Depending on use, most vehicles fully depreciate within five (5) to ten (10) years. This budget will ensure vehicles are replaced once they exceed their useful life to avoid the high cost of maintenance and repairs.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>50,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>50,000</u>

Funding Sources:

General Fund	<u>50,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>50,000</u>

Title: Pavement Management - Area 5 (Christobal, Andalusia, S. Highway 98)

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will repave sections of Christobal, Andalusia, and neighborhoods south of Highway 98 between Mary Esther Boulevard and Doolittle Boulevard. To extend the lifespan of the streets, the remainder of Area 5 will receive crack sealing, infrared patching, and slurry seal treatments.

Justification:

In late 2023, the Public Works Department conducted a review that found that city street repair costs exceeded \$10 million. Consequently, the Department crafted a five-year plan focused on extending the durability of city streets. This strategy aims to double the lifespan of residential streets from 20-25 years to 45-50 years using maintenance techniques like rejuvenation, crack sealing, infrared patching, and slurry seals. The goal is to maintain streets in a safe and acceptable state between planned neighborhood utility projects.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>150,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>150,000</u>

Funding Sources:

General Fund	<u>150,000</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>150,000</u>

Title: Sidewalk Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Streets</u>	Original CIP Year	<u>2025</u>

Description:

The project will identify and complete gaps within existing neighborhoods and make repair

Justification:

The project will enhance pedestrian safety.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>10,000</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>-</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,000</u>

Funding Sources:

General Fund	<u>10,000</u>
Utilities Fund	<u>-</u>
Bond/Loan	<u>-</u>
Special Assessments	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>10,000</u>

Title: Water Distribution Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Water</u>	Original CIP Year	<u>2025</u>

Description:

The project will replace water system valves, fire hydrant valves, and fire hydrants that are in poor condition or inoperable.

Justification:

This project was developed in response to the adopted 2024 Asset Management Plan, which strongly recommends a more proactive approach to the maintenance and replacement of water distribution infrastructure. Under this proposal, valves and hydrants will be replaced annually.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>75,000</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>75,000</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>-</u>
Sales Tax Fund	<u>-</u>
Loan <u>Water</u>	<u>75,000</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>75,000</u>

Title: Sewer Collections Improvements

Details:

Department	<u>Public Works</u>	Contact Person	<u>Shawn Lindsey</u>
Division	<u>Sewer</u>	Original CIP Year	<u>2025</u>

Description:

The project replaces sewer pumps, motors, and related equipment. It also includes funding to rehabilitate manholes.

Justification:

The adopted 2024 Sewer Asset Management Plan identified collection system assets, including sewer pumps, motors, equipment, and manholes, that are in poor condition or inoperable. This project continues the replacement and rehabilitation program to reduce inflow and infiltration that is the leading cause of sewer overflows.

Project Costs:

Administration	<u>-</u>
Legal	<u>-</u>
Land/ROW/Easements	<u>-</u>
Construction	<u>-</u>
Planning	<u>-</u>
Design/Engineering	<u>-</u>
Equipment	<u>231,525</u>
Contingency	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>231,525</u>

Funding Sources:

General Fund	<u>-</u>
Utilities Fund	<u>231,525</u>
Sales Tax Fund	<u>-</u>
Loan	<u>-</u>
Loan	<u>-</u>
Grant	<u>-</u>
Grant	<u>-</u>
Other	<u>-</u>
Other	<u>-</u>
Total:	\$ <u>231,525</u>

Appendix

BUDGET SUMMARY

CITY OF MARY ESTHER - FISCAL YEAR 2024/2025

THE ADOPTED OPERATING BUDGET EXPENDITURES OF THE CITY OF MARY ESTHER ARE 10.1% MORE THAN LAST YEAR'S TOTAL OPERATING EXPENDITURES.

General Fund: 5.0261
Voted Fund: 0.0000

	GENERAL FUND	PUBLIC UTILITIES FUND	HALF-CENT SALES SURTAX	TOTAL ALL FUNDS
ESTIMATED REVENUES:				
Taxes: Millage per \$1,000				
Ad Valorem (5.0261 Mills)	\$2,280,883	0	0	2,280,883
Federal/State Grants	505,000	0	0	505,000
Franchise Tax	250,000	0	0	250,000
Utility Tax	836,200	0	0	836,200
Business Taxes and Fees	95,900	0	0	95,900
Intergovernmental Revenue	1,195,500	0	550,000	1,745,500
Charges for Services	148,959	3,136,700	0	3,285,659
Fines and Forfeitures	10,000	0	0	10,000
Interest Earned/Other	271,500	2,591,064	0	2,862,564
TOTAL SOURCES	\$5,593,942	\$5,727,764	\$550,000	\$11,871,706
Transfers In	943,092	0	0	943,092
Fund Balance/Reserves/Net Assets	8,172,468	3,804,135	1,878,067	13,854,670
TOTAL REVENUES, TRANSFERS & BALANCES	\$14,709,502	\$9,531,899	\$2,428,067	\$26,669,468
EXPENDITURES				
General Government	1,401,502	0	0	1,401,502
Public Safety	1,839,749	0	0	1,839,749
Water/Sewer Operating Exp.	0	5,524,847	0	5,524,847
Maintenance/Transportation	5,318,571	0	0	5,318,571
Library	508,734	0	0	508,734
TOTAL EXPENDITURES	\$9,068,555	\$5,524,847	\$0	\$14,593,403
Transfers Out	0	79,854	863,238	943,092
Fund Balance/Reserves/Net Assets	5,640,946	3,927,198	1,564,829	11,132,973
TOTAL APPROPRIATED EXPENDITURES, TRANSFERS, RESERVES & BALANCES	\$14,709,502	\$9,531,899	\$2,428,067	\$26,669,468
THE TENTATIVE, ADOPTED, AND/OR FINAL BUDGET(S) ARE ON FILE IN THE OFFICE OF THE ABOVE REFERENCED TAXING AUTHORITY AS A PUBLIC RECORD.				

GENERAL FUND**CLERK CAPITAL ITEMS****COMPUTER SOFTWARE & EQUIPMENT**

6400	\$	1,000.00	Miscellaneous office furniture
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TOTAL CLERK CAPITAL ITEMS	\$	<u>1,000.00</u>	
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IT CAPITAL ITEMS**COMPUTER SOFTWARE & EQUIPMENT**

6400	\$	12,500.00	Miscellaneous computer hardware
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6410	\$	30,000.00	EnerGov implementation
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TOTAL IT CAPITAL ITEMS	\$	<u>42,500.00</u>	
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FACILITIES CAPITAL ITEMS**BUILDINGS**

	\$	33,000.00	Library Improvements
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6210	\$	765,674.00	Renovation of new City Hall building
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	\$	20,000.00	AC unit replacement at Library
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TOTAL FACILITIES CAPITAL ITEMS	\$	<u>818,674.00</u>	
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STREETS CAPITAL ITEMS**INFRASTRUCTURE**

6310	\$	863,238.00	Springdale Park Neighborhood streets repaving
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	\$	17,625.00	Azalea Park Neighborhood Improvements
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	\$	100,000.00	Repaving portions of Elliot Rd. and Brian Circle
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MACHINERY & EQUIPMENT

6410	\$	70,000.00	Spray/squeegee machine
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	\$	230,000.00	Street Sweeper
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TOTAL STREET CAPITAL ITEMS	\$	<u>1,280,863.00</u>	
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PARKS CAPITAL ITEMS**INFRASTRUCTURE**

6310	\$	30,000.00	N. Bryn Mawr Park playground improvements
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	\$	50,000.00	Azalea Park Improvements
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	\$	786,100.00	S. Christobal Rd. Park
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	\$	42,000.00	Elliot Park playground improvements
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MACHINERY & EQUIPMENT

6410	\$	12,000.00	Harley rake for skid steer
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TOTAL PARKS CAPITAL ITEMS	\$	<u>920,100.00</u>	
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STORMWATER CAPITAL ITEMS**INFRASTRUCTURE**

6310	\$	987,120.00	Rehab of Ray's Pond & Pryor Dr. stormwater improveme
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	\$	117,583.00	Azalea Park Neighborhood Improvements
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TOTAL STORMWATER CAPITAL ITEMS	\$	<u>1,104,703.00</u>	
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TOTAL GENERAL FUND	\$	<u><u>4,167,840.00</u></u>	
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PUBLIC UTILITIES FUND**WATER CAPITAL ITEMS****BUILDINGS**

6210 \$ 15,000.00 Replace fence at Well 1

INFRASTRUCTURE

6310 \$ 966,150.00 Azalea Park Neighborhood Improvement
\$ 50,000.00 Well 3 ground storage tank rehabilitation
\$ 25,000.00 Windy Lane water connection

MACHINERY & EQUIPMENT

6410 \$ 5,000.00 GPS unit
\$ 18,000.00 12 fire hydrant valves
\$ 16,000.00 4 fire hydrants
\$ 45,000.00 30 system valves
\$ 4,000.00 Chlorine Feed System valves

TOTAL WATER CAPITAL ITEMS **\$ 1,144,150.00**

SEWER CAPITAL ITEMS**INFRASTRUCTURE**

6310 \$ 869,789.00 Azalea Park Neighborhood Improvement
\$ 415,000.00 Connect wastewater to County Wastewater Treatment Plant

MACHINERY & EQUIPMENT

6410 \$ 3,000.00 5HP trash pump
\$ 20,000.00 (2) 5HP lift station pumps
\$ 18,000.00 Effluent panel at Wastewater Treatment Plant
\$ 10,000.00 Wilo waste pump for Plant 2
\$ 60,000.00 Air Base lift station motors (2)
\$ 20,000.00 (2) effluent pumps
\$ 5,000.00 GPS unit

TOTAL SEWER CAPITAL ITEMS **\$ 1,420,789.00**

TOTAL PUBLIC UTILITIES FUND **\$ 2,564,939.00**

PAYROLL BUDGET										
POSITION	SALARY	SICK	STIPEND	SUBTOTAL	SS	RETIRE	INS	W/C	MEDICARE	TOTAL
MAYOR	5,400	-	-	5,400	335	-	-	100	78	5,913
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
COUNCILMEMBER	4,200	-	-	4,200	260	-	-	100	61	4,621
CITY MANAGER	132,432	2,547	-	134,979	8,369	18,897	16,700	100	1,957	181,002
ADMINISTRATIVE COORDINATOR	63,116	1,214	-	64,330	3,988	9,006	17,000	100	933	95,358
CITY CLERK	75,640	1,455	-	77,095	4,780	10,793	17,300	100	1,118	111,186
FINANCE DIRECTOR	121,952	2,345	2,136	126,433	7,839	17,701	2,500	100	1,833	156,406
PUBLIC WORKS DIRECTOR	103,977	2,000	-	105,977	6,571	14,837	25,500	100	1,537	154,521
ACCOUNTING CLERK	52,341	1,007	-	53,348	3,308	7,469	17,300	100	774	82,297
UTILITY BILLING	50,748	976	-	51,724	3,207	7,241	25,600	100	750	88,622
COMMUNITY DEVELOPMENT DIRECTOR	87,226	1,677	-	88,903	5,512	12,446	16,700	100	1,289	124,950
CODE COMPLIANCE OFFICER	67,221	1,293	-	68,514	4,248	9,592	17,400	1,000	993	101,747
PERMIT TECHNICIAN	45,236	870	-	46,105	2,859	6,455	17,000	100	669	73,187
STREETS SUPERINTENDENT	74,598	1,435	-	76,032	4,714	10,645	17,600	2,900	1,102	112,993
PARKS SUPERINTENDENT	56,062	1,078	-	57,140	3,543	8,000	17,000	2,900	829	89,411
MAINTENANCE TECH	46,285	890	-	47,175	2,925	6,605	17,000	2,900	684	77,289
MAINTENANCE TECH	44,741	860	-	45,602	2,827	6,384	17,000	2,900	661	75,374
MAINTENANCE TECH	43,196	831	-	44,027	2,730	6,164	17,000	2,900	638	73,459
MAINTENANCE TECH	35,472	682	-	36,154	2,242	5,062	17,000	2,900	524	63,882
MAINTENANCE TECH PART-TIME	37,332	-	-	37,332	2,315	-	-	2,900	541	43,088
LIBRARY DIRECTOR	85,974	1,653	-	87,627	5,433	12,268	32,323	100	1,271	139,022
YOUTH SERVICES	51,382	988	-	52,370	3,247	7,332	17,000	100	759	80,808
LIBRARY TECH	46,725	899	-	47,623	2,953	6,667	25,100	100	691	83,134
LIBRARY TECH	43,636	839	2,136	46,611	2,890	6,526	2,100	100	676	58,902
LIBRARY TECH	40,545	780	2,136	43,461	2,695	6,084	1,700	100	630	54,670
LIBRARY PART-TIME	23,526	-	-	23,526	1,459	-	-	100	341	25,426
LIBRARY PART-TIME	23,526	-	-	23,526	1,459	-	-	100	341	25,426
	1,479,290	26,317	6,408	1,512,015	93,745	196,172	353,823	23,500	21,924	2,201,180

PROGRAM ALLOCATION										
POSITION	SALARY	SICK	STIPEND	SUBTOTAL	SS	RETIRE	INS	W/C	MEDICARE	TOTAL
LEGISLATIVE	26,400	-	-	26,400	1,637	-	-	600	383	29,020
EXECUTIVE	169,682	3,263	-	172,945	10,723	24,212	28,630	170	2,508	239,188
CITY CLERK	75,640	1,455	-	77,095	4,780	10,793	17,300	100	1,118	111,186
FINANCE	71,444	1,374	1,068	73,886	4,581	10,344	4,710	70	1,071	94,662
HUMAN RESOURCES	12,623	243	-	12,866	798	1,801	3,400	20	187	19,072
PLANNING	97,120	1,868	-	98,988	6,137	13,858	23,670	320	1,435	144,408
CODE COMPLIANCE	55,777	1,073	-	56,850	3,525	7,959	13,850	710	824	83,718
BUILDING	46,785	900	-	47,685	2,956	6,676	13,580	170	691	71,758
LIBRARY (FT)	268,261	5,159	4,272	277,692	17,217	38,877	78,223	500	4,027	416,536
LIBRARY (PT)	47,052	-	-	47,052	2,917	-	-	200	682	50,852
FACILITIES	50,817	977	-	51,794	3,211	7,251	17,850	2,620	751	83,477
FACILITIES (PT)	11,200	-	-	11,200	694	-	-	870	162	12,926
STREETS	93,210	1,792	-	95,002	5,890	13,300	28,350	4,360	1,378	148,280
PARKS	115,107	2,214	-	117,320	7,274	16,425	40,800	6,110	1,701	189,630
PARKS (PT)	26,133	-	-	26,133	1,620	-	-	2,030	379	30,162
STORMWATER	93,210	1,792	-	95,002	5,890	13,300	28,350	4,360	1,378	148,280
GENERAL FUND	1,260,461	22,109	5,340	1,287,910	79,850	164,798	298,713	23,210	18,675	1,873,156
WATER	109,414	2,104	534	112,053	6,947	15,687	27,555	145	1,625	164,012
SEWER	109,414	2,104	534	112,053	6,947	15,687	27,555	145	1,625	164,012
UTILITIES FUND	218,829	4,208	1,068	224,105	13,895	31,375	55,110	290	3,250	328,024

PAYROLL ALLOCATION																
POSITION	LEG	EXEC	CLERK	FIN	HR	PLAN	CODE	BLDG	LIB	FAC	STR	PARK	STORM	WTR	SWR	TOTAL
MAYOR	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COUNCILMEMBER	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
CITY MANAGER	0.00	0.90	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.05	0.05	1.00
CITY CLERK	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
FINANCE DIRECTOR	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.25	0.25	1.00
PUBLIC WORKS DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.10	0.10	0.20	0.10	0.25	0.25	1.00
ACCOUNTING CLERK	0.00	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.40	0.40	1.00
UTILITY BILLING	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.50	1.00
ADMINISTRATIVE COORDINATOR	0.00	0.80	0.00	0.00	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
COMMUNITY DEVELOPMENT DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.70	0.10	0.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
CODE COMPLIANCE OFFICER	0.00	0.00	0.00	0.00	0.00	0.20	0.70	0.10	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
PERMIT TECHNICIAN	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
STREETS SUPERINTENDENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	1.00
PARKS SUPERINTENDENT	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.70	0.00	0.00	0.00	1.00
MAINTENANCE TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	1.00
MAINTENANCE TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.50	0.00	0.00	1.00
MAINTENANCE TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.70	0.00	0.00	0.00	1.00
MAINTENANCE TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.70	0.00	0.00	0.00	1.00
MAINTENANCE TECH PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.30	0.00	0.70	0.00	0.00	0.00	0.50
LIBRARY DIRECTOR	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
YOUTH SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
LIBRARY TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
LIBRARY TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
LIBRARY TECH	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
LIBRARY PART-TIME	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00
	6.00	1.70	1.00	0.70	0.20	1.40	0.80	0.80	6.00	1.30	1.60	3.00	1.60	1.45	1.45	28.50

ORDINANCE 2024-04

AN ORDINANCE OF THE CITY OF MARY ESTHER, IN OKALOOSA COUNTY, FLORIDA, ADOPTING AN AD VALOREM TAX MILLAGE RATE OF 5.0261 MILLS FOR THE 2024-2025 TAXABLE YEAR; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Tax Appraiser of Okaloosa County, Florida has certified an Ad Valorem Tax Millage of 5.0261 and the City of Mary Esther will set its millage above the roll back rate to equal 5.0261 based upon a gross taxable value of \$464,079,185 which would produce a revenue of \$2,332,508; and

WHEREAS, the current year rolled-back rate is 4.7665 mills as listed on the Certification of Taxable Value, DR-420 line 16; and

WHEREAS, the FY 2024-25 operating millage rate is 5.0261 mills, which is greater than the roll back rate of 4.7665 mills by 5.45%; and

WHEREAS, the City Council of the City of Mary Esther, Florida has determined an Ad Valorem Tax Millage Rate of 5.0261 based upon a gross taxable value of \$464,079,185 would produce a revenue of \$2,332,508; and

WHEREAS, the City Council of the City of Mary Esther, Florida has further determined that the Ad Valorem Tax Millage Rate of 5.0261 will be sufficient to meet the reasonable minimal budgetary requirements of the City of Mary Esther, Florida for FY 2024-25; and

WHEREAS, the approval and adoption of the same is necessary for the health, welfare, and general benefit of the citizens of the City of Mary Esther.

NOW THEREFORE, BE IT ORDAINED by the City Council of the City of Mary Esther, Florida:

SECTION I: Tax Rate Levied.

There is hereby levied an Ad Valorem Tax Millage Rate of 5.0261 mills on the non-exempt taxable property in the City of Mary Esther, Florida, provided, however, that in the event the Tax Assessor of Okaloosa County, Florida, shall change the aforesaid assessed valuation of the non-exempt property in the City of Mary Esther, that the City Manager is hereby authorized to change the said millage rate accordingly in a pro-rata manner so as to achieve Ad Valorem Tax Revenues of the aforesaid sum of \$2,332,508.

SECTION II: Conflict

This Ordinance shall prevail over all prior Ordinances or parts thereof in conflict herewith and are hereby repealed to the extent of such conflict.

SECTION III: Effective Date.

This Ordinance shall take effect immediately upon its passage and adoption according to the law.

SO DONE this ____ day of _____ 2024.

By: _____

Chris Stein, Mayor

ATTEST:

Dillon Morris
City Clerk

First Reading: 9/4/24

Published:

Second Reading: 9/24/24

Time adopted: _____

RESOLUTION 24-07

A RESOLUTION OF THE CITY OF MARY ESTHER, FLORIDA, ADOPTING THE BUDGET FOR THE CITY OF MARY ESTHER FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2024; APPROVING AND AFFIRMING THE APPROPRIATIONS SET FORTH IN SAID BUDGET; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Mary Esther, Florida, has held public hearings on September 4th and 24th, 2024, on the proposed budget for the Fiscal Year commencing October 1, 2024, and ending September 30, 2025, which shall be \$14,593,403; and

WHEREAS, the immediate approval and adoption of the same is necessary for the health, welfare, and general benefit of the citizens of the City; and

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Mary Esther, Florida that:

SECTION I: Budget.

The budget for the Fiscal Year commencing October 1, 2024, for the City of Mary Esther, Florida, which is attached hereto, incorporated by reference, and made a part hereof, is hereby officially adopted. The appropriations set forth in said budget are hereby approved, adopted, and confirmed.

SECTION II: Effective Date.

This Resolution shall take effect immediately upon its passage and adoption pursuant to law.

SO DONE this 24th day of September 2024.

By: _____
Chris Stein, Mayor

ATTEST:

Dillon Morris
City Clerk

Time Adopted: _____

AGENDA ITEM

Agenda Item 7.1.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: September 4, 2024

SUBJECT: Reading of the 2024 Special Election Results

BACKGROUND:

At the beginning of the year, two councilmembers resigned from city council, necessitating two (2) appointments to be made until a special election could be called. On August 20th, 2024, a special election was held for the City of Mary Esther, officially voting in two candidates.

DISCUSSION:

The city clerk will read the certificate of the county canvassing board, reading the results of the election into the record before swearing in the new councilmembers.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

N/A.

ATTACHMENT(S):

1. Certificate of County Canvassing Board

*** Official Results ***
CERTIFICATE OF COUNTY CANVASSING BOARD
OKALOOSA COUNTY

We, the undersigned, JONATHAN SCHLECHTER, County Judge, DUSTIN RICKETTS, f/t County Commissioner, PAUL LUX, Supervisor of Elections, constituting the Board of County Canvassers in and for said County, do hereby certify that we met on the Twenty-Fifth day of August, 2024 A.D., and proceeded publicly to canvass the votes given for the several offices and persons herein specified at the **Nonpartisan Election** held on the Twentieth day of August, 2024 A.D., as shown by the returns on file in the office of the Supervisor of Elections. We do hereby certify from said returns as follows:

For School Board, District 2, the whole number of votes cast was 33,495 of which

Dewey Parker Destin	received	18,761 votes
David Schmidt	received	14,734 votes

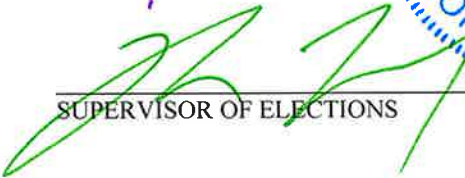
For City Council City of Mary Esther, the whole number of votes cast was 1,067 of which

Susan M. Coxwell	received	314 votes
Richard D. Lawson	received	335 votes
Julia Thomas	received	179 votes
K.C. Woods	received	239 votes

We Certify that pursuant to Section 102.112, Florida Statutes, the canvassing board has compared the number of persons who voted with the number of ballots counted and that the certification includes all valid votes cast in the election.


COUNTY JUDGE


F/T COUNTY COMMISSIONER


SUPERVISOR OF ELECTIONS



AGENDA ITEM

Agenda Item 7.2.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: September 4, 2024

SUBJECT: Honoring of Outgoing Councilmember(s)

BACKGROUND:

At the beginning of the year, two councilmembers resigned from city council, necessitating two (2) appointments to be made until a special election could be called. On August 20th, 2024, a special election was held for the City of Mary Esther, officially voting in two candidates. With that election, one appointment term will be ending to be superseded by the new Councilmember.

DISCUSSION:

The city is honoring Councilmember Woods for his time and commitment to the City Council.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

N/A.

ATTACHMENT(S):

AGENDA ITEM

Agenda Item 7.3.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: September 4, 2024

SUBJECT: Installation of the Newly Elected Officials

BACKGROUND:

At the beginning of the year, two councilmembers resigned from city council, necessitating two (2) appointments to be made until a special election could be called. On August 20th, 2024, a special election was held for the City of Mary Esther, officially voting in two candidates. The election results are as follows:

- **Richard D. Lawson - 335**
- **Susan M. Coxwell - 313**
- K. C. Woods - 238
- Julia Thomas - 179

With that election, Richard D. Lawson and Susan M. Coxwell will both be sworn in as Councilmembers of City of Mary Esther.

DISCUSSION:

Susan Coxwell and Richard Lawson shall be sworn in by City Clerk Morris for the positions of councilmembers.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

N/A.

ATTACHMENT(S):

1. Oaths of Office



Oath of Office

I, Richard Lawson, do solemnly swear (or affirm) that I will support, protect and defend the constitution and government of the United States and of the State of Florida against all enemies, domestic and foreign and that I will pledge my faith, loyalty and allegiance to the same, and that I am entitled to hold office under the Charter of this city and that I will faithfully perform all the duties of the office of City Councilmember of the City of Mary Esther, Florida, on which I am about to enter, so help me God.

(Signature)

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to and subscribed before me this 4th day of September 2024.

(Notary Public)



Oath of Office

I, Susan Coxwell, do solemnly swear (or affirm) that I will support, protect and defend the constitution and government of the United States and of the State of Florida against all enemies, domestic and foreign and that I will pledge my faith, loyalty and allegiance to the same, and that I am entitled to hold office under the Charter of this city and that I will faithfully perform all the duties of the office of City Councilmember of the City of Mary Esther, Florida, on which I am about to enter, so help me God.

(Signature)

STATE OF FLORIDA
COUNTY OF OKALOOSA

Sworn to and subscribed before me this 4th day of September 2024.

(Notary Public)

AGENDA ITEM

Agenda Item 7.4.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: September 4, 2024

SUBJECT: Northwest Florida Military Officers Association Day Proclamation

BACKGROUND:

On August 18th, Mayor Stein was contacted by Fran Hendricks, president of the Northwest Florida Military Officers Association, respectfully asking for a proclamation to celebrate the organization's 65th anniversary. A proclamation was drafted to designate September 5th, 2024, as NWFMOA Day in Mary Esther, Florida.

DISCUSSION:

The NWFMOA organizes many community outreach initiatives, such as Military Family Appreciation Day, Veteran Stand Down, Wreaths Across America, scholarship awards, and more. The proclamation will be displayed at the community reception honoring the organization's anniversary before being archived in the organization's repository for historical purposes.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

Motion to authorize the Mayor to sign the proclamation, declaring September 5th, 2024 as "Northwest Florida Military Officers Association Day" in Mary Esther.

ATTACHMENT(S):

1. NWFMOA Day Proclamation



City of Mary Esther Proclamation

Northwest Florida Military Officers Association

WHEREAS, Articles of Incorporation for Northwest Florida Military Officers Association were filed in 1959, and the organization is now celebrating its 65th anniversary; and

WHEREAS, observance of this occasion provides the opportunity to extend the appreciation our community feels for the many valuable contributions made by the Northwest Florida Military Officers Association to the progress of our city; and

WHEREAS, Northwest Florida Military Officers Association has come a long way in the past 65 years, particularly in the area of community outreach, and has worked consistently and successfully to serve those who have served, those presently serving, and those who have indicated a desire to serve; and

WHEREAS, this organization has served as a partner in progress with other civic organizations and the city government, and has provided valuable service to the entire community.

NOW, THEREFORE I, Chris Stein, Mayor of the City of Mary Esther, Florida, do hereby proclaim September 5th, 2024, as Northwest Florida Military Officers Association Day extending on behalf of the City Council and all our citizens our highest commendation to the membership and staff of Northwest Florida Military Officers Association for the positive and successful programs and policies they have initiated and supported, and their many accomplishments during the last ten years.

SO DONE this 4th day of September 2024.

By: _____
Chris Stein, Mayor

ATTEST:

Dillon Morris, City Clerk

AGENDA ITEM

Agenda Item 7.5.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: September 4, 2024

SUBJECT: Constitution Week Proclamation

BACKGROUND:

On August 2nd, 2024, the Choctawhatchee Bay Chapter of the Daughters of the American Revolution wrote a letter to Mayor Stein, asking for a proclamation for Constitution Week. A proclamation was drafted to proclaim the week of September 17th through 23rd as Constitution Week.

DISCUSSION:

The celebration of the Constitution was started by the Daughters of the American Revolution. In 1955, DAR petitioned Congress to set aside September 17-23 annually to be dedicated to the observance of Constitution Week. The resolution was later adopted by the U.S. Congress and signed into public law on August 2, 1956, by President Dwight D. Eisenhower.

FINANCIAL IMPACT:

There is no financial impact related to this matter.

RECOMMENDATION:

Motion to authorize the Mayor to sign the proclamation, declaring September 17th through 23rd, as "Constitution Week" in Mary Esther.

ATTACHMENT(S):

1. Constitution Week Proclamation



City of Mary Esther Proclamation

Choctawhatchee Bay Chapter of the Daughters of the American Revolution

WHEREAS, September 17, 2024, marks the two hundred and thirty-seventh anniversary of the drafting of the Constitution of the United States of America by the Constitutional Convention; and

WHEREAS, it is fitting and proper to accord official recognition to this magnificent document and its memorable anniversary; and to the patriotic celebrations which will commemorate the occasion; and

WHEREAS, Public Law 915 guarantees the issuing of a proclamation each year by the President of the United States of America designating September 17 through 23 as Constitution week.

NOW, THEREFORE I, Chris Stein, Mayor of the City of Mary Esther, Florida, do hereby proclaim the week of September 17 through 23 as Constitution Week in the City of Mary Esther and ask our citizens to reaffirm the ideals of the Framers of the constitution had in 1787 by vigilantly protecting the freedoms guaranteed to us through this guarding of our liberties, remembering that lost rights may never be regained.

SO DONE this 4th day of September 2024.

By: _____
Chris Stein, Mayor

ATTEST:

Dillon Morris, City Clerk

AGENDA ITEM

Agenda Item 7.6.

TO: Honorable Mayor and Members of the City Council

FROM: Dillon Morris, City Clerk

DATE: September 4, 2024

SUBJECT: Yard of the Month September 2024

BACKGROUND:

The Yard of the Month program was established to recognize City of Mary Esther residents who demonstrate above average efforts in maintaining their property, thereby contributing to the overall appearance of the community at large. Residents may nominate any yard in the Mary Esther city limits, including their own yard.

DISCUSSION:

The City of Mary Esther received 1 nomination to be included in the September selection for Yard of the Month.

FINANCIAL IMPACT:

The City of Mary Esther provides a certificate to the winner along with items that contain City of Mary Esther branding, which can differ from month to month depending on the availability of items.

RECOMMENDATION:

The recommendation is to select an address to be nominated for the September 2024 Yard of the Month.

ATTACHMENT(S):

1. September Yard of the Month Submission(s)

163 Scottsdale Dr.





City of Mary Esther
Cash and Investment Balances
as of July 31, 2024

BMS Account	GENERAL FUND BANK	Summary of Investments	Fund	INTEREST RATE	Purpose of Acct.
		7/31/2024			
101251	FNBT BANK	\$147,980.00	410	0.00%	Cust. Utility Deposits Acct.
104300	GEN FUND FLORIDA PRIME	\$2,329,786.74	1	5.49%	GF Savings/Investment
104400	W/S FUND FLORIDA PRIME	\$337,324.28	410	5.49%	W/S Savings/Investment
101001	FNBT BANK	\$11,291,795.41	1 & 410	4.59%	Operating Acct.
101001	FNBT BANK	\$0.00	410	0.00%	Credit Card Payments Account
101210	FNBT BANK	\$0.00	1	0.00%	Payroll Account
101001	FNBT BANK	\$6,390.92	1	0.00%	HRA Account
101001	FNBT BANK	\$1,621,456.84	1 & 410	4.59%	Money Market Account
104301	FLCLASS	\$524,057.98	1	5.39%	GF Investment
104302	AMERIS BANK	\$6,523.28	1	0.00%	GF Investment

\$16,265,315.45

FY23-24 ESTIMATED BEGINNING GENERAL FUND UNRESTRICTED CASH	\$4,146,554
FY2024 Budget deficit	(\$2,427,547)
FY24 budget amendment Resolution 24-04	\$99,379

ESTIMATED GENERAL FUND TOTAL UNRESTRICTED CASH	\$1,818,386
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FY23-24 ESTIMATED BEGINNING W/S FUND UNRESTRICTED CASH	\$4,431,432
FY2024 Budget surplus	\$138,680

ESTIMATED W/S FUND TOTAL UNRESTRICTED CASH	\$4,570,112
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FY 23-24 BEGINNING DISCRETIONARY SALES SURTAX REVENUE FUND	\$1,888,263
FY2024 Transfer to General Fund	(\$2,411,145)
FY2024 Estimated Revenue	\$522,882

DISCRETIONARY SALES SURTAX FUND BALANCE	(\$0)
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GRAND TOTAL ALL FUNDS:	\$6,388,498
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RESTRICTED REVENUES:

IMPACT FEE REVENUE AVAILABLE FOR RELATED EXPENSES

Fire Protection	\$66,993
Law Enforcement	\$62,908
Stormwater	\$41,165
Transportation	\$66,988

Parks & Recreation	\$36,600
Water & Sewer	\$8,688

TOTAL	\$283,343
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OTHER RESTRICTED REVENUE

Committed to natural disaster relief	\$2,330,610
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TOTAL	\$2,330,610
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TOTAL RESTRICTED REVENUES	\$2,613,953
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City of Mary Esther, FL

Budget vs Actuals

Account Summary

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 001 - GENERAL FUND							
Revenue							
Department: 00 - UNDESIGNATED							
001-00-311100	AD VALOREM TAXES	2,089,383.00	2,089,383.00	0.00	2,060,954.49	2,060,954.49	28,428.51
001-00-311200	AD VALOREM TAXES-DELO	65,000.00	65,000.00	119.14	60,486.90	60,486.90	4,513.10
001-00-312130	TOURIST DEVELOPMENT TAX	180,000.00	0.00	0.00	0.00	0.00	0.00
001-00-312410	FIRST LOCAL OPTION FUEL TAX	200,000.00	200,000.00	17,106.83	156,435.85	156,435.85	43,564.15
001-00-314100	UTILITY TAXES-ELECTRIC	235,000.00	235,000.00	19,809.11	171,761.12	171,761.12	63,238.88
001-00-314200	UTILITY TAXES-COMMUNICATION SE...	255,000.00	255,000.00	15,304.82	140,086.22	140,086.22	114,913.78
001-00-314300	UTILITY TAXES-WATER	123,484.00	123,484.00	10,187.39	101,052.85	101,052.85	22,431.15
001-00-314400	UTILITY TAXES-GAS	40,000.00	40,000.00	2,686.34	37,133.36	37,133.36	2,866.64
001-00-314800	UTILITY TAXES -PROPANE GAS	0.00	0.00	0.00	241.24	241.24	-241.24
001-00-316010	BUSINESS TAX - PENALTY INT	1,000.00	1,000.00	75.00	1,216.00	1,216.00	-216.00
001-00-316100	BUSINESS TAX	95,000.00	95,000.00	19,857.50	123,483.00	123,483.00	-28,483.00
001-00-322000	BUILDING PERMITS	80,000.00	80,000.00	170.16	5,422.20	5,422.20	74,577.80
001-00-323100	ELECTRICITY FRANCHISE FEES	205,000.00	205,000.00	17,935.94	256,115.43	256,115.43	-51,115.43
001-00-323400	GAS FRANCHISE FEES	35,000.00	35,000.00	2,422.37	34,297.91	34,297.91	702.09
001-00-324120	IMPACT FEES-FIRE PROTECTION	0.00	0.00	0.00	3,126.76	3,126.76	-3,126.76
001-00-324125	IMPACT FEES-LAW ENFORCEMENT	0.00	0.00	0.00	1,270.80	1,270.80	-1,270.80
001-00-329050	TRACKING FEES	1,000.00	1,000.00	2,565.00	4,405.00	4,405.00	-3,405.00
001-00-331500	FEDERAL DISASTER RELIEF	0.00	0.00	0.00	94,144.59	94,144.59	-94,144.59
001-00-334501	STATE DISASTER RELIEF	0.00	0.00	0.00	5,230.26	5,230.26	-5,230.26
001-00-335120	STATE REVENUE SHARING PROCEEDS	160,000.00	160,000.00	17,863.94	158,431.73	158,431.73	1,568.27
001-00-335150	ALCOHOLIC BEVERAGE LICENSES	500.00	500.00	342.61	832.05	832.05	-332.05
001-00-335180	LOCAL GOVERNMENT 1/2 SALES TAX	460,000.00	460,000.00	48,105.97	361,931.55	361,931.55	98,068.45
001-00-338200	INTERGOV REV-COUNTY BUSINESS TAX	1,000.00	1,000.00	31.29	1,680.22	1,680.22	-680.22
001-00-338210	INTERGOV REV - LIBRARY COOP	61,000.00	61,000.00	15,780.00	63,120.00	63,120.00	-2,120.00
001-00-341200	ZONING FEES	0.00	0.00	0.00	75.00	75.00	-75.00
001-00-341300	CODE ENFORCEMENT ADMIN FEES	500.00	500.00	0.00	0.00	0.00	500.00
001-00-341901	FIRE DEPARTMENT FEES	8,500.00	8,500.00	1,151.00	12,245.50	12,245.50	-3,745.50
001-00-341902	NOTARY FEE REVENUE	0.00	0.00	10.00	120.00	120.00	-120.00
001-00-341910	PLAN REVIEW	0.00	0.00	0.00	500.00	500.00	-500.00
001-00-341920	SITE INSPECTION	500.00	500.00	0.00	50.00	50.00	450.00
001-00-342510	FINAL INSPECTION	1,000.00	1,000.00	90.00	360.00	360.00	640.00
001-00-342910	IMPACT FEE- STORMWATER	0.00	0.00	0.00	1,000.00	1,000.00	-1,000.00
001-00-343800	CEMETERY FEES	100.00	100.00	50.00	300.00	300.00	-200.00
001-00-344210	BOAT LAUNCH DAILY PERMIT	0.00	0.00	100.00	675.20	675.20	-675.20
001-00-344220	BOAT LAUNCH ANNUAL PERMIT	0.00	0.00	0.00	142.00	142.00	-142.00
001-00-344901	FLORIDA DOT	21,839.00	21,839.00	0.00	21,839.47	21,839.47	-0.47
001-00-344910	IMPACT FEE- TRANSPORTATION	0.00	0.00	0.00	988.40	988.40	-988.40
001-00-349100	LIEN SEARCH FEE	1,000.00	1,000.00	240.00	1,640.00	1,640.00	-640.00
001-00-351100	COURT FINES	3,000.00	3,000.00	670.18	7,209.95	7,209.95	-4,209.95
001-00-352000	LIBRARY FINES/LOST BOOKS	1,500.00	1,500.00	144.00	1,804.50	1,804.50	-304.50
001-00-354100	VIOLATION OF LOCAL ORDINANCE	2,500.00	2,500.00	0.00	6,137.00	6,137.00	-3,637.00
001-00-361000	INTEREST AND OTHER EARNINGS	0.00	0.00	1.91	7.32	7.32	-7.32
001-00-361100	INTEREST INCOME	120,000.00	120,000.00	38,110.67	349,943.15	349,943.15	-229,943.15
001-00-365100	SCRAP SALES	0.00	0.00	0.00	112.80	112.80	-112.80
001-00-366010	DONATIONS & CONTRIBUTIONS LIBR...	1,000.00	17,000.00	0.00	6,245.85	6,245.85	10,754.15
001-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	870.00	22.32	7,116.20	7,116.20	-6,246.20
001-00-381000	INTERFUND TRANSFER	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
001-00-384000	DEBT PROCEEDS	1,177,779.00	3,843,324.00	0.00	3,843,324.00	3,843,324.00	0.00

Budget vs Actuals

[001-00-389400](#)

For Fiscal: 2023-2024 Period Ending: 07/31/2024						
	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
GRANTS - OTHER SOURCES	1,187,775.00	1,281,919.59	0.00	0.00	0.00	1,281,919.59
Department: 00 - UNDESIGNATED Total:	9,225,505.00	11,822,064.59	230,953.49	8,104,695.87	8,104,695.87	3,717,368.72
Revenue Total:	9,225,505.00	11,822,064.59	230,953.49	8,104,695.87	8,104,695.87	3,717,368.72

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense							
Activity: 51100 - LEGISLATIVE							
Department: 11 - MAYOR AND CITY COUNCIL							
001-11-51100-1210	SALARIES	19,200.00	19,200.00	1,850.00	12,205.00	12,205.00	6,995.00
001-11-51100-2110	SOCIAL SECURITY TAXES	1,200.00	1,200.00	114.70	756.71	756.71	443.29
001-11-51100-2410	WORKER'S COMPENSATION	600.00	600.00	0.00	282.48	282.48	317.52
001-11-51100-3000	MEDICARE INSURANCE	300.00	300.00	26.85	177.17	177.17	122.83
001-11-51100-3100	PROFESSIONAL SERVICES	11,000.00	11,000.00	0.00	0.00	0.00	11,000.00
001-11-51100-4010	TRAVEL & PER DIEM	13,000.00	13,000.00	1,080.91	8,664.96	13,558.99	-558.99
001-11-51100-4810	TROPHIES AND AWARDS	800.00	800.00	0.00	100.00	100.00	700.00
001-11-51100-4930	TRAINING	4,200.00	4,200.00	1,878.29	3,572.66	3,572.66	627.34
001-11-51100-4940	ELECTION EXPENSES	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
001-11-51100-5110	OFFICE SUPPLIES	250.00	250.00	0.00	11.02	11.02	238.98
001-11-51100-5280	LEAGUE OF CITIES DINNERS	11,875.00	11,875.00	0.00	8,060.02	8,060.02	3,814.98
001-11-51100-5290	OPERATING SUPPLIES	2,150.00	2,150.00	0.00	1,050.77	1,050.77	1,099.23
001-11-51100-5410	BOOKS, PUBS, SUBS & MEMBS	4,600.00	4,600.00	0.00	4,240.00	4,240.00	360.00
001-11-51100-5742	SANTA RUN	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00
001-11-51100-6400	COMPUTER SOFTWARE & EQUIPMENT	0.00	0.00	0.00	2,432.54	2,432.54	-2,432.54
Department: 11 - MAYOR AND CITY COUNCIL Total:		73,675.00	73,675.00	4,950.75	41,553.33	46,447.36	27,227.64
Activity: 51100 - LEGISLATIVE Total:		73,675.00	73,675.00	4,950.75	41,553.33	46,447.36	27,227.64
Activity: 51200 - EXECUTIVE							
Department: 12 - CITY MANAGER							
001-12-51200-1210	SALARIES	170,700.00	160,000.00	12,503.07	117,521.36	117,521.36	42,478.64
001-12-51200-2110	SOCIAL SECURITY TAXES	10,584.00	9,920.00	775.17	8,418.70	8,418.70	1,501.30
001-12-51200-2210	RETIREMENT	23,898.00	16,197.00	1,222.46	8,400.93	8,400.93	7,796.07
001-12-51200-2310	EMPLOYEE INSURANCE	34,840.00	30,000.00	2,898.21	18,212.82	18,212.82	11,787.18
001-12-51200-2410	WORKER'S COMPENSATION	170.00	170.00	0.00	80.04	80.04	89.96
001-12-51200-3000	MEDICARE INSURANCE	2,476.00	2,320.00	181.32	1,704.40	1,704.40	615.60
001-12-51200-4010	TRAVEL & PER DIEM	6,100.00	6,100.00	411.33	812.33	3,089.22	3,010.78
001-12-51200-4930	TRAINING	3,500.00	3,500.00	1,410.00	1,460.00	1,460.00	2,040.00
001-12-51200-5110	OFFICE SUPPLIES	0.00	0.00	723.97	723.97	723.97	-723.97
001-12-51200-5290	OPERATING SUPPLIES	2,500.00	2,500.00	95.77	1,724.56	1,724.56	775.44
001-12-51200-5410	BOOKS, PUBS, SUBS & MEMBS	1,500.00	1,500.00	934.00	1,251.94	1,251.94	248.06
001-12-51200-6411	OFFICE EQUIP/FURNITURE	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
Department: 12 - CITY MANAGER Total:		259,768.00	235,707.00	21,155.30	160,311.05	162,587.94	73,119.06
Activity: 51200 - EXECUTIVE Total:		259,768.00	235,707.00	21,155.30	160,311.05	162,587.94	73,119.06
Activity: 51300 - FINANCE							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51300-1210	SALARIES	71,500.00	71,500.00	5,184.86	58,516.20	58,516.20	12,983.80
001-13-51300-2110	SOCIAL SECURITY TAXES	4,433.00	4,433.00	320.91	3,621.79	3,621.79	811.21
001-13-51300-2210	RETIREMENT	10,010.00	10,010.00	446.50	6,931.90	6,931.90	3,078.10
001-13-51300-2310	EMPLOYEE INSURANCE	4,400.00	4,400.00	722.79	3,855.22	3,855.22	544.78
001-13-51300-2410	WORKER'S COMPENSATION	70.00	70.00	0.00	32.96	32.96	37.04
001-13-51300-3000	MEDICARE INSURANCE	1,037.00	1,037.00	75.06	847.15	847.15	189.85
001-13-51300-3210	ACCOUNTING AND AUDITING	23,230.00	23,230.00	0.00	21,730.00	21,730.00	1,500.00
001-13-51300-4010	TRAVEL & PER DIEM	3,500.00	3,500.00	701.13	1,495.81	1,495.81	2,004.19
001-13-51300-4710	PRINTING & BINDING	1,900.00	1,900.00	51.98	288.23	288.23	1,611.77
001-13-51300-4915	CREDIT CARD FEE EXPENSES	2,000.00	2,000.00	0.00	2,383.45	2,383.45	-383.45
001-13-51300-4920	MISCELLANEOUS CHARGES	0.00	0.00	0.00	13.50	13.50	-13.50
001-13-51300-4921	BANK FEES	1,000.00	1,000.00	45.00	786.13	786.13	213.87
001-13-51300-4930	TRAINING	2,500.00	2,500.00	0.00	1,040.00	1,040.00	1,460.00
001-13-51300-5290	OPERATING SUPPLIES	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00
001-13-51300-5410	BOOKS, PUBS, SUBS & MEMBS	855.00	855.00	0.00	320.00	320.00	535.00
Department: 13 - ADMINISTRATIVE SERVICES Total:		128,835.00	128,835.00	7,548.23	101,862.34	101,862.34	26,972.66
Activity: 51300 - FINANCE Total:		128,835.00	128,835.00	7,548.23	101,862.34	101,862.34	26,972.66

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 51310 - HUMAN RESOURCES							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51310-1210	SALARIES	13,450.00	11,000.00	942.82	6,019.40	6,019.40	4,980.60
001-13-51310-2110	SOCIAL SECURITY TAXES	835.00	682.00	58.46	373.19	373.19	308.81
001-13-51310-2210	RETIREMENT	1,883.00	0.00	0.00	200.00	200.00	-200.00
001-13-51310-2220	RETIRED EMPLOYEE LIFE INSURANCE	900.00	700.00	50.22	552.42	552.42	147.58
001-13-51310-2230	RETIRED EMPLOYEE DENTAL INSURA...	4,500.00	4,000.00	276.21	3,038.31	3,038.31	961.69
001-13-51310-2310	EMPLOYEE INSURANCE	5,380.00	4,170.00	38.04	2,333.68	2,333.68	1,836.32
001-13-51310-2410	WORKER'S COMPENSATION	20.00	20.00	0.00	9.40	9.40	10.60
001-13-51310-2510	UNEMPLOYMENT COMPENSATION	5,000.00	5,000.00	0.00	712.50	712.50	4,287.50
001-13-51310-3000	MEDICARE INSURANCE	196.00	160.00	13.67	87.23	87.23	72.77
001-13-51310-3100	PROFESSIONAL SERVICES	7,000.00	18,000.00	462.35	16,144.43	19,144.43	-1,144.43
001-13-51310-3130	MEDICAL SERVICES	200.00	200.00	0.00	0.00	0.00	200.00
001-13-51310-4010	TRAVEL & PER DIEM	1,500.00	2,500.00	43.68	1,251.69	1,251.69	1,248.31
001-13-51310-4015	RECRUITMENT	0.00	0.00	0.00	734.00	734.00	-734.00
001-13-51310-4540	EMPLOYEE APPRECIATION	2,500.00	3,500.00	75.99	2,830.28	2,830.28	669.72
001-13-51310-4710	PRINTING & BINDING	500.00	500.00	0.00	90.70	90.70	409.30
001-13-51310-4930	TRAINING	2,500.00	1,500.00	0.00	300.00	300.00	1,200.00
001-13-51310-4934	TUITION	21,000.00	17,050.00	0.00	5,351.63	5,351.63	11,698.37
001-13-51310-4946	LEGAL & RETAIL ADVERTISEMENTS	1,500.00	2,500.00	0.00	1,379.02	1,379.02	1,120.98
001-13-51310-5290	OPERATING SUPPLIES	500.00	1,500.00	269.97	1,117.41	1,167.41	332.59
001-13-51310-5410	BOOKS, PUBS, SUBS & MEMBS	750.00	750.00	39.99	323.99	323.99	426.01
Department: 13 - ADMINISTRATIVE SERVICES Total:		70,114.00	73,732.00	2,271.40	42,849.28	45,899.28	27,832.72
Activity: 51310 - HUMAN RESOURCES Total:		70,114.00	73,732.00	2,271.40	42,849.28	45,899.28	27,832.72
Activity: 51400 - LEGAL							
Department: 14 - CITY ATTORNEY							
001-14-51400-3111	LEGAL COUNSEL	70,000.00	70,000.00	1,419.00	29,584.86	29,584.86	40,415.14
Department: 14 - CITY ATTORNEY Total:		70,000.00	70,000.00	1,419.00	29,584.86	29,584.86	40,415.14
Activity: 51400 - LEGAL Total:		70,000.00	70,000.00	1,419.00	29,584.86	29,584.86	40,415.14
Activity: 51500 - PLANNING AND ZONING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-51500-1210	SALARIES	92,000.00	69,000.00	7,043.13	47,799.92	47,799.92	21,200.08
001-30-51500-2110	SOCIAL SECURITY TAXES	5,704.00	4,704.00	436.69	2,963.59	2,963.59	1,740.41
001-30-51500-2210	RETIREMENT	12,880.00	4,824.00	87.60	951.96	951.96	3,872.04
001-30-51500-2310	EMPLOYEE INSURANCE	29,190.00	15,540.00	1,600.81	11,984.93	11,984.93	3,555.07
001-30-51500-2410	WORKER'S COMPENSATION	320.00	320.00	0.00	279.15	279.15	40.85
001-30-51500-3000	MEDICARE INSURANCE	1,334.00	1,334.00	102.14	693.28	693.28	640.72
001-30-51500-3100	PROFESSIONAL SERVICES	25,000.00	25,000.00	0.00	13,222.00	19,744.66	5,255.34
001-30-51500-4010	TRAVEL & PER DIEM	1,250.00	1,250.00	515.00	515.00	1,366.00	-116.00
001-30-51500-4930	TRAINING	500.00	500.00	0.00	0.00	0.00	500.00
001-30-51500-4946	LEGAL & RETAIL ADVERTISEMENTS	1,000.00	1,000.00	0.00	0.00	174.14	825.86
001-30-51500-5110	OFFICE SUPPLIES	250.00	250.00	0.00	93.93	93.93	156.07
001-30-51500-5290	OPERATING SUPPLIES	100.00	100.00	18.70	18.70	64.00	36.00
001-30-51500-5410	BOOKS, PUBS, SUBS & MEMBS	150.00	150.00	0.00	0.00	502.00	-352.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		169,678.00	123,972.00	9,804.07	78,522.46	86,617.56	37,354.44
Activity: 51500 - PLANNING AND ZONING Total:		169,678.00	123,972.00	9,804.07	78,522.46	86,617.56	37,354.44
Activity: 51600 - NON-COURT INFORMATION SYSTEMS							
Department: 16 - CITY CLERK							
001-16-51600-1210	SALARIES	82,500.00	58,500.00	5,476.80	40,757.89	40,757.89	17,742.11
001-16-51600-1310	PART-TIME SALARIES	32,000.00	0.00	0.00	0.00	0.00	0.00
001-16-51600-2110	SOCIAL SECURITY TAXES	7,099.00	3,699.00	339.56	2,517.55	2,517.55	1,181.45
001-16-51600-2210	RETIREMENT	11,500.00	5,400.00	766.76	5,322.76	5,322.76	77.24
001-16-51600-2310	EMPLOYEE INSURANCE	26,900.00	20,850.00	1,136.53	8,031.12	8,031.12	12,818.88
001-16-51600-2410	WORKER'S COMPENSATION	200.00	200.00	0.00	70.64	70.64	129.36
001-16-51600-3000	MEDICARE INSURANCE	1,661.00	1,000.00	79.42	588.80	588.80	411.20
001-16-51600-3100	PROFESSIONAL SERVICES	2,350.00	2,350.00	71.41	694.15	1,292.68	1,057.32
001-16-51600-4010	TRAVEL & PER DIEM	2,150.00	2,150.00	0.00	1,513.03	1,513.03	636.97

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-16-51600-4510	NOTARY INSURANCE	150.00	150.00	0.00	0.00	0.00	150.00
001-16-51600-4930	TRAINING	1,500.00	1,500.00	60.00	987.00	987.00	513.00
001-16-51600-4946	LEGAL & RETAIL ADVERTISEMENTS	8,700.00	8,700.00	0.00	1,387.41	1,597.66	7,102.34
001-16-51600-5110	OFFICE SUPPLIES	1,605.00	1,605.00	0.00	125.66	125.66	1,479.34
001-16-51600-5290	OPERATING SUPPLIES	600.00	600.00	0.00	36.98	36.98	563.02
001-16-51600-5410	BOOKS, PUBS, SUBS & MEMBS	1,200.00	1,200.00	0.00	296.57	296.57	903.43
001-16-51600-5416	CODIFICATION	3,500.00	3,500.00	0.00	700.00	700.00	2,800.00
001-16-51600-6411	OFFICE EQUIP/FURNITURE	1,500.00	1,500.00	0.00	1,902.21	1,902.21	-402.21
Department: 16 - CITY CLERK Total:		185,115.00	112,904.00	7,930.48	64,931.77	65,740.55	47,163.45
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:		185,115.00	112,904.00	7,930.48	64,931.77	65,740.55	47,163.45
Activity: 51610 - INFORMATION TECHNOLOGY							
Department: 13 - ADMINISTRATIVE SERVICES							
001-13-51610-3100	PROFESSIONAL SERVICES	30,000.00	59,000.00	1,276.12	20,785.55	20,785.55	38,214.45
001-13-51610-4110	TELEPHONE & INTERNET	10,068.00	10,068.00	439.09	9,374.51	9,374.51	693.49
001-13-51610-4655	COMPUTER HARDWARE & SOFTWARE...	69,526.00	78,726.00	1,018.94	67,224.67	79,896.41	-1,170.41
001-13-51610-4660	COPIER MAINTENANCE	7,500.00	7,500.00	83.90	4,684.48	7,006.80	493.20
001-13-51610-6400	COMPUTER SOFTWARE & EQUIPMENT	8,000.00	8,000.00	0.00	3,283.48	5,701.95	2,298.05
Department: 13 - ADMINISTRATIVE SERVICES Total:		125,094.00	163,294.00	2,818.05	105,352.69	122,765.22	40,528.78
Activity: 51610 - INFORMATION TECHNOLOGY Total:		125,094.00	163,294.00	2,818.05	105,352.69	122,765.22	40,528.78
Activity: 51900 - GENERAL GOVERNMENT							
Department: 99 - NON DEPARTMENTAL							
001-99-51900-4100	POSTAGE & SHIPPING	4,000.00	4,000.00	1,200.00	2,854.09	2,854.09	1,145.91
001-99-51900-4520	LIABILITY INSURANCE	61,332.00	61,332.00	0.00	47,449.00	47,449.00	13,883.00
001-99-51900-5110	OFFICE SUPPLIES	4,500.00	4,500.00	492.29	1,097.79	1,097.79	3,402.21
001-99-51900-5410	BOOKS, PUBS, SUBS & MEMBS	900.00	900.00	0.00	0.00	0.00	900.00
001-99-51900-7301	OTHER DEBT SERVICE	0.00	46,025.00	0.00	46,025.00	46,025.00	0.00
Department: 99 - NON DEPARTMENTAL Total:		70,732.00	116,757.00	1,692.29	97,425.88	97,425.88	19,331.12
Activity: 51900 - GENERAL GOVERNMENT Total:		70,732.00	116,757.00	1,692.29	97,425.88	97,425.88	19,331.12
Activity: 51910 - FACILITIES							
Department: 50 - PUBLIC WORKS							
001-50-51910-1210	SALARIES	38,500.00	34,000.00	3,511.87	29,908.09	29,908.09	4,091.91
001-50-51910-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-2110	SOCIAL SECURITY TAXES	2,418.00	2,108.00	217.68	1,852.79	1,852.79	255.21
001-50-51910-2210	RETIREMENT	5,460.00	3,979.00	117.72	1,763.03	1,763.03	2,215.97
001-50-51910-2310	EMPLOYEE INSURANCE	13,990.00	10,090.00	991.51	8,837.33	8,837.33	1,252.67
001-50-51910-2410	WORKER'S COMPENSATION	1,750.00	1,460.00	0.00	1,508.28	1,508.28	-48.28
001-50-51910-3000	MEDICARE INSURANCE	566.00	493.00	50.89	433.20	433.20	59.80
001-50-51910-3100	PROFESSIONAL SERVICES	16,015.00	16,015.00	688.00	8,116.30	8,920.30	7,094.70
001-50-51910-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4310	ELECTRICITY	21,000.00	21,000.00	2,010.07	13,344.67	13,344.67	7,655.33
001-50-51910-4320	WATER	7,900.00	7,900.00	606.06	6,695.03	6,695.03	1,204.97
001-50-51910-4330	SOLID WASTE	3,760.00	3,760.00	245.01	2,406.45	2,406.45	1,353.55
001-50-51910-4340	NATURAL GAS	1,100.00	1,100.00	53.58	988.96	988.96	111.04
001-50-51910-4410	EQUIPMENT RENTAL	2,060.00	2,060.00	0.00	210.10	210.10	1,849.90
001-50-51910-4521	PROPERTY INSURANCE	18,498.00	18,498.00	0.00	16,424.00	16,424.00	2,074.00
001-50-51910-4522	VEHICLE INSURANCE	1,298.00	1,298.00	0.00	859.25	859.25	438.75
001-50-51910-4610	VEHICLE R & M	0.00	0.00	0.00	120.68	120.68	-120.68
001-50-51910-4611	BUILDING R & M	45,000.00	30,000.00	0.00	18,663.27	22,108.04	7,891.96
001-50-51910-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	0.00	0.00	500.00
001-50-51910-4615	FENCING AND LANDSCAPING	0.00	1,263.57	463.26	745.87	745.87	517.70
001-50-51910-4930	TRAINING	1,000.00	1,000.00	39.98	279.29	279.29	720.71
001-50-51910-5110	OFFICE SUPPLIES	750.00	750.00	0.00	481.87	481.87	268.13
001-50-51910-5210	FUEL, OIL, & LUBRICANTS	5,000.00	5,000.00	257.52	1,503.09	1,503.09	3,496.91
001-50-51910-5220	UNIFORMS	800.00	800.00	606.91	779.73	915.82	-115.82
001-50-51910-5221	PERSONAL PROTECTIVE EQUIPMENT	1,000.00	1,000.00	239.68	1,236.06	1,236.06	-236.06
001-50-51910-5230	JANITORIAL SUPPLIES	3,000.00	3,000.00	0.00	1,294.23	1,523.60	1,476.40
001-50-51910-5231	SEASONAL DECORATIONS	0.00	0.00	0.00	694.71	694.71	-694.71

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-51910-5260	TOOLS	1,000.00	1,000.00	0.00	134.89	134.89	865.11
001-50-51910-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	748.23	2,088.37	2,088.37	-588.37
001-50-51910-5290	OPERATING SUPPLIES	4,000.00	4,000.00	205.09	1,462.52	1,736.52	2,263.48
001-50-51910-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	100.00	100.00	0.00
001-50-51910-6100	LAND	0.00	1,096,402.00	0.00	1,096,402.00	1,096,402.00	0.00
001-50-51910-6210	BUILDINGS	300,000.00	2,034,087.71	0.00	1,291,308.51	1,348,799.51	685,288.20
001-50-51910-6410	MACHINERY & EQUIPMENT	0.00	0.00	10,876.60	12,832.60	12,832.60	-12,832.60
Department: 50 - PUBLIC WORKS Total:		498,965.00	3,305,164.28	21,929.66	2,523,475.17	2,585,854.40	719,309.88
Activity: 51910 - FACILITIES Total:		498,965.00	3,305,164.28	21,929.66	2,523,475.17	2,585,854.40	719,309.88
Activity: 52100 - LAW ENFORCEMENT							
Department: 20 - PUBLIC SAFETY							
001-20-52100-3405	CONTRACT FOR SERVICES	285,334.00	285,334.00	45,673.34	228,366.70	228,366.70	56,967.30
Department: 20 - PUBLIC SAFETY Total:		285,334.00	285,334.00	45,673.34	228,366.70	228,366.70	56,967.30
Activity: 52100 - LAW ENFORCEMENT Total:		285,334.00	285,334.00	45,673.34	228,366.70	228,366.70	56,967.30
Activity: 52200 - FIRE							
Department: 20 - PUBLIC SAFETY							
001-20-52200-3405	CONTRACT FOR SERVICES	1,113,088.00	1,113,088.00	278,272.27	834,816.81	834,816.81	278,271.19
Department: 20 - PUBLIC SAFETY Total:		1,113,088.00	1,113,088.00	278,272.27	834,816.81	834,816.81	278,271.19
Activity: 52200 - FIRE Total:		1,113,088.00	1,113,088.00	278,272.27	834,816.81	834,816.81	278,271.19
Activity: 52400 - CODE COMPLIANCE							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52400-1210	SALARIES	54,000.00	54,000.00	4,040.55	39,835.12	39,835.12	14,164.88
001-30-52400-2110	SOCIAL SECURITY TAXES	3,348.00	3,348.00	250.54	2,469.68	2,469.68	878.32
001-30-52400-2210	RETIREMENT	7,560.00	6,293.00	306.58	3,331.92	3,331.92	2,961.08
001-30-52400-2310	EMPLOYEE INSURANCE	13,050.00	13,050.00	922.17	9,355.54	9,355.54	3,694.46
001-30-52400-2410	WORKER'S COMPENSATION	710.00	710.00	0.00	515.40	515.40	194.60
001-30-52400-3000	MEDICARE INSURANCE	783.00	783.00	58.60	577.74	577.74	205.26
001-30-52400-4010	TRAVEL & PER DIEM	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00
001-30-52400-4110	TELEPHONE & INTERNET	500.00	500.00	29.40	349.50	349.50	150.50
001-30-52400-4522	VEHICLE INSURANCE	1,352.00	1,352.00	0.00	918.00	918.00	434.00
001-30-52400-4610	VEHICLE R & M	500.00	500.00	0.00	229.50	229.50	270.50
001-30-52400-4710	PRINTING & BINDING	400.00	400.00	0.00	0.00	0.00	400.00
001-30-52400-4930	TRAINING	1,000.00	1,000.00	0.00	250.00	250.00	750.00
001-30-52400-5110	OFFICE SUPPLIES	150.00	150.00	27.10	51.09	51.09	98.91
001-30-52400-5210	FUEL, OIL, & LUBRICANTS	800.00	800.00	0.00	572.11	725.08	74.92
001-30-52400-5220	UNIFORMS	450.00	450.00	0.00	0.00	0.00	450.00
001-30-52400-5221	PERSONAL PROTECTIVE EQUIPMENT	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52400-5295	OPERATING SUPPLIES/JANITORIAL	150.00	150.00	0.00	75.95	75.95	74.05
001-30-52400-5410	BOOKS, PUBS, SUBS & MEMBS	150.00	150.00	0.00	0.00	0.00	150.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		86,253.00	84,986.00	5,634.94	58,531.55	58,684.52	26,301.48
Activity: 52400 - CODE COMPLIANCE Total:		86,253.00	84,986.00	5,634.94	58,531.55	58,684.52	26,301.48
Activity: 52410 - BUILDING							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-52410-1210	SALARIES	45,000.00	40,000.00	3,386.08	28,439.39	28,439.39	11,560.61
001-30-52410-2110	SOCIAL SECURITY TAXES	2,790.00	2,790.00	209.89	1,763.16	1,763.16	1,026.84
001-30-52410-2210	RETIREMENT	6,300.00	4,000.00	43.80	475.98	475.98	3,524.02
001-30-52410-2310	EMPLOYEE INSURANCE	14,260.00	10,360.00	911.16	8,416.78	8,416.78	1,943.22
001-30-52410-2410	WORKER'S COMPENSATION	170.00	170.00	0.00	64.41	64.41	105.59
001-30-52410-3000	MEDICARE INSURANCE	653.00	653.00	49.07	412.07	412.07	240.93
001-30-52410-3100	PROFESSIONAL SERVICES	80,000.00	80,000.00	0.00	0.00	0.00	80,000.00
001-30-52410-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52410-4906	OTHER CHARGES	500.00	500.00	0.00	0.00	0.00	500.00
001-30-52410-4930	TRAINING	250.00	250.00	0.00	0.00	0.00	250.00
001-30-52410-4946	LEGAL & RETAIL ADVERTISEMENTS	300.00	300.00	0.00	47.00	47.00	253.00
001-30-52410-5110	OFFICE SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00
001-30-52410-5290	OPERATING SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-30-52410-5410	BOOKS, PUBS, SUBS & MEMBS	250.00	250.00	0.00	0.00	0.00	250.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		151,173.00	139,973.00	4,600.00	39,618.79	39,618.79	100,354.21
Activity: 52410 - BUILDING Total:		151,173.00	139,973.00	4,600.00	39,618.79	39,618.79	100,354.21
Activity: 53800 - STORMWATER							
Department: 50 - PUBLIC WORKS							
001-50-53800-1210	SALARIES	66,500.00	58,000.00	4,474.59	44,806.33	44,806.33	13,193.67
001-50-53800-1410	OVERTIME	500.00	500.00	101.21	101.21	101.21	398.79
001-50-53800-2110	SOCIAL SECURITY TAXES	4,154.00	3,596.00	289.39	2,786.61	2,786.61	809.39
001-50-53800-2210	RETIREMENT	9,380.00	6,550.00	375.98	3,400.38	3,400.38	3,149.62
001-50-53800-2310	EMPLOYEE INSURANCE	25,290.00	17,490.00	1,133.58	13,386.98	13,386.98	4,103.02
001-50-53800-2410	WORKER'S COMPENSATION	3,490.00	5,810.00	0.00	3,016.56	3,016.56	2,793.44
001-50-53800-3000	MEDICARE INSURANCE	972.00	841.00	67.68	651.78	651.78	189.22
001-50-53800-3100	Professional Services	12,785.00	12,785.00	0.00	2,922.50	2,922.50	9,862.50
001-50-53800-4010	TRAVEL & PER DIEM	500.00	500.00	0.00	0.00	0.00	500.00
001-50-53800-4522	VEHICLE INSURANCE	1,298.00	1,298.00	0.00	859.24	859.24	438.76
001-50-53800-4615	FENCING AND LANDSCAPING	2,500.00	2,500.00	191.82	215.46	215.46	2,284.54
001-50-53800-4637	CURBS/GUTTERS/STORM DRAINS R&M	500.00	4,200.00	2,418.95	2,828.57	6,372.13	-2,172.13
001-50-53800-4930	TRAINING	0.00	0.00	219.00	219.00	219.00	-219.00
001-50-53800-5220	UNIFORMS	250.00	250.00	0.00	0.00	0.00	250.00
001-50-53800-5295	OPERATING SUPPLIES/JANITORIAL	250.00	6,050.00	138.74	6,343.34	6,343.34	-293.34
001-50-53800-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	600.00	0.00	600.00	600.00	0.00
001-50-53800-6310	INFRASTRUCTURE	1,429,728.00	1,429,728.00	2,525.00	89,090.95	176,439.02	1,253,288.98
Department: 50 - PUBLIC WORKS Total:		1,558,197.00	1,550,698.00	11,935.94	171,228.91	262,120.54	1,288,577.46
Activity: 53800 - STORMWATER Total:		1,558,197.00	1,550,698.00	11,935.94	171,228.91	262,120.54	1,288,577.46
Activity: 54100 - STREETS							
Department: 50 - PUBLIC WORKS							
001-50-54100-1210	SALARIES	66,500.00	57,000.00	4,474.54	44,806.28	44,806.28	12,193.72
001-50-54100-1310	PART-TIME SALARIES	0.00	12,000.00	745.14	1,142.54	1,142.54	10,857.46
001-50-54100-1410	OVERTIME	500.00	500.00	101.21	101.21	101.21	398.79
001-50-54100-2110	SOCIAL SECURITY TAXES	4,154.00	4,309.00	323.02	2,844.88	2,844.88	1,464.12
001-50-54100-2210	RETIREMENT	9,380.00	6,549.00	351.66	3,376.06	3,376.06	3,172.94
001-50-54100-2310	EMPLOYEE INSURANCE	25,290.00	17,490.00	1,133.58	13,409.23	13,409.23	4,080.77
001-50-54100-2410	WORKER'S COMPENSATION	3,490.00	3,780.00	0.00	3,016.68	3,016.68	763.32
001-50-54100-3000	MEDICARE INSURANCE	972.00	1,008.00	75.54	665.40	665.40	342.60
001-50-54100-3100	PROFESSIONAL SERVICES	0.00	6,170.00	0.00	7,605.00	7,605.00	-1,435.00
001-50-54100-4010	TRAVEL & PER DIEM	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-54100-4310	ELECTRICITY	56,000.00	56,000.00	4,238.34	39,701.26	39,701.26	16,298.74
001-50-54100-4320	WATER	500.00	500.00	31.77	284.42	284.42	215.58
001-50-54100-4330	Solid Waste	3,500.00	10,000.00	341.72	6,169.02	9,728.65	271.35
001-50-54100-4410	EQUIPMENT RENTAL	2,500.00	2,500.00	0.00	310.07	310.07	2,189.93
001-50-54100-4522	VEHICLE INSURANCE	2,607.00	2,607.00	0.00	859.24	859.24	1,747.76
001-50-54100-4610	VEHICLE R & M	3,500.00	3,500.00	0.00	487.80	487.80	3,012.20
001-50-54100-4615	FENCING AND LANDSCAPING	0.00	5,500.00	1,471.96	9,065.24	9,665.24	-4,165.24
001-50-54100-4623	HEAVY EQUIPMENT R & M	15,000.00	15,000.00	9,350.42	16,327.92	16,327.92	-1,327.92
001-50-54100-4631	STREET REPAVING	10,000.00	15,000.00	2,530.62	9,185.11	9,840.45	5,159.55
001-50-54100-4636	TRAFFIC CONTROL/SIGNS R&M	3,000.00	5,000.00	0.00	586.55	876.55	4,123.45
001-50-54100-4930	TRAINING	1,000.00	1,000.00	0.00	600.00	600.00	400.00
001-50-54100-5110	OFFICE SUPPLIES	100.00	100.00	40.49	40.49	40.49	59.51
001-50-54100-5210	FUEL, OIL, & LUBRICANTS	3,700.00	3,700.00	353.54	2,084.34	2,084.34	1,615.66
001-50-54100-5220	UNIFORMS	250.00	250.00	0.00	275.00	275.00	-25.00
001-50-54100-5221	PERSONAL PROTECTIVE EQUIPMENT	500.00	500.00	0.00	497.53	497.53	2.47
001-50-54100-5260	TOOLS	1,000.00	1,000.00	0.00	813.29	813.29	186.71
001-50-54100-5270	MACHINERY & EQUIPMENT	1,500.00	1,500.00	0.00	1,466.72	1,466.72	33.28
001-50-54100-5290	OPERATING SUPPLIES	4,000.00	7,328.71	-3,045.50	2,661.15	2,661.15	4,667.56
001-50-54100-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	100.00	0.00	92.00	92.00	8.00
001-50-54100-6310	INFRASTRUCTURE	4,293,338.00	4,293,338.00	496,194.75	506,484.75	506,484.75	3,786,853.25
001-50-54100-6410	MACHINERY & EQUIPMENT	50,000.00	119,962.22	798.09	109,092.36	109,092.36	10,869.86
Department: 50 - PUBLIC WORKS Total:		4,563,381.00	4,654,191.93	519,510.89	784,051.54	789,156.51	3,865,035.42

Budget vs Actuals

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		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Department: 80 - DEPARTMENT 80							
001-80-54100-4335	TRASH DISPOSAL	0.00	0.00	0.00	55.89	55.89	-55.89
Department: 80 - DEPARTMENT 80 Total:		0.00	0.00	0.00	55.89	55.89	-55.89
Activity: 54100 - STREETS Total:		4,563,381.00	4,654,191.93	519,510.89	784,107.43	789,212.40	3,864,979.53
Activity: 56200 - ANIMAL CONTROL							
Department: 30 - COMMUNITY DEVELOPMENT							
001-30-56200-3410	ANIMAL CONTROL	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
Department: 30 - COMMUNITY DEVELOPMENT Total:		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
Activity: 56200 - ANIMAL CONTROL Total:		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
Activity: 57100 - LIBRARY							
Department: 71 - LIBRARY							
001-71-57100-1210	SALARIES	270,000.00	270,000.00	20,037.02	211,739.96	211,739.96	58,260.04
001-71-57100-1310	SALARIES - PART TIME	39,000.00	39,000.00	2,909.05	29,305.93	29,305.93	9,694.07
001-71-57100-2110	SOCIAL SECURITY TAXES	19,158.00	19,158.00	1,412.14	14,821.93	14,821.93	4,336.07
001-71-57100-2210	RETIREMENT	37,800.00	37,800.00	2,805.18	29,643.57	29,643.57	8,156.43
001-71-57100-2310	EMPLOYEE INSURANCE	56,360.00	56,360.00	2,978.81	36,041.07	36,041.07	20,318.93
001-71-57100-2410	WORKER'S COMPENSATION	500.00	500.00	0.00	329.56	329.56	170.44
001-71-57100-3000	MEDICARE INSURANCE	4,481.00	4,481.00	330.25	3,466.31	3,466.31	1,014.69
001-71-57100-4010	TRAVEL & PER DIEM	1,200.00	1,200.00	0.00	581.48	581.48	618.52
001-71-57100-4100	POSTAGE & SHIPPING	0.00	1,000.00	0.00	550.65	550.65	449.35
001-71-57100-4110	TELEPHONE & INTERNET	1,300.00	1,300.00	0.00	0.00	0.00	1,300.00
001-71-57100-4612	FURNITURE/EQUIP. R & M	500.00	500.00	0.00	108.97	108.97	391.03
001-71-57100-4710	PRINTING & BINDING	600.00	600.00	0.00	0.00	400.00	200.00
001-71-57100-4925	PROGRAM EXPENSES	1,900.00	1,900.00	454.03	1,475.76	1,475.76	424.24
001-71-57100-5110	OFFICE SUPPLIES	2,700.00	2,700.00	80.06	1,384.69	1,384.69	1,315.31
001-71-57100-5295	OPERATING SUPPLIES/JANITORIAL	0.00	0.00	0.00	87.57	87.57	-87.57
001-71-57100-5410	BOOKS, PUBS, SUBS & MEMBS	12,000.00	17,800.00	895.72	9,595.18	10,500.18	7,299.82
001-71-57100-5415	LIBRARY BOOK LEASES	6,800.00	0.00	0.00	0.00	0.00	0.00
001-71-57100-5417	LIBRARY E-BOOK LEASES	10,000.00	10,000.00	139.98	5,236.44	5,236.44	4,763.56
001-71-57100-5420	MEMBERSHIPS	1,000.00	1,000.00	0.00	1,071.26	1,071.26	-71.26
Department: 71 - LIBRARY Total:		465,299.00	465,299.00	32,042.24	345,440.33	346,745.33	118,553.67
Activity: 57100 - LIBRARY Total:		465,299.00	465,299.00	32,042.24	345,440.33	346,745.33	118,553.67
Activity: 57200 - PARKS							
Department: 50 - PUBLIC WORKS							
001-50-57200-1210	SALARIES	160,500.00	193,500.00	11,092.46	113,788.09	113,788.09	79,711.91
001-50-57200-1310	PART-TIME SALARIES	0.00	28,000.00	1,738.63	2,665.91	2,665.91	25,334.09
001-50-57200-1410	OVERTIME	500.00	500.00	0.00	0.00	0.00	500.00
001-50-57200-2110	SOCIAL SECURITY TAXES	9,982.00	13,764.00	795.04	7,210.63	7,210.63	6,553.37
001-50-57200-2210	RETIREMENT	22,540.00	23,517.00	451.49	7,878.85	7,878.85	15,638.15
001-50-57200-2310	EMPLOYEE INSURANCE	61,880.00	69,280.00	3,493.65	36,039.33	36,039.33	33,240.67
001-50-57200-2410	WORKER'S COMPENSATION	8,720.00	9,300.00	0.00	7,541.40	7,541.40	1,758.60
001-50-57200-3000	MEDICARE INSURANCE	2,335.00	3,219.00	185.96	1,686.38	1,686.38	1,532.62
001-50-57200-3100	PROFESSIONAL SERVICES	0.00	3,478.00	2,000.00	5,478.00	5,478.00	-2,000.00
001-50-57200-4010	TRAVEL & PER DIEM	500.00	1,470.00	0.00	1,481.87	1,481.87	-11.87
001-50-57200-4310	ELECTRICITY	5,000.00	5,000.00	345.49	3,568.90	3,568.90	1,431.10
001-50-57200-4320	WATER	3,800.00	3,800.00	243.14	2,191.52	2,191.52	1,608.48
001-50-57200-4330	SOLID WASTE	500.00	500.00	0.00	0.00	0.00	500.00
001-50-57200-4521	PROPERTY INSURANCE	9,096.00	9,096.00	0.00	7,344.00	7,344.00	1,752.00
001-50-57200-4522	VEHICLE INSURANCE	1,298.00	1,298.00	0.00	859.25	859.25	438.75
001-50-57200-4611	BUILDING R & M	5,000.00	2,000.00	0.00	1,491.81	1,491.81	508.19
001-50-57200-4612	FURNITURE/EQUIP. R & M	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
001-50-57200-4615	FENCING AND LANDSCAPING	6,000.00	105,300.00	1,118.15	58,251.44	59,012.58	46,287.42
001-50-57200-5110	OFFICE SUPPLIES	100.00	100.00	0.00	358.11	358.11	-258.11
001-50-57200-5210	FUEL, OIL, & LUBRICANTS	3,500.00	3,500.00	453.30	2,479.88	2,479.88	1,020.12
001-50-57200-5231	SEASONAL DECORATIONS	2,500.00	14,560.00	0.00	14,556.42	14,556.42	3.58
001-50-57200-5270	MACHINERY & EQUIPMENT	1,000.00	2,000.00	1,646.77	3,836.43	4,174.09	-2,174.09
001-50-57200-5290	OPERATING SUPPLIES	0.00	1,000.00	196.45	1,376.23	1,525.08	-525.08

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001-50-57200-5295	OPERATING SUPPLIES/JANITORIAL	2,500.00	2,500.00	0.00	3,528.06	3,663.90	-1,163.90
001-50-57200-5410	BOOKS, PUBS, SUBS & MEMBS	100.00	360.00	0.00	165.63	205.63	154.37
001-50-57200-5741	COMMUNITY EVENTS	10,000.00	10,780.00	0.00	8,392.98	8,392.98	2,387.02
001-50-57200-6310	INFRASTRUCTURE	1,275,000.00	933,800.00	190.22	111,882.76	119,400.76	814,399.24
001-50-57200-6410	MACHINERY & EQUIPMENT	0.00	5,000.00	-199.00	9,827.22	9,827.22	-4,827.22
Department: 50 - PUBLIC WORKS Total:		1,593,351.00	1,447,622.00	23,751.75	413,881.10	422,822.59	1,024,799.41
Activity: 57200 - PARKS Total:		1,593,351.00	1,447,622.00	23,751.75	413,881.10	422,822.59	1,024,799.41
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
001-99-58100-7120	LOAN DEBT PRINCIPAL	93,834.00	0.00	0.00	0.00	0.00	0.00
001-99-58100-7220	LOAN DEBT INTEREST	86,166.00	0.00	0.00	0.00	0.00	0.00
Department: 99 - NON DEPARTMENTAL Total:		180,000.00	0.00	0.00	0.00	0.00	0.00
Activity: 58100 - INTERFUND TRANSFER Total:		180,000.00	0.00	0.00	0.00	0.00	0.00
Expense Total:		11,653,052.00	14,150,232.21	1,002,940.60	6,121,860.45	6,327,173.07	7,823,059.14
Fund: 001 - GENERAL FUND Surplus (Deficit):		-2,427,547.00	-2,328,167.62	-771,987.11	1,982,835.42	1,777,522.80	-4,105,690.42

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX						
Revenue						
Department: 00 - UNDESIGNATED						
101-00-312600 DISCRETIONARY SALES SURTAXES	475,000.00	475,000.00	43,930.18	366,044.01	366,044.01	108,955.99
101-00-361100 INTEREST INCOME	20,000.00	20,000.00	9,331.53	77,397.64	77,397.64	-57,397.64
Department: 00 - UNDESIGNATED Total:	495,000.00	495,000.00	53,261.71	443,441.65	443,441.65	51,558.35
Revenue Total:	495,000.00	495,000.00	53,261.71	443,441.65	443,441.65	51,558.35

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 58100 - INTERFUND TRANSFER						
Department: 99 - NON DEPARTMENTAL						
101-99-58100-9001 INTERFUND TRANSFER	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Department: 99 - NON DEPARTMENTAL Total:	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Activity: 58100 - INTERFUND TRANSFER Total:	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Expense Total:	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):	-1,916,145.00	-1,916,145.00	53,261.71	443,441.65	443,441.65	-2,359,586.65

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 410 - WATER/SEWER FUND							
Revenue							
Department: 00 - UNDESIGNATED							
410-00-343310	WATER UTIL REVENUE-OPER INCOME	1,284,234.00	1,284,234.00	103,075.75	1,068,292.40	1,068,292.40	215,941.60
410-00-343320	WATER UTIL - PENALTIES	15,000.00	15,000.00	2,861.90	26,652.37	26,652.37	-11,652.37
410-00-343340	BACKFLOW PREVENTER INSPECTION F...	6,700.00	6,700.00	300.00	2,800.00	2,800.00	3,900.00
410-00-343351	TURN-ON & CUT-OFF FEES	12,000.00	12,000.00	540.00	4,950.00	4,950.00	7,050.00
410-00-343510	SEWER UTIL REV - OPER INCOME	1,838,163.00	1,838,163.00	146,508.64	1,522,680.21	1,522,680.21	315,482.79
410-00-343520	SEWER UTILITY PENALTIES	15,000.00	15,000.00	1,445.55	14,090.49	14,090.49	909.51
410-00-343611	IMPACT FEES WATER	0.00	0.00	0.00	494.20	494.20	-494.20
410-00-343612	IMPACT FEES SEWER	0.00	0.00	0.00	494.20	494.20	-494.20
410-00-359000	OTHER REVENUE & RETURN CHECKS	200.00	200.00	-170.00	809.57	809.57	-609.57
410-00-361000	INTEREST AND OTHER EARNINGS	10,000.00	10,000.00	17,325.78	181,690.87	181,690.87	-171,690.87
410-00-361100	INTEREST - LEASES	0.00	0.00	0.00	-5,204.79	-5,204.79	5,204.79
410-00-369600	LEASE/RENTAL ELEVATED TANK REV	190,160.00	190,160.00	28,781.10	173,287.74	173,287.74	16,872.26
410-00-369900	MISCELLANEOUS REVENUE - OTHER	0.00	0.00	37,428.31	74,200.45	74,200.45	-74,200.45
410-00-384000	REVENUE FROM OTHER SOURCES	3,664,305.00	3,664,305.00	0.00	0.00	0.00	3,664,305.00
410-00-389300	GRANTS AND DONATIONS - STATE	1,000,000.00	1,000,000.00	0.00	0.00	0.00	1,000,000.00
Department: 00 - UNDESIGNATED Total:		8,035,762.00	8,035,762.00	338,097.03	3,065,237.71	3,065,237.71	4,970,524.29
Revenue Total:		8,035,762.00	8,035,762.00	338,097.03	3,065,237.71	3,065,237.71	4,970,524.29

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original	Current			YTD Activity +	Budget
		Total Budget	Total Budget	MTD Activity	YTD Activity	Encumbrances	Remaining
Expense							
Activity: 51700 - DEBT SERVICE PAYMENT							
Department: 99 - NON DEPARTMENTAL							
410-99-51700-7220	SRF LOAN INTEREST	0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Department: 99 - NON DEPARTMENTAL Total:		0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 51700 - DEBT SERVICE PAYMENT Total:		0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 53300 - WATER							
Department: 50 - PUBLIC WORKS							
410-50-53300-1210	SALARIES	106,000.00	106,000.00	7,884.62	87,281.43	87,281.43	18,718.57
410-50-53300-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	487.68	4,830.29	4,830.29	1,741.71
410-50-53300-2210	RETIREMENT	14,840.00	14,840.00	674.38	8,111.04	8,111.04	6,728.96
410-50-53300-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,834.00	19,487.88	19,487.88	8,067.12
410-50-53300-2410	WORKER'S COMPENSATION	145.00	145.00	0.00	56.52	56.52	88.48
410-50-53300-3000	MEDICARE INSURANCE	1,537.00	1,537.00	114.05	1,262.35	1,262.35	274.65
410-50-53300-3100	PROFESSIONAL SERVICES	112,785.00	112,785.00	787.50	31,713.40	290,399.60	-177,614.60
410-50-53300-3150	ENGINEERING, CONSULTING SERVICES	15,000.00	15,000.00	0.00	0.00	8,430.00	6,570.00
410-50-53300-3210	ACCOUNTING AND AUDITING	14,000.00	14,000.00	0.00	10,865.00	10,865.00	3,135.00
410-50-53300-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	70,348.48	706,999.16	706,999.16	143,000.84
410-50-53300-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	368.26	3,321.11	3,321.11	2,178.89
410-50-53300-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	351.85	3,041.75	3,041.75	-2,041.75
410-50-53300-4320	Water	120,000.00	120,000.00	0.00	21,215.15	21,215.15	98,784.85
410-50-53300-4521	PROPERTY INSURANCE	34,847.00	34,847.00	0.00	30,641.51	30,641.51	4,205.49
410-50-53300-4613	GROUNDS MAINTENANCE	0.00	0.00	0.00	10,313.00	10,313.00	-10,313.00
410-50-53300-4617	WATER SYSTEMS MAINTENANCE	50,000.00	50,000.00	0.00	60,622.75	60,622.75	-10,622.75
410-50-53300-4644	ELEVATED TANKS MAINTENANCE CO...	65,000.00	65,000.00	0.00	30,978.28	30,978.28	34,021.72
410-50-53300-4650	COMPUTER OPERATIONS AND MAINT...	25,000.00	25,000.00	589.50	13,898.67	13,898.67	11,101.33
410-50-53300-4710	PRINTING & BINDING	2,500.00	2,500.00	228.67	2,094.66	2,094.66	405.34
410-50-53300-4905	OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53300-4906	OTHER CHARGES	1,500.00	1,500.00	136.14	822.61	1,121.87	378.13
410-50-53300-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	2,488.06	14,270.73	14,270.73	729.27
410-50-53300-4990	BAD DEBT EXPENSE	0.00	0.00	0.00	11.34	11.34	-11.34
410-50-53300-5270	MACHINERY & EQUIPMENT	65,000.00	65,000.00	0.00	6,307.76	29,582.81	35,417.19
410-50-53300-5290	OPERATING SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00
410-50-53300-5410	BOOKS, PUBS, SUBS & MEMBS	1,000.00	1,000.00	0.00	1,263.14	1,263.14	-263.14
410-50-53300-6310	INFRASTRUCTURE	2,609,405.00	2,609,405.00	192,982.70	1,099,297.60	1,204,951.18	1,404,453.82
410-50-53300-6410	MACHINERY & EQUIPMENT	79,000.00	79,000.00	10,817.50	39,830.72	57,195.06	21,804.94
Department: 50 - PUBLIC WORKS Total:		4,224,686.00	4,224,686.00	290,093.39	2,208,537.85	2,622,246.28	1,602,439.72
Activity: 53300 - WATER Total:		4,224,686.00	4,224,686.00	290,093.39	2,208,537.85	2,622,246.28	1,602,439.72
Activity: 53500 - SEWER							
Department: 50 - PUBLIC WORKS							
410-50-53500-1210	SALARIES	106,000.00	106,000.00	7,884.58	87,280.75	87,280.75	18,719.25
410-50-53500-2110	SOCIAL SECURITY TAXES	6,572.00	6,572.00	487.65	4,829.41	4,829.41	1,742.59
410-50-53500-2210	RETIREMENT	14,840.00	14,840.00	674.18	8,109.62	8,109.62	6,730.38
410-50-53500-2310	EMPLOYEE INSURANCE	27,555.00	27,555.00	1,834.00	19,495.27	19,495.27	8,059.73
410-50-53500-2410	WORKER'S COMPENSATION	145.00	145.00	0.00	56.52	56.52	88.48
410-50-53500-3000	MEDICARE INSURANCE	1,537.00	1,537.00	114.04	1,261.39	1,261.39	275.61
410-50-53500-3100	PROFESSIONAL SERVICES	12,785.00	12,785.00	19,512.50	22,435.00	22,435.00	-9,650.00
410-50-53500-3150	ENGINEERING, CONSULT. SERVICES & ...	15,000.00	15,000.00	0.00	0.00	22,980.00	-7,980.00
410-50-53500-3210	ACCOUNTING AND AUDITING	14,000.00	14,000.00	0.00	10,865.00	10,865.00	3,135.00
410-50-53500-3405	CONTRACT FOR SERVICES	850,000.00	850,000.00	70,348.49	706,999.27	706,999.27	143,000.73
410-50-53500-4100	POSTAGE & SHIPPING	5,500.00	5,500.00	368.26	3,321.14	3,321.14	2,178.86
410-50-53500-4110	TELEPHONE & INTERNET	1,000.00	1,000.00	200.65	2,890.58	2,890.58	-1,890.58
410-50-53500-4320	WATER	38,000.00	38,000.00	2,275.21	20,040.95	20,040.95	17,959.05
410-50-53500-4400	SPRAYFIELD RENTAL	13,800.00	13,800.00	0.00	13,791.70	13,791.70	8.30
410-50-53500-4521	PROPERTY INSURANCE	39,212.00	39,212.00	0.00	34,094.51	34,094.51	5,117.49
410-50-53500-4611	BUILDING R & M	3,500.00	3,500.00	0.00	0.00	0.00	3,500.00
410-50-53500-4613	GROUNDS MAINTENANCE	35,000.00	35,000.00	0.00	0.00	0.00	35,000.00
410-50-53500-4618	SEWER SYSTEMS MAINTENANCE	50,000.00	50,000.00	13,233.28	24,521.44	24,521.44	25,478.56

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
410-50-53500-4650	COMPUTER OPERATIONS AND MAINT...	25,000.00	25,000.00	589.50	13,898.67	13,898.67	11,101.33
410-50-53500-4710	PRINTING & BINDING	2,500.00	2,500.00	228.68	1,179.24	1,179.24	1,320.76
410-50-53500-4905	WTP/STP OPERATING PERMITS	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
410-50-53500-4906	OTHER CHARGES	2,000.00	2,000.00	136.14	1,286.13	1,585.39	414.61
410-50-53500-4915	CREDIT CARD PROCESSING FEES	15,000.00	15,000.00	2,488.08	14,271.09	14,271.09	728.91
410-50-53500-4990	Bad Debt Expense Sewer	0.00	0.00	0.00	11.35	11.35	-11.35
410-50-53500-5270	MACHINERY & EQUIPMENT	0.00	0.00	787.24	787.24	7,870.24	-7,870.24
410-50-53500-5290	OPERATING SUPPLIES	500.00	500.00	0.00	36.99	36.99	463.01
410-50-53500-5410	BOOKS, PUBS, SUBS & MEMBS	1,000.00	1,000.00	0.00	1,263.14	1,263.14	-263.14
410-50-53500-6310	INFRASTRUCTURE	2,146,650.00	2,146,650.00	0.00	144,755.50	144,755.50	2,001,894.50
410-50-53500-6410	MACHINERY & EQUIPMENT	224,500.00	224,500.00	93,309.97	96,530.72	165,705.94	58,794.06
Department: 50 - PUBLIC WORKS Total:		3,652,596.00	3,652,596.00	214,472.45	1,234,012.62	1,333,550.10	2,319,045.90
Activity: 53500 - SEWER Total:		3,652,596.00	3,652,596.00	214,472.45	1,234,012.62	1,333,550.10	2,319,045.90
Activity: 58100 - INTERFUND TRANSFER							
Department: 99 - NON DEPARTMENTAL							
410-99-58100-7120	SRF - LOAN PRINCIPAL	16,500.00	16,500.00	0.00	0.00	0.00	16,500.00
410-99-58100-7220	SRF LOAN INTEREST	3,300.00	3,300.00	0.00	0.00	0.00	3,300.00
Department: 99 - NON DEPARTMENTAL Total:		19,800.00	19,800.00	0.00	0.00	0.00	19,800.00
Activity: 58100 - INTERFUND TRANSFER Total:		19,800.00	19,800.00	0.00	0.00	0.00	19,800.00
Expense Total:		7,897,082.00	7,897,082.00	504,565.84	3,444,148.17	3,957,394.08	3,939,687.92
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):		138,680.00	138,680.00	-166,468.81	-378,910.46	-892,156.37	1,030,836.37
Report Surplus (Deficit):		-4,205,012.00	-4,105,632.62	-885,194.21	2,047,366.61	1,328,808.08	

Group Summary

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 001 - GENERAL FUND						
Revenue						
00 - UNDESIGNATED	9,225,505.00	11,822,064.59	230,953.49	8,104,695.87	8,104,695.87	3,717,368.72
Revenue Total:	9,225,505.00	11,822,064.59	230,953.49	8,104,695.87	8,104,695.87	3,717,368.72

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 51100 - LEGISLATIVE						
11 - MAYOR AND CITY COUNCIL	73,675.00	73,675.00	4,950.75	41,553.33	46,447.36	27,227.64
Activity: 51100 - LEGISLATIVE Total:	73,675.00	73,675.00	4,950.75	41,553.33	46,447.36	27,227.64
Activity: 51200 - EXECUTIVE						
12 - CITY MANAGER	259,768.00	235,707.00	21,155.30	160,311.05	162,587.94	73,119.06
Activity: 51200 - EXECUTIVE Total:	259,768.00	235,707.00	21,155.30	160,311.05	162,587.94	73,119.06
Activity: 51300 - FINANCE						
13 - ADMINISTRATIVE SERVICES	128,835.00	128,835.00	7,548.23	101,862.34	101,862.34	26,972.66
Activity: 51300 - FINANCE Total:	128,835.00	128,835.00	7,548.23	101,862.34	101,862.34	26,972.66
Activity: 51310 - HUMAN RESOURCES						
13 - ADMINISTRATIVE SERVICES	70,114.00	73,732.00	2,271.40	42,849.28	45,899.28	27,832.72
Activity: 51310 - HUMAN RESOURCES Total:	70,114.00	73,732.00	2,271.40	42,849.28	45,899.28	27,832.72
Activity: 51400 - LEGAL						
14 - CITY ATTORNEY	70,000.00	70,000.00	1,419.00	29,584.86	29,584.86	40,415.14
Activity: 51400 - LEGAL Total:	70,000.00	70,000.00	1,419.00	29,584.86	29,584.86	40,415.14
Activity: 51500 - PLANNING AND ZONING						
30 - COMMUNITY DEVELOPMENT	169,678.00	123,972.00	9,804.07	78,522.46	86,617.56	37,354.44
Activity: 51500 - PLANNING AND ZONING Total:	169,678.00	123,972.00	9,804.07	78,522.46	86,617.56	37,354.44
Activity: 51600 - NON-COURT INFORMATION SYSTEMS						
16 - CITY CLERK	185,115.00	112,904.00	7,930.48	64,931.77	65,740.55	47,163.45
Activity: 51600 - NON-COURT INFORMATION SYSTEMS Total:	185,115.00	112,904.00	7,930.48	64,931.77	65,740.55	47,163.45
Activity: 51610 - INFORMATION TECHNOLOGY						
13 - ADMINISTRATIVE SERVICES	125,094.00	163,294.00	2,818.05	105,352.69	122,765.22	40,528.78
Activity: 51610 - INFORMATION TECHNOLOGY Total:	125,094.00	163,294.00	2,818.05	105,352.69	122,765.22	40,528.78
Activity: 51900 - GENERAL GOVERNMENT						
99 - NON DEPARTMENTAL	70,732.00	116,757.00	1,692.29	97,425.88	97,425.88	19,331.12
Activity: 51900 - GENERAL GOVERNMENT Total:	70,732.00	116,757.00	1,692.29	97,425.88	97,425.88	19,331.12
Activity: 51910 - FACILITIES						
50 - PUBLIC WORKS	498,965.00	3,305,164.28	21,929.66	2,523,475.17	2,585,854.40	719,309.88
Activity: 51910 - FACILITIES Total:	498,965.00	3,305,164.28	21,929.66	2,523,475.17	2,585,854.40	719,309.88
Activity: 52100 - LAW ENFORCEMENT						
20 - PUBLIC SAFETY	285,334.00	285,334.00	45,673.34	228,366.70	228,366.70	56,967.30
Activity: 52100 - LAW ENFORCEMENT Total:	285,334.00	285,334.00	45,673.34	228,366.70	228,366.70	56,967.30
Activity: 52200 - FIRE						
20 - PUBLIC SAFETY	1,113,088.00	1,113,088.00	278,272.27	834,816.81	834,816.81	278,271.19
Activity: 52200 - FIRE Total:	1,113,088.00	1,113,088.00	278,272.27	834,816.81	834,816.81	278,271.19
Activity: 52400 - CODE COMPLIANCE						
30 - COMMUNITY DEVELOPMENT	86,253.00	84,986.00	5,634.94	58,531.55	58,684.52	26,301.48
Activity: 52400 - CODE COMPLIANCE Total:	86,253.00	84,986.00	5,634.94	58,531.55	58,684.52	26,301.48
Activity: 52410 - BUILDING						
30 - COMMUNITY DEVELOPMENT	151,173.00	139,973.00	4,600.00	39,618.79	39,618.79	100,354.21
Activity: 52410 - BUILDING Total:	151,173.00	139,973.00	4,600.00	39,618.79	39,618.79	100,354.21
Activity: 53800 - STORMWATER						
50 - PUBLIC WORKS	1,558,197.00	1,550,698.00	11,935.94	171,228.91	262,120.54	1,288,577.46
Activity: 53800 - STORMWATER Total:	1,558,197.00	1,550,698.00	11,935.94	171,228.91	262,120.54	1,288,577.46
Activity: 54100 - STREETS						
50 - PUBLIC WORKS	4,563,381.00	4,654,191.93	519,510.89	784,051.54	789,156.51	3,865,035.42
80 - DEPARTMENT 80	0.00	0.00	0.00	55.89	55.89	-55.89
Activity: 54100 - STREETS Total:	4,563,381.00	4,654,191.93	519,510.89	784,107.43	789,212.40	3,864,979.53
Activity: 56200 - ANIMAL CONTROL						
30 - COMMUNITY DEVELOPMENT	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
Activity: 56200 - ANIMAL CONTROL Total:	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Activity: 57100 - LIBRARY						
71 - LIBRARY	465,299.00	465,299.00	32,042.24	345,440.33	346,745.33	118,553.67
Activity: 57100 - LIBRARY Total:	465,299.00	465,299.00	32,042.24	345,440.33	346,745.33	118,553.67
Activity: 57200 - PARKS						
50 - PUBLIC WORKS	1,593,351.00	1,447,622.00	23,751.75	413,881.10	422,822.59	1,024,799.41
Activity: 57200 - PARKS Total:	1,593,351.00	1,447,622.00	23,751.75	413,881.10	422,822.59	1,024,799.41
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	180,000.00	0.00	0.00	0.00	0.00	0.00
Activity: 58100 - INTERFUND TRANSFER Total:	180,000.00	0.00	0.00	0.00	0.00	0.00
Expense Total:	11,653,052.00	14,150,232.21	1,002,940.60	6,121,860.45	6,327,173.07	7,823,059.14
Fund: 001 - GENERAL FUND Surplus (Deficit):	-2,427,547.00	-2,328,167.62	-771,987.11	1,982,835.42	1,777,522.80	-4,105,690.42

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 101 - DISCRETIONARY SALES SURTAX						
Revenue						
00 - UNDESIGNATED	495,000.00	495,000.00	53,261.71	443,441.65	443,441.65	51,558.35
Revenue Total:	495,000.00	495,000.00	53,261.71	443,441.65	443,441.65	51,558.35

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Activity: 58100 - INTERFUND TRANSFER Total:	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Expense Total:	2,411,145.00	2,411,145.00	0.00	0.00	0.00	2,411,145.00
Fund: 101 - DISCRETIONARY SALES SURTAX Surplus (Deficit):	-1,916,145.00	-1,916,145.00	53,261.71	443,441.65	443,441.65	-2,359,586.65

Budget vs Actuals

		For Fiscal: 2023-2024 Period Ending: 07/31/2024				
Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Fund: 410 - WATER/SEWER FUND						
Revenue						
00 - UNDESIGNATED	8,035,762.00	8,035,762.00	338,097.03	3,065,237.71	3,065,237.71	4,970,524.29
Revenue Total:	8,035,762.00	8,035,762.00	338,097.03	3,065,237.71	3,065,237.71	4,970,524.29

Budget vs Actuals

For Fiscal: 2023-2024 Period Ending: 07/31/2024

Department	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
Expense						
Activity: 51700 - DEBT SERVICE PAYMENT						
99 - NON DEPARTMENTAL	0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 51700 - DEBT SERVICE PAYMENT Total:	0.00	0.00	0.00	1,597.70	1,597.70	-1,597.70
Activity: 53300 - WATER						
50 - PUBLIC WORKS	4,224,686.00	4,224,686.00	290,093.39	2,208,537.85	2,622,246.28	1,602,439.72
Activity: 53300 - WATER Total:	4,224,686.00	4,224,686.00	290,093.39	2,208,537.85	2,622,246.28	1,602,439.72
Activity: 53500 - SEWER						
50 - PUBLIC WORKS	3,652,596.00	3,652,596.00	214,472.45	1,234,012.62	1,333,550.10	2,319,045.90
Activity: 53500 - SEWER Total:	3,652,596.00	3,652,596.00	214,472.45	1,234,012.62	1,333,550.10	2,319,045.90
Activity: 58100 - INTERFUND TRANSFER						
99 - NON DEPARTMENTAL	19,800.00	19,800.00	0.00	0.00	0.00	19,800.00
Activity: 58100 - INTERFUND TRANSFER Total:	19,800.00	19,800.00	0.00	0.00	0.00	19,800.00
Expense Total:	7,897,082.00	7,897,082.00	504,565.84	3,444,148.17	3,957,394.08	3,939,687.92
Fund: 410 - WATER/SEWER FUND Surplus (Deficit):	138,680.00	138,680.00	-166,468.81	-378,910.46	-892,156.37	1,030,836.37
Total Surplus (Deficit):	-4,205,012.00	-4,105,632.62	-885,194.21	2,047,366.61	1,328,808.08	

Fund Summary

Fund	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	YTD Activity + Encumbrances	Budget Remaining
001 - GENERAL FUND	-2,427,547.00	-2,328,167.62	-771,987.11	1,982,835.42	1,777,522.80	-4,105,690.42
101 - DISCRETIONARY SALES ...	-1,916,145.00	-1,916,145.00	53,261.71	443,441.65	443,441.65	-2,359,586.65
410 - WATER/SEWER FUND	138,680.00	138,680.00	-166,468.81	-378,910.46	-892,156.37	1,030,836.37
Total Surplus (Deficit):	-4,205,012.00	-4,105,632.62	-885,194.21	2,047,366.61	1,328,808.08	

Mary Esther Public Works Report August 2024

Current and Completed Projects:

1. Performed temporary repair of stormwater pipe on Pryor near 113.
2. Poured 100ft of sidewalk on Brian Circle near the lake.
3. Replaced Stormwater culvert on Ruby Circle and resodded area.
4. Asphalt Patched Ruby Circle and Caswell
5. Painted Stop Bars and Crosswalks throughout the City
6. Sprayed Herbicide City Wide Curbs and Gutters.
7. Sprayed Herbicide in Azalea Park two rounds in preparation for planting this fall.
8. Removed about 80 % of equipment at Azalea Park and began rough grading of the trail.
9. Installed new swings at North Bryn Mawr Park
10. Tables at Misty Waters have been treated for rust and repainted.
11. Irrigation was fixed at Oak Tree Park, and at the library.
12. Bushes trimmed at New City Hall, Oak Tree Park, and Library
13. Trimming trees continued in all parks.
14. Worked on bid for water tank maintenance contract.
15. Worked on request for proposals for Water and Sewer Operations and Maintenance.
16. Worked on Request for Bids for Rays Pond.

Upcoming Project

1. Completion of crack sealing in Jo Anna LN/ Ruby Circle.
2. Finish repainting crosswalks and stop bars.
3. Continued patching with infrared asphalt heater which will remove joints around patches.
4. Finish new sidewalk on Brian Circle
5. Complete equipment removal at Azalea and rough in trail.

Mary Esther Public Library

Report for Council

September 4, 2024

Circulation

	Circulation	Digital Circulation	Library Visits	Registered Users	Internet Use	Wireless Access
Jul-22	4057	850	3179	2233	235	116
Aug-22	4137	1011	2735	2275	255	112
Sep-22	3915	887	2565	2288	244	91
Dec-22	3283	747	2280	2350	226	70
Jan-23	4218	852	2444	2300	256	101
Mar-23	3923	860	2723	2331	304	87
Apr-23	3483	866	2615	2366	270	56
May-23	3469	844	2663	2364	287	74
Jun-23	3925	895	2973	2379	241	81
Jul-23	4162	930	3236	2358	280	86
Aug-23	4133	998	2754	2377	282	72
Sep-23	3779	1023	2831	2393	277	62
Oct-23	3389	1315	3212	2404	103	103
Nov-23	3367	1249	2804		200	63
Dec-23	2404	1308	1795	2388	266	49
Jan-24	3920	1340	2215	2440	229	94
Feb-24	3368	1084	2559	2462	240	77
Mar-24	3697	1185	2772	2528	233	51
Apr-24	3231	973	2427	2568	222	48
May-24	3750	1060	2510	2607	242	60
Jun-24	3960	1138	2785	2644	285	94
Jul-24	3936	1145	2649	2681	300	117

This was a summer of expanded and diverse programming for all age groups. We were able to meet the needs of and engage with children, adults and individuals with special needs. ***Total summer programming numbers will be provided when compiled by Youth Services. Over 200 books were read by the 5–12-year age group.***

Library Programs and Classes

The library is facilitating a **new evening program** the second Monday of each month at 5:30 p.m. **‘Climate Connections’** is a discussion group to explore topics of environmental concern and look at small but impactful ways to make a difference.

Youth Services facilitates the **‘Mommy and Me Book Club’** on the third Monday of the month at 10:30. Parents and caregivers have an opportunity to discuss books and share, in an environment where the babies and toddlers can play and be safe.

The library hosts the neighborhood **Bunco Group** on the third Friday afternoon of the month at 1:00.

The library hosts a monthly **Puzzle Exchange and Social Hour** for those who want to share puzzles, helpful hints, or pictures of their creations. This group meets the second Tuesday at 2:00.

‘LoveCraft?’ adult crafting class is held the third Wednesday at 4:00. **‘All We Need is Hue’** adult coloring class is the second Monday at 10:30. **‘All About Books’** book discussion group meets the third Wednesday at 10:30. **‘It’s a Mystery’** book club meets the first Monday at 10:30.

Baby Lapsit Storytime for ages 0-2 takes place three Wednesday mornings per month. **Pre-K Storytime** for ages 3-6 is on Thursday mornings.

The **‘Lego Club’** meets the third Saturday morning of each month.

Saturday Monthly Movie Matinees are one Saturday afternoon per month, TBA.

Monthly **STEAM** classes for ages 9-14 are the first Saturday of the month.

‘Roll With It’ D & D group for teens and young adults meets the second Saturday of the month.

OCPLC Governing Board

The next meeting of the Governing Board will be Wednesday, **September 25, 2024** at 2:00 p.m. in Niceville. Cmr. Bernie Oder is Mary Esther’s Governing Board Representative.



Ocean City-Wright Fire Control District

August 20, 2024

TO: Honorable Mayor and Council Members, City of Mary Esther
RE: Monthly Report, Fire Department, July 21st, 2024 – August 20th, 2024

Mayor and Council Members,

I apologize for being unable to attend the August City Council Meeting. As it always does, our department played an important role in the State of Florida's response to Hurricane Debby. I initially deployed a day before the storm to serve on the team representing fire and urban search and rescue in the State Emergency Operations Center. Once the storm passed, I changed roles, serving as a liaison between the Urban Search and Rescue (USAR) teams in the field and the Emergency Operations Centers for the impacted counties. Additionally, our Mutual Aid Radio Communication team deployed to support the communication of the deployed (USAR) teams. I'm very proud of our personnel supporting these larger efforts of the fire service community.

As you may have seen on our social media, Deputy Chief Brad Sasser and I attended the Florida Fire Chief's Association Executive Development Conference in July. This conference provided a valuable platform for learning and sharing ideas with fire chiefs from around the state. I am particularly proud to share that I was named and installed on the Florida Fire Chiefs' Association Board of Directors as the Northwest Florida Regional Director during this conference. I look forward to serving in this capacity and representing our department and region well.

Along with making our final budget adjustments for fiscal year 2024-2025, we recently completed negotiations with our union and anticipate having our next three-year contract approved and signed at our next Board of Fire Commissioners' meeting.

Finally, thank you, the council, for recognizing our crews' assistance at the August meeting. We strive to maintain good relationships with all the agencies we partner with; however, Mary Esther is no longer a partner; they are our neighbors and community. We are honored to serve them.

Respectfully,

A blue ink signature of Jeff Wagner, consisting of a stylized 'J' and 'W' followed by a horizontal line.

Jeff Wagner, Fire Chief

233 RACETRACK RD, NE. FORT WALTON BEACH, FL 32547
(850)862-1185 (850)862-6224 FAX

Station 11 Call Volume - Monthly from August 2023- August 20th, 2024



AUG. SEPT. OCT. NOV. DEC. JAN. FEB MARCH APRIL MAY JUNE JULY AUG. 20TH

Ocean City-Wright Fire Control District

STATION COUNT

OCW Station 1: 309

OCW Station 2: 91

OCW Station 3: 135

OCW Station 11: 73

TOTAL: 608

233 RACETRACK RD, NE. FORT WALTON BEACH, FL 32547
(850)862-1185 (850)862-6224 FAX

COMMUNITY DEVELOPMENT DEPARTMENT

Monthly Activity Report

Reporting Period

July 22, 2024 – August 21, 2024

Code Enforcement

Activities			
Opened Cases	15	Inspection	15
Agency Assist	1	Consultations	10
Verbal Warning	2	Advisements On Codes to Citizens	10
Notice of violations	3	Courtesy Notice	5
Citation	1	Closed Cases	10

Permitting

Permit Type	
Fence	2
Driveway	1
Sign	1
Accessory Structure	2
Tree Removal	1
Right-of-way permit issued to LiveOak Fiber	1
Inspections	4

*Code Compliance has issued a citation due to track-out from a fiber installation for stormwater controls and best management practices not being utilized. Upon further review the case has been closed and the citation was paid. Staff will continue to monitor the progress of the fiber companies.

*Multiple inspections have been conducted within the Springdale neighborhood for construction debris, trash, and other code violations. The contractor has assured us that construction debris will be removed and multiple sweeps for trash will be made during the construction process.

Development Review

Application Type	
Pre-Application	3
Rezone/FLUM	0
Variance	0
Subdivision	0
Site Plan	0
Conditional Use	0
Lot Split/Combination	0
Task Order	1

Staff completed a pre-application for the property at 3 Cedar Bluff Ln for an attached garage.

Staff completed a pre-application for the property at 191 Miricle Strip for a single-family home redevelopment and accessory structure.

Staff completed a pre-application for the property at the Santa Rosa Mall for redevelopment site plan for at the existing JC Penney.

Staff attended F-ROC Training on 8/14 to complete the Comprehensive F-ROC, Making F-ROC Work for You, and Project Worksheets courses.

Staff completed a new Business Tax Receipt program to make the process easier to understand for new businesses.

Council approved ECRC's task order presented by staff to rewrite the Comprehensive Plan.

City of Mary Esther

July 2024 Monthly Report



Prepared by:
Jacobs
August 22, 2024



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1. Executive Summary

1.1 Mary Esther O&M Team

We are fully staffed consisting of 9 full-time operations and maintenance technicians. The staff maintains the Florida Department Environmental Protection operator certification requirements for Water, Wastewater, Distribution, and Backflow Tester.

Table 1.0 Personal and Certification

O&M Team		
Name	Job Title	Certification
Randall Killian	Project Manager	Class C Wastewater License
Joshua Robinson	Operations Supervisor	Class C Wastewater License, Class C Drinking Water License, and Backflow License Tester Certified Prevention
Paul Price	Lead Wastewater Operator	Class C Wastewater
Michael Bennett	Lead Water Operator	Class C Wastewater, Class C Drinking Water License, and Backflow Prevention Tester Certified
Matthew Moreau	Water Operator	Class C Drinking Water License
Michael Gaines	Water and Wastewater Operator	Class C Wastewater License and Class C Drinking Water License
Jeremy Bankston	Water Operator	Class C Drinking Water License and Backflow Prevention Tester Certified
Maxwell Boone	Distributions System Operator	Class 3 Distribution Systems Operator License

1.2 Special Projects

1.2.1 Well 1 Rehabilitation

The project began on May 1, 2023. Water Environmental was awarded the project and staff provided site orientation on May 6. The well was removed from service on May 15.

1.3 Safety

The team conducts weekly site-specific safety inspections and conducts weekly safety meetings. This month's safety topics included: Lightening Safety, Heat Related Injury Prevention, and SDS review. The team is participating in the annual online confined space entry training. This month marks our new safety record - **1,135 accident-free days**.

2. Operations

2.1 Water Production & Distribution

The system produced 13,702,000 million gallons (MG) of water this month with an average daily flow rate of 457,000 gallons per day. The monthly amount of water production is summarized and presented in Appendix A. The monthly regulatory reports were submitted on 07/03/24 to FDEP.

2.1.1 Meter Reading

There are 2,111 meters to read during the month, this month 30 rereads were required. Our average meter reading accuracy is 98.9%.

Table 2.0 Meter Reading Monthly Summary

Month	Total Meters #	Meter Rereads #	Meter Reading Accuracy %
Jul '24	2,111	26	98.8
Jun '24	2,111	30	98.6
May '24	2,111	31	98.5
Apr '24	2,111	31	98.5
Mar '24	2,111	30	98.6
Feb '24	2,111	22	99.0
Jan '24	2,111	22	99.0
Dec '23	2,111	16	99.2
Nov '23	2,111	21	99.0
Oct '23	2,111	16	99.2
Sep '23	2,111	18	99.1
Aug '23	2,111	23	98.9
Average	2,111	24	98.9

2.2

Collections and Wastewater Treatment

During the month, all lift stations were inspected, cleaned, and if required residual grease was removed. During the month, the facility treated 22 million gallons (MG) of influent water with an average daily flow rate of .72 MGD. The Wastewater Treatment Plant (WWTP) discharge permit parameter limitations were met throughout the month. The systems effluent discharge limitations and quality performance is presented in Appendix B. The monthly regulatory reports were submitted on 08/13/24.

2.2.1 Biosolids Management

During the month, drying beds 1-4 were used for dewatering the aerobically digested sludge. The biosolids removed from the beds contained 12% solids. This month, GreenSouth Solutions hauled approximately 1.6 tons of biosolids to be used for beneficial land application. The Biosolids Monthly Summary Report is presented in Appendix C.

2.3 Water and Sewer Line Repairs

May 2024:

1. On May 1st, a water main break was caused by utility boring contractors on Hollywood and Brewer Circle.
2. On May 13th, a sewer main break was caused by a 3rd party boring company on Town Lane and Hollywood.
3. On May 17th, a sewer main break was caused by a 3rd party boring company on Hollywood and Bryn Mawr.

June 2024:

1. On June 4th, a water line break was caused by fiber optic contractors on 290 Anderson.
2. On June 13th, two water line break was caused by boring contractors on 451 and 581 Brian Circle.
3. On June 19th, a water line break was caused by Apex/Bluestreak contractors on 12 Royal Palm.
4. On June 20th, a water line break was caused by Mears Boring contractors on 371 Dawn.
5. On June 23rd, a sewer main break was caused by boring contractors on 541 Brian Circle.
6. On June 24th, a sewer line break was caused by boring contractors on 81 Paula.
7. On June 27th, a sewer line break was caused by boring contractors on 7 Palmetto.

July 2024:

1. On July 1st, a water line break was caused by boring contractors on 231 Brian.
2. On July 2nd, a water line break was caused by Apex/Bluestreak contractors on 2 Kimbrough.
3. On July 8th, a sewer main break was caused by Mears boring contractors on Brian Circle and Dawn Lane.
4. On July 10th, a sewer line break was caused by Bluestreak boring contractors on 188 Brewer.
5. On July 12th, a sewer main break was caused by Bluestreak boring contractors on 3 Islandview Dr.

3. Maintenance

3.1 Preventive Maintenance

During the month, staff completed a total of 244 preventive workorders. The completed work order report is presented in Appendix D.

3.2 City Work Order Requests and Call Outs

There were 39 work order requests completed this month.

There was only one call out this month.

- On 07/17/2024, 32 Kohler we had a Call-Out for an Emergency Shut-Off for repairs.

3.3 Corrective Maintenance

3.3.1 Wastewater Plant 1

Wastewater Plant 1 is out of service and the equipment that is operational is being maintained and exercised. Design for rehabilitation project has been halted pending a county requested engineering study.

3.3.2 Spray Field Equipment

The motor for the vertical turbine pump #2 has been received. Shaft for pump #2 has been pulled and sent for repair. The replacement motor information is the following: Type KS, SN: KSFT277U027, Model Number: 5KS404DAJ6005D1.

The staff is preparing for the hay harvest. The harvest equipment has been inspected and is available for the cutting season.

3.4 Capital Improvement Projects (CIP)

3.4.1 Clarifier #2 Weir Replacement Project

The Multi Craft quotes were signed by the city and sent to the vendor, along with the purchase order number. The staff received a conformation email back from the vendor. The project can now proceed to the next phase. The Multi Craft Contractor has ordered all materials to perform the assigned work.

APPENDIX A

Water System Summary

Month	Well 1 Total Flow Gallons	Well 2 Total Flow Gallons	Well 3 Total Flow Gallons	Well 4 Total Flow Gallons	Total Water Production MGM	Average Daily Production MGD
Permit Limits					22.8	*0.62
Jul '24		559,000	5,750,000	7,174,000	13.5	0.449
Jun '24		0	5,726,000	7,976,000	13.7	0.457
May '24		0	7,552,000	6,567,000	14.1	0.455
Apr '24		0	6,126,000	5,803,000	510.6	17.021
Mar '24		0	4,329,000	7,536,000	11.9	0.396
Feb '24		0	2,853,000	8,708,000	11.6	0.399
Jan '24		0	3,095,000	9,905,000	13.0	0.433
Dec '23		0	2,839,000	9,136,000	11.9	0.397
Nov '23		0	3,156,000	8,369,000	11.5	0.384
Oct '23		0	4,592,000	7,960,000	12.6	0.405
Sep '23		0	5,425,000	7,582,000	13.0	0.434
Aug '23		0	5,612,000	8,273,000	13.7	0.455
Jul '23		0	3,522,000	9,362,000	12.9	0.416
Minimum		0	2,839,000	5,803,000	11.5	0.384
Maximum		559,000	7,552,000	9,905,000	510.6	17.021
Average		43,000	4,659,769	8,027,000	51.1	1.700
Annual Total		559,000	57,055,000	94,989,000	651	21.684

* Note - permit limit is annual average daily water production

APPENDIX B

Influent Monthly Summary

Month	Rainfall MGD	Flow Total MGD	Flow 3-Month Rolling Avg mg/L	CBOD Avg mg/L	CBOD Load lbs/day	TSS Avg mg/L	TSS Load lbs/day
Jul '24	12.3	22.403	0.732	291	1,561	170	889
Jun '24	8.4	23.000	0.680	250	1,525	178	1,113
May '24	15.4	24.364	0.578	323	2,039	155	994
Apr '24	6.6	16.203	0.545	360	1,576	231	1,029
Mar '24	8.0	16.863	0.538	374	1,906	202	1,001
Feb '24	3.2	15.460	0.519	274	1,234	193	875
Jan '24	6.3	17.454	0.467	220	999	145	662
Dec '23	5.5	16.111	0.427	243	1,135	213	992
Nov '23	3.3	11.882	0.424	325	1,027	256	813
Oct '23	1.0	12.253	0.446	304	972	213	682
Sep '23	3.3	14.123	0.459	297	1,176	235	931
Aug '23	5.0	13.464	0.451	272	1,005	217	798
Jul '23	6.9	14.498	0.450	300	1,107	225	833

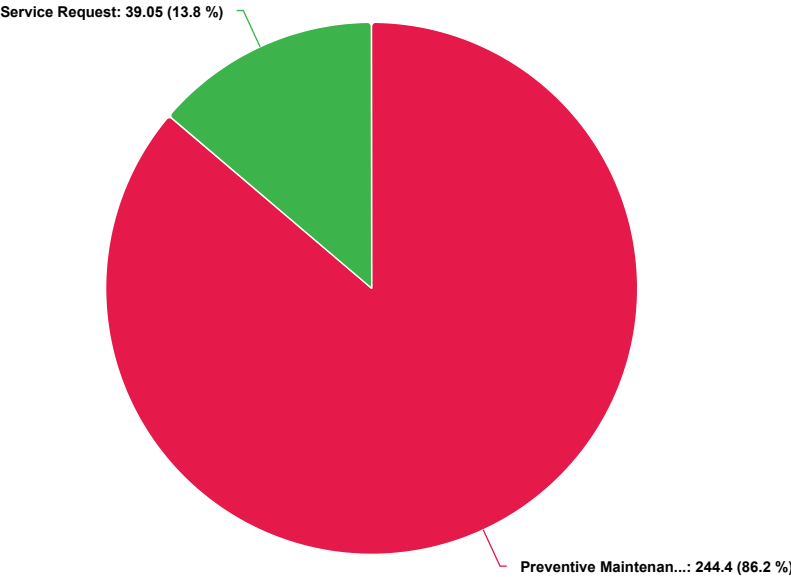
APPENDIX C

Biosolids Summary

Month	Drying Beds\Bed 1			Drying Beds\Bed 2			Drying Beds\Bed 3			Disposal
	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Feed Sludge gpd	Cake Conc. %	Bed Sludge Dry Tons	Beneficial Use Dry Tons
Jul '24	14,120	12.0	0.71	10,590	12.0	0.53	7,060	12.0	0.35	1.6
Jun '24				10,590	16.8	0.74	12,355	16.8	0.86	1.6
May '24										
Apr '24	33,535	46.4	2.14	35,300	46.4	2.26	37,065	46.4	2.39	6.8
Mar '24	21,180	30.9	1.36	19,415	30.9	1.26	21,180	30.9	1.36	4.0
Feb '24										
Jan '24	14,120	20.7	1.22	15,885	20.7	1.37	14,120	20.7	1.22	3.8
Dec '23										
Nov '23	14,120	17.5	1.03	12,355	17.5	0.90	10,590	17.5	0.77	2.7
Oct '23	7,060	11.3	0.33	15,885	11.3	0.75				1.1
Sep '23	8,825	19.4	0.71	10,590	19.4	0.85				1.6
Aug '23	10,590	16.4	0.72	15,885	16.4	1.08	10,590	16.4	0.72	2.5
Jul '23	10,590	16.7	0.74	10,590	16.7	0.74				1.5
Annual Total	134,140	191.1	8.96	157,085	207.8	10.48	112,960	160.5	7.678	27.1
Annual Average	14,904	21.3	1.00	15,709	20.8	1.05	16,137	23.0	1.096	2.7



Work Order Actual Hours by WO Type



Report Criteria

- Complete Date is between '7/1/2024' AND '7/31/2024'
- Location / Asset is **Mary Esther (MAE)**
- Repair Center is **Mary Esther**

Work Order #	Asset ID	Asset Name	Reason
Preventive Maintenance			
MAE-3879021	MAE-14103	PORTABLE GENERATOR COLEMAN	Small Equipment Monthly Service
MAE-3879022	MAE-93312	EDCO STREET SAW	Small Equipment Monthly Service
MAE-3879023	MAE-93203	GR BLUE PORTABLE CENTRIGUGAL PUMP	Small Equipment Monthly Service
MAE-3879024	MAE-93311	STIHL CHOP SAW	Small Equipment Monthly Service
MAE-3879025	MAE-EQUIPMENT-276	Echo Hedge Trimmer	Small Equipment Monthly Service
MAE-3879026	MAE-EQUIPMENT-267	Echo Weed Eater 1 of 2	Small Equipment Monthly Service
MAE-3879027	MAE-EQUIPMENT-268	Echo Weed Eater 2 of 2	Small Equipment Monthly Service
MAE-3879028	MAE-GENERATOR-344	Honda 11 HP Generator	Small Equipment Monthly Service
MAE-3879029	MAE-PUMP-TRASH-PORT-29	Koshin Portable Trash Pump 1 of 2	Small Equipment Monthly Service
MAE-3879030	MAE-PUMP-TRASH-PORT-61	Honda Portable Trash Pump 1 of 2	Small Equipment Monthly Service
MAE-3879031	MAE-PUMP-TRASH-PORT-30	Koshin Portable Trash Pump 2 of 2	Small Equipment Monthly Service
MAE-3879032	MAE-WASHER-PRESSURE-23	DeWalt Pressure Washer	Small Equipment Monthly Service
MAE-3879033	MAE-EQUIPMENT-270	Husqvarna Chainsaw	Small Equipment Monthly Service
MAE-3879034	MAE-EQUIPMENT-280	Brute Force Air Compressor	Small Equipment Monthly Service
MAE-3879035	MAE-EQUIPMENT-271	Poulan Chainsaw 1 of 3	Small Equipment Monthly Service
MAE-3879036	MAE-EQUIPMENT-272	Poulan Chainsaw 2 of 3	Small Equipment Monthly Service
MAE-3879037	MAE-EQUIPMENT-269	Stihl Backpack Leaf Blower	Small Equipment Monthly Service
MAE-3879038	MAE-EQUIPMENT-275	Stihl Hedge Trimmer	Small Equipment Monthly Service
MAE-3879039	MAE-EQUIPMENT-285	Stihl Pole Saw	Small Equipment Monthly Service
MAE-3882468	MAE-93401	Husky Shop Air Compressor	Air Compressor Monthly Inspection
MAE-3882469	MAE-93301	Campbell Hausfeld Air Compressor	Air Compressor Monthly Inspection
MAE-3882471	MAE-52101	DIGESTER POLYMASTER	Polyblend unit monthly inspection
MAE-3882520	MAE-LAWN-MOWER-153	Bobcat Zero Turn Mower	Monthly Mower Inspection
MAE-3882521	MAE-LAWN-MOWER-154	Craftsman Push Mower	Monthly Mower Inspection
MAE-3882522	MAE-LAWN-MOWER-152	Farris Zero Turn Mower	Monthly Mower Inspection
MAE-3883831	MAE-31517	DIGESTER BLOWER MOTOR #1	Semi-Annual Digester Blower Motor Lubrication
MAE-3883832	MAE-31518	DIGESTER BLOWER MOTOR #2	Semi-Annual Digester Blower Motor Lubrication
MAE-3883833	MAE-31519	DIGESTER BLOWER MOTOR #3	Semi-Annual Digester Blower Motor Lubrication
MAE-3883834	MAE-31510	#2 DITCH RAS PUMP MOTOR #1	Semi-Annual RAS Pump Motor Lubrication
MAE-3883835	MAE-31511	#2 DITCH RAS PUMP MOTOR #2	Semi-Annual RAS Pump Motor Lubrication
MAE-3883837	MAE-20601-1	Well #1 HS Pump #1 Motor	Semi-Annual High Service Pump Motor Lubrication
MAE-3883838	MAE-20602-1	Well #1 HS Pump #2 Motor	Semi-Annual High Service Pump Motor Lubrication
MAE-3883839	MAE-20603-1	Well #1 HS Pump #3 Motor	Semi-Annual High Service Pump Motor Lubrication
MAE-3883840	MAE-31529	Well #3 HS Pump #1 Motor	Semi-Annual High Service Pump Motor Lubrication
MAE-3883841	MAE-31516	PRIMARY DIGESTER DECANT PUMP MOTOR	Semi-Annual Decant Pump Motor Lubrication
MAE-3884291	MAE-02604-2	Well #1 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection
MAE-3884292	MAE-02605	Well #3 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection

Work Order #	Asset ID	Asset Name	Reason
MAE-3884293	MAE-02607	Well #4 Chlorine Leak Detector	Chlorine Leak Detector Monthly Inspection
MAE-3884582	MAE-77801	LS #10 Main Building	Building Monthly Inspection
MAE-3884583	MAE-BLDG-341	Sprayfield Trailer	Building Monthly Inspection
MAE-3884584	MAE-77808	LS #8 Building	Building Monthly Inspection
MAE-3884585	MAE-77802	Well #1 Building	Building Monthly Inspection
MAE-3884586	MAE-77803	Well #2 Building	Building Monthly Inspection
MAE-3884587	MAE-77804	Well #3 Building	Building Monthly Inspection
MAE-3884588	MAE-77805	Well #4 Building	Building Monthly Inspection
MAE-3884589	MAE-77809	Well #3 HS Building	Building Monthly Inspection
MAE-3884590	MAE-77002	Digester Building	Building Monthly Inspection
MAE-3884591	MAE-77101	Main Plant Building	Building Monthly Inspection
MAE-3884592	MAE-76001	WWTP-Maintenance Building	Building Monthly Inspection
MAE-3884593	MAE-77807	WWTP Maintenance Shed	Building Monthly Inspection
MAE-3884594	MAE-77806	C+D Maintenance Shop	Building Monthly Inspection
MAE-3884937	MAE-02601	Main Plant CL2 Leak Detector	Chlorine Leak Detector Monthly Inspection
MAE-3884938	MAE-31319	Well #1 Aerator #1 Motor	Semi-Annual Aerator Motor Lubrication - Water
MAE-3884939	MAE-31320	Well #1 Aerator #2 Motor	Semi-Annual Aerator Motor Lubrication - Water
MAE-3884940	MAE-62301	Well #1 Aerator #1	Water Aerator Annual Inspection
MAE-3884941	MAE-62302	Well #1 Aerator #2	Water Aerator Annual Inspection
MAE-3884942	MAE-22402	PRIMARY DIGESTER DECANT PUMP	Monthly Decant Pump Inspection
MAE-3885231	MAE-10015	Ditch #1-2 WAS Pump Variable Frequency Drive	Quarterly VFD Air Filter Inspection
MAE-3885232	MAE-10014	Ditch #2 RAS Pump #1 Variable Frequency Drive	Quarterly VFD Air Filter Inspection
MAE-3885233	MAE-10016	Ditch #2 RAS Pump #2 Variable Frequency Drive	Quarterly VFD Air Filter Inspection
MAE-3885998	MAE-62203	Oxidation Ditch 2 Rotor 1	Ox. Ditch Rotor Monthly Inspection
MAE-3885999	MAE-62204	Oxidation Ditch 2 Rotor 2	Ox. Ditch Rotor Monthly Inspection
MAE-3886000	MAE-62205	Oxidation Ditch 3 Rotor 1	Ox. Ditch Rotor Monthly Inspection
MAE-3886001	MAE-62206	Oxidation Ditch 3 Rotor 2	Ox. Ditch Rotor Monthly Inspection
MAE-3886002	MAE-14104	LS #10 GENERATOR	Generator Annual inspection
MAE-3886003	MAE-GENERATOR-EM-459	Doosan Portable Generator	Generator Monthly inspection
MAE-3886004	MAE-14101	Main Plant Generator	Generator Annual inspection
MAE-3886010	MAE-59002	SCREENING CONVEYOR	Grit Auger Monthly Inspection
MAE-3886478	MAE-69003	LS #1 SITE	Lift Station Monthly Inspection
MAE-3886479	MAE-69004	LS #2 SITE	Lift Station Monthly Inspection
MAE-3886480	MAE-69005	LS #3 SITE	Lift Station Monthly Inspection
MAE-3886481	MAE-69006	LS #4 SITE	Lift Station Monthly Inspection
MAE-3886482	MAE-69007	LS #5 SITE	Lift Station Monthly Inspection
MAE-3886483	MAE-69008	LS #6 SITE	Lift Station Monthly Inspection
MAE-3886484	MAE-69009	LS #7 SITE	Lift Station Monthly Inspection
MAE-3886485	MAE-69010	LS #8 SITE	Lift Station Monthly Inspection
MAE-3886486	MAE-69011	LS #9 SITE	Lift Station Monthly Inspection
MAE-3886487	MAE-69012	LS #10 SITE	Lift Station Monthly Inspection
MAE-3886488	MAE-69013	LS #11 SITE	Lift Station Monthly Inspection
MAE-3886489	MAE-69014	LS #12 SITE	Lift Station Monthly Inspection
MAE-3886490	MAE-69023	LS #13 SITE	Lift Station Monthly Inspection
MAE-3886491	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Monthly Inspection
MAE-3887497	MAE-42213	#3 CLARIFIER GEARBOX	Clarifier Monthly Inspection
MAE-3887498	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Emergency Light and Exit Sign Inspection
MAE-3887499	MAE-WTP	Mary Esther Water System	Monthly Emergency Light and Exit Sign Inspection
MAE-3887500	MAE-LS	Mary Esther Lift Stations	Monthly Emergency Light and Exit Sign Inspection
MAE-3887501	MAE-LS	Mary Esther Lift Stations	Fire Extinguisher Monthly Inspection
MAE-3887502	MAE-SPRAYFIELD	Mary Esther Sprayfield	Fire Extinguisher Monthly Inspection
MAE-3887503	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Fire Extinguisher Monthly Inspection
MAE-3887504	MAE-WTP	Mary Esther Water System	Fire Extinguisher Monthly Inspection
MAE-3887505	MAE-20003	#2 DITCH RAS PUMP #1	Monthly RAS Pump Inspection
MAE-3887506	MAE-20004	#2 DITCH RAS PUMP #2	Monthly RAS Pump Inspection
MAE-3887507	MAE-03106	Effluent Auto-Sampler	Sampler Monthly Maintenance
MAE-3887508	MAE-03105	Influent Auto-Sampler	Sampler Monthly Maintenance
MAE-3887509	MAE-20603	Well #1 HS Pump #3	Plant High Service Pump Monthly Inspection
MAE-3887510	MAE-20604	Well #3 HS Pump #1	Plant High Service Pump Monthly Inspection
MAE-3887511	MAE-20605	Well #3 HS Pump #2	Plant High Service Pump Monthly Inspection
MAE-3887519	MAE-91306	LS #10 Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3887520	MAE-02604-1	Well #1 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3887521	MAE-91303	Well #3 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3887522	MAE-91307	Well #3 Pump Room Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3887523	MAE-91304	Well #4 CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3887524	MAE-91301	CL2 Room Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3887525	MAE-91308	Digester Building Upper Level Exhaust Fan	Exhaust Fan Monthly Inspection
MAE-3887526	MAE-71903	LS #10 GENERATOR FUEL TANK	Monthly Fuel Tank Inspection
MAE-3887527	MAE-71905	LS #14 DIESEL FUEL DAY TANK	Monthly Fuel Tank Inspection
MAE-3887528	MAE-71904	LS #14 DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection
MAE-3887529	MAE-71906	WELL #1 GAS STORAGE TANK	Monthly Fuel Tank Inspection
MAE-3887530	MAE-71908	WELL #3 FUEL STORAGE TANK	Monthly Fuel Tank Inspection

Work Order #	Asset ID	Asset Name	Reason
MAE-3887531	MAE-71907	WELL #2 FUEL STORAGE TANK	Monthly Fuel Tank Inspection
MAE-3887532	MAE-71901	DIESEL FUEL STORAGE TANK	Monthly Fuel Tank Inspection
MAE-3887533	MAE-71902	GENERATOR DAY TANK	Monthly Fuel Tank Inspection
MAE-3887534	MAE-20501	Well #4 Chlorine Booster Pump	Booster Pump Monthly Inspection
MAE-3887535	MAE-20008	CL2 Sample Pump	Monthly Small Centrifugal Pump Inspection
MAE-3887536	MAE-20014	Digester Transfer/Recirculation Pump	Monthly Small Centrifugal Pump Inspection
MAE-3887537	MAE-20009	Plant Reuse Water Pump	Monthly Small Centrifugal Pump Inspection
MAE-3887538	MAE-38102	LS #14 Diesel Engine #1	Backup Engine Monthly Inspection
MAE-3887539	MAE-20601-2	Well #1 HS Pump #1 Engine	Backup Engine Monthly Inspection
MAE-3887540	MAE-38101	Well #2 Pump Engine	Backup Engine Monthly Inspection
MAE-3887569	MAE-00104	Plantation Oaks 6" Fire Hydrant	Potable Water Dead-End Flushing
MAE-3887654	MAE-60699	Concrete Saw	Monthly Concrete Saw Inspection
MAE-3887765	MAE-69018	WELL #1 SITE	Wellsite Monthly Inspection
MAE-3887766	MAE-69019	WELL #2 SITE	Wellsite Monthly Inspection
MAE-3887767	MAE-69020	WELL #3 SITE	Wellsite Monthly Inspection
MAE-3887768	MAE-69021	WELL #4 SITE	Wellsite Monthly Inspection
MAE-3887771	MAE-52201	SECONDARY DITCH DIGESTER MIXER	Floating Aerator Quarterly Inspection and Service
MAE-3887772	MAE-62200	EQUALIZATION BASIN AEARATOR	Floating Aerator Quarterly Inspection and Service
MAE-3887834	MAE-TRAILER-107	16 FT Trailer	Trailer Inspection
MAE-3887835	MAE-TRAILER-108	Water and Sewer Trailer	Trailer Inspection
MAE-3887836	MAE-EQUIPMENT-293	Fuel Trailer Electric	Trailer Inspection
MAE-3887837	MAE-EQUIPMENT-294	Fuel Trailer Flat	Trailer Inspection
MAE-3887838	MAE-OHV-TRAILER-120	24 FT Heavy Equipment trailer	Trailer Inspection
MAE-3887839	MAE-TRAILER-106	Mower Trailer	Trailer Inspection
MAE-3888318	MAE-6" Bypass Pump-5	6" Bypass Pump	Generator Monthly inspection
MAE-3889743	MAE-42005	#2 DITCH CLARIFIER MAIN DRIVE	Clarifier #2 Quarterly Inspection
MAE-3890230	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3890231	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3890557	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection
MAE-3890558	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection
MAE-3890559	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection
MAE-3890560	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection
MAE-3890561	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection
MAE-3890562	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection
MAE-3890563	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection
MAE-3890564	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection
MAE-3890565	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection
MAE-3890566	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection
MAE-3890567	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection
MAE-3890568	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection
MAE-3890569	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection
MAE-3890570	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection
MAE-3890574	MAE-EQUIPMENT-293	Fuel Trailer Electric	Monthly Fuel Tank Inspection
MAE-3890575	MAE-EQUIPMENT-294	Fuel Trailer Flat	Monthly Fuel Tank Inspection
MAE-3891123	MAE-95801	Break Room First Aid Kit	Monthly First-Aid Kit Inspection
MAE-3891124	MAE-95802	Well #1 First Aid Kit	Monthly First-Aid Kit Inspection
MAE-3891125	MAE-69020	WELL #3 SITE	Monthly First-Aid Kit Inspection
MAE-3891126	MAE-69021	WELL #4 SITE	Monthly First-Aid Kit Inspection
MAE-3891136	MAE-92301	JOHN DEERE TRACTOR	Monthly Tractor Inspection
MAE-3891137	MAE-92302	FORD 7740 TRACTOR (1992)	Monthly Tractor Inspection
MAE-3891138	MAE-92304	Massey Ferguson 283 Tractor	Monthly Tractor Inspection
MAE-3891139	MAE-92306	Massey Ferguson 4243 Tractor	Monthly Tractor Inspection
MAE-3891140	MAE-92305	Massey Ferguson 5445 Tractor	Monthly Tractor Inspection
MAE-3891986	MAE-00107	Scottsdale Circle 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3893459	MAE-95401	Well #4 SCBA	SCBA Monthly Inspection
MAE-3894204	MAE-JETTER-USJETTING	HIGH-PRESSURE JETTER	Generator Monthly inspection
MAE-3894205	MAE-92506	Hay Rake	Monthly Hay Rake Service
MAE-3894206	MAE-92501	Bush Hog 5' Mower	Monthly Mower Service
MAE-3895400	MAE-21506	LS #14 PUMP #3	Vertical Pump Monthly Inspection
MAE-3895401	MAE-40101	LS #14 RIGHT ANGLE DRIVE #1	Angle Drive Monthly Inspection
MAE-3895402	MAE-40103	Well #2 Well Pump Right Angle Drive	Angle Drive Monthly Inspection
MAE-3895403	MAE-14103	PORTABLE GENERATOR COLEMAN	Small Equipment Monthly Service
MAE-3895404	MAE-93312	EDCO STREET SAW	Small Equipment Monthly Service
MAE-3895405	MAE-93203	GR BLUE PORTABLE CENTRIGUGAL PUMP	Small Equipment Monthly Service
MAE-3895406	MAE-93311	STIHL CHOP SAW	Small Equipment Monthly Service
MAE-3895407	MAE-EQUIPMENT-276	Echo Hedge Trimmer	Small Equipment Monthly Service
MAE-3895408	MAE-EQUIPMENT-267	Echo Weed Eater 1 of 2	Small Equipment Monthly Service
MAE-3896025	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection
MAE-3896026	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection
MAE-3896027	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection
MAE-3896028	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection
MAE-3896029	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection

Work Order #	Asset ID	Asset Name	Reason
MAE-3896030	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection
MAE-3896031	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection
MAE-3896032	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection
MAE-3896033	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection
MAE-3896034	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection
MAE-3896035	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection
MAE-3896036	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection
MAE-3896037	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection
MAE-3896038	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection
MAE-3896042	MAE-92505	Hay Cutter	Monthly Hay Cutter Service
MAE-3896751	MAE-93307	Onan Emergency Generator Wellsite 4	Generator Monthly inspection
MAE-3897211	MAE-92504	Vermeer 504 Bailer	Monthly Bailer Service
MAE-3897212	MAE-GRNDEQ-HAY-10	Woods 720 Bush Hog 6' Mower	Monthly Mower Service
MAE-3897236	MAE-00108	Scottsdale Drive 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3897456	MAE-21511	Well #2 Well Pump	Vertical Pump Monthly Inspection
MAE-3897457	MAE-21512	Well #3 Well Pump	Vertical Pump Monthly Inspection
MAE-3897458	MAE-21513	Well #4 Well Pump	Vertical Pump Monthly Inspection
MAE-3897473	MAE-21507	Sprayfield Pump #1	Vertical Pump Monthly Inspection
MAE-3898223	MAE-95302	Well #3 Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection
MAE-3898224	MAE-95301	Main Plant Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection
MAE-3898225	MAE-95303	Well #4 Safety Shower/Eyewash Station	Eyewash/Safety Shower Monthly Inspection
MAE-3898226	MAE-56001	BARSCREEN #1	Influent Screen Monthly Inspection
MAE-3898227	MAE-56002	BARSCREEN #2	Influent Screen Monthly Inspection
MAE-3898228	MAE-WWTP	Mary Esther Wastewater Treatment Plant	Monthly Site Inspection
MAE-3898229	MAE-GRNDEQ-HAY-9	Heston 4570 Square Bailer	Monthly Bailer Service
MAE-3899013	MAE-26203	DIGESTER BLOWER #1	Annual Digester Blower Service
MAE-3899014	MAE-26204	DIGESTER BLOWER #2	Annual Digester Blower Service
MAE-3899015	MAE-26205	DIGESTER BLOWER #3	Annual Digester Blower Service
MAE-3899288	MAE-SAFETY-HYDRANTS-F-7191	191 E Miracle Strip Pkwy 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3899289	MAE-SAFETY-HYDRANTS-F-7192	Point Comfort 2" Flushing Hydrant	Potable Water Dead-End Flushing
MAE-3899534	MAE-69003	LS #1 SITE	Lift Station Weekly Inspection
MAE-3899535	MAE-69004	LS #2 SITE	Lift Station Weekly Inspection
MAE-3899536	MAE-69005	LS #3 SITE	Lift Station Weekly Inspection
MAE-3899537	MAE-69006	LS #4 SITE	Lift Station Weekly Inspection
MAE-3899538	MAE-69007	LS #5 SITE	Lift Station Weekly Inspection
MAE-3899539	MAE-69008	LS #6 SITE	Lift Station Weekly Inspection
MAE-3899540	MAE-69009	LS #7 SITE	Lift Station Weekly Inspection
MAE-3899541	MAE-69010	LS #8 SITE	Lift Station Weekly Inspection
MAE-3899542	MAE-69011	LS #9 SITE	Lift Station Weekly Inspection
MAE-3899543	MAE-69012	LS #10 SITE	Lift Station Weekly Inspection
MAE-3899544	MAE-69013	LS #11 SITE	Lift Station Weekly Inspection
MAE-3899545	MAE-69014	LS #12 SITE	Lift Station Weekly Inspection
MAE-3899546	MAE-69023	LS #13 SITE	Lift Station Weekly Inspection
MAE-3899547	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Weekly Inspection
MAE-3899548	MAE-VEHICLES-TRUCK-LT-370	CD5 2018 FORD F-150	Monthly Vehicle Inspection
MAE-3899549	MAE-VEHICLES-TRUCK-LT-371	CD2 2018 FORD F-150	Monthly Vehicle Inspection
MAE-3899550	MAE-VEHICLES-TRUCK-LT-372	CD3 2018 FORD F-150	Monthly Vehicle Inspection
MAE-3899551	MAE-VEHICLES-TRUCK-LT-373	CD4 2018 FORD F-150	Monthly Vehicle Inspection
MAE-3899552	MAE-VEHICLES-TRUCK-LT-374	CD6 2018 FORD F-150 4X4	Monthly Vehicle Inspection
MAE-3899553	MAE-VEHICLES-TRUCK-LT-375	CD7 2017 FORD F-250	Monthly Vehicle Inspection
MAE-3899554	MAE-VEHICLES-TRUCK-LT-376	CD8 2017 FORD F-350 4X4 CRANE TRUCK	Monthly Vehicle Inspection
MAE-3899555	MAE-VEHICLES-TRUCK-LT-377	WT1 2009 FORD F-150	Monthly Vehicle Inspection
MAE-3899556	MAE-VEHICLES-MINIEX-18	Mini-ex	Monthly Vehicle Inspection
MAE-3900671	MAE-95402	WWTP SCBA	SCBA Monthly Inspection
MAE-3900695	MAE-00100	Sleepy Hollow 6" Fire Hydrant	Potable Water Dead-End Flushing
MAE-3901099	MAE-BLDG-341	Sprayfield Trailer	Building Monthly Inspection
MAE-3901100	MAE-77801	LS #10 Main Building	Building Monthly Inspection
MAE-3901101	MAE-77808	LS #8 Building	Building Monthly Inspection
MAE-3901102	MAE-77802	Well #1 Building	Building Monthly Inspection
MAE-3901103	MAE-77803	Well #2 Building	Building Monthly Inspection
MAE-3901104	MAE-77804	Well #3 Building	Building Monthly Inspection
MAE-3901105	MAE-77805	Well #4 Building	Building Monthly Inspection
MAE-3901106	MAE-77809	Well #3 HS Building	Building Monthly Inspection
MAE-3901107	MAE-77002	Digester Building	Building Monthly Inspection
MAE-3901108	MAE-77101	Main Plant Building	Building Monthly Inspection
MAE-3901109	MAE-76001	WWTP-Maintenance Building	Building Monthly Inspection
MAE-3901110	MAE-77807	WWTP Maintenance Shed	Building Monthly Inspection
MAE-3901111	MAE-77806	C+D Maintenance Shop	Building Monthly Inspection
MAE-3903446	MAE-69003	LS #1 SITE	Lift Station Monthly Inspection
MAE-3903447	MAE-69004	LS #2 SITE	Lift Station Monthly Inspection
MAE-3903448	MAE-69005	LS #3 SITE	Lift Station Monthly Inspection
MAE-3903449	MAE-69006	LS #4 SITE	Lift Station Monthly Inspection

Work Order #	Asset ID	Asset Name	Reason
MAE-3903450	MAE-69007	LS #5 SITE	Lift Station Monthly Inspection
MAE-3903451	MAE-69008	LS #6 SITE	Lift Station Monthly Inspection
MAE-3903452	MAE-69009	LS #7 SITE	Lift Station Monthly Inspection
MAE-3903453	MAE-69010	LS #8 SITE	Lift Station Monthly Inspection
MAE-3903454	MAE-69011	LS #9 SITE	Lift Station Monthly Inspection
MAE-3903455	MAE-69012	LS #10 SITE	Lift Station Monthly Inspection
MAE-3903456	MAE-69013	LS #11 SITE	Lift Station Monthly Inspection
MAE-3903457	MAE-69014	LS #12 SITE	Lift Station Monthly Inspection
MAE-3903458	MAE-69023	LS #13 SITE	Lift Station Monthly Inspection
MAE-3903459	MAE-69016	LS #14 Hurlburt Field Site	Lift Station Monthly Inspection
MAE-3904777	MAE-TRAILER-107	16 FT Trailer	Trailer Inspection
MAE-3904778	MAE-TRAILER-108	Water and Sewer Trailer	Trailer Inspection
MAE-3904779	MAE-EQUIPMENT-293	Fuel Trailer Electric	Trailer Inspection
MAE-3904780	MAE-EQUIPMENT-294	Fuel Trailer Flat	Trailer Inspection
MAE-3904781	MAE-OHV-TRAILER-120	24 FT Heavy Equipment trailer	Trailer Inspection
MAE-3904782	MAE-TRAILER-106	Mower Trailer	Trailer Inspection
Preventive Maintenance - 269 Total:			
Service Request			
MAE-3895869	MAE-METER-60301	Water Meter-7 PALMETTO DR	Water Line Leak - City Side
MAE-3895870	MAE-8041299	Water Meter-4 NORTH ST	Leak Check
MAE-3895873	MAE-8040846	Water Meter-21 KOHLER DR	Re-Read Meter
MAE-3895876	MAE-99903-CD-KOHLER DR-28	28 KOHLER DR	Customer Concern or Inquiry
MAE-3895878	MAE-99903-CD-MARY ESTHER DR-1	1 MARY ESTHER DR	Final Reading - Leave On
MAE-3895890	MAE-METER-60261	Water Meter-60 LESLIE CT	Leak Check
MAE-3895891	MAE-MTR-WATER-60573	Water Meter-23 RUBY CIR	Final Reading
MAE-3895892	MAE-8041397	Water Meter-323 PAGE BACON RD STE 14	Turn Off / Lock
MAE-3895893	MAE-8041411	Water Meter-323 PAGE BACON RD STE 9	Leak Check
MAE-3895894	MAE-99903-D	Mary Esther Distribution	Final Reading - LOCK
Service Request - 10 Total:			

MARY ESTHER CHART July 2024

Total Calls for Service 443
Day Shift 240
Night Shift 203

Priority 1 Calls 121
calls under 5 minutes 95
calls under 6 minutes 100
calls over 6 minutes 21

Property Crimes 2
Burglary 1
Larceny-Theft 1
Motor Vehicle Theft 0
Arson 0
Criminal Mischief 0

Violent Crime 2
Murder 0
Forcible Rape 1
Robbery 0
Aggravated Assault 1

Traffic Violations-stops
Arrest-traffic 5
Citation-traffic 7
Warning-traffic 47
DUI--traffic 0

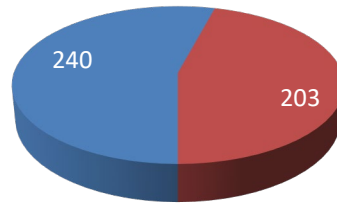
Marine Violations 0
Marine Citations 0
Marine Warnings 0
Marine Crashes 0

Traffic Crash 13
Traffic crash w/injuries 6
Traffic crash w/o injuries 7
Traffic Crash-Fatal 0

City Ord. Violations 0

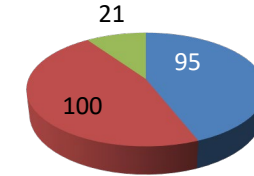
Total Calls for Service

Day Shift Night Shift

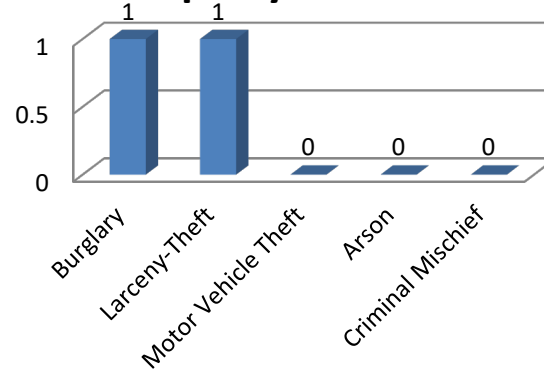


Total Priority One Calls

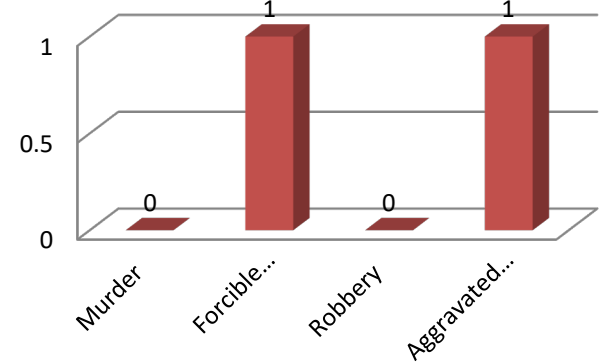
calls under 5 minutes calls under 6 minutes
calls over 6 minutes



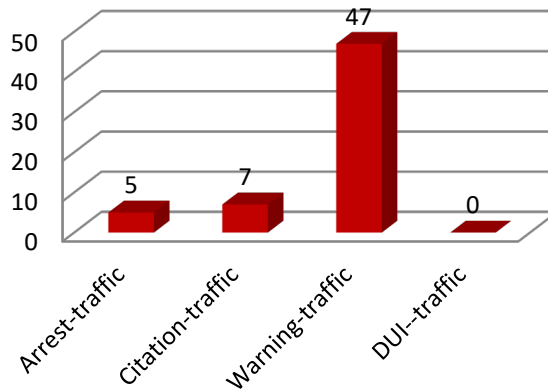
Property Crimes



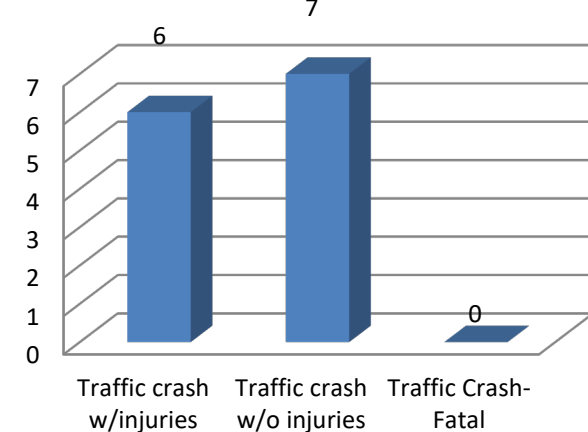
Violent Crime



Traffic Stop Data



Traffic Crashes



Distressed Swimmers 0

Drownings 0

Prepared by Analyst Whitney
Rivero on August 9th, 2024

AGENDA ITEM

Agenda Item 8.8.

TO: Honorable Mayor and Members of the City Council

FROM:

DATE: September 4, 2024

SUBJECT: Minutes of the August 5, 2024, Regular Council Meeting

BACKGROUND:

DISCUSSION:

FINANCIAL IMPACT:

RECOMMENDATION:

ATTACHMENT(S):

1. 8-5-24 Regular Council Meeting Minutes (Not Signed)



**MINUTES
REGULAR MEETING
of THE MARY ESTHER CITY COUNCIL**

August 5, 2024 - 6:00 PM

195 Christobal Road – North, Mary Esther, FL 32569

CITY COUNCIL PRESENT

Chris Stein, Mayor
Richard Lawson, Councilmember
K. C. Woods, Councilmember

April Sutton, Mayor Pro Tem
Larry Carter, Councilmember
Bernie Oder, Councilmember

CITY STAFF PRESENT

Jared Cobb, City Manager
Hayward Dykes, City Attorney
Dillon Morris, City Clerk

Heather Day, Finance Director
Kelvin Cherry, Code Compliance Officer
Shawn Lindsey, Public Works Director
Tyler Reed, Community Development Director

OTHERS PRESENT

Randall Killian, Jacobs
Scott Jernigan, Jacobs

Josh Robinson, Jacobs

1. INVOCATION

No invocation was given.

2. CALL TO ORDER

The meeting was called to order by Mayor Stein at 6:00 p.m.

3. PLEDGE OF ALLEGIANCE

Mayor Stein led the pledge of allegiance.

4. ROLL CALL

The City Clerk called the roll as reflected above.

5. APPROVAL OF THE AGENDA

Mayor Stein discussed a request to add an item, "11.9 Fiber Optics Discussion," to the agenda. Mayor Pro Tem Sutton also requested that item "10.1 First Reading, Ordinance 2024-01, Vacation Rentals" be tabled into the October regular meeting due to the budget. Mayor Pro Tem Sutton initiated a motion to remove 10.1, table it to the October meeting, and add 11.9 Fiber Optics, seconded by Councilmember Carter. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Larry Carter
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

6. SPECIAL PRESENTATIONS

6.1. Ocean City-Wright Fire Control District Appreciation

Mayor Stein presented the Ocean City-Wright Fire Control District with a certificate of appreciation for their commitment to the well-being of the City of Mary Esther.

Mayor Stein also presented Councilmember Carter with a gift bag and card to congratulate him on his retirement from the Okaloosa County Sheriff's Office.

6.2. Yard of the Month August 2024

The city received one submission for Yard of the Month of August 2024, which was 123 Scottsdale Ct. Mayor Stein asked for a motion to appoint 123 Scottsdale Ct. as Yard of the Month for August 2024. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

7. CONSENT AGENDA

Mayor Stein asked if the council wished to change the consent agenda. Hearing none, Mayor Stein asked for a motion. Councilmember Carter initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Larry Carter
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

7.1. Financial Report

7.2. Public Works Report

7.3. Library Report

7.4. Fire Department Report

7.5. Community Development Report

7.6. Jacobs Report

7.7. Law Enforcement Report

7.8. Minutes of the July 8, 2024, Regular Council Meeting

7.9. Minutes of the July 22, 2024, Special Council Meeting

7.10. Minutes of the July 22, 2024, LPA Meeting

8. CITIZENS WHO HAVE REQUESTED TO BE PLACED ON THE AGENDA

None.

9. PUBLIC COMMENT (NON-AGENDA ITEMS)

None.

10. UNFINISHED BUSINESS

None.

11. NEW BUSINESS

11.1. Proposed FY 2025 Budget and 5-Year Community Investment Plan

Heather Day, Finance Director, presented the draft budget to the council, remarking that three changes had happened: adding to the law enforcement budget for flock cameras, increasing the city hall renovations budget, and removing \$25,000 from the community investment budget for water meters. She stated as well that there was no change to the millage rate, a 5% rate increase built in for water and sewer rates, and the budget hearings are scheduled for Wednesday, September 4th, and Tuesday, September 24th, at 6 p.m. Finance Director Day stated that council should voice any additional changes now.

11.2. Resolution 24-06, Adopting a Code Compliance Policy

Kelvin Cherry, Code Compliance Officer, discusses the city's bringing a code compliance policy forward to assure consistency in service and delivery and to educate residents and business owners about compliance. He stated that the purpose of the code compliance program is to enhance livability within the city by protecting the health, safety, and environment of the residents and visitors.

The city clerk read the title as follows: Resolution number 24-06. A resolution of the city of Mary Esther adopting a code compliance policy, authorizing the city manager to take all actions necessary to effectuate the intent of this resolution, and providing for an effective date.

Mayor Stein asked for a motion to approve Resolution 2024-06 adopting the code compliance policy and authorizing the city manager to effectuate the intent of this resolution and to implement the code compliance policy in accordance with the city municipal code, land development code, and Florida law. Mayor Pro Tem Sutton initiated the motion, seconded by Councilmember Carter. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Larry Carter
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.3. Task Order, with Emerald Coast Regional Council (ECRC) for a State-Mandated Update to the Comprehensive Plan

Community Development Director Tyler Reed presented a task order for a state mandate for an update to the comprehensive plan. He stated that the city is due for a rewrite of the comprehensive plan through the Evaluation Appraisal Report. The city is looking for approval of the task order presented by ECRC to develop the rewrite.

Mayor Stein asked for a motion to approve the task order submitted by the Emerald Coast Regional Council (ECRC) to execute the city of Mary Esther comprehensive plan update. Councilmember Woods initiated the motion, which was seconded by Mayor Pro Tem Sutton. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember K.C. Woods
SECOND:	Mayor Pro Tem April Sutton
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.4. Task Order, Amendment #1 with Kimley-Horn for the Ray's Pond Stormwater Improvements

Erin Stewart and Kimley-Horn led the discussion on the north drainage ditch, stating that they are working with Hurlburt Field and Mary Esther for the lease agreement and permitting required. Ray's Pond was put out to bid, with only 1 bid coming back exceeding the cost. Ms. Stewart discussed that they are working on revising the bid to bring costs down, discussing that some elements had to be removed from the scope due to some projects already going on.

Mayor Stein asked for a motion to approve the revised task order with Kimley-Horn. Councilmember Oder initiated the motion, seconded by Councilmember Lawson. The motion passed 4-1.

RESULT:	PASSED (4-1)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, Richard Lawson, K.C. Woods
NAYS:	April Sutton

11.5. Task Order, Amendment #1 with Jacobs for the Lead Line Inventory

Scott Jernigan, Jacobs, led the conversation on lead and copper work. He stated that they are working on identifying potential lead service lines in the Mary Esther system. He discussed the task order, which included fieldwork to look down in the meter boxes and see what the lines are. He stated that the city has an opportunity to take out a DEP loan with 49% principal forgiveness if they do future phases sooner.

Mayor Stein asked for a motion to approve task order 2024-03 lead and copper rule revisions compliance additional support services not to exceed \$308,200. Councilmember Sutton initiated the motion, seconded by Councilmember Woods. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.6. Agreement, State Revolving Fund Planning, Design, and Construction Loan for the Lead Line Inventory Program

Public Works Director Shawn Lindsey led the discussion, stating that it would save the city 49% of the cost, noting that normally the city would not be eligible in this region, but for this particular case being a federal mandate, it is.

Mayor Stein asked for a motion to approve SRF Loan Agreement LS460240 and authorize the mayor to execute it. Councilmember Oder initiated the motion, which was seconded by Councilmember Woods. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Bernie Oder
SECOND:	Councilmember K.C. Woods
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C.

	Woods
NAYS:	None

11.7. RFB 2024-02, Pervious Rubber Pavement Material

Public Works Director Shawn Lindsey led the discussion on the previous rubber pavement material, discussing its perks and sharing samples of the rubber pavement provided from the request for bids.

RESULT:	PASSED (5-0)
MOVER:	Mayor Pro Tem April Sutton
SECOND:	Councilmember Larry Carter
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.8. RFB 2024-03, Well #3 Ground Storage Tank Rehabilitation

Public Works Director Shawn Lindsey led the discussion on the bids received from the request for bid, recommending that US Tank be awarded the bid as they were the cheapest that met the qualifications.

Mayor Stein asked for a motion to award the bid to US Tank for an amount not to exceed \$41,834. Councilmember Carter initiated the motion, seconded by Councilmember Lawson. The motion passed 5-0.

RESULT:	PASSED (5-0)
MOVER:	Councilmember Larry Carter
SECOND:	Councilmember Richard Lawson
AYES:	Larry Carter, Bernie Oder, April Sutton, Richard Lawson, K.C. Woods
NAYS:	None

11.9 Fiber Optics Discussion

City Manager Cobb shared a presentation on fiber optics, discussing the background of the installation, what is required, how permits are obtained, state regulations, and corrective actions.

12. COUNCILS' STANDING COMMITTEE STATUS REPORTS

Mayor Pro Tem Sutton had no additional comments.

Councilmember Woods had no additional comments.

Councilmember Lawson had no additional comments.

Mayor Stein discussed the Veterans Day celebrations planning is kicking off and about hosting a candidate meet and greet.

Councilmember Carter had no additional comments.

Councilmember Oder discussed the next Okaloosa County Public Board Meeting and the Crestview library adding 24/7 library access machines, discussing the possibility of purchasing a used one. He also emphasized doing a candidate meet and greet soon due to early voting.

13. OTHER COMMENTS

Legal Attorney Dykes had no additional comments.

City Clerk Morris discussed his office being messy as he cleans the shed.

City Manager Cobb showed the possible colors of the new city council building and wanted feedback from the council on which design they liked best. The council came to the consensus that they liked option 4 the most.

No other citizens had additional comments.

14. ADJOURN

The council meeting adjourned at 7:37 p.m.

Minutes approved at _____ meeting.

Dillon Morris, City Clerk

AGENDA ITEM

Agenda Item 12.1.

TO: Honorable Mayor and Members of the City Council

FROM: Jared Cobb, City Manager

DATE: September 4, 2024

SUBJECT: City Manager Evaluation

BACKGROUND:

On December 5, 2023, the City Council approved an agreement with Dr. Walt Hanline to facilitate the 2024 annual evaluation of the City Manager.

On July 8, 2024, the evaluation form and process were reviewed by the City Council. The process was as follows:

1. Blank evaluation form was sent to the Mayor and City Council, along with a copy of the current City Manager Work Plan.
2. Mayor and Councilmembers completed the evaluation form and submitted responses directly to Dr. Hanline.
3. Mayor and Councilmembers met individually with Dr. Hanline to review their responses, provide clarity and additional input.
4. Dr. Hanline reviewed the individual evaluations, comments, and produced the attached City Manager Evaluation for review and consideration by the Mayor and City Council.

DISCUSSION:

Dr. Walt Hanline will attend virtually to present the City Manager Evaluation and answer questions.

FINANCIAL IMPACT:

N/A

RECOMMENDATION:

Motion to approve the City Manager Evaluation as presented.

ATTACHMENT(S):

1. 2024 City Manager Evaluation

City of Mary Esther

EVALUATION OF THE CITY MANAGER

September 4, 2024

INSTRUCTIONS: This evaluation instrument is divided into nine categories for evaluating the City Manager. The items cited are rated in each of the categories on a scale ranging from 1 to 5. The number 1 is the lowest possible score and indicates unacceptable performance. The number 5 indicates exemplary performance. A definition of each numerical rating is presented as follows:

- 4.50 - 5.00 = EXEMPLARY** - The City Manager demonstrates exemplary leadership that is a model for others.
- 3.75 - 4.49 = EXCELLENT** - The City Manager exceeds the expectations of his/her job description.
- 2.75 - 3.74 = MEETS EXPECTATIONS** - The City Manager meets expectations.
- 1.75 - 2.74 = NEEDS IMPROVEMENT** - The City Manager needs to concentrate self-improvement efforts in this area.
- 1 - 1.74 = UNSATISFACTORY** - The City Manager 's performance in this category is unacceptable and requires immediate attention.

A.) RELATIONSHIP WITH THE COUNCIL

Item	Rating 1 -5
Overall Section Average Rating	4.6667
Keeps the Council informed on issues, needs, and operations of the City	4.7583
Offers professional advice to the Council on items requiring Council action	4.6167
Supports Council policy and actions in a positive and responsive manner	4.7583
Handles differences of opinion between Council members and herself/himself in an effective manner	4.4
Engenders trust among Council members, staff, and the community.	4.8

Comments: Mr. Cobb demonstrated exemplary performance in addressing this section of the evaluation. Mr. Cobb continues to maintain a positive and professional relationship with all Council members. Mr. Cobb does an excellent job handling differences between Council members and himself. Mr. Cobb is also very effective in addressing the issues faced by the City and provides quality advice and recommendations. Mr. Cobb engenders trust with Council members. Mr. Cobb keeps the Council informed on the issues faced by the City. Whenever possible, Mr. Cobb needs to continue to respond to Council members through email or text within 24 hours.

B.) ADMINISTRATION OF THE CITY

Item	Rating 1 -5
Overall Section Average Rating	4.4417
Plans his/her own time so that matters of greatest importance are dealt with thoroughly.	4.75
Periodically reviews and reorganizes staff duties and/or responsibilities to take full advantage of the staff's special competencies and interests.	4.1833
Has developed a system that assures that all significant activities or duties are performed regularly or administered promptly.	4.2333
Provides the Council with a written agenda and appropriate backup material by the determined date before each Council meeting.	4.6

Comments: Mr. Cobb demonstrated excellent performance in addressing this section of the evaluation. Mr. Cobb has recently added several high-quality staff members to our team, which has already shown a positive impact to the community and the City. Mr. Cobb does an outstanding job in providing the Council with a written agenda and appropriate backup material.

C.) LEADERSHIP

Item	Rating 1 -5
Overall Section Average Rating	4.5333
Understands and keeps informed regarding all aspects of City services.	4.9083
Organizes and actively encourages a planned program of City-wide improvement.	4.6167
Has provided for a system of measurement and goals for staff and departments	4.2417
Exemplifies the skills and attitudes of community leader and inspires in others the highest professional standards.	4.45
Anticipates needs.	4.45

Comments: Mr. Cobb demonstrated exemplary performance in addressing this section of the evaluation. Mr. Cobb continues to prove himself to be an outstanding leader in addressing difficult situations. Mr. Cobb's weekly reports to the Council are invaluable in understanding what has happened and what is coming next. Mr. Cobb handles high pressure well and has hired and developed some highly qualified department leaders.

D.) PERSONNEL

Item	Rating 1 -5
Overall Section Average Rating	4.34
Develops good staff morale and loyalty.	4.525
Delegates authority to staff members appropriate to the position each holds.	4.1667
Develops and executes sound personnel procedures and practices.	4.3917
Provides for the systematic, organized evaluation of all staff.	4.225
Evaluates performance of staff members, giving commendations for good work as well as constructive suggestions for improvements.	4.3917

Comments: Mr. Cobb demonstrated excellent performance in addressing this section of the evaluation. Mr. Cobb's willingness to listen is one of his greatest skills. Mr. Cobb is a very good role model, and has focused on building positive staff relations, which seems to have had a positive impact on the morale of his staff. As was stated in the 2023 evaluation, "To ensure that the Council can support his efforts in building a strong team, it is requested that Mr. Cobb hold, annually, individual meetings with each Council member to brief the Council member on his perspective and the professional growth plan for each staff member."

E.) BUSINESS AND FINANCIAL MANAGEMENT

Item	Rating 1 -5
Overall Section Average Rating	4.5542
Plans budget information in terms of community priorities.	4.6333
Oversees budget operations with the Council in a thorough and effective manner.	4.6333
Evaluates needs and recommends adequate financing.	4.4833
Work with support staff in providing adequate data to support budgetary recommendations.	4.4667

Comments: Mr. Cobb demonstrated exemplary performance in addressing this section of the evaluation. The Council greatly values and appreciates that Mr. Cobb and the Finance Director meeting with each Council member, individually, to brief and discuss the budget. We find this to be invaluable for each of us to understand the budget and be able to intelligently ask questions that address our individual concerns. With the many projects and challenges faced by the City in recent years, Mr. Cobb needs to continue to monitor closely the financing of projects to ensure that the fiscal integrity of the City is maintained.

F.) COMMUNITY RELATIONSHIPS

Item	Rating 1 -5
Overall Section Average Rating	4.6292
Gains the trust and respect of the community on the conduct of the City operations.	4.75
Solicits and gives attention to problems and opinions of all groups and individuals.	4.5833
Achieves status as a leader within the community.	4.5833
Provides leadership to the community.	4.6

Comments: Mr. Cobb demonstrated exemplary performance in addressing this section of the evaluation. Mr. Cobb has handled many citizen inquiries, with positive comments received by Council members from the community. He responds timely to the community and has made himself very accessible to our citizens. Mr. Cobb continues to build trust and respect in the community and solicits input from citizens with his “Coffee with the City Manager” meetings. The Council encourages Mr. Cobb to continue to focus on outreach opportunities to the community through social media platforms, with a particular emphasis on outreaching to younger generations.

G.) INDIVIDUAL CHARACTERISTICS

Item	Rating 1 -5
Overall Section Average Rating	4.6617
Uses sound and appropriate judgment.	4.6333
Consistently exhibits composure, emotional stability and poise.	4.5917
Demonstrates high standards of ethics and good character.	4.8167
Actively engage, listen for understanding, seek to be understood in his/her interactions with stakeholders.	4.4667
Demonstrates ethical leadership in work and community related activities.	4.8

Comments: Mr. Cobb demonstrated exemplary performance in addressing this section of the evaluation. Mr. Cobb quickly determines the best course in addressing challenges, with positive results. He has handled himself well through several large and challenging projects. We have witnessed Mr. Cobb’s emotional stability during very difficult circumstances on several occasions, which is always professional and even tempered. Mr. Cobb is a highly ethical and hard-working leader. We are pleased that Mr. Cobb is also focused on working to improve his work/life balance by spending time with family and friends.

H.) JOB RELATED CHARACTERISTICS

Item	Rating 1 -5
Overall Section Average Rating	4.5783
Speaks and writes effectively.	4.7833
Acts in a decisive manner.	4.6167
Demonstrates creativity and flexibility.	4.425
Utilizes effective techniques in managing and prioritizing his/her time and energy.	4.3
Maintains his/her professional development by reading, conference attendance, work on professional committees and professional organizations.	4.7667

Comments: Mr. Cobb demonstrated exemplary performance in addressing this section of the evaluation. Mr. Cobb's expertise is demonstrated in all areas he touches. Mr. Cobb continues to attend a variety of meetings and conferences to keep abreast of the current events and knowledge required to stay engaged in the local community, county and state government. Mr. Cobb is a dedicated and hard worker. To model professional growth, Mr. Cobb needs to focus on his own professional development, with a particular focus on his executive leadership development.

I.) ANNUAL OBJECTIVES

Item	Rating 1 -5
Overall Section Average Rating	4.6
Performance on addressing annual Council approved City Manager objectives.	4.6

Comments: Mr. Cobb demonstrated exemplary performance in addressing this section of the evaluation. With the many challenging projects facing the City, it is imperative in building trust with the Council and with the community, that project timelines are met. The Council encourages Mr. Cobb to "under promise and over deliver" in creating and presenting timelines and timeframes.

Exemplary Overall Evaluation Average Rating of 4.556

Summary Comments:

Mr. Cobb has demonstrated exemplary performance in his overall evaluation. Mr. Cobb has his hands on the pulse of the City and is forging ahead on all fronts. This past year Mr. Cobb has made some smart and effective new hires that are benefiting our City greatly. He has hired some of the best talent to fill many critical positions within City staff. Mr. Cobb has done nothing but improve in his role as City Manager. He is a very effective and respected leader. This past year Jared has implemented and communicated many large-scale capital improvements and infrastructure updates. With all the problems that can and naturally occur, he has handled this well and kept the Council informed along the way. His role as a leader has improved and he is working more effectively as a team player and leader. Simply stated, since Mr. Cobb's arrival, the City and community have seen more improvements and a clearer vision of what the City will look like in 5 years, compared to the past 20 years. Well done Mr. Cobb and we expect many more great things in the future.

+++++

CERTIFICATION: I acknowledge that I have seen this evaluation and have been provided with suggestions where improvement in performance is indicated. I understand that a copy of this document shall be placed in my personnel file in ten (10) calendar days and that I have the right to respond in writing and, if I choose to do so, my response shall be attached to the copy placed in my personnel file. I also understand that my signature does not necessarily mean that I agree with this evaluation.

Mayor

City Manager

AGENDA ITEM

Agenda Item 12.2.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: September 4, 2024

SUBJECT: City Hall Design Approval

BACKGROUND:

Florida Architects, the city's architect, has completed the design for the City Hall renovation. A copy of the design and estimate of probable costs are attached.

DISCUSSION:

The City Council has reviewed the plans at different stages. The architect will provide an overview of the draft plans. Subsequently, the Council will have an opportunity to request changes and/or ask questions.

FINANCIAL IMPACT:

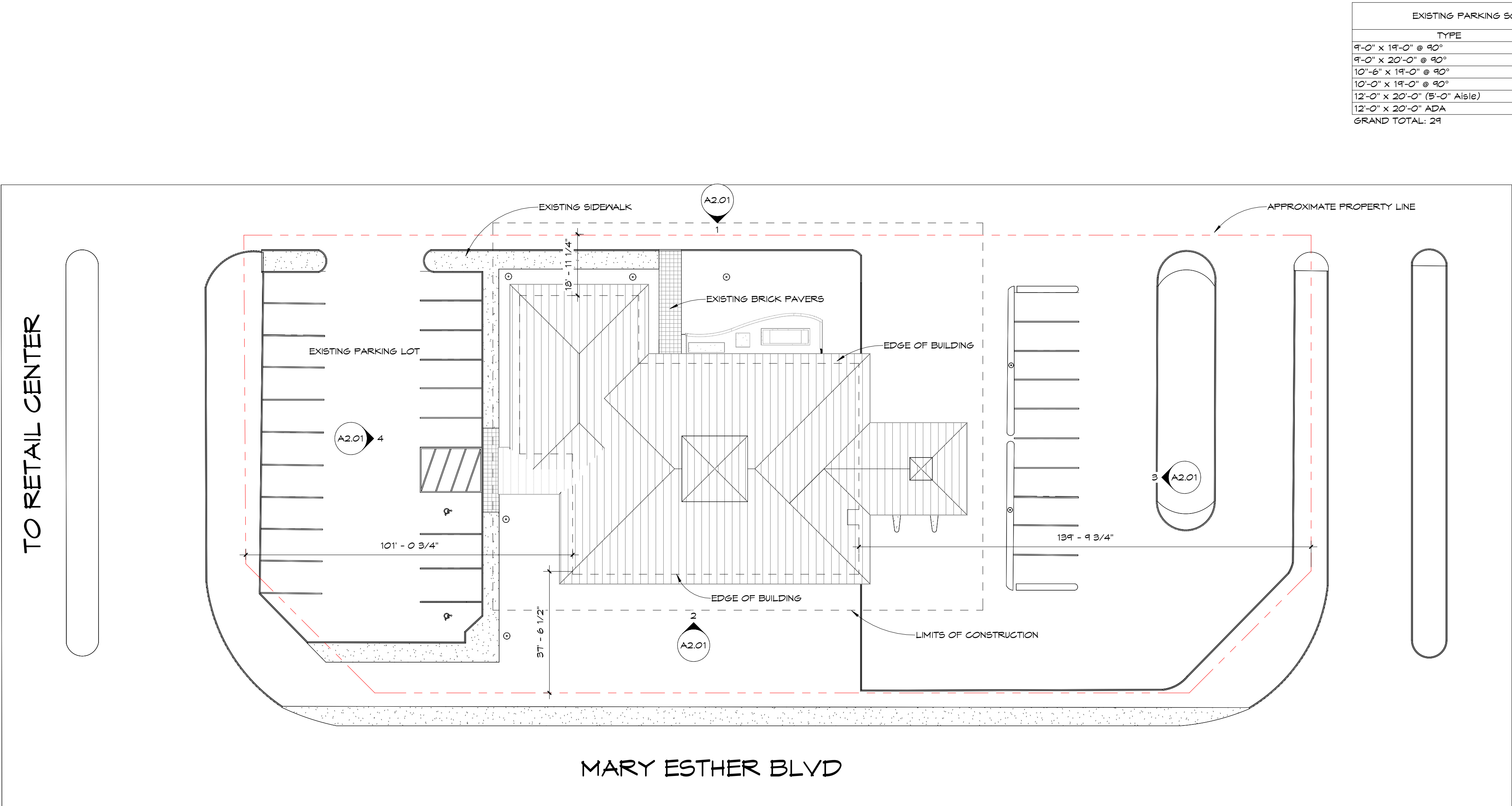
The estimate of the probable cost of building improvements is \$647,088.09, which includes \$49,021 for contingencies. This excludes furniture, audio-video (AV), signage, or building security, which will be purchased separately to reduce costs and ensure compatibility with existing systems (e.g. security). The estimated cost of these items is \$120,750, for a total cost of \$767,839.

RECOMMENDATION:

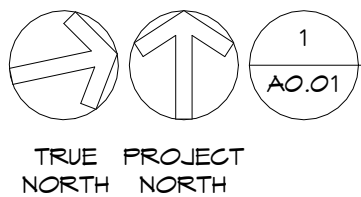
Motion to approve the design and proceed with the bid process.

ATTACHMENT(S):

1. City Hall Design Drawings
2. City Hall Project Manual
3. City Hall Estimate of Probable Cost



EXISTING PARKING SCHEDULE	
TYPE	COUNT
9'-0" X 19'-0" @ 90°	6
9'-0" X 20'-0" @ 90°	9
10'-6" X 19'-0" @ 90°	2
10'-0" X 19'-0" @ 90°	10
12'-0" X 20'-0" (8'-0" Aisle)	1
12'-0" X 20'-0" ADA	1
GRAND TOTAL: 29	



EXISTING SITE PLAN

1" = 20'-0"

NOTE- PROPERTY LINE IS NOT FROM AN EXISTING SURVEY

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

FLA

FLORIDA ARCHITECTS

LICENSE #AR12728

103 W 5TH STREET
PANAMA CITY, FL 32401
(850) 257-5400

CITY OF MARY ESTHER, FL

THE CITY of
Mary Esther
FLORIDA

PROJECT:
CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE
302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

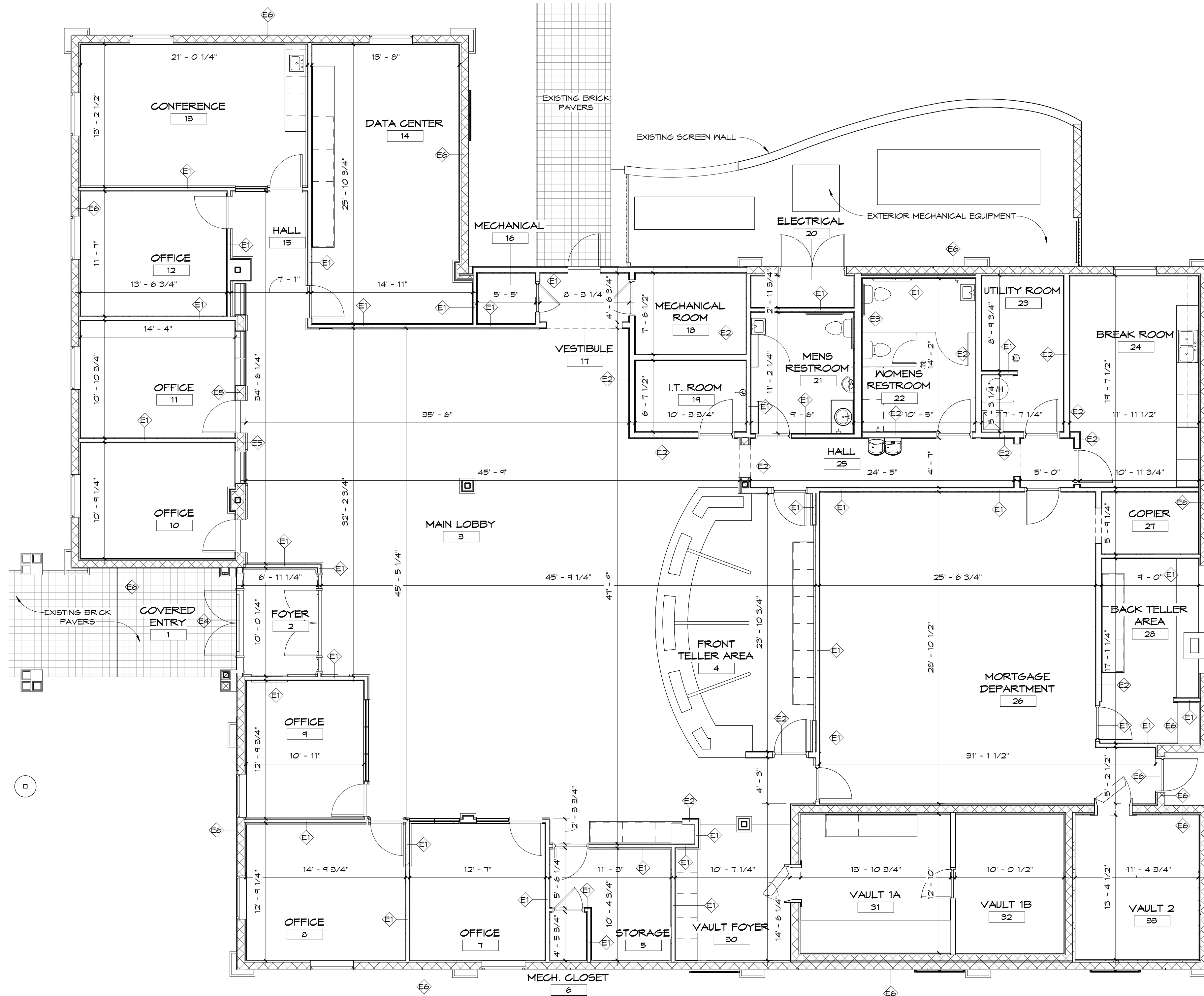
BID SET
CONSTRUCTION
DOCUMENTS

SCALE: 1" = 20'-0"		DATE: 09/10/2024
DRAWN BY: JD, JP, MA		CHECKED BY: JS
NO	REVISION	DATE

SHEET TITLE:
**SITE PLAN
EXISTING
CONDITIONS**

PROJECT NO:
4315-02

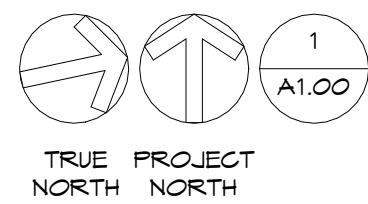
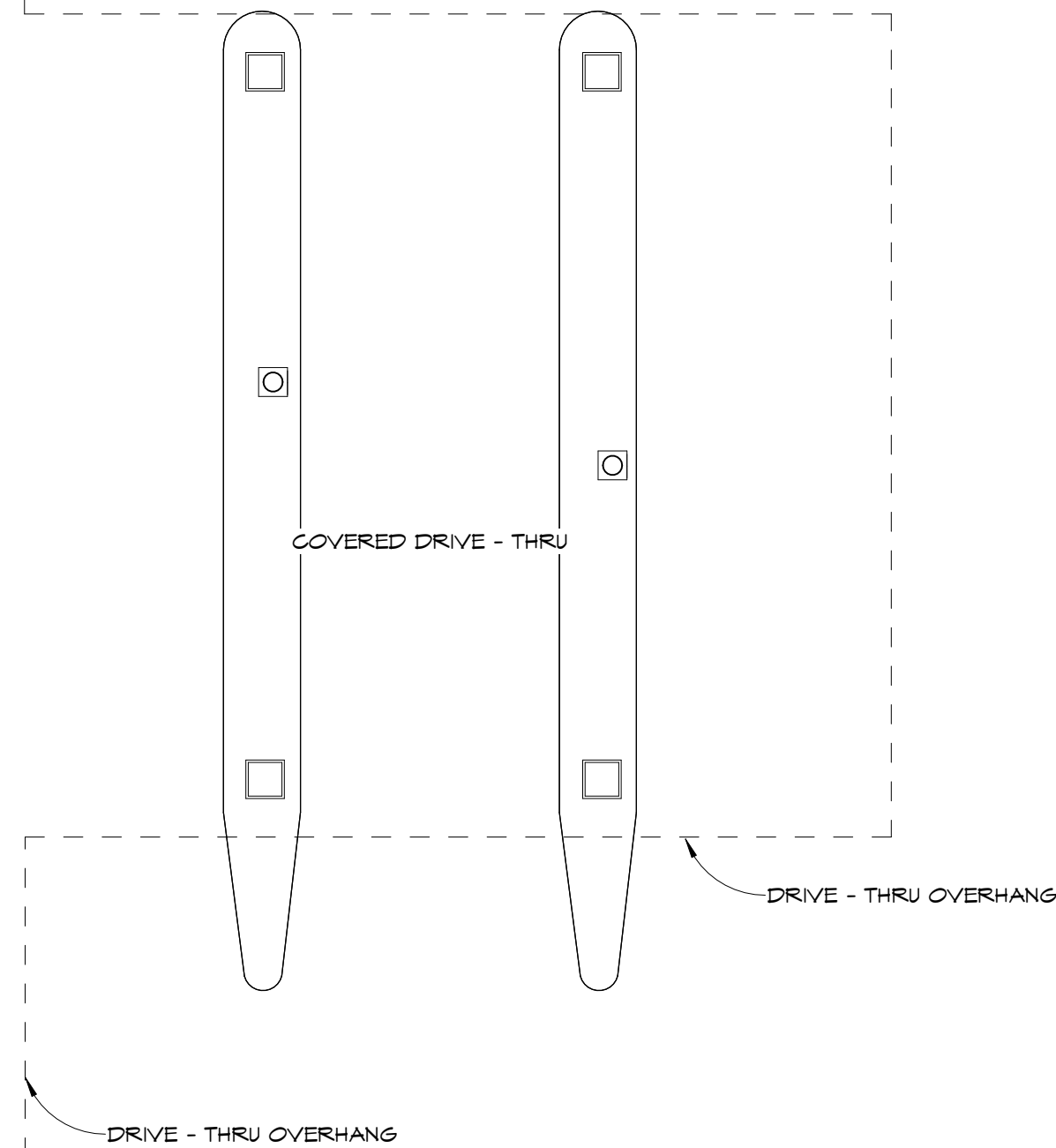
SHEET NO:
A0.01



FLOOR PLAN LEGEND:	
1-100	-ROOM NUMBER DESIGNATION
1-100	-DOOR NUMBER DESIGNATION
A	-WINDOW NUMBER DESIGNATION
II	-WALL TYPE NUMBER DESIGNATION

EXISTING ROOM SCHEDULE		
NUMBER	NAME	AREA
1	COVERED ENTRY	104 SF
2	FOYER	68 SF
3	MAIN LOBBY	1684 SF
4	FRONT TELLER AREA	272 SF
5	STORAGE	98 SF
6	MECH. CLOSET	15 SF
7	OFFICE	160 SF
8	OFFICE	188 SF
9	OFFICE	140 SF
10	OFFICE	153 SF
11	OFFICE	156 SF
12	OFFICE	151 SF
13	CONFERENCE	278 SF
14	DATA CENTER	351 SF
15	HALL	110 SF
16	MECHANICAL	26 SF
17	VESTIBULE	38 SF
18	MECHANICAL ROOM	78 SF
19	I.T. ROOM	68 SF
20	ELECTRICAL	24 SF
21	MENS RESTROOM	106 SF
22	WOMENS RESTROOM	148 SF
23	UTILITY ROOM	104 SF
24	BREAK ROOM	230 SF
25	HALL	112 SF
26	MORTGAGE DEPARTMENT	167 SF
27	COPIER	52 SF
28	BACK TELLER AREA	154 SF
30	VAULT FOYER	128 SF
31	VAULT 1A	178 SF
32	VAULT 1B	124 SF
33	VAULT 2	152 SF
GRAND TOTAL: 32		6427 SF

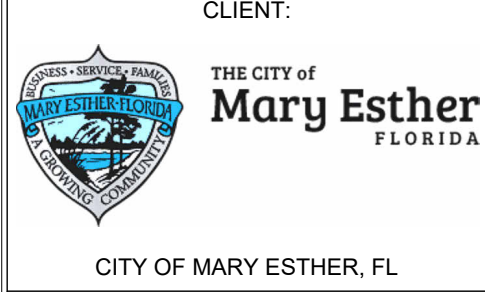
- EXISTING DIMENSION NOTES:
1. VERIFY ALL DIMENSIONS IN FIELD PRIOR TO START OF CONSTRUCTION.
 2. VERIFY ALL FIELD CONDITIONS AND DIMENSIONS FOR COORDINATION OF ALL TRADES AND EQUIPMENT FROM VENDORS BEFORE CONSTRUCTION AND INSTALLATION.
 3. DIMENSIONS TAKE PRECEDENCE OVER DRAWINGS. DO NOT SCALE DRAWINGS.
 4. DIMENSIONS OF EXISTING WALLS ARE FROM FINISH TO FINISH (FIELD VERIFY).
 5. EXISTING DIMENSIONS THROUGH EXTERIOR CAVITY WALL ARE TAKEN FROM THE INTERIOR FACE OF INNER WALL.
 6. GENERALLY, DOOR OPENINGS ARE LOCATED BY DIMENSION FROM FACE OF G.W./CONC. WALL OR STUDS TO OUTER EDGE OF DOOR JAMB. IF NO DIMENSIONS ARE PROVIDED, DOOR OPENING AT HINGE SIDE STARTS 4" FROM ADJACENT STUD PARTITION AND 8" FROM ADJACENT CONSTRUCTION.
 7. WINDOW HORIZONTAL DIMENSIONS ARE TAKEN FROM JAMB TO JAMB. REFER TO WINDOW ELEVATION/ SCHEDULE FOR WINDOW ROUGH OPENING DIMENSIONS.
 8. ALL THRESHOLDS TO BE 1/2" (MAX.) IN HEIGHT.



EXISTING 1ST FLOOR DIMENSION PLAN

3/16" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION



CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

BID SET CONSTRUCTION DOCUMENTS

SCALE:	DATE:	
As indicated	09/10/2024	
DRAWN BY:	CHECKED BY:	
JD, JP, MA	JS	
NO	REVISION	DATE

SHEET TITLE:
EXISTING DIMENSION PLAN

PROJECT NO: 4315-02 SHEET NO: A1.00

BUILDING OCCUPANCY LOAD & PLUMBING FIXTURE SCHEDULE									
FIXTURES REQUIRED BY CODE	CLASSIFICATION	OCCUPANCY	DESCRIPTION	WATER CLOSETS		LAVATORIES		DRINKING FOUNTAIN	OTHER
				MALE	FEMALE	MALE	FEMALE		
	BUSINESS	B	CITY HALL BUILDING	1 PER 25 FOR THE FIRST 50 AND 1 PER 50 FOR THE REMAINDER EXCEEDING 50		1 PER 40 FOR THE FIRST 80 AND 1 PER 80 FOR THE REMAINDER EXCEEDING 80		1 PER 500 REQUIRED = 1	1 SERVICE SINK
NUMBER OF FIXTURES PROVIDED			TOTAL = 84 OCCUP.	TOTAL REQUIRED = 2 MEN / 2 WOMEN		TOTAL REQUIRED = 3		TOTAL REQUIRED = 1	1 SERVICE SINK PROVIDED
				TOTAL PROVIDED = 5		TOTAL PROVIDED = 5		TOTAL PROVIDED = 1	

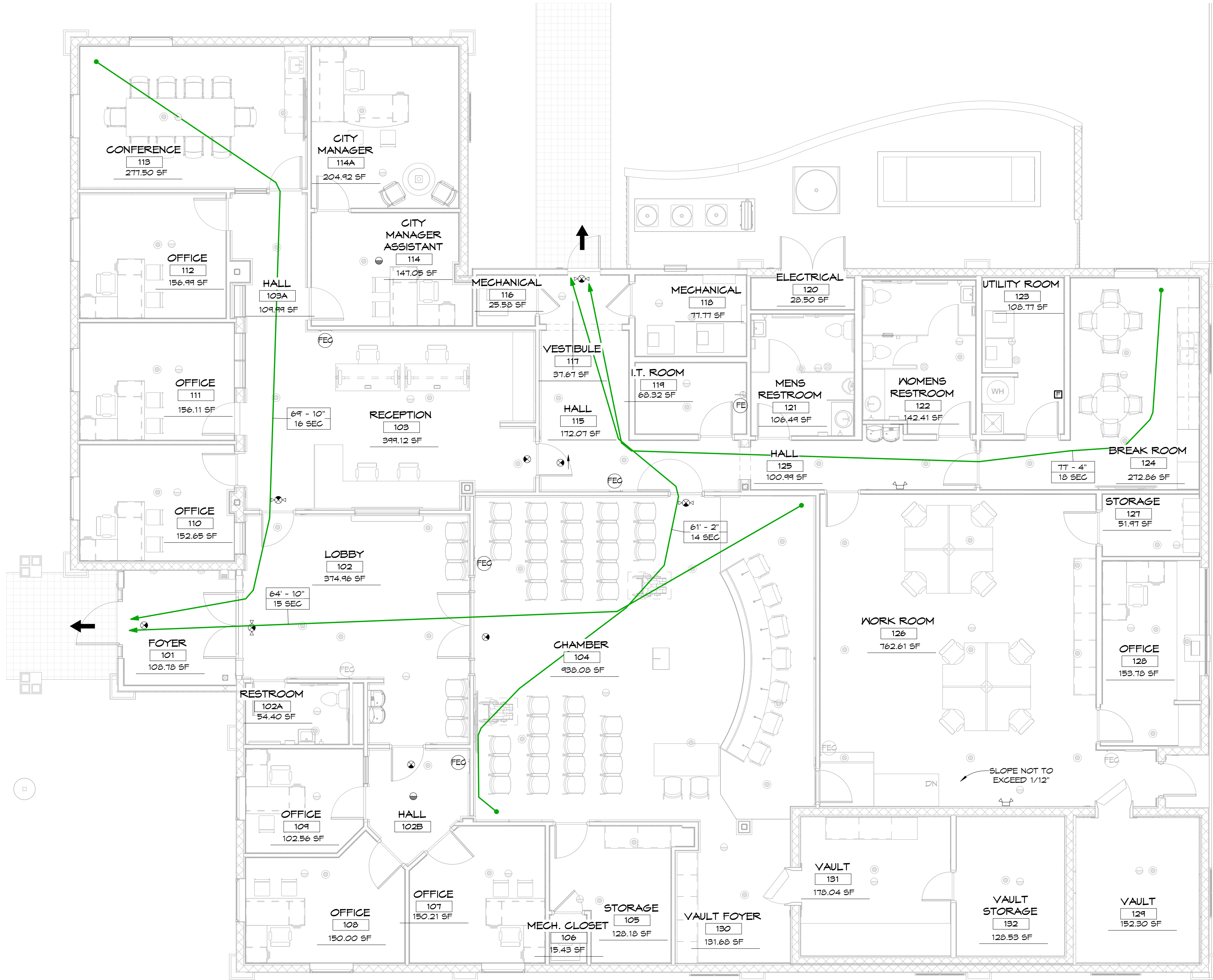
NOTE:

PER FBC SECTION 903.1.1 A BUILDING OR TENANT SPACE USED FOR ASSEMBLY PURPOSES WITH AN OCCUPANT LOAD OF LESS THAN 50 PERSONS SHALL BE CLASSIFIED AS A GROUP B OCCUPANCY.

CHAMBER SEATING AREA DESIGNED FOR 42 INDIVIDUAL SEATS WITH CITY COUNCIL SEATING/DESK SPACE DESIGNED FOR 7 INDIVIDUAL SEATS FOR A TOTAL OF 49 SEATS.

BUILDING CLASSIFICATIONS:	
1. TYPE OF CONSTRUCTION:	TYPE V-B
2. TYPE OF OCCUPANCY:	GROUP B
3. FIRE PROTECTION SYSTEM:	AUTOMATIC FIRE SPRINKLERED
4. NUMBER OF STORIES:	ONE STORY BUILDING
5. BUILDING HEIGHT:	35'-6"
BUILDING AREA:	PROVIDED = 6,408.91 GSF

EXIT CALCULATIONS:	
PERSON CAPACITY TOTAL BUILDING	84 OCCUPANTS
FIRST FLOOR	84 OCCUPANTS
TOTAL GROSS SF	6,408.91 SF
FIRST FLOOR EXIT UNITS REQUIRED FOR DOORS	
OCCUPANT LOAD TOTAL FLOOR = 84 OCCUPANTS	
EXIT UNITS = 0.20 IN / PER OCCUPANT	
84 OCCUPANTS X 0.20 IN = 16.8 INCHES REQUIRED	
1 DOORS @ 36 IN = 36 INCHES PROVIDED	
1 DOOR @ 48 IN = 48 INCHES PROVIDED	
2 DOORS TOTAL = 84 TOTAL INCHES PROVIDED	
TRAVEL DISTANCE REQUIREMENTS	
A. COMMON PATH OF TRAVEL = 75 FT.	
B. DEAD END CORRIDOR LIMIT = 20 FT.	
C. TRAVEL DISTANCE LIMIT = 200 FT.	



NEW CONSTRUCTION MAXIMUM SPACE OCCUPANCY SCHEDULE					
#	NAME	AREA NET	PROPOSED OCCUPANCY	SQF/OCC	# OF OCCUPANTS
101	FOYER	108.78 SF	NA	0	
102	LOBBY	374.96 SF	BUSINESS	150	3
102A	RESTROOM	54.40 SF	NA	0	
102B	HALL	81.12 SF	NA	0	
103	RECEPTION	399.12 SF	BUSINESS	150	3
103A	HALL	109.99 SF	NA	150	1
104	CHAMBER	438.08 SF	BUSINESS	203	49
105	STORAGE	128.18 SF	STORAGE	300	1
106	MECH. CLOSET	15.43 SF	STORAGE	300	1
107	OFFICE	150.21 SF	BUSINESS	150	2
108	OFFICE	150.00 SF	BUSINESS	150	1
109	OFFICE	102.56 SF	BUSINESS	150	1
110	OFFICE	152.65 SF	BUSINESS	150	2
111	OFFICE	156.11 SF	BUSINESS	150	2
112	OFFICE	156.99 SF	BUSINESS	150	2
113	CONFERENCE	277.50 SF	BUSINESS	150	2
114	CITY MANAGER ASSISTANT	147.05 SF	BUSINESS	150	1
114A	CITY MANAGER	204.92 SF	BUSINESS	150	2
115	HALL	172.07 SF	NA	0	
116	MECHANICAL	25.58 SF	STORAGE	150	1
117	VESTIBULE	37.67 SF	NA	0	
118	MECHANICAL	77.77 SF	STORAGE	300	1
119	I.T. ROOM	68.32 SF	STORAGE	300	1
120	ELECTRICAL	28.50 SF	STORAGE	300	1
121	MENS RESTROOM	106.48 SF	NA	0	
122	WOMENS RESTROOM	142.41 SF	NA	0	
123	UTILITY ROOM	108.77 SF	STORAGE	0	
124	BREAK ROOM	272.86 SF	BUSINESS	150	2
125	HALL	100.99 SF	NA	0	
126	WORK ROOM	762.61 SF	BUSINESS	150	6
127	STORAGE	51.97 SF	STORAGE	0	
128	OFFICE	153.78 SF	BUSINESS	150	2
129	VAULT	152.30 SF	NA	0	
130	VAULT FOYER	131.68 SF	NA	0	
131	VAULT	178.04 SF	NA	0	
132	VAULT STORAGE	128.53 SF	NA	0	
GRAND TOTAL: 36		6,408.43 SF			84

LIFE SAFETY LEGEND:

ROOM NAME	ROOM NAME / NUMBER DESIGNATION
1-101	
000.00 SF	ROOM SQUARE FOOTAGE
EXIT LIGHT	EXIT LIGHT - WALL MOUNTED
EXIT LIGHT	EXIT LIGHT - CEILING MOUNTED
COMBO EXIT	COMBO EXIT W/ EMERGENCY LIGHTS
EXIT LIGHT WITH DIRECTIONAL LIGHT INDICATOR, CEILING MOUNTED	
FIRE ALARM SYSTEM MANUAL PULL STATION	
WALL MOUNTED EMERGENCY EXIT LIGHT	
WALL MOUNTED FIRE EXTINGUISHER	
EXISTING FIRE EXTINGUISHER CABINET	
FIRE EXTINGUISHER CABINET	
EXISTING SPRINKLER SYSTEM	
EXISTING SMOKE DETECTORS	
SMOKE DETECTORS	

NOTE: FIRE EXTINGUISHERS SHALL BE INDICATED AS ON LIFE SAFETY PLAN AND SHALL BE TYPE 2A-10B.C RATED EXTINGUISHER

LIFE SAFETY PLAN - FBC, 8TH EDITION (2023)
NFPA 101 - LIFE SAFETY CODE (2024)
NFPA FIRE CODE (2024 EDITION)
FLORIDA FIRE PREVENTION CODE 7TH EDITION (2023)

1. PATH OF TRAVEL TO EXTERIOR EXIT INDICATED ON LIFE SAFETY PLAN	TRAVEL DISTANCE 100'-0"
2. PRIMARY MEANS OF EGRESS FROM ROOMS	

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION



CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

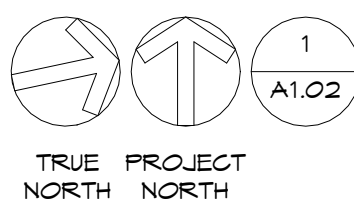
SEAL:

BID SET CONSTRUCTION DOCUMENTS

SCALE: As indicated	DATE: 09/10/2024	
DRAWN BY: JD, JP, MA	CHECKED BY: JS	
NO	REVISION	DATE

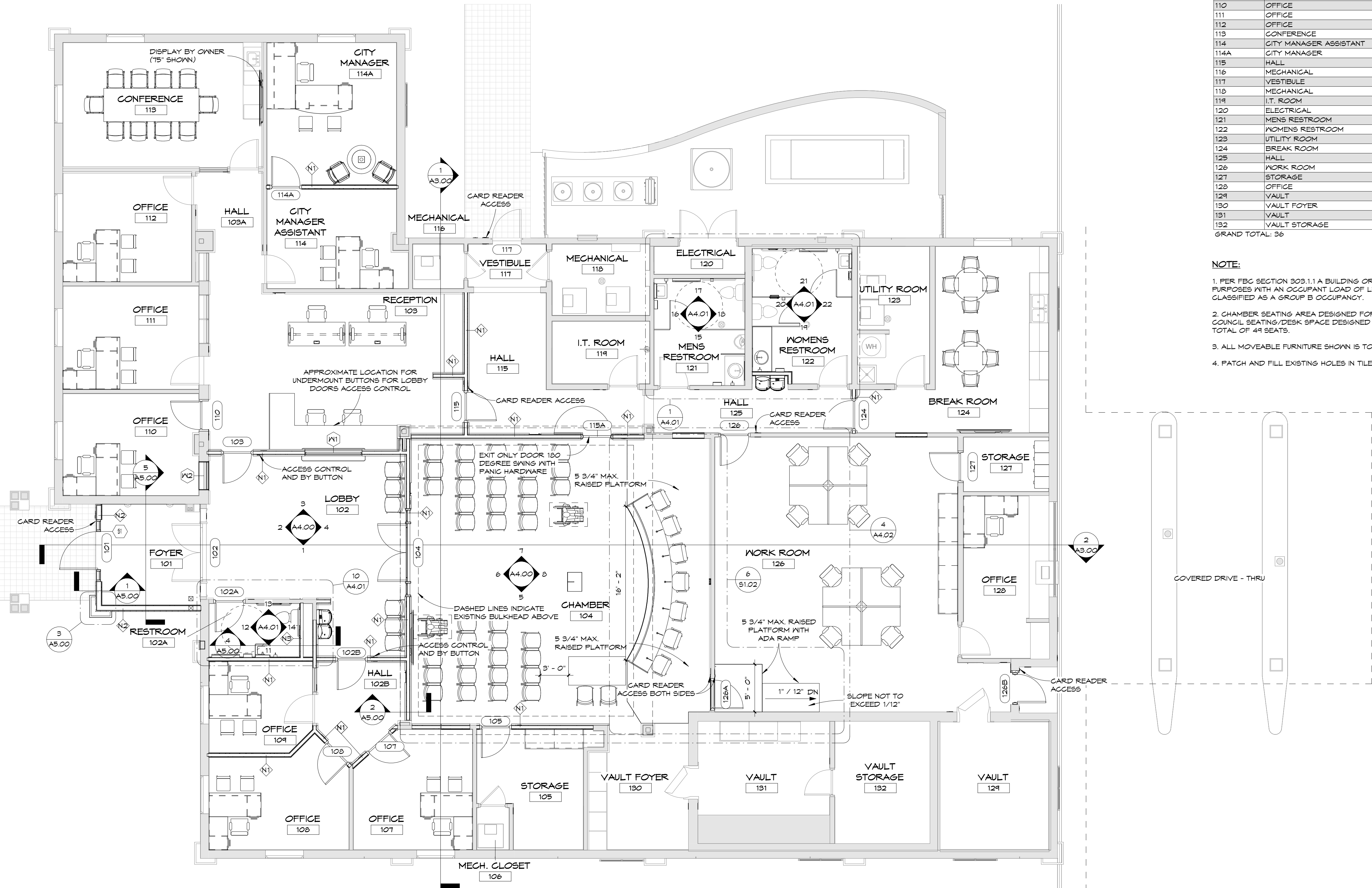
SHEET TITLE:
NEW CONSTRUCTION LIFE SAFETY PLAN

PROJECT NO: 4315-02
SHEET NO: A1.02



NEW CONSTRUCTION LIFE SAFETY PLAN

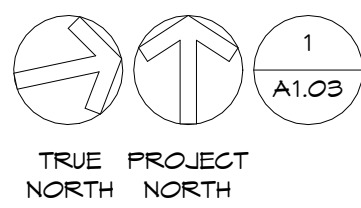
3/16" = 1'-0"



FLOOR PLAN LEGEND:	
1-100	-ROOM NUMBER DESIGNATION
1-100	-DOOR NUMBER DESIGNATION
A	-WINDOW NUMBER DESIGNATION
1-1	-WALL TYPE NUMBER DESIGNATION

NEW CONSTRUCTION ROOM SCHEDULE		
NUMBER	NAME	AREA
101	FOYER	109 SF
102	LOBBY	375 SF
102A	RESTROOM	54 SF
102B	HALL	81 SF
103	RECEPTION	399 SF
103A	HALL	110 SF
104	CHAMBER	458 SF
105	STORAGE	128 SF
106	MECH. CLOSET	15 SF
107	OFFICE	150 SF
108	OFFICE	150 SF
109	OFFICE	103 SF
110	OFFICE	153 SF
111	OFFICE	156 SF
112	OFFICE	157 SF
113	CONFERENCE	278 SF
114	CITY MANAGER ASSISTANT	147 SF
114A	CITY MANAGER	205 SF
115	HALL	112 SF
116	MECHANICAL	26 SF
117	VESTIBULE	98 SF
118	MECHANICAL	78 SF
119	I.T. ROOM	68 SF
120	ELECTRICAL	24 SF
121	MENS RESTROOM	106 SF
122	WOMENS RESTROOM	142 SF
123	UTILITY ROOM	109 SF
124	BREAK ROOM	273 SF
125	HALL	101 SF
126	WORK ROOM	763 SF
127	STORAGE	52 SF
128	OFFICE	154 SF
129	VAULT	152 SF
130	VAULT FOYER	132 SF
131	VAULT	178 SF
132	VAULT STORAGE	129 SF
GRAND TOTAL: 36		6408 SF

- NOTE:
- PER FBC SECTION 303.1.1 A BUILDING OR TENANT SPACE USED FOR ASSEMBLY PURPOSES WITH AN OCCUPANT LOAD OF LESS THAN 50 PERSONS SHALL BE CLASSIFIED AS A GROUP B OCCUPANCY.
 - CHAMBER SEATING AREA DESIGNED FOR 42 INDIVIDUAL SEATS WITH CITY COUNCIL SEATING/DESK SPACE DESIGNED FOR 7 INDIVIDUAL SEATS FOR A TOTAL OF 49 SEATS.
 - ALL MOVEABLE FURNITURE SHOWN IS TO BE PURCHASED BY OWNER.
 - PATCH AND FILL EXISTING HOLES IN TILE FLOORING.



NEW CONSTRUCTION 1ST FLOOR PLAN

3/16" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

FLA
FLORIDA ARCHITECTS
LICENSE #A12728
103 W 5TH STREET
PANAMA CITY, FL 32401
(850) 257-5400

CLIENT:

THE CITY OF
Mary Esther
FLORIDA
CITY OF MARY ESTHER, FL

PROJECT:
CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

BID SET CONSTRUCTION DOCUMENTS

SCALE:	DATE:	
As indicated	09/10/2024	
DRAWN BY:	CHECKED BY:	
JD, JP, MA	JS	
NO	REVISION	DATE

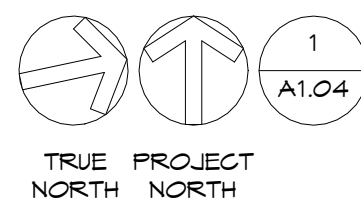
SHEET TITLE:
NEW CONSTRUCTION 1ST FLOOR PLAN

PROJECT NO: 4315-02
SHEET NO: A1.03



FLOOR PLAN LEGEND:	
1-100	-ROOM NUMBER DESIGNATION
1-100	-DOOR NUMBER DESIGNATION

- NEW CONSTRUCTION DIMENSION NOTES:
1. VERIFY ALL DIMENSIONS IN FIELD PRIOR TO START OF CONSTRUCTION.
 2. VERIFY ALL FIELD CONDITIONS AND DIMENSIONS FOR COORDINATION OF ALL TRADES AND EQUIPMENT FROM VENDORS BEFORE CONSTRUCTION AND INSTALLATION.
 3. DIMENSIONS TAKE PRECEDENCE OVER DRAWINGS. DO NOT SCALE DRAWINGS.
 4. DIMENSIONS ARE FROM FACE OF METAL STUDS, CENTERLINE OF COLUMNS OR NOMINAL FACE OF CONCRETE MASONRY. DIMENSIONS OF EXISTING WALLS ARE FROM FINISH TO FINISH (FIELD VERIFY).
 5. EXISTING DIMENSIONS THROUGH EXTERIOR CAVITY WALL ARE TAKEN FROM THE INTERIOR FACE OF INNER WALL.
 6. NEW INTERIOR STUD WALL DIMENSIONS ARE TAKEN FROM FACE OF METAL STUDS.
 7. GENERALLY, DOOR OPENINGS ARE LOCATED BY DIMENSION FROM FACE OF CMU/CONC WALL OR STUDS TO OUTER EDGE OF DOOR JAMB. IF NO DIMENSIONS ARE PROVIDED, DOOR OPENING AT HINGE SIDE STARTS 4" FROM ADJACENT STUD PARTITION AND 8" FROM ADJACENT CONSTRUCTION.
 8. WINDOW HORIZONTAL DIMENSIONS ARE TAKEN FROM JAMB TO JAMB. REFER TO WINDOW ELEVATION/ SCHEDULE FOR WINDOW ROUGH OPENING DIMENSIONS.
 9. ALL THRESHOLDS TO BE 1/2" (MAX.) IN HEIGHT.



NEW CONSTRUCTION DIMENSION PLAN

3/16" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION



CITY OF MARY ESTHER, FL
PROJECT:
CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

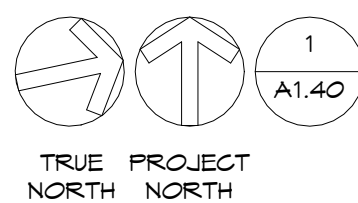
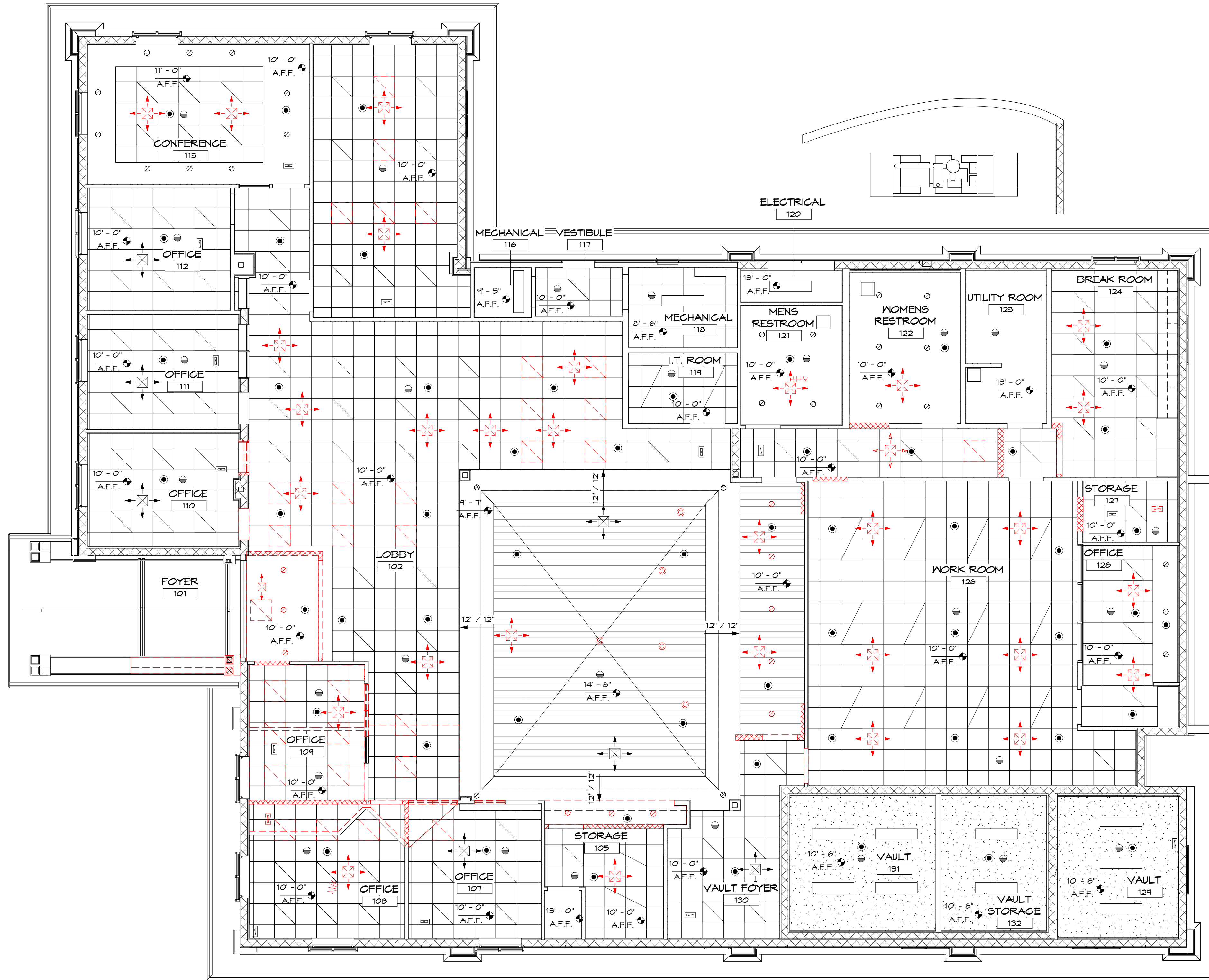
SEAL:

**BID SET
CONSTRUCTION
DOCUMENTS**

SCALE:		DATE:
As indicated		09/10/2024
DRAWN BY:		CHECKED BY:
JD, JP, MA		JS
NO	REVISION	DATE

SHEET TITLE:
**NEW
CONSTRUCTION
DIMENSION PLAN**

PROJECT NO: 4315-02
SHEET NO: A1.04



EXISTING & DEMOLITION REFLECTED CEILING PLAN 3/16" = 1'-0"

GENERAL DEMOLITION NOTES

EACH CONTRACTOR / SUBCONTRACTOR SHALL VISIT AND CAREFULLY EXAMINE ALL PORTIONS OF THE BUILDING AND SITE AFFECTED BY THIS WORK BEFORE SUBMITTING A PROPOSAL. SO AS TO BECOME FAMILIAR WITH EXISTING WORK. SUBMISSION OF A PROPOSAL WILL BE CONSTRUED AS EVIDENCE THAT SUCH EXAMINATION HAS BEEN MADE. IT IS UNDERSTOOD THAT SOME UNFORESEEN CONDITIONS MAY EXIST AND NEW WORK MAY NOT BE ABLE TO BE FIELD LOCATED EXACTLY WHERE SHOWN ON THE DRAWINGS. COORDINATION WITH ALL TRADES WILL BE REQUIRED IN EQUIPMENT ROUTING AND EQUIPMENT LOCATIONS AS DETERMINED BY THE CONTRACTOR AND AS MAY BE DIRECTED BY THE OWNER AND ARCHITECT / ENGINEER. IT IS INTENDED THAT ALL SUCH DEVIATIONS BE CONSIDERED A PART OF THE CONTRACT. IT IS ALSO UNDERSTOOD THAT NOT ALL PORTIONS OF THE DRAWINGS ARE COMPLETELY TO SCALE. EACH CONTRACTOR / SUBCONTRACTOR SHALL FIELD VERIFY EXISTING CONDITIONS, INCLUDING DIMENSIONS, PRIOR TO BID AND INCLUDE ANY SUCH DEVIATIONS AS MAY BE REQUIRED IN THE CONTRACT BID PRICE.

1. DASHED LINES INDICATE CONSTRUCTION TO BE REMOVED UNLESS NOTED OTHERWISE.
2. VERIFY EXTENT OF THE DEMOLITION WITH EXISTING CONDITIONS AND CONSTRUCTION PLANS.
3. WALL DIMENSIONS ON THIS SHEET ARE APPROXIMATE. VERIFY EXACT LOCATIONS OF NEW WALLS PRIOR TO DEFINING EXTENT OF DEMOLISHED AREAS.
4. CONTRACTOR TO PATCH AND REPAIR DAMAGE TO EXISTING SURFACES AFFECTED BY EXTENT OF DEMOLITION / CONSTRUCTION. REPAIRED SURFACE QUALITY TO MATCH EXISTING.
5. VERIFY WITH OWNER FOR FINAL COORDINATION OF DEMOLITION OF EXISTING INFRASTRUCTURE PRIOR TO COMMENCING WORK.
6. REMOVE ALL FLOOR MOUNTED HARDWARE AND PATCH, REPAIR, SMOOTH, AND LEVEL FLOORS SCHEDULED TO RECEIVE NEW FLOOR MATERIAL. ALL ADHESIVE AND GROUT RELATED TO EXISTING FLOORING MATERIALS TO BE REMOVED BY CONTRACTOR. EXPOSED FLOOR SHALL BE LEFT READY TO RECEIVE NEW FINISHES.
7. CONTRACTOR TO PROVIDE 110 VOLT TEMPORARY LIGHTING AND ELECTRICAL POWER STATIONS IN ACCORDANCE WITH NEC. CONTRACTOR TO BE RESPONSIBLE FOR MAINTENANCE AND OPERATION THROUGHOUT LENGTH OF CONSTRUCTION.
8. CONTRACTOR TO DISCONNECT ALL EXISTING CIRCUITS RELATED TO INTERIOR DEMOLITION IN EXISTING PANELS.
9. CONTRACTOR TO VERIFY AND MAINTAIN CONTINUITY OF SERVICE TO EXISTING EXTERIOR LIGHTING.
10. PLUMBING CONTRACTOR TO PROVIDE AND MAINTAIN OPERABLE HOSE BIBS THROUGHOUT LENGTH OF CONSTRUCTION, FOR GENERAL USE.

RCP LEGEND:

- GYP BOARD ON WOOD STUD
- 2X2 ACT SYSTEM
- TONGUE AND GROVE
- SPRINKLER SYSTEM
- SPRINKLER SYSTEM

DEMOLITION PLAN LEGEND

- EXISTING WALLS / FIXTURES TO BE DEMOLISHED / UNINSTALLED
- EXISTING WALLS / FIXTURES TO REMAIN

NOTES:

1. REFER TO MECHANICAL PLANS FOR HVAC EQUIPMENT TO BE REMOVED/RELOCATED.
2. REFER TO ELECTRICAL PLANS FOR ELECTRICAL EQUIPMENT AND FIXTURES TO BE REMOVED/RELOCATED.

LIGHT FIXTURES:

- RECESSED OR SURFACE 2'X4' LED FIXTURE TYPE
- RECESSED OR SURFACE 2'X2' LED FIXTURE TYPE
- NORA LED SHALLOW RECESSED FIXTURE
- 1'X4' RECTANGULAR LED

HVAC LEGEND:

- CEILING RETURN - SEE HVAC PLANS
- CEILING DIFFUSER - SEE HVAC PLANS
- BATHROOM EXHAUST FAN - SEE HVAC PLANS

NOTES:

1. ALL CEILING ELEVATIONS ARE FROM ABOVE FINISH FLOOR (REFER TO SCHEDULE).
2. REFER TO LIFE SAFETY PLANS AND ELECTRICAL LIGHTING PLANS FOR LOCATIONS OF EMERGENCY LIGHTS & EXIT.

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

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(850) 257-5400



CITY OF MARY ESTHER, FL

PROJECT:
CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

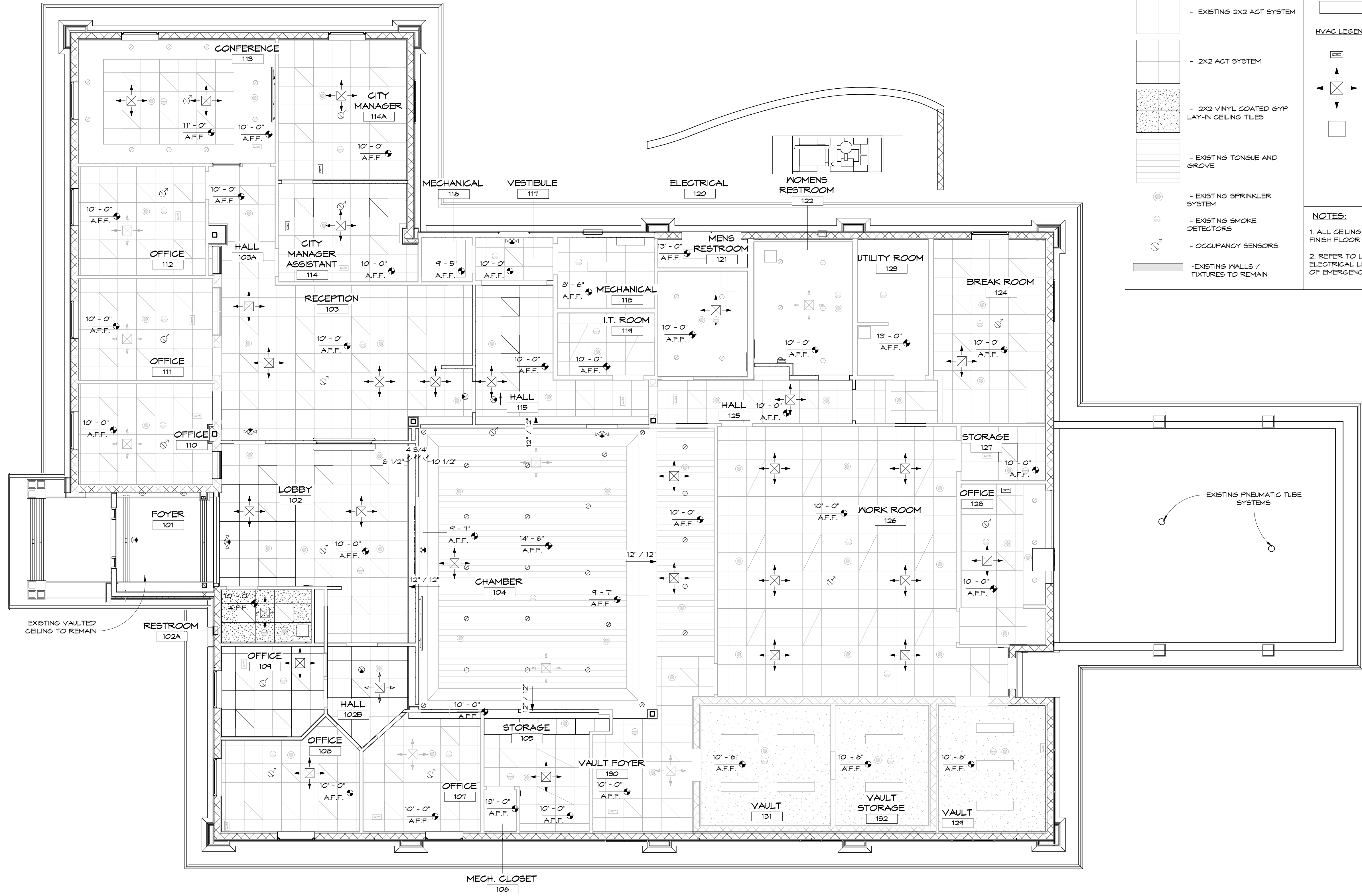
BID SET CONSTRUCTION DOCUMENTS

SCALE: As indicated		DATE: 09/10/2024	
DRAWN BY: JD, JP, MA		CHECKED BY: JS	
NO	REVISION		DATE

SHEET TITLE:
EXISTING & DEMOLITION REFLECTED CEILING PLAN

PROJECT NO:
4315-02

SHEET NO:
A1.40



RCP LEGEND:

- EXISTING GYP BOARD ON WOOD STUD
- GYP BOARD ON WOOD STUD
- EXISTING 2X2 ACT SYSTEM
- 2X2 ACT SYSTEM
- 2X2 VINYL COATED GYP LAY-IN CEILING TILES
- EXISTING TONGUE AND GROOVE
- EXISTING SPRINKLER SYSTEM
- EXISTING SMOKE DETECTORS
- OCCUPANCY SENSORS
- EXISTING WALLS / FIXTURES TO REMAIN

LIGHT FIXTURES:

- RECESSED OR SURFACE 2X4' LED FIXTURE TYP
- RECESSED OR SURFACE 2X2' LED FIXTURE TYP
- NORA LED SHALLOW RECESSED FIXTURE
- 1'X4' RECTANGULAR LED

HVAC LEGEND:

- CEILING RETURN -SEE HVAC PLANS
- CEILING DIFFUSER, SEE HVAC PLANS
- BATHROOM EXHAUST FAN, SEE HVAC PLANS

NOTES:

1. ALL CEILING ELEVATIONS ARE FROM ABOVE FINISH FLOOR (REFER TO SCHEDULE)
2. REFER TO LIFE SAFETY PLANS AND ELECTRICAL LIGHTING PLANS FOR LOCATIONS OF EMERGENCY LIGHTS & EXIT

1

A1.41

NEW CONSTRUCTION REFLECTED CEILING PLAN

3/16" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

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FLORIDA ARCHITECTS

LICENSE #A12728

103 W 5TH STREET
PANAMA CITY, FL 32401
(850) 257-5400

CLIENT:

THE CITY of

Mary Esther

FLORIDA

CITY OF MARY ESTHER, FL

PROJECT:

CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

BID SET CONSTRUCTION DOCUMENTS

SCALE: As indicated DATE: 09/10/2024

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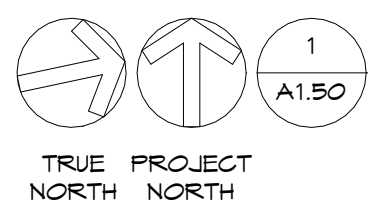
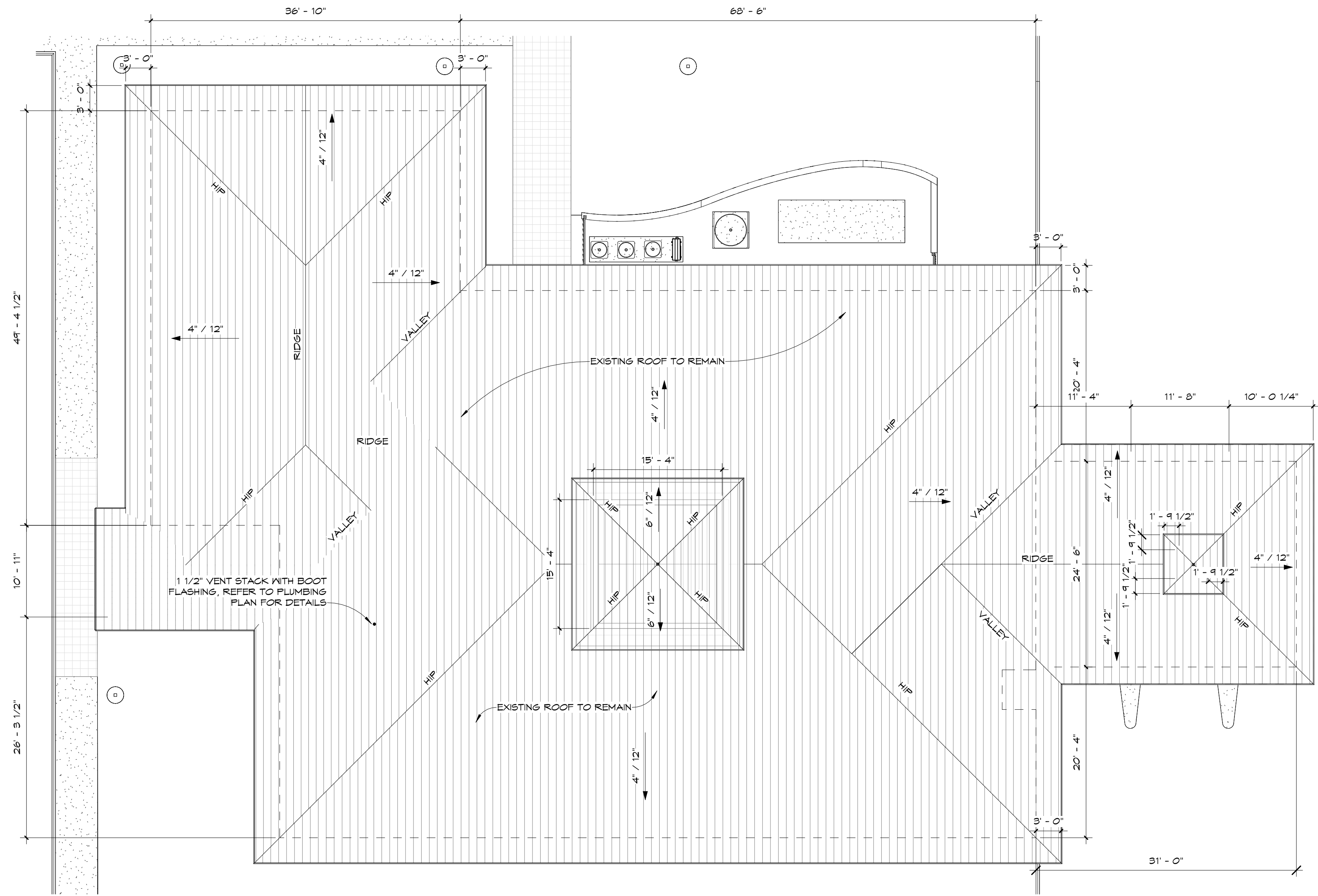
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NEW CONSTRUCTION REFLECTED CEILING PLAN

PROJECT NO: 4315-02

SHEET NO: A1.41

Page 210 of 671



ROOF PLAN

1/8" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL
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PRIOR TO DEMOLITION/CONSTRUCTION
AND/OR EQUIPMENT INSTALLATION

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CITY OF MARY ESTHER, FL

THE CITY of
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FLORIDA

PROJECT:
**CITY OF MARY
ESTHER CITY HALL
ADAPTIVE RE-USE**

302 MARY ESTHER BLVD, MARY
ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

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**BID SET
CONSTRUCTION
DOCUMENTS**

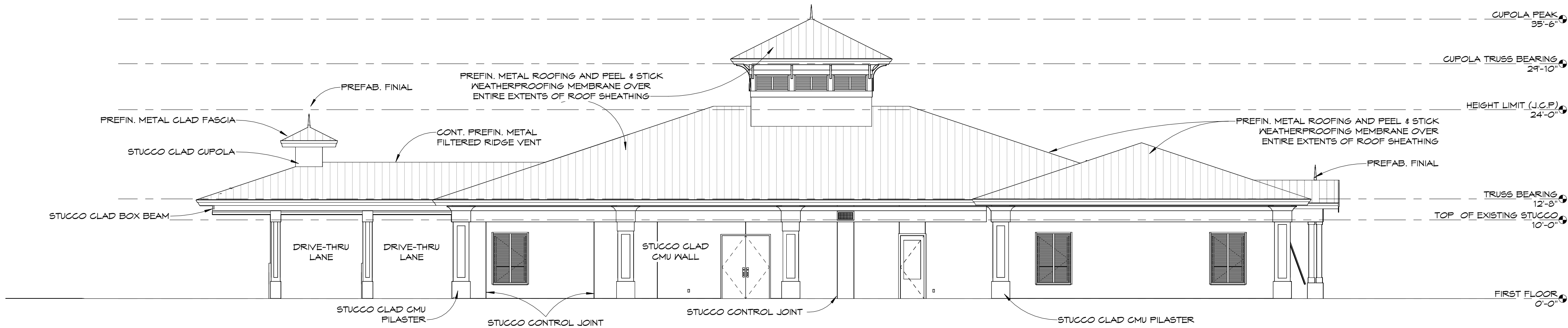
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DRAWN BY: JD, JP, MA	CHECKED BY: JS		
NO	REVISION		DATE

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ROOF PLAN

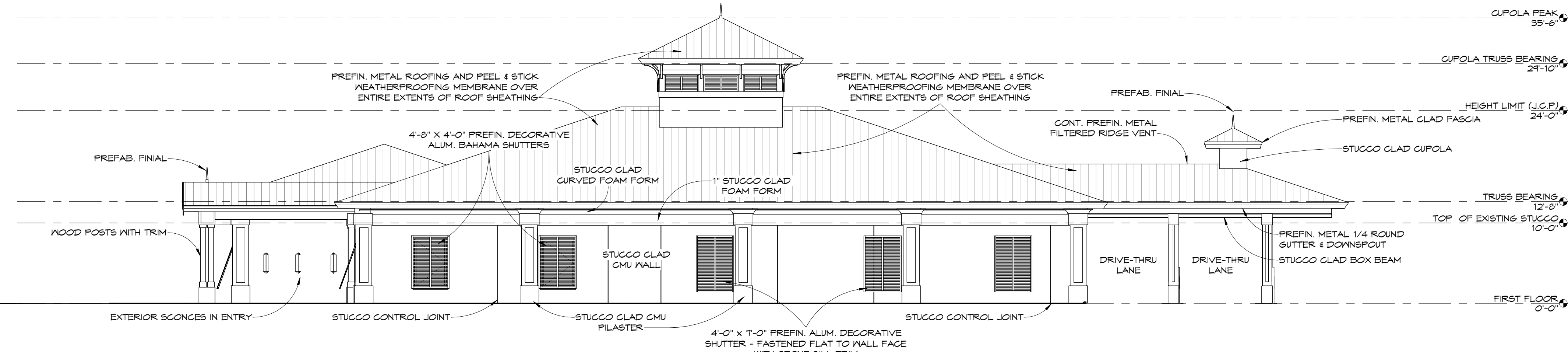
PROJECT NO:
4315-02

SHEET NO:
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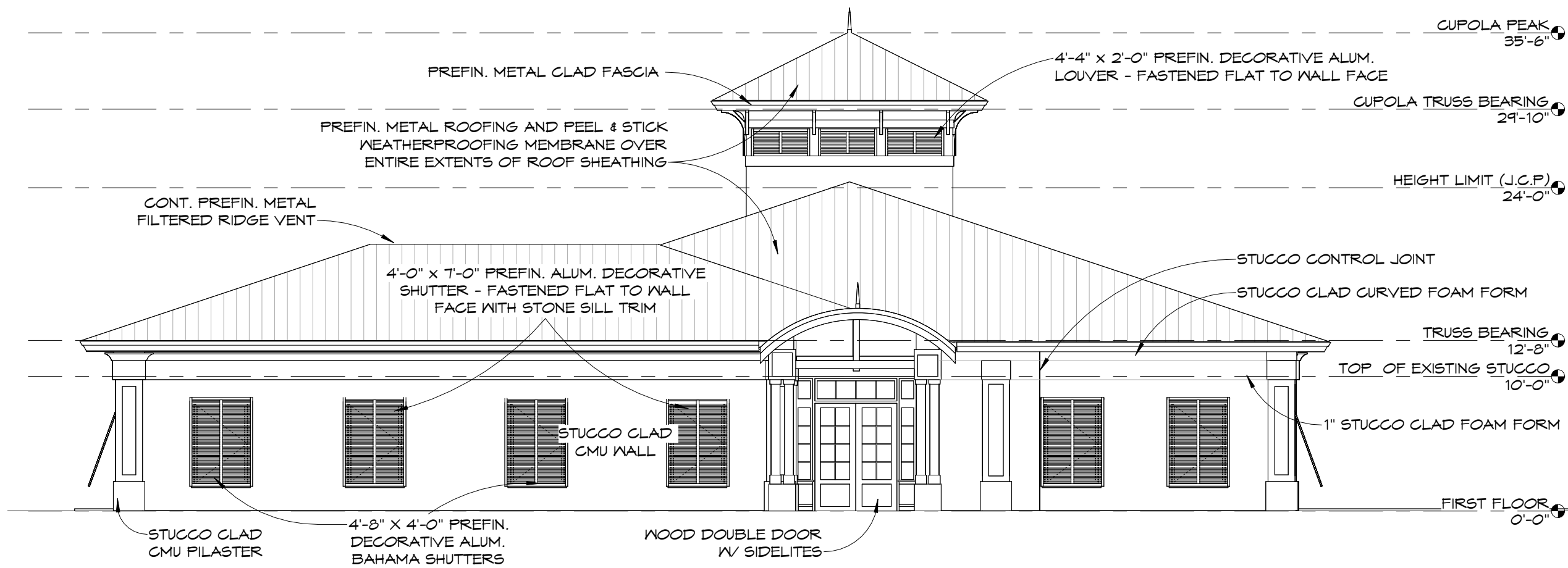
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-ALL EXTERIOR CONDITIONS TAKEN FROM EXISTING DRAWINGS, VERIFY CONDITIONS, IF NEEDED.



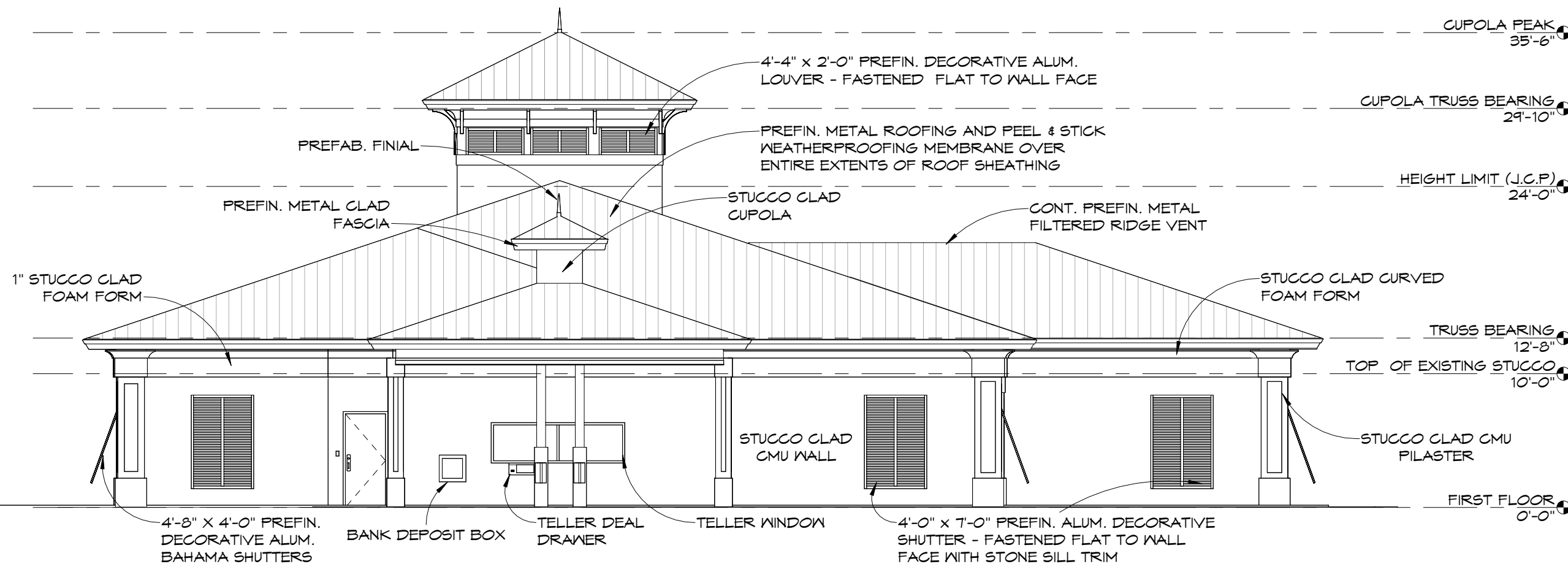
1
A2.01
EXISTING BUILDING ELEVATION - NORTH
1/8" = 1'-0"



2
A2.01
EXISTING BUILDING ELEVATION - SOUTH
1/8" = 1'-0"



4
A2.01
EXISTING BUILDING ELEVATION - WEST
1/8" = 1'-0"



3
A2.01
EXISTING BUILDING ELEVATION - EAST
1/8" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL
EXISTING DIMENSIONS / CONDITIONS
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FLORIDA

CITY OF MARY ESTHER, FL
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302 MARY ESTHER BLVD, MARY
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CONSULTANT:

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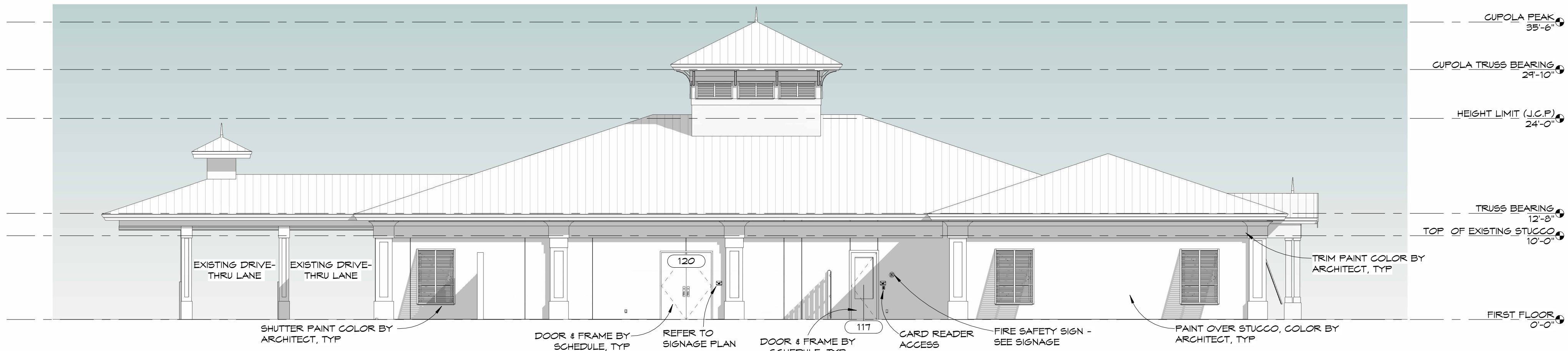
**BID SET
CONSTRUCTION
DOCUMENTS**

SCALE: 1/8" = 1'-0"	DATE: 09/10/2024	
DRAWN BY: JD, JP, MA	CHECKED BY: JS	
NO	REVISION	DATE

SHEET TITLE:
**EXISTING BUILDING
ELEVATIONS**

PROJECT NO: 4315-02	SHEET NO: A2.01
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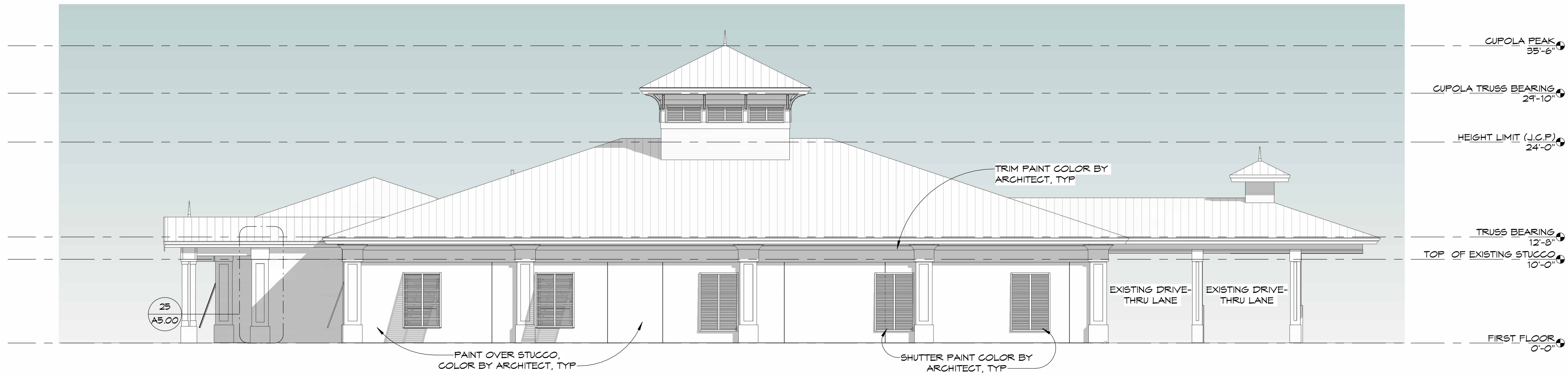
- NOTE:
- 1. ALL EXTERIOR CONDITIONS TAKEN FROM EXISTING DRAWINGS, VERIFY CONDITIONS, IF NEEDED.
 - 2. ENTIRE EXTERIOR TO BE CLEANED AND PRESSURE WASHED.
 - 3. ALL EXPOSED & SEMI-EXPOSED EXCEPT THE ROOF IS TO BE PAINTED, COLOR BY ARCHITECT.
 - 4. SEE SPECIFICATIONS FOR PAINT/COATING SYSTEMS.



NEW CONSTRUCTION - BUILDING ELEVATION NORTH

1
A2.02

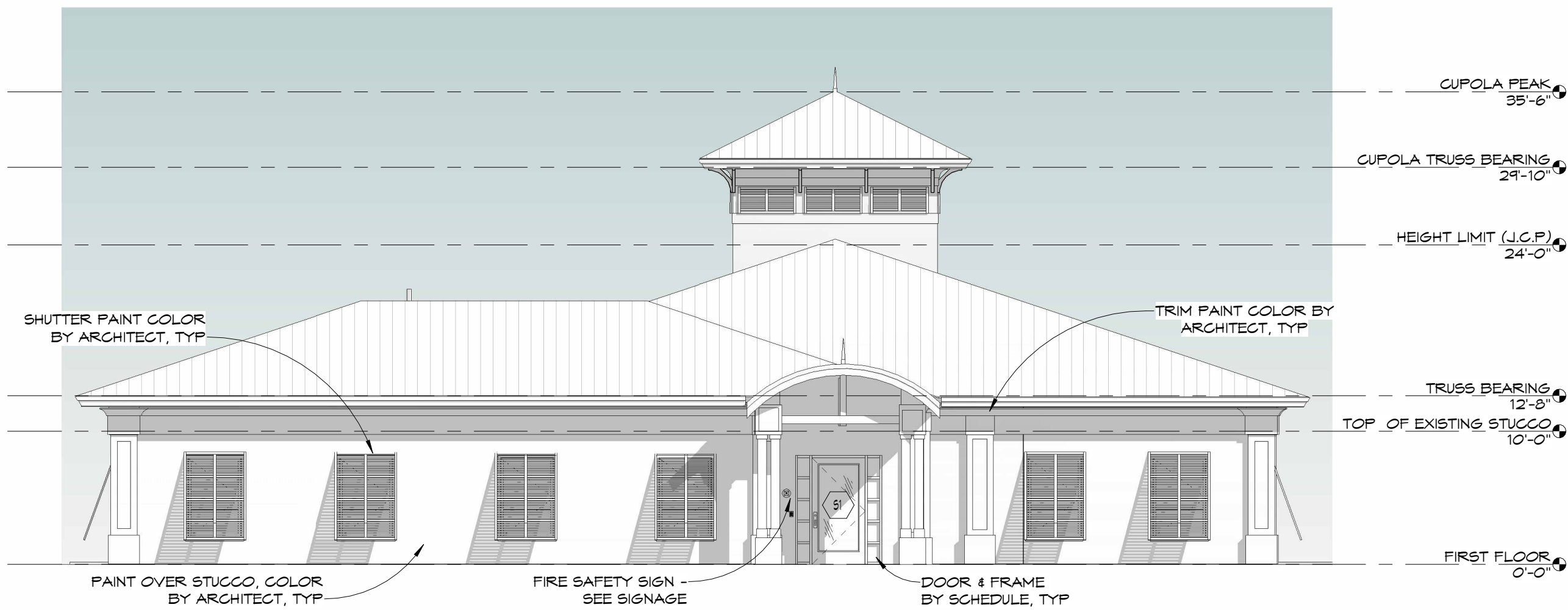
1/8" = 1'-0"



NEW CONSTRUCTION - BUILDING ELEVATION SOUTH

2
A2.02

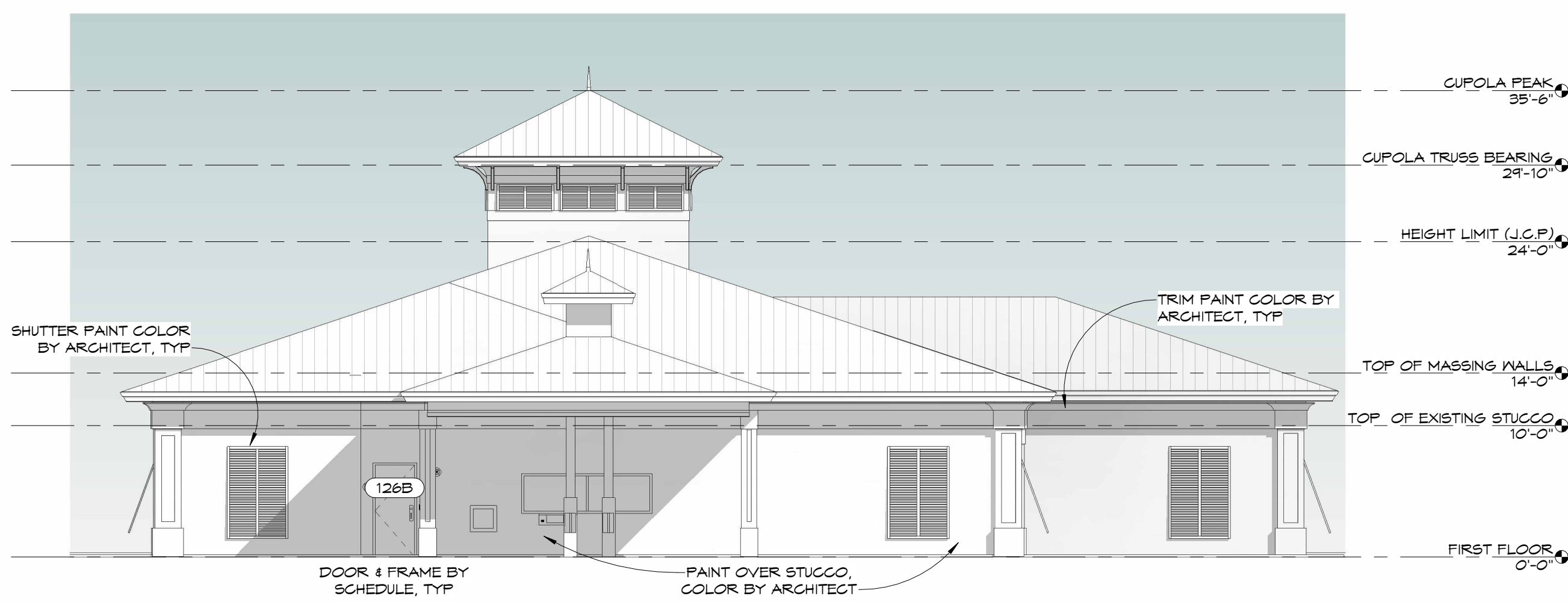
1/8" = 1'-0"



NEW CONSTRUCTION - BUILDING ELEVATION WEST

4
A2.02

1/8" = 1'-0"

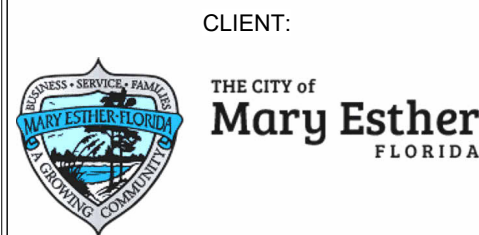


NEW CONSTRUCTION - BUILDING ELEVATION EAST

3
A2.02

1/8" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION



CLIENT:
CITY OF MARY ESTHER, FL
PROJECT:
CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

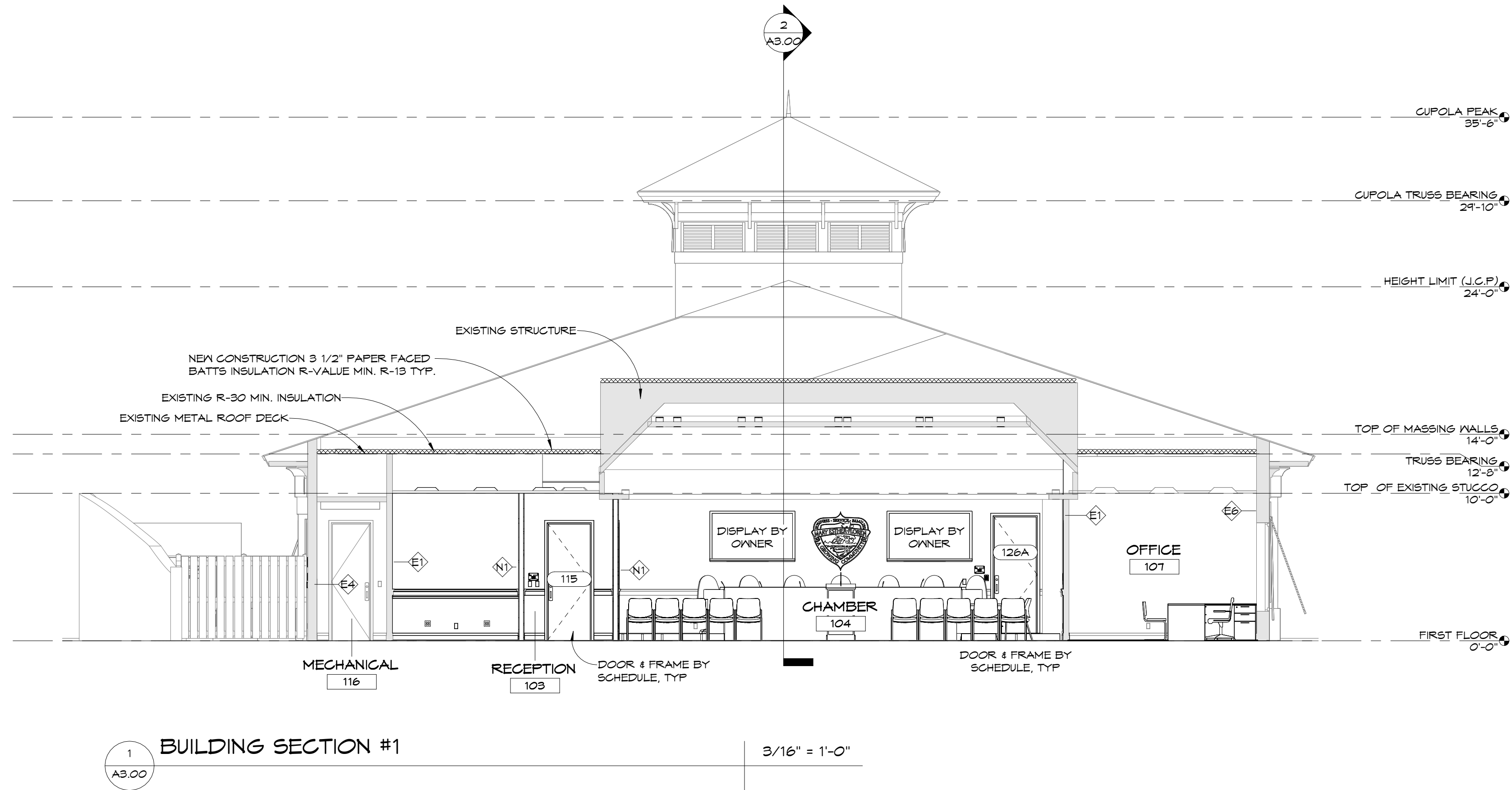
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BID SET
CONSTRUCTION
DOCUMENTS

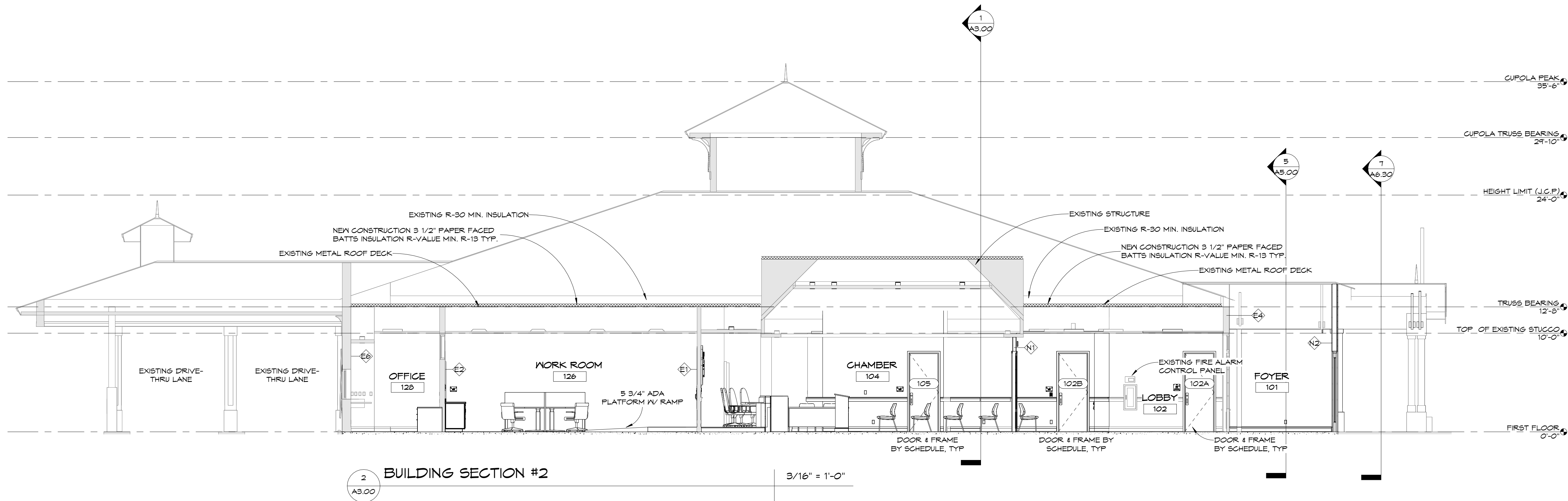
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DRAWN BY: JD, JP, MA	CHECKED BY: JS	
NO	REVISION	DATE

SHEET TITLE:
NEW
CONSTRUCTION
BUILDING
ELEVATIONS

PROJECT NO:
4315-02
SHEET NO:
A2.02



1 A3.00 BUILDING SECTION #1 3/16" = 1'-0"



2 A3.00 BUILDING SECTION #2 3/16" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION



CLIENT: CITY OF MARY ESTHER, FL
PROJECT: CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

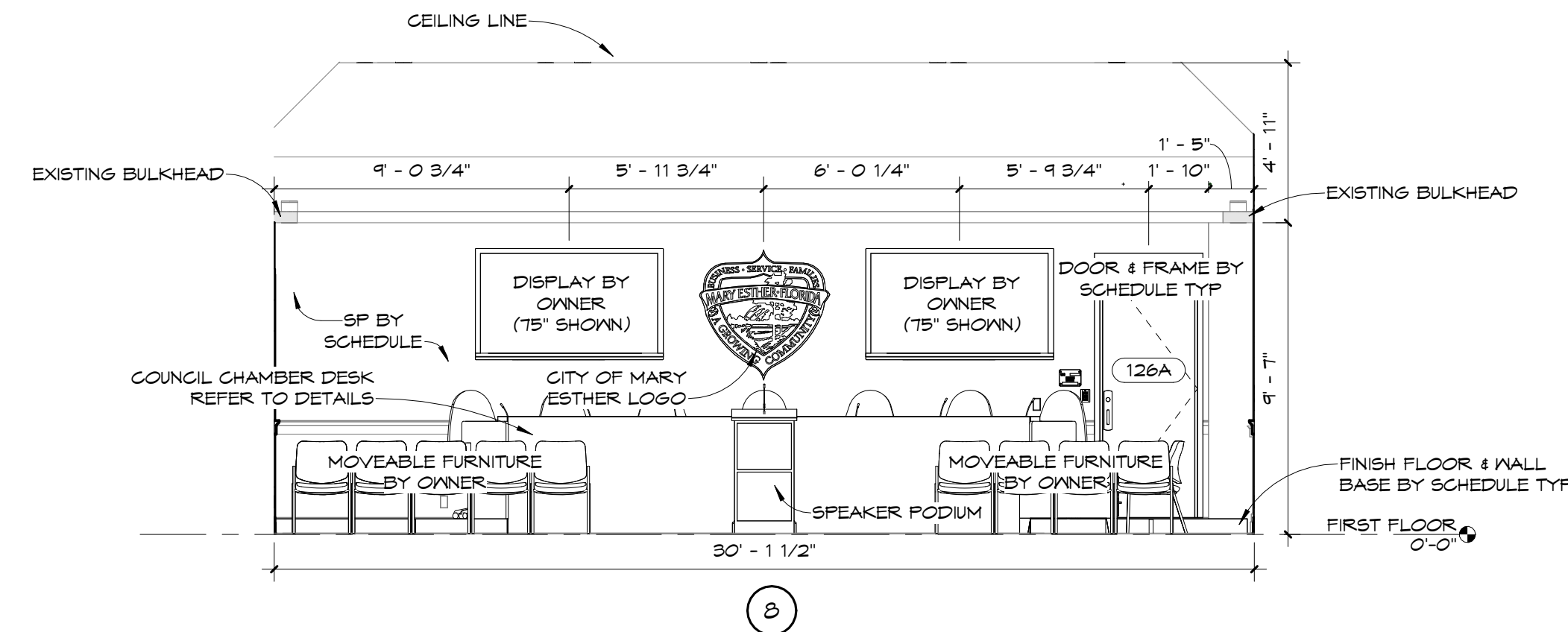
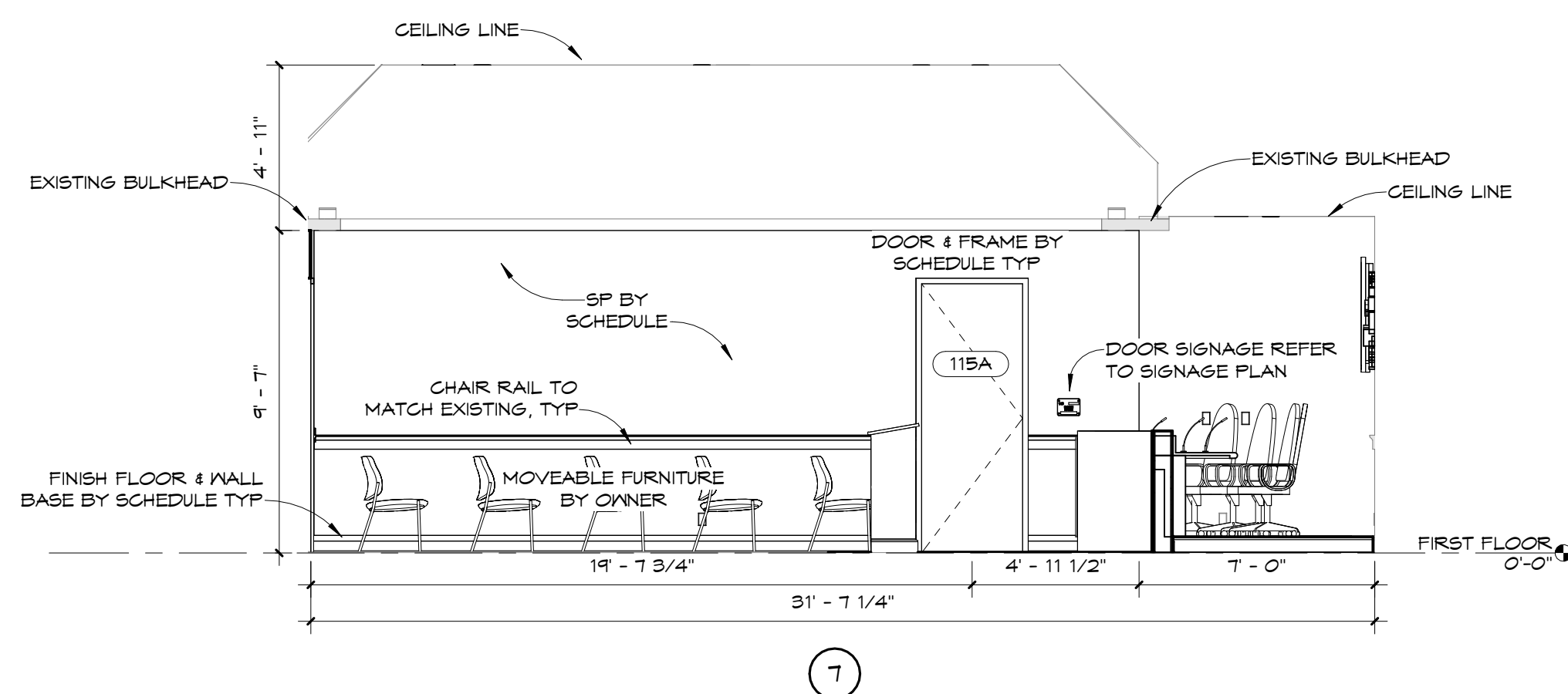
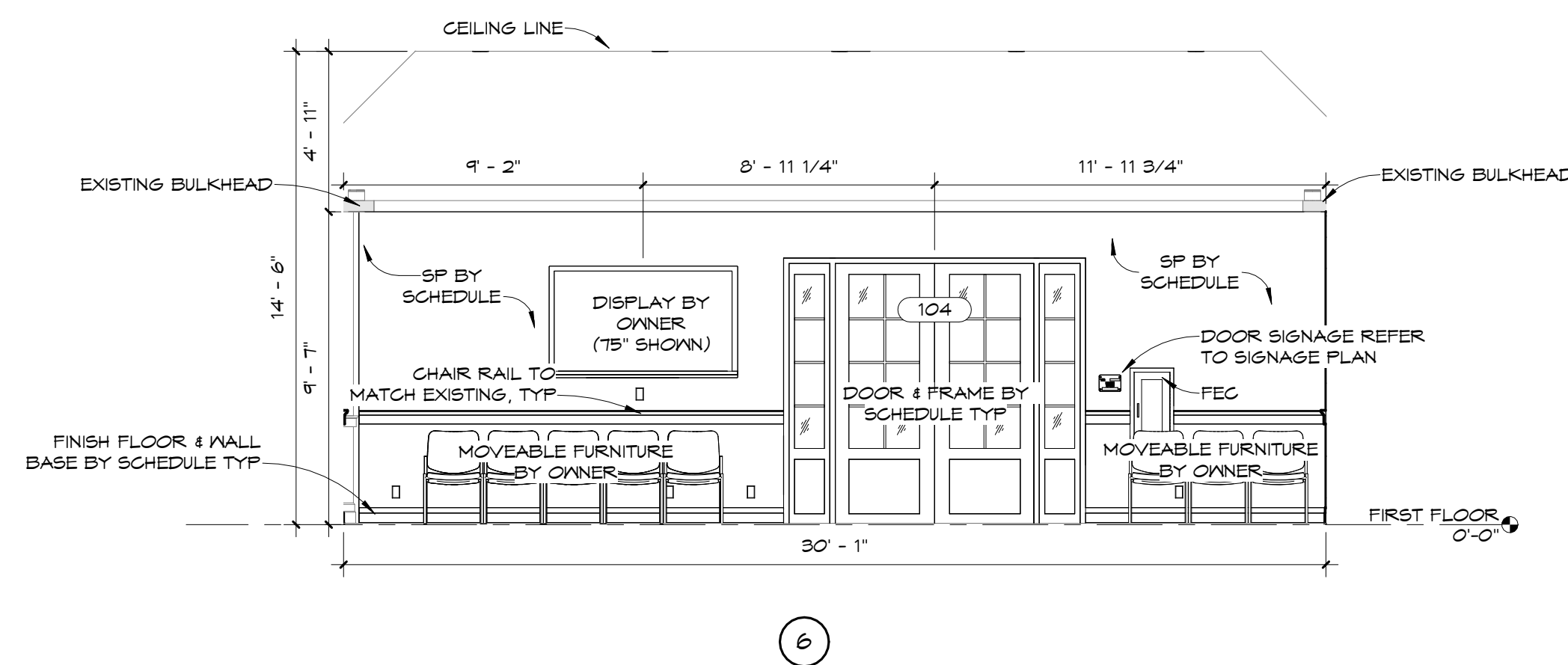
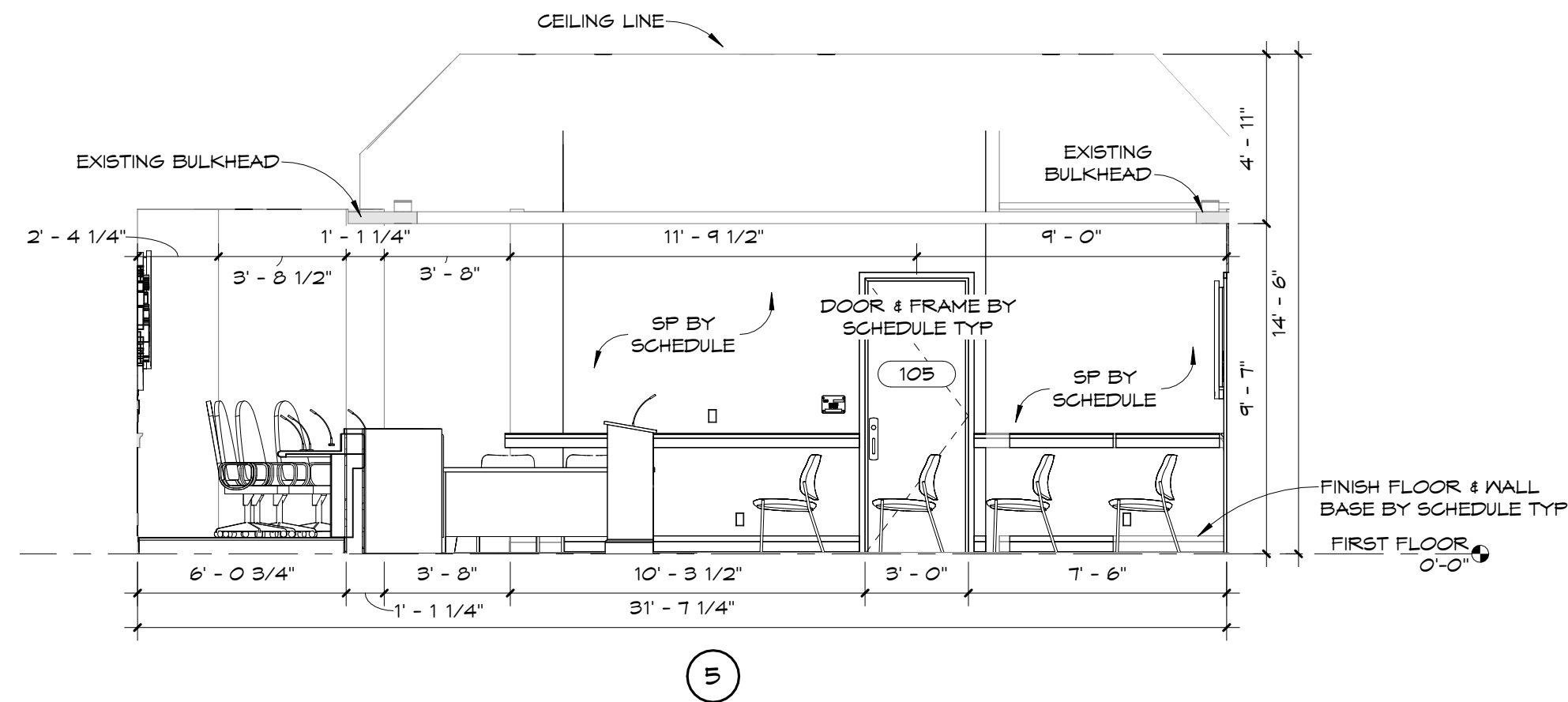
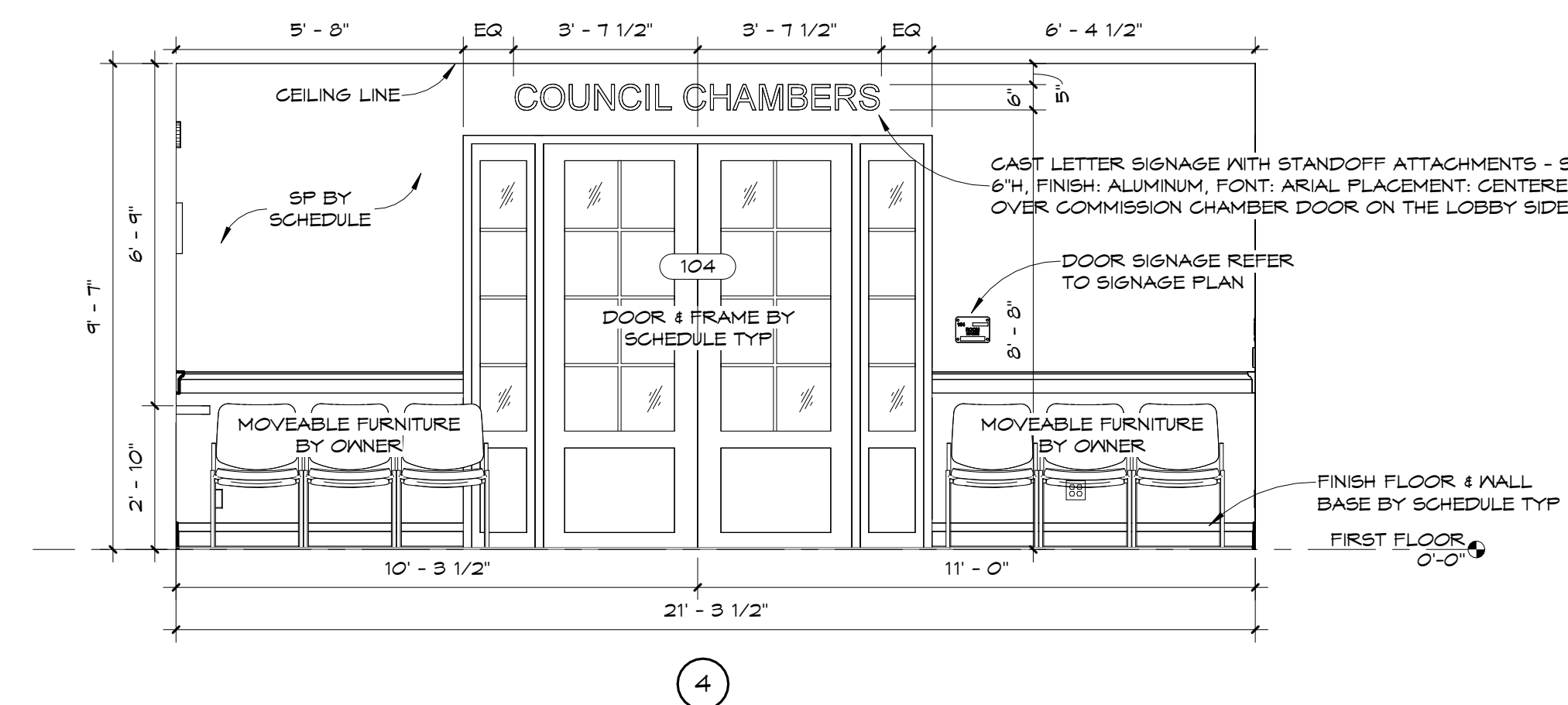
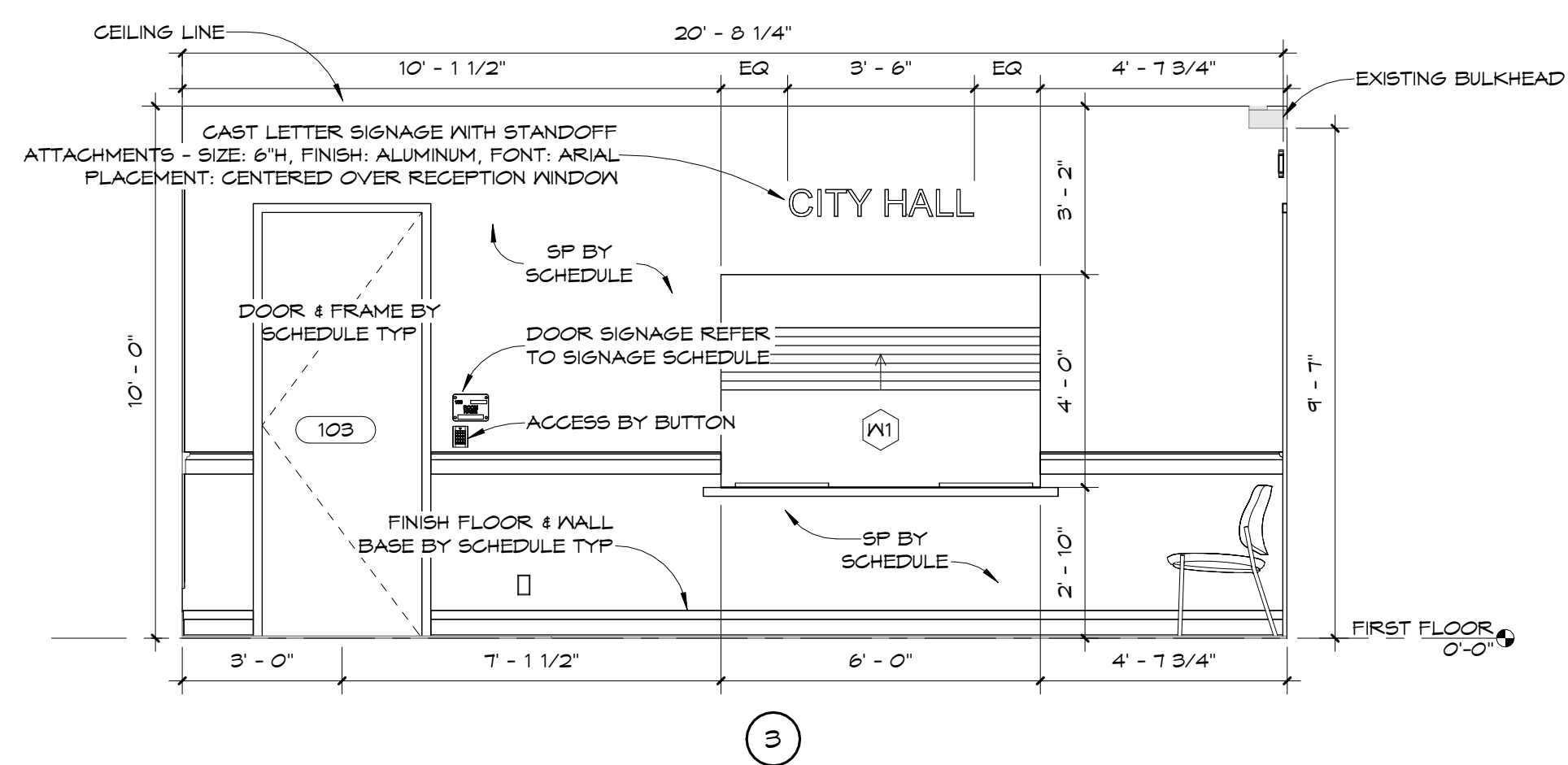
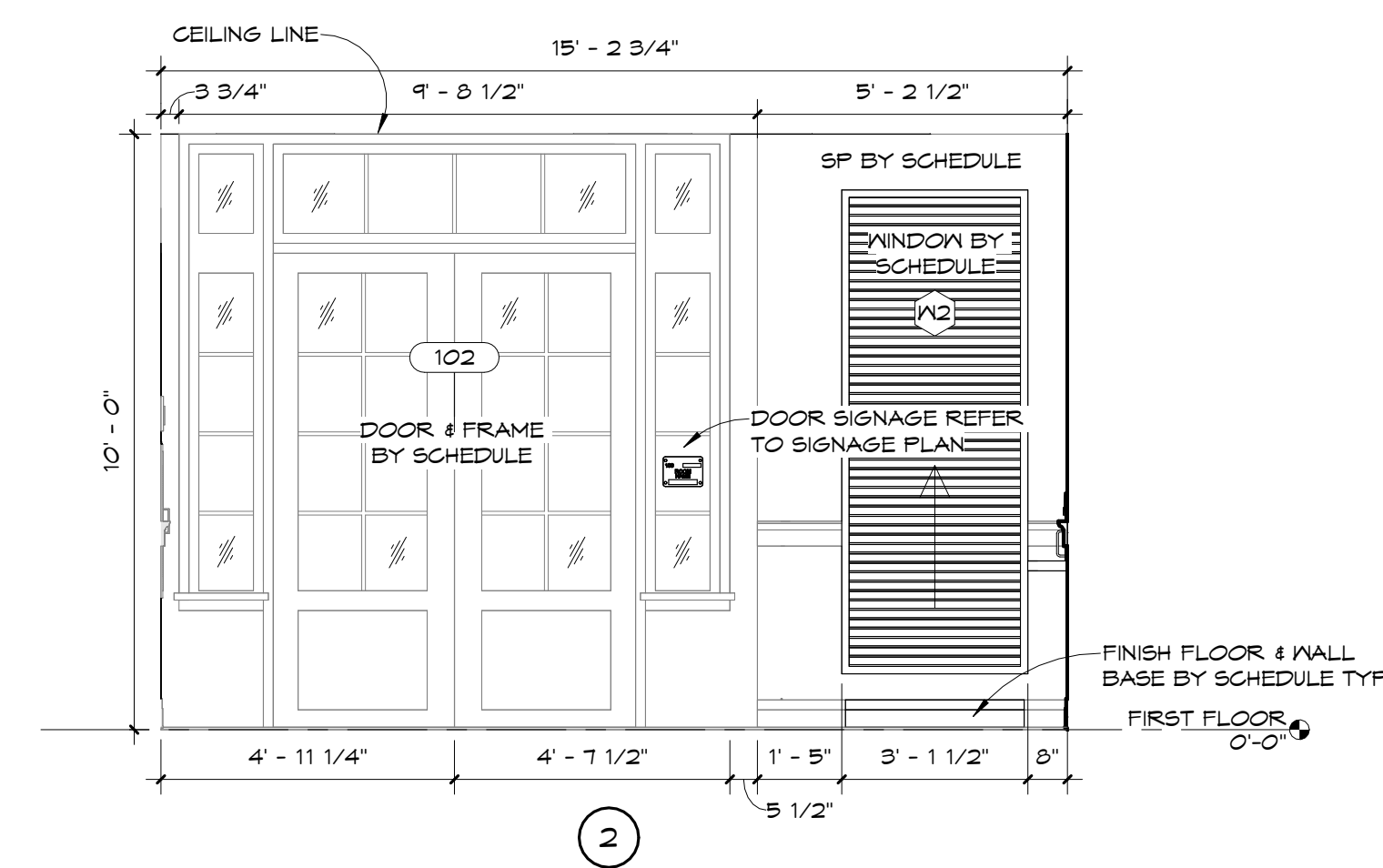
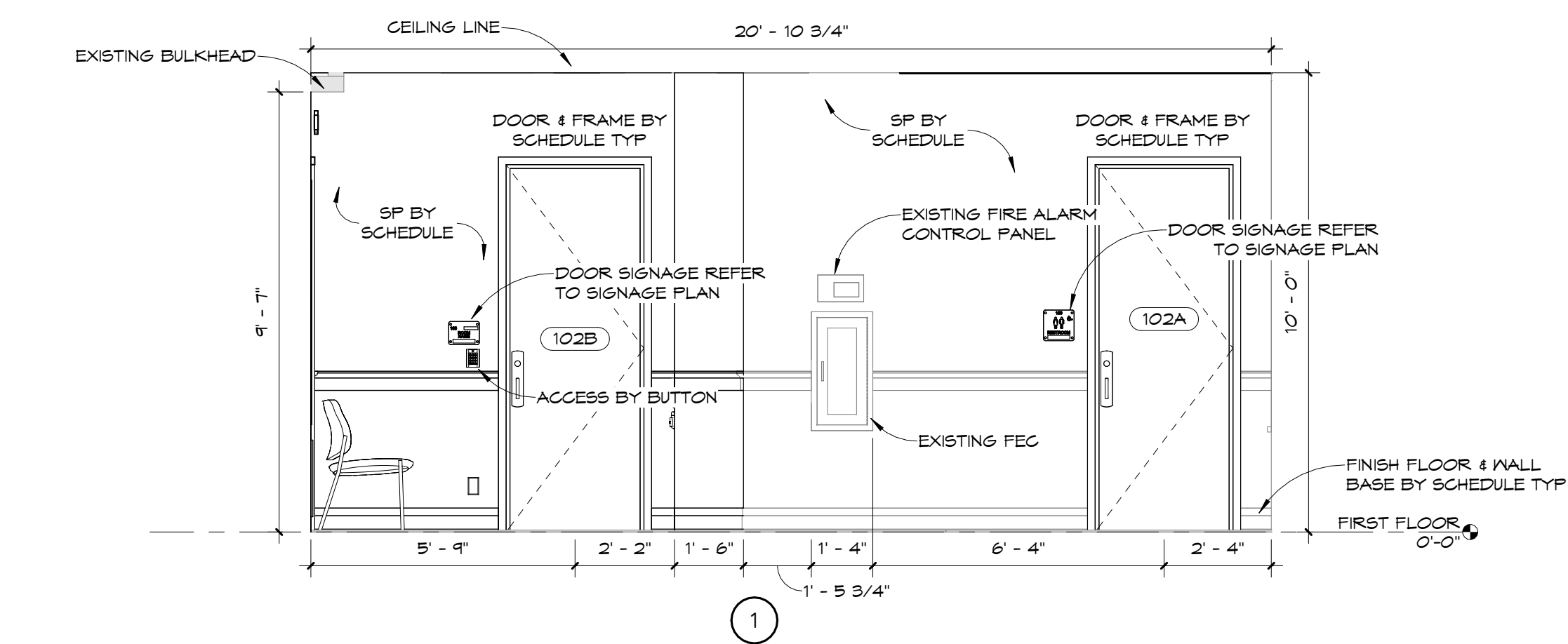
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SCALE: 3/16" = 1'-0"		DATE: 09/10/2024	
DRAWN BY: JD, JP, MA		CHECKED BY: JS	
NO	REVISION	DATE	

SHEET TITLE: BUILDING SECTIONS

PROJECT NO: 4315-02 SHEET NO: A3.00



CONTRACTOR TO FIELD VERIFY ALL
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CITY OF MARY ESTHER, FL

PROJECT:
**CITY OF MARY
ESTHER CITY HALL
ADAPTIVE RE-USE**

302 MARY ESTHER BLVD, MARY
ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

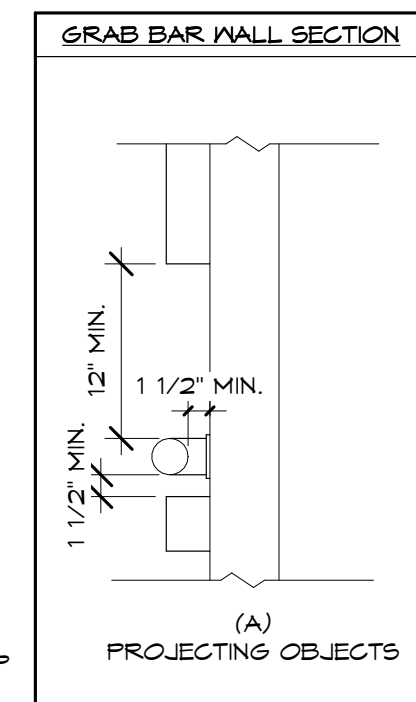
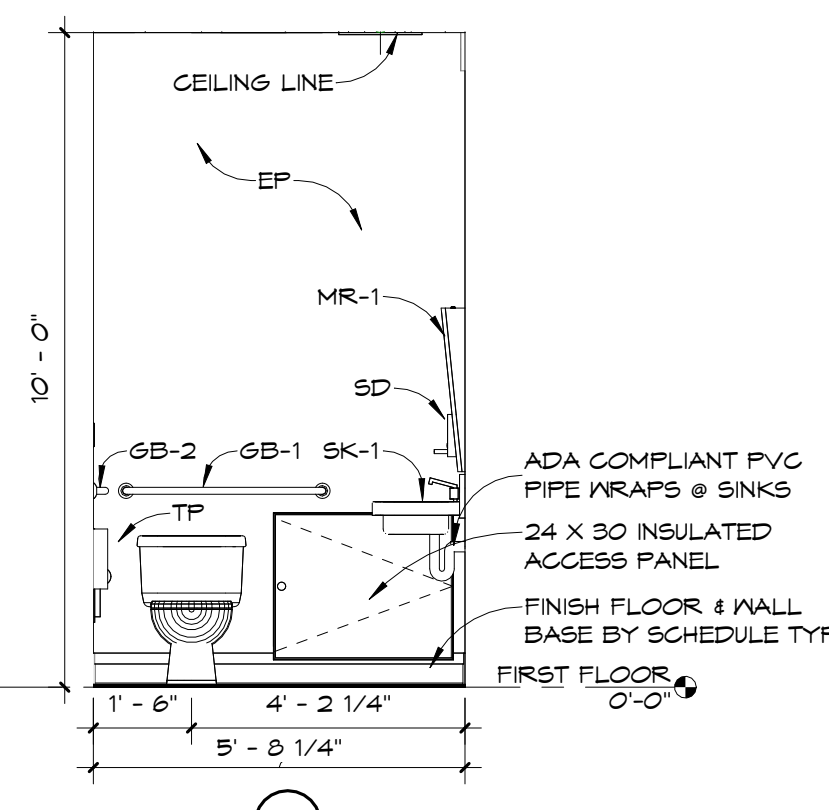
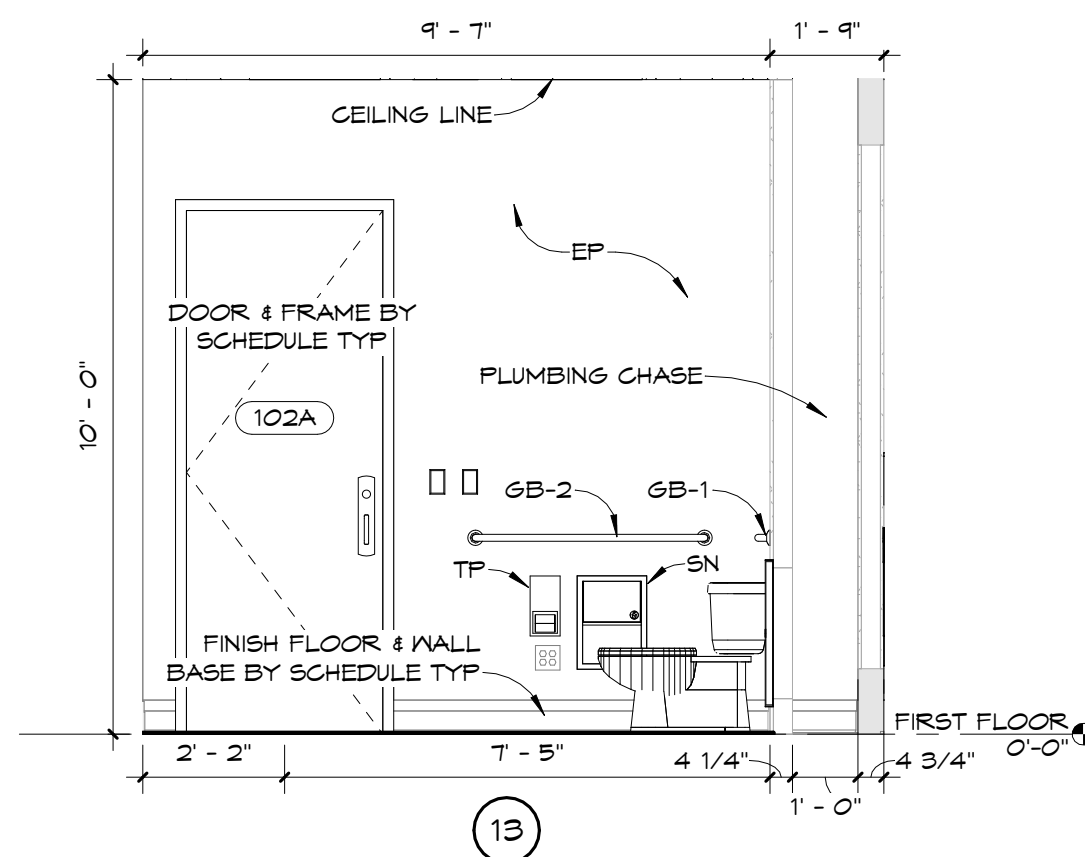
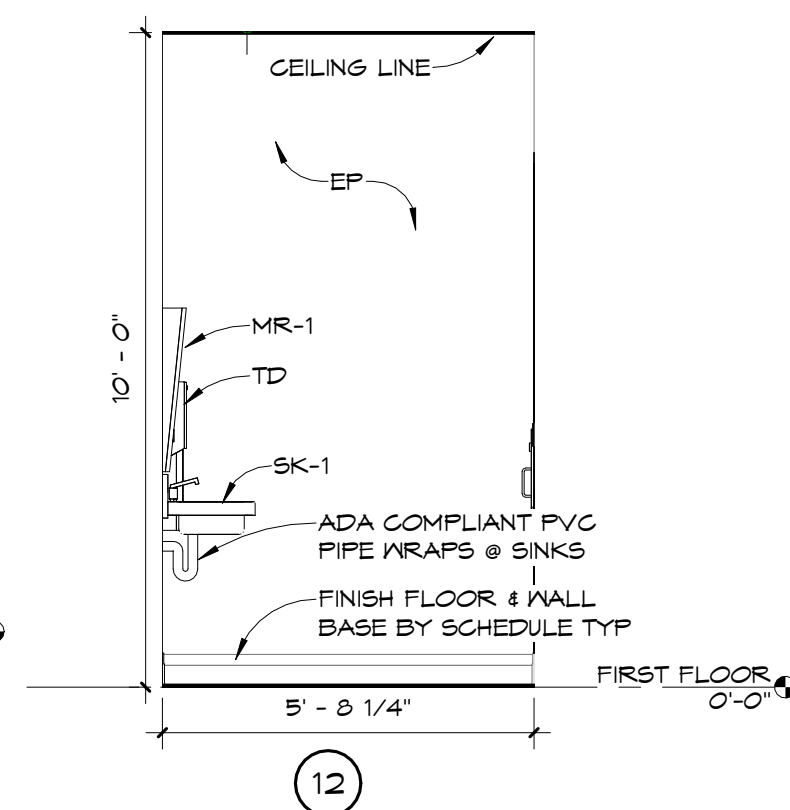
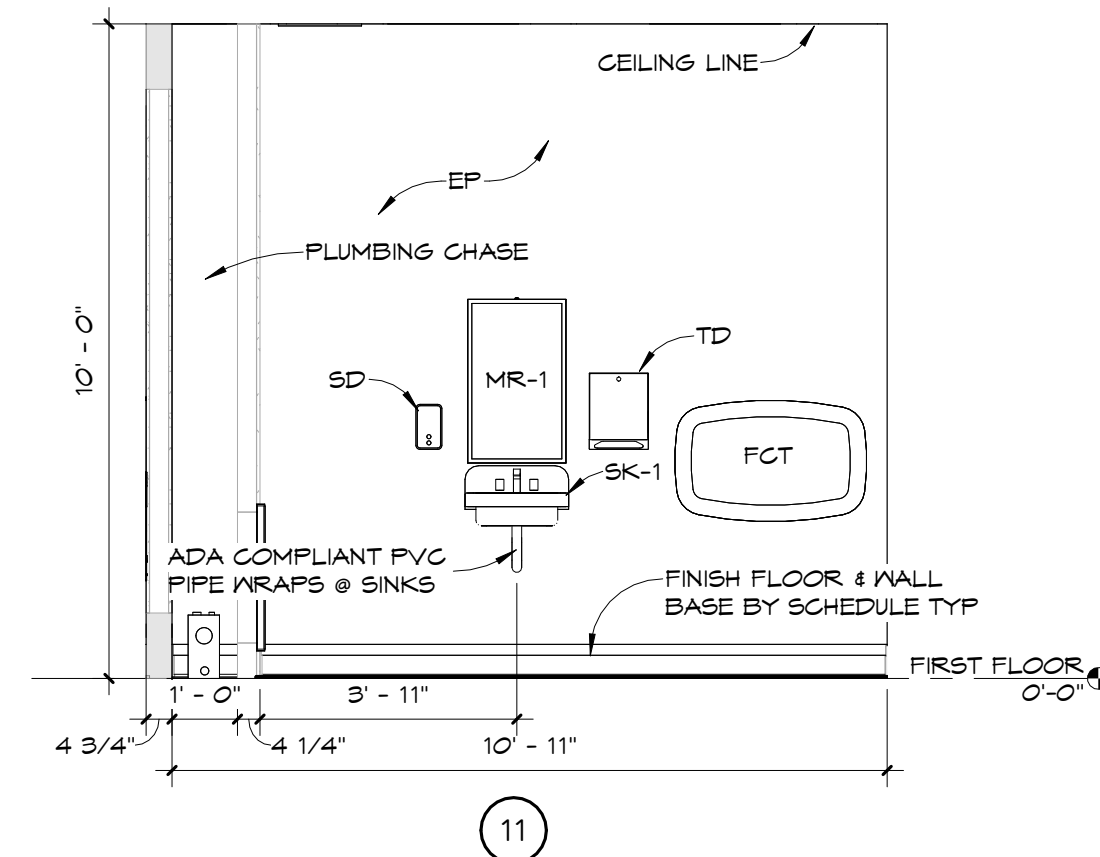
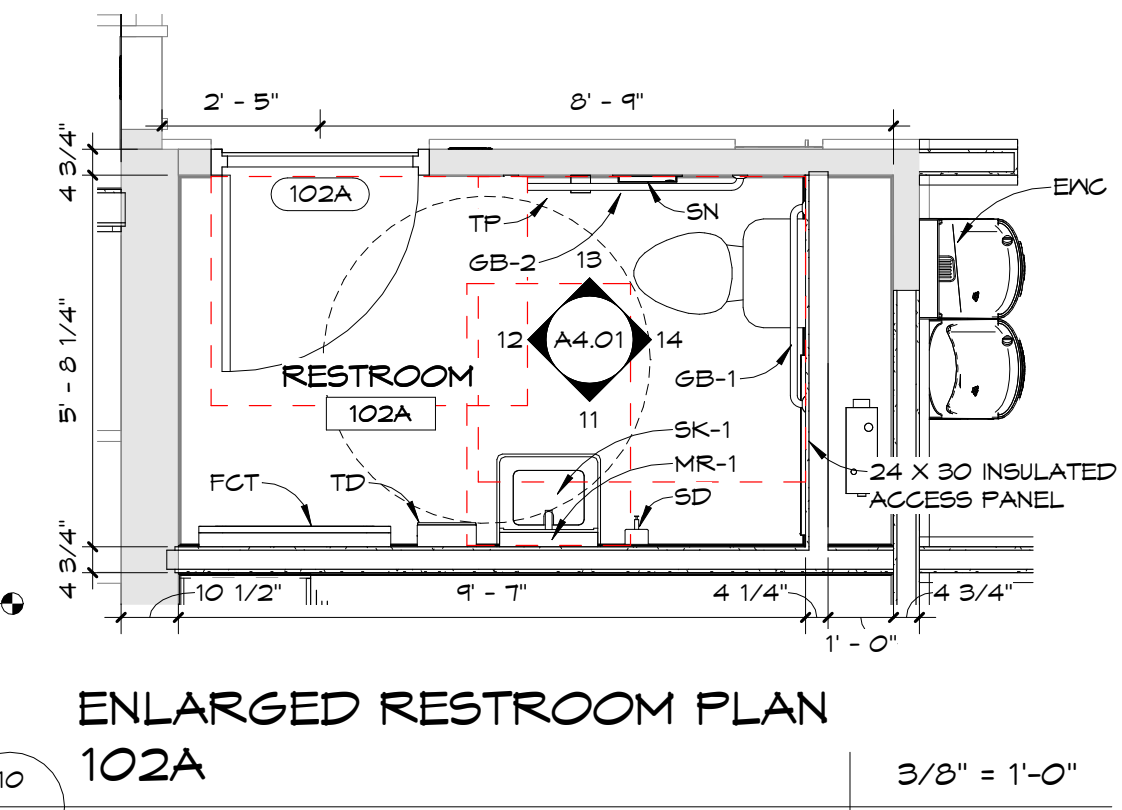
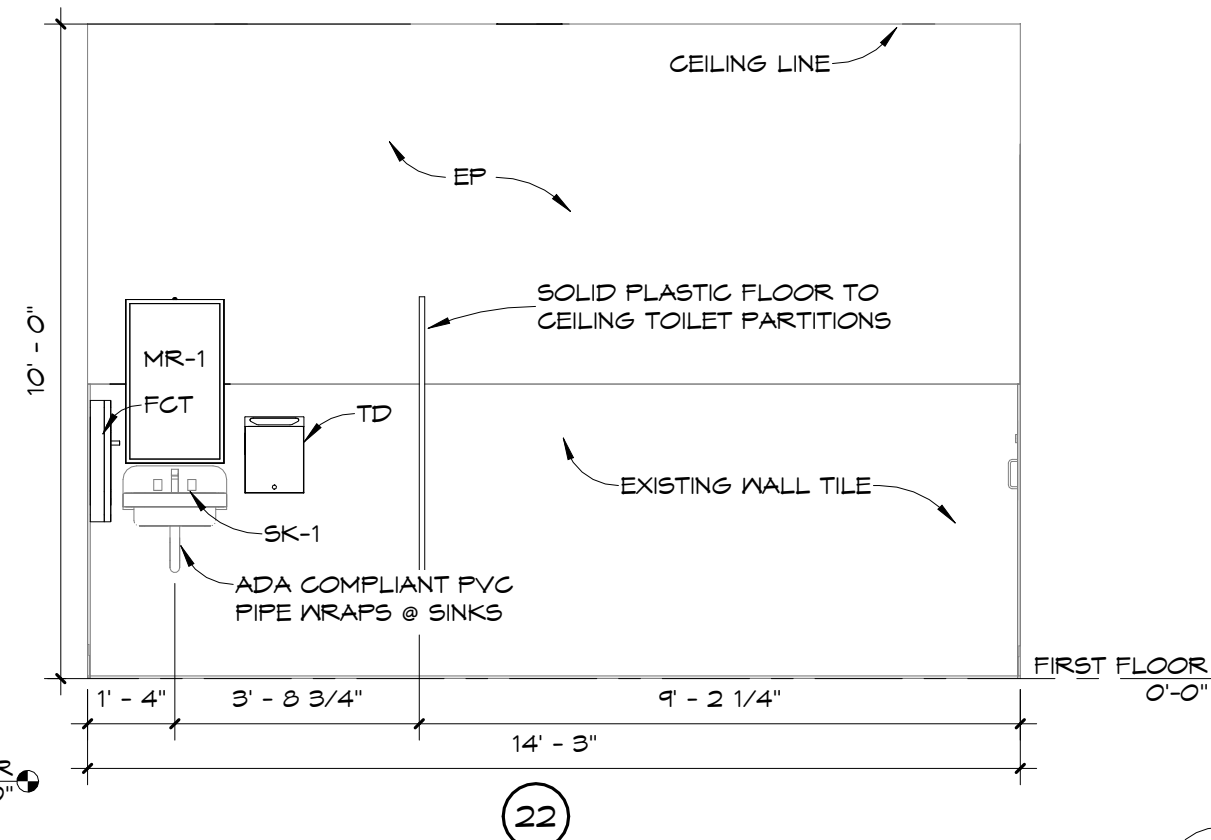
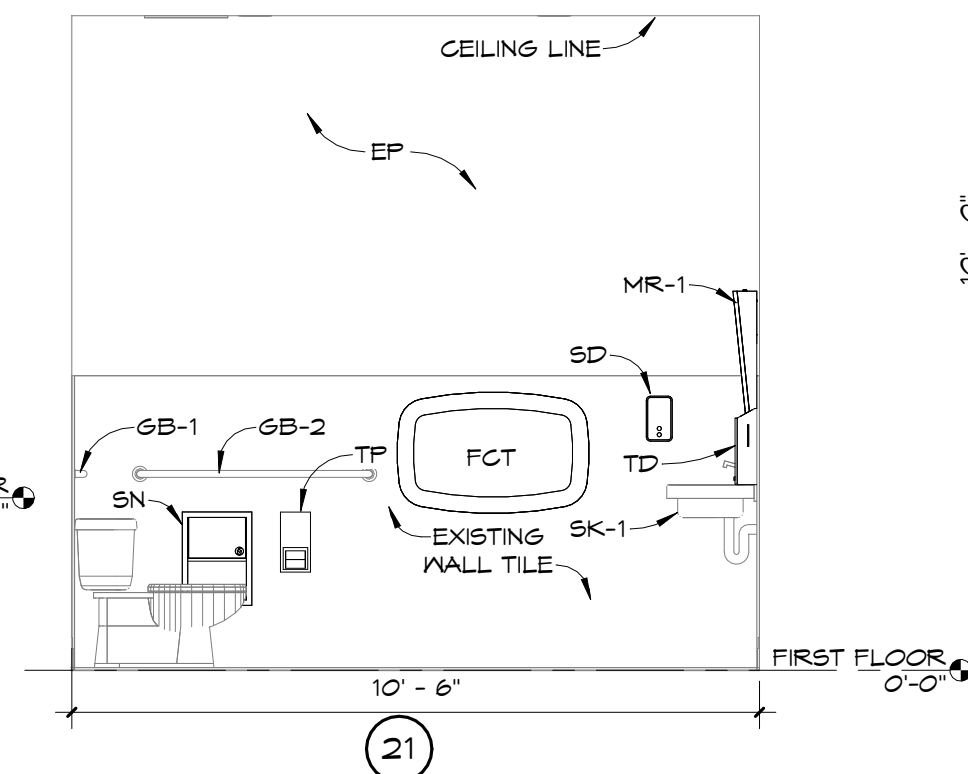
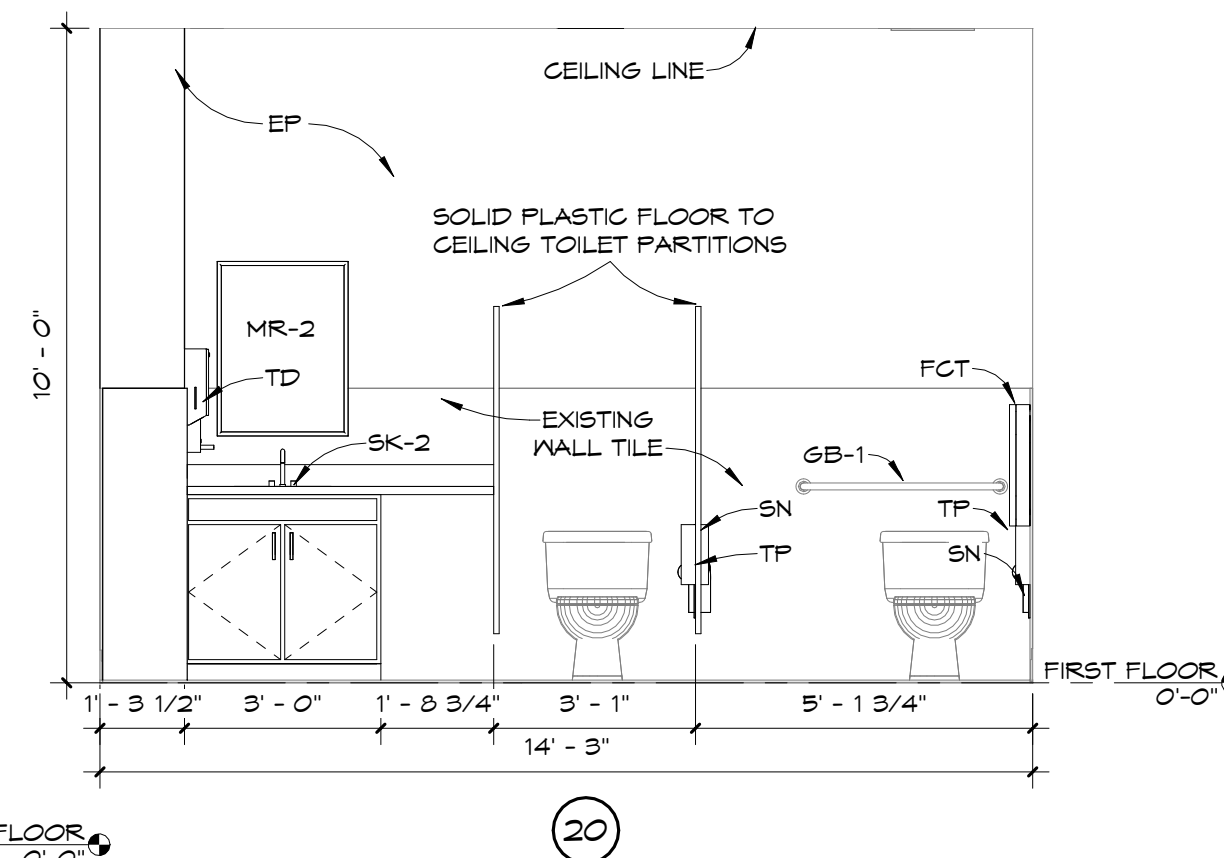
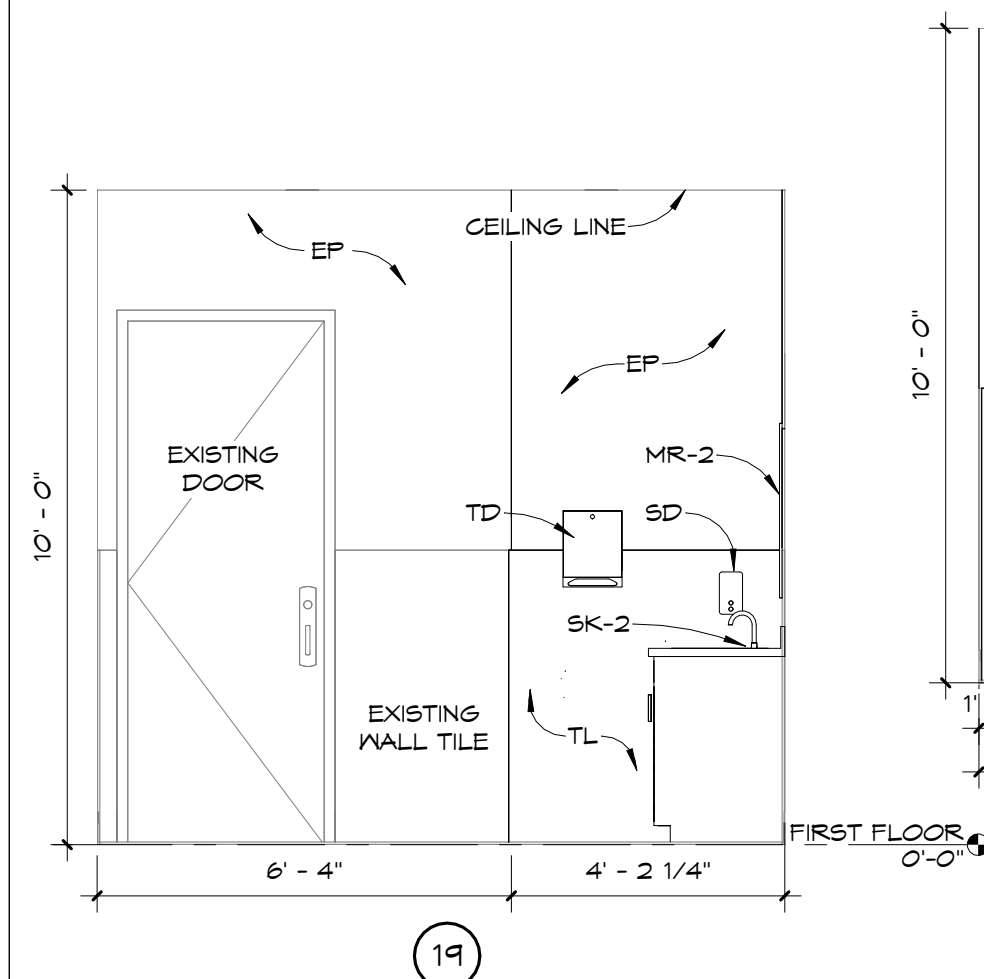
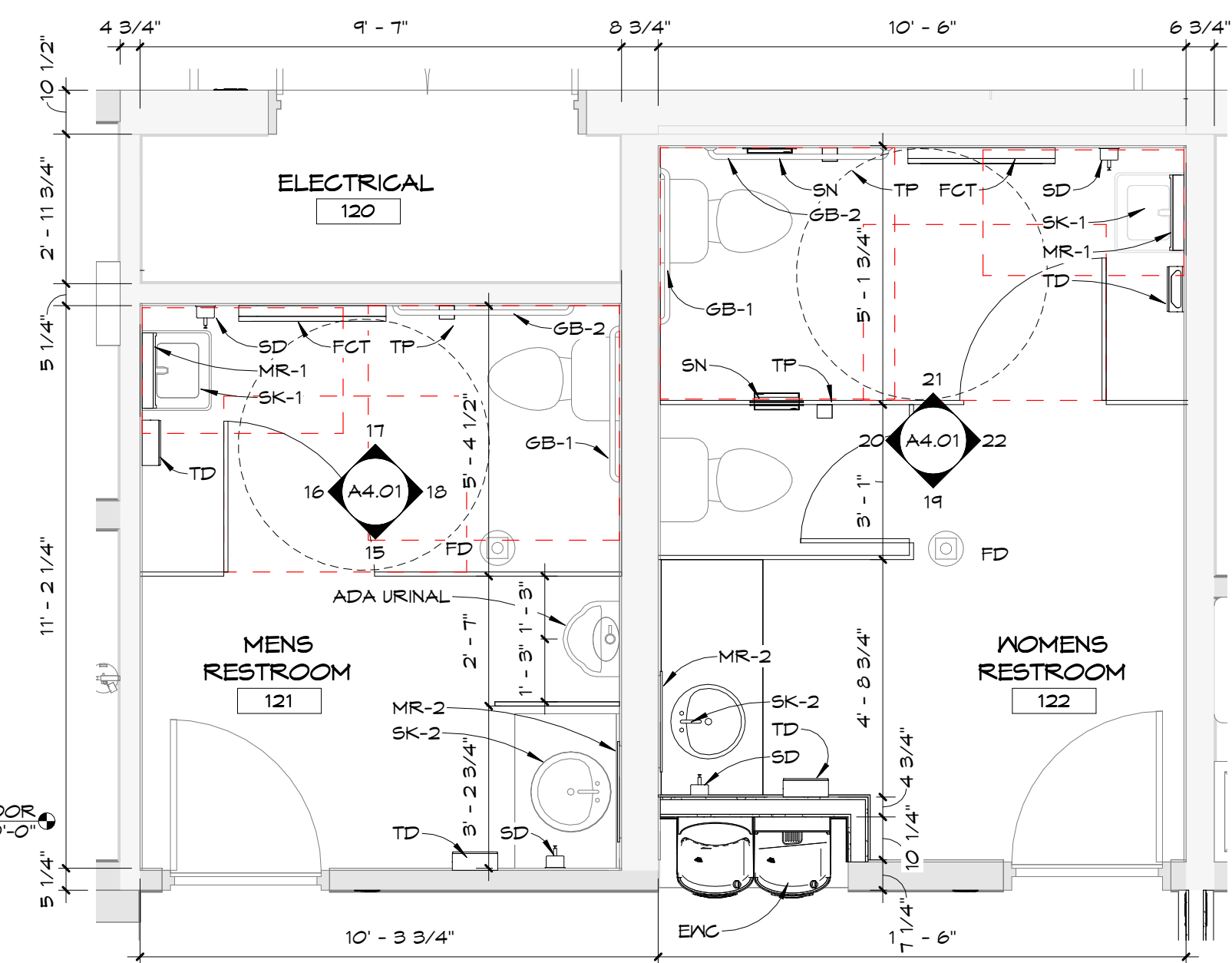
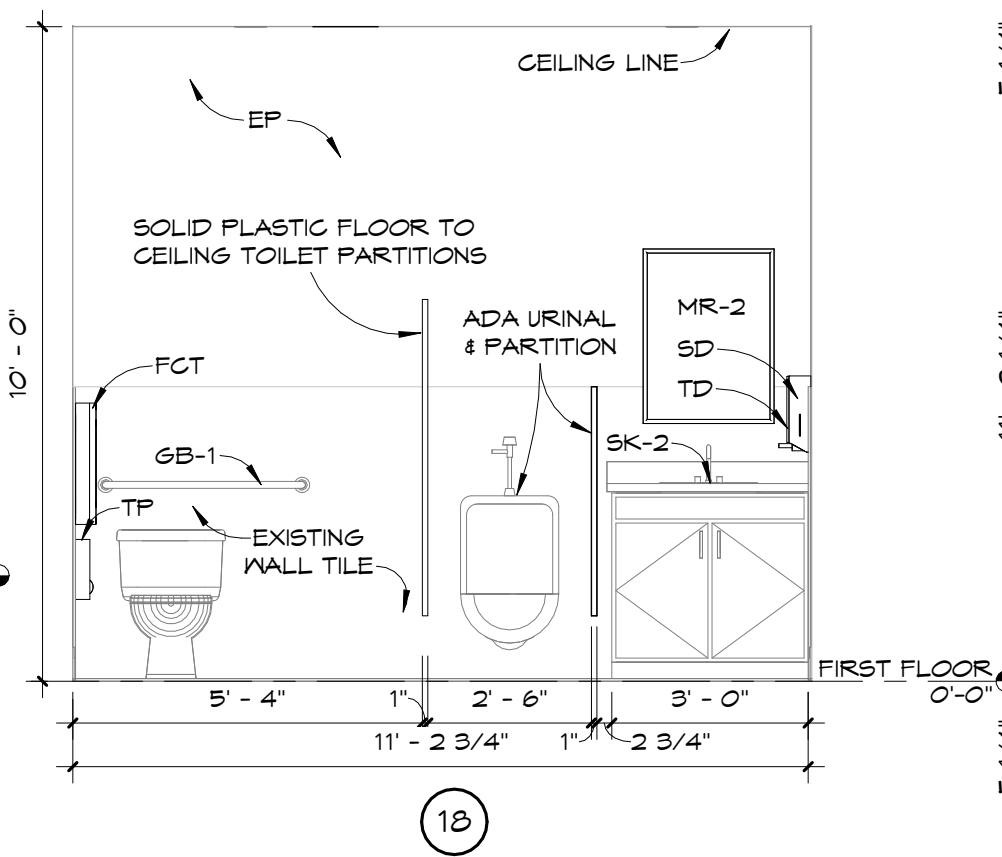
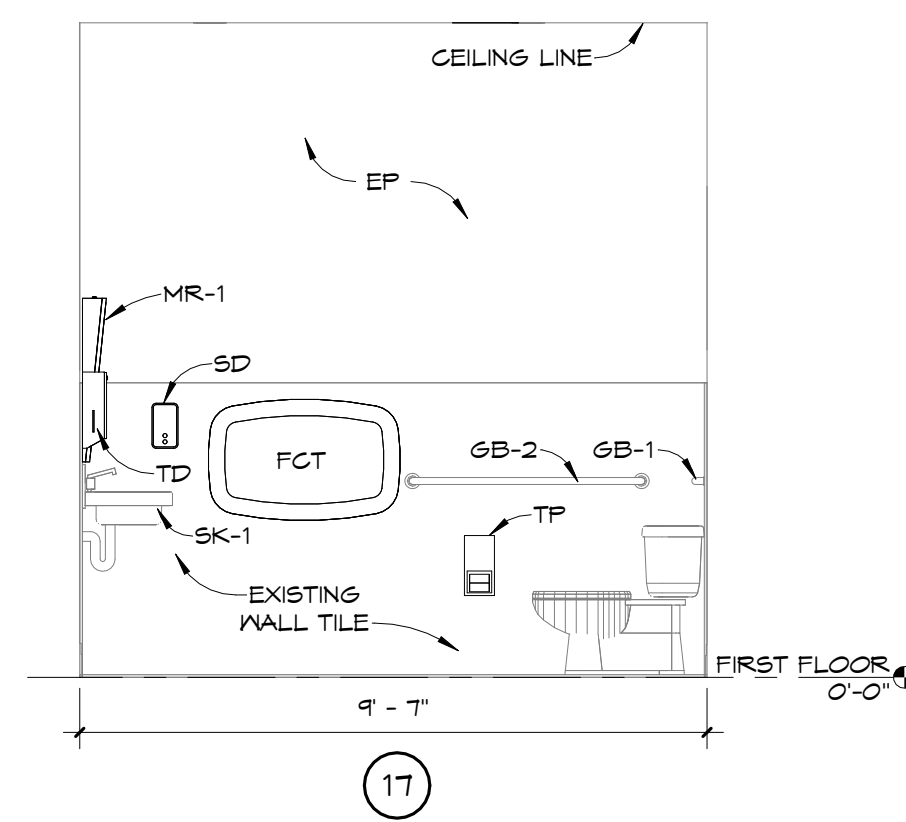
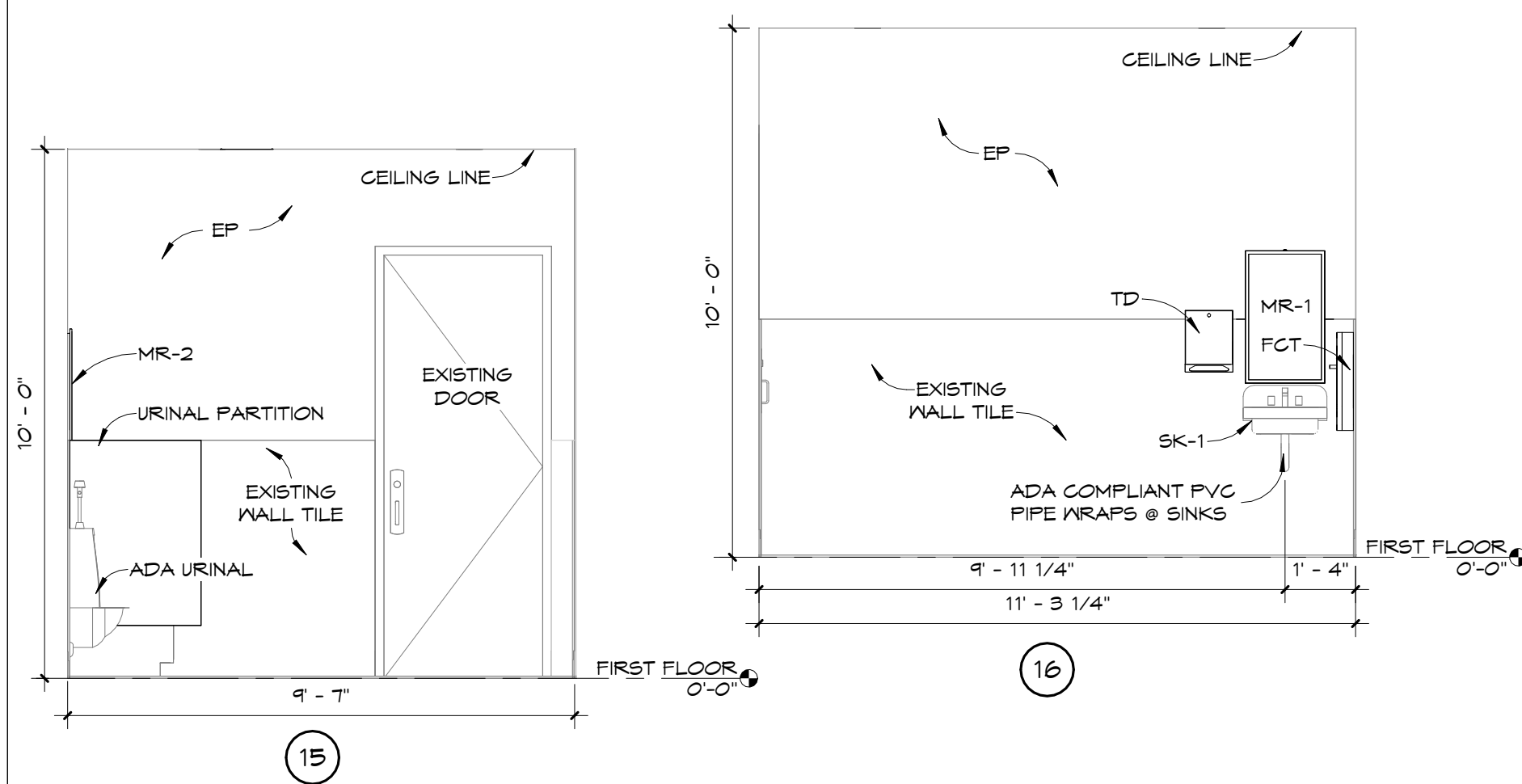
**BID SET
CONSTRUCTION
DOCUMENTS**

SCALE:	DATE:	
As indicated	09/10/2024	
DRAWN BY:	CHECKED BY:	
JD, JP, MA	JS	
NO	REVISION	DATE

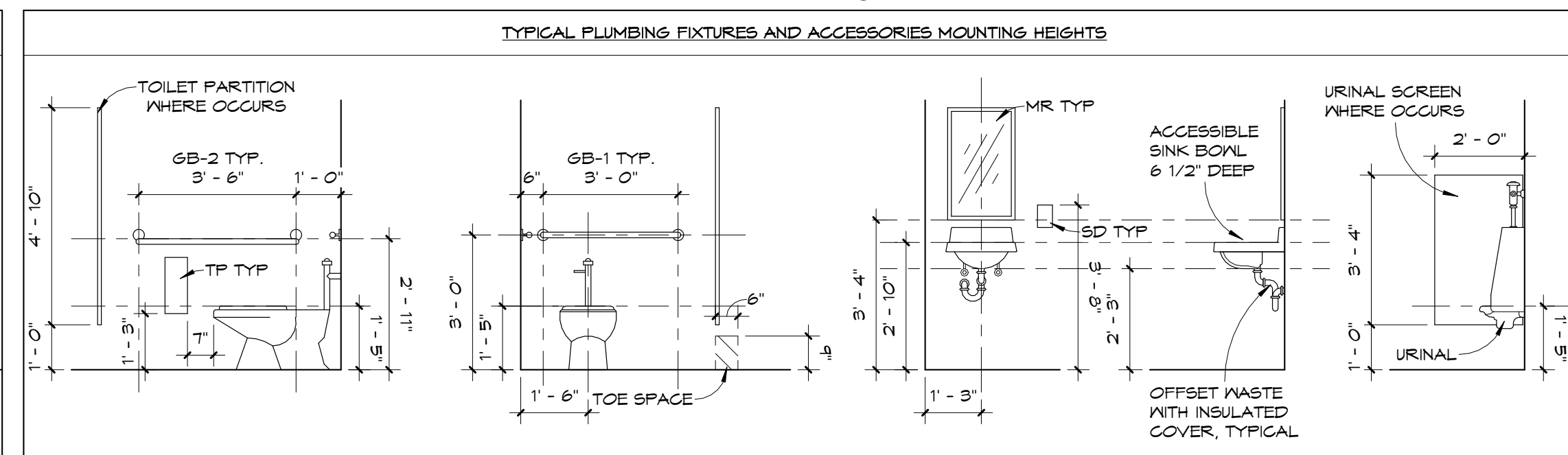
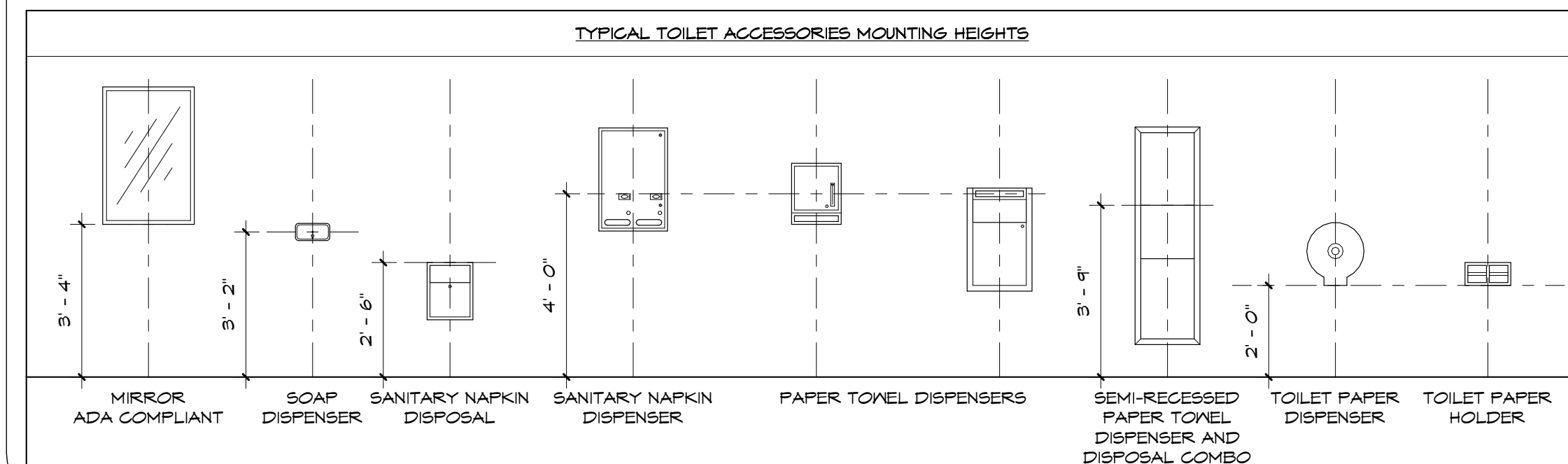
SHEET TITLE:
**ENLARGED LOBBY
& CHAMBER PLANS**

PROJECT NO:
4315-02

SHEET NO:
A4.00



RESTROOM LEGEND	
<u>GENERAL:</u>	
101	- ROOM NUMBER
101	- DOOR NUMBER
FD	- FLOOR DRAIN
<u>DISPENSERS:</u>	
SD	- SOAP DISPENSER
TD	- PAPER TOWEL DISPENSER
TP	- TOILET PAPER DISPENSER
<u>SANITARY NAPKIN DISPOSAL:</u>	
SN	- SANITARY NAPKIN DISPOSAL, SEMI-RECESSED
<u>GRAB BARS:</u>	
GB-1	- ADA COMPLIANT GRAB BAR 36"
GB-2	- ADA COMPLIANT GRAB BAR 42"
<u>MIRRORS:</u>	
MR-1	- ANGLE FRAMED MIRROR, ADA COMPLIANT
MR-2	- ILLUMINATED BACK LIT GLASS MIRROR
<u>SINKS:</u>	
SK-1	- ADA COMPLIANT SINK, WALL-MOUNT
SK-2	- UNDERMOUNT SINK
<u>WALL FINISHES:</u>	
TL	- TILE TO MATCH EXISTING
EP	- IMPERVIOUS EPOXY PAINT
<u>MISCELLANEOUS:</u>	
FCT	- FOLDING CHANGING TABLE
ENC	- ELECTRIC WATER COOLER
<u>NOTES:</u>	
- PATCH AND REPAIR WALLS, WHERE NECESSARY. - ADA COMPLIANT PVC PIPE INRAIPS @ SINKS TYP.	



CONTRACTOR TO FIELD VERIFY ALL
EXISTING DIMENSIONS / CONDITIONS
PRIOR TO DEMOLITION/CONSTRUCTION
AND/OR EQUIPMENT INSTALLATION

The logo for the Florida Board of Architecture. It features the letters "FLA" in a large, bold, black serif font. Below the letters are three stylized, wavy lines in blue, green, and blue. Underneath the waves, the words "FLORIDA ARCHITECTS" are written in a smaller, black, sans-serif font. Below that, "LICENSE #A12728" is written in an even smaller, black, sans-serif font. At the bottom, the address "103 W 5TH STREET PANAMA CITY, FL 32401" and the phone number "(850) 257-5400" are listed in a small, black, sans-serif font.

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FLORIDA
ARCHITECTS

LICENSE #A12728

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PANAMA CITY, FL 32401
(850) 257-5400

CLIENT:

 THE CITY of
Mary Esther
FLORIDA

CITY OF MARY ESTHER, FL

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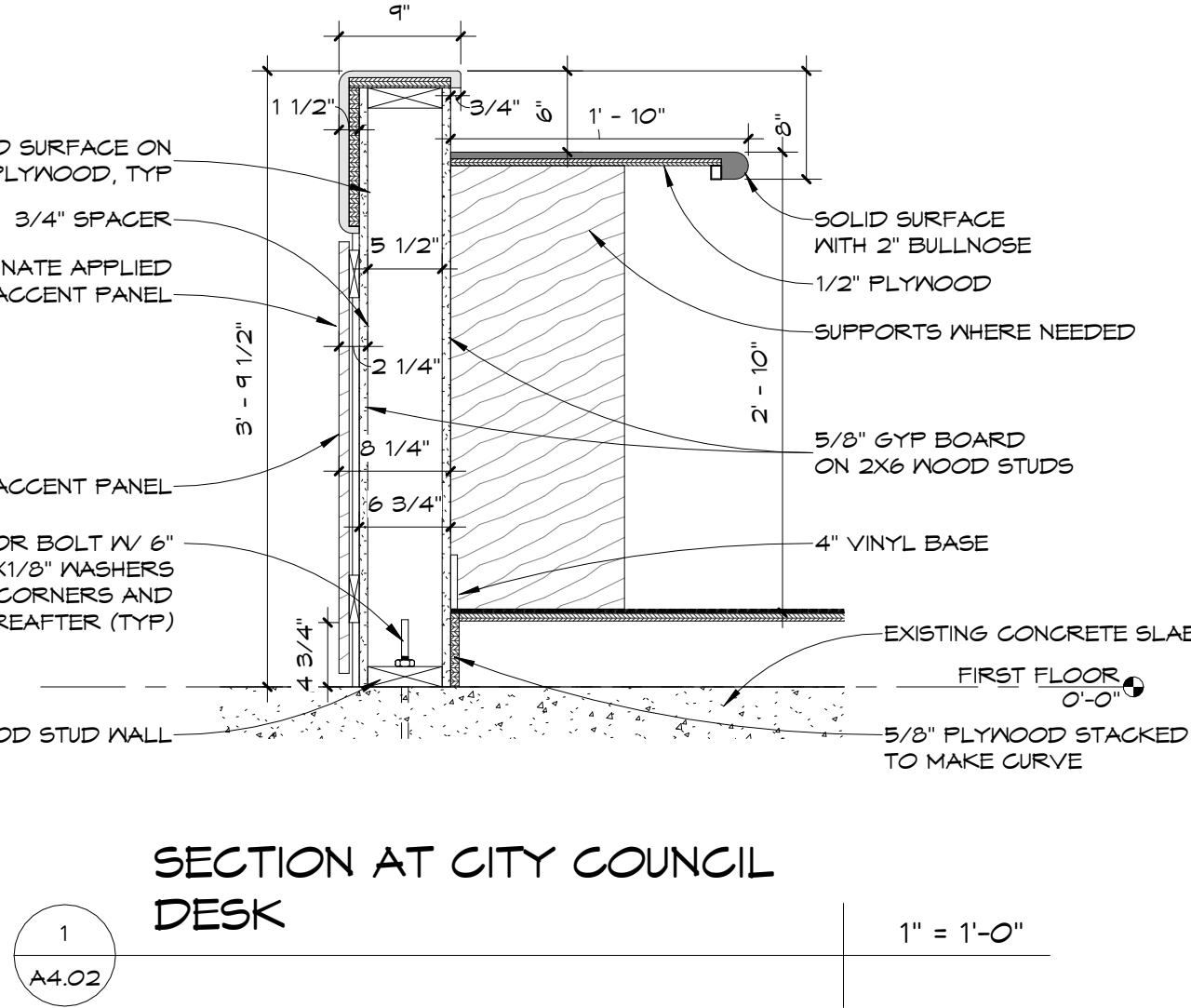
BID SET CONSTRUCTION DOCUMENTS

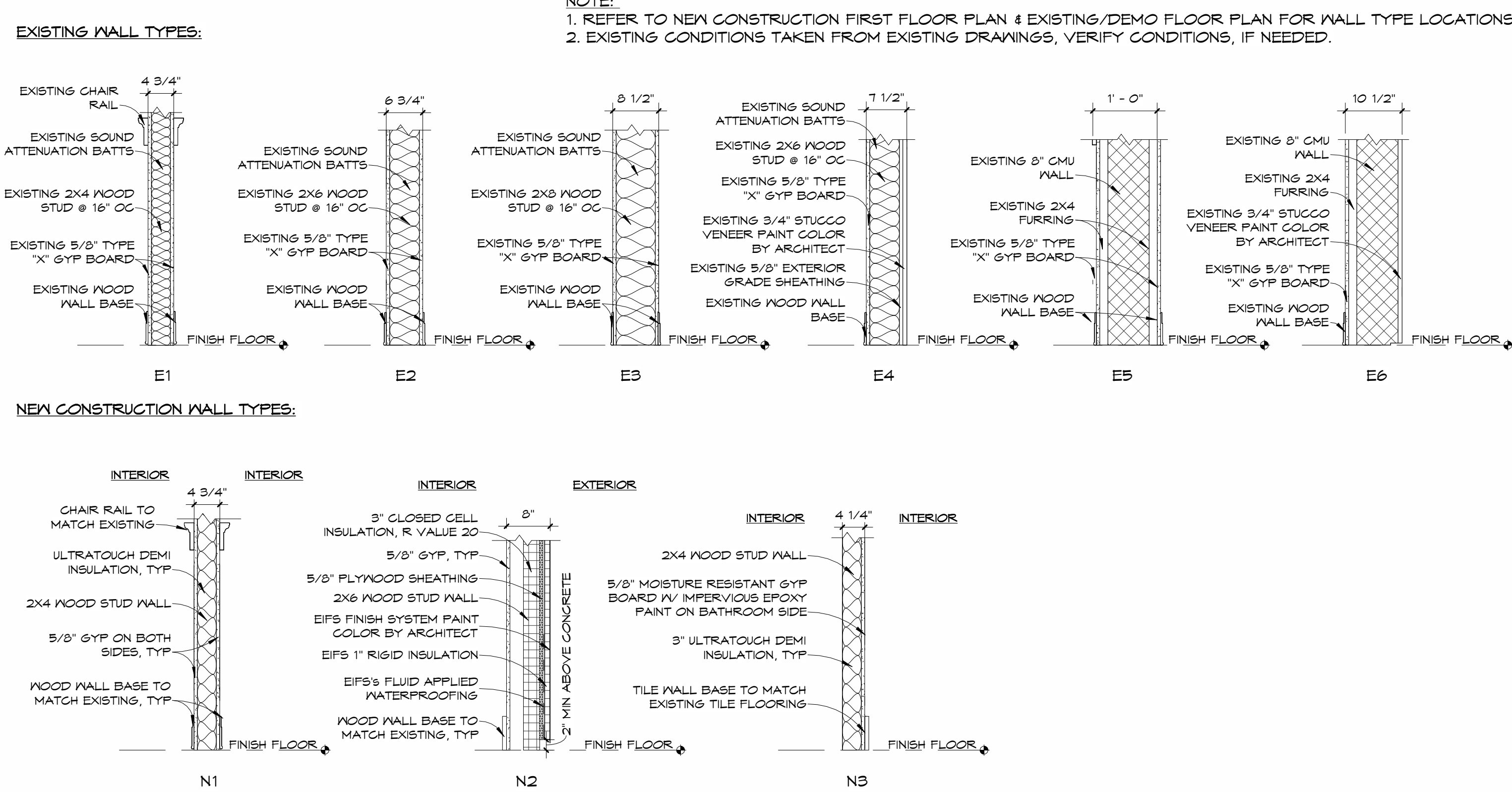
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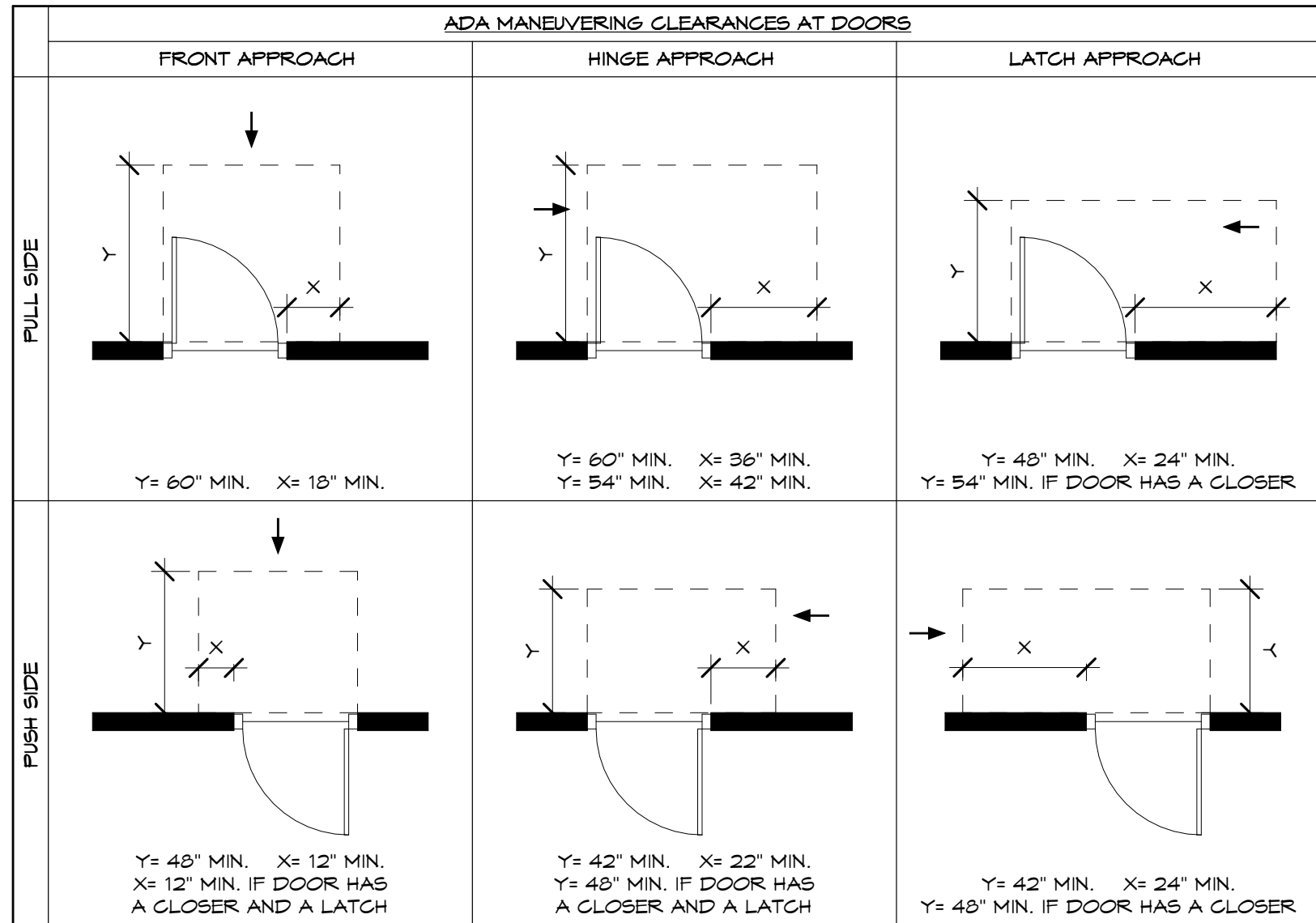
SHEET TITLE:

ENLARGED
RESTROOM PLANS

PROJECT NO. 4315-02	SHEET NO. A4.01
------------------------	--------------------







DOOR SCHEDULE LEGEND

DOOR MATERIAL:

- HM - HOLLOW METAL DOOR
- WD - SOLID CORE WOOD DOOR
- ALU - ALUMINUM STOREFRONT

DOOR FINISH:

- PT - PAINTED FINISH
- FF - FACTORY FINISH

FRAME MATERIAL:

- HM - HOLLOW METAL DOOR
- WD - SOLID CORE WOOD DOOR
- ALU - ALUMINUM STOREFRONT

FRAME FINISH:

- PT - PAINTED FINISH
- FF - FACTORY FINISH

GLAZING TYPE:

- IR - IMPACT RESISTANT GLAZING
- CTG - EXISTING CLEAR TEMPERED GLAZING

HARDWARE GROUPS:

- REFER TO SPECS FOR DETAILS

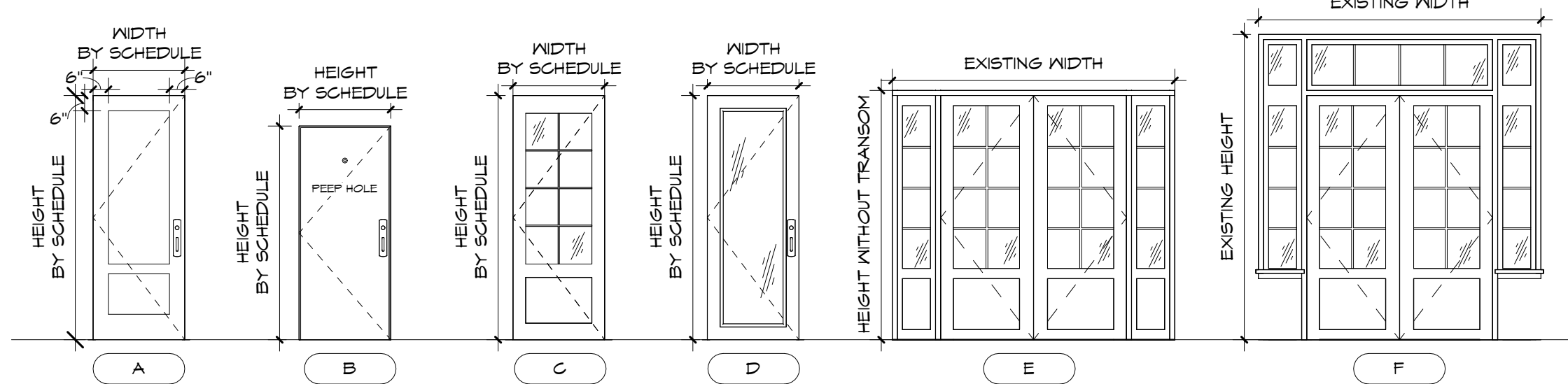
EXISTING DOORS TO BE REUSED - NEW CONSTRUCTION

MARK	WIDTH	HEIGHT	TYPE	DOOR MATERIAL	FINISH	TYPE	FRAME MATERIAL	FINISH	GLAZING TYPE	HEADER	JAMB	THRESHOLD	COMMENTS
102	8' - 0"	8' - 0"	F	WD	-	-	-	-	IR	-	-	-	EXISTING DOOR, RETROFIT LOCK FUNCTION
102A	3' - 0"	8' - 0"	A	WD	PT	2	WD	PT	-	1/A6.10	8/A6.10	-	EXISTING DOOR, ADD PEEP HOLE
104	8' - 0"	8' - 0"	E	WD	-	-	-	-	CTG	15/A6.10	8/A6.10	-	EXISTING DOOR
105	3' - 0"	8' - 0"	A	WD	PT	2	WD	PT	-	1/A6.10	8/A6.10	1/A6.10	EXISTING DOOR
107	3' - 0"	8' - 0"	C	WD	PT	2	WD	PT	CTG	1/A6.10	8/A6.10	1/A6.10	EXISTING DOOR
109	3' - 0"	8' - 0"	C	WD	PT	2	WD	PT	CTG	1/A6.10	8/A6.10	1/A6.10	EXISTING DOOR
110	3' - 0"	8' - 0"	A	WD	PT	2	WD	PT	-	-	-	1/A6.10	EXISTING DOOR
114A	3' - 0"	8' - 0"	C	WD	PT	1	WD	PT	CTG	4/A6.10	8/A6.10	-	EXISTING DOOR
117	3' - 0"	8' - 0"	C	WD	-	-	-	-	CTG	-	-	-	EXISTING DOOR, RETROFIT FOR PANIC HARDWARE
124	3' - 0"	8' - 0"	A	WD	PT	1	WD	PT	-	4/A6.10	8/A6.10	-	EXISTING DOOR
126A	3' - 0"	8' - 0"	A	WD	PT	2	WD	PT	-	1/A6.10	8/A6.10	1/A6.10	EXISTING DOOR, CARD READER ACCESS BOTH SIDES
127	3' - 0"	8' - 0"	A	WD	PT	1	WD	PT	-	4/A6.10	8/A6.10	-	EXISTING DOOR

NEW CONSTRUCTION DOOR SCHEDULE

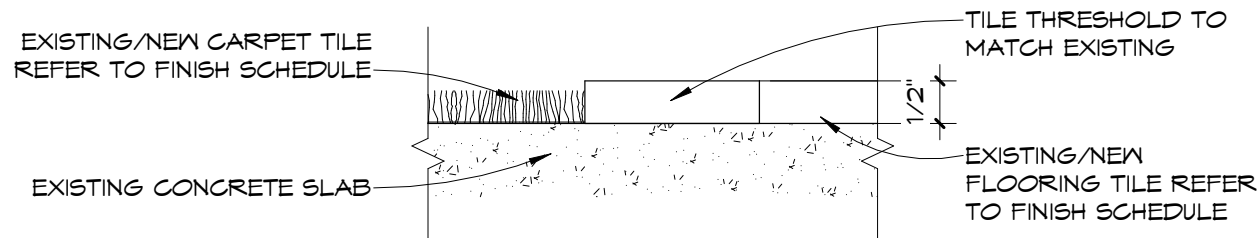
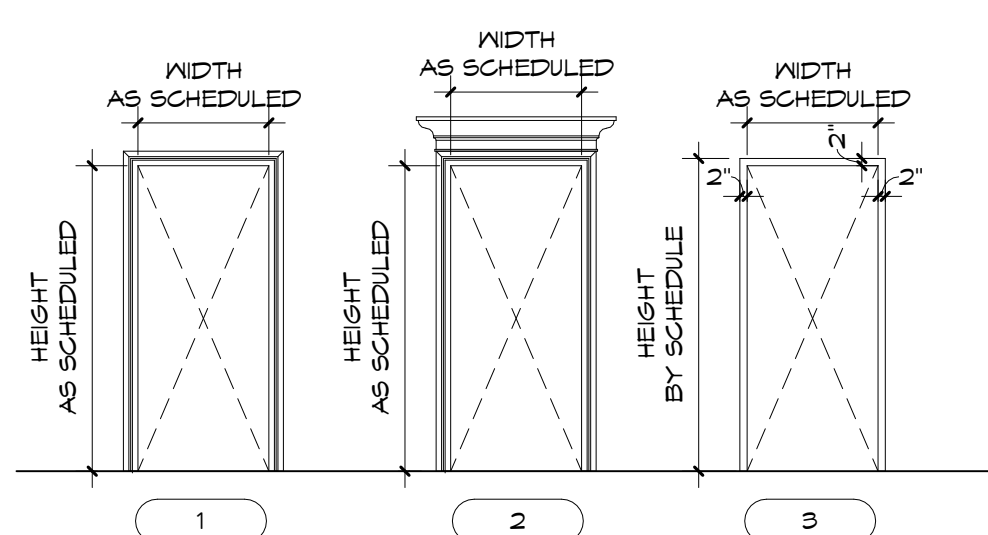
MARK	WIDTH	HEIGHT	TYPE	DOOR MATERIAL	FINISH	TYPE	FRAME MATERIAL	FINISH	GLAZING TYPE	HEADER	JAMB	THRESHOLD	COMMENTS
101	4' - 0"	8' - 0"	D	AL	FF	2	STOREFRONT	FF	IR	-	-	-	REFER TO STOREFRONT DETAILS, PANIC HARDWARE, CARD READER ACCESS
102B	3' - 0"	8' - 0"	A	WD	PT	2	WD	PT	-	1/A6.10	8/A6.10	-	ACCESS CONTROL BY BUTTON, PEEP HOLE
103	3' - 0"	8' - 0"	A	WD	PT	2	WD	PT	-	1/A6.10	8/A6.10	-	ACCESS CONTROL BY BUTTON, PEEP HOLE
115	3' - 0"	8' - 0"	A	WD	PT	2	WD	PT	-	1/A6.10	8/A6.10	-	CARD READER ACCESS
115A	3' - 0"	8' - 0"	A	WD	PT	2	WD	PT	-	1/A6.10	8/A6.10	-	PANIC HARDWARE, 180 DEGREE SWING
126	3' - 0"	8' - 0"	A	WD	PT	1	WD	PT	-	4/A6.10	8/A6.10	1/A6.10	CARD READER ACCESS
126B	3' - 0"	7' - 0"	B	HM	PT	3	HM	PT	-	12/A6.10	13/A6.10	9/A6.10	CARD READER ACCESS, PANIC HARDWARE

DOOR TYPES

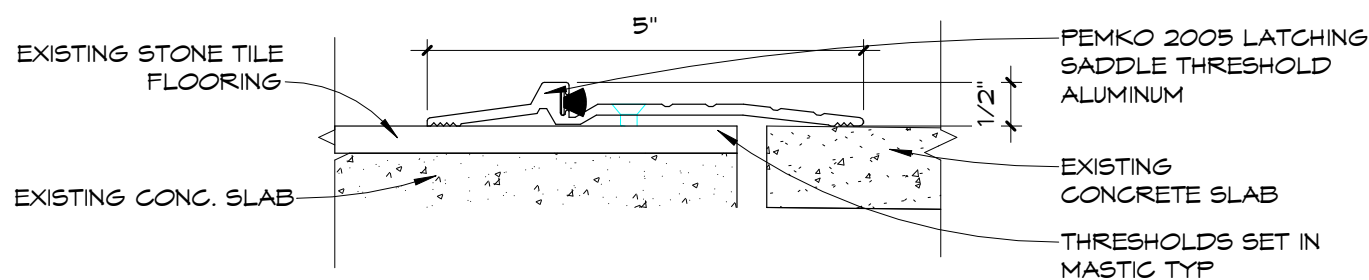


NOTE:
1. DOOR FRAMES 1 & 2 ARE TO MATCH EXISTING.
2. VERIFY OPENING SIZES FOR NEW WINDOWS & DOORS TO BE INSTALLED IN EXISTING OPENINGS.
3. DOOR JAMB AND TRIM TO MATCH EXISTING.

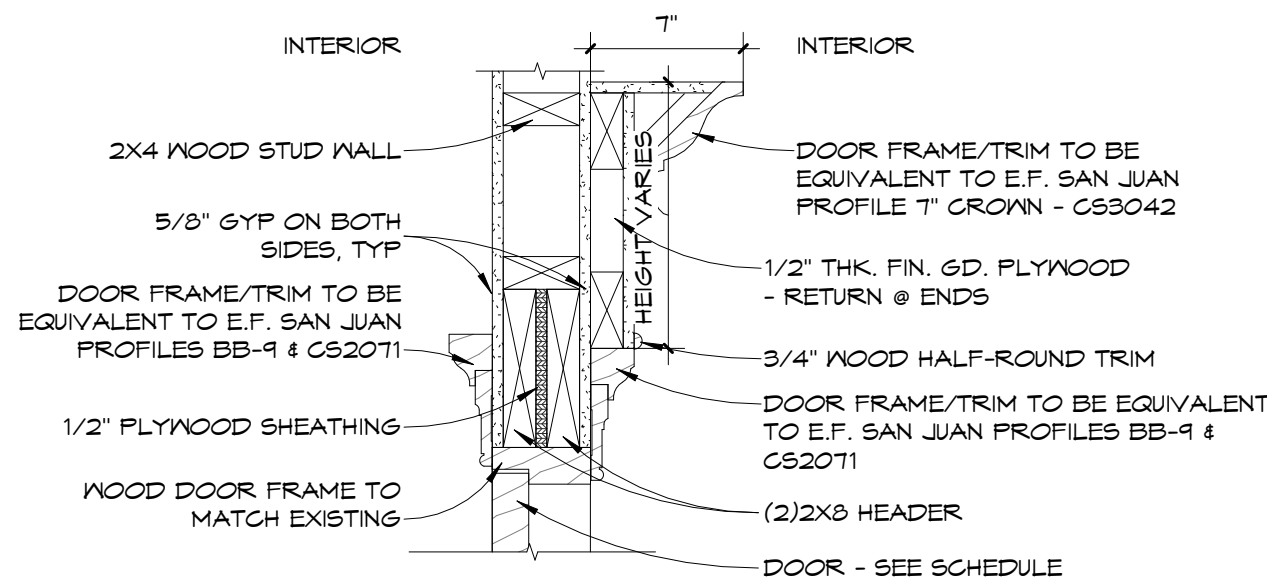
FRAME TYPES



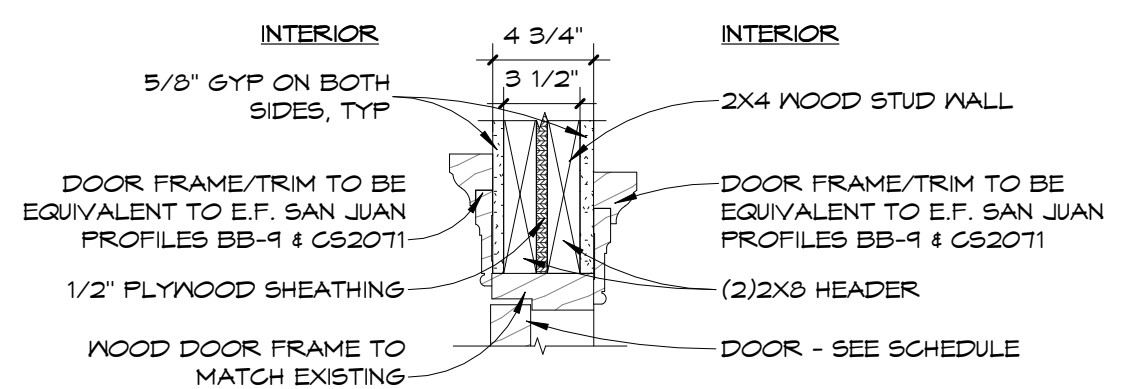
1 INT. THRESHOLD CT/FT 6" = 1'-0"



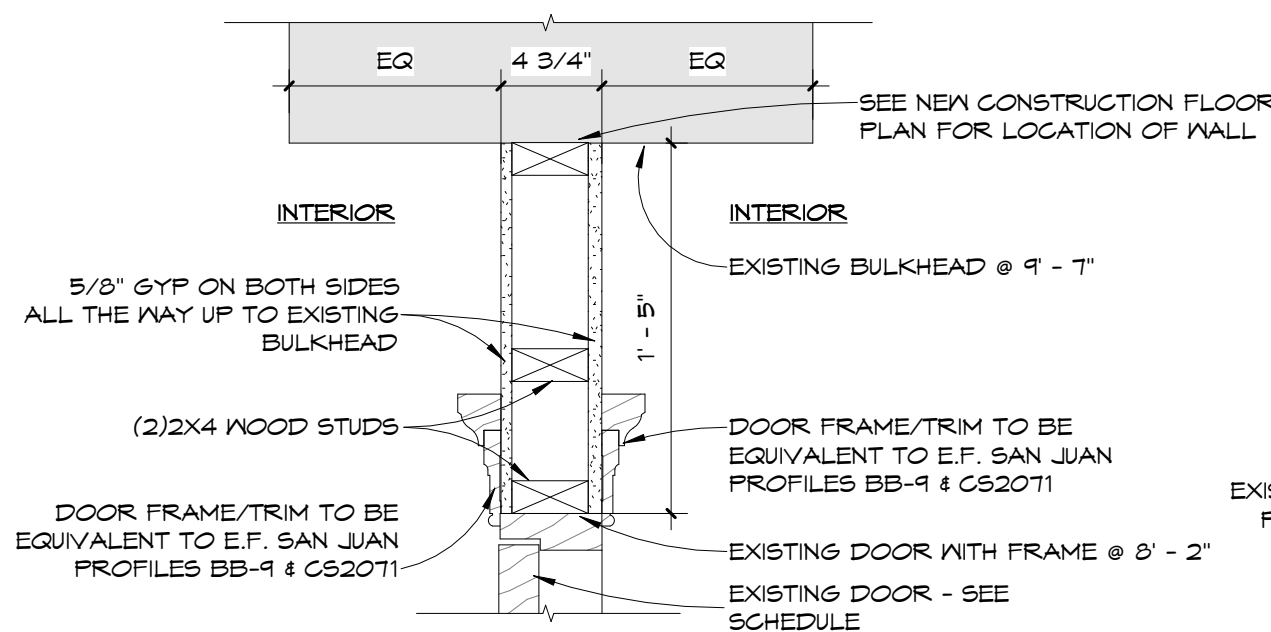
9 EXT. THRESHOLD FT/CONC 6" = 1'-0"



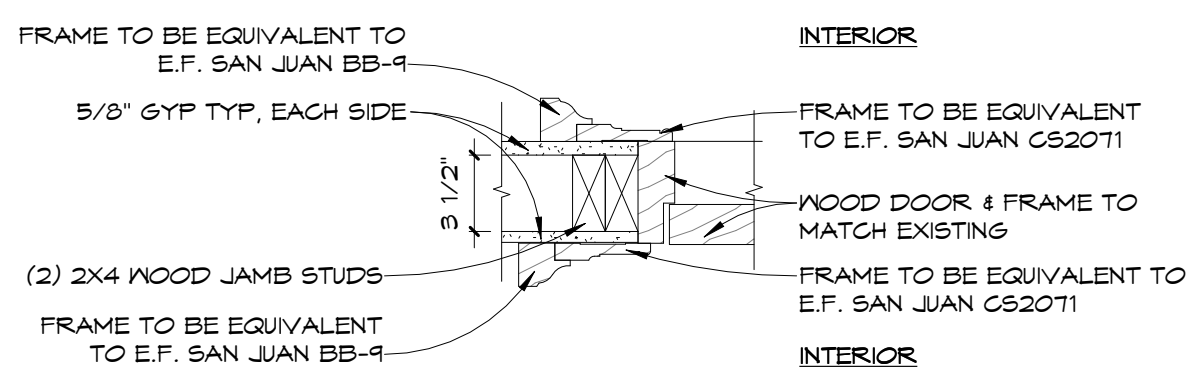
7 INT. DOOR HEAD #1 1 1/2" = 1'-0"



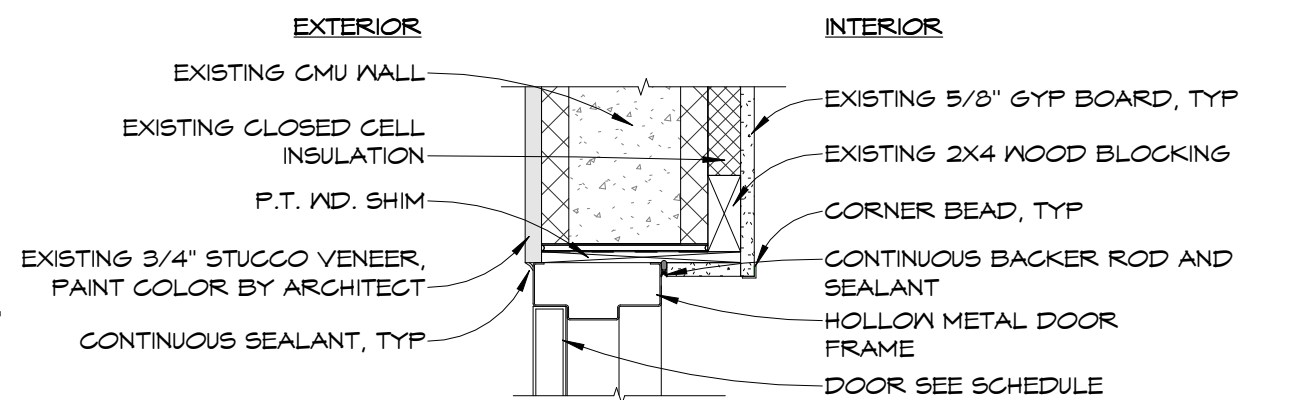
4 INT. DOOR HEAD #3 1 1/2" = 1'-0"



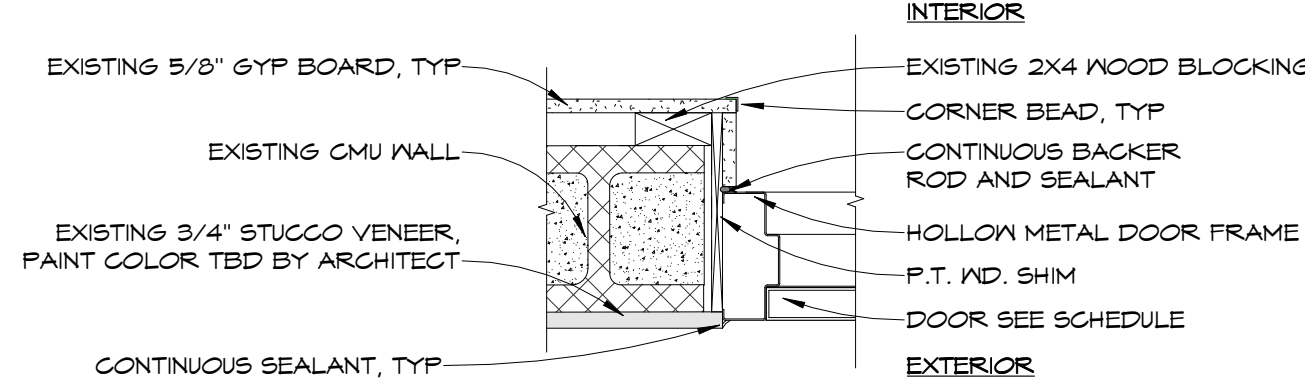
15 INT. DOOR HEAD #4 1 1/2" = 1'-0"



8 INT. DOOR JAMB #1 1 1/2" = 1'-0"



12 EXT. DOOR HEAD #2 1 1/2" = 1'-0"



13 EXT. DOOR JAMB #2 1 1/2" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

NOTE:
1. ALL INTERIOR CONDITIONS ARE TAKEN FROM EXISTING DRAWINGS, VERIFY CONDITIONS, IF NEEDED.
2. DOOR FRAMES 1 & 2 ARE TO MATCH EXISTING.
3. VERIFY OPENING SIZES FOR NEW WINDOWS & DOORS TO BE INSTALLED IN EXISTING OPENINGS.
4. DOOR JAMB AND TRIM TO MATCH EXISTING.



CITY OF MARY ESTHER, FL
PROJECT:
CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

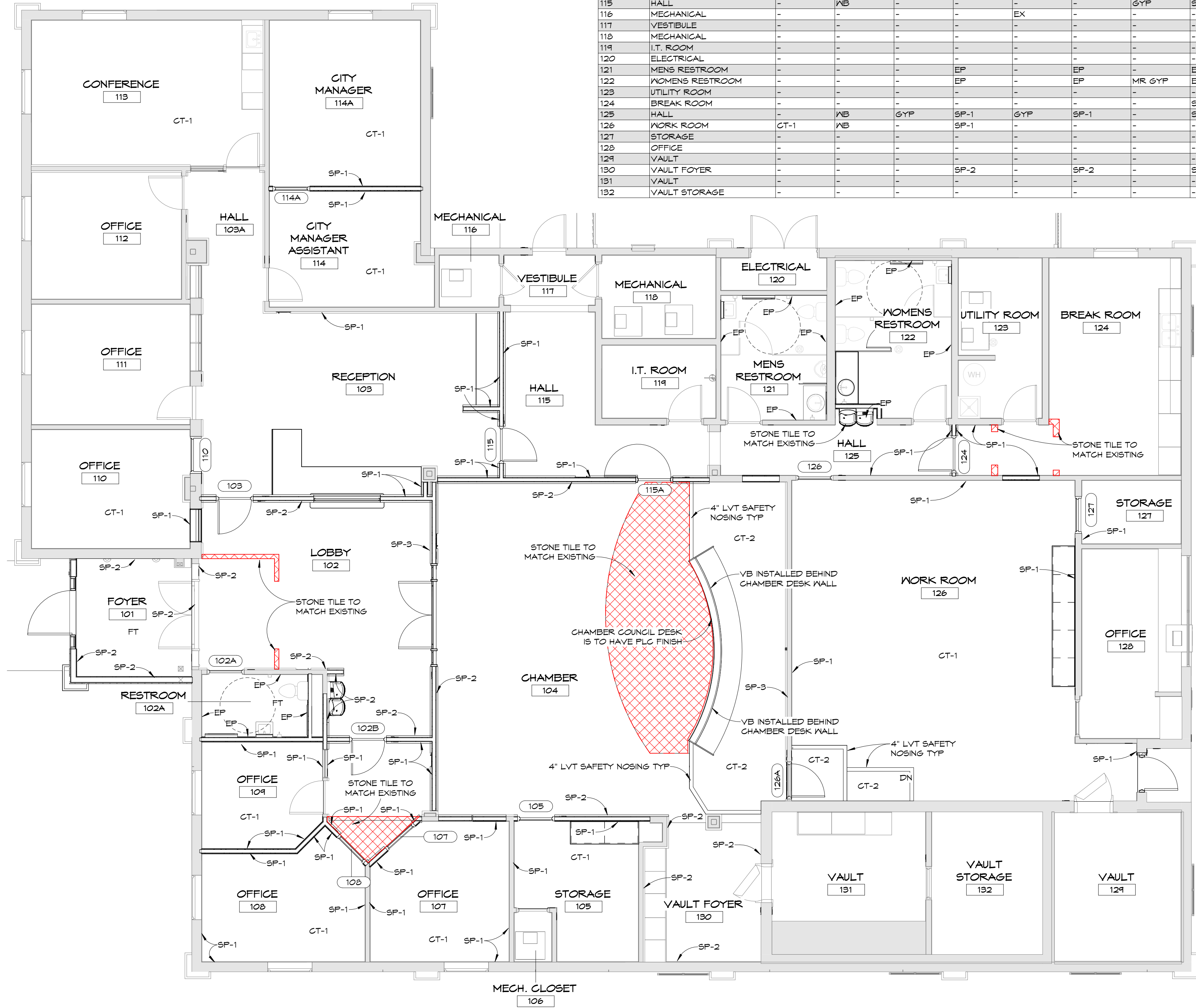
SEAL:

BID SET
CONSTRUCTION
DOCUMENTS

SCALE:		DATE:	
As indicated		09/10/2024	
DRAWN BY:		CHECKED BY:	
JD, JP, MA		JS	
NO	REVISION		DATE

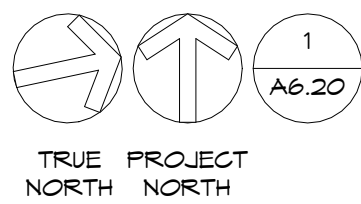
SHEET TITLE:
DOOR SCHEDULE & DETAILS

PROJECT NO: 4315-02 SHEET NO: A6.10



ROOM FINISH SCHEDULE														
NUMBER	NAME	FINISHES		NORTH WALL		EAST WALL		SOUTH WALL		WEST WALL		CEILING		COMMENTS
		FLOOR	BASE	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	MATERIAL	FINISH	
101	FOYER	FT	NB	-	SP-2	-	SP-2	GYP	SP-2	GYP	SP-2	-	-	VARIES
102	LOBBY	-	NB	GYP	SP-2	GYP	SP-3	GYP	SP-2	GYP	SP-2	ACT-1	FF	10'- 0"
102A	RESTROOM	FT	TB	-	EP	MR GYP	EP	MR GYP	EP	-	EP	VGT	FF	10'- 0"
102B	HALL	-	NB	GYP	SP-1	GYP	SP-1	GYP	SP-1	GYP	SP-1	ACT-1	FF	13'- 0"
103	RECEPTION	-	NB	-	-	GYP	SP-1	GYP	SP-1	-	-	-	-	10'- 0"
103A	HALL	-	-	-	-	-	-	-	-	-	-	-	-	10'- 0"
104	CHAMBER	-	NB	GYP	SP-2	-	SP-3	GYP	SP-2	GYP	SP-2	-	-	VARIES
105	STORAGE	CT-1	NB	GYP	SP-1	-	-	-	-	-	-	-	-	10'- 0"
106	MECH. CLOSET	-	-	-	-	-	-	-	-	-	-	-	-	13'- 0"
107	OFFICE	CT-1	NB	GYP	SP-1	-	-	-	-	GYP	SP-1	-	-	10'- 0"
108	OFFICE	CT-1	NB	GYP	SP-1	-	-	-	-	-	-	-	-	10'- 0"
109	OFFICE	CT-1	NB	GYP	SP-1	-	SP-1	GYP	SP-1	-	-	ACT-1	FF	10'- 0"
110	OFFICE	CT-1	NB	-	-	GYP	SP-1	-	-	-	-	-	-	10'- 0"
111	OFFICE	-	-	-	-	-	-	-	-	-	-	-	-	10'- 0"
112	OFFICE	-	-	-	-	-	-	-	-	-	-	-	-	10'- 0"
113	CONFERENCE	CT-1	-	-	-	-	-	-	-	-	-	-	-	VARIES
114	CITY MANAGER ASSISTANT	CT-1	NB	GYP	SP-1	-	-	-	-	-	-	-	-	10'- 0"
114A	CITY MANAGER	CT-1	NB	-	-	-	-	GYP	SP-1	-	-	-	-	10'- 0"
115	HALL	-	NB	-	-	-	-	GYP	SP-1	GYP	SP-1	-	-	10'- 0"
116	MECHANICAL	-	-	-	-	EX	-	-	-	-	-	-	-	9'- 5"
117	VESTIBULE	-	-	-	-	-	-	-	-	-	-	-	-	10'- 0"
118	MECHANICAL	-	-	-	-	-	-	-	-	-	-	-	-	8'- 6"
119	IT ROOM	-	-	-	-	-	-	-	-	-	-	-	-	10'- 0"
120	ELECTRICAL	-	-	-	-	-	-	-	-	-	-	-	-	13'- 0"
121	MENS RESTROOM	-	-	-	EP	-	EP	-	EP	-	EP	-	-	10'- 0"
122	WOMENS RESTROOM	-	-	-	EP	-	EP	MR GYP	EP/TL	-	EP	-	-	10'- 0"
123	UTILITY ROOM	-	-	-	-	-	-	-	-	-	-	-	-	13'- 0"
124	BREAK ROOM	-	-	-	-	-	-	-	-	GYP	SP-1	-	-	10'- 0"
125	HALL	-	NB	GYP	SP-1	GYP	SP-1	-	SP-1	-	-	-	-	10'- 0"
126	WORK ROOM	CT-1	NB	-	SP-1	-	-	-	-	-	SP-1	-	-	10'- 0"
127	STORAGE	-	-	-	-	-	-	-	-	-	SP-1	-	-	10'- 0"
128	OFFICE	-	-	-	-	-	-	-	-	-	-	-	-	10'- 0"
129	VAULT	-	-	-	-	-	-	-	-	-	-	-	-	10'- 6"
130	VAULT FOYER	-	-	-	SP-2	-	SP-2	-	SP-2	-	SP-2	-	-	10'- 0"
131	VAULT	-	-	-	-	-	-	-	-	-	-	-	-	10'- 6"
132	VAULT STORAGE	-	-	-	-	-	-	-	-	-	-	-	-	10'- 6"

ROOM FINISH LEGEND	
FLOOR FINISH MATERIAL:	
CT-1	- CARPET TILE TO MATCH EXISTING
CT-2	- CARPET TILE
FT	- STONE TILE FLOORING TO MATCH EXISTING
LVT	- LUXURY VINYL TILE NOSING
BASE MATERIAL:	
TB	- 4" TILE WALL BASE
NB	- WOOD WALL BASE TO MATCH EXISTING
VB	- VINYL WALL BASE
WALL MATERIAL:	
GYP	- GYPSUM WALL BOARD
TL	- WALL TILE
CASEWORK:	
PLC	- PLASTIC LAMINATE CABINETS
WALL FINISH:	
EP	- IMPERVIOUS EPOXY PAINT
SP-1	- SATIN PAINT
SP-2	- SATIN PAINT
SP-3	- SATIN PAINT ACCENT
CEILING MATERIAL:	
ACT-1	- ACOUSTICAL CEILING TILE_XL
GYP	- GYPSUM BOARD (WATER RESISTANT AT RESTROOMS)
EXP	- EXPOSED STRUCTURE
ACT-2	- VINYL GYP LAY-IN TILE
CEILING FINISH:	
FF	- FACTORY FINISH
FP	- FLAT PAINT
ROOM FINISH NOTES:	
-ALL EXISTING FLOORING IS TO REMAIN AND BE PRESERVED FOR REUSE UNLESS NOTED OTHERWISE.	
-PATCH AND FILL EXISTING HOLES IN TILE FLOORING.	
-CROSSHATCH LINES INDICATE AREAS WHERE AFTER DEMOLITION EXISTING CONCRETE WILL BE EXPOSED AND NEW FLOORING WILL BE INSTALLED.	
-PAINT COLORS BY ARCHITECT.	



NEW CONSTRUCTION FLOOR PATTERN PLAN

3/16" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION



CONSULTANT:

CONSULTANT:

CONSULTANT:

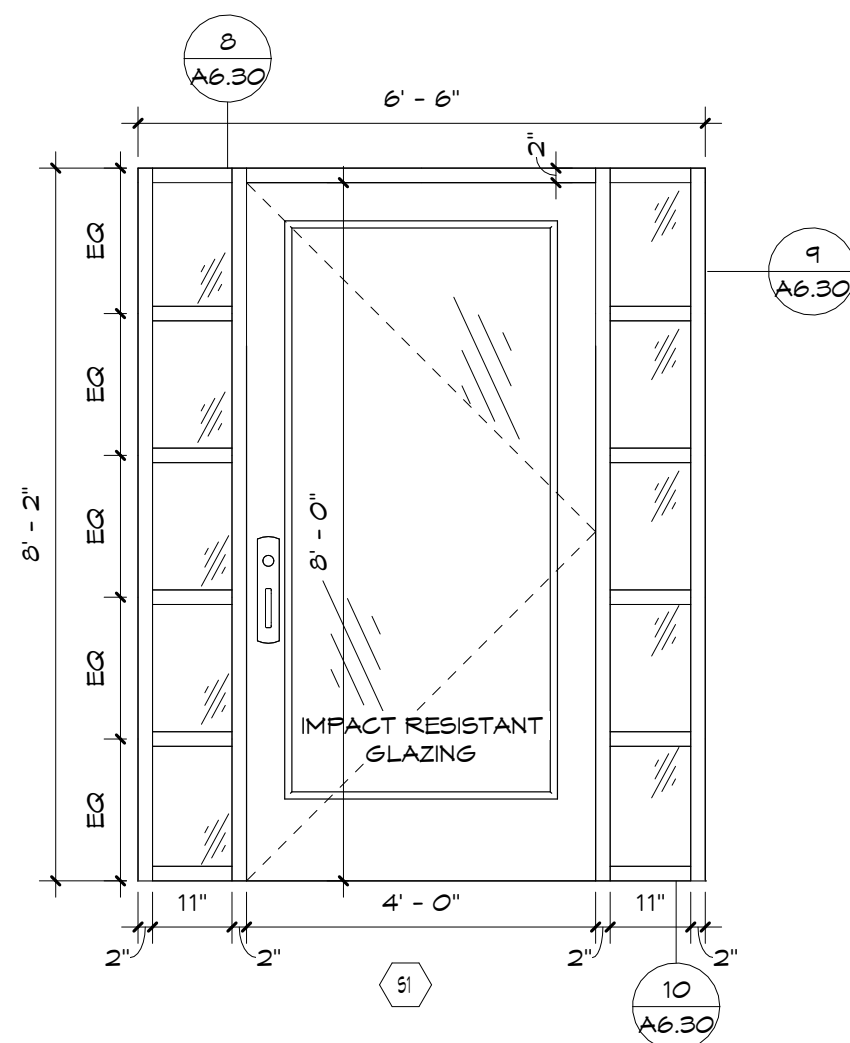
SEAL:

BID SET CONSTRUCTION DOCUMENTS

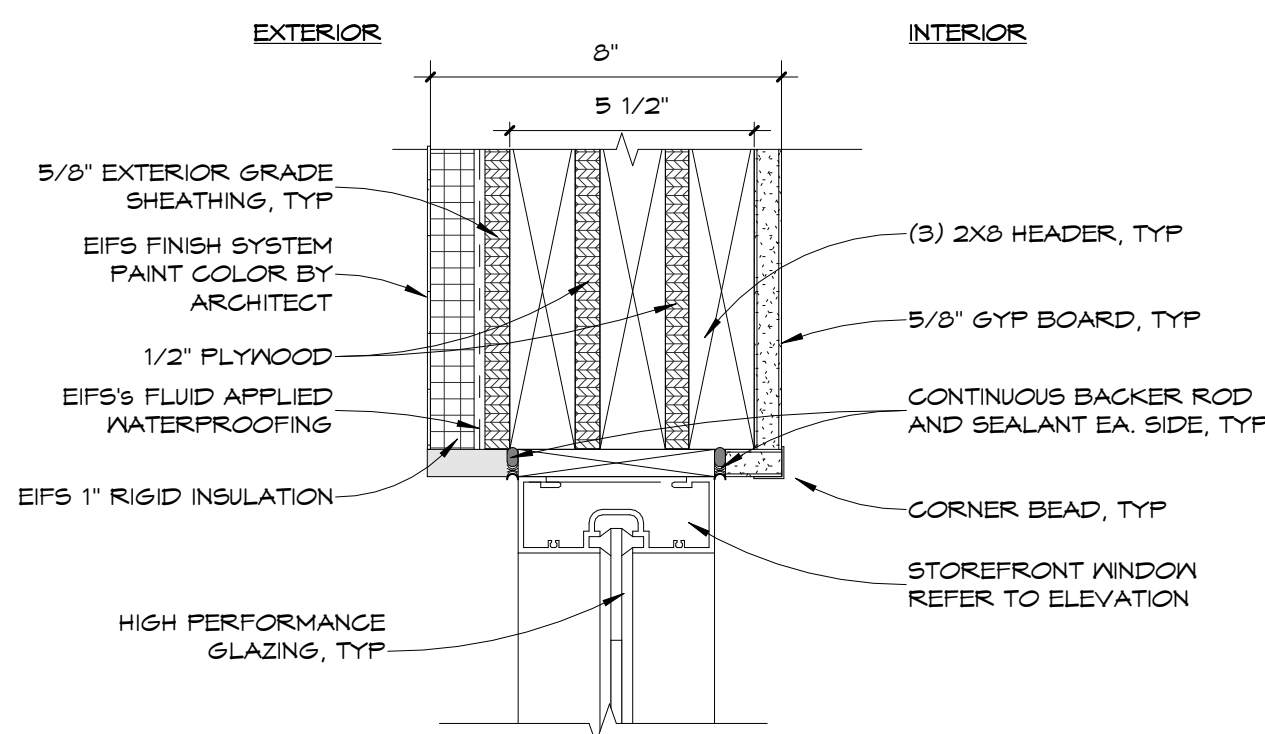
SCALE:	DATE:	
As indicated	09/10/2024	
DRAWN BY:	CHECKED BY:	
JD, JP, MA	JS	
NO	REVISION	DATE

SHEET TITLE: ROOM FINISH SCHEDULE

PROJECT NO: 4315-02 SHEET NO: A6.20

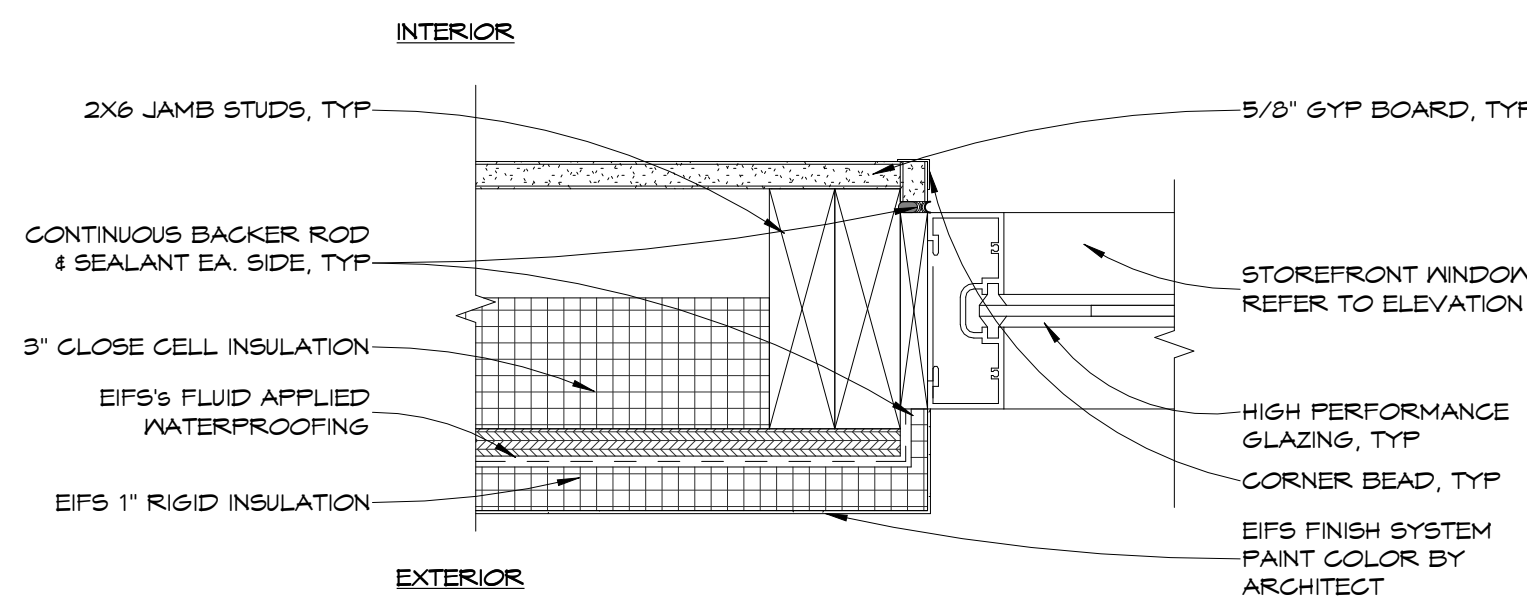


1. STOREFRONT DIMENSIONS ARE SHOWN IN ELEVATION
2. DETAILS ARE REFERENCED ON ELEVATION
3. EXTERIOR ALUMINUM STOREFRONT SHALL BE ANODIZED ALUMINUM FINISH
4. EXTERIOR GLASS SHALL BE ACCORDING TO GLAZING SPECIFICATIONS 08.50.00



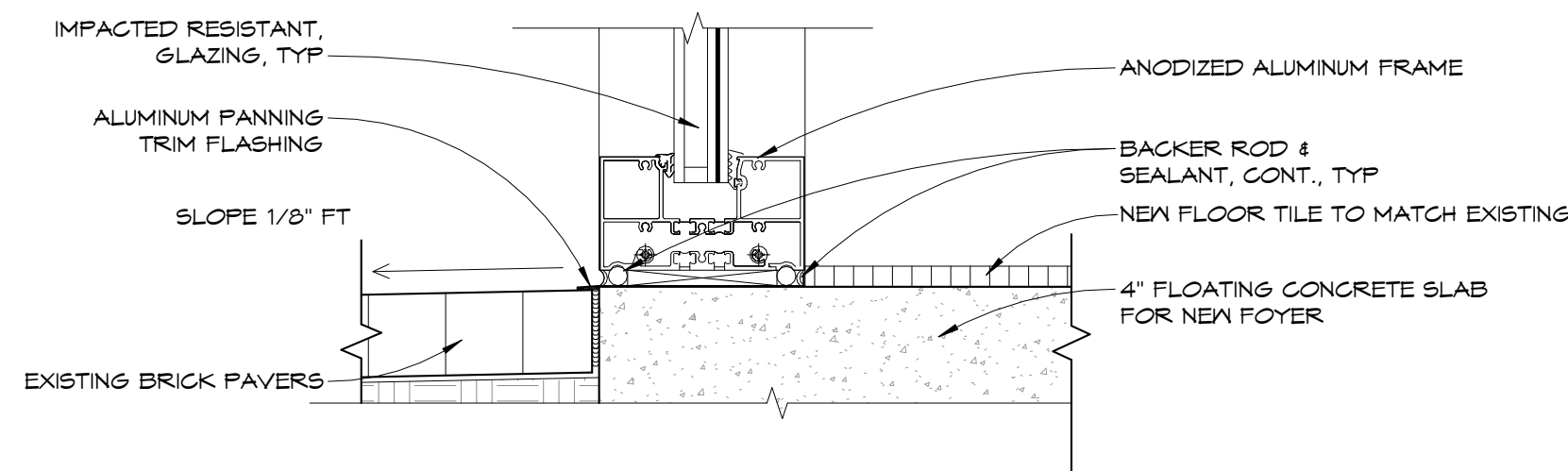
STOREFRONT HEAD DETAIL

8 A6.30 3" = 1'-0"



STOREFRONT JAMB DETAIL

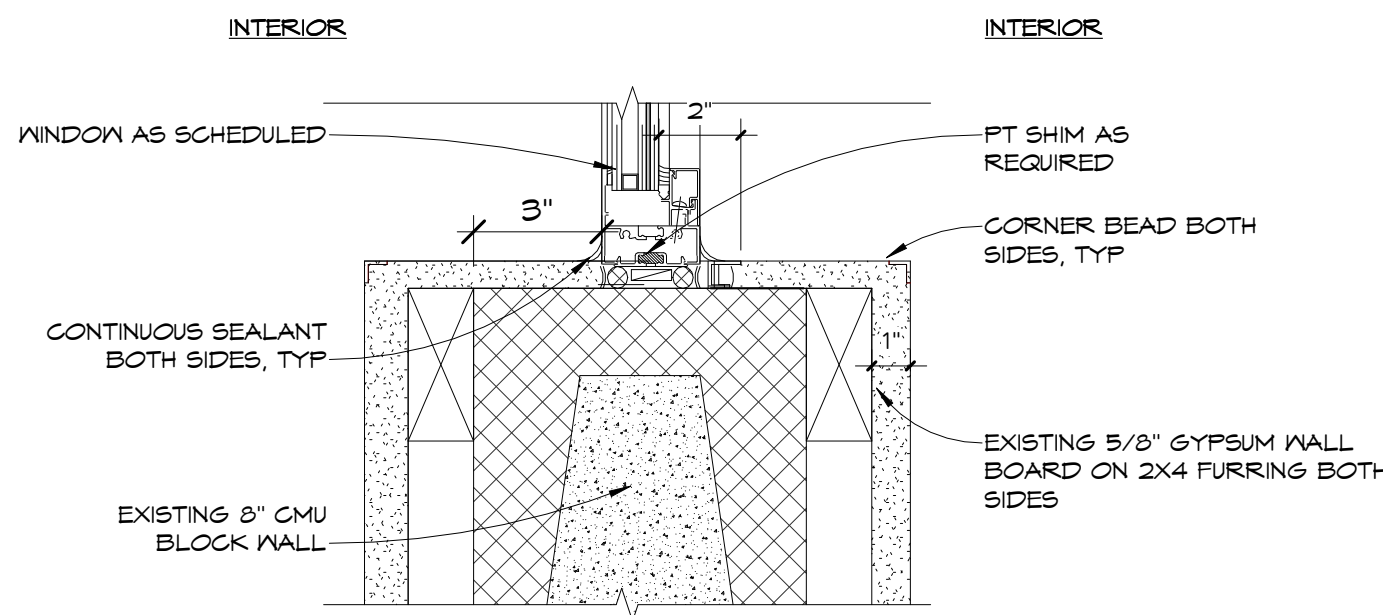
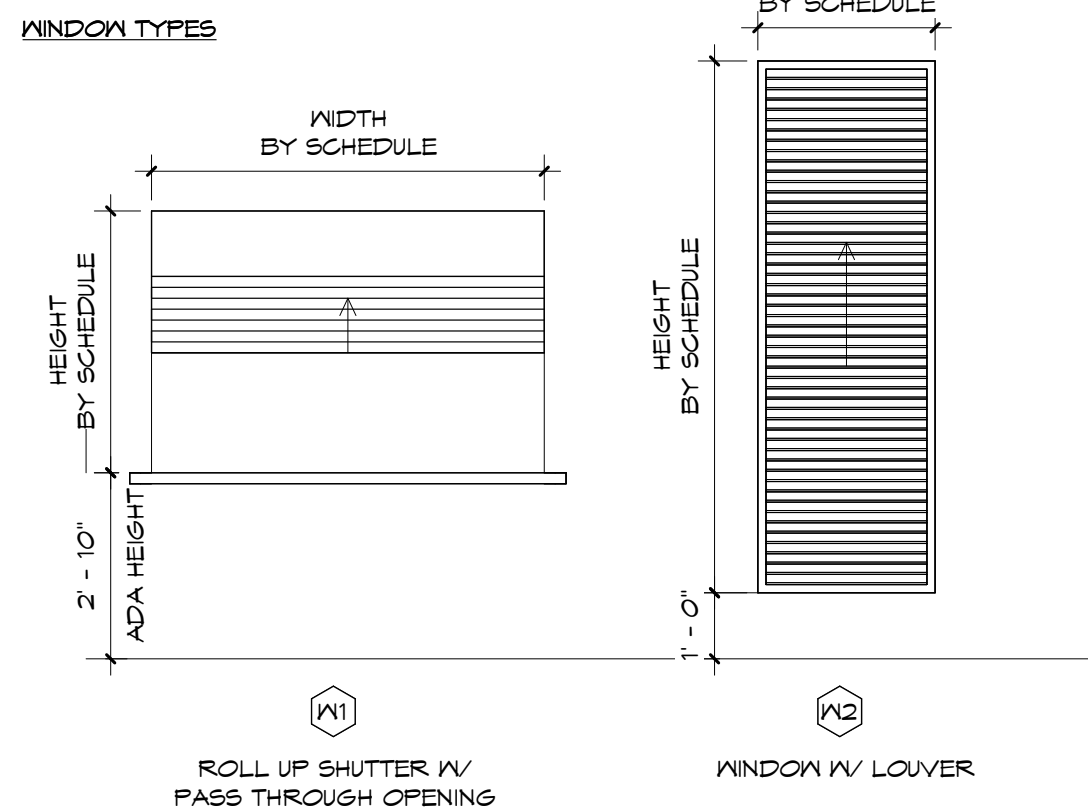
9 A6.30 3" = 1'-0"



EXT. STOREFRONT SILL

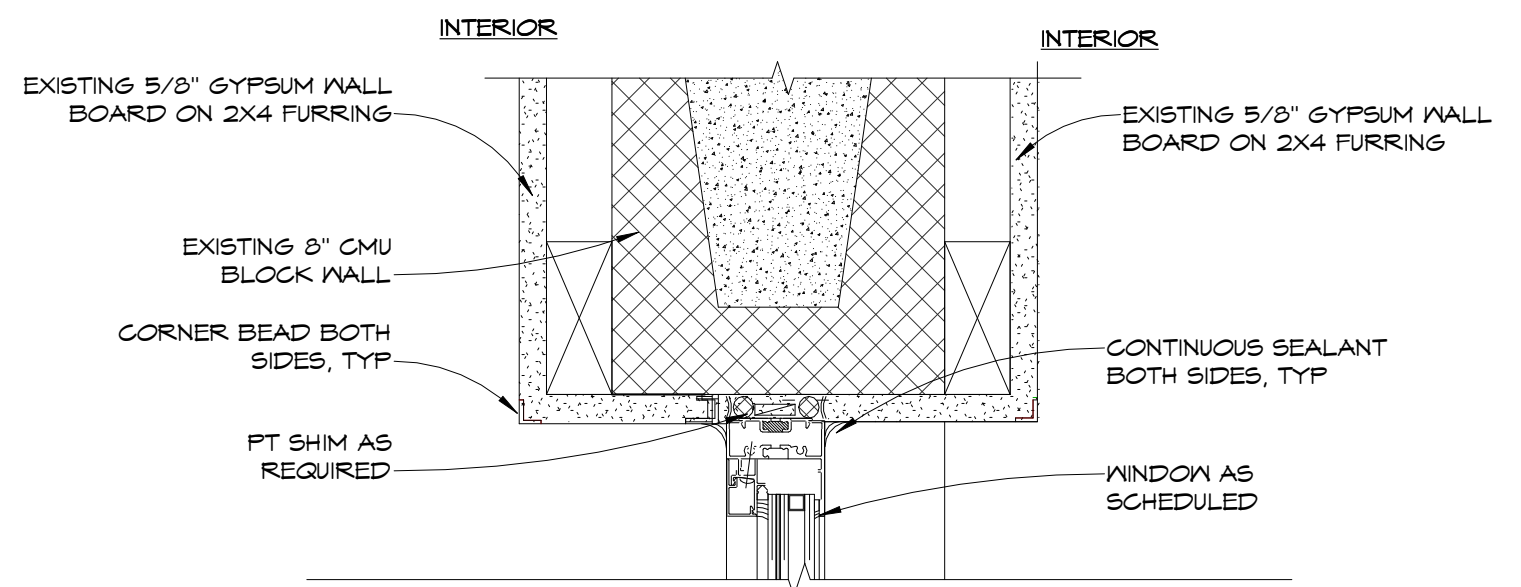
10 A6.30 3" = 1'-0"

WINDOW SCHEDULE									
TYPE MARK	DESCRIPTION	DIMENSIONS			COUNT	DETAILS			COMMENTS
		WIDTH	HEIGHT	SILL HEIGHT		HEADER	JAMB	SILL	
W1	ROLL UP SHUTTER W/ PASS THROUGH OPENING	6' - 0"	4' - 0"	2' - 8"	1	4/A6.30	5/A6.30	3/A6.30	RELOCATED EXISTING WINDOW
W2	WINDOW W/ LOUVER	3' - 0"	8' - 0"	1' - 0"	1	2/A6.30	1/A6.30	6/A6.30	



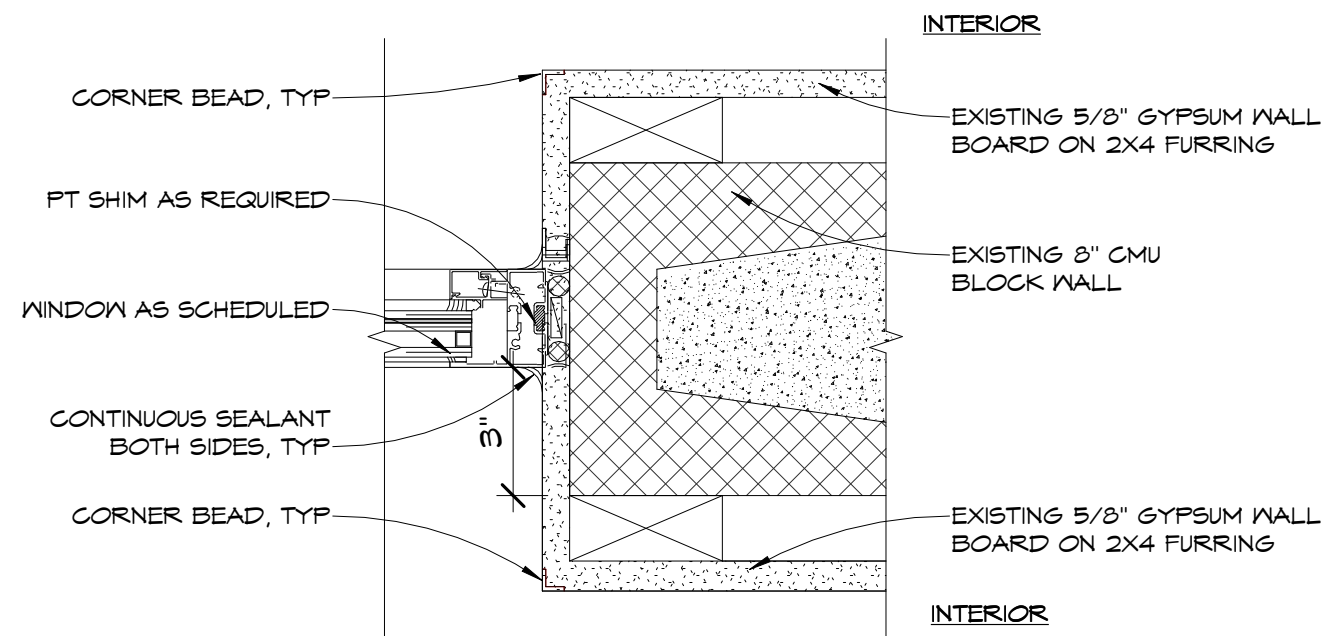
WINDOW SILL

6 A6.30 3" = 1'-0"



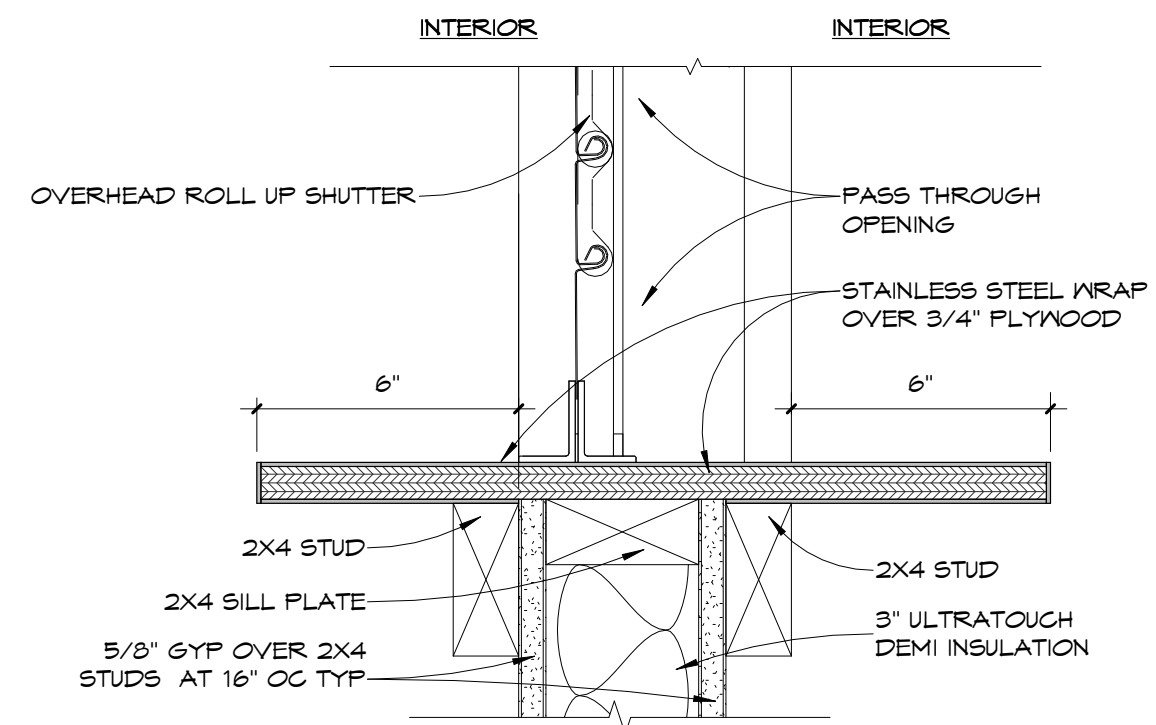
WINDOW HEAD DETAIL

2 A6.30 3" = 1'-0"



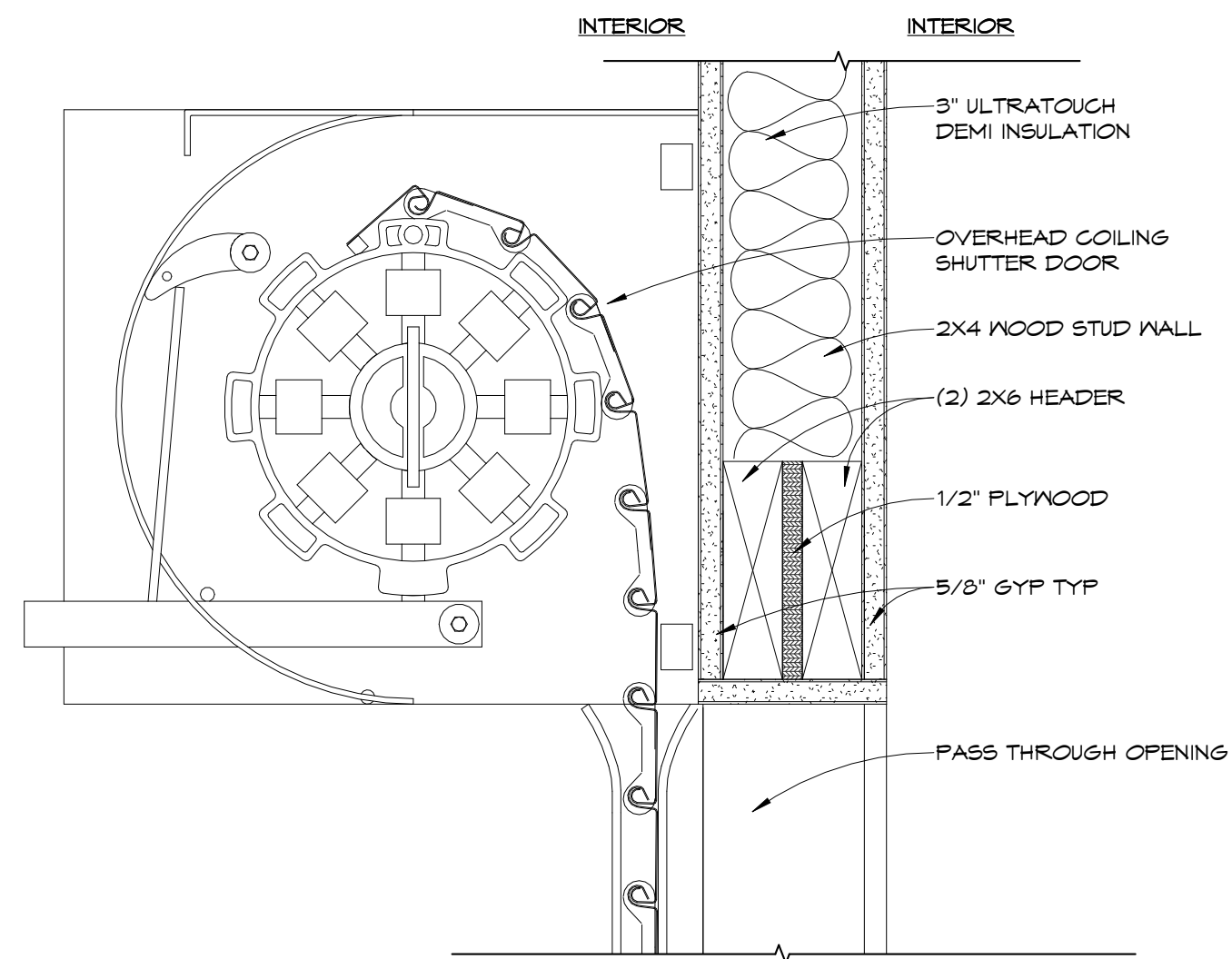
WINDOW JAMB DETAIL

1 A6.30 3" = 1'-0"



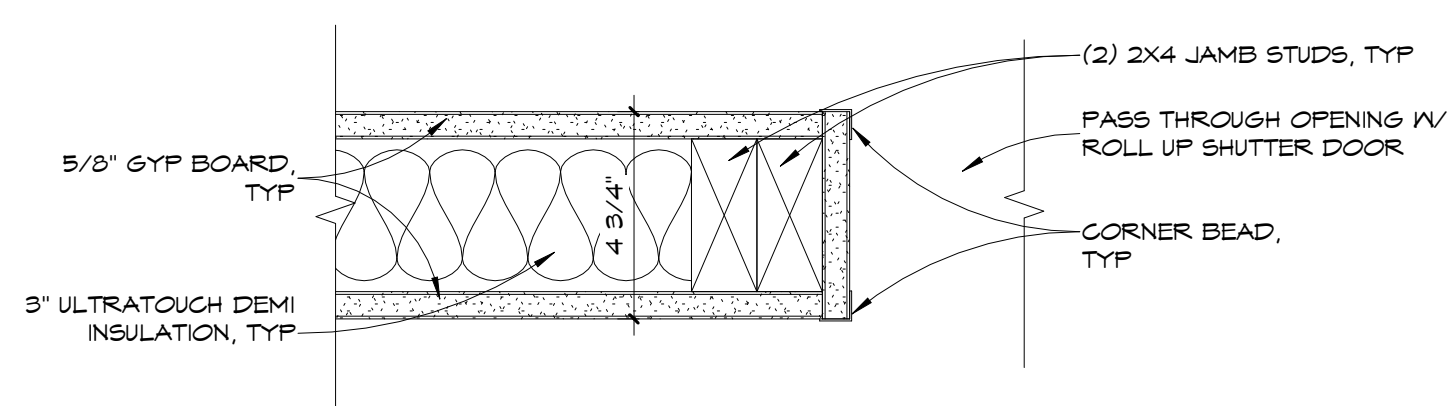
PASS THROUGH OPENING SILL

3 A6.30 3" = 1'-0"



PASS THROUGH OPENING HEAD DETAIL

4 A6.30 3" = 1'-0"



PASS THROUGH OPENING JAMB DETAIL

5 A6.30 3" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

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103 W 5TH STREET
PANAMA CITY, FL 32401
(850) 257-5400



CITY OF MARY ESTHER, FL

CLIENT:
THE CITY OF
Mary Esther
FLORIDA

PROJECT:
CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

BID SET
CONSTRUCTION
DOCUMENTS

SCALE:	DATE:	
As indicated	09/10/2024	
DRAWN BY:	CHECKED BY:	
JD, JP, MA	JS	
NO	REVISION	DATE

SHEET TITLE:
WINDOW & STOREFRONT SCHEDULE & DETAILS

PROJECT NO: 4315-02
SHEET NO: A6.30

SIGNAGE TYPE LEGEND

01

02

03

04

05

06

07

FIREFIGHTER SAFETY WARNING SIGNS

FOR STRUCTURES WITH LIGHT-FRAME TRUSS-TYPE CONSTRUCTION

IN ACCORDANCE WITH FLORIDA ADMINISTRATIVE CODE 69A-3.012

ADA NOTES: THE FOLLOWING RULES APPLY TO SIGNS THAT IDENTIFY A ROOM, SPACE OR AREA. INFORMATIONAL AND DIRECTIONAL SIGNS DO NOT REQUIRE BRAILLE OR RAISED CHARACTERS, HOWEVER MAY FOLLOW MANY OF THE OTHER REQUIREMENTS.

- ADA SIGNS ARE REQUIRED FOR BOTH PUBLIC ACCESS AND ALL EMPLOYEE AREAS.
- SIGNS SHALL HAVE NON-GLARE FINISH WITH CONTRASTING COLORS.
- PICTOGRAMS SHALL BE IN THEIR 6" HEIGHT FIELD. ADD AN ISA SYMBOL IF ACCESSIBLE.
- SIGNS THAT IDENTIFY A ROOM, SPACE, OR AREA SHALL HAVE RAISED CHARACTERS AND BRAILLE.
- A 3/8" MINIMUM MARGIN IS REQUIRED AROUND ALL RAISED ELEMENTS, INCLUDING BRAILLE.
- LINE SPACING SHALL BE 35-10% OF CHARACTER HEIGHT.

- CHARACTERS MUST BE BETWEEN 5/8" AND 2" WITH A MINIMUM OF 1/8" SPACING.
- CHARACTERS MUST BE SANS SERIF AND ALL UPPERCASE.
- FONT SHALL BE ADA COMPLAINT, NOT OVERLAY BOLD, CONDENSED, ITALIC, ETC.
- A 1" HIGH SPACE IS NEEDED FOR ONE LINE OF BRAILLE.
- BRAILLE SHALL BE ALL TOGETHER AND 3/8" TO 1/2" BELOW LAST LINE OF TEXT.
- GRADE II (TWO) BRAILLE WILL BE ACRYLIC RASTER BALLS COUNTERSUNK IN SIGN FACE. (ENGRAVED BRAILLE MAY BE USED, BUT MUST COMPLY WITH ALL LATEST ADA AND ANSI REGULATIONS).

NOTES: APPLIES FOR ALL SIGN TYPES

- SIGNS WILL BE MADE OF 1/8" THICK IMPACT-MODIFIED ACRYLIC MATERIALS. 1. (MATERIAL HERE)
- SIGN EDGES WILL SQUARE WITH 1/2" CORNER RADIUS.
- PROVIDE 1/4" COUNTER SUNK SCREEN HOLE FOR EACH REQUIRED SCREEN. 1. USE 1/4" TYPE 316 STAINLESS STEEL TAMPER RESISTANT SCREENS. 2. PROVIDE COMMERCIAL GRADE EXPANSION ANCHORS TO SUIT WALL CONSTRUCTION.
- FOR ANY SIGNAGE ADHERED TO GLASS, PROVIDE A BLANK BACK-UP PANEL ON THE OPPOSITE SIDE SO THAT THE ADHESIVES CANNOT BE SEEN.

- LETTERING WILL BE FONT TYPE (FONT TYPE HERE) WITH FONT TYPE AS INDICATED.
- COLORS WILL BE (COLOR HERE) BACKGROUND WITH (COLOR HERE) LETTERING.

SIGNAGE SCHEDULE							
DOOR NUMBER	FROM ROOM:		TO ROOM:		TYPE	SIGNAGE TEXT	LOCATION
	NUMBER	NAME	NUMBER	NAME			
101	101	FOYER	101	FOYER	01	EXIT	1
101			01	R	01	R	1
102	102	LOBBY	101	FOYER	01	FOYER	2
102	101	FOYER	102	LOBBY	01	LOBBY	2
102A	102	LOBBY	102A	RESTROOM	03	RESTROOM	1
102B	102	LOBBY	102B	HALL	01	HALL	1
102B	102B	HALL	102	LOBBY	01	HALL	1
103	102	LOBBY	103	RECEPTION	01	RECEPTION	1
103	103	RECEPTION	102	LOBBY	01	LOBBY	1
104	102	LOBBY	104	CHAMBER	01	CHAMBER	1
104	104	CHAMBER	102	LOBBY	01	LOBBY	1
105	104	CHAMBER	105	STORAGE	01	STORAGE	1
106	105	STORAGE	106	MECH. CLOSET	01	MECHANICAL CLOSET	3
107	102B	HALL	107	OFFICE	02	OFFICE	1
108	102B	HALL	108	OFFICE	02	OFFICE	1
109	102B	HALL	109	OFFICE	02	OFFICE	3
110	103	RECEPTION	110	OFFICE	02	OFFICE	1
111	103	RECEPTION	111	OFFICE	02	OFFICE	1
112	103A	HALL	112	OFFICE	02	OFFICE	1
113	103A	HALL	113	CONFERENCE	01	CONFERENCE	3
114	103A	HALL	114	CITY MANAGER ASSISTANT	02	OFFICE	1
114	114	CITY MANAGER ASSISTANT	103A	HALL	01	HALL	1
115	103	RECEPTION	115	HALL	01	HALL	1
115	115	HALL	103	RECEPTION	01	RECEPTION	1
115A	104	CHAMBER	115	HALL	01	HALL	1
115A	115	HALL	104	CHAMBER	01	CHAMBER	1
116	117	VESTIBULE	116	MECHANICAL	01	MECHANICAL	3
117	117	VESTIBULE	117	VESTIBULE	01	EXIT	1
117			117	VESTIBULE	01	VESTIBULE	1
118	117	VESTIBULE	118	MECHANICAL	01	MECHANICAL	3
119	115	HALL	119	I.T. ROOM	01	I.T. ROOM	1
120			120	ELECTRICAL	01	ELECTRICAL	1
121	125	HALL	121	MENS RESTROOM	05	MENS RESTROOM	1
122	125	HALL	122	WOMENS RESTROOM	04	WOMENS RESTROOM	1
123	124	BREAK ROOM	123	UTILITY ROOM	01	UTILITY ROOM	1
124	125	HALL	124	BREAK ROOM	01	BREAK ROOM	1
124	124	BREAK ROOM	125	HALL	01	HALL	1
126	125	HALL	126	WORK ROOM	01	WORK ROOM	1
126	126	WORK ROOM	125	HALL	01	HALL	1
126A	104	CHAMBER	126	WORK ROOM	01	WORK ROOM	1
126A	126	WORK ROOM	104	CHAMBER	01	CHAMBER	1
126B	126	WORK ROOM			01	EXIT	1
126B			126	WORK ROOM	01	WORK ROOM	3
126B			126	WORK ROOM	01	R	1
127	126	WORK ROOM	127	STORAGE	01	STORAGE	1
128	126	WORK ROOM	128	OFFICE	02	OFFICE	1
129	126	WORK ROOM	129	VAULT	01	VAULT	1
131	130	VAULT FOYER	131	VAULT	01	RECORDS ROOM 1	1
131	131	VAULT	130	VAULT FOYER	01	VAULT FOYER	1
132	131	VAULT	132	VAULT STORAGE	01	RECORDS ROOM 2	1
1144	114	CITY MANAGER ASSISTANT	114A	CITY MANAGER	02	OFFICE	1

SIGN #1

GRAPHICS LOGO FILE TO BE PROVIDED

SIGN #2

CAST LETTER SIGNAGE WITH STANDOFF ATTACHMENTS - SIZE: 6"H, FINISH: ALUMINUM, FONT: ARIAL PLACEMENT: CENTERED OVER COMMISSION CHAMBER DOOR ON THE LOBBY SIDE

SIGN #3

CAST LETTER SIGNAGE WITH STANDOFF ATTACHMENTS - SIZE: 6"H, FINISH: ALUMINUM, FONT: ARIAL PLACEMENT: CENTERED OVER RECEPTION WINDOW

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

103 W 5TH STREET
PANAMA CITY, FL 32401
(850) 257-5400

CLIENT:

CITY OF MARY ESTHER, FL

PROJECT:

CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

BID SET CONSTRUCTION DOCUMENTS

SCALE: As indicated	DATE: 09/10/2024	
DRAWN BY: JD, JP, MA	CHECKED BY: JS	
NO	REVISION	DATE

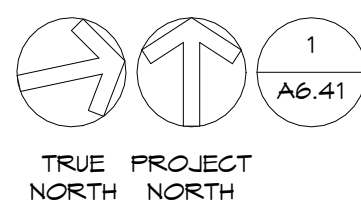
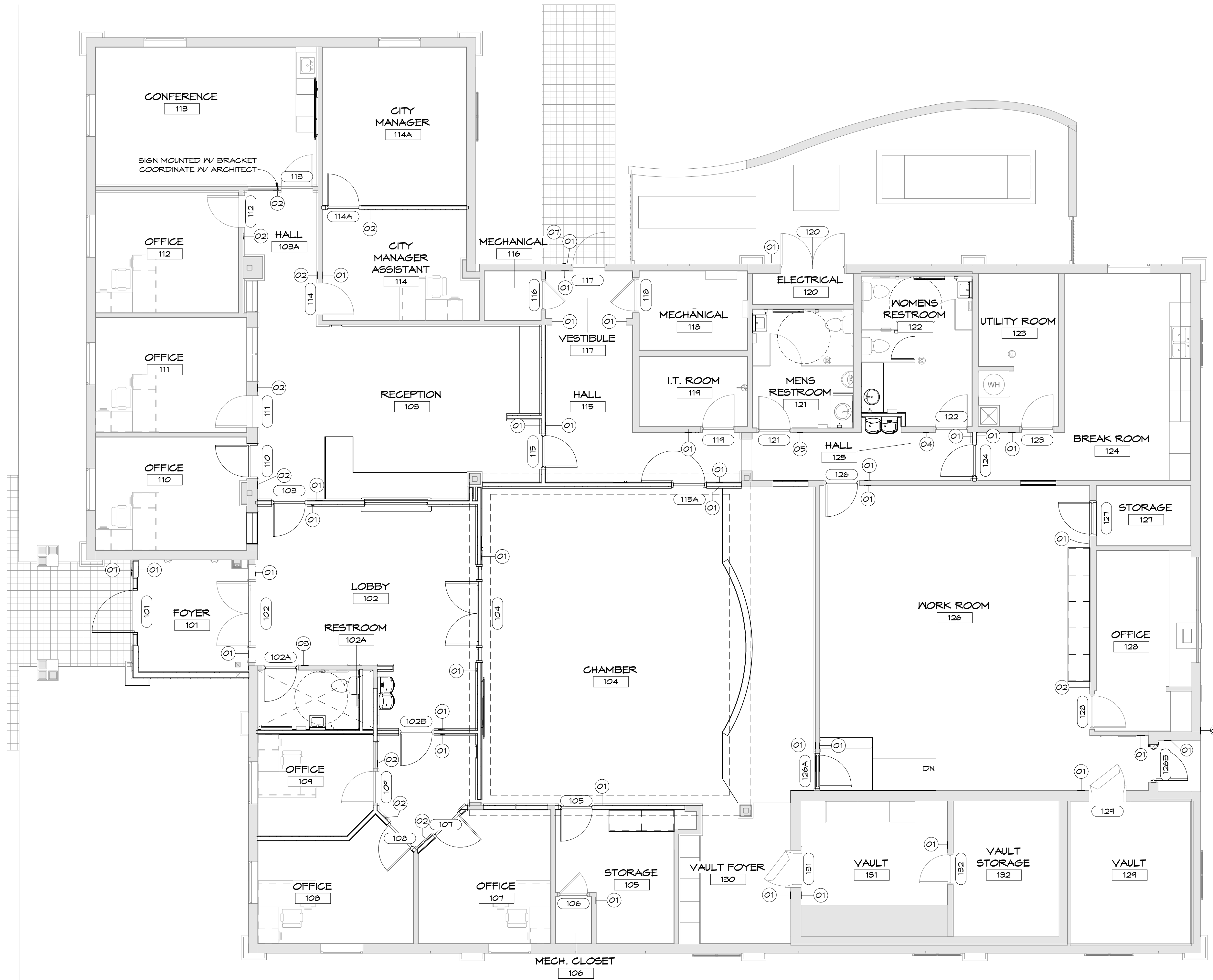
SHEET TITLE:

SIGNAGE SCHEDULE

PROJECT NO: 4315-02

SHEET NO: A6.40

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NEW CONSTRUCTION - SIGNAGE PLAN

3/16" = 1'-0"

DOOR SIGNAGE LOCATION LEGEND SCALE: 1/2" / 1'-0"

LOCATION #4

LOCATION #5

LOCATION #1

LOCATIONS #1, #2, #3

LOCATION #1

LOCATION #3

LOCATION #2

RIGHT SIDE OF 2 ACTIVE LEAVES

GENERAL SIGN LOCATION NOTES

- CENTER SIGN BETWEEN AN 18" MINIMUM AREA AND THE "CENTER OF THE TACTILE CHARACTERS".
- SIGNS CONTAINING TACTILE CHARACTERS SHALL BE LOCATED SO THAT A CLEAR FLOOR SPACE OF 18" BY 18" MINIMUM, CENTERED TO THE TACTILE CHARACTERS, IS PROVIDED BEYOND THE ARC OF ANY DOOR SWING BETWEEN THE CLOSED POSITION AND 45 DEGREE OPEN POSITION.
- MAXIMUM MOUNTING HEIGHT OF TACTILE CHARACTERS IS 60" ABOVE FLOOR BASELINE OF CHARACTERS.
- MINIMUM MOUNTING HEIGHT OF BRAILLE IS 48" ABOVE FLOOR TO BASELINE OF BRAILLE CELLS.
- ROOM SIGN TO BE MOUNTED ON THE LATCH SIDE OF THE DOOR.
- ON DOUBLE DOORS WITH BOTH LEAFS ACTIVE, THE SIGN SHALL BE MOUNTED ON THE RIGHT SIDE.
- WHERE THERE IS NOT ENOUGH WALL SPACE FOR MOUNTING THE SIGN USE NEAREST ADJACENT WALL.
- CEILING OR WALL PROJECTION SIGNS MUST HAVE MINIMUM CLEARANCE OF 80" FROM BOTTOM OF SIGN TO THE FLOOR.
- LOCATION: SUSPENDED FROM CEILING CENTERED ON EACH DOOR (WOMEN AND MEN). TOP OF SIGN SHOULD MEASURE 12" DOWN FROM THE CEILING. THE SIGN IS 8"H. THE BOTTOM OF SIGN SHOULD MEASURE 9'4" FROM FLOOR.
- THE SIGN SHOULD HANG PERPENDICULAR AND 1' AWAY FROM THE RESTROOM ENTRANCE WALL INTO THE LOBBY SPACE.
- CHARACTERS SHOULD BE BETWEEN 5/8" AND 2" WITH A MINIMUM OF 1/8" SPACINGS. BRAILLE IS NOT NEEDED ON THESE SIGNS.

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

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SCALE: As indicated DATE: 09/10/2024

DRAWN BY: JD, JP, MA CHECKED BY: JS

NO	REVISION	DATE

SHEET TITLE:
SIGNAGE PLAN

PROJECT NO: 4315-02 SHEET NO: A6.41

GENERAL ELECTRICAL NOTES:

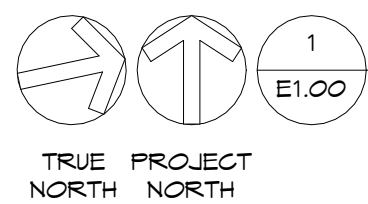
1. CONTRACTOR SHALL FIELD-VERIFY ALL EXISTING CONDITIONS PRIOR TO BEGINNING ANY WORK, AND SHALL IMMEDIATELY NOTIFY THE ARCHITECT OF ANY DISCREPANCIES. FAILURE TO DO SO INDICATES THAT THE CONTRACTOR ACCEPTS THE CONDITIONS AS THEY EXIST, AND SHALL PERFORM THE WORK REQUIRED AS SHOWN AND SPECIFIED.
2. ALL EXPOSED CONDUITS, BOXES, STRAPS AND HANGERS IN THE CONTRACT AREA WHETHER NEW OR EXISTING THAT ARE PART OF THE ELECTRICAL SYSTEM SHALL BE PAINTED TO MATCH ADJACENT FINISH.
3. FIRE ALARM LOW VOLTAGE SOURCE AND BATTERY STANDBY SHALL ENERGIZE ALL ITEMS IN FIRE ALARM SYSTEM THAT REQUIRE POWER.
4. ANY ELECTRICAL EQUIPMENT, CONDUIT, AND WIRE SIZE CHANGES SHALL BE SUBMITTED FOR APPROVAL. THE ELECTRICAL CONTRACTOR SHALL OBTAIN AND REVIEW THE MECHANICAL AND SPECIAL EQUIPMENT SUBMITTALS PRIOR TO SUBMITTING THE ELECTRICAL.
5. FINAL CONNECTION TO ALL DRY TYPE TRANSFORMERS SHALL BE WITH FLEXIBLE CONDUIT CONNECTION.
6. ALL EXIT AND EMERGENCY FIXTURES SHALL BE CONNECTED TO LIGHT CIRCUIT AHEAD OF LOCAL SWITCH. FINAL CONNECTION TO ALL MOTORS SHALL BE WITH FLEXIBLE CONDUIT CONNECTION. EQUIPMENT LOCATION TO PROVIDE NATIONAL ELECTRIC CODE REQUIRED ACCESS SPACE.
7. VERIFY ALL DOOR SWINGS WITH ARCHITECTURAL DRAWINGS PRIOR TO ROUGHING-IN WALL FOR SWITCHES. AND LOCATION OF EQUIPMENT WHICH IS FURNISHED BY OTHERS AND CONNECTED BY ELECTRICAL. PROVIDE GREEN GROUND CONDUCTOR IN ALL CIRCUITS - SIZE PER N.E.C.
8. PROVIDE CONCRETE MARKER AT END OF ALL CONDUITS STUBBED OUT OF BUILDING FOR FUTURE USE. MARKER SHALL BE 6" DIA X 18" HIGH WITH 2" ABOVE FINISHED GRADE. INSCRIBE IN TOP OF MARKER "E" FOR ELECTRICAL, "T" FOR TELEPHONE, "V" FOR TV CABLE, "F" FOR FIRE ALARM, AND "IC" FOR INTERCOM.
9. ALL PANELBOARDS, BACKBOARDS, TERMINAL CABINETS, ETC. WHETHER NEW OR EXISTING SHALL HAVE CUSTOM ENGRAVED MICA-TA NAMEPLATE MECHANICALLY AFFIXED IDENTIFYING SYSTEM.
10. LOCATION OF LIGHTING FIXTURES, DISCONNECT SWITCHES, ETC. FOR MECHANICAL EQUIPMENT/ROOM SHALL BE COORDINATED WITH FINAL MECHANICAL.
11. CONTRACTOR TO COORDINATE WITH FOR RECEPTACLES, SWITCHES AND COVERPLATES COLOR SHALL BE SELECTED BY THE ARCHITECT FROM STANDARD COLORS.
12. CONTRACTOR SHALL COORDINATE ALL WORK WITH OTHER TRADES PRIOR TO INSTALLATION. REFER TO MECHANICAL AND PLUMBING DRAWINGS FOR EXACT SIZE AND LOCATIONS.
13. ALL EXISTING CONDITIONS ARE TAKEN FROM EXISTING DRAWINGS, VERIFY CONDITIONS, IF NEEDED.

ELECTRICAL FIXTURE LEGEND

- DUPLEX OUTLET
- 84" DUPLEX OUTLET WITH MOUNTING HEIGHT
- GF DUPLEX OUTLET, GROUND FAULT INTERRUPTED
- WP DUPLEX OUTLET IN WATERPROOF BOX
- DOUBLE DUPLEX OUTLET
- DUPLEX OUTLET IN-FLOOR
- FIRE / SMOKE DETECTOR
- OCCUPANCY SENSOR
- SWITCH
- DIMMER SWITCH
- 3-WAY SWITCH
- CARD READER
- DATA OUTLET
- EMERGENCY LIGHT FIXTURE WITH BATTERY BACKUP

ADDITIONAL NOTES:

1. ELECTRICAL CONTRACTOR TO PROVIDE PANEL SCHEDULE AND POWER RISER DIAGRAM FOR ALL NEW AND EXISTING.
2. ALL TV COAX LINES TO HAVE A JUNCTION BOX ON WALL WITH 2 LINES TO JUNCTION BOX ON LEVEL.
3. GENERAL DUPLEX OUTLETS SHALL BE MOUNTED 18" A.F.F. , TYP.
4. OUTLETS ABOVE COUNTERS, SINKS, ETC. SHALL BE MOUNTED SO THAT THE BOTTOM OF THE FIXTURE IS 5" ABOVE THE SURFACE, TYP.



EXISTING POWER PLAN

3/16" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

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JD, JP, MA		JS	
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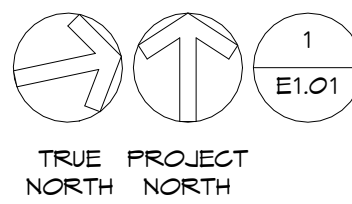
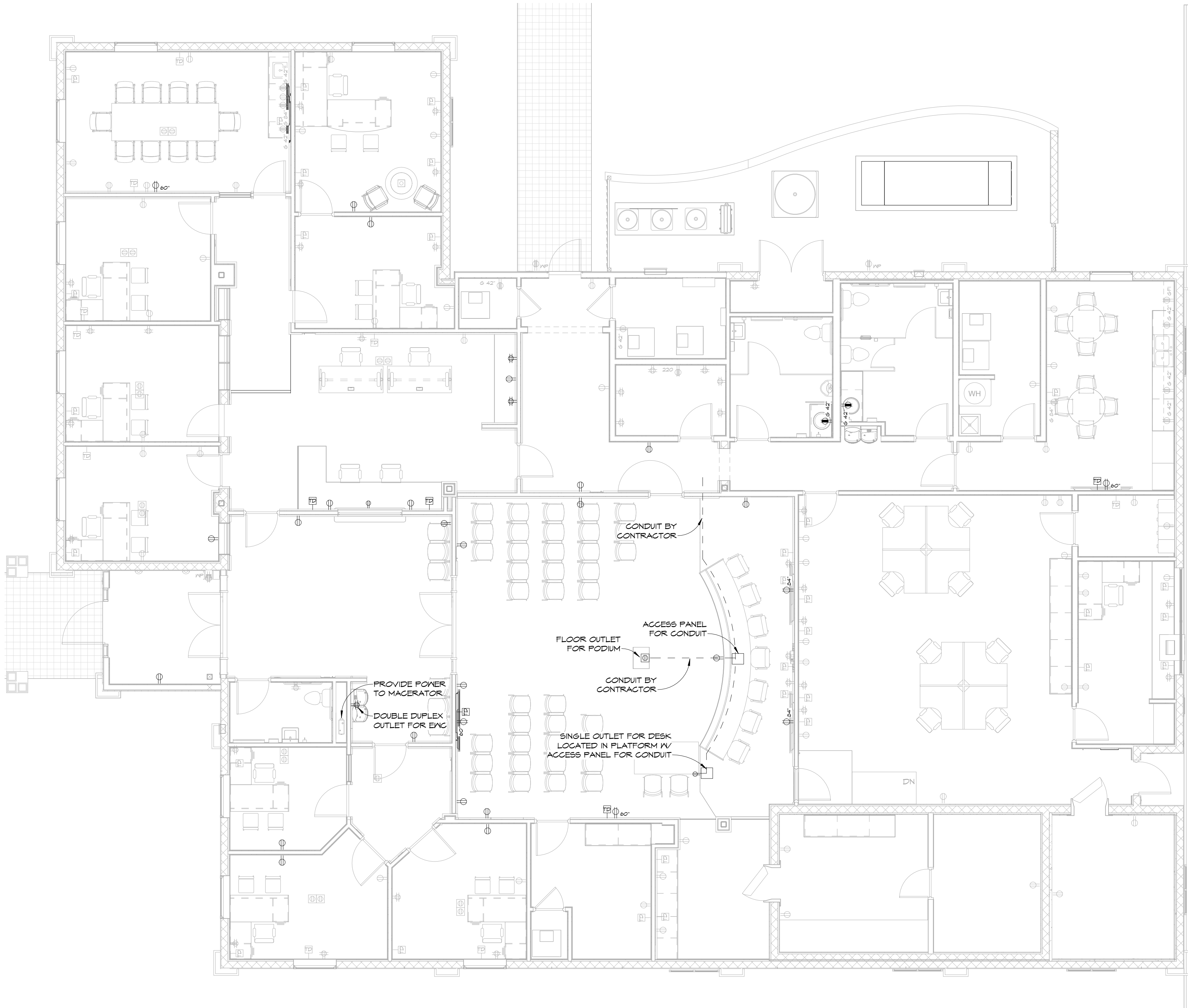
SHEET TITLE:
EXISTING ELECTRICAL POWER PLAN

PROJECT NO:
4315-02

SHEET NO:
E1.00

- ELECTRICAL FIXTURE LEGEND**
- ⏏ DUPLEX OUTLET
 - ⏏ 24" DUPLEX OUTLET WITH MOUNTING HEIGHT
 - ⏏ 6FI DUPLEX OUTLET, GROUND FAULT INTERRUPTED
 - ⏏ WP DUPLEX OUTLET IN WATERPROOF BOX
 - ⏏= DOUBLE DUPLEX OUTLET
 - ⏏= DUPLEX OUTLET IN-FLOOR
 - ⦿ FIRE / SMOKE DETECTOR
 - ⦿ OCCUPANCY SENSOR
 - \$ SWITCH
 - \$D DIMMER SWITCH
 - \$3 3-WAY SWITCH
 - \$ CR CARD READER
 - TD DATA OUTLET
 - ⏏ EMERGENCY LIGHT FIXTURE WITH BATTERY BACKUP

- ADDITIONAL NOTES:**
- ELECTRICAL CONTRACTOR TO PROVIDE PANEL SCHEDULE AND POWER RISER DIAGRAM FOR ALL NEW AND EXISTING.
 - ALL TV COAX LINES TO HAVE A JUNCTION BOX ON WALL WITH 2 LINES TO JUNCTION BOX ON LEVEL.
 - GENERAL DUPLEX OUTLETS SHALL BE MOUNTED 18" A.F.F., TYP.
 - OUTLETS ABOVE COUNTERS, SINKS, ETC. SHALL BE MOUNTED SO THAT THE BOTTOM OF THE FIXTURE IS 8" ABOVE THE SURFACE, TYP.



NEW CONSTRUCTION ELECTRICAL POWER PLAN

3/16" = 1'-0"

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NO	REVISION	DATE

SHEET TITLE:
NEW CONSTRUCTION ELECTRICAL POWER PLAN

PROJECT NO: 4315-02
SHEET NO: E1.01

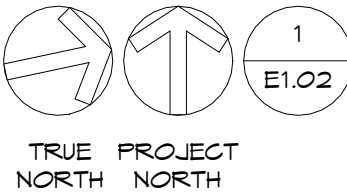
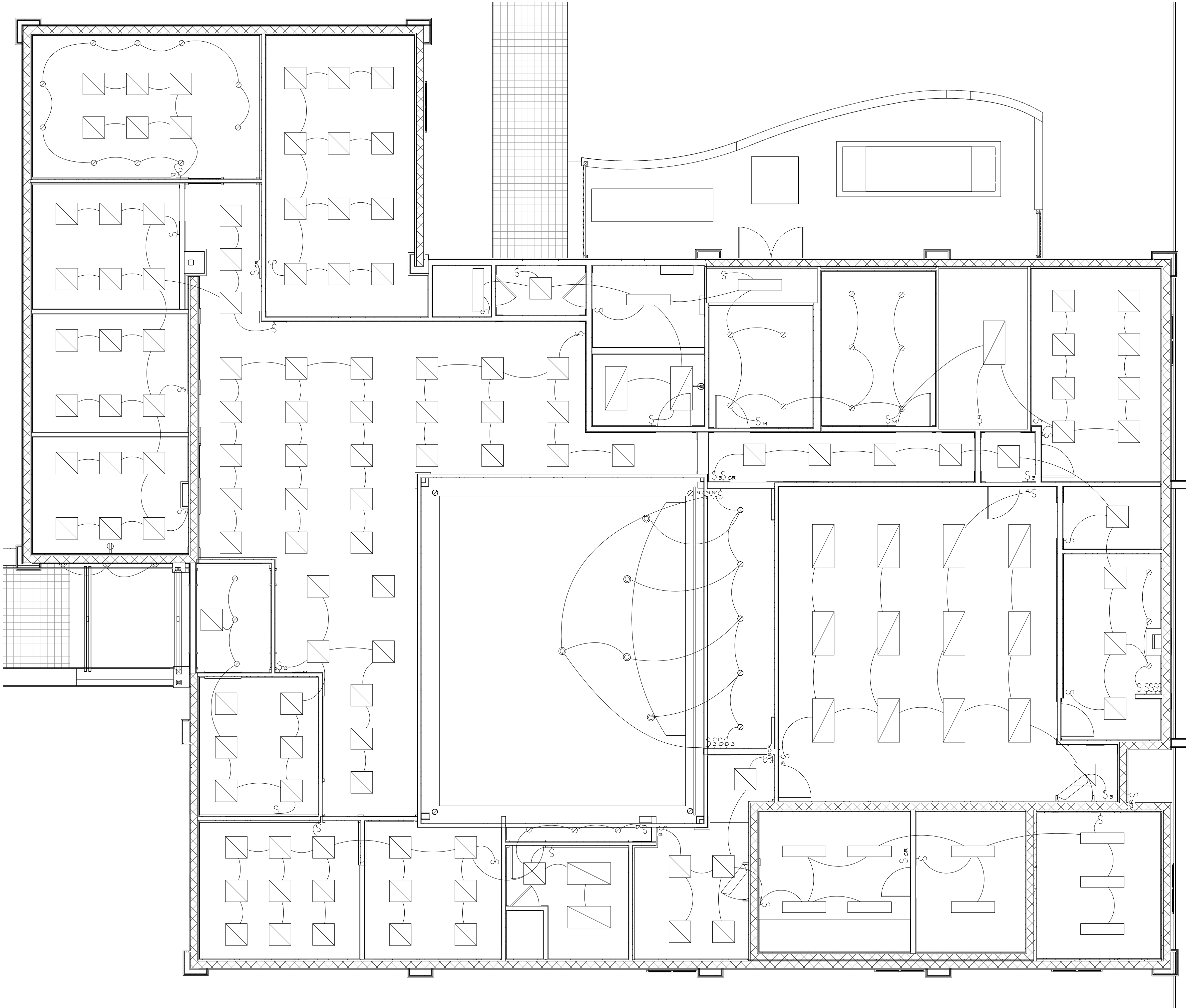
EXISTING LIGHTING FIXTURE SCHEDULE					
SYMBOL	MANUFACTURER & CATALOG NO.	TOTAL WATTS	VOLTAGE	MOUNTING	NOTES
	1' X 4'	11	MVOLT	SURFACE	
	LED RECESSED DOWNLIGHT	34	MVOLT	RECESSED	
	CYLINDER PENDANT	4	MVOLT	SURFACE	
	BOWL PENDANT	1	MVOLT	SURFACE	
	2' X 2'	17	MVOLT	SURFACE	
	2' X 4'	119	MVOLT	SURFACE	

ELECTRICAL FIXTURE LEGEND

- DUPLEX OUTLET
- DUPLEX OUTLET WITH MOUNTING HEIGHT
- GFI DUPLEX OUTLET, GROUND FAULT INTERRUPTED
- WP DUPLEX OUTLET IN WATERPROOF BOX
- DOUBLE DUPLEX OUTLET
- DUPLEX OUTLET IN-FLOOR
- FIRE / SMOKE DETECTOR
- OCCUPANCY SENSOR
- SWITCH
- DIMMER SWITCH
- 3-WAY SWITCH
- CARD READER
- DATA OUTLET
- EMERGENCY LIGHT FIXTURE WITH BATTERY BACKUP

ADDITIONAL NOTES:

- ELECTRICAL CONTRACTOR TO PROVIDE PANEL SCHEDULE AND POWER RISER DIAGRAM FOR ALL NEW AND EXISTING.
- ALL TV COAX LINES TO HAVE A JUNCTION BOX ON WALL WITH 2 LINES TO JUNCTION BOX ON LEVEL.
- GENERAL DUPLEX OUTLETS SHALL BE MOUNTED 18" A.F.F. , TYP.
- OUTLETS ABOVE COUNTERS, SINKS, ETC. SHALL BE MOUNTED SO THAT THE BOTTOM OF THE FIXTURE IS 8" ABOVE THE SURFACE, TYP.



EXISTING ELECTRICAL LIGHTING PLAN

3/16" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

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SHEET TITLE:

**EXISTING
ELECTRICAL
LIGHTING PLAN**

PROJECT NO:

4315-02

SHEET NO:

E1.02

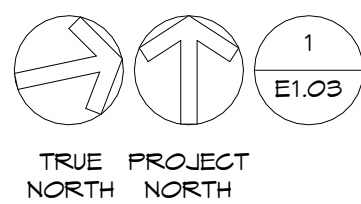
NEW CONSTRUCTION LIGHTING FIXTURE SCHEDULE					
SYMBOL	MANUFACTURER & CATALOG NO.	TOTAL WATTS	VOLTAGE	MOUNTING	NOTES
	NORA LED SHALLOW RECESSED FIXTURE	12	120VOLT	RECESSED	
	RECESSED 2'X2' LED FIXTURE TYP	17	120VOLT	SURFACE	

ELECTRICAL FIXTURE LEGEND

- DUPLEX OUTLET
- DUPLEX OUTLET WITH MOUNTING HEIGHT
- DUPLEX OUTLET, GROUND FAULT INTERRUPTED
- DUPLEX OUTLET IN WATERPROOF BOX
- DOUBLE DUPLEX OUTLET
- DUPLEX OUTLET IN-FLOOR
- FIRE / SMOKE DETECTOR
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- OUTLETS ABOVE COUNTERS, SINKS, ETC. SHALL BE MOUNTED SO THAT THE BOTTOM OF THE FIXTURE IS 3" ABOVE THE SURFACE, TYP.



NEW CONSTRUCTION ELECTRICAL LIGHTING PLAN

3/16" = 1'-0"

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SHEET TITLE:
NEW CONSTRUCTION ELECTRICAL LIGHTING PLAN

PROJECT NO:	SHEET NO:
4315-02	E1.03

HVAC NOTES:

1. ALL WORK IS TO BE PERFORMED IN ACCORDANCE WITH FBC 2023 MECHANICAL CODES AND ALL OTHER APPLICABLE CODES. MC IS TO COORDINATE W/ THE G.C. IN REGARDS TO PROJECT TIMELINE, WORK HOURS, AS WELL AS ANY BONDING OR INSURANCE REQUIREMENTS.
2. ALL MECHANICAL EQUIPMENT SHALL BE PROVIDED COMPLETE WITH ALL ACCESSORIES, HANGERS, SUPPORTS, CONTROLS, ETC FOR A FULLY FUNCTIONING SYSTEM REGARDLESS OF WHAT IS SHOWN ON PLANS.
3. ALL EQUIPMENT, MATERIALS AND INSTALLATION SHALL BE GUARANTEED TO BE FREE OF DEFECTS FOR A PERIOD OF ONE (1) YEAR AFTER FINAL ACCEPTANCE OF WORK OR IN ACCORDANCE WITH THE MANUFACTURER'S STANDARD GUARANTEE. IF LONGER, ALL COMPRESSORS ARE TO INCLUDE A FIVE (5) YEAR WARRANTY. EXISTING EQUIPMENT IS EXCLUDED FROM WARRANTY REQUIREMENT.
4. THESE DRAWINGS ARE DIAGRAMMATIC AND SHOWN GENERAL LOCATION AND ARRANGEMENT OF ALL MATERIALS AND EQUIPMENT. THE CONTRACTOR SHALL PROVIDE SHOP DRAWINGS.
5. ALL QUESTIONS MUST BE SUBMITTED IN RFI FORMAT TO THE ARCHITECT AND MUST BE ADDRESSED BY THE APPROPRIATE DESIGNER OF RECORD PRIOR TO BECOMING A PROPOSED CHANGE ORDER.
6. UPON COMPLETION OF WORK MC IS TO PROVIDE OWNER W/ COMPLETE BOUND SET OF ALL EQUIPMENT OPERATION & MAINTENANCE MANUALS. PACKAGE IS ALSO TO INCLUDE THE WARRANTY & GUARANTEE INFORMATION.
7. MC IS TO PROVIDE TRAINING TO OWNER OR OWNER'S REPRESENTATIVE IN REGARDS TO OPERATION, FUNCTION, AND MAINTENANCE OF ALL MECHANICAL EQUIPMENT, CONTROLS, ETC.

1. THE MECHANICAL CONTRACTOR SHALL COORDINATE CLOSELY WITH ALL OTHER TRADES TO AVOID CONFLICT AND ENSURE OTHER TRADES PROVIDE MEASURES TO ACCOMMODATE MECHANICAL WORK (I.E. ACCESS DOORS, SLAB/WALL/ROOF OPENINGS, ELECTRICAL CONNECTIONS, ETC).
2. MECHANICAL CONTRACTOR SHALL VERIFY LOCATION OF ALL PENETRATIONS FOR RELIEF HOODS, OUTSIDE AIR HOODS, LOUVERS, AND WALL GAPS WITH GC PRIOR TO INSTALLATION.
3. LOCATE CEILING DIFFUSERS IN ACCORDANCE WITH ARCHITECTURAL REFLECTED CEILING PLANS (IF PROVIDED)

NOTE:

1. ALL MECHANICAL CONDITIONS TAKEN FROM EXISTING DRAWINGS, VERIFY CONDITIONS, IF NEEDED.
2. MATCH EXISTING DIFFUSERS

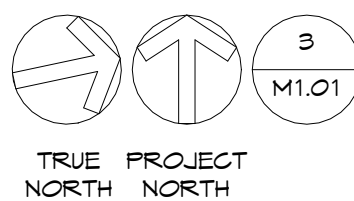
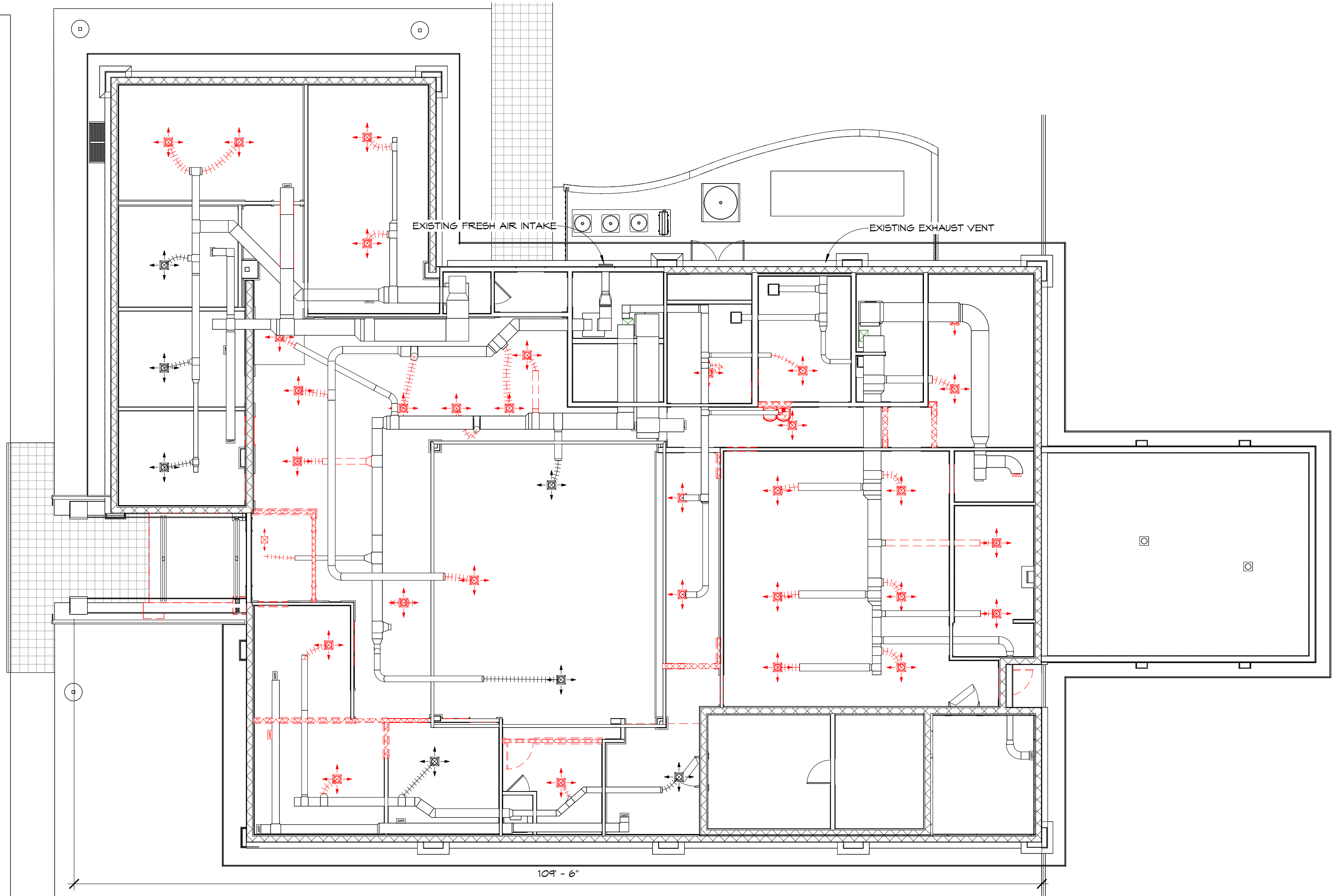
1. M.C. TO FOLLOW MANUFACTURER'S INSTRUCTIONS WHEN INSTALLING MECHANICAL EQUIPMENT. ENSURE REQUIRED MAINTENANCE ACCESS AND CLEARANCES ARE MAINTAINED. IF CONFLICT EXISTS BETWEEN THESE PLANS AND MFG INSTRUCTIONS CONTACT ARCHITECT.
2. SEAL ALL PENETRATIONS OF RATED WALLS, CEILINGS, AND FLOORS IN ACCORDANCE W/ APPROPRIATE U.L. PENETRATION DETAIL.
3. INSTALL ALL CONTROL DEVICES, INCLUDING THERMOSTATS AND SWITCHES, 48" ABOVE FINISHED FLOOR.
4. INDEPENDENT CERTIFIED TEST AND BALANCE CONTRACTOR SHALL BALANCE SYSTEM TO AIR QUANTITIES INDICATED ON PLANS AND IN ACCORDANCE W/ THE 2023 FLORIDA BUILDING CODE ENERGY CONSERVATION 8TH EDITION TO PROVIDE OWNER'S REPRESENTATIVE & ARCHITECT WITH COMPLETE BALANCE REPORT. MC RESPONSIBLE FOR PROVIDING ANY DAMPERS, VALVES, PORTS, ETC. NECESSARY FOR A COMPLETE SYSTEM BALANCE.
5. PENETRATIONS OF NON-RATED WALLS, PARTITIONS AND FLOOR OF COMBUSTIBLE CONSTRUCTION SHALL BE FIRESTOPPED WITH MATERIALS EQUIVALENT TO TWO INCHES OF WOOD. FIRESTOPPING SHALL COMPLY WITH ASTM E-814.
6. ANY NOTCHING, DRILLING, BORING OR OTHER ALTERATION TO BUILDING STRUCTURE SHALL BE PERFORMED IN A CODE APPROVED METHOD AND NOT THREATEN THE INTEGRITY OF THE BUILDING STRUCTURE.
7. SUPPORT ALL DUCTWORK AND PIPING IN ACCORDANCE W/ FBC 2023 MECHANICAL CODE. ANY SUSPENDED MATERIALS SHALL BE DIRECTLY SUPPORTED BY THE BUILDING STRUCTURE.
8. THE MC SHALL BE RESPONSIBLE FOR PROTECTING ALL MECHANICAL EQUIPMENT FROM FOREIGN MATERIAL DURING CONSTRUCTION (PAINT, SPACKLE, ETC.). UPON COMPLETION OF WORK THE MECHANICAL CONTRACTOR SHALL CLEAN, WASH, ETC ALL ITEMS AND EQUIPMENT WITHIN HIS SCOPE OF WORK AND LEAVE ALL ITEMS BRIGHT AND CLEAN

EXISTING MECHANICAL LEGEND

AXB	RECTANGULAR DUCT SIZE ('A' INDICATES SIDE SHOWN, 'B' INDICATES SIDE NOT SHOWN)		TEE WITH TURNING VANES AND BALANCING DAMPERS IN EACH LEG
A/B	FLAT OVAL DUCT SIZE ('A' INDICATES SIDE SHOWN, 'B' INDICATES SIDE NOT SHOWN)		FLEX DUCT TAKEOFF WITH MYD. RUNOUT SIZE EQUALS DIFFUSER NECK SIZE UNLESS OTHERWISE INDICATED
AΦ	ROUND DUCT SIZE	SR-1 100	AIR DEVICE TAG. TOP LINE INDICATES TYPE OF DEVICE. BOTTOM LINE INDICATES AIRFLOW IN CFM.
	EXTERNALLY INSULATED DUCTWORK	(2)SR-1 100	AIR DEVICE TAG. TOP LINE INDICATES TYPE OF DEVICE. BOTTOM LINE INDICATES AIRFLOW IN CFM. (2) INDICATES TYPICAL OF TWO DEVICES
	DUCT ELBOW		
	FLEXIBLE DUCT CONNECTION		
	FLEXIBLE DUCT		
	24X24 DIFFUSER		
	RETURN		

DEMOLITION PLAN LEGEND

	-WALLS & DOORS TO BE DEMOLISHED
	-EXISTING WALLS & DOORS TO REMAIN



EXISTING/DEMO MECHANICAL PLAN

1/8" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

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CLIENT:

THE CITY of
Mary Esther
FLORIDA

CITY OF MARY ESTHER, FL
PROJECT:
CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

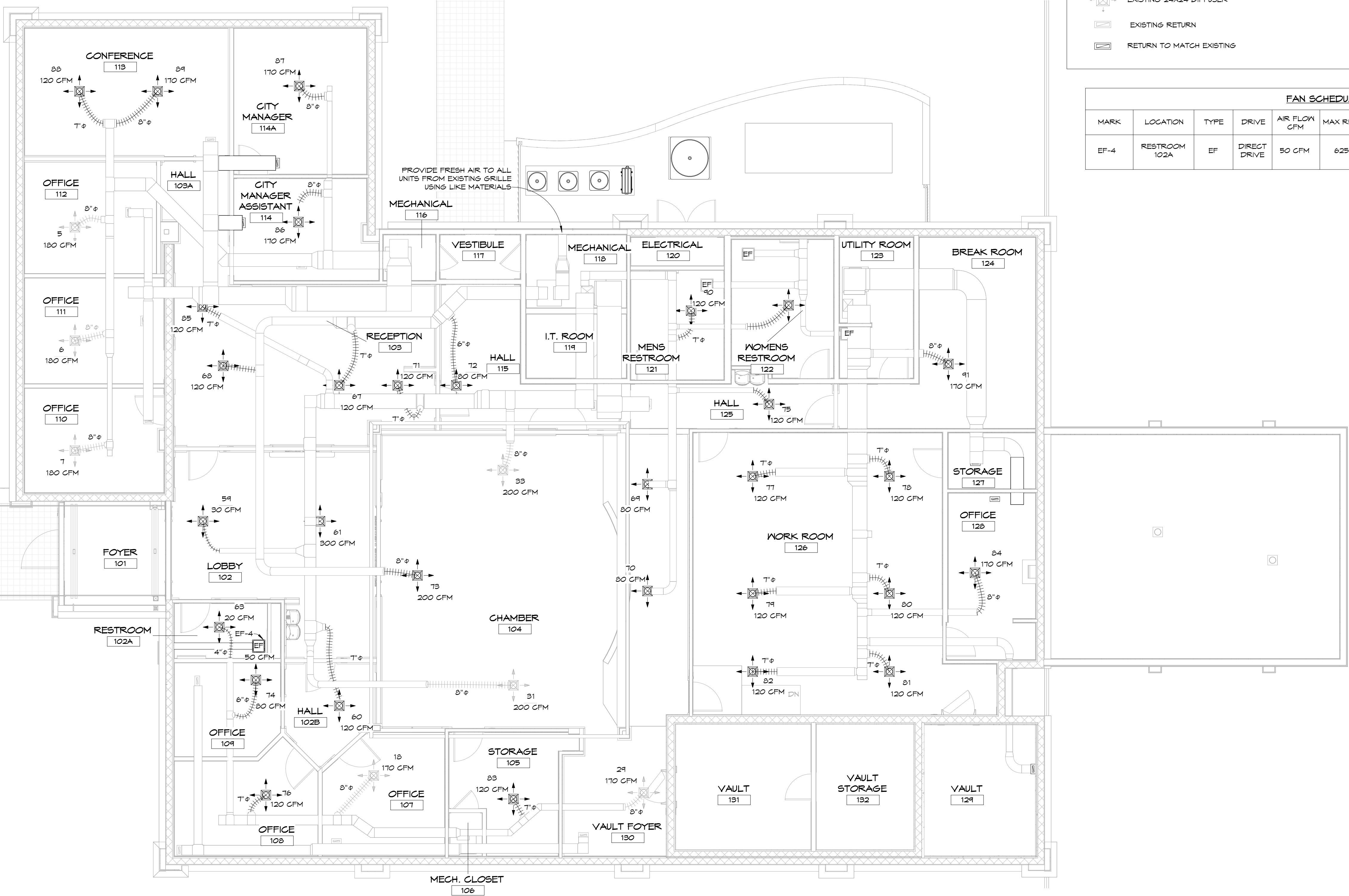
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SHEET TITLE:
EXISTING & DEMOLITION MECHANICAL PLAN

PROJECT NO:
4315-02

SHEET NO:
M1.01



NEW CONSTRUCTION MECHANICAL LEGEND

- | | | | |
|-----|--|----------------|--|
| AxB | RECTANGULAR DUCT SIZE ("A" INDICATES SIDE SHOWN; "B" INDICATES SIDE NOT SHOWN) | | TEE WITH TURNING VANES AND BALANCING DAMPERS IN EACH LEG |
| A/B | FLAT OVAL DUCT SIZE ("A" INDICATES SIDE SHOWN; "B" INDICATES SIDE NOT SHOWN) | | FLEX DUCT TAKEOFF WITH MVD, RUNOUT SIZE EQUALS DIFFUSER NECK SIZE UNLESS OTHERWISE INDICATED |
| AØ | ROUND DUCT SIZE | | FLEXIBLE DUCT |
| | EXTERNALLY INSULATED DUCTWORK | | |
| | DUCT ELBOW WITH TURNING VANES | SR-1
100 | AIR DEVICE TAG: TOP LINE INDICATES TYPE OF DEVICE BOTTOM LINE INDICATES AIRFLOW IN CFM. |
| | FLEXIBLE DUCT CONNECTION | (2)SR-1
100 | AIR DEVICE TAG: TOP LINE INDICATES TYPE OF DEVICE BOTTOM LINE INDICATES AIRFLOW IN CFM. (2) INDICATES TYPICAL OF TWO DEVICES |
| | 24X24 DIFFUSER TO MATCH EXISTING | | |
| | EXISTING 24X24 DIFFUSER | | |
| | EXISTING RETURN | | |
| | RETURN TO MATCH EXISTING | | |

FAN SCHEDULE

MARK	LOCATION	TYPE	DRIVE	AIR FLOW CFM	MAX RPM	MAX HP/WATTS	VOLTS	HZ	CONTROL
EF-4	RESTROOM 102A	EF	DIRECT DRIVE	50 CFM	625	38W	115	60	SEPARATE SWITCH



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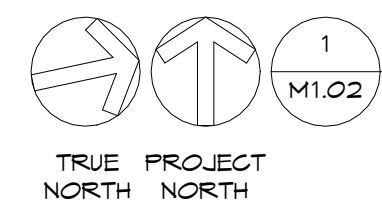
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NO	REVISION	DATE

SHEET TITLE:
NEW
CONSTRUCTION
MECHANICAL PLAN

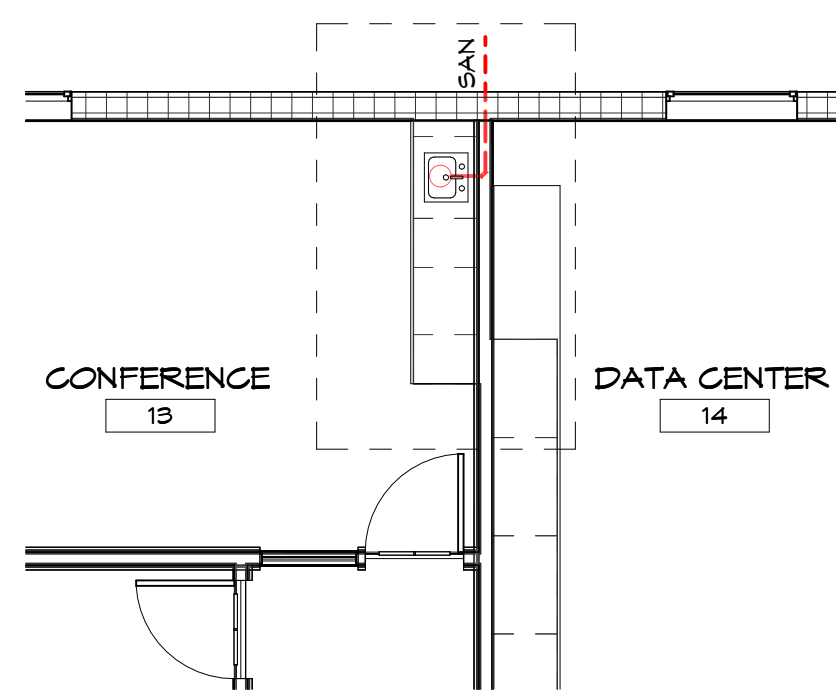
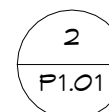
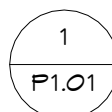
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PROJECT NO: 4315-02
SHEET NO: M1.02



NEW CONSTRUCTION MECHANICAL PLAN

3/16" = 1'-0"

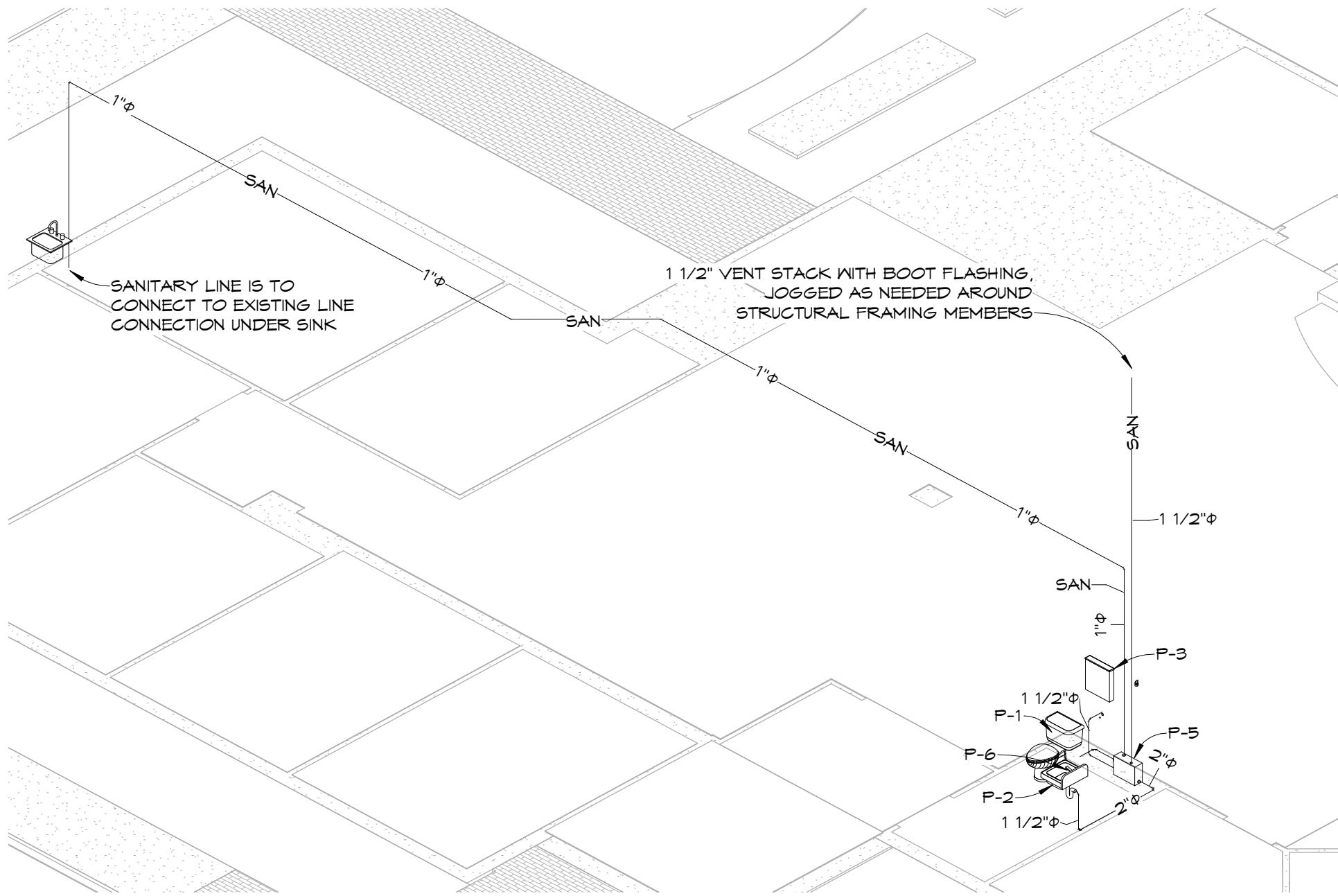

$$3/16'' = 1'-0''$$

$$3/16'' = 1'-0''$$

$$3/16'' = 1'-0''$$

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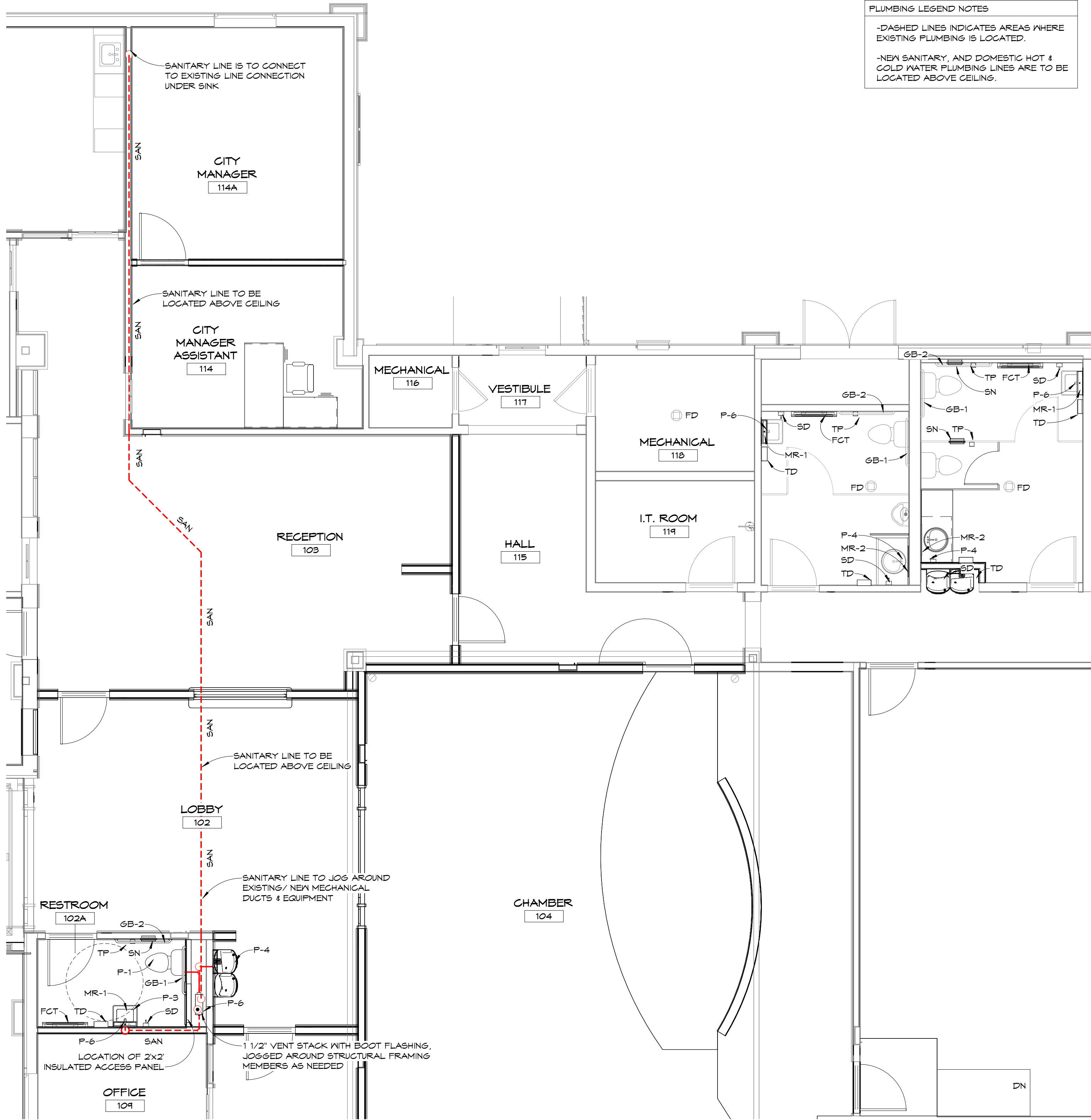


GENERAL PLUMBING NOTES:

1. PLUMBING CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS, SIZES, AND CONNECTION LOCATIONS BEFORE ANY PIPE CUTTING IS COMMENCED.
2. THE PIPING SHOWN ON THESE DRAWINGS ARE DIAGRAMMATIC. CONTRACTOR SHALL ARRANGE WORK IN A NEAT AND ORDERLY MANNER. THE PLUMBING CONTRACTOR SHALL MAKE ANY OFFSETS, TRANSITIONS, AND OTHER MINOR ADJUSTMENTS AS REQUIRED FOR A COMPLETE AND WORKING SYSTEM INSTALLATION. COORDINATE ALL PIPING WITH DUCTWORK SHOP DRAWINGS. ROUTE PIPING AS REQUIRED TO AVOID CONFLICTS.
3. DRAWINGS SHOW GENERAL SIZE AND APPROXIMATE LOCATIONS. THE DRAWINGS ARE INTENDED TO SHOW THE GENERAL ARRANGEMENT OF THE UTILITY SYSTEM. THE CONTRACTOR SHALL FIELD VERIFY ALL UTILITY CONNECTIONS SIZE, LOCATION, DEPTH. THE CONTRACTOR SHALL INSTALL ALL SYSTEMS ACCORDING TO THE ACTUAL FIELD CONDITIONS FOUND. ANY PLUMBING SYSTEM COMPONENT INSTALLED INCORRECTLY DUE TO FIELD CONDITIONS SHALL BE REMOVED AND INSTALLED CORRECTLY AT THE EXPENSE OF THE CONTRACTOR.
4. REFER TO RISERS FOR SIZES NOT INDICATED ON PLAN VIEWS. RISERS ARE DIAGRAMMATIC AND ARE NOT INTENDED TO INDICATE ALL OFFSETS, BENDS, FITTINGS, ETC.
5. CONTRACTOR SHALL PROVIDE ALL CONNECTIONS, FITTINGS, FIXTURES, AND TRIM, ETC. AS NECESSARY FOR INSTALLATION AND OPERATION OFFIXTURES.
6. ALL TRAP PRIMERS AND DOMESTIC WATER ISOLATION VALVES SHALL BE ACCESSIBLE. ISOLATION VALVES SHALL BE OF THE QUARTER TURN BALL TYPE.
7. THE CONTRACTOR SHALL NOT CUT ANY STRUCTURAL MEMBERS OF BUILDING WITHOUT PRIOR CONSENT OF ARCHITECT AND STRUCTURAL ENGINEER.
8. PLUMBING CONTRACTOR TO COORDINATE WITH OTHER TRADES AS REQUIRED FOR INSTALLATION OF EQUIPMENT AND ANY OTHER PLUMBING ITEMS.
9. ALL (VTR'S) VENT THRU ROOF PENETRATIONS INDICATED ON PLANS ARE PRELIMINARY. FINAL LOCATIONS SHALL BE COORDINATED WITH ALL TRADES. ALL VTR'S SHALL BE A MINIMUM OF 10'-0" FROM ALL FRESH AIR INTAKE OPENINGS.
10. CONTRACTOR SHALL PROVIDE GENERAL WARRANTY FOR WORKMANSHIP FOR A PERIOD OF ONE YEAR FROM DATE OF FINAL COMPLETION.
11. PROVIDE ALL EQUIPMENT AND VALVES WITH 2 1/2"x4" ENGRAVED, LAMINATED PLASTIC EQUIPMENT MARKER FOR IDENTIFICATION PURPOSES.
12. PROVIDE ESCUTCHEON PLATES FOR ALL WALL AND CEILING PIPING PENETRATIONS.
13. ALL ITEMS PROJECTING THROUGH ROOF SHALL BE FLASHED AND COUNTER-FLASHED A MINIMUM OF 12" AND SHALL BE PAINTED TO MATCH ROOF COLOR. PROVIDE APPROVED SEALS AT ALL ROOF PENETRATIONS.
14. PRIOR TO SUBSTANTIAL COMPLETION, CONTRACTOR SHALL HAVE SANITARY PLUMBING SYSTEM CLEARED OF DEBRIS OR ANY MATTER THAT WOULD INTERFERE OR PREVENT ADEQUATE CONVEYANCE OF MATERIALS FROM MOVING THROUGH AND TERMINATING INTO BUILDING OR PUBLIC DISPOSAL FACILITIES.
15. PROVIDE BASE CLEANOUT AT LOWEST FLOOR LEVEL ON ALL SANITARY STACKS, STORM STACKS & WASTE STACKS. EXACT LOCATION OF ALL CLEANOUTS MUST BE COORDINATED AND APPROVED PRIOR TO INSTALLATION.
16. ALL COMPONENTS OF PLUMBING SYSTEMS ARE TO BE INSTALLED PER MANUFACTURERS INSTRUCTIONS.
17. ALL NEW DOMESTIC HOT AND COLD WATER LINES ARE TO CONNECT TO EXISTING ABOVE CEILING.



2
P1.02 3D SANITARY RISER DIAGRAM



1
P1.02 NEW CONSTRUCTION SANITARY PLAN

1/4" = 1'-0"

NEW CONSTRUCTION PLUMBING LEGEND

○	COLD WATER
⊗	HOT WATER
FD	DRAIN
●	VENT STACK

PLUMBING LEGEND NOTES

- DASHED LINES INDICATES AREAS WHERE EXISTING PLUMBING IS LOCATED.
- NEW SANITARY, AND DOMESTIC HOT & COLD WATER PLUMBING LINES ARE TO BE LOCATED ABOVE CEILING.

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

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CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

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SCALE: 1/4" = 1'-0"	DATE: 09/10/2024	
DRAWN BY: JD, JP, MA	CHECKED BY: JS	
NO	REVISION	DATE

SHEET TITLE:

NEW CONSTRUCTION SANITARY PLUMBING PLAN

PROJECT NO:
4315-02

SHEET NO:
P1.02

GENERAL PLUMBING NOTES:

1. PLUMBING CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS, SIZES, AND CONNECTION LOCATIONS BEFORE ANY PIPE CUTTING IS COMMENCED.
2. THE PIPING SHOWN ON THESE DRAWINGS ARE DIAGRAMMATIC. CONTRACTOR SHALL ARRANGE WORK IN A NEAT AND ORDERLY MANNER. THE PLUMBING CONTRACTOR SHALL MAKE ANY OFFSETS, TRANSITIONS, AND OTHER MINOR ADJUSTMENTS AS REQUIRED FOR A COMPLETE AND WORKING SYSTEM INSTALLATION. COORDINATE ALL PIPING WITH DUCTWORK SHOP DRAWINGS. ROUTE PIPING AS REQUIRED TO AVOID CONFLICTS.
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17. ALL NEW DOMESTIC HOT AND COLD WATER LINES ARE TO CONNECT TO EXISTING ABOVE CEILING.

NEW CONSTRUCTION PLUMBING ACCESSORIES & FIXTURE SCHEDULE							
MARK	FIXTURE NAME	TYPE	BASIS OF DESIGN	DESCRIPTION	CONNECTIONS		
					WASTE	CN	HN
					IN	IN	IN
P-1	WATER CLOSET	(ADA) REAR DISCHARGE	SANIFLUSH 08T & 00S	VITREOUS WHITE CHINA ROUND AND ELONGATED REAR DISCHARGE TOILET ADAPTABLE TO SANIFLO TANK, ADA.	3	1	-
P-2	LAVATORY	(ADA) WALL MOUNT	AMERICAN STANDARD	LAVATORY, 20" X 18", VITREOUS CHINA, 3 FAUCET HOLES (ONE CENTERED, TWO 4" OFF CENTER), ANTI-SPLASH RIM AND HIGH BACK. COLOR: WHITE.	1 1/2	-	-
P-3	ELECTRIC WATER COOLER	WALL MOUNT	ELKAY	E2420 BOTTLE FILLING STATION & VERSATILE BI-LEVEL ADA COOLER HIGH EFFICIENCY FILTERED REFRIGERATED STAINLESS.	1 1/2	-	1/2
P-4	BATHROOM FAUCET	DECK MOUNT	DELTA #15748LF	ARCHDALE SINGLE HANDLE BATHROOM FAUCET IN CHROME.	-	1/2	1/2
P-5	SANIPACK MACERATOR	IN WALL	SANIFLO	SANIPACK IS A 1/2 HP PUMP SYSTEM USED TO INSTALL A COMPLETE BATHROOM. IT INCORPORATES A MACERATING SYSTEM 1/4" & 3/4" - 1" DISCHARGE, 1 1/2" VENT CONNECTION, AND TWO 1 1/2" INLETS WITH BUILT IN CHECK VALVES.	1 1/2	-	-
P-6	BATHROOM FAUCET	DECK MOUNT	DELTA #35748LF	ARCHDALE TWO HANDLE WIDESPREAD LAVATORY FAUCET IN CHROME.	-	1/2	1/2
SD	SOAP DISPENSER	WALL MOUNT	BOBRICK #B-2111	LIQUID SOAP DISPENSER, SURFACE MOUNTED; TYPE-304, 22-GAUGE STAINLESS STEEL WITH SATIN FINISH. UNIT 4 3/4" W, 8 1/8" H (120 X 205MM); WALL TO PUSH-BUTTON, 3 1/2" (90MM).	-	-	-
TP	TOILET PAPER DISPENSER	WALL MOUNT	BOBRICK #B-2840	SURFACE MOUNTED, SINGLE JUMBO-ROLL DISPENSER; SIZE TO STORE AND DISPENSE ONE 10-INCH-DIAMETER CORE TISSUE ROLLS. SPINDLE ADAPTER TO ACCOMMODATE A 1-5/8" DIAMETER CORE ROLL; CONVERTIBLE TO 2-1/8" TO 3" DIAMETER CORE ROLL. THEFT-RESISTANT KEY LOCKED DOOR AND HEAVY-DUTY ONE-PIECE SPINDLE.	-	-	-
TD	PAPER TOWEL DISPENSER	WALL MOUNT	BOBRICK #B-4262	UNIT IS OF TYPE 304 GAUGE (1.2MM) STAINLESS STEEL. UNIT SHALL BE CAPABLE OF DISPENSING 400 C-FOLD OR 525 MULTIFOLD PAPER TOWELS 2-1/2" TO 3-13/16" (64-97MM) DEEP WITHOUT ADJUSTMENT OR USE OF ADAPTERS. UNIT DIMENSIONS - 11 11/16" W X 13 7/16" H.	-	-	-
SN	SANITARY NAPKIN DISPOSAL	WALL MOUNT	BRADLEY #4B2-11	ELVARI NAPKIN DISPOSAL, SURFACE-MOUNTED NAPKIN/TAMPON DISPOSAL UNIT. CAPACITY 1.5 GAL (0.2 CU. FT.). EQUIPPED WITH HINGED COVER; ACCEPTS OWNER'S DISPOSABLE LINERS. FORMED FROM 20-GAUGE, 300 SERIES STAINLESS STEEL IN A BRUSHED #3 SATIN FINISH OR OPTIONAL ELECTROCOAT FINISHES.	-	-	-
MR-1	ADA MIRROR	WALL MOUNT	BOBRICK #B-2908 1830	ADA STAINLESS STEEL FRAME TILT MIRROR UNIT. FABRICATE 18-GAUGE TYPE-304 STAINLESS STEEL WITH BRIGHT POLISHED MIRROR FINISH, WITH MITERED CORNERS, 1/4" RETURN. UNIT DIMENSIONS: 18" X 30".	-	-	-
MR-2	ILLUMINATED MIRROR	WALL MOUNT	PARIS MIRROR	PARIS MIRROR - HARMONY ILLUMINATED AND BACK LIT GLASS MIRROR SIZE 24 X 36. HANGS VERTICALLY OR HORIZONTALLY. PROVIDE 6000K DAYLIGHT COLOR. MOUNT WITH BOTTOM EDGE NO MORE THAN 37.6" ABOVE FINISH FLOOR. PROVIDE 27V MIRROR LIGHTS.	-	-	-
FCT	FOLDING CHANGING TABLE	WALL MOUNT	KOALA KARE #KB300	HORIZONTAL SURFACE-MOUNTED BABY CHANGING STATION. AVAILABLE IN 3 COLORS, UNIT DIMENSIONS: 35 15/16" W X 20 3/4" H. SUPPORTS 200 LBS WITH MINIMAL DEFLECTION.	-	-	-
GB-1	ADA GRAB BAR	WALL MOUNT	BOBRICK #B-6806 X 36	18-8 S, TYPE-304, 18-GAUGE (1.2MM) STAINLESS STEEL TUBING WITH SATIN-FINISH, SLIP-RESISTANT SURFACE. 1-1/2" (38MM) OUTSIDE DIAMETER. ENDS ARE HELIARC WELDED TO FLANGES. CLEARANCE BETWEEN THE GRAB BAR AND WALL IS 1-1/2" (38MM).	-	-	-
GB-2	ADA GRAB BAR	WALL MOUNT	BOBRICK #B-6806 X 42	18-8 S, TYPE-304, 18-GAUGE (1.2MM) STAINLESS STEEL TUBING WITH SATIN-FINISH, SLIP-RESISTANT SURFACE. 1-1/2" (38MM) OUTSIDE DIAMETER. ENDS ARE HELIARC WELDED TO FLANGES. CLEARANCE BETWEEN THE GRAB BAR AND WALL IS 1-1/2" (38MM).	-	-	-

NEW CONSTRUCTION PLUMBING LEGEND

GOLD WATER

HOT WATER

FD

DRAIN

VENT STACK

SAN

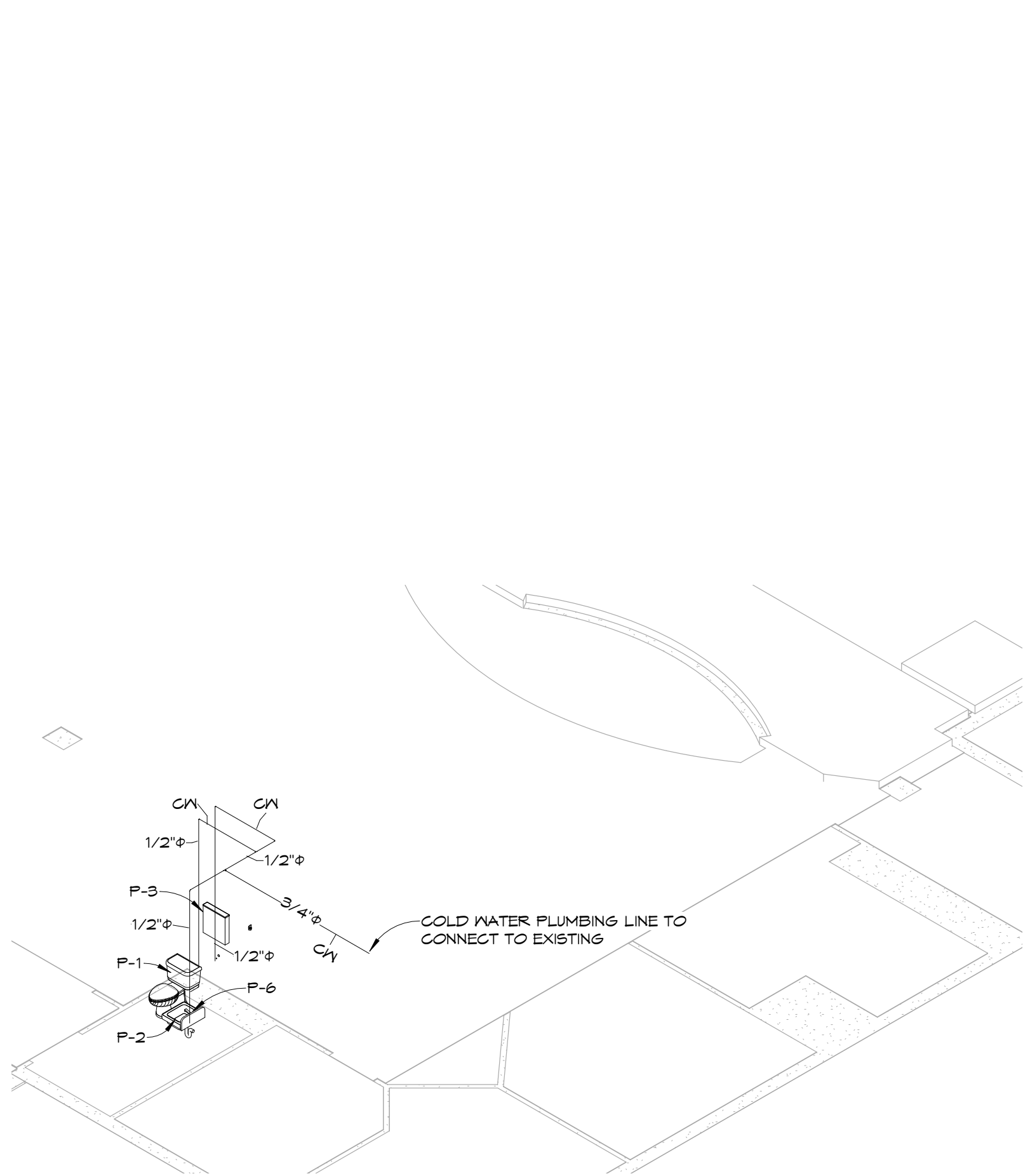
CN

HN

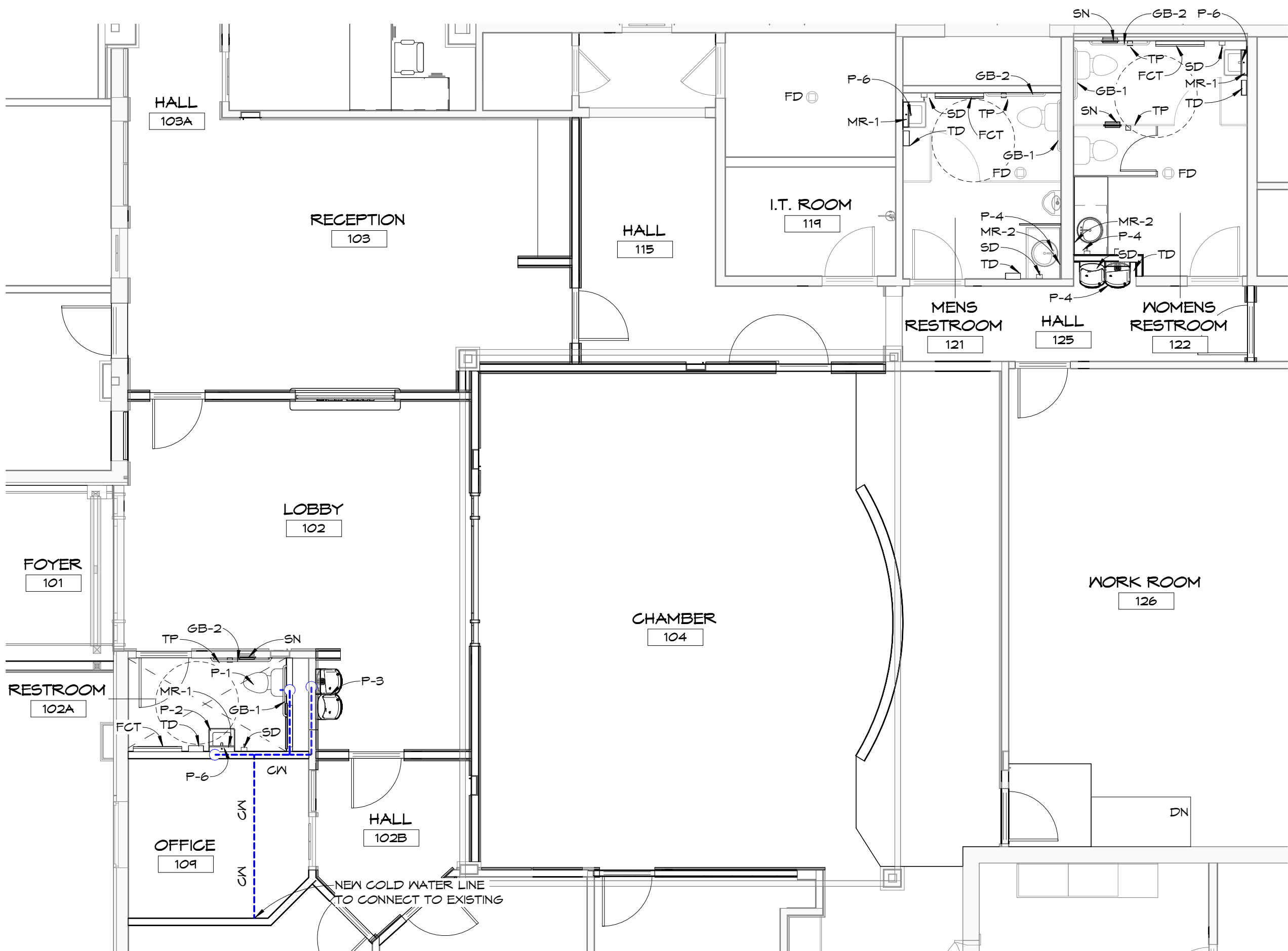
PLUMBING LEGEND NOTES

-DASHED LINES INDICATES AREAS WHERE EXISTING PLUMBING IS LOCATED.

-NEW SANITARY, AND DOMESTIC HOT & COLD WATER PLUMBING LINES ARE TO BE LOCATED ABOVE CEILING.



2 3D PLUMBING RISER DIAGRAM
P1.03



1 NEW CONSTRUCTION DOMESTIC WATER PLUMBING PLAN
P1.03 3/16" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

FLA

FLORIDA ARCHITECTS

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CLIENT:

THE CITY of

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CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE

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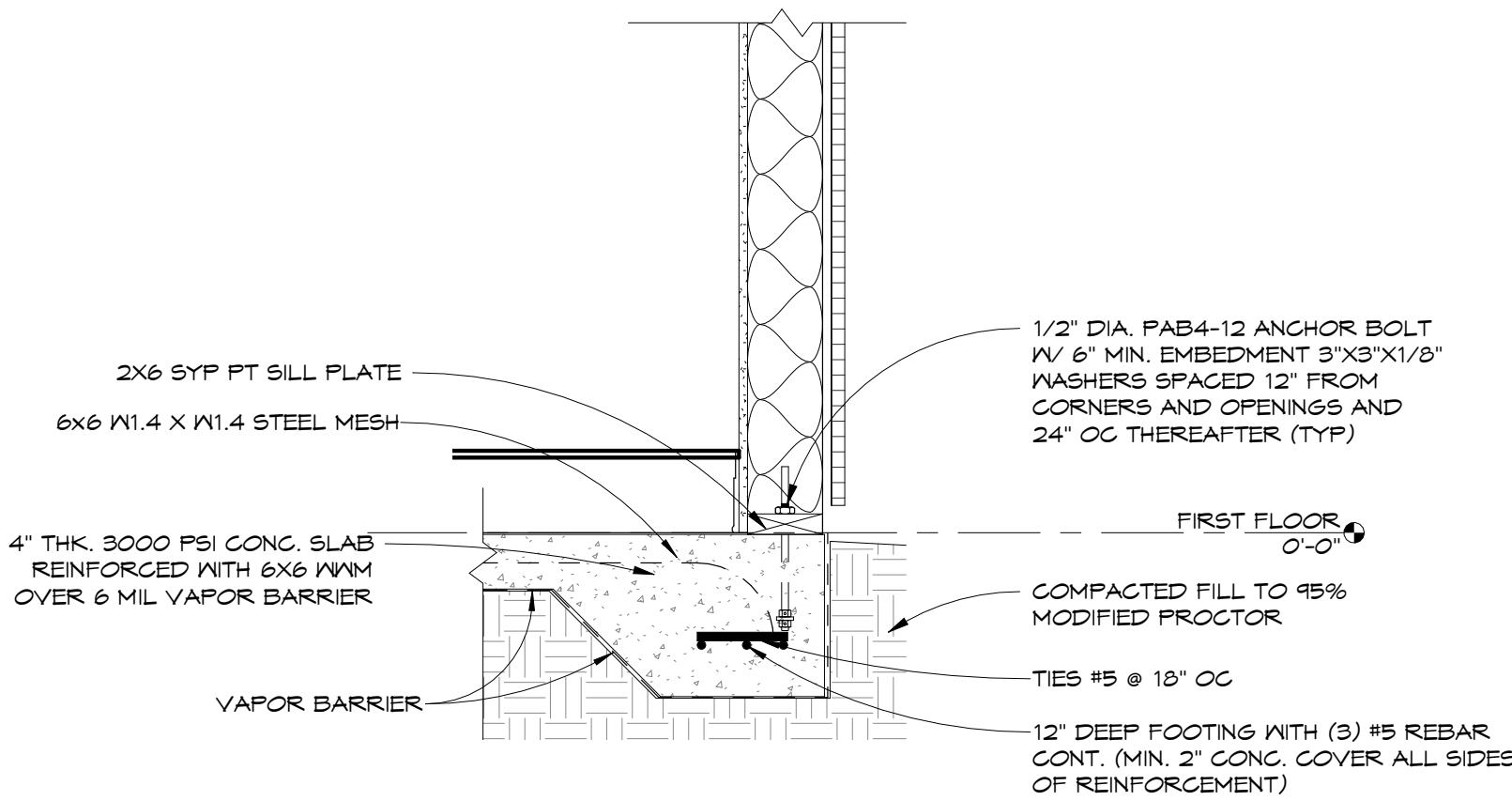
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JD, JP, MA	JS	
NO	REVISION	DATE

SHEET TITLE:

NEW CONSTRUCTION DOMESTIC WATER PLUMBING PLAN

PROJECT NO.	SHEET NO.
4315-02	P1.03

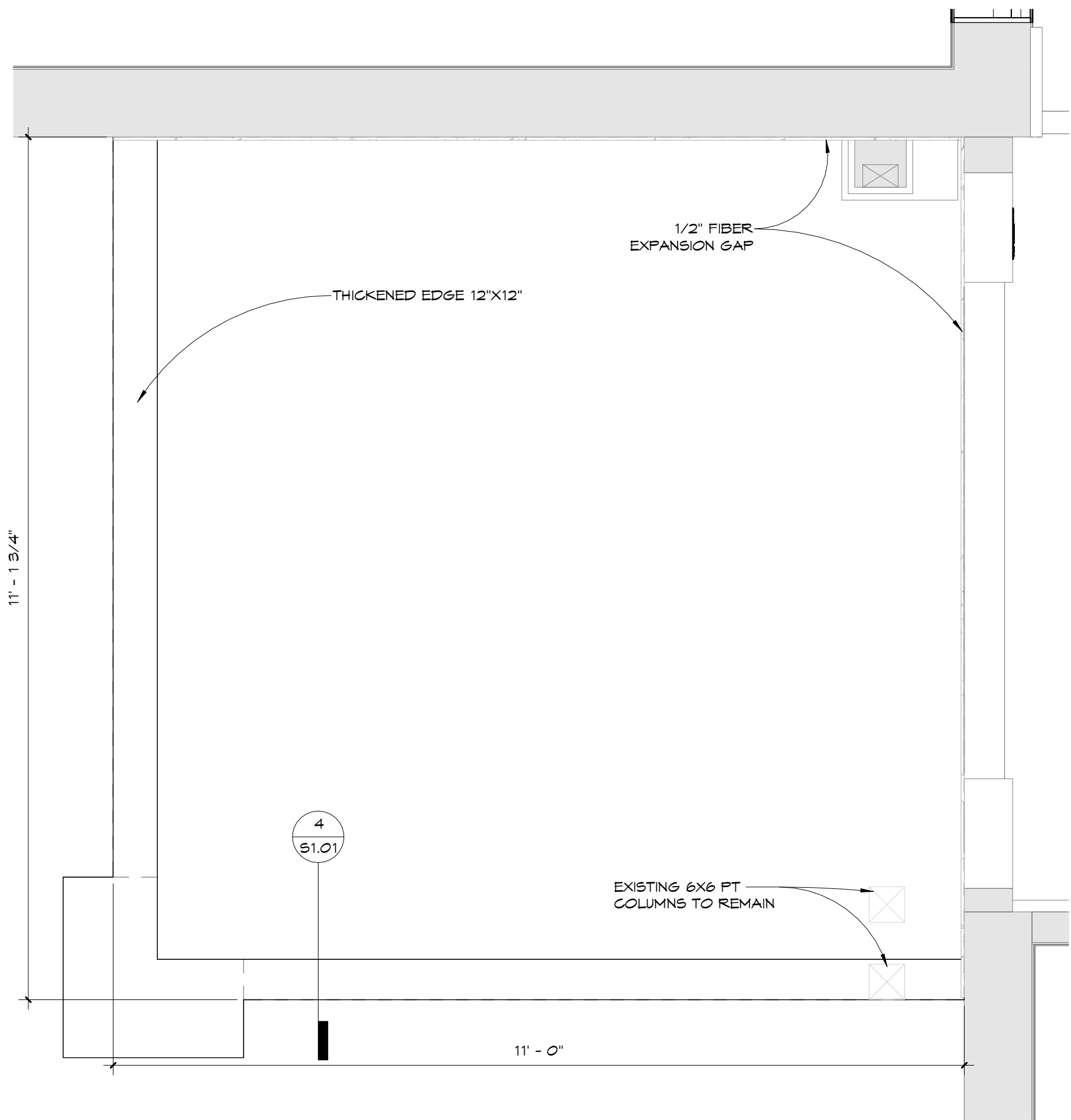
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4 NEW FOOTER SECTION 1" = 1'-0"

- STRUCTURAL NOTES:
- DESIGN BASED ON THE FLORIDA BUILDING CODE 2023, BUILDING.
 - STRUCTURE DESIGNED AS AN ENCLOSED BUILDING.
 - DESIGN REQUIREMENTS:
DESIGN IS BASED ON WIND SPEEDS TO, VAULT 150 MPH - 3 sec gust
EXPOSURE CATEGORY D
RISK FACTOR II
VERTICAL WIND LOAD, SEE TABLE
HORIZONTAL WIND LOAD, SEE TABLE
COMPONENTS (PSF) 20
ROOF LIVE LOAD (PSF) 2,500
SOIL BEARING CAPACITY (PSF) 3,000
CONCRETE F_c PER ACI 318 (PSI) GRADE 60
REINFORCING STEEL, ASTM A615 (PSI)
ALL DOORS & WINDOWS IN EXTERIOR WALLS ARE TO BE STORM RATED TO: 150 MPH - 3 sec gust
 - USE TABLE 2304.9.1 FASTENING SCHEDULE, FBC, BUILDING (2023), U.O.N.
 - ALL FRAMING PER FLORIDA BUILDING CODE, (2023) U.O.N.
 - LUMBER CHOICE 1 - SYP NO. 2 (MMC 19%) OR STRONGER.
 - LUMBER CHOICE 2 - LODGE POLE PINE NO. 1 (MMC 19%) OR STRONGER.
 - LUMBER CHOICE 3 - SPF SELECT STRUCTURAL (MMC 19%) OR STRONGER.
 - FRAMING LUMBER WITH SINGLE EXTREME FIBER BENDING, PER NDS DESIGN VALUES 2018 AND SUPPLEMENTS.
 - EXPOSED FASTENERS - GALVANIZED OR STAINLESS.
 - ALL LUMBER PRODUCT SIZES ARE STATED IN TERMS OF NOMINAL DIMENSIONS.
 - USE SIMPSON FRAMING ANCHOR AT TOP AND BOTTOM OF ALL INTERIOR & EXTERIOR LOAD BEARING WALL.
 - TOP: SP2
BOTTOM: SP1
 - USE SIMPSON HURRICANE HARDWARE AT EACH TRUSS TO TOP PLATE CONNECTION: PER TRUSS MANUFACTURER.
 - ANY DISCREPANCIES IN FIELD CONDITION VS. DESIGN PLAN, CONTRACTOR TO CONTACT FLORIDA ARCHITECTS INC. TO DETERMINE SOLUTION.

NOTE:
-ALL STRUCTURAL CONDITIONS TAKEN FROM EXISTING DRAWINGS, VERIFY CONDITIONS, IF NEEDED.



3 NEW CONSTRUCTION FOYER FOUNDATION PLAN 3/4" = 1'-0"



2 NEW CONSTRUCTION FOUNDATION PLAN 1/8" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION



103 W 5TH STREET
PANAMA CITY, FL 32401
(850) 257-5400



CITY OF MARY ESTHER, FL

PROJECT:
CITY OF MARY
ESTHER CITY HALL
ADAPTIVE RE-USE

302 MARY ESTHER BLVD, MARY
ESTHER, FL 32569

CONSULTANT:

CONSULTANT:

CONSULTANT:

SEAL:

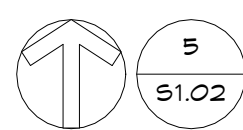
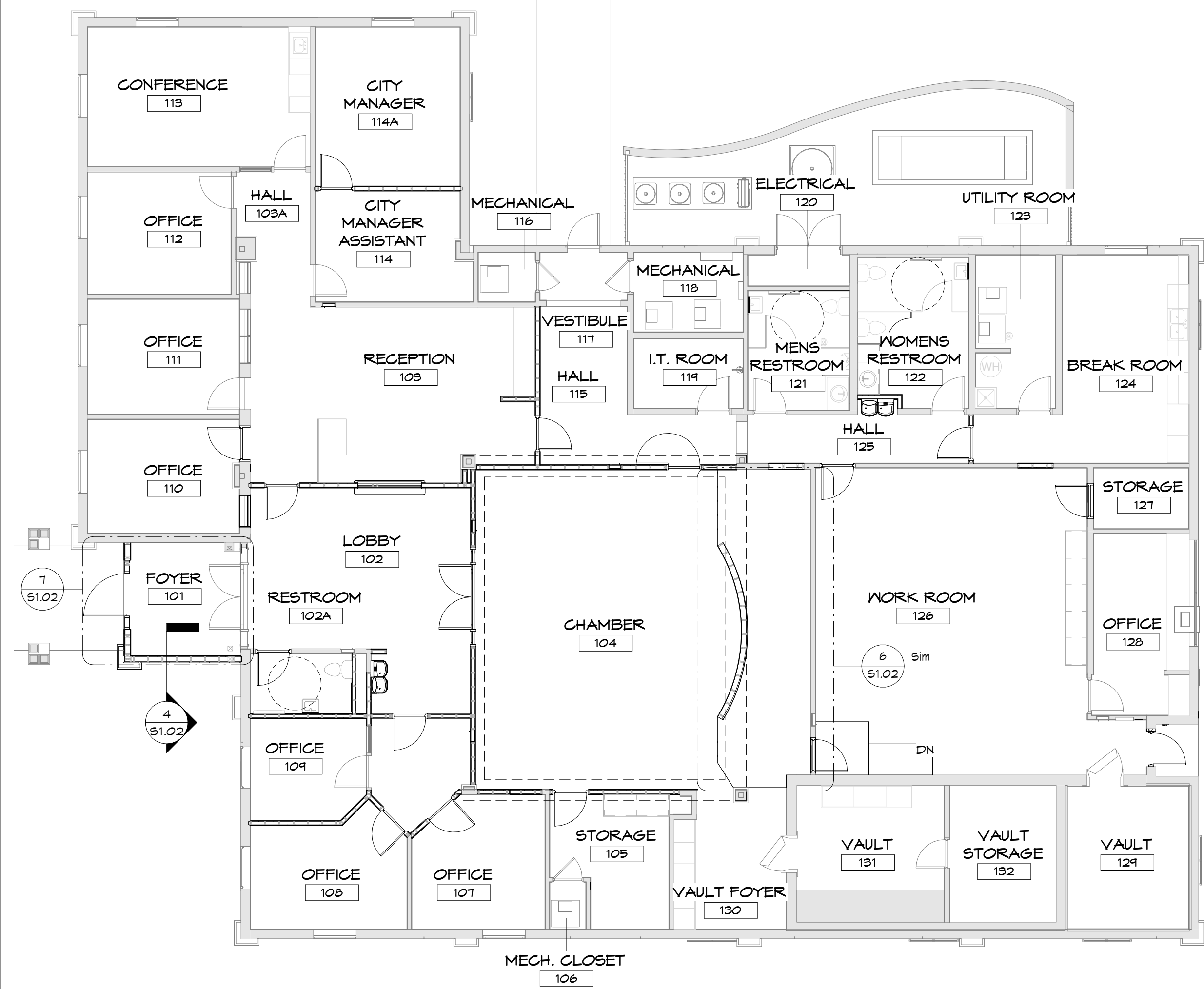
BID SET
CONSTRUCTION
DOCUMENTS

SCALE: As indicated
DATE: 09/10/2024
DRAWN BY: JD, JP, MA
CHECKED BY: JS

NO	REVISION	DATE

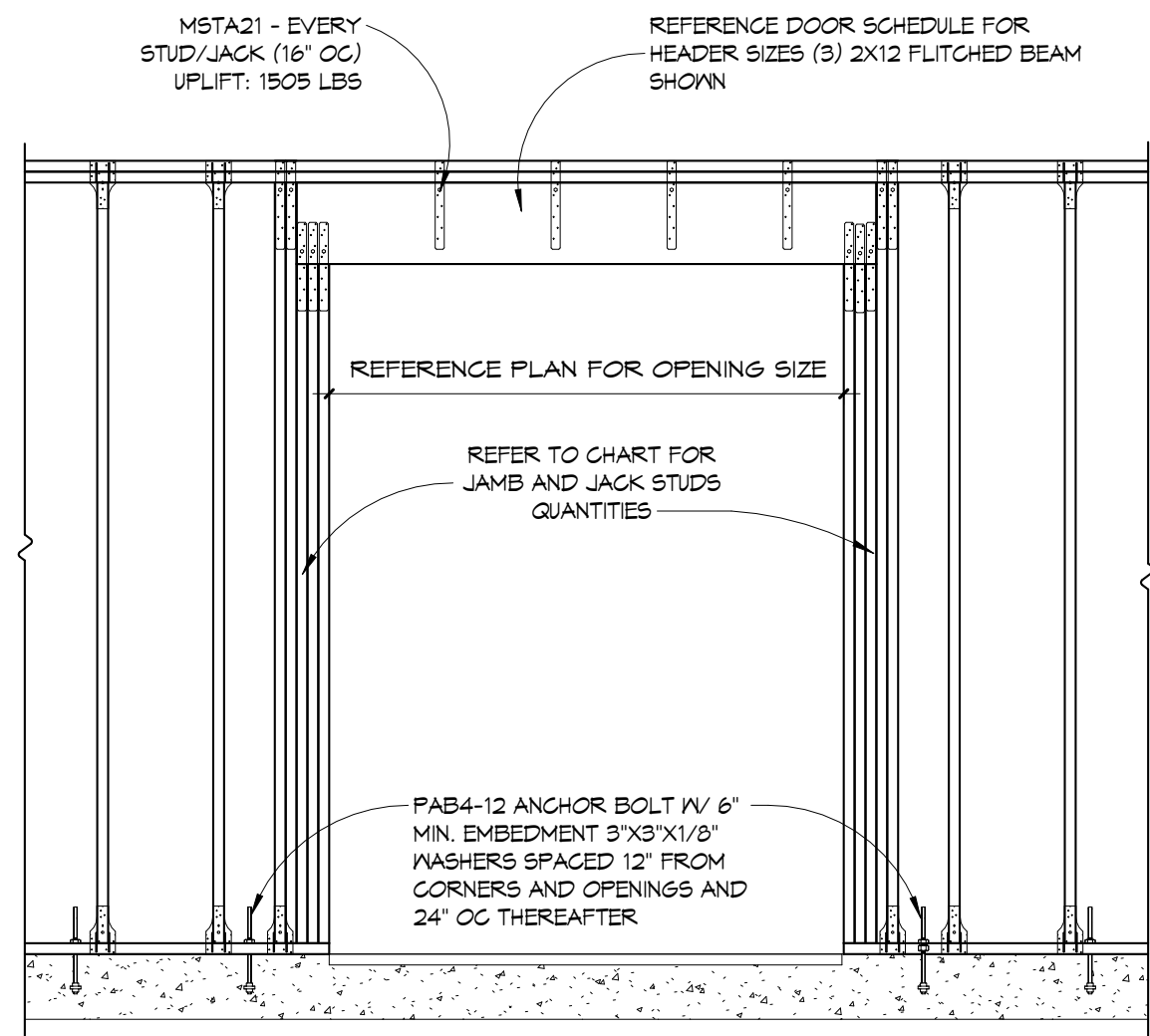
SHEET TITLE:
FOUNDATION PLAN

PROJECT NO: 4315-02
SHEET NO: S1.01



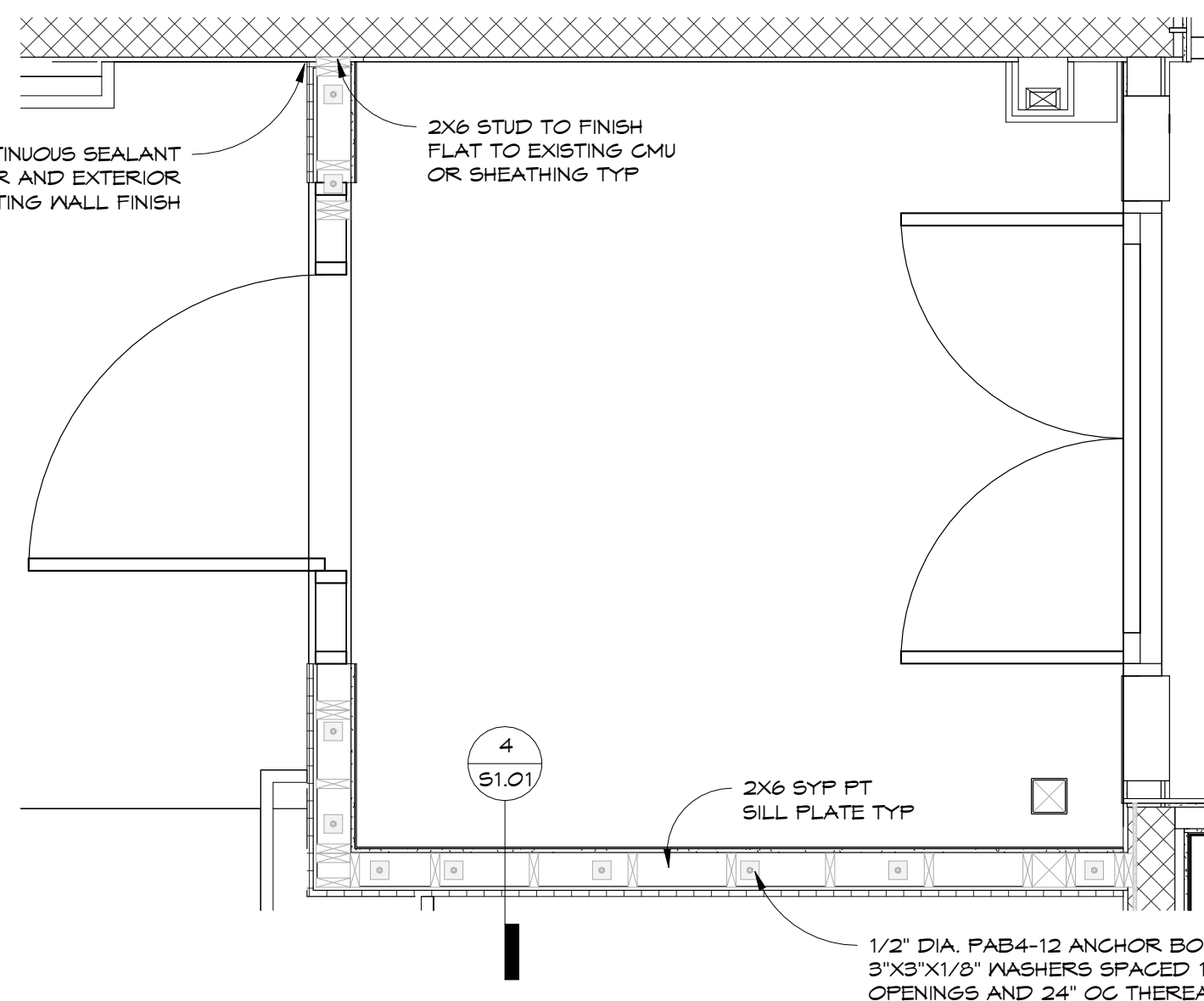
NEW CONSTRUCTION FRAMING PLAN

1/8" = 1'-0"



NOTES:

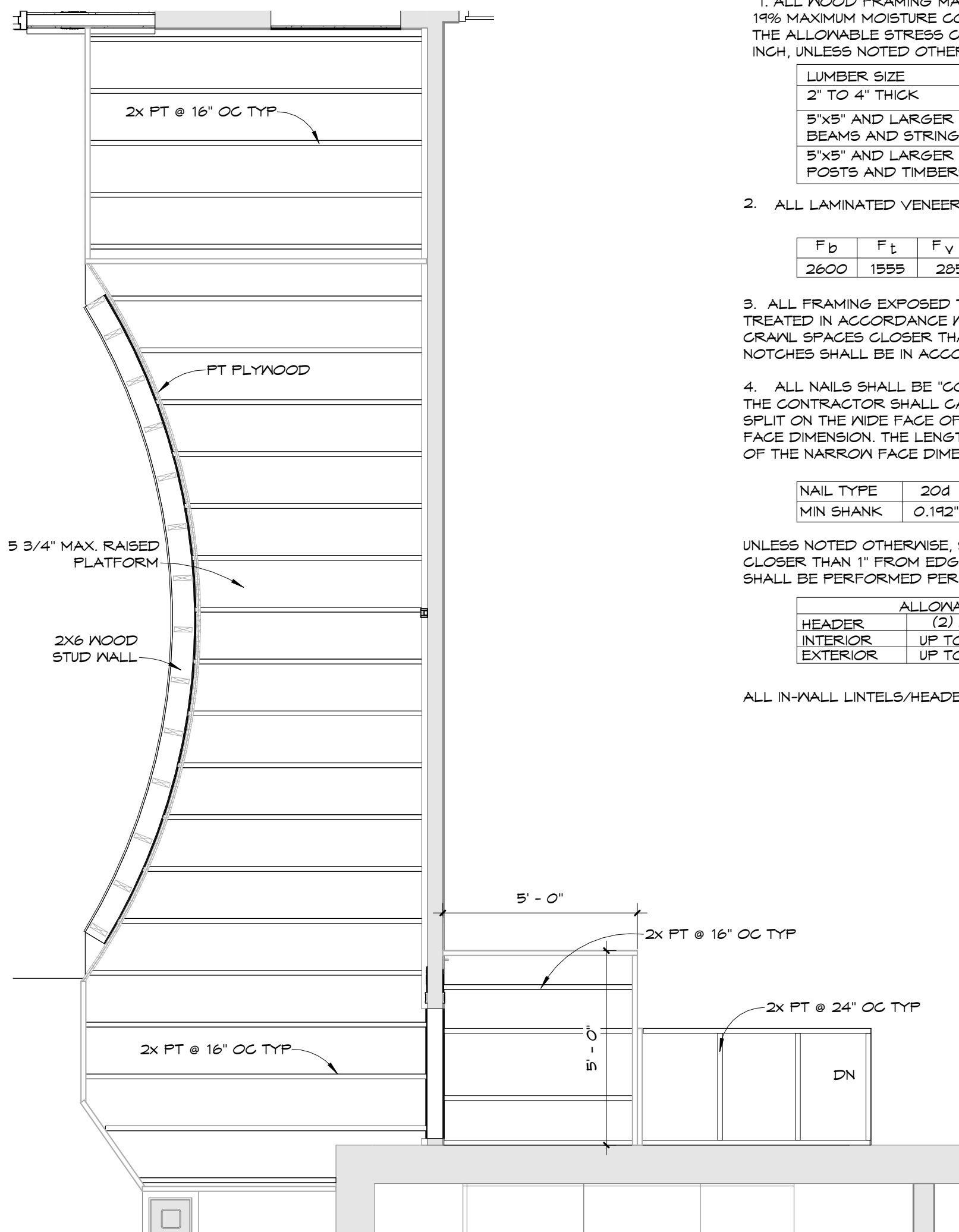
1. ALL CONNECTORS SPECIFIED ARE BY SIMPSON STRONG-TIE
2. DO NOT OVERLAP RAFTER CONNECTORS AND STUD CONNECTORS, SUBSTITUTE H145 FOR BOTH CONNECTORS IN THESE LOCATIONS.
3. INSTALLER MUST FOLLOW ALL MANUFACTURER'S RECOMMENDATIONS/INSTALLATION PROCEDURES.
4. IF TWO FASTENING PATTERNS ARE AVAILABLE, INSTALLER MUST USE THE PATTERN THAT YIELDS THE HIGHEST ALLOWABLE LOAD.
5. CONTRACTOR MAY CHOOSE TO USE ALL THREAD RODS ANCHOR SYSTEM. ALL -THREAD ROD SYSTEM TO BE PLACED 12" ON EACH SIDE OF ALL OPENING AND CORNER AND 6" OC IN BETWEEN. HEADER STRAPPING IS STILL REQUIRED.



NEW WALL FRAMING ENLARGED PLAN

7
S1.02

1/2" = 1'-0"



ENLARGED PLATFORM FRAMING PLAN

6
S1.02

3/8" = 1'-0"

WOOD FRAMING

1. ALL WOOD FRAMING MATERIAL, INCLUDING PRESSURE TREATED MATERIAL SHALL BE SURFACED DRY AND USED AT 19% MAXIMUM MOISTURE CONTENT. ALL LUMBER SHALL BE VISUALLY GRADED SPRUCE-PINE-FIR NO. 2 GRADE WITH THE ALLOWABLE STRESS CHARACTERISTICS IN ACCORDANCE WITH THE FOLLOWING (ALL UNITS POUNDS PER SQUARE INCH, UNLESS NOTED OTHERWISE):

LUMBER SIZE	b	t	v	c(perp)	c(par)	E
2" TO 4" THICK	875	450	135	425	1150	1,400,000
5"x5" AND LARGER BEAMS AND STRINGERS	600	300	125	425	425	1,000,000
5"x5" AND LARGER POSTS AND TIMBERS	500	325	125	425	500	1,000,000

2. ALL LAMINATED VENEER LUMBER (LVL) BEAMS SHALL HAVE THE FOLLOWING MINIMUM STRUCTURAL PROPERTIES:

F _b	F _t	F _v	E _(perp)	E _(par)	E
2600	1555	285	150	2510	2,000,000

3. ALL FRAMING EXPOSED TO THE WEATHER OR IN CONTACT WITH MASONRY OR CONCRETE SHALL BE PRESSURE TREATED IN ACCORDANCE WITH THE AMERICAN WOOD PRESERVERS ASSOCIATION SPECIFICATIONS. ALL WOOD IN CRACK SPACES CLOSER THAN 6 INCHES TO THE GRADE SHALL BE PRESSURE TREATED. TREATMENT OF CUTS AND NOTCHES SHALL BE IN ACCORDANCE WITH SAME SPECIFICATION.

4. ALL NAILS SHALL BE "COMMON" TYPE WITH MINIMUM SHANK DIAMETERS AS LISTED. THE CONTRACTOR SHALL CAREFULLY SELECT LUMBER TO BE USED IN LOADBEARING APPLICATIONS. THE LENGTH OF SPLIT ON THE WIDE FACE OF 2" NOMINAL LOADBEARING FRAMING SHALL BE LIMITED TO LESS THAN HALF OF THE WIDE FACE DIMENSION. THE LENGTH OF SPLIT ON THE WIDE FACE OF 3" AND THICKER LUMBER SHALL BE LIMITED TO HALF OF THE NARROW FACE DIMENSIONS.

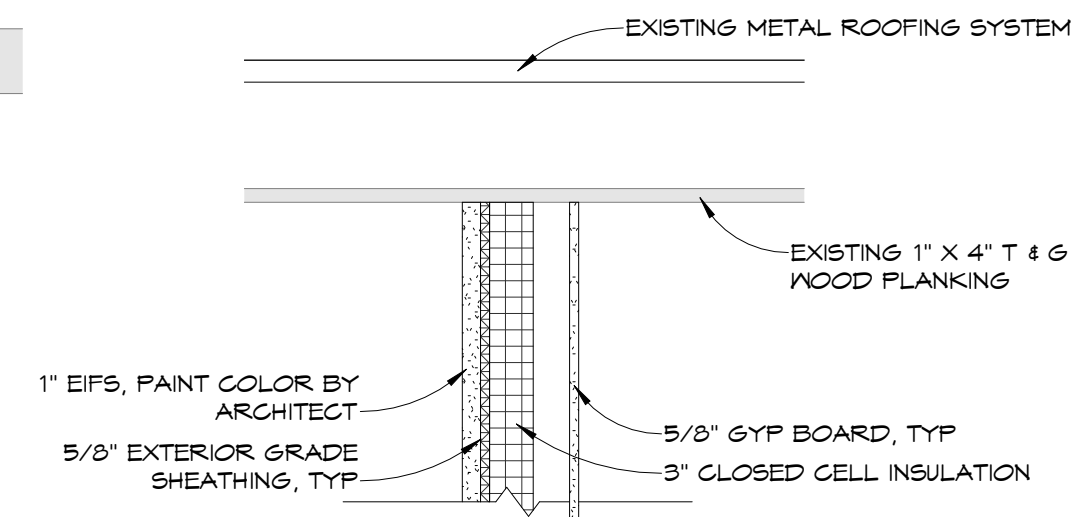
NAIL TYPE	20d	16d	12d	10d	8d
MIN SHANK	0.192"	0.162"	0.143"	0.143"	0.131"

UNLESS NOTED OTHERWISE, SEE NAILING SCHEDULE FOR REQUIRED NAIL SIZE AND SPACING. NAILS SHALL BE PLACED NO CLOSER THAN 1" FROM EDGE OR END OF LUMBER MEMBER. WHEN UTILIZING POWER DRIVEN NAIL GUNS, CALIBRATION SHALL BE PERFORMED PERIODICALLY IN ORDER TO ENSURE NAILS ARE NOT OVERDRIVEN.

ALLOWABLE HEADER SPAN (NON-LOAD-BEARING)					
HEADER	(2) 2x6	(2) 2x8	(2) 2x10	(2) 2x12	
INTERIOR	UP TO 8'-0"	8'-1" TO 8'-0"	8'-1" TO 10'-0"	10'-1" TO 12'-0"	
EXTERIOR	UP TO 5'-4"	5'-10" TO 6'-5"	6'-1" TO 1'-6"	1'-1" TO 8'-6"	

ALL IN-WALL LINTELS/HEADERS AT NON-LOAD-BEARING OPENINGS SHALL BEAR ON JACK STUDS

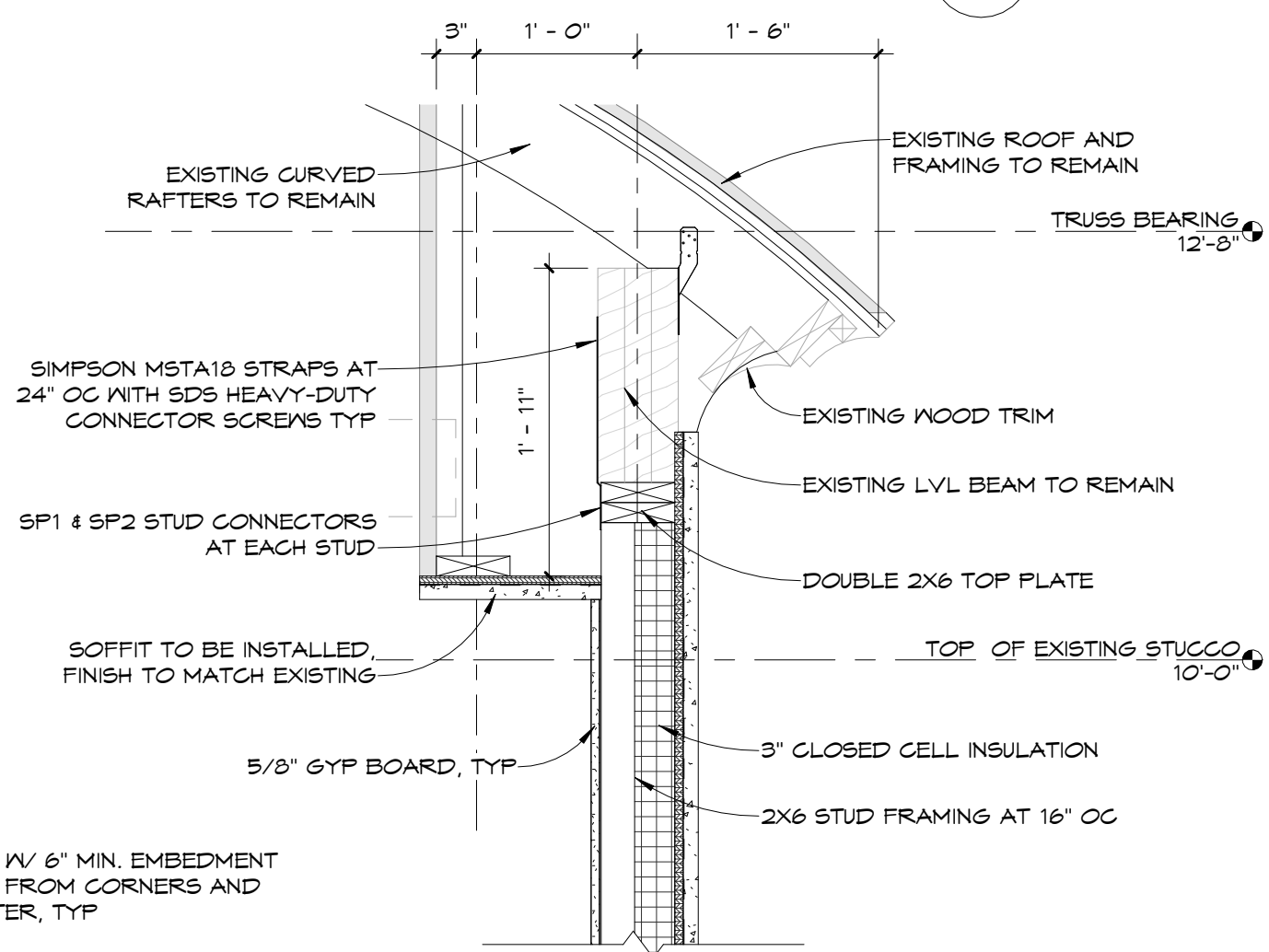
OPENING SIZE	NO. OF JAMB STUDS	NO. OF JAMB STUDS	NO. OF HEADER STRAPS	NO. OF JAMB STUD TIES	OPENING HOLD DOWN	CORNER HOLD DOWN
8'	2	2	2	2	HDU2-SDS2.5	HDU2-SDS2.5
7'	2	2	2	2	HDU2-SDS2.5	HDU2-SDS2.5
6'	2	2	2	2	HDU2-SDS2.5	HDU2-SDS2.5
5'	2	1	1	1	HDU2-SDS2.5	HDU2-SDS2.5
4'	1	1	1	1	HDU2-SDS2.5	HDU2-SDS2.5
3'	1	1	1	1	HDU2-SDS2.5	HDU2-SDS2.5



EXT. 2X6 WOOD STUD WALL TIE IN ARCHED ENTRY

8
S1.02

1" = 1'-0"



NEW WALL CONNECTION DETAIL

4
S1.02

1" = 1'-0"

CONTRACTOR TO FIELD VERIFY ALL EXISTING DIMENSIONS / CONDITIONS PRIOR TO DEMOLITION/CONSTRUCTION AND/OR EQUIPMENT INSTALLATION

BID SET CONSTRUCTION DOCUMENTS

SCALE:	DATE:	
As indicated	09/10/2024	
DRAWN BY:	CHECKED BY:	
JD, JP, MA	JS	
NO	REVISION	DATE

SHEET TITLE:

FRAMING PLAN AND DETAILS

PROJECT NO: 4315-02	SHEET NO: S1.02
---------------------	-----------------

Calculations Prepared by:
Date: Jul 08, 2024
File Location: J:\City of Mary Esther City Hall Adaptive Re-Use (4315-02)\
01 Drawings\07 Plots\Wind Pressure Calculations.vnd

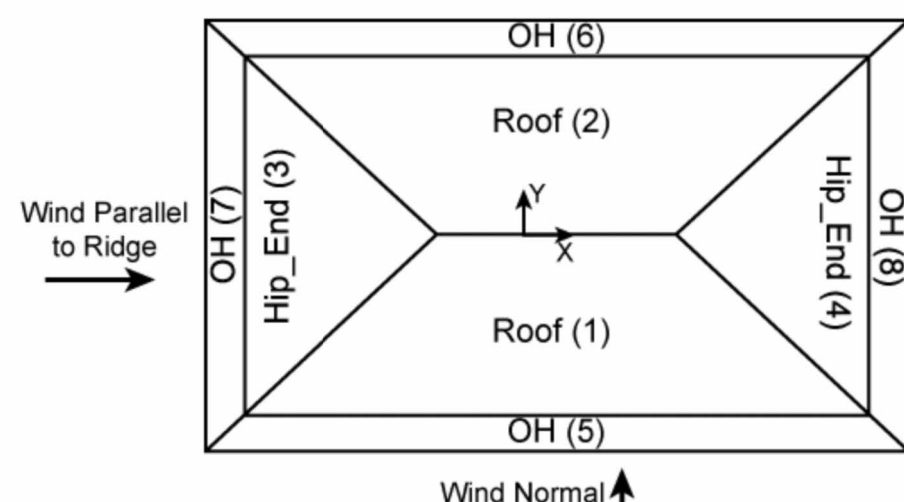
General:			
Wind Load Standard	= FBC 2023	Basic Wind Speed	= 150.0 mph
Exposure Classification	= D	Risk Category	= III
Structure Type	= Building	Design Basis for Wind Pressures	= ASD
Calculate Tornado Loads on Structure	= False	MMFRS Analysis Method	= Ch 27
(Ult Version Only)			
CAC Analysis Method	= Ch 30 Pt 1	Dynamic Type of Structure	= Rigid
Show Advanced Options	= 0		

Wind Speed Basis to be used in calculations:		
V	= Convert to ASD wind speed: $V_{ASD} = 0.9 \cdot V$ [Eqn 16-17]	
Building:		
Roof	= Roof Type	= Hipped
Hip	= Hip on Building Roof Type	= Hip
θ	= Slope of Roof	= 18.43 Deg
W	= Eave Height	= 12.000 ft
L	= Building Length	= 145.000 ft
HipLen	= Ridge Hipped Length	= 41.000 ft
EndSlope	= Hipped End Slope of Roof	= 16.43 Deg
Par	= Parapet	= None
H _{mean}	= Mean Roof Height	= 24.000 ft
G _{CF,1}	= Override G _{CF,1} Value	= False
Encl	= Enclosure Classification	= Enclosed
Pitch	= Pitch of Roof	= 4:9 115
R _h	= Ridge Height	= 28.333 ft
W	= Building Width	= 92.000 ft
HipLen	= Ridge Hipped Length	= 41.000 ft
OH	= Type of Overhang	= All Soffit
HT _{mean}	= Override Mean Roof Height	= True
R _h	= Ridge Height	= 28.333 ft
isElev	= Building is Elevated	= False

Exposure Constants [Tab 26.11-1]:			
α = 3-s Gust-speed exponent	= 11.500	Z_m = Nominal Ht. of Boundary Layer	= 1935.000
Δ = Reciprocal of α	= 0.087	b = 3 sec gust speed factor	= 1.090
c_m = Mean hourly Wind-Speed Exponent	= 0.125	b_m = Mean hourly Windspeed Exponent	= 0.780
c = Turbulence Intensity Factor	= 0.150	ϵ = Integral Length Scale Exponent	= 0.1250

Overhang Inputs:		
Std	= Overhangs on all sides are the same	= True
OHType	= Type of Roof Wall Intersections	= Soffit
OH	= Overhang of Roof Beyond Wall	= 3.000 ft

Main Wind Force Resisting System (MMFRS) Wind Calculations per Ch 27 Pt1



h	= Mean structure height	= 24.000 ft
K _z	= $2.41 \cdot (Z/Z_0)^{0.4}$ [Eq 26.10-1]	= 1.123
K _z	= No Topographic feature specified	= 1.000
K _z	= Wind Directionality Factor per Tab 26.6-1	= 0.85
+G _{CF,1}	= Enclosed Positive Internal Pressure Tab 26.13-1	= -0.18

-G _{CF,1}	= Enclosed Negative Internal Pressure Tab 26.13-1	= -0.18
LP	= Load Factor based upon ASD Design	= 0.60
K _e	= Ground Elev. Factor (Tab 26.9-1)	= 1.000
Q _e	= $0.00256 \cdot K_e \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 26.10-1]	= 38.82 psf
RA	= Roof Area	= 14407.30 sq ft
Q _h	= $0.00256 \cdot K_e \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 26.10-1]	= 38.82 psf
Q _h	= Negative Internal Pressure: q _i · LP	= 38.82 psf
Q _h	= Positive Internal Pressure: q _i · LP	= 38.82 psf

MMFRS Wind Loads (Normal to Ridge)		
h	= Mean Roof Height of Building	= 24.000 ft
RHT	= Ridge Height of Roof	= 28.333 ft
L	= Horizontal Dimension of Building Normal to Wind Direction	= 145.000 ft
L/B	= Ratio of L/B used for Cp determination	= 0.634
h/L	= Ratio of h/L used for Cp determination	= 0.166
Slope	= Slope of Main Roof	= 18.43 Deg
HipSlope	= Slope of Hipped Ends of Roof	= 16.43 Deg

Gust Factor Calculation for Wind: [Normal to Ridge]		
Gust Factor Category I Rigid Structures - Simplified Method		
G _s	= Simplified: For Rigid Structures can use 0.85	= 0.85
Gust Factor Category II Rigid Structures - Complete Analysis		
Z _m	= Equiv Struc Height: $\text{Max}(0.6 \cdot h, Z_m)$ [Eq 26.11-1]	= 14.400 ft
I _m	= Turbulence Intensity: $c \cdot (Z/Z_0)^{0.4}$ [Eq 26.11-9]	= 0.172
L _m	= Turbulence Integral Length Scale: $(L \cdot Z/33)^{0.1}$ [Eq 26.11-9]	= 385.596 ft
B	= Building Width Normal to Wind Direction	= 145.000 ft
G	= Detailed: $0.955 \cdot (1 + 1.7 \cdot q_p \cdot L_m / Q) \cdot (1 + 1.7 \cdot q_p \cdot L_m)$ [Eq 26.11-6]	= 0.891
G	= Gust Factor: $\text{Min}(G_s, G)$	= 0.850
CP _{hw}	= Windward Wall Coefficient (All L/B Values)	= 0.800
CP _{hw}	= Leeward Wall Coefficient using L/B	= -0.500
CP _{hw}	= Side Wall Coefficient (All L/B values)	= -0.700

Elev ft	G _{CF,1}	Q _e psf	K _e	K _z	Q _h psf	Windward Press psf	Leeward Press psf	Side Press psf	Total Press psf	Minimum Pressure* psf
12.000	+0.18	38.82	1.035	1.000	35.77	14.74	-19.96	-25.57	34.70	9.60
12.000	-0.18	38.82	1.035	1.000	35.77	26.61	-8.08	-13.69	34.70	9.60

K _e	= $2.41 \cdot (Z/Z_0)^{0.4}$	K _z	= No Topographic feature specified
G _{CF,1}	= Enclosed Internal Pressure Tab 26.13-1	Q _e	= $0.00256 \cdot K_e \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 26.10-1]
Q _h	= Positive Internal Pressure: q _i · LP	Q _h	= Negative Internal Pressure: q _i · LP
Side	= $q \cdot K_e \cdot G \cdot CP_{hw} \cdot q_p \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 27.3-1]	Leeward	= $q \cdot K_e \cdot G \cdot CP_{hw} \cdot q_p \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 27.3-1]
Windward	= $q \cdot K_e \cdot G \cdot CP_{hw} \cdot q_p \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 27.3-1]	Total	= Windward - Leeward
*Minimum Pressure: 5 27.1.5 no less than 9.60 psf (incl LP) applied to Walls			
*Positive Pressure Act TOWARD Surface and Negative Pressure Act AWAY From Surface			

Reference	Description	Location	Start Dist ft	End Dist ft	C _p Min	C _p Max	G _{CF,1}	Pressure Min psf	Pressure Max psf
Hip_End	Hipped End (0 to h)	3,4	3.000	24.000	-0.900	+0.180	+0.18/-0.18	-31.18	0.89
Hip_End	Hipped End (h to 2'h)	3,4	24.000	48.000	-0.500	+0.180	+0.18/-0.18	-19.96	0.89
Hip_End	Hipped End (>= 2'h)	3,4	48.000	95.000	-0.300	+0.180	+0.18/-0.18	-14.35	0.89
OH_Top	Overhang Top	5	All	All	0.129	-0.368	+0.18/-0.18	-16.27	9.56
OH_Top	Overhang Top (0 to h)	7,8	0.000	24.000	-0.900	+0.180	+0.18/-0.18	-31.18	0.89
OH_Top	Overhang Top (h to 2'h)	7,8	24.000	48.000	-0.500	+0.180	+0.18/-0.18	-19.96	0.89
OH_Top	Overhang Top (>= 2'h)	7,8	48.000	98.000	-0.300	+0.180	+0.18/-0.18	-14.35	0.89
OH_Top	Overhang Leeward	7,8	All	All	-0.569	-0.569	+0.18/-0.18	-21.89	-10.01
Roof_LW	Roof Leeward	2	All	All	-0.569	-0.569	+0.18/-0.18	-21.89	-10.01
Roof_WW	Roof Windward	1	All	All	0.129	-0.368	+0.18/-0.18	-16.27	9.56
Soffit	Soffit Bottom	5	All	All	0.800	0.800	+0.18/-0.18	16.50	28.38

Roof Pressures based upon Ch 27 Ptl:			
Start	= Start Dist from Windward Edge	End	= End Dist from Windward Edge
C _{p,min}	= Smallest Coefficient Magnitude	C _{p,max}	= Largest Coefficient Magnitude

Press _{min}	= $q \cdot K_e \cdot G \cdot CP_{hw} \cdot q_p \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 27.3-1]	Press _{max}	= $q \cdot K_e \cdot G \cdot CP_{hw} \cdot q_p \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 27.3-1]
*No reduction factor was applicable			
*The smaller uplift pressures due to Cp,Min can become critical when wind is combined			
With roof live load or snow load: load combinations are given in ASCE 7			
*Positive Pressure Act TOWARD Surface and Negative Pressure Act AWAY From Surface			

MMFRS Wind Loads (Parallel to Ridge)		
RHT	= Ridge Height of Roof	= 28.333 ft
L	= Horizontal Dimension of Building Normal to Wind Direction	= 145.000 ft
L/B	= Ratio of L/B used for Cp determination	= 1.576
h/L	= Ratio of h/L used for Cp determination	= 0.166
Slope	= Slope of Main Roof	= 18.43 Deg
HipSlope	= Slope of Hipped Ends of Roof	= 16.43 Deg

Gust Factor Calculation for Wind: [Parallel to Ridge]		
Gust Factor Category I Rigid Structures - Simplified Method		
G _s	= Simplified: For Rigid Structures can use 0.85	= 0.85
Gust Factor Category II Rigid Structures - Complete Analysis		
Z _m	= Equiv Struc Height: $\text{Max}(0.6 \cdot h, Z_m)$ [Eq 26.11-1]	= 14.400 ft
I _m	= Turbulence Intensity: $c \cdot (Z/Z_0)^{0.4}$ [Eq 26.11-9]	= 0.172
L _m	= Turbulence Integral Length Scale: $(L \cdot Z/33)^{0.1}$ [Eq 26.11-9]	= 385.596 ft
B	= Building Width Normal to Wind Direction	= 92.000 ft
G	= Detailed: $0.955 \cdot (1 + 1.7 \cdot q_p \cdot L_m / Q) \cdot (1 + 1.7 \cdot q_p \cdot L_m)$ [Eq 26.11-6]	= 0.903
G	= Gust Factor: $\text{Min}(G_s, G)$	= 0.880
CP _{hw}	= Windward Wall Coefficient (All L/B Values)	= 0.800
CP _{hw}	= Leeward Wall Coefficient using L/B	= -0.395
CP _{hw}	= Side Wall Coefficient (All L/B values)	= -0.700

Elev ft	G _{CF,1}	Q _e psf	K _e	K _z	Q _h psf	Windward Press psf	Leeward Press psf	Side Press psf	Total Press psf	Minimum Pressure* psf
12.000	+0.18	38.82	1.035	1.000	35.77	14.74	-16.73	-25.57	31.47	5.60
12.000	-0.18	38.82	1.035	1.000	35.77	26.61	-4.85	-13.69	31.47	9.60

K _e	= $2.41 \cdot (Z/Z_0)^{0.4}$	K _z	= No Topographic feature specified
G _{CF,1}	= Enclosed Internal Pressure Tab 26.13-1	Q _e	= $0.00256 \cdot K_e \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 26.10-1]
Q _h	= Positive Internal Pressure: q _i · LP	Q _h	= Negative Internal Pressure: q _i · LP
Side	= $q \cdot K_e \cdot G \cdot CP_{hw} \cdot q_p \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 27.3-1]	Leeward	= $q \cdot K_e \cdot G \cdot CP_{hw} \cdot q_p \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 27.3-1]
Windward	= $q \cdot K_e \cdot G \cdot CP_{hw} \cdot q_p \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 27.3-1]	Total	= Windward - Leeward
*Minimum Pressure: 5 27.1.5 no less than 9.60 psf (incl LP) applied to Walls			
*Positive Pressure Act TOWARD Surface and Negative Pressure Act AWAY From Surface			

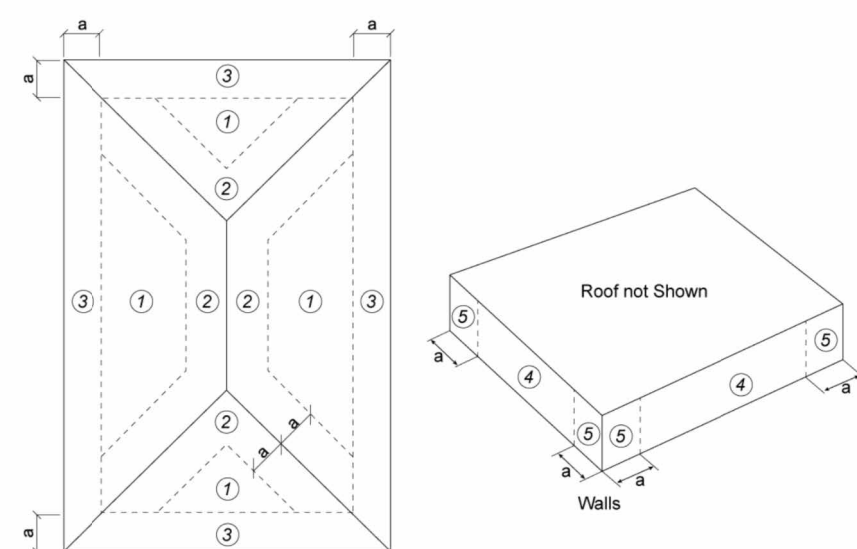
Reference	Description	Location	Start Dist ft	End Dist ft	C _p Min	C _p Max	G _{CF,1}	Pressure Min psf	Pressure Max psf
Hip_End	Hipped End (0 to h)	3	3.000	24.000	-0.900	+0.180	+0.18/-0.18	-31.18	0.89
Hip_End	Hipped End (h to 2'h)	3	24.000	48.000	-0.500	+0.180	+0.18/-0.18	-19.96	0.89
Hip_End	Hipped End (>= 2'h)	3,4	48.000	148.000	-0.300	+0.180	+0.18/-0.18	-14.35	0.89
OH_Top	Overhang Top (0 to 5'6")	5	0.000	24.000	-0.900	+0.180	+0.18/-0.18	-31.18	0.89
OH_Top	Overhang Top (h to 5'6")	5,6	24.000	48.000	-0.500	+0.180	+0.18/-0.18	-19.96	0.89
OH_Top	Overhang Top (>= 5'6", 2'h)	5,6,8	48.000	151.000	-0.300	+0.180	+0.18/-0.18	-14.35	0.89
Roof	Roof (0 to h)	5,6	3.000	24.000	-0.900	+0.180	+0.18/-0.18	-31.18	0.89
Roof	Roof (h to 2'h)	5,6	24.000	48.000	-0.500	+0.180	+0.18/-0.18	-19.96	0.89
Roof	Roof (>= 2'h)	5,6	48.000	148.000	-0.300	+0.180	+0.18/-0.18	-14.35	0.89
Soffit	Soffit Bottom	5	All	All	0.800	0.800	+0.18/-0.18	16.50	28.38

Roof Pressures based upon Ch 27 Pt1:			
Start	= Start Dist from Windward Edge	End	= End Dist from Windward Edge
C _{pe,1}	= Smallest Coefficient Magnitude	C _{pe,1}	= Largest Coefficient Magnitude
Press _{min}	= q _s •K _e •G•C _{pe,1} •(q _g •K _z •K _d •V ² •LP) Eq 27.3-1	Press _{max}	= q _s •K _e •G•C _{pe,1} •(q _g •K _z •K _d •V ² •LP) Eq 27.3-1
• No reduction factor was applicable			
• The smaller uplift pressures due to C _{pe,1} can become critical when wind is combined			

With roof live load or snow load: load combinations are given in ASCE 7
*Positive Pressure Act TOWARD Surface and Negative Pressure Act AWAY From Surface

Components and Cladding (CAC) Wind Roof & Wall Summary per Ch 30 Pt 1:

h/W	= Ratio of mean roof height to building width	= 0.261
h/L	= Ratio of mean roof height to building length	= 0.166
h	= Mean structure height	= 24.000 ft
K _e	= $2.41 \cdot (Z/Z_0)^{0.4}$	= 1.123
K _e	= No Topographic feature specified	= 1.000
K _e	= Wind Directionality Factor per Tab 26.6-1	= 0.85
+G _{CF,1}	= Enclosed Positive Internal Pressure Tab 26.13-1	= +0.18
-G _{CF,1}	= Enclosed Negative Internal Pressure Tab 26.13-1	= -0.18
LP	= Load Factor based upon ASD Design	= 0.60
K _e	= Ground Elev. Factor (Tab 26.9-1)	= 1.000
Q _e	= $0.00256 \cdot K_e \cdot K_z \cdot K_d \cdot V^2 \cdot LP$ [Eq 26.10-1]	= 38.82 psf
LHD	= Least Horizontal dimension: $\text{Min}(h, L)$	= 92.000 ft
a ₁	= $\text{Min}(0.1 \cdot LHD, 0.4 \cdot h)$	= 9.200 ft
a	= $\text{Max}(a_1, 0.04 \cdot LHD, 3 \text{ ft } [0.9 \text{ m}])$	= 9.200 ft
h/B	= Ratio of mean roof height to least horizontal dim: h/B	= 0.261



Wind Pressure Summary for CAC Roof & Wall based Upon Areas Ch 30 Pt 1 (Table 1 of 2)

Zone	Figure	Pos A < 10 ft² psf	Neg A < 10 ft² psf	Pos A = 10 to 20 ft² psf	Neg A = 10 to 20 ft² psf	Pos A > 20 ft² psf	Neg A > 20 ft² psf
1	30.3-2E	29.04	-65.33	25.06	-57.70	19.81	-47.60
2	30.3-2E	29.04	-65.33	25.06	-57.70	19.81	-47.60
3	30.3-2E	29.04	-65.33	25.06	-57.70	19.81	-47.60
4	30.3-1	38.93	-42.23	37.18	-40.48	34.86	-38.16
5	30.3-1	38.93	-42.23	37.18	-40.48	34.86	-38.16
1_OHS	30.3-2E/30.3-1	9.60	-88.33	9.60	-88.34	9.60	-76.53
2_OHS	30.3-2E/30.3-1	9.60	-88.33	9.60	-88.34	9.60	-76.53
3_OHS	30.3-2E/30.3-1	9.60	-88.33	9.60	-88.34	9.60	-76.53

Wind Pressure Summary for CAC Roof & Wall based Upon Areas Ch 30 Pt 1 (Table 2 of 2)

Zone	Figure	Pos A = 100 ft² psf	Neg A = 100 ft² psf	Pos A = 200 ft² psf	Neg A = 200 ft² psf	Pos A > 500 ft² psf	Neg A > 500 ft² psf
1	30.3-2E	15.84	-39.97	15.84	-32.34	15.84	-32.34
2	30.3-2E	15.84	-39.97	15.84	-32.34	15.84	-32.34
3	30.3-2E	15.84	-39.97	15.84	-32.34	15.84	-32.34
4	30.3-1	33.11	-36.41	31.35	-34.65	29.04	-32.34
5	30.3-1	33.11	-36.41	31.35	-34.65	29.04	-32.34
1_OHS	30.3-2E/30.3-1	9.60	-67.14	9.60	-57.75	9.60	-55.43

2_OHS	30.3-2E/30.3-1	9.60	-84.40	9.60	-74.25	9.60	-71.93
3_OHS	30.3-2E/30.3-1	9.60	-88.46	9.60	-77.55	9.60	-75.23

* A is effective wind area



THE CITY of
Mary Esther
FLORIDA

BID SET PROJECT MANUAL/SPECIFICATIONS for the **CITY OF MARY ESTHER BID NO.** **CITY HALL ADAPTIVE RE-USE PROJECT**

Mary Esther, Florida
FLA Project No. 4315-02
September 10, 2024



Architect:

Florida Architects, Inc.
103 W. 5th Street
Panama City, FL 32401
Ph: 850.257.5400



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Not Used

END OF SECTION 00 02 00

SECTION 00 07 00 – INVITATION TO BID

PART 1 - GENERAL

1.1 INVITATION TO BID

- A. Notice is hereby given that signed, sealed, and delivered bids shall be received from qualified Contractors by the Owner no later than **Wednesday, October 16, 2024, until 2:00 PM (CT)** local time, for the work described in the construction of:
 - B. CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE PROJECT
 - C. BID NO.
 - D. 302 Mary Esther Blvd
 - E. Mary Esther, Florida 32569
 - F. FLA Project #4315-02
- G. In order for bids to be considered, they must be in the possession of the Owner's Agent on or before the date and time noted above.
- H.
- I. Mail or hand deliver all bid proposals as noted below:
- J.
 - THE CITY OF MARY ESTHER, FL
 - C/O Dillon Morris, City Clerk
 - 195 Christobal Rd
 - Mary Esther, Florida 32569
 - Attention: Dillon Morris, City Clerk
- K. NOTE: ***Oral, telegraphic or electronic proposals will not be considered.
- L.
- M. Proposals received after the published time or date, or incomplete proposals, will not be accepted.
- N.
- O. All bid proposals must be submitted in one (1) fully executed original form (marked Original) and one printed copy, and one (1) electronic copy (USB jump drive) and must be signed, sealed (corporate seal), and securely sealed in an envelope or suitable conveyance, and clearly marked on the outside to show the date and time, and must be designated as "SEALED BID FOR CITY OF MARY ESTHER CITY HALL ADAPTIVE RE-USE PROJECT" and indicating the respondent's name, address, date and time of opening.
- P. Bid proposals will be read aloud publicly at the bid opening on **Wednesday, October 16, 2024 at 2:00 PM** local time (CT) in the City of Mary Esther City Hall Chamber Room at 195 Christobal Rd, Mary Esther, FL 32569. The bid results will be posted on the Owner's procurement website and the Architects bidding website for registered parties.
- Q.
- R. Bids and supporting documents will be evaluated by the Architect and the Owner's Agent. Further, the City of Mary Esther reserves the right to accept or reject any or all bids, or parts thereof, or to waive informalities therein, or to accept other than the lowest bid when considered to be the best value and/or in the best interest of the Owner, or to waive informalities in the solicitation documents, and to obtain new bids. Each Bid shall include a Bid Bond valid and binding for a period of sixty (60) days after opening.
- S. Inquiries regarding this Project Request for Proposals should be directed to Mr. Joe Sorci, AIA Project Architect, via email to: jsorci@floridaarchitects.com.
- T.
- U. A Non-Mandatory Pre-Bid Conference will be held on **Tuesday, October 1, 2024 at 2:00 PM local time (CT)** at the City of Mary Esther City Hall Chamber Room: 195 Christobal Rd, Mary Esther, FL 32569. Potential Bidders are recommended to attend this meeting and encouraged to bring written questions

for the Architect's consideration and response by Addendum. Assemble in front of the City Hall at 195 Christobal Rd, Mary Esther, FL 32569 promptly at 2:00 PM (CT).

- V. The last day to submit (via email) questions to the Architect's Project Manager will be Thursday, October 3, 2024 until 4:00 PM (CT).

1.2 DOCUMENTS

- A. Documents will be available as follows:

B.

1. Bid Documents in the form of digital portable document format (PDF) may be obtained at no cost from the Owners procurement website and BidNet.com.
2. Addenda will be posted to the Owner's procurement website and BidNet.com. Be sure to periodically check the website for any Addenda and/or additional information. Checking the procurement websites are the Bidders responsibility.

- C. Documents may be viewed at no cost at the office of the Architect when a time is prearranged by telephone by calling 850.257.5400.

1. Florida Architects, Inc.
2. 103 W. 5th Street
3. Panama City, FL 32401
4. 850.257.5400

END OF SECTION 00 07 00

SECTION 00 10 00 – INSTRUCTIONS TO BIDDERS

PART 1 - GENERAL

1.1 INSTRUCTIONS AND INFORMATION TO BIDDERS

Bid proposals shall be on forms included in this bid package (Exhibit A, Bid Form Section 00 31 00). The Bidder will provide bid security in the form of a Bid Bond or Cashier's Check in the amount of Five Percent (5%) of the amount of the Bid total. Refer to Exhibit B, Section 00 44 00, Bid Bond, AIA Document A310.

Bidders shall agree not to withdraw their bid proposal for a period of sixty (60) days after the date for opening of bids.

If the Contractor does not provide the executed contract, labor and performance bonds and insurances within the time specified or otherwise time extension authorized by Addendum, the Owner has the right to retain the bid security for their use.

Each Bidder shall include in his bid amount the cost of the insurance, including but not limited to, Builder's Risk Insurance.

Each Bidder shall include in his bid amount the cost of the required bonds including 100% Performance Bond, and 100% Labor and Materials Bond. Include a letter from the Surety that the Bidder can bond the project.

The Bid Proposal will be assembled and submitted in an appropriately sized envelope for submission with the name of the project appearing legibly on the outside of the envelope. Bids sent electronically will not be accepted. Refer to Section 00 07 00, Invitation to Bid for additional information.

The sealed Bids are to be delivered to the following address:

THE CITY OF MARY ESTHER, FL
CITY HALL
C/O Dillon Morris, City Clerk
195 Christobal Rd,
Mary Esther, Florida 32569

The Bid due date and time will be:

Wednesday, October 16, 2024 until 2:00 PM CT (local time)

- 1.2 City of Mary Esther reserves the right to accept or reject any or all bids, or parts thereof, or to waive informalities therein, or to accept other than the lowest bid when considered to be in the best interest of the Owner, or to waive informalities in the solicitation documents, or to obtain new bids. Each Bid shall be valid and binding for a period of sixty (60) days after opening.

Bids will be collected and opened publicly. The Owner will post the results on their procurement website.

1.3 BID SUBMITTAL REQUIREMENTS

Exhibit A, Attached Bid Proposal Form is to be used, Section 00 10 00
Exhibit B, Attached Bid Bond AIA A310, Section 00 44 00
Exhibit C, List of Subcontractors, Section 00 10 00
Exhibit D, Drug Free Workplace Form, Section 00 10 00
Exhibit E, E-Verify Form, Section 00 10 00
Exhibit F, Public Entity Crimes, Section 00 10 00
Exhibit G, Anti-Collusion Clause, Section 00 10 00
Exhibit H, Conflict of Interest Disclosure Form, Section 00 10 00
Exhibit I, Addenda Acknowledgement Form, Section 00 10 00

Letter from Bonding Company stating they will provide the Labor and Material Payment Bond and Performance Bond Exhibits J and K.
Exhibit L, AIA Document A305-2020, Contractor's Qualification Statement (including Exhibits A-E).

1.4 AIA AND OTHER FORMS TO BE USED WITH THIS CONTRACT:

Exhibit J, Labor and Material Payment Form, Section 00 10 00
Exhibit K, Performance Bond, Section 00 10 00
Exhibit M, AIA A101-2017 (Draft Stipulated Sum) - Owner-Contractor Agreement
A201 General Conditions of the Contract for Construction, Section 00 70 00
G701 Change Order
G702 Application and Certificate for Payment
G703 Continuation Sheet for G702
G704 Certification of Substantial Completion
G706A Contractor's Affidavit – Release of Liens
G707 Consent of Surety to Final Payment
G709 Proposal Request
G710 Architect's Supplemental Instructions
G714 Construction Change Directive

1.5 DEFINITIONS:

The Bidding Documents include the Bid Scope Documents, the Conditions of the Contract (General, Supplementary General Conditions - Section 00 80 00, and Special Conditions - Section 00 82 00, and the Construction Drawings and Specifications (Project Manual), including, but not limited to, Division Zero Requirements any Addenda issued prior to the receipt of bids.

The Bid Scope Documents include the Invitation to Bid, Information to Bidders, Description of the Work, Schedule of Drawings, Bid Form, and sample bidding and contract forms.

The Contract Documents consist of the Agreement, the Conditions of the Contract (General, Supplementary General, and Special Conditions), the Construction Drawings, the Project Manual/Specifications, all Addenda, and all modifications thereto, and the Contract between the Owner and the Contractor.

Addenda are written and graphic instruments issued by the Architect and posted on the Owner's and Architect's Project Bidding Websites prior to the time of receipt of Bids which modify or interpret the Bidding Documents by additions, deletions, clarifications, or corrections.

A Bid is complete and properly signed, sealed, and notarized proposal to do the work for the sums stipulated, supported by data called for by the Bidding Documents.

Base Bid is the sum for which the Bidder offers to perform the work described in the Bidding Documents as the Base.

An Alternate Bid (or Alternate) is an amount stated in the Bid to be added to, or deducted from, the amount of the Base Bid if the corresponding change in the project scope or materials or methods of construction is described in the Bidding Documents.

A Unit Price is an amount stated in the Bid as a price per unit of measurement for materials or services as described in the Bidding Documents or the Contract Documents.

Where reference is made to the Architect or Engineer it shall mean the designated representative of the Architect.

Wherever in the Specifications (or on the Drawings) there is a reference to the "Contractor" (or "G.C."), or "Construction Manager" (or CM), such reference shall be interpreted to mean the "General Contractor".

1.6 QUALIFICATION OF CONTRACTORS AND SUBCONTRACTORS:

In order to be qualified, a Bidder must be able to present evidence that he (they) are currently registered with or hold an unexpired certificate as a Contractor, issued by the Florida Construction Industry Licensing Board in accordance with Chapter 489, Part I Licensing of Construction Industry, Florida Statutes. In order to be qualified, if the Bidder is a corporation, he must be properly registered with the State of Florida, Department of State, Division of Corporations, and must hold a current State Corporate Charter Number in accordance with Chapter 607, Florida Statutes.

Furthermore, the Agreement will only be entered into with responsible Contractors, found to be satisfactory to the Architect and the Owner's Agent, qualified by experience and in a financial position to do the work specified.

1.7 BID BOND:

Refer to Exhibit B, Section 00 44 00, for the Bid Bond, or a Cashier's Check, in the amount of Five percent (5%), made out to the Owner, to be submitted with the Bid Proposal.

Bid proposals shall be valid for sixty (60) calendar days.

The Proposer who is awarded the project may forfeit their Bid Bond or Cashier's Check with the amount to be given to the Owner if the Bidder fails to provide a valid executed contract, insurance certificates, and construction bonds as specified in the Project Manual.

1.8 METHOD OF BIDDING:

The work described in these documents is the sole responsibility of the General Contractor known herein as "Contractor." The work of each Subcontractor is described in the Description of Work of each Specification Section and as noted on the drawings and shall be identified in the contract with each Subcontractor. Subcontractors are required to review all drawings and specifications to ensure that they have included all aspects of the project requirements.

1.9 EXAMINE BIDDING DOCUMENTS AND SITE VISIT:

The Bidder shall be held to have examined the premises and site so as to compare the existing conditions with the Drawings and Specifications, and to have satisfied himself as to the condition of the premises, any obstructions, the actual levels, and all other work necessary for carrying out the project, before delivery of his proposal. The Bidder shall also acquaint himself with the character and extent of the Owner's Agent's and other Contractor's operations in the area of the work, so that he may make his construction plans accordingly. No allowances or extra payment will be made to a Contractor for, or on account of, costs or expenses occasioned by his failure to comply with the provisions of this paragraph, or by reason of error or oversight on the part of the Contractor, or on account of interferences by the Owner's Agent or a Subcontractor's activities.

Complete sets of Bidding Documents shall be used in preparing bids. What is shown and/or required on one document applies to all. Neither the Owner's Agent, nor the Architect assumes any responsibility for errors, omissions, or misinterpretations resulting from the use of incomplete sets of Bidding Documents. The Owner's Agent or Architect in making, or having made, copies of the Bidding documents and Contract Documents available, does so only for the purpose of obtaining bids on, or construction of, the Work and does not confer a license or grant for any other use.

1.10 MANDATORY PRE-BID CONFERENCE:

A NON-MANDATORY Pre-Bid Conference is scheduled for **Tuesday, October 1, 2024 at 2:00 pm local time (CT)** at the City of Mary Esther Chamber Room, 195 Christobal Rd, Mary Esther, FL 32569. Potential Bidders are strongly encouraged to attend this meeting and encouraged to bring written questions for the Architect's consideration and response by Addendum. Assemble in front of the City Hall at 195 Christobal Rd, Mary Esther, FL 32569 promptly at 2:00 pm. Bidders who attend must sign in in the Architects sign-in sheet. Bidders shall submit to the Architect a written list of questions and requests for clarification. The last day to submit and email written questions shall be **Thursday, October 3, 2024 at 4:00 PM local time (CT).**

1.11 DISCREPANCIES, OMISSIONS, OR INTERPRETATIONS

Bidders shall promptly notify the Architect of any ambiguity, inconsistency, or error which they may discover upon examination of the Bidding Documents or Contract Documents or of site and local conditions. Bidders requiring clarification or interpretation of the Bidding Documents or Contract

Documents shall make a written request to the Architect by Thursday, October 3, 2024 at local time (CT). Interpretations will not be made orally.

Any interpretations, corrections, or change of the Architect's Bidding Documents will be made by Addendum by the Architect and issued to registered plan holders by the Architect. Interpretations, corrections, or changes of Documents made in any other manner will not be binding, and bidders shall not rely upon such interpretations, corrections, and changes.

Addenda will be posted to the Owner's Project Bidding Website and BidNet.com for all potential bidders. All emails regarding clarification or interpretation of the documents will be accepted by Joe Sorci, AIA via email: jsorci@floridaarchitects.com (also refer to Section 00 07 00, Invitation to Bid for additional information). This routing of correspondence is only to ensure orderly dissemination of information. The Architect is the preparer of the Bidding Documents and Construction Documents and, as such will be the interpreter of the Documents, and will be the only party responsible for issuance of clarification or interpretation information regarding this project.

1.12 BID PROPOSAL FORM:

The Bidder, by submitting his Bid represents that he has read and understands the Bidding Documents and his Bid is made in accordance therewith. Each bid shall be submitted on the bidder's letterhead following (matching) the Bid Proposal Form bound in the Bid Scope Documents with all blank spaces filled in. All blanks on the bid form shall be filled in by typewriter or manually in ink. Each bid shall be submitted in duplicate (one marked "Original") and one (1) copy. All interlineations, alterations, or erasures shall be initiated by the signer of the bid. Fill in all spaces for bid prices in both words and figures. In case of discrepancies, the amount shown in words will govern. Submit the Bid, and any other documents required to be submitted with the Bid, in a sealed opaque envelope. All requested Alternates shall be bid. If alternates do not make a change in the Base Bid, enter "No Change". Failure to comply with this requirement may result in rejection of the Bid. Make the Bid in the name of the principal, and if a co-partnership, give the names of the parties. Give the complete address. If bids are submitted by an agency, provide satisfactory evidence of the agency authority. The Bid shall include the legal name of the Bidder and a statement that the Bidder is a sole proprietor, a partnership, a corporation, or some other legal entity. The Bid Proposal shall be signed, sealed, and notarized by the person or persons authorized to bind the Bidder to the contract. The Bidder, by submitting his Bid, represents that he has read and acknowledges that the construction time frame is acceptable. The Bidder further acknowledges that his Bid is based upon the materials, system, and equipment required by the Bidding Documents without exception. Bids must be received at the designated location prior to the time and date for receipt of bids indicated in the Invitation to Bid, or any extension thereof made by the Addendum. Oral, telephone, email, or telegraph bids are invalid and will not receive consideration. No Bids received after the time fixed for receiving them will be considered. Late Bids will be returned to the sender unopened. The Bidder, by submitting his Bid, acknowledges and agrees to deliver the required Certificates of Insurance and required bonds within five (5) days of notice of award by the Owner with the executed contract.

1.13 ADDENDA:

All addenda issued during the time of bidding shall become part of the Bidding Documents, and receipt thereof shall be acknowledged on the bid proposal.

Each Bidder shall ascertain prior to submitting his bid that he has obtained all Addenda issued. Addenda will be posted to the Architect's Project Website as soon as prepared by the Architect.

1.14 ALTERNATES:

Each Bidder shall bid on all Alternates listed in each part of the Bid Proposal. They will be fully considered in awarding the Contract.

Bids will be considered irregular, and may be rejected, if Alternates contained in the Bid Proposal are obviously unbalanced in excess of, or below, reasonable cost analysis values.

1.15 SALES TAX:

The Bidder shall include in his Bid Proposal all sales and use taxes on materials and equipment included in his Proposal which may be required by law.

The Contractor agrees to participate in the Owner's direct purchase tax recovery program. Contractor to furnish the Owner with purchase order information necessary for the Owner to order and pay for direct material purchases over \$2,000.

1.16 INSURANCE:

Refer to Specification Section 00 70 00, "General Conditions of the Contract" and Section 00 80 00, "Supplementary General Conditions", Article 11.

1.17 SUBSTITUTIONS:

Bidders wishing to obtain approval of an article, device, product, material, fixture, form, or type of construction other than that specified or shown by name, make, or catalog number, shall make written request to the Architect, through the General Contractor, timed so as to reach the Architect at least seven (7) working days prior to the date of receipt of bids. Such request shall be accompanied by data supporting the claim to equality or equivalence and as indicated in Sections 00 80 00, "Supplementary General Conditions", and Section 00 82 00, "Special Conditions, Article 15".

Approval by the Architect, if given, will be made by Addendum. Said approval will indicate that the additional article, device, product material, fixture, form, or type of construction is approved for use insofar as the requirements of this Project are concerned.

The Bidder shall submit drawings and other descriptive data of any modification, or items of assemblies, necessary to provide approved compliance with requirements and compatibility with adjacent components.

Bids shall not be based on assumed acceptance of any item which has not been approved by Addendum or specified herein.

Under no circumstance will the Architect be required to prove that a product proposed for substitution is, or is not, equal or equivalent quality to the product specified. It is mandatory that the Bidder submit a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted, drawings, cuts, performance and test data, locations of other installations in the State of Florida with contacts names at those locations and any other data, samples, or information necessary for a complete evaluation. Insufficient data will not be considered.

Refer to Section 00 820 00, Special Conditions, Article 15, Substitution of Material and Equipment for additional information and requirements.

1.18 WITHDRAWAL OR REVISION OF BID PROPOSALS:

Any bid proposal may be withdrawn or revised in writing prior to the scheduled time for opening of bid proposals.

A bid may not be modified, withdrawn, or canceled by the Bidder during the stipulated time period following the time and date designated for the receipt of bids, and the Bidder agrees in submitting his bid.

Prior to the time and date designated for receipt of bids, bids submitted early may be modified or withdrawn only by notice to the party receiving bids at the place, and prior to the time, designated for receipt of bids. Such notice shall be in writing over the signature of the Bidder or be by email; if by email, written confirmation over the signature of the Bidder must have been emailed on or before the date and time set for receipt of bids. It shall be so worded as not to reveal the amount of the original bid.

Withdrawn bids may be resubmitted up to the time designated for the receipt of bids provided that they are then fully in conformance with this Section, Information to Bidders and other Bid Document requirements.

Bid security shall be in an amount sufficient for the bid as modified or resubmitted.

1.19 ACCEPTANCE OF BID PROPOSALS:

Bids will be received on or before 2:00PM local time (CT).

Bid Bond (Exhibit "B", Section 00 44 00) is required to be submitted with the Bid Proposal.

Labor and Material Payment Bond (Exhibit "J", Section 00 10 00), and 100% Performance Bonds (Exhibit "K", Section 00 10 00) proof of bond ability are required for this project. Bids will be opened and reviewed publicly by the Architect and Owner. The Notice-of-Award will be posted on the Bidding Website(s).

Bids shall be good for sixty (60) calendar days after the bid opening.

It is the intent of the Owner to award a Contract to the lowest responsible Bidder provided the Bid has been submitted in accordance with the requirements of the Bidding Documents and does not exceed the funds available within thirty (30) calendar days following the bid opening.

Further, the Owner reserves the right to accept or reject any or all bids, or parts thereof, or to waive informalities therein, or to accept other than the lowest bid when considered to be in the best interest of the Owner, or to waive informalities in the solicitation documents, and to obtain new bids.

1.20 CONSTRUCTION BONDS:

The Owner's Agent will, prior to the execution of the Contract, require the General Contractor to furnish a Performance Bond (Exhibit "K") and Labor and Material Payment Bond (Exhibit "J") equal to One-Hundred percent (100%) of the total amount payable by the terms of the Contract.

The General Contractor shall deliver the required Bonds to the Owner's Agent at the date of execution of the Contract.

The Bonds shall be written and executed on the forms which are included in the Bid Scope Documents. Any bonding company submitting a Bid Bond or Construction Bonds to the Owner's Agent must be licensed to transact a fidelity and surety business in the State of Florida.

The Contractor shall be responsible for notifying the Owner's Agent immediately upon notification from the Bonding Company that they can no longer provide the Bonding requirements for this project, and/or if the company is not able to conduct business, or if the company goes out of business. The Contractor shall also be responsible for immediately obtaining new Bonds as required for this project and forwarding them to the Owner's Agent, if the original Bonding Company cannot provide the bonds or goes out of business.

1.21 CONTRACT AGREEMENT FORM:

The form that will be used for this contract agreement shall be the "Standard Form of Agreement between the Owner's Agent and Contractor where the basis of payment is a STIPULATED SUM" (A.I.A. Document A101-2017) as modified/prepared by the Architect (Refer to Exhibit M, Section 00 10 00).

The Contractor will provide all insurance certificates and bonds within five (5) calendar days of the Notice of Award by the Owner and executed Agreement.

1.22 POST-BID INFORMATION:

After the bids are received, tabulated, and evaluated by the Owner's Agent and the Architect, the apparent low bidder shall meet for the purpose of determining any contract concerns. Contractor to provide the following information to the Owner at the meeting:

1. Designation of Work to be performed by the Bidder with his own forces.
2. Complete detailed unit cost breakdown. This breakdown shall include separate line items for all mechanical work, and all electrical work, and further a line-item cost for each Section of the Specifications.
3. Provide a Schedule of Values with unit costs for each major item/Section of the Specifications as acceptable by the Architect.
4. A final list of names of the Subcontractors or other entities (including those who are to furnish materials or equipment fabricated to a special design) proposed for the principal portions of the Work.

5. The proprietary names and the suppliers of principal items or systems of materials and equipment proposed for the Work. This information shall not be allowed to change during the course of the Work unless approved by the Architect.
6. Within ten (10) calendar days after Notice of Award, Contractor to submit to the Architect a complete list of all items, products, and layouts for which shop drawings, brochures, or samples are required, names of each subcontractor or supplier, and approximate date of planned submission.
7. The Bidder will be required to establish to the satisfaction of the Architect and Owner's Agent the reliability and responsibility of the persons or entities proposed to furnish and perform the Work described in the Bidding Documents.
 - a. Prior to the award of the Contract, the Architect will notify the Bidder in writing if either the Owner's Agent or the Architect, after due investigations, has reasonable objection to any such proposed person or entity.
 - b. If the Owner's Agent or Architect has reasonable objection to any such proposed person or entity, the Bidder shall submit an acceptable substitute person or entity with an adjustment in his bid price, if any, to cover the difference in cost occasioned by such substitution.
 - c. The Owner's Agent may, at his discretion, accept the adjusted bid price or he may disqualify the Bidder. In the event of either withdrawal or disqualification of the Bidder pursuant to this paragraph, bid security will not be forfeited.

1.23 SCHEDULING AND COMPLETION:

Work shall be commenced by the date established in the Notice to Proceed, but in no case more than five (5) consecutive calendar days after such date and shall proceed in accordance with a schedule to be developed by the Contractor and presented to the Architect and the Owner's Agent. **The Work shall be Substantially Complete (as approved by the Architect and Owner) One-Hundred-Eighty (180) consecutive calendar days following the Notice to Proceed. An additional Fourteen (14) consecutive calendar days will be allowed for Final Completion.**

The existing facilities will remain open and in full service (occupied) by the Owner during the construction of this project.

Due to the required operation schedule, the need to complete this work in order to finish other required work and occupy the facility at full capacity, time is of the essence for this Contract.

LIQUIDATED DAMAGES:

1. **If the Contractor fails to achieve Substantial Completion of the Work within the Contract Time or as otherwise required by the Contract Documents, the Owner's Agent shall be entitled to retain or recover from the Contractor and/or its Surety, and liquidated damages and not as a penalty, the following per diem amounts commencing upon the first day following expiration of the Contract Time and continuing until the actual date of Substantial Completion. Such liquidated damages are hereby agreed to be a reasonable pre-estimate of damages the Owner's Agent would incur as a result of delayed completion of the Work.**

Substantial Completion Liquidated Damages Per Day: \$1,000.00

The Liquidated Damages amount per calendar day are fixed and agreed upon by and between the Contractor and the Owner's Agent because of the impracticality and difficulty of ascertaining actual damages the Owner's Agent will sustain. The Owner's Agent will suffer financial damage if the Project is not substantially completed on the dates set forth in the Contract Documents. Therefore, it is agreed that the liquidated damages amount per calendar day is adequate to cover damages which the Owner's Agent will sustain by

reason of the inconvenience, loss of use, loss of monies, additional costs of contract administration by the Architect and Owner's Agent.

2. Permitting the contractor to continue and finish the Work or any part of the Work after time fixed for its completion or after date to which time for completion may have been extended shall in no way constitute a wavier on the part of the Owner's Agent of any of his rights under the Contract.
3. **Liquidated Damages shall also be assigned to the Contractor if punch list items have not been completed within Fourteen (14) consecutive calendar days after Substantial Completion.** Liquidated Damages for punch list items shall commence on the (15th) day after Substantial Completion and accrue until the final Application for Payment has been approved by the Architect. The Contractor, and its Surety, shall pay to the Owner's Agent the sums hereinafter stipulated as fixed, agreed and liquidated damages for each calendar day of delay until the punch list items are complete and the Contractor has complied with the Final Completion requirements:

Final Completion Liquidated Damages Per Day: \$1,000.00

1.24 REQUIREMENTS FOR LICENSED SUBCONTRACTORS:

The Contractor must complete a form provided by the Owner for every Subcontractor (refer to Section 00 10 00 Exhibit B). The information required will be their contact information, license #, and the expiration date.

Each trade and special contractor shall submit proof of current licensure from the State of Florida.

1.25 CONTRACTOR'S QUALIFICATION STATEMENT:

- A. Refer to Exhibit "L" for the AIA 305-2020 Contractor's Qualification Statement including A305 Exhibits A-E to be completed and included in the Bid Proposal.

END OF SECTION 00 10 00

EXHIBIT "C"

SUB-CONTRACTORS FORM

As the Bidder, I submit a listing of the Sub-Contractors which I shall use to accomplish the Work. Sub-Contractors are listed by name, address, amount of work and item of work. If none, please state so.

Subcontractor Name, Address, & License #: _____

Subcontractor Name, Address, & License #: _____

Subcontractor Name, Address, & License #: _____

Subcontractor Name, Address, & License #: _____

Subcontractor Name, Address, & License #: _____

Subcontractor Name, Address, & License #: _____

Subcontractor Name, Address, & License #: _____

Subcontractor Name, Address, & License #: _____

Subcontractor Name, Address, & License #: _____

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

EXHIBIT "D"

**DRUG FREE WORKPLACE
Section 287.087 Florida Statutes**

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more proposals, which are equal with respect to price, quality, and service, are received by THE CITY OF MARY ESTHER for the procurement of commodities or contractual services, a proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. To have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under Bid a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under Bid, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by an employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

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EXHIBIT E

E-VERIFY

Contractor/Vendor/Consultant acknowledges and agrees to the following:

Contractor/Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Contractor/Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Contractor/Vendor/Consultant to perform work pursuant to the contract with The City of Mary Esther (Owner).

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

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EXHIBIT "F"

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES,
PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____

by _____

for _____

whose business address is

and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement:

2. I understand that a "public entity crime" as defined in Paragraph 287.133 (1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133 (1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
- a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

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Page 2 of 2

5. I understand that a "person" as defined in Paragraph 287.133(1)I, Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter in to a binding contract and which bids or applied to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. [indicate which statement applies.]

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Office of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vender list. [attach a copy of the final order]

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Signature

Sworn to and subscribed before me on this _____ day of _____, 20____.

Personally known _____ OR Produced identification _____

Notary Public- State of _____

My commission expires: _____
[printed, typed or stamped commissioned name of notary public]

EXHIBIT "G"

ANTI-COLLUSION CLAUSE

Firm certifies that their response is made without prior understanding, agreement or connection with any Corporation, Firm or person submitting a response for the same services and is in all respects fair and without collusion or fraud.

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

Sworn to and subscribed before me on this _____ day of _____, 20_____.

Personally known _____ OR Produced identification _____

Notary Public- State of _____

My commission expires: _____

[printed, typed or stamped commissioned name of notary public]

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EXHIBIT "H"

CONFLICT OF INTEREST DISCLOSURE FORM

For purposes of determining any possible conflict of interest, all firms, must disclose if any The City of Mary Esther, employee(s), elected officials(s), of if any of its agencies is also an owner, corporate officer, agency, employee, spouse, or family member, etc., of their firm.

Indicate either "yes", or "no". If yes, give person(s) name(s) and position(s) with your firm.

YES _____

NO _____

NAME(S)

POSITION(S)

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

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EXHIBIT "I"

ADDENDUM ACKNOWLEDGEMENT

I acknowledge receipt of the following addenda:

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

ADDENDUM NO. _____

DATED _____

Name of Firm: _____

Authorized Signature: _____

Printed Name: _____

Title: _____

Date: _____

It is the responsibility of the firm to ensure that they have received addendums if issued. Check the Owner's and Architect's Project Procurement Websites at least 24-hours prior to submitting your proposal to ensure that you have received addendums.

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EXHIBIT "J"

LABOR AND MATERIAL PAYMENT BOND

BY THIS BOND, We, _____ as Principal and

_____, a corporation, as

Surety, are bound to the CITY OF MARY ESTHER BOARD OF CITY COMMISSIONERS (OWNER), in the sum of \$ _____ for the payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally.

Principal and the OWNER entered into a contract dated _____, 20____ for

_____ which is incorporated by reference. THE CONDITIONS of this bond is such that:

1. If the Principal shall promptly make payment to all persons, firms, subcontractors, and corporations furnishing materials for or performing labor in the prosecution of the work provided for in such Contract, and any authorized extension or modification thereof, including all insurance premiums on said work, and for all labor, performed in such work whether by subcontractor or otherwise, then this obligation shall be void. Otherwise, it shall remain in full force and effect.

2. If Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration or addition to the terms of the Contract or to the work to be performed thereunder or the specifications accompanying the same shall in any wise affect its obligation on this bond, and it does hereby waive notice of any such change, extension of time, alteration or addition to the terms of the Contract or to the work or to the specifications.

Further, no final settlement between PHCA and the Contractor shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

Now, therefore, if the Contractor shall promptly make payment to all claimants, defined below, for all labor and material used or required for use in performing the obligations of this Contract, then this obligation shall be null and void; otherwise it shall remain in full force and effect.

Signed and Sealed this _____ day of _____, 20____.

COMPANY/CORPORATE PRINCIPAL

Attest:

By: _____

Seal:

Its: _____

Acknowledged and subscribed on _____, 20____, before the undersigned authority by _____, as the _____ of _____ the Company/Corporation named as Principal and with due authorization of the Corporation.

Notary Public

SURETY

Attest:

By: _____

Seal:

Countersigned:

By: _____

Attorney-in-Fact, State of Florida

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EXHIBIT "K"

PERFORMANCE BOND

BY THIS BOND, We, _____ as Principal and _____, a corporation, as Surety, are bound to the CITY OF MARY ESTHER BOARD OF CITY COMMISSIONERS (OWNER), as, in the sum of \$ _____ for the payment of which we bind ourselves, our heirs, personal representatives, successors, and assigns, jointly and severally. THE CONDITIONS of this bond are that if Principal:

1. Performs the contract dated _____, 20____, between Principal and the PHCA for construction of _____, the contract being made a part of this bond by reference, at the times and in the manner prescribed in the contract; and
2. Promptly makes payments to all claimants, as defined in section 255.05(1), Florida Statutes, supplying Principal with labor materials or supplies, used directly or indirectly by Principal in the prosecution of the work provided for in the contract; and
3. Pays Owner all losses, damages, expenses, costs, and attorney's fees, including appellate proceedings, that PHCA sustains because of a default by Principal under the contract; and
4. Performs the guarantee and warranty of all work and materials furnished under the contract for the time specified in the contract, then this bond is void; otherwise it remains in full force.
5. Any action instituted by a claimant under this bond for payment must be in accordance with the notice and time limitation provisions in Section [255.05](#)(2), Florida Statutes. Any changes in or under the contract documents and compliance or noncompliance with any formalities connected with the contract or the changes does not affect Surety's obligation under this bond.

The Surety and the Contractor consent and yield to the jurisdiction of the Civil Courts in and for Bay County, Florida.

CORPORATE PRINCIPAL

Attest:

By: _____

Seal:

Its: _____

Acknowledged and subscribed on _____, 20____, before the undersigned authority by _____, as the _____ of the Company/Corporation named as Principal and with due authorization of the Company/Corporation.

Notary Public

SURETY

Attest:

By: _____

Seal:

Countersigned:

By: _____

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SECTION 00 31 00 – BID PROPOSAL FORM (EXHIBIT “A”)

1 GENERAL

**BID FOR CONSTRUCTION CONTRACT FOR:
CITY HALL ADAPTIVE RE-USE PROJECT
BID No.**

1.1 BID FROM:

(herein after called "Bidder") a Corporate organized and existing under the laws of the State of Florida, a Partnership, or an individual.

TO: CITY OF MARY ESTHER, FL CITY HALL
195 Christobal Rd
Mary Esther, FL 32569

- A. The undersigned, as Bidder, hereby declares that the only person or persons interested in the Bid as Principal or Principals is, or are, named herein and that no other person and herein mentioned has any interest in this proposal or in the contract to be entered into; that this Bid is made without connection with any other person, company, or parties making a bid; and that it is in all respects fair and in good faith, without collusion or fraud.
- B. The Bidder further declares that he has examined the site of the work and informed himself fully in regard to all conditions pertaining to the places where the work is to be done; that he has examined the drawings and specifications for the work and the contractual documents relative thereto (available by registering with the Architect), and has read all the special provisions furnished prior to the opening of bids, and that he has satisfied himself relative to the work to be performed.
- C. The Bidder proposes and agrees, if this Bid is accepted, to contract the Owner in the form of Contract specified, to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation, and labor necessary to complete the scope-of-work identified in full and complete accordance with the shown, noted, described, and intended requirements of the Contract Documents to the full and entire satisfaction of Florida Architects, Inc. with a definite understanding that no money will be allowed for extra work except as set for in the Contract Documents, the Bidder makes the following proposal.
- D. The Bidder further proposes and agrees to commence work under this Contract no later than five (5) consecutive days from the date established in the Notice to Proceed issued by the Architect and be Substantially and Finally Complete within the time as specified in Section 00 10 00, "Instructions to Bidders", Subsection 1.22. Liquidated Damages apply for failure to perform as specified in the Project Manual.

1.2 After the date of Substantial Completion, an additional twenty-four (24) calendar days as noted above will be allowed for the following:

- A. Completion of all punch-list items.
- B. Removal of equipment, excess materials, and debris from the site.
- C. Final cleaning.
- D. Completion and submission of all Contract close-out items including as-built drawings and maintenance manuals as specified in the Project Manual.

1.3 The Bidder further proposes and agrees to execute and deliver the said Contract and the required Certificates of Insurance and Bonds, all within five (5) consecutive calendar days after written notice being given of the Notice of Award of the contract.

1.4 CONSIDERATION OF BIDS:

- A. The Bidder agrees that this bid may not be withdrawn for a period of sixty (60) calendar days from the opening thereof.
- B. Refer to Section 00 10 00, Instructions to Bidders for list of Exhibits and requirements to be attached to this Proposal.
- C. This Bid Form shall become a part of the Contract for Construction.

1.5 ALLOWANCES:

- A. None.

1.6 ADDENDA RECEIPT:

- A. Complete and attach the Addenda to the Bidding Documents Acknowledgement Form Exhibit "I", Section 00 10 00.

1.7 BID AMOUNTS:

- A. Base Bid Amount: For all work associated with the CITY HALL ADAPTIVE REUSE PROJECT and described on the Drawings and the Project Manual/Specifications except as designated as an Alternate Bid amount:

Bid Amount (In Words):

_____ Dollars
(\$ _____)

Show in both words and figure. In case of discrepancy, amount shown in words shall govern.

1.8 ALTERNATES:

- A. None.

1.9 SIGNATURES:

The undersigned Bidder holds Florida Construction Industry Licensing Board Certification Number:

Respectfully submitted,

(FIRM NAME) _____

Address: _____

By: _____
(Signature of Authorized Officer)

Print Name & Title: _____

Witness: _____

(Seal if bid is by a Corporation)

(SEAL)

1.11 DISCLAIMER

- A. The Owner reserves the right to accept or reject any or all bids, or parts thereof, or to waive informalities therein, or to accept other than the lowest bid when considered to be in the best interest of the Owner, or to waive informalities in the solicitation documents, or to obtain new bids.

2 PRODUCTS (Not Used)

3 EXECUTION (Not Used)

END OF SECTION 00 31 00

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SECTION 00 70 00 – GENERAL CONDITIONS (AIA DOCUMENT A201)

See AIA Document A201 -2017

END OF SECTION 00 70 00

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SECTION 00 80 00 – SUPPLEMENTARY GENERAL CONDITIONS

SUPPLEMENTS TO A.I.A. DOCUMENT A201, 2017 EDITION
GENERAL CONDITIONS FOR THE CONTRACT FOR CONSTRUCTION
TABLE OF CONTENTS:

ARTICLE 1:	General Provisions
ARTICLE 2:	Owner
ARTICLE 3:	Contractor
ARTICLE 4:	Architect
ARTICLE 5:	Subcontractors
ARTICLE 6:	Construction by Owner or By Separate Contractors
ARTICLE 7:	Changes In The Work
ARTICLE 8:	Time
ARTICLE 9:	Payments and Completion
ARTICLE 10:	Protection of Person and Property
ARTICLE 11:	Insurance and Bonds
ARTICLE 12:	Uncovering and Correction of Work
ARTICLE 13:	Miscellaneous Provisions
ARTICLE 14:	Termination or Suspension of the Contract
ARTICLE 15:	Claims and Disputes
ARTICLE 16:	Equal Opportunity

GENERAL

These Supplementary General Conditions modify, change, delete from, or add to the "General Conditions of the Contract for Construction," A.I.A. Document A201, 2017 Edition. The A.I.A Document A201, 2017 Edition is hereby made a part of every Section of these Specifications and shall be binding upon each Contractor, Subcontractor, and Material Supplier. Where any Article of the General Conditions is modified, or any Paragraph, Subparagraph, or Sub-Subparagraph thereof is modified or deleted by these Supplementary General Conditions, the unaltered provisions of the Article, Paragraph, Subparagraph, or Sub-Subparagraph shall remain in effect.

ARTICLE 1: GENERAL PROVISIONS:

1.1 BASIC DEFINITIONS:

1.1 Supplement Paragraph 1.1 as follows:

"1.1.1.1 The Contractor's Forms as accepted by the Owner shall be a part of the Contract Documents.

1.1.9 "Provide", as used in the Contract Documents, includes furnishing all labor, supervision, tools, materials, supplies, equipment, shop drawings, product data and samples, together with all services, accessories and costs associated with performance of the work, or production or installation of an item or system usable in the complete project.

1.1.10 "Diagrammatic", as used in the Contract Documents, shall mean to outline in schematic form or an illustration to be used as a guide only.

1.1.11 "Product", as used in these Contract Documents, includes materials, systems and equipment."

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS:

1.2.1 Delete subsection entirely and substitute the following:

"1.2.1 The intent of the Contract Documents is to include all items necessary for the execution and completion of the work by the Contractor. The Contract Documents are complementary, **and what is required by any one shall be as binding as if required by all.** Performance by the Contractor and Subcontractors shall be required to produce the intended results. In cases of discrepancies between the Contract Documents, the Agreement shall take precedence over the Drawings and Specifications, and the Specifications shall take precedence over the Drawings, except as listed. Large scale plans, sections, and details take precedence over smaller scaled items. Plan schedules shall control over general plans. Addenda and Change Orders supersede only affected portions of the Documents.

1.2.1.1 The Contractor/Subcontractor, however, shall be held to providing completed work, according to the meaning and intent of the Drawings and Specifications whether all of the items involved under any trade are mentioned in one or several sections or on one or several drawings.

1.2.1.2 Should any item to be furnished or labor to be performed as specified under more than one Section of the Specification, it will be premised that Subcontractors have included said product and/or labor in more than one Section, unless he shall have obtained a written decision from the Contractor prior to the bid. The Contractor will decide who shall provide such items. Proper credit shall be given to the Owner when the cost has been included more than once.

1.2.1.3 Should any item or equipment required to be furnished within the drawings or specifications fail to have any or all of its connections or utilities indicated, the Contractor and Subcontractors shall provide (as a minimum) services, utilities and connections to ensure the permanent, proper, code compliant operation of the item or equipment; unless such condition shall have been brought to the attention of the Architect prior to the Bid and a decision rendered through the issuance of addenda or other items of clarification.

1.2.1.4 The Contractor, and Subcontractors shall not take advantage of errors or omissions on Drawings or Specifications.

1.2.1.5 If any errors or omissions appear in Drawings, Specifications, or other Contract Documents, the Subcontractors shall notify the Contractor before time of submitting bid. The Contractor will notify and resolve the issues with the Architect prior to submitting a Price, or Bid Proposal to the Owner. Should conflict occur in or between Drawings and Specifications; Contractor and Subcontractors are deemed to have estimated on the more expensive product, method of installation, and/or the greater quantity, unless he has requested and obtained a written decision before submission of bid proposals as to which method, product, or quantity will be required.

1.2.1.6 References to known standard specifications shall mean the latest edition of such specifications adopted and published at date of invitation to submit proposal. Words which have well-known technical or trade meanings are used herein accordance with such recognized meanings.

1.2.1.7 When dimensions as shown on the Drawings are affected by conditions already established, the Subcontractor shall take measurements to verify the given scale or figure dimensions in the Drawings.

1.2.1.8 The Specifications, detailed description, or omission of it, concerning any work to be provided shall be regarded as meaning that only the best general practice of the trade is to prevail and that only materials and workmanship of the first quality are to be used. All interpretations of these Specifications shall be made upon this basis and all interpretations shall be made by the Architect.

1.2.1.9 Execute work as per Contract Documents. Make no changes without having first received written permission from the Architect. Where detailed information is lacking, before proceeding with work, refer matter to the Architect for additional information.

1.2.1.10 THE MECHANICAL AND ELECTRICAL SYSTEM DRAWINGS ARE DIAGRAMMATIC IN NATURE AND THE FIELD CONDITIONS MAY ARISE THAT WILL PREVENT THEIR BEING INSTALLED AS PER DRAWING (EX.), SUCH AS PIPE AND CONDUIT RUNS, CROSSOVERS, RISERS, DOORS, FLOOR, WALLS AND CEILING PATTERN COVERING LAYOUTS, ETC. THEREFORE, IT SHALL BE THE RESPONSIBILITY OF EACH AND ALL SUBCONTRACTORS, FOR THE COORDINATION, TIMING AND PROTECTION OF ALL CONDITIONS; AND IN EACH CASE WHERE THERE IS ANY QUESTION OR PROBLEM AS TO CONDITIONS OR LOCATIONS OF THESE ITEMS, SUBMIT A WORKABLE SOLUTION TO THE CONTRACTOR/GENERAL CONTRACTOR AND THE ARCHITECT FOR REVIEW AND WRITTEN APPROVAL BEFORE COMMENCING WITH QUESTIONABLE WORK. IF SUCH ADJUSTMENT SHALL BE MADE BY THE SUBCONTRACTOR WITHOUT WRITTEN APPROVAL, IT SHALL BE AT THEIR OWN RISK AND EXPENSE. ANY REMOVAL OF NON-APPROVED AREAS SHALL BE THE RESPONSIBILITY AND EXPENSE OF THE SUBCONTRACTORS.

1.2.1.11 Where there is conflict between the Drawings, or between Drawings and Specifications, or doubt as to meaning, the Contractor and Subcontractors shall obtain a written decision from the Architect, except where the Contractor deems that there could be immediate damages to life or property. He shall not proceed in uncertainty in any instance.

1.2.1.12 In the case of discrepancies between the INFORMATION TO BIDDERS, CONDITIONS OF THE CONTRACT, DRAWINGS, SPECIFICATIONS, OR ADDENDA as it relates to each Subcontractor's Work Category responsibilities, the most stringent and/or most expensive case applies as determined by the Architect.

1.2.2 Add the following:

"1.2.2.1 Construction Specifications Institute (C.S.I. Uniform System): To assist the Contract, the Specifications are divided into Divisions and Section numbers generally conforming to "Uniform System for Construction Specifications.

ARTICLE 2:
OWNER:

2.1 GENERAL:

2.1.1 Add the following subparagraphs:

"2.1.1.1 THE TERM "ARCHITECT" AS USED IN THE GENERAL CONDITIONS SHALL MEAN FLORIDA ARCHITECTS, INC. where the term "A/E", "Architect/Engineer", or "Engineer" is used in the documents, it shall be considered as being synonymous with the term "Architect" as defined in the general conditions.

2.1.1.2 The use of phrases "as directed", "as instructed", "reviewed", "authorized", "accepted", and similar terms implies that such action will be taken by the Architect unless specifically stated otherwise."

2.2 INFORMATION AND SERVICES REQUIRED OF THE OWNER:

2.2.5.1 Add the following:

"2.2.5.1 The Contractor will be furnished with ONE (1) reproducible digital (PDF format) set of Drawings and Specifications by the Owner (other sets may be furnished but are not a requirement under this contract). A complete set of portable document format (.pdf) documents (plans and specifications) will be made available to the Contractor for their printing processes. The Contractor will make the portable document format documents available to the Subcontractors for their use in this project. The Architect will provide the Contractor with the original digital AutoCAD 2021 files of the Plans (plan views only) for the Contractor's and Subcontractor's use to prepare Shop Drawings, Coordination Drawings, and Submittals upon receipt of accepted Architect's Digital File Release Forms from all users."

2.4 OWNERS RIGHT TO CARRY OUT THE WORK:

2.4.1 Add the following:

"2.4.1 The Owner and/or Owner's Agent(s) will assist the Architect and Contractor in determining in general that the Work of the Subcontractors is being performed in accordance with the Contract Documents and will endeavor to guard the Owner against defects and deficiencies in the Work of the Contractor and Subcontractors."

ARTICLE 3:
CONTRACTOR:

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR:

3.2.1 Add the Following:

"3.2.1.1 Examination of site shall include determination of the nature and scope of the work and all difficulties that accompany its execution."

3.2.3 Add the following:

"3.2.3.1 The Contractor, Subcontractors and material suppliers shall examine the Architectural, Structural, Mechanical, Plumbing, and Electrical Drawings and Specifications, and verify all measurements and requirements before ordering materials or performing any work to avoid problems during construction.

3.2.3.2 Before ordering materials or doing any work, the Contractor and Subcontractors shall verify all measurements at the project site and shall be responsible for their correctness. No extra compensation will be allowed on account of differences between actual dimensions and those indicated on the Drawings. Any decided difference which may be found shall be reported to the Architect in writing, for consideration before proceeding with the Work."

3.4 LABOR AND MATERIALS:

3.4.1 Add the following:

"3.4.1.1 Material Standards - Unless otherwise specifically provided in this Contract, reference to any equipment, material, article, or patented process, by trade name, make, or catalog number, shall establish a standard of quality and the Base Bid shall include only materials and items exactly as specified or called for by name. Architect to list at least three acceptable manufacturers in the Specifications, where possible, however each manufacturer shall meet the basis-of-design requirements.

3.4.1.2

3.4.2 Delete subparagraph 3.4.2 and substitute the following:

"3.4.2 Substitutions During Bidding Period - Requests for Substitutions during the bidding period will be considered and treated only as stated in Specification Section 00 82 00, Special Conditions, Article 15,

Substitution of Materials and Equipment. Once bids have been received, the Owner and Architect will prepare the Contract on the basis that all items are those specified in the Specifications, shown on the Drawings, or approved in Addenda during the bidding period. The approval of a product during the bid period does not negate the requirement for the submission of complete data during the construction in accordance with the Section 01 33 00, Submittals, nor does it negate the burden of complying with all specification requirements. Should further investigation of a product approved during the bid period indicate that the product does not meet the essential requirements of the project the Contractor and Subcontractors shall make such modifications as are necessary to meet these essential requirements.

3.4.2.1 Approval After Bids are Opened - Substitutions or approval of products will be considered after bids are opened only under the following conditions:

.1 The Subcontractor shall place orders for specified materials and equipment promptly upon award of Contract. No excuses or proposed substitutions will be considered for materials and equipment due to unavailability, unless proof is submitted that firm orders were promptly placed for the item listed in the Specifications.

.2 The reason for the unavailability shall be beyond the control of the Subcontractor, such as strikes, lockouts, bankruptcy, discontinuance of the manufacturer or a product, or acts of god, and shall be made known in writing to the Architect within ten (10) days of the date that the Subcontractor ascertains that he cannot obtain the material or equipment specified. Requests shall be accompanied by a complete description of the materials or equipment which the Subcontractor wishes to use as a substitute."

3.5 WARRANTY:

Add the following:

"3.5.1 Under this warranty for a period of one (1) year from date of Completion, as evidenced by the date of "Substantial Completion" of the Work, the Contractor and Subcontractors shall remedy, at his own expense, any such failure to conform on any such defects. Where warranties are written in any Section for longer than one (1) year, such terms will apply.

3.5.2 Nothing in the above intends or implies that this warranty shall apply to work which has been abused or neglected by the Owner."

3.6 TAXES:

3.6 Add the following:

"3.6.1 Unless otherwise specified, the Bid price includes all Federal, State and local taxes imposed prior to the execution of the Agreement and which are applicable to the Work. If any new privilege, sales gross receipt or other excise tax, exclusive of taxes and net income or undistributed profit applicable to the Work and payable by the Subcontractor is imposed by the State of Florida, or such present tax be increased as of the date thereof, then the Contract price will be adjusted accordingly and the Owner will reimburse the Contractor therefore without any allowance for overhead or profit upon separate payment application containing such pertinent details as the Owner may require. The Contractor will organize, implement and manage the Owner's direct purchase tax recovery program. Direct purchases shall be for orders of two-thousand dollars (\$2,000) or more for any single item."

3.7 PERMITS, FEES, NOTICES AND COMPLIANCE WITH LAWS:

3.7 Delete paragraph 3.7.1 and substitute the following:

"3.7.1 A local building permit will be required for this project. The "Florida Building Code 2020 shall govern. The Contractor will engage a qualified Building Department to facilitate the document review and building permit process, as well as related inspection services in accordance with the FBC. The Owner is **NOT** exempt from any and all other county, district, municipal, and local building codes, ordinances, interpretations, building permits and assessments of fees for building permits, impact fees and service availability fees other than those defined within the Florida Building Code 2020, the Florida Statutes, and the Florida Administrative Code. The Contractor and Subcontractors shall secure all required permits, governmental fees, anti-pollution fees, and licenses necessary for the proper execution and completion of his Work, which are applicable at the time the bids are received. The Contractor and Subcontractors shall be familiar with all Federal, State, and local laws, codes, ordinances, and regulations which in any manner effect those engaged or employed in the Work and any material or equipment used in the conduct of the Work.

3.7.1.1 Before proceeding with the Work, securing permits or necessary licenses, the Contractor and Subcontractors shall carefully study and compare the Drawings and Specifications and shall at once report in writing, to the Architect/Engineer, any error or omission he may discover that is in variance with applicable laws, statutes, building codes, and regulations."

3.7.2 Add the following:

"3.7.2.1 The Contractor and Subcontractors at all times shall comply with the Florida Building Code 2020 installation requirements (including amendments and supplements), and all Federal, State and local laws, codes, ordinances and regulations as applicable, which in any manner affects the Work, and he and his surety shall indemnify and hold harmless the Owner, and Architect/Engineer, to the extent allowable by law, against any claim or liability arising from or based on the violation of such law or decree, whether by himself or his employees."

3.11 DOCUMENTS AND SAMPLES AT THE SITE:

3.11.1 Add the following:

"3.11.1 At the completion of the Work, each Subcontractor shall submit "Record Drawings" to the Contractor on digital media, and the Contractor in turn will produce (or cause to have produced) As-Built Drawings on ELECTRONIC MEDIA on Autodesk AutoCAD Architectural Desktop (2021 Version). The Architect will provide the Contractor with the digital related AutoCAD files of the project for the Contractor's and Subcontractor's use to prepare Shop Drawings, Coordination Drawings, and As-Built (Record) Drawings upon receipt of the Architect's Digital File Release Forms from all users. Said Record Drawings shall be delivered to the Architect in the same AutoCAD file and PDF formats for review. The Architect will forward reviewed Final As-Built Drawings to the Owner for their future use.

3.11.1.1 Pipelines and ducts which are installed in furred spaces, pipe chases, or other spaces which can be readily inspected by the use of access panels or other means of access will not be considered as being concealed. With reference to electrical and mechanical work the exact (not diagrammatic) conduit, pipe, and duct runs shall be shown on these drawings.

3.11.1.2 Record Drawings" shall be the daily in-use set of contract documents at the job site. At the end of each day, the foreman of each trade shall mark and date any and all changes that occurred during the course of the days work. Lines shall be located by dimension and equipment shall be noted and located. These documents will be delivered to the Contractor as noted in 3.11.1 above.

3.11.1.3 Upon completion of the work this data shall be recorded to scale, by a competent draftsman on electronic media copies of the contract drawings. Where changes and actual locations are to be recorded, the electronic media shall be erased before the changes are made. The work shall be shown as installed and the Contractor shall deliver the black line drawing prints and electronic media files with every drawing marked "As-Built". In showing the changes the same legend shall be used to identify piping, etc., as was used on the contract drawings. A separate set of drawings shall be prepared for electrical, plumbing, heating, air conditioning, and ventilating work, and A/V & Data, unless two (2) or more divisions are shown on the same sheets of the contract drawings. Each change of the original Contract Documents shall be "clouded" and referenced, except pipe runs may be noted, and each sheet shall bear the date and name of the Subcontractor submitting the changes to the drawings.

3.11.1.4 The Contractor shall review the complete as-built drawings. He shall ascertain and certify that all data furnished on the drawings are accurate and truly represent the work as actually installed. When manholes, boxes, underground conduits, plumbing, hot or chilled water lines, inverts, etc. are involved as part of the work, the Subcontractor shall furnish true elevations and locations, all properly referenced by using the original benchmark for the project. The "Record Drawings" from each Subcontractor, including those unchanged and changed, shall be submitted to the Architect, when completed, together with two (2) sets of black line prints (produced from the As-Built Electronic Media) with the Contractor's stamp and each Subcontractor's certification for forwarding to the Owner, at the time of Substantial Completion. Final payment shall not be made until said "As-Built" documents have been received by the Architect, reviewed and accepted as complete, and in accordance with the contract documents.

3.11.1.5 The Contractor shall be responsible for collecting, identifying, indexing and collating the specified Close-Out Documents including the following materials from the Subcontractors, and will deliver two (2) copies of the finished documents to the Architect. Complete equipment diagrams, operating instructions, maintenance manuals, parts lists, wiring diagrams, pneumatic and/or electrical control diagrams, test and balance reports, inspection reports, guarantee and warranties, as applicable for each and every piece of fixed equipment furnished under this contract to be supplied in a three ring binder, hard-cover book, properly indexed for ready reference. Also, specific information regarding manufacturer's name and address, nearest distributor and service representative's name and address, office and home phone numbers, make and model numbers, operating design and characteristics, etc. will be required. All information submitted shall be updated to reflect existing conditions. Final payment shall not be made until said documents have been received by the Architect/Engineer, reviewed and accepted as complete and in accordance with the contract documents. Also refer to Section 01 77 00, Close-Out Procedures."

3.12 SHOP DRAWINGS, PRODUCT DATA AND SAMPLES:

3.12.11 Add the following Subparagraph:

"3.12.11 The requirements of Article 3.12 are supplemented by a separate Section, Submittals in Division One, Section 01 33 00."

3.14 CUTTING AND PATCHING OF WORK:

3.14 Add the following Subparagraphs:

"3.14.3 The Subcontractor shall do all cutting required for installation of his work. Patching required because of such cutting shall be performed as follows:

3.14.3.1 Wherever cutting occurs within unexposed materials, or in materials which are to remain unfinished when completed, patching shall be performed by the Subcontractor who did the cutting. This includes all concrete and masonry other than listed below.

3.14.3.2 Wherever cutting occurs in finished surfaces, patching shall be performed by the Subcontractor specializing in that particular trade, and paid for by the Subcontractor who did the cutting. This includes, but is not limited to, roofing, painting of plaster and finished surfaces, ceramic tile, structural facing tile, marble, concrete block in finished areas, metal lath and plaster, acoustical materials and their supports."

ARTICLE 4:
ARCHITECT:

4.1 GENERAL:

4.1 Add the following paragraph:

"4.1.4 Disputes arising under Subparagraph 4.1.2 and 4.1.3 shall be subject to litigation with venue in Okaloosa County, Florida."

ARTICLE 5:
SUBCONTRACTORS:

5.1 DEFINITIONS:

5.1. Add the following:

"5.1.3 Material Supplier is a person or organization who has furnished materials to the General Contractor, Subcontractor, Sub-subcontractor or Owner to be used in the construction of the Work, a building or structure, but has not performed any on or off-site work other than delivering construction materials, and shall not have or created any contractual relation between the Owner or the Architect/Engineer.

5.1.4 The Contractor, and all Subcontractors, Sub-Subcontractors and Material Suppliers shall be responsible for reading, studying, and understanding the Conditions of the Contract, Drawings and Specifications."

ARTICLE 6:
CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS:

6.4 Add the following paragraph:

"6.4 INSTALLATION OF EQUIPMENT:

6.4.1 The Contractor and Subcontractors shall allow the Owner to take possession of the use of any completed portions of this structure or Work, or to place and install as much equipment and machinery during the progress of the Work, as is possible without interference before its entire completion. Such possession and use of structure of work or such placing and installation of equipment, or both, shall not in any way evidence the completion of the Work or any portion of it, or signify the Owner's acceptance of the Work or any portion of it."

ARTICLE 7:
CHANGES IN THE WORK:

7.3 CONSTRUCTION CHANGE DIRECTIVES AND CHANGE ORDERS:

7.3.3 Delete paragraph and substitute the following:

"7.3.3 The cost or credit to the Owner resulting from a change in the Work shall be determined as follows:

1. By Unit Prices stated in the Contract Documents; or for changes not covered by Unit Prices;
2. By mutual acceptance of a lump sum properly itemized and supported by sufficient substantiating data to permit evaluation; or if no agreement can be reached,
3. By the method provided in Subparagraph 7.3.6.
The lump sum proposals shall be based upon:
 1. Estimate of Labor.
 2. Estimate of Materials.
 3. Estimate of Applicable Taxes.
 4. Estimate of Equipment Rentals.
 5. Estimate of Subcontractor Costs (separate line for Profit & Overhead).
 6. Estimate of Contractor Costs (separate line for Profit & Overhead).
 7. Estimate of Field Supervision (directly attributed to change) shall be included in labor breakdown.
 8. Cost of Bond Premium and insurance.
 9. Contractor and Subcontractor overhead and profit applied to the above items shall not exceed twenty percent (20%) percent in total. Subcontractor overhead and profit shall not exceed ten percent (10%). Contractor overhead and profit shall not exceed ten percent (10%) plus the cost for related insurance and bond premium. All lump sum proposals shall include a detailed cost breakdown for each component of work including material and labor, equipment rentals, taxes, supervision, profit and overhead. Indicate both quantities and unit prices. Include supplier quotes or invoices. Submit to the Architect within seven (7) consecutive calendar days after receipt of the proposal request for review and comments.

7.3.7 Add the following:

“7.3.7.1.1 All labor, material, and equipment expenditures for work performed at actual cost shall be approved daily by the Contractor. Material invoices shall be presented to the Owner and Architect with all payment requests.

7.3.7.1.2 No amount or percentage of overhead and profit will be allowed on items of perks, fringe benefits, bonuses, retirement benefits (other than social security withholdings), or health and life insurances.”

7.5 Add the following:

“7.5 ACCESS TO RECORDS:

7.5.1 The following access to records requirements apply to this contract:

- (1) The contractor agrees to provide the City of Mary Esther, Florida, attention City Manager, the Comptroller General of the State of Florida, or any of their authorized representatives access to any books, documents, papers, and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- (2) The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.
- (3) The contractor agrees to provide the Owner Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.”

ARTICLE 8:

TIME:

8.2 PROGRESS AND COMPLETION

8.2 Add the following paragraph:

“8.2.4 **Administrative work, scheduling, ordering product, etc. can commence once the Bid Award and an Administrative Notice-To-Proceed (NTP) are issued but the contractual clock will only start once the construction permit is received and the Construction NTP is provided from the Owner via the Architect. The Contractor must apply for the construction permit at least five (5) days after the Agreement has been fully executed.** Refer to Section 00 10 00, Instructions to Bidders for scheduling, completion and liquidated damages amounts.

A. LIQUIDATED DAMAGES:

1. If the Contractor fails to achieve Substantial Completion of the Work within the Contract Time or as otherwise required by the Contract Documents, the Owner shall be entitled to retain or recover from the Contractor and/or its Surety, and liquidated damages and not as a penalty, the per diem amounts specified in the Contract Between the Owner and Contractor, and commencing upon the

- first day following expiration of the Contract Time and continuing until the actual date of Substantial Completion for each Phase of Work identified. Such liquidated damages are hereby agreed to be a reasonable pre-estimate of damages the Owner would incur as a result of delayed completion of the Work.
2. Substantial Completion Liquidated Damages amount per calendar day are fixed and agreed upon by and between the Contractor and the Owner because of the impracticality and difficulty of ascertaining actual damages the Owner will sustain. The Owner will suffer financial damage if the Project is not substantially completed on the dates set forth in the Contract Documents. Therefore, it is agreed that the liquidated damages amount per calendar day is adequate to cover damages which the Owner will sustain by reason of the inconvenience, loss of use, loss of monies, additional costs of contract administration by the Architect and Owner. Refer to Section 00 10 00, Instructions to Bidders for scheduling, completion and liquidated damages amounts.
 3. Permitting the contractor to continue and finish the Work or any part of the Work after time fixed for its completion or after date to which time for completion may have been extended shall in no way constitute a waiver on the part of the Owner of any of his rights under the Contract.
 4. Liquidated Damages shall also be assigned to the Contractor if punch list items have not been completed within the specified number of days after Substantial Completion. Liquidated Damages for punch list items shall commence on the after Substantial Completion is established and accrue until the final Application for Payment has been approved by the Architect. The Contractor, and its Surety, shall pay to the Owner the sums stipulated as fixed, agreed and liquidated damages for each calendar day of delay until the punch list items are complete." Refer to Section 00 10 00, Instructions to Bidders for scheduling, completion and liquidated damages amounts.

ARTICLE 9:
PAYMENTS AND COMPLETION:

9.5 DECISION TO WITHHOLD CERTIFICATION:

9.5 Add the following:

"9.5.4 The Architect may withhold or cause to be withheld from any monies payable on account for work performed by the Contractor, or Subcontractor, such sums as may administratively be determined to be necessary to satisfy any liabilities of such Contractor or Subcontractors for damages."

9.10 FINAL COMPLETION AND FINAL PAYMENT:

9.10.2 Add the following paragraph:

"9.10.2.1 Final payment consisting of the entire unpaid balance of the Contract Amount will be paid by the Owner to the Contractor thirty (30) days after receipt of the Final Certificate for Payment from the Architect, Close-Out Documents including Record Drawings, and the "Final Consent of Surety. Final Payment will not be made until all Close-Out Documents and As-Built Drawings have been submitted and approved."

ARTICLE 10:
PROTECTION OF PERSONS AND PROPERTY:

10.2 SAFETY OF PERSONS AND PROPERTY:

10.2.2 Add the following subparagraph:

"10.2.2.1 This requirement shall include, but not necessarily be limited to, all health, safety, and fire protection regulations of the Florida Industrial Commission and the Department of Labor Safety and Health Regulations and construction promulgated under the Occupational Safety and Health Act of 1970 (PI91-596) and under Section 107 of the Contract Work Hours and Safety Standards Act (P191-54). These regulations are administered by the Department of Labor who shall have full access to the Project for inspection, etc. Compliance with the above is strictly and exclusively the responsibility of the Contractor and Subcontractors and shall in no event be considered reason for additional time or monetary compensation. In the event that a hurricane or storm emergency is imminent, the Subcontractor shall, at his own expense and without cost to the Owner, take all necessary measures to secure all his movable property, building work or plant in such a manner that no damage to public or private property or to persons may result by reason of displacement of the Subcontractor's material, equipment or plant during such hurricane or storm."

10.2.7 Add the following subparagraph:

"10.2.7.1 The Subcontractor shall adequately protect preceding and existing Work from damage caused by his operations. Breakage or damage shall be repaired by the erector of the Work at cost to the party causing the damage. The Contractor shall be the sole judge determining the party causing the damage, notwithstanding any dispute resolution."

ARTICLE 11:
INSURANCE:

11.1 CONTRACTOR'S LIABILITY INSURANCE:

- 11.1.1 In the first line following the word "business", insert the words "in the State of Florida and satisfactory to the Owner, such insurance...".
- 11.1.2 Add the following:
- 11.1.2.1 The insurance required by Subparagraph 11.1.1 shall be written for not less than the following, or greater if required by law.
1. Worker's Compensation:
 - a. State: Statutory
 - b. Employers Liability (Underlying)
\$100,000.00 - Each Occurrence
 - c. Umbrella Limit
\$500,000.00
 2. Comprehensive General Liability (including Premises-Operations: Independent Contractor's Protective; Products and Completed Operations Broad Form of Comprehensive General Liability):
 - a. Bodily Injury: (Underlying)
\$1,000,000.00 - Each Occurrence.
\$2,000,000.00 - Annual Aggregate.
 - b. Property Damage: Underlying
\$300,000.00 - Each Occurrence.
 - c. Umbrella Limit:
\$2,000,000.00
 - d. Products and Completed Operations shall be maintained for one (1) year after final payment.
 - e. Property Damage Liability Insurance shall provide X, C and/or U Coverage.
 3. Contractual Liability:
 - a. Bodily Injury:
\$1,000,000.00 - Each Occurrence.
 - b. Property Damage:
\$100,000.00 - Each Occurrence.
 - c. Personal Injury with Employment Inclusion
Same as stated above.
 4. Comprehensive Catastrophic Liability:
 - a. Excess Liability: (Commercial Umbrella)
\$2,000,00.00 - Combined Single Limit.
 5. Comprehensive Automobile Liability:
 - a. Bodily Injury: (Underlying)
\$300,000.00 - Each Person.
\$300,00.00 - Each Occurrence.
 - b. Property Damage: (Underlying)
\$100,000.00
 - c. Umbrella Limit:
\$300,000.00
 6. The insurance required by Subparagraph 11.1 shall name the Owner as an additional named insured.

11.3 PROPERTY INSURANCE:

- 11.3.1 Delete paragraph and substitute the following:
- 11.3.1 The OWNER will purchase and maintain Builder's Risk Insurance upon the entire Work at the site in full insurable value thereof. This insurance shall include the interest in the Work of the General Contractor and the Subcontractors, and Sub-Subcontractors, and shall insure against the perils of Fire and Extended Coverage and

shall include "All Risk" insurance for physical loss or damage including, without duplication, theft, vandalism, malicious mischief, collapse, wind and water damage. The property will be insured immediately upon commencement of construction. The property of the Contractors and/or their employees, such as tools and equipment, sheds, machinery, etc. will not be covered by the Owner's insurance. Each Contractor shall purchase and maintain similar Property Insurance on portions of the Work stored off site or in transit when such portions of Work are approved to be included in an Application for Payment. The deductible of \$5,000 per event included in the Builder's Risk Property Insurance shall be the responsibility of the Contractor and Subcontractor.

11.3.8 Delete paragraph and substitute the following:

11.3.8 The Owner, as trustee, shall have power to adjust and settle any loss with the insurers, unless one (1) of the parties in interest shall object in writing five (5) days after the occurrence of loss, to the Owner's exercise of this power.

11.3.9 In the third sentence of Subparagraph 11.4.9, delete the words "in accordance with the award by arbitration in which case the procedure shall be as provided in Paragraph 15.3"

ARTICLE 13:

MISCELLANEOUS PROVISIONS:

13.1 GOVERNING LAW:

13.1 Add the following:

"13.1.1 The Contractor and Subcontractors shall comply with all applicable provisions of the Florida Building Code 2020 (with latest supplements), Florida Fire Prevention Code 2020, applicable portions of the Florida Administrative Code, federal, state, and local law. All limits or standards set forth in this contract to be observed in the performance of the project are minimum requirements and shall not affect the application of more restrictive standards to the performance of the project."

"13.1.2 The Contractor and Subcontractors shall comply with the Owner's personnel background check and badging and easily identifiable clothing of all on-site personnel."

ARTICLE 15:

CLAIMS AND DISPUTES:

15.2 INITIAL DECISION:

15.2 Delete Paragraphs in its' entirety and substitute the following:

"15.2.1 "Any claim, dispute or other matter in question between the Contractor, Subcontractor and the Owner, shall be referred to the Initial Decision Maker (the Architect will serve as the Initial Decision Maker unless otherwise indicated in the agreement), except those relating to artistic effect, and except those which have been waived by the Owner's acceptance, shall be subject to litigation at instance of the aggrieved party. However, no litigation of any such claim, dispute or other matter may be commenced until the earlier of (1); the date on which the Initial Decision Maker had rendered a written decision, or (2); the tenth (10) day after the parties have presented their evidence to the Initial Decision Maker, or have been given a reasonable opportunity to do so, if the Initial Decision Maker has not rendered his written decision by that date. When such a written decision of the Initial Decision Maker states (1); that the decision is final, but subject to appeal, and (2); that any mediation or litigation of a dispute or other matter covered by such decisions must be filed before Final Completion by the party making the demand and received the written decision. Failure to commence litigation within said period will result in the Initial Decision Maker's decision becoming final and binding upon the Contractor, Owner and the Subcontractor."

ARTICLE 17:

EQUAL OPPORTUNITY:

ADD the following Article:

"17.1 The Contractor shall maintain policies of employment compliant with the following:

17.1.1 Neither the Contractor or any Subcontractors will not discriminate against any employee or applicant for employment because of race, color, religion, sex, or national origin. The contractor will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

17.1.2 The contractor will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive considerations for employment without regard to race, color, religion, sex, or national origin.

17.1.3 The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the contractor's commitments under this section and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

17.1.4 The contractor will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.

17.1.5 The contractor will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

17.1.6 In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions as may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.

17.1.7 The contractor will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (7) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance: Provided, however, That in the event a contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the administering agency the contractor may request the United States to enter into such litigation to protect the interests of the United States."

END OF SECTION 00 80 00

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SECTION 00 82 00 – SPECIAL CONDITIONS

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Attachment: Certificate of Substantial Completion Form

Attachment: Certificate of Contract Completion Form

Attachment: Warranty-Guarantee Form

PART I - GENERAL REQUIREMENTS:

These Special Conditions are hereby made a part of every Section of these Specifications and shall be binding upon each Contractor, Subcontractor, and Material Supplier.

ARTICLE 1: PERMITS AND FEES:

- A. Building Permit: A local building permit **IS** required for this project. The Contractor shall obtain and pay for all required reviews, approvals, and inspections for the project. The Contractor, Subcontractors, and Suppliers shall cooperate with the Owner in obtaining required approvals and inspections.
- B. Utility service connection fees (if required) and required utility service fees, if any, will be coordinated by the Contractor and paid for by the Owner.
- C. Threshold and Special Inspections: Not required.
- C. Other Permits and Fees: Other than as noted above, the Contractor shall assist in obtaining and arranging for payment for all other reviews, permits, assessments, fees, bonds, and other charges as necessary to perform and complete the work of this contract, including any related inspection fees, in accordance with the contract between the Owner and the Contractor.
- D. The Contractor and Subcontractors will be subject to all applicable County and local Municipal Occupational License Fees and Taxes.

ARTICLE 2: PROJECT SIGNS:

- A. None required.

ARTICLE 3: LAYOUT OF WORK:

- A. All work, and in particular piping, ducts, conduit, and similar items, shall be neatly and carefully laid out to provide the most useful space utilization and the most orderly appearance. Except as otherwise indicated or directed, piping and similar work shall be installed as close to ceilings and walls as conditions reasonably permit, located to prevent interference with other work or with the use of the spaces in the manner required by the functions of the space as determined by the Contractor, Owner, and Architect. Valves and clean-outs shall be located in inconspicuous but accessible locations and shall be field verified before proceeding with any work where exposed to view. The Contractor and Subcontractors shall carefully plan the layout and review any questionable installations with the Contractor and the Architect.

ARTICLE 4: TEMPORARY FENCING AND SECURITY:

- A. None Required.

ARTICLE 5: MATERIAL STORAGE:

- A. Each Subcontractor shall provide sufficient protection for his materials and equipment from damages by weather or construction work, or theft. Location shall be coordinated and approved by the Contractor. During progress of work daily and upon completion of the work daily, remove all debris and leave the area in a clean and orderly condition.
- B. See SECTION 01 50 00 – TEMPORARY FACILITIES AND CONTROLS for additional requirements.

ARTICLE 6: TEMPORARY TOILET FACILITIES:

- A. The Contractor will obtain and maintain sanitary temporary toilet facilities acceptable to the local Health Department for use by all crew and workmen.
- B. Contractor and Subcontractors will not have access to existing toilet facilities within this facility or the adjacent buildings for the use of his crew and workmen.
- C. See SECTION 01 50 00 – TEMPORARY FACILITIES AND CONTROLS for additional requirements.

ARTICLE 7: USE OF PREMISES, BARRICADES AND PROTECTION:

- A. The Owner and the public will fully occupy and operate the existing facilities during the entire construction work. The Contractor and Subcontractors shall be subject to such rules and regulations for the conduct of the Work as the Owner or Architect may establish and not jeopardize the ongoing operations.
- B. Before entering upon the Work, ascertain from the Contractor, as approved by the Owner and Architect, what entrances, routes, or roadways shall be used for access to the work, and use only the entrance, routes, and roadways designed for movement of personnel, materials, and vehicles to and from the work.
- C. Contractor shall provide and maintain in good repair barricades, fences, overhead protection, guard railings, etc., as required by law or necessary for the protection of the public and personnel engaged in the Work from hazards incidental to this contract. Take reasonable precautions necessary to protect Owner's employees, the public, and workmen from injury or damage to vehicles or other property.
- D. Whenever the Contractor intends to depart from the normal work hours, he shall notify the Owner and the Architect at least twenty (20) hours in advance. Failure of the Contractor to give such timely notice may be cause for the Architect to require the removal or uncovering of the Work performed during such time without the knowledge of the Architect but is subject to the approval of the Owner.
- E. Protect pavement, curbs, and all existing construction and improvements during the course of the Work and repair all parts of same which become damaged. Contractor and each Subcontractor shall be responsible for the necessary cleaning and repairing of adjacent streets and other improvements resulting from his operations.

- F. Each Contractor and Subcontractor shall be responsible for all damage to the Owner's property and this project due to his operations. Repair or replacement of damaged items shall be to the satisfaction of the Owner and the Architect.
- G. Provide and maintain proper shoring and bracing for existing structure, underground utilities, sewers, and building foundations, encountered during excavation work to protect them from collapse or movement, or other type of damage until such time as they are removed or repaired, incorporated into the new work, or can be properly backfilled upon completion of new work.
- H. Maintain clearances adjacent to and in connection with the work performed.
- I. The Contractor and each Subcontractor shall effectively confine dust, dirt, and noise to the actual construction areas.
- J. All employees and people on-site shall maintain procedures as stated in the Contractor's safety program.
- K. Each Subcontractor shall assume full responsibility for the protection and safekeeping of products under his control which are stored on the site. Subcontractors must move any stored products, under Subcontractor's control, which interfere with operations of the Contractor, Owner or other Subcontractors as directed by the Contractor.
- L. Contractors and Subcontractors must also obtain and pay for use of additional storage or work areas needed for his operations. The Contractor shall receive from each Subcontractor, a receipt of shipment for all materials and equipment stored on-site (or off-site if approved). No materials or equipment shall be removed from the site without the permission of the Contractor and the Owner. No materials may be stored off-site unless approved in writing by the Contractor, Architect and Owner. Approval for off-site storage will require at a minimum an insurance certificate naming the Owner as additionally insured, and photographs of the stored materials or products.
- M. Contractor and each Subcontractor shall not load or permit any part of a structure to be loaded with a weight that will endanger its safety, or the safety of persons or property.
- N. All employees of the Contractor and Subcontractors shall conduct themselves in a proper manner. Any disruptive behavior by any employee will cause that employee to be barred from the construction site and the Owner's property. The use of AM/FM radios is prohibited. Animals and weapons of any kind are not allowed on the property.
- P. Contractor shall prepare a Safety Plan which clearly delineates areas for construction, safety barriers, required exits, construction traffic during the various phases of the project prior to initiating construction. Contractor to submit the Plan to the Architect and Owner.

ARTICLE 8: TEMPORARY FIELD OFFICES FACILITIES AND PARKING:

- A. The Contractor, Owner and the Architect will designate an area for construction trailers and/or storage units (if provided by the Contractor), equipment and parking for all construction workers. Placement and schedule shall be coordinated with the Owner.
- B. Contractor may provide a temporary field office, and other temporary buildings as may be necessary for the operations as approved by the Architect and Owner. Storage and maintenance facilities shall be as required in accordance with the local Fire Marshall having jurisdiction. The Contractor shall arrange for the temporary electrical service and other utilities in his area for their use if necessary.
- C. The Contractor and/or Subcontractors shall maintain his designated space for office and sheds if provided. This includes removal of weeds, debris, and trash. Site and all work areas shall be cleaned at the end of each day's work. Clean and restore space at completion of the work.
- D. Field offices and sheds shall not be used for living quarters.
- E. Offices and sheds, when provided, shall be of suitable and safe design, maintenance, and appearance. Temporary facilities shall be securely anchored to the ground to resist 150-mph Wind Speed, Exposure C.

ARTICLE 9: COOPERATION - DISPUTES:

- A. The completion of the Project within the described time is dependent upon the close and active cooperation of all those engaged therein. Therefore, it is expressly understood and agreed that the Contractor and Subcontractors shall lay out and install his work at such time, and in such manner as not to delay or interfere with the carrying forward of the work of others, the Owners ongoing operations, and as directed by the Contractor.

- B. In the event of any dispute arising as to possible or alleged interference between the various Subcontractors, which may retard the progress of the Work, the same shall be adjusted by the Contractor.

ARTICLE 10: CLEANUP:

- A. Contractor and Subcontractors shall be responsible for clean-up. Each Subcontractor shall clean their respective work areas at the end of each workday and on a daily basis as a minimum.

ARTICLE 11: QUALITY CONTROL:

- A. It is the Contractor's and the Subcontractor's responsibility to familiarize himself with all required tolerances and quality assurance clauses, which are a part of the Contract Documents. It is also the Contractor's and the Subcontractor's responsibility to reject or condemn work performed by his forces or the Sub-Subcontractor's forces or material suppliers which does not comply with the requirements set forth in the Contract Documents, or as required by law, codes, etc. NOTE: If a conflict appears between the tolerances and quality assurance of published industry standards and the requirements of the Contract Documents, the Contract Document requirements will govern.
- B. The Owner and Architect will conduct periodic observations of the Work as it progresses. Should the Owner or the Architect reject any portion of the Work, he will promptly notify the Contractor with a Notice of Non-Conformance/Rejected Work. The Contractor will immediately provide the responsible Subcontractors with a Notice of Non-Conformance/Rejected Work and upon receipt of such notification shall, within 48 hours, inform the Contractor, Owner and Architect of his intended plan of action.
- C. The Contractor and Subcontractors should be aware that no monies will be awarded against defective work until such work is completed in a manner satisfactory to the Owner and Architect. In addition, the Architect, depending on the extent of the rejected work, may decide to withhold additional monies from the Contractor's Payment Applications to compensate for the projected cost of repairs and completion.
- D. In the event a Subcontractor fails to cooperate in the coordination program, he will be held responsible for all costs incurred for adjustments to the work of others made necessary to accommodate the uncooperative Contractor's installations.
- E. When a Change Order request is issued, the affected Subcontractors shall review the Coordination Drawings and bring to the attention of the Contractor any revisions necessary to the work of others not directly affected by the change order.

ARTICLE 12: CHANGES TO THE WORK:

- A. During the course of the Contractor's and Subcontractor's performance of the work necessary to complete the subject Project, certain events may occur which have the effect of changing the conditions under which the work is to be performed as specified and described in the Bidding Documents and/or the nature and extent of the work as specified and described in the Contract Documents.
- B. The occurrence of such events may cause the Contractor and Subcontractors to incur greater or less cost and expense to perform the work required to complete the subject Project. The Contractor, Subcontractor(s) or the Owner shall respectively be entitled to either an increase or decrease in the Contract Sum, whichever is the case. The changes shall be made as documented in Section 00 70 00, AIA A201 General Conditions, and Section 00 80 00 Supplementary General Conditions and Section 00 82 00, Special Conditions.

ARTICLE 13: PRIORITY:

- A. In case of close quarters for installation of mechanical and electrical systems, and in the absence of instructions to the contrary, the following order or precedence shall be followed:

1. Special Equipment and Electric Devices
 2. Light Fixtures
 3. Sheet Metal Duct Work
 4. Plumbing Work, including fire protection piping
 5. Mechanical Work, including related electrical and A/C pipes
 6. Electrical Work
 7. Control System
- B. After award of contracts and prior to start of construction the Contractor will schedule a meeting with the Contractors responsible for the work items listed above. The purpose of the meeting will be to introduce the coordination program and to determine its implementation in relation to the progress schedule.
- C. At the initial coordination meeting, the Contractor will provide to the HVAC and Electrical Contractors the drawings for the building on ELECTRONIC MEDIA in portable digital format (PDF). Contractor and Subcontractor's to use the PDF files to prepare Shop Drawings, Coordination Drawings, field dimension verifications, and As-Built Drawings. The HVAC and Electrical Contractors, with reference and consideration to the structural, mechanical, electrical, fire protection, plumbing, and reflected ceiling plans, shall draw to scale, his proposed installation showing duct sizes, equipment layouts, and dimensions from column lines and from finished floors to bottom of ducts. Ductwork shall be maintained as tight as possible to the underside of floor slabs and/or beams. In congested areas, the HVAC Contractor shall, in addition, prepare drawings in section view. During this phase of the program, it shall be the Electrical Contractor's and the Fire Protection System Contractor's responsibility to furnish the HVAC Contractor with recessed lighting and sprinkler installation and clearance requirements if these systems are specified. This information shall be outlined on the drawings by the HVAC Contractor. Also refer to Section 01 31 00, Project Management and Coordination for the required Coordination Drawings.
- D. In the event a Subcontractor fails to cooperate in the coordination program, he will be held responsible for all costs incurred for adjustments to the work of others made necessary to accommodate the uncooperative Contractor's installations.
- E. When a Change Order request is issued, the affected Subcontractors shall review the Coordination Drawings and bring to the attention of the Contractor any revisions necessary to the work of others not directly affected by the Change Order.

ARTICLE 14: COOPERATION WITH PUBLIC SERVICE COMPANIES:

- A. Contractors shall notify the appropriate persons within local utilities 48 hours before commencement of any work, to verify location of existing below grade pipes, cables, poles, towers, and right-of-ways that could be hazardous to life, limb, health or property. The Contractors will be held solely responsible for any injury, damage to existing utilities, or damaged property.

ARTICLE 15: SUBSTITUTION OF MATERIALS AND EQUIPMENT:

- A. All bids submitted shall be based on materials, equipment, and apparatus of the quality and make specified. The Architect will include at least three (3) approved manufacturers, as reasonably possible, but the manufacturers shall comply with the basis-of-design specifications. The Bidder's attention is directed to Section 255.04, Florida Statutes, which requires that on public building contracts, Florida products and labor shall be used wherever price and quality are equal. However, Bidders wishing to obtain approval of an article, device, product, material, fixture, form, or type of construction other than specified or shown by name, make, or catalog number, shall make written request to the Architect timed so as to reach the Architect at least seven (7) working days prior to the date of receipt of bids. Such requests shall be accompanied by data supporting the claim to equality or equivalence.
- B. "Or Equal": The Contractor and Subcontractors shall not decide that another product is equal or equivalent to the brand, or model specified. The Architect is solely charged with this responsibility and judgment. Where "or equal" is stated in the Specifications, it is the Architect/Engineer's and not the Contractor's or Subcontractor's decision as to what brands or suppliers qualify as equal, or equivalent, or do not qualify as equal or equivalent.

- C. The Bidder shall submit drawings and other descriptive data of any modification, or items of assemblies, necessary to provide approved compliance with requirements and compatibility with adjacent components.
- D. Approval by the Architect, if given, will be made by Addendum. Said approval will indicate that the additional article, device, product material, fixture, form, or type of construction is approved for use insofar as the requirements of this Project are concerned. However, it is the responsibility of the Contractor to ensure that the approved item meets all requirements of the Contract. Bids shall not be based on assumed acceptance of any item which has not been approved by Addendum or specified herein. If a substitute item is bid without prior written approval, the Architect holds the option to void that bid, or require that the work be incorporated as specified at no additional cost to the Owner or Architect.
- E. Under no circumstance will the Architect/Engineer be required to prove that a product proposed for substitution is, or is not, equal, or equivalent quality to the product specified. It is mandatory that the Bidder submit a complete description of the proposed substitute, the name of the material or equipment for which it is to be substituted, drawings, cuts, performance and test data, and any other data, samples or information necessary for a complete evaluation. Insufficient data will not be considered.
- F. Where more than one (1) manufacturer's product is listed, the listing is not necessarily in order of preference, and all will be considered as equally acceptable as long as they meet the design requirements of the Contract Documents and as determined and approved by the Architect.
- G. The Contractor shall provide the same guarantee for an approved substitution, if approved, that is originally required for the originally specified product.

ARTICLE 16: FASTENING DEVICES:

- A. All exposed screw and bolt heads and washers in secure spaces throughout the interior of the Project (this specifically excludes mechanical and electrical rooms) shall comply with the following:
 - 1. Any item which requires periodic access for maintenance shall have "spanner-head" fastening devices, or approved equal, which enables removal of the fastener with appropriate special tools.
 - 2. All interior exposed fastening devices shall be of tamper-proof design, wherever possible, as approved by the Architect/Engineer.
 - 3. All exterior (outside of the vapor barrier) fasteners shall be stainless steel unless otherwise specified by individual Sections.

ARTICLE 17: PROJECT CLOSE-OUT/DOCUMENTS:

- A. The Contractor and each Subcontractor shall be responsible for collecting, identifying, and collating the following materials, as applicable to his portion of the Work, and shall submit the same (in duplicate) to the Architect. The Contractor shall properly organize the materials from himself and the various Contractors and Subcontractors into hard cover, 3-ring binders, and shall deliver copies of the finished books to the A/E for verification. The Architect/Engineer will deliver the approved copies to the Owner for approval. This process, together with the As-Built Drawing requirements, must be completed before the Final Certificate for Payment will be issued by the Architect.
- B. INDEXING: All information shall be organized with categories indexed as per the project close-out index. The individual categories shall also be organized and indexed as per Section of the Specifications.
- C. LISTING OF CONTRACTOR AND SUB-CONTRACTORS: The Contractor shall provide a listing of all Sub-Contractors performing work on the site. Required information shall be as follows:

(Example)
Division 1
CM / Contractor Representative's Name
Company Name
Title

Address
Phone Number
Facsimile Number

Division 2
Earth Moving and Site Grading
Representative's Name
Title
Company Name
Phone Number
Address
Facsimile Number

D. CERTIFICATE OF SUBSTANTIAL COMPLETION: The Contractor shall insert, at this point, a copy of the fully executed Certificate of Substantial Completion on the form incorporated in the project documents, as future reference for the Owner.

E. TESTING, INSPECTIONS AND CERTIFICATE OF OCCUPANCY: The Contractor shall provide copies of all test and balance reports from his Subcontractors as required. (See Division 21 thru 28 if provided.) Provide copies of all Certificates of Inspection from controlling authorities for each trade, division, or section of work, as required. Provide a copy of final executed Certificate of Occupancy.

F. WARRANTY, GUARANTEES:

1. The Contractor and Subcontractors shall, and hereby does guarantee all Work and materials called for in the Contract Documents, including all work performed by the Contractor and his Subcontractors, for a minimum period of one (1) year from the date of Substantial Completion of the building, unless a longer Warranty/Guarantee time is specified by individual Sections.

G. INSTRUCTION/OPERATION MANUALS AND KEYS:

1. Contractor shall provide all equipment diagrams, instruction/operation manuals, wiring diagrams, and pneumatic and/or electrical control diagrams as applicable for each working characteristic of mechanical, electrical, and special equipment furnished under this Contract, and submitted at Substantial Completion.
2. The Contractor and Subcontractors shall provide a competent and experienced person(s) thoroughly familiar with the work, for a reasonable period of time to instruct the Owner's personnel in operation and maintenance of equipment, materials, and control systems. This instruction shall include normal start-up, run, stop, and emergency operations, location and operation of all controls, alarms, and alarm systems.
3. Label turn-over all keys.

K. MAINTENANCE MANUALS AND SPARE PARTS:

(All items in this Section are required prior to issuance of Certificate of Substantial Completion.)

1. Contractor shall provide all instructions and maintenance manuals for products, mechanical, electrical, and special equipment. This instruction shall include tracing the system in the field and on the diagrams in the manuals so that maintenance personnel will be thoroughly familiar with both systems and the data supplied.
2. Contractor shall submit all parts lists, spare parts, tools, fuses, bulbs, and motor listing, containing locations, motor nameplate, rating, and size of overload relay installed.
3. Contractor shall also provide all maintenance letters as listed in the specifications for manufacturer's cleaning procedures, materials and equipment to be used, including instruction as listed above.

H. AS-BUILT DRAWINGS:

1. Final corrected "As-Built" or "Record" drawings shall be complete and accepted by the

- Architect/Engineer.
2. Refer to Article 3.11.1, Record Drawings, for specified process and requirements.

ARTICLE 18: HISTORICAL AND ARCHAEOLOGICAL DATA PRESERVATION:

- A. Not Used.

ARTICLE 19 ENVIRONMENTAL REQUIREMENTS:

- A. Not Used.

ARTICLE 20: INDEMNIFICATION:

- A. To be as stated in the Contract between Owner and Contractor.

END OF SECTION 00 82 00

CERTIFICATE OF SUBSTANTIAL COMPLETION

Date: _____ Project No. _____

The work performed under the Contract dated _____ between
_____ (the Owner)

and _____ (the Contractor),

for the construction of _____ (Building Name)

was found to be Substantially Completed as of _____ (Date).

The term "Substantial Completion" shall mean that the construction is sufficiently completed in accordance with the Plans and Specifications, as modified in any Change Order agreed to by the parties, so that the Owner can occupy the building and/or utilize the facility/project for the use for which it was intended without hazard to the occupants or to the facility.

A list of items to be completed or corrected is appended hereto. This list may not be exhaustive and the failure to include an item on it does not alter the responsibility of the Contractor or the Contractor to complete all the work in accordance with the Contract Documents, including authorized changes thereto.

The Contractor will complete or correct the work on the list of items appended hereto within twenty-one (21) consecutive calendar days from the Date of Substantial Completion.

Owner assumed full possession of the facility above described on _____.

The responsibility of the Contractor to provide utilities, under the Contract Documents shall cease that date and the one-year warranty period or other specified warranty/guarantees so specified shall begin. Insurance coverage shall continue in accordance with provisions as amended in the Contract Documents.

(Architect/Engineer) _____ (Authorized Representative)

(Contractor) _____ (Authorized Representative)

(Owner) _____ (Authorized representative)

CERTIFICATE OF CONTRACT COMPLETION

AGENCY/OWNER:

PROJECT:

CONTRACTOR:

CONTRACT FOR:

CONTRACT DATE:

CONTRACT AMOUNT:

CONTRACTOR'S AFFIDAVIT:

I solemnly swear (or affirm): That the work under the above named Contract and all Amendments thereto have been satisfactorily completed; that all amounts payable for materials, labor and other charges against the project will be paid; that no liens have been attached against the project; that no suits are pending by reason of work on the project under the Contract; that all Workers' Compensation Claims are covered by Workers' Compensation Insurance as required by law; and that all public liability claims are covered by insurance.

CONTRACTOR:

Signature: _____

Date: _____

Title: _____

(SEAL)

STATE OF _____

COUNTY OF _____

Personally appeared before me this _____ day of _____, _____, known (or made known) to me to be the (OWNER) OR (PARTNER) _____ of _____, (Corporate Official Title) _____

Contractor(s), who, being by me duly sworn, subscribed to the foregoing affidavit in my presence.
(Notary Public)

(Type Name): _____

My Commission Expires:

WARRANTY – GUARANTEE

Submit for each individual Warranty – Guarantee specified in each Section of the Specifications:

Division No.: _____

Section No.: _____

Title No.: _____

TO: (Owner)

RE: (Project Name)

(Contractor's Name): _____

_____, does hereby certify to all guarantees and warranties taking effect on the date of Substantial Completion and shall remain in force as required by the Contract Documents for the Construction of ; and further certifies that all labor, materials, equipment or items necessary to execute said guarantees and warranties shall be furnished at no cost to the Owner for the duration of each guarantee or warranty period.

WARRANTY – GUARANTEE PERIOD:

(Contractor's Name) _____

(Address) _____

By: _____ (type name of signee below)

Title: _____

Sworn to and subscribed before me this

(NOTARIAL SEAL)

_____ day of _____, _____

Notary Public, State of Florida

My Commission Expires:

END OF SECTION 00 82 00

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SECTION 00 91 00 - TRENCH SAFETY AFFIDAVIT

_____ (NAME OF CONTRACTOR) hereby provides written assurance that compliance with applicable Trench Safety Standards identified in the Occupational Safety and Health Administration's Excavation Safety Standards, (OSHA) 29 C.F.R.S. 1926.650 Subparagraph P will be adhered to during trench excavation in accordance with tentative assignments to Florida Statute 553.60 through 553.64 inclusive (1990), "Trench Safety Act."

<u>Description</u>	<u>Quantity</u>	<u>Unit</u>	<u>Unit Cost</u>
--------------------	-----------------	-------------	------------------

Trench Safety			
---------------	--	--	--

(Signature) (Date)

STATE OF _____

COUNTY OF _____

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgements, personally appeared _____, personally known to me _____, or who produced _____ as identification, and who did _____ or did not _____ take an oath, and to me known to be the person described in and who executed the foregoing instrument and acknowledged before me that he/she executed the same.

WITNESS my hand and official seal in the County and State last aforesaid this _____ day of _____, 20____.

Notary Public

Type/Print Name

Notary Public Commission No.

My Commission expires:

END OF SECTION 00 91 00

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SECTION 01 10 00 - SUMMARY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work by Owner.
4. Work under separate contracts.
5. Owner-furnished products.
6. Access to site.
7. Coordination with occupants.
8. Work restrictions.
9. Specification and drawing conventions.

- B. Related Section:

1. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.
2. Division 01 Section "Alternates" for cost of Work for specific items not included in Base-Bid amounts.

1.3 PROJECT INFORMATION

- A. Project Identification and Owner:

CITY OF MARY ESTHER
CITY HALL ADAPTIVE RE-USE PROJECT
FLA Project No. 4315-02

- B. Project Location:

302 Mary Esther Blvd
Mary Esther, FL 32569

- C. Architect:

FLORIDA ARCHITECTS, INC.
103 W. 5th Street
Panama City, FL 32401
850.257.5400

- D. Project Website(s): Project Website(s) administered by the Architect will be used for purposes of managing communication and documents during the design and construction stages. The Contractor shall register key personnel to access the internet based secure websites to administer the work with the Owner and Architect.
 - 1. See Division 01 Section "Project Management and Coordination" for Contractor's requirements for utilizing the Project Website(s).

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of this contract involves the interior remodeling of a portion of two different buildings owned by The City of Mary Esther, Florida as identified in the contract documents. Major components of the project include:
 - 1. The remodeling of one existing restroom in the Fire Station, as well as adding a new restroom in an existing unfinished room.
 - 2. New Circulation Desk in Library and new computer tables as shown on Drawings.
 - 3. Other requirements shown in the contract documents.
 - 4. The work in this contract will NOT include a sustainable rating system or certification.
- B. Type of Contract:
 - 1. Project will be constructed under a single prime contract with a traditional Bid-Build General Contractor delivery method.
 - 2. **AIA A101-2017**; Standard Form of Agreement Between Owner and Contractor (Stipulated Sum) will be used for this project.

1.5 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract, Owners operations, or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

1.6 OWNER-FURNISHED PRODUCTS

- A. Owner DOES NOT plan to furnish products to be incorporated into the project at the time of the Contract. The Work would include receiving, unloading, handling, storing, protecting, and installing Owner-furnished products and making building services connections. The Contractor will participate in the Owner's Direct Purchase Tax Recovery Program as specified in Specification Section 00 80 00, Supplementary General Conditions Paragraph 3.6.
- B. Owner-Furnished Products:
 - 1. None (except Owner direct purchases)

1.7 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 Project Manual.

- B. Use of Site: Limit use of Project site to areas within the Contract limits indicated (unless specifically noted otherwise). Do not disturb portions of Project site beyond areas in which the Work is indicated without Owner's approval.
 - 1. Limits: Limit site disturbance to the area of work required.
 - 2. Driveways, Walkways and Entrances: Keep driveways loading areas, parking and entrances serving premises clear for emergency vehicles and Owner operations at all times. Do not use these areas for parking or storage of materials.
 - a. Schedule deliveries to minimize use of driveways, loading areas, and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

1.8 WORK RESTRICTIONS

- A. Work Restrictions, General: Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 7:30 a.m. to 7:30 p.m., Monday through Friday, except as otherwise indicated.
 - 1. Weekend Hours: 8:00 a.m. to 5:00 p.m. with Owner's permission.
 - 2. Early Morning Hours: 5:00 a.m. to 7:30 a.m. with Owners permission and no disruptions as noted in D. below.
- C. Controlled Substances: Use of tobacco products and other controlled substances in the building is NOT permitted.
- D. Employee Identification: Provide identification tags for Contractor personnel working on the Project site. Require personnel to utilize identification tags at all times.
- E. Employee Screening: Comply with Contractor's requirements regarding drug and background screening of personnel working on the Project site.

1.9 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 00 Conditions, and Division 01 General Requirements: Requirements of Sections in Divisions 00 and 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on the Drawings are described in detail in the Specifications. One or more of the following are used on the 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 published as part of the U.S. National CAD Standard and/or as scheduled on Drawings.
3. Architectural Dictionary: A Concise Dictionary of Architectural Terms By John Henry Parker.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 10 00

SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections:
 - 1. Division 01 Section "Product Requirements" for administrative procedures for handling requests for substitutions made after Contract award.
 - 2. Section 00 82 00, Special Conditions, Article 15, Substitutions.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing minor changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on "Architect's Supplemental Instructions Form".

1.4 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests (PR's): Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
 - 1. Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within time specified in Proposal Request, or ten (10) days when not otherwise specified, after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
 - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
 - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
 - c. Include costs of labor and supervision directly attributable to the change.
 - d. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
 - e. Quotation Form: Use forms acceptable to Architect.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim by submitting a request for a change to Architect and Owner.

1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
4. Include costs of labor and supervision directly attributable to the change.
5. Include an updated Contractor's construction schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
6. Comply with requirements in Section 00 82 00 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
7. Proposal Request Form: Use form acceptable to Architect.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

1.6 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive on AIA Document G714. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order as appropriate.
 1. Construction Change Directive contains a description of change in the Work. It also designates method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
 1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 26 00

SECTION 01 31 00 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project including, but not limited to, the following:
 - 1. General project coordination procedures.
 - 2. Administrative and supervisory personnel.
 - 3. Requests for Information (RFIs).
 - 4. Project Website.
 - 5. Project Meetings.
- B. Related Sections:
 - 1. Division 01 Section "Execution" for procedures for coordinating general installation and field-engineering services, including establishment of benchmarks and control points.
 - 2. Division 01 Section "Closeout Procedures" for coordinating closeout of the Contract.

1.3 DEFINITIONS

- A. RFI: Request from Owner, Architect, or Contractor seeking information from each other during construction.
- B. ASI: Architect's Supplemental Instructions.
- C. RFP: Request for Proposal.

1.4 COORDINATION

- A. Coordination: Coordinate construction operations included in different Sections of the Specifications to ensure efficient and orderly installation of each part of the Work. Coordinate construction operations, included in different Sections, that depend on each other for proper installation, connection, and operation. Prepare and submit Coordination Drawings.
 - 1. Schedule construction operations in sequence required to obtain the best results where installation of one part of the Work depends on installation of other components, before or after its own installation.
 - 2. Coordinate installation of different components to ensure maximum performance and accessibility for required maintenance, service, and repair.
 - 3. Make adequate provisions to accommodate items scheduled for later installation.
- B. Prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required notices, reports, and list of attendees at meetings.
 - 1. Prepare similar memoranda for Owner and separate contractors if coordination of their Work is required.

- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and to ensure orderly progress of the Work. Such administrative activities include, but are not limited to, the following:
 - 1. Preparation of Contractor's construction schedule.
 - 2. Preparation of the schedule of values.
 - 3. Installation and removal of temporary facilities and controls.
 - 4. Delivery and processing of submittals and Shop Drawings.
 - 5. Progress Meetings.
 - 6. Preinstallation Conferences.
 - 7. Project closeout activities.
 - 8. Startup, commissioning, and adjustment of systems.
- D. Conservation: Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

1.5 KEY PERSONNEL

- A. Key Personnel Names: Within 15 days of starting construction operations, submit a list of key personnel assignments, including superintendent and other personnel in attendance at Project site. Identify individuals and their duties and responsibilities; list addresses and telephone numbers, including home, office, and cellular telephone numbers and email addresses. Provide names, addresses, and telephone numbers of individuals assigned as standbys in the absence of individuals assigned to Project.
 - 1. Post copies of list on Project Website, and by each temporary telephone. Keep list current at all times.

1.6 REQUESTS FOR INFORMATION (RFIs)

- A. General: Immediately on discovery of the need for additional information or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 - 1. Architect will return RFIs submitted to Architect to the Contractor with response within seven (7) working days.
 - 2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of Subcontractors.
- B. Frivolous RFIs:
 - 1. RFIs submitted to the Architect, where the response is clearly obvious in the contract documents, shall be returned indicating only where the response may be located.
 - 2. The time involved in reviewing the documents to locate the response and the time required to prepare the response to frivolous RFI's shall be billed to the Contractor at the Project Architect's prevailing wage rate.
- C. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 - 1. Project name.
 - 2. Project number.
 - 3. Date.
 - 4. Name of Contractor.
 - 5. Name of Architect.
 - 6. RFI number, numbered sequentially.
 - 7. RFI subject.
 - 8. Specification Section number and title and related paragraphs, as appropriate.
 - 9. Drawing number and detail references, as appropriate.

10. Field dimensions and conditions, as appropriate.
 11. Contractor's suggested resolution. If Contractor's solution(s) impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 12. Contractor's signature.
 13. Attachments: Include sketches, descriptions, measurements, photos, Product Data, Shop Drawings, Coordination Drawings, and other information necessary to fully describe items needing interpretation.
 - a. Include dimensions, thicknesses, structural grid references, and details of affected materials, assemblies, and attachments on attached sketches.
 - b. Include items on drawings as original and add, modify and describe any additional items on the drawings that are to be installed.
- D. RFI Forms: [AIA Document G716].
- E. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven (7) working days for Architect's response for each RFI. RFIs received by Architect after 3:00 p.m., will be considered as received the following working day.
1. The following RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for coordination information already indicated in the Contract Documents.
 - c. Requests for adjustments in the Contract Time or the Contract Sum.
 - d. Requests for interpretation of Architect's actions on submittals.
 - e. Incomplete RFIs or inaccurately prepared RFIs.
 2. Architect's action may include a request for additional information, in which case Architect's time for response will date from time of receipt of additional information.
 3. Architect's action on RFIs that may result in a change to the Contract Time or the Contract Sum may be eligible for Contractor to submit a Change Proposal according to Division 01 Section "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect and Owner in writing within seven (7) days of receipt of the RFI response.
- F. On receipt of Architect's action, update the RFI log and immediately distribute the RFI response to affected parties. Review response and notify Architect within seven (7) days if Contractor disagrees with response.
- G. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Use software log that is part of Project Website or can be posted to the Project Website. Include the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number including RFIs that were dropped and not submitted.
 5. RFI description.
 6. Date the RFI was submitted.
 7. Date Architect's response was received.
 8. Identification of related Minor Change in the Work, Construction Change Directive, and Proposal Request, as appropriate.

1.7 PROJECT WEBSITE

- A. Use Architect's Project Website(s) for purposes of hosting and managing project communication and documentation until Final Completion. Project Website(s) shall include the following functions:
1. Project directory.
 2. Project correspondence.

3. Meeting minutes.
 4. Contract modifications forms and logs.
 5. RFI and ASI forms and logs.
 6. Task and issue management.
 7. Photo documentation.
 8. Schedule and calendar management.
 9. Submittals, Shop Drawings forms and logs.
 10. Payment application forms.
 11. Drawing and specification document hosting, viewing, and updating.
 12. Online document collaboration.
 13. Reminder and tracking functions.
 14. Archiving functions.
- B. The Architect will provide access to the following Project Website software package under their current published licensing agreements and is used by the Contractor at no cost:
1. BaseCamp by 37 Signals.
- C. Contractor and other parties granted access by the Contractor to project Websites shall execute a data licensing agreement/digital file release in the form of Agreement included in this Project Manual.

1.8 PROJECT MEETINGS

- A. General: Schedule and conduct meetings and conferences at Project site, unless otherwise indicated.
1. Attendees: Inform participants and others involved, and individuals whose presence is required, of date and time of each meeting. Notify Owner and Architect of scheduled meeting dates and times.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Contractor responsible for conducting meeting will record significant discussions and agreements achieved. Distribute the meeting minutes to everyone concerned, including Owner and Architect, within three days of the meeting via BaseCamp.
- B. Preconstruction Conference: Schedule and conduct a preconstruction conference before starting construction, at a time convenient to Owner and Architect, but no later than 15 days after execution of the Agreement.
1. Conduct the conference to review responsibilities and personnel assignments.
 2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned parties shall attend the conference. Participants at the conference shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Tentative construction schedule.
 - b. Critical work sequencing and long-lead items.
 - c. Designation of key personnel and their duties.
 - d. Lines of communications.
 - e. Procedures for processing field decisions and Change Orders.
 - f. Procedures for RFIs.
 - g. Procedures for testing and inspecting.
 - h. Procedures for processing Applications for Payment.
 - i. Distribution of the Contract Documents.
 - j. Submittal procedures.
 - k. Preparation of record documents.
 - l. Use of the premises and existing building.
 - m. Work restrictions.
 - n. Working hours.
 - o. Owner's continued occupancy requirements.

- p. Responsibility for temporary facilities and controls.
 - q. Procedures for moisture and mold control.
 - r. Procedures for disruptions and shutdowns.
 - s. Construction waste management and recycling.
 - t. Parking availability.
 - u. Office, work, and storage areas.
 - v. Equipment deliveries and priorities.
 - w. First aid.
 - x. Security.
 - y. Progress cleaning.
4. Minutes: Contractor responsible for conducting meeting will record and distribute meeting minutes via BaseCamp.
- C. Preinstallation Conferences: Conduct a Preinstallation Conference at Project site before each construction activity that requires coordination with other construction, and as specified in individual Sections of the Specifications.
- 1. Attendees: Installer and representatives of manufacturers and fabricators involved in or affected by the installation and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise Architect, Owner, and Owner's Commissioning Authority, the Contractor, Subcontractor(s), supplier(s), and other concerned entities of scheduled meeting dates.
 - 2. Agenda: Review progress of other construction activities and preparations for the particular activity under consideration, including requirements for the following:
 - a. Contract Documents.
 - b. Options.
 - c. Related RFIs.
 - d. Related Change Orders.
 - e. Purchases.
 - f. Deliveries.
 - g. Review of mockups.
 - h. Possible conflicts.
 - i. Compatibility problems.
 - j. Time schedules.
 - k. Weather limitations.
 - l. Manufacturer's written recommendations.
 - m. Warranty requirements.
 - n. Compatibility of materials.
 - o. Acceptability of substrates.
 - p. Temporary facilities and controls.
 - q. Space and access limitations.
 - r. Regulations of authorities having jurisdiction.
 - s. Testing and inspecting requirements.
 - t. Installation procedures.
 - u. Coordination with other work.
 - v. Required performance results.
 - w. Protection of adjacent work.
 - x. Protection of construction and personnel.
 - 3. Record significant conference discussions, agreements, and disagreements, including required corrective measures and actions.
 - 4. Reporting: Distribute minutes of the meeting to each party present and to other parties requiring information.
 - 5. Do not proceed with installation if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to the performance of the Work and reconvene the conference at earliest feasible date.

- D. Project Closeout Conference: Schedule and conduct a Project closeout conference, at a time convenient to Owner and Architect, but no later than 14 days prior to the scheduled date of Substantial Completion.
1. Conduct the conference to review requirements and responsibilities related to Project closeout.
 2. Attendees: Authorized representatives of Owner, Owner's Commissioning Authority, Architect, and their the Contractor, Subcontractor(s), supplier(s), and other concerned entities parties shall attend the meeting. Participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Discuss items of significance that could affect or delay Project closeout, including the following:
 - a. Preparation of record documents.
 - b. Procedures required prior to inspection for Substantial Completion and for final inspection for acceptance.
 - c. Submittal of written warranties.
 - d. Requirements for preparing sustainable design documentation.
 - e. Requirements for preparing operations and maintenance data.
 - f. Requirements for demonstration and training.
 - g. Preparation of Contractor's punch list.
 - h. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - i. Submittal procedures.
 - j. Owner's partial occupancy requirements.
 - k. Installation of Owner's furniture, fixtures, and equipment.
 - l. Responsibility for removing temporary facilities and controls.
 4. Minutes: Contractor conducting meeting will record and distribute meeting minutes via BaseCamp.
- E. Progress Meetings: Conduct progress meetings at weekly intervals.
1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner, Owner's Commissioning Authority and Architect, the Contractor, Subcontractor(s), supplier(s), and other entities concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meeting shall be familiar with Project and authorized to conclude matters relating to the Work.
 3. Agenda: Review and correct or approve minutes of previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Contractor's Construction Schedule: Review progress since the last meeting. Determine whether each activity is on time, ahead of schedule, or behind schedule, in relation to Contractor's construction schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
 - 1) Review schedule for next period.
 - b. Review present and future needs of each entity present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Status of submittals including GBI Green Globes requirements.
 - 4) Deliveries.
 - 5) Off-site fabrication.
 - 6) Access.
 - 7) Site utilization.
 - 8) Temporary facilities and controls.
 - 9) Progress cleaning.

- 10) Quality and work standards.
 - 11) Status of correction of deficient items.
 - 12) Field observations.
 - 13) Status of RFIs.
 - 14) Status of proposal requests.
 - 15) Pending changes.
 - 16) Status of Change Orders.
 - 17) Pending claims and disputes.
 - 18) Documentation of information for payment requests.
4. Minutes: Contractor responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information via BaseCamp.
 - a. Schedule Updating: Revise Contractor's Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with the report of each meeting via BaseCamp.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 31 00

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SECTION 01 32 00 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for documenting the progress of construction during performance of the Work, including the following:
 - 1. Startup construction schedule.
 - 2. Contractor's construction schedule including Phasing breakdowns.
 - 3. Construction schedule updating reports.
 - 4. Daily construction reports.
 - 5. Material location reports.
 - 6. Site condition reports.
 - 7. RFI and ASI Logs
 - 8. Submittal and Shop Drawing Logs
 - 9. Special reports.
- B. Related Requirements:
 - 1. Division 01 Section "Submittal Procedures" for submitting schedules and reports.
 - 2. Division 01 Section "Quality Requirements" for submitting a schedule of tests and inspections.

1.3 DEFINITIONS

- A. Activity: A discrete part of a project that can be identified for planning, scheduling, monitoring, and controlling the construction project. Activities included in a construction schedule consume time and resources.
 - 1. Critical Activity: An activity on the critical path that must start and finish on the planned early start and finish times.
 - 2. Predecessor Activity: An activity that precedes another activity in the network.
 - 3. Successor Activity: An activity that follows another activity in the network.
- B. CPM: Critical path method, which is a method of planning and scheduling a construction project where activities are arranged based on activity relationships. Network calculations determine when activities can be performed and the critical path of Project.
- C. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- D. Event: The starting or ending point of an activity.
- E. Float: The measure of leeway in starting and completing an activity.
 - 1. Float time is not for the exclusive use or benefit of either Owner or Contractor, but is a jointly owned, expiring Project resource available to both parties as needed to meet schedule milestones and Contract completion date.
 - 2. Free float is the amount of time an activity can be delayed without adversely affecting the early start of the successor activity.

3. Total float is the measure of leeway in starting or completing an activity without adversely affecting the planned Project completion date.

- F. Resource Loading: The allocation of manpower and equipment necessary for the completion of an activity as scheduled.

1.4 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:

1. Working electronic copy of schedule file, where indicated.
2. PDF electronic file.
3. Paper copies for each meeting attendee.

- B. Startup construction schedule.

1. Approval of startup construction schedule will not constitute approval of schedule of values.

- C. Startup Network Diagram: Of size required to display entire network for entire construction period. Show logic ties for activities.

- D. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.

1. Submit a working electronic copy of schedule, using software indicated, and labeled to comply with requirements for submittals. Include type of schedule (initial or updated) and date on label.

- E. CPM Reports: Concurrent with CPM schedule, submit each of the following reports. Format for each activity in reports shall contain activity number, activity description, original duration, remaining duration, early start date, early finish date, late start date, late finish date, and total float in calendar days.

1. Activity Report: List of all activities sorted by activity number and then early start date, or actual start date if known.
2. Logic Report: List of preceding and succeeding activities for all activities, sorted in ascending order by activity number and then early start date, or actual start date if known.
3. Total Float Report: List of all activities sorted in ascending order of total float.

- F. Construction Schedule Updating Reports: Distribute at each meeting. Submit updated Schedule with each Application for Payment.

- G. Daily Construction Reports: Submit at monthly intervals.

- H. Material Location Reports: Submit at monthly intervals.

- I. Site Condition Reports: Submit at time of discovery of differing conditions.

- J. RFI and ASI Logs: Distribute at each meeting.

- K. Submittal and Shop Drawing Logs: Distribute at each meeting.

- L. Special Reports: Submit at time of unusual event.

1.5 QUALITY ASSURANCE

- A. Scheduling Consultant (or in-house personnel) Qualifications: An experienced specialist in CPM scheduling and reporting, with capability of producing CPM reports and diagrams within 48 hours of Architect's request.

- B. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to the preliminary construction schedule and Contractor's construction schedule, including, but not limited to, the following:

- C.

1. Verify availability of qualified personnel needed to develop and update schedule.

2. Discuss constraints, including phasing work stages area separations interim milestones and partial Owner occupancy.
3. Review delivery dates for Owner-furnished products.
4. Review schedule for work of Owner's separate contracts.
5. Review submittal requirements and procedures.
6. Review time required for review of submittals and resubmittals.
7. Review requirements for tests and inspections by independent testing and inspecting agencies.
8. Review time required for Project closeout and Owner startup procedures, including commissioning activities.
9. Review and finalize list of construction activities to be included in schedule.
10. Review procedures for updating schedule.

1.6 COORDINATION

- A. Coordinate preparation and processing of schedules and reports with performance of construction activities and with scheduling and reporting of separate contractors.
- B. Coordinate Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests, and other required schedules and reports.
 1. Secure time commitments for performing critical elements of the Work from entities involved.
 2. Coordinate each construction activity in the network with other activities and schedule them in proper sequence.

PART 2 - PRODUCTS

2.1 CONTRACTOR'S CONSTRUCTION SCHEDULE, GENERAL

- A. Time Frame: Extend schedule from date established for commencement of the Work to date of final completion.
 1. Contract completion date shall not be changed by submission of a schedule that shows an early completion date, unless specifically authorized by Change Order.
- B. Activities: Treat each story, each Phase, or separate area as a separate numbered activity for each main element of the Work. Comply with the following:
 1. Activity Duration: Define activities so no activity is longer than 20 days, unless specifically allowed by Architect.
 2. Procurement Activities: Include procurement process activities for the following long lead items and major items, requiring a cycle of more than 60 days, as separate activities in schedule. Procurement cycle activities include, but are not limited to, submittals, approvals, purchasing, fabrication, and delivery.
 3. Submittal Review Time: Include review and resubmittal times indicated in Division 01 Section "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's construction schedule with submittal schedule.
 4. Startup and Testing Time: Include no fewer than 15 days for startup and testing.
 5. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's and Construction Manager's administrative procedures necessary for certification of Substantial Completion.
 6. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and final completion.
- C. Constraints: Include constraints and work restrictions indicated in the Contract Documents and as follows in schedule, and show how the sequence of the Work is affected.
 1. Phasing: Arrange list of activities on schedule by phase.

2. Work under More Than One Contract: Include a separate activity for each contract.
 3. Work by Owner: Include a separate activity for each portion of the Work performed by Owner.
 4. Products Ordered in Advance: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 5. Owner-Furnished Products: Include a separate activity for each product. Include delivery date indicated in Division 01 Section "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 6. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Coordination with existing construction.
 - b. Uninterruptible services.
 - c. Partial occupancy before Substantial Completion.
 - d. Use of premises restrictions.
 - e. Seasonal variations.
 - f. Environmental control.
 7. Work Stages: Indicate important stages of construction for each major portion of the Work, including, but not limited to, the following:
 - a. Subcontract awards.
 - b. Submittals.
 - c. Purchases.
 - d. Mockups.
 - e. Fabrication.
 - f. Sample testing.
 - g. Deliveries.
 - h. Installation.
 - i. Tests and inspections.
 - j. Adjusting.
 - k. Curing.
 - l. Building flush-out.
 - m. Startup and placement into final use and operation.
 8. Construction Areas: Identify each major area of construction for each major portion of the Work. Indicate where each construction activity within a major area must be sequenced or integrated with other construction activities to provide for the following:
 - a. Structural completion.
 - b. Temporary enclosure and space conditioning.
 - c. Permanent space enclosure.
 - d. Completion of mechanical installation.
 - e. Completion of electrical installation.
 - f. Substantial Completion.
- D. Milestones: Include milestones indicated in the Contract Documents in schedule, including, but not limited to, the Notice to Proceed, Substantial Completion, and final completion, and the following interim milestones:
1. Temporary enclosure and space conditioning.
- E. Upcoming Work Summary: Prepare summary report indicating activities scheduled to occur or commence prior to submittal of next schedule update. Summarize the following issues:
1. Unresolved issues.
 2. Unanswered Requests for Information.
 3. Rejected or unreturned submittals.
 4. Notations on returned submittals.
 5. Pending modifications affecting the Work and Contract Time.

- F. Recovery Schedule: When periodic update indicates the Work is 14 or more calendar days behind the current approved schedule, submit a separate recovery schedule indicating means by which Contractor intends to regain compliance with the schedule. Indicate changes to working hours, working days, crew sizes, and equipment required to achieve compliance, and date by which recovery will be accomplished.
- G. Computer Scheduling Software: Prepare schedules using current version of a program that has been developed specifically to manage construction schedules.
 - 1. Use Scheduling component of Project Website software specified in Division 01 Section "Project Management and Coordination," for Windows operating system.

2.2 STARTUP CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Submit startup, horizontal, bar-chart-type construction schedule within seven days of date established for commencement of the Work.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line. Outline significant construction activities for first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.

2.3 CONTRACTOR'S CONSTRUCTION SCHEDULE (CPM SCHEDULE)

- A. General: Prepare network diagrams using AON (activity-on-node) format.
- B. Startup Network Diagram: Submit diagram within 14 days of date established for commencement of the Work. Outline significant construction activities for the first 90 days of construction. Include skeleton diagram for the remainder of the Work and a cash requirement prediction based on indicated activities.
- C. CPM Schedule: Prepare Contractor's construction schedule using a time-scaled CPM network analysis diagram for the Work.
 - 1. Develop network diagram in sufficient time to submit CPM schedule so it can be accepted for use no later than 60 days after date established for commencement of the Work.
 - 2. Conduct educational workshops to train and inform key Project personnel, including subcontractors' personnel, in proper methods of providing data and using CPM schedule information.
 - 3. Establish procedures for monitoring and updating CPM schedule and for reporting progress. Coordinate procedures with progress meeting and payment request dates.
 - 4. Use "one workday" as the unit of time for individual activities. Indicate nonworking days and holidays incorporated into the schedule in order to coordinate with the Contract Time.
- D. CPM Schedule Preparation: Prepare a list of all activities required to complete the Work. Using the startup network diagram, prepare a skeleton network to identify probable critical paths.
 - 1. Activities: Indicate the estimated time duration, sequence requirements, and relationship of each activity in relation to other activities. Include estimated time frames for the following activities:
 - a. Preparation and processing of submittals.
 - b. Mobilization and demobilization.
 - c. Purchase of materials.
 - d. Delivery.
 - e. Fabrication.
 - f. Utility interruptions.
 - g. Installation.
 - h. Work by Owner that may affect or be affected by Contractor's activities.
 - i. Testing and commissioning.
 - j. Punch list and final completion.
 - k. Activities occurring following final completion.
 - 2. Critical Path Activities: Identify critical path activities, including those for interim completion dates. Scheduled start and completion dates shall be consistent with Contract milestone dates.

3. Processing: Process data to produce output data on a computer-drawn, time-scaled network. Revise data, reorganize activity sequences, and reproduce as often as necessary to produce the CPM schedule within the limitations of the Contract Time.
4. Format: Mark the critical path. Locate the critical path near center of network; locate paths with most float near the edges.
 - a. Subnetworks on separate sheets are permissible for activities clearly off the critical path.
- E. Contract Modifications: For each proposed contract modification and concurrent with its submission, prepare a time-impact analysis using a network fragment to demonstrate the effect of the proposed change on the overall project schedule.
- F. Initial Issue of Schedule: Prepare initial network diagram from a sorted activity list indicating straight "early start-total float." Identify critical activities. Prepare tabulated reports showing the following:
 1. Contractor or subcontractor and the Work or activity.
 2. Description of activity.
 3. Main events of activity.
 4. Immediate preceding and succeeding activities.
 5. Early and late start dates.
 6. Early and late finish dates.
 7. Activity duration in workdays.
 8. Total float or slack time.
 9. Average size of workforce.
- G. Schedule Updating: Concurrent with making revisions to schedule, prepare tabulated reports showing the following:
 1. Identification of activities that have changed.
 2. Changes in early and late start dates.
 3. Changes in early and late finish dates.
 4. Changes in activity durations in workdays.
 5. Changes in the critical path.
 6. Changes in total float or slack time.
 7. Changes in the Contract Time.

2.4 REPORTS

- A. Daily Construction Reports: Prepare a daily construction report recording the following information concerning events at Project site:
 1. List of subcontractors at Project site.
 2. List of separate contractors at Project site.
 3. Approximate count of personnel at Project site.
 4. Equipment at Project site.
 5. Material deliveries.
 6. High and low temperatures and general weather conditions, including presence of rain.
 7. Accidents.
 8. Meetings and significant decisions.
 9. Unusual events (see special reports).
 10. Stoppages, delays, shortages, and losses.
 11. Emergency procedures.
 12. Orders and requests of authorities having jurisdiction.
 13. Change Orders received and implemented.
 14. Construction Change Directives received and implemented.
 15. Services connected and disconnected.
 16. Equipment or system tests and startups.
 17. Commissioning
 18. Partial completions and occupancies.

19. Substantial Completions authorized.

- B. Material Location Reports: At monthly intervals, prepare and submit a comprehensive list of materials delivered to and stored at Project site. List shall be cumulative, showing materials previously reported plus items recently delivered. Include with list a statement of progress on and delivery dates for materials or items of equipment fabricated or stored away from Project site. Indicate the following categories for stored materials:
 - 1. Material stored prior to previous report and remaining in storage.
 - 2. Material stored prior to previous report and since removed from storage and installed.
 - 3. Material stored following previous report and remaining in storage.
- C. Site Condition Reports: Immediately on discovery of a difference between site conditions and the Contract Documents, prepare and submit a detailed report. Submit with a Request for Information. Include a detailed description of the differing conditions, together with recommendations for changing the Contract Documents.

2.5 SPECIAL REPORTS

- A. General: Submit special reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.
- B. Reporting Unusual Events: When an event of an unusual and significant nature occurs at Project site, whether or not related directly to the Work, prepare and submit a special report. List chain of events, persons participating, response by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.

PART 3 - EXECUTION

3.1 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Scheduling Specialist: Personnel to provide planning, evaluation, and reporting using CPM scheduling.
 - 1. In-House Option: Owner may waive the requirement to retain a consultant if Contractor employs skilled personnel with experience in CPM scheduling and reporting techniques.
 - 2. Meetings: Scheduling consultant shall attend all meetings related to Project progress, alleged delays, and time impact.
- B. Contractor's Construction Schedule Updating: At monthly intervals, update schedule to reflect actual construction progress and activities. Issue schedule one week before each regularly scheduled progress meeting.
 - 1. Revise schedule immediately after each meeting or other activity where revisions have been recognized or made. Issue updated schedule concurrently with the report of each such meeting.
 - 2. Include a report with updated schedule that indicates every change, including, but not limited to, changes in logic, durations, actual starts and finishes, and activity durations.
 - 3. As the Work progresses, indicate final completion percentage for each activity.
- C. Distribution: Distribute copies of approved schedule to Architect, Owner, separate contractors, testing and inspecting agencies, and other parties identified by Contractor with a need-to-know schedule responsibility.
 - 1. Post copies in Project meeting rooms and temporary field offices.
 - 2. Post copies on the Architect's Project Website via BaseCamp.
 - 3. When revisions are made, distribute updated schedules to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in performance of construction activities.

END OF SECTION 01 32 00

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SECTION 01 33 00 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Sections:
 - 1. Division 00 Section "Conditions of the Contract" for submitting Applications for Payment and the schedule of values.
 - 2. Division 01 Section "Project Management & Coordination" for submitting schedules and reports, including Contractor's construction schedule, and coordination drawings.
 - 3. Division 01 Section "Close-Out Documents" for submitting operation and maintenance manuals.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as action submittals.
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as informational submittals.
- C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.
- D. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.
- E. Digital Drawing Files: Autodesk Architectural Desktop AutoCAD (.dwg) or Revit (rvt.) 2021 or later.

1.4 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or modifications to submittals noted by the Architect and additional time for handling and reviewing submittals required by those corrections.
 - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 - 2. Initial Submittal: Submit concurrently with start-up construction schedule. Include submittals required during the first 30 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.

3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
4. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal category: Action, informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Architect's final release or approval.
 - g. Scheduled dates for purchasing.
 - h. Scheduled dates for installation.
 - i. Activity or event number.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. ELECTRONIC MEDIA on Portable Document Format (PDF): The Architect will provide the Contractor with the selected digital PDF files of the building and site for the Contractor's and Subcontractor's use.
 1. Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings, Coordination Drawings, and As-Built Drawings.
 - a. Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the actual in-place construction. Contractor shall field verify in-place construction dimensions.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities and submittals.
 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 1. Initial Review: Allow 7 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 7 days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 10 days for initial review of each submittal.
- D. Identification and Information: Place a permanent label or title block on each paper copy submittal item for identification.

1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Include the following information for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Name of Subcontractor.
 - f. Name of Supplier.
 - g. Name of Manufacturer.
 - h. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Location(s) where product is to be installed, as appropriate.
 - l. Other necessary identification.
- E. Identification and Information: Identify and incorporate information in each electronic submittal file as follows:
1. Assemble complete submittal package into a single indexed file with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 - a. File name shall use project identifier and Specification Section number followed by a decimal point and then a sequential number (e.g., LNHS-061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., LNHS-061000.01.A).
 3. Provide means for insertion to permanently record Contractor's review and approval markings and action taken by Architect.
 4. Include the following information on an inserted cover sheet:
 - a. Project name.
 - b. Date.
 - c. Name and address of Architect.
 - d. Name of Contractor.
 - e. Name of firm or entity that prepared submittal.
 - f. Name of subcontractor.
 - g. Name of supplier.
 - h. Name of manufacturer.
 - i. Number and title of appropriate Specification Section.
 - j. Drawing number and detail references, as appropriate.
 - k. Location(s) where product is to be installed, as appropriate.
 - l. Related physical samples submitted directly.
 - m. Other necessary identification.
 5. Include the following information as keywords in the electronic file metadata:
 - a. Project name.
 - b. Number and title of appropriate Specification Section.
 - c. Manufacturer name.
 - d. Product name.
- F. Options: Identify options requiring selection by the Architect.
- G. Deviations: Identify deviations from the Contract Documents on submittals.
- H. Additional Paper Copies: Unless additional signed originals are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.

1. Submit one digital PDF file of submittal to concurrent reviewer in addition to specified number of copies to Architect, and in the absence of specified number, submit two paper copies for Owner.
- I. Transmittal: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using the specified transmittal form. Architect will discard submittals received from sources other than Contractor.
 1. Transmittal Form: Use attached Form.
 2. Transmittal Form: Provide locations on form for the following information:
 - a. Project name.
 - b. Date.
 - c. Destination (To:).
 - d. Source (From:).
 - e. Names of subcontractor, manufacturer, and supplier.
 - f. Category and type of submittal.
 - g. Submittal purpose and description.
 - h. Specification Section number and title.
 - i. Indication of full or partial submittal.
 - j. Drawing number and detail references, as appropriate.
 - k. Transmittal number, numbered consecutively.
 - l. Submittal and transmittal distribution record.
 - m. Remarks.
 - n. Signature of transmitter.
 3. On an attached separate sheet, prepared on Contractor's letterhead, record relevant information, requests for data, revisions other than those requested by Architect on previous submittals, and deviations from requirements in the Contract Documents, including minor variations and limitations. Include same identification information as related submittal.
- J. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked with approval notation from Architect's action stamp.
- K. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- L. Use for Construction: Use only final submittals that are marked with reviewed notation from Architect's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 1. Post electronic submittals as PDF electronic files directly to Project Website specifically established for Project.
 - a. Architect will return annotated file. Annotate and retain one copy of file as an electronic Project record document file.
 2. Action Submittals: Post electronic submittals as PDF electronic files directly to Project Website.
 3. Informational Submittals: Post electronic submittals as PDF electronic files directly to Project Website.

4. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 01 Section "Closeout Procedures."
 5. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
 - a. Provide a digital signature with digital certificate on electronically-submitted certificates and certifications where indicated.
 - b. Provide a notarized statement on original paper copy certificates and certifications where indicated.
 6. Test and Inspection Reports Submittals: Comply with requirements specified in Division 01 Section "Quality Requirements" and in individual Specification Sections.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not alone suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 5. Submit Product Data before or concurrent with Samples.
 6. Submit Product Data in the following format:
 - a. PDF electronic file uploaded to the Architect's Project Website.
 - b. Architect will post action taken to the Project Website.
 - c. Submit one paper copy for Owner.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings solely on reproductions of the Contract Documents or standard printed data.
1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches but no larger than 30 by 42 inches.

3. Submit Shop Drawings in the following format:
 - a. PDF electronic file uploaded to the Architect's Project Website.
 - b. Architect will post action taken to the Project Website.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
 1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.
 - c. Sample source.
 - d. Number and title of applicable Specification Section.
 3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
 4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
 5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a Project record sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."
- F. Application for Payment: Comply with requirements specified in Division 01 Section "Payment Procedures."
- G. Schedule of Values: Comply with requirements specified in Division 01 Section "Payment Procedures."
- H. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
- I. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

- J. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.
- K. Product Test Reports: Submit written reports indicating current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- L. Schedule of Tests and Inspections: Comply with requirements specified in Division 01 Section "Quality Requirements."
- M. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- N. Field Test Reports: Submit reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- O. Maintenance Data: Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with Contractor's approval stamp before submitting to Architect.
- B. Project Closeout and Maintenance/Material Submittals: Refer to requirements in Division 01 Section "Closeout Procedures."
- C. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.

3.2 ARCHITECT'S ACTION

- A. General: Architect will not review submittals that do not bear Contractor's approval stamp and will return them without action.
- B. Action Submittals: Architect will review each submittal, make marks to indicate corrections or modifications required, and post it to the Project Website. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- C. Informational Submittals: Architect will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party via BaseCamp.
- D. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- E. Incomplete submittals are not acceptable, will be considered nonresponsive, and will be returned or posted as rejected without review.
- F. Submittals not required by the Contract Documents may not be reviewed and may be discarded.
- G. Submittals are required to be uploaded to the Architect's project website will be stamped reviewed and posted on the Architect's project website.

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SECTION 01 33 10 - DIGITAL FILE RELEASE

REQUESTED BY:

Company Name _____
and Address and Phone: _____

PROJECT: CITY OF MARY ESTHER CITY HALL, FIRE STATION, AND LIBRARY REMODLING PROJECT

Date: _____

Florida Architects, Inc. (and their Consultant's) owns the rights to these digital drawings files as listed below and are transmitted **for the specific purpose of the above referenced Company (herein referred to as "Company") Contract Work** and may not be copied, transmitted to other parties, or reproduced in any form or manner, nor assigned to another individual or entity without express written consent from Florida Architects, Inc., for any reason other than for the purpose of the Company Contract work as specified in the Contract Documents for this Project.

Florida Architects, Inc. assumes no liability as to the reliability of the information contained in these files for the purposes of Company contract work, including but not limited to, the recorded dimensions. By signature below, the Company releases Florida Architects, Inc. from any and all liability regarding the information contained in the digital files. All information should be considered only as a guide and should be verified for design and construction purposes.

These files are not considered final in any form.

Florida Architects, Inc. reserves the right to modify, correct and change the original documents as needed, and may do so without necessarily notifying any other parties, including the Company.

Upon receipt of said drawing files, I, _____, acknowledge as the
_____ of _____, that I understand

that the said files are for my general information and assistance to accomplish the work of the Company and agree to the conditions of the above statement.

Signature: _____ Date: _____

Printed Name and Title:

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20__

NOTARY PUBLIC (SEAL)

My commission expires: _____

Personally Known _____ Produced Identification _____

Type _____

END OF SECTION 01 33 10

SECTION 01 33 20 - ROUTING TRANSMITTAL

CONTRACTOR: _____	ARCHITECT	FLORIDA ARCHITECTS, INC. 103 W. 5 th Street Panama City, Florida 32401
SPEC. SECTION NO. _____	FLA Project No.	4315-02
ITEM _____	Project Name	CITY HALL ADAPTIVE RE-USE PROJECT
SUB-CONTRACTOR / SUPPLIER _____	OWNER	CITY OF MARY ESTHER, FL
DATE SENT _____ NO. COPIES _____	DATE RECEIVED	
VARIANCE ATTACHED YES _____ NO _____		

FLA to CONSULTANT _____	DATE RECEIVED BY CONSULTANT
DATE SENT _____ NO. COPIES _____	
CONSULTANT _____	
ATTN: _____	

CONSULTANT to FLA _____	DATE RECEIVED BY D/PR
DATE SENT _____ NO. COPIES _____	
REVIEWED BY _____	
COMMENTS _____	

FLA to CONTRACTOR _____	DATE RECEIVED BY CONTRACTOR
DATE SENT _____	
TO CONTRACTOR _____	
AGENCY _____ OWNER _____ FILE _____	

ACTION TAKEN:

_____	Rejected
_____	Revise and Resubmit as Noted
_____	Conforms with Design Concept as Noted
_____	Conforms with Design Concept
_____	Submit Corrected Copy
_____	No Action Taken

END OF SECTION 01 33 20

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SECTION 01 40 00 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspecting services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and -control requirements for individual construction activities are specified in the Sections that specify those activities. Requirements in those Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and -control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and -control services required by Architect, Owner, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Sections:
 - 1. Division 01 Section "Construction Progress Documentation" for developing a schedule of required tests and inspections.
 - 2. Divisions 02 through 49 Sections (if applicable) for specific test and inspection requirements.

1.3 DEFINITIONS

- A. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.
- B. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Services do not include contract enforcement activities performed by Architect.
- C. Mockups: Full size physical assemblies that are constructed on-site. Mockups are constructed to verify selections made under sample submittals; to demonstrate aesthetic effects and, where indicated, qualities of materials and execution; to review coordination, testing, or operation; to show interface between dissimilar materials; and to demonstrate compliance with specified installation tolerances. Mockups are not Samples. Unless otherwise indicated, approved mockups establish the standard by which the Work will be judged.
- D. Preconstruction Testing: Tests and inspections performed specifically for the Project before products and materials are incorporated into the Work to verify performance or compliance with specified criteria.
- E. Product Testing: Tests and inspections that are performed by an NRTL, an NVLAP, or a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- F. Source Quality-Control Testing: Tests and inspections that are performed at the source, i.e., plant, mill, factory, or shop.

- G. Field Quality-Control Testing: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. Testing laboratory shall mean the same as testing agency.
- I. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, Subcontractor, or Sub-subcontractor, to perform a particular construction operation, including installation, erection, application, and similar operations.
 - 1. Use of trade-specific terminology in referring to a trade or entity does not require that certain construction activities be performed by accredited or unionized individuals, or that requirements specified apply exclusively to specific trade or trades.
- J. Experienced: When used with an entity or individual, "experienced" means having successfully completed a minimum of five previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.

1.4 CONFLICTING REQUIREMENTS

- A. Referenced Standards: If compliance with two or more standards is specified and the standards establish different or conflicting requirements for minimum quantities or quality levels, comply with the most stringent requirement. Refer conflicting requirements that are different, but apparently equal, to Architect for a decision before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified shall be the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.5 ACTION SUBMITTALS

- A. Shop Drawings: For integrated exterior mockups, provide plans, sections, and elevations, indicating materials and size of mockup construction. Post digital information to Architect's Project Website.
 - 1. Indicate manufacturer and model number of individual components.
 - 2. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

1.6 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections (if applicable). Post to Architect's Project Website. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, and telephone number of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making tests and inspections.
 - 6. Description of the Work and test and inspection method.
 - 7. Identification of product and Specification Section.
 - 8. Complete test or inspection data.
 - 9. Test and inspection results and an interpretation of test results.
 - 10. Record of temperature and weather conditions at time of sample taking and testing and inspecting.
 - 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.

12. Name and signature of laboratory inspector.
13. Name and signature of Threshold Inspector.
14. Recommendations on retesting and re-inspecting.

- B. Permits, Licenses, and Certificates: For Owner's records, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents, established for compliance with standards and regulations bearing on performance of the Work. Post to Architect's Project Website.

1.7 QUALITY ASSURANCE

- A. General: Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.
- D. Installer Qualifications: A firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Testing Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E 329; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.

1. NRTL: A nationally recognized testing laboratory according to 29 CFR 1910.7.

- F. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- G. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- H. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work and the requirements specified in each individual specification section:

1. Build mockups in location and of size indicated or, if not indicated, as directed by Architect.
2. Notify Architect seven days in advance of dates and times when mockups will be constructed.
3. Employ supervisory personnel who will oversee mockup construction. Employ workers that will be employed during the construction at the Project.
4. Demonstrate the proposed range of aesthetic effects and workmanship.
5. Obtain Architect's approval of mockups before starting work, fabrication, or construction.

- a. Allow seven days for initial review and each re-review of each mockup.

6. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
7. Demolish and remove mockups when directed, unless otherwise indicated.

- I. Integrated Mockups: Construct integrated mockup in accordance with approved Shop Drawings. Coordinate installation of materials and products for which mockups are required in individual specification sections, along with supporting materials.

1.8 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
 - 1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspecting they are engaged to perform.
 - 2. Costs for retesting and re-inspecting construction that replaces or is necessitated by work that failed to comply with the Contract Documents will be charged to Contractor.
 - 3. Engage and contract with a Florida licensed Threshold Inspector for the project if required.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility where specified in individual specification sections. Perform additional quality-control activities required to verify that the Work complies with requirements, as required.
 - 1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 - 2. Where services are indicated as Contractor's responsibility, engage a qualified testing agency to perform these quality-control services.
 - a. Contractor shall not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 - 3. Notify testing agencies at least 24 hours in advance of time when Work that requires testing or inspecting will be performed.
 - 4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 - 5. Testing and inspecting requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 - 6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Division 01 Section "Submittal Procedures."
- D. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in pre-installation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- E. Retesting/Re-inspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and re-inspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- F. Testing Agency Responsibilities: Cooperate with Architect and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
 - 1. Notify Architect and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 - 2. Determine the location from which test samples will be taken and in which in-situ tests are conducted.
 - 3. Conduct and interpret tests and inspections and state in each report whether tested and inspected work complies with or deviates from requirements.
 - 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 - 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 - 6. Do not perform any duties of Contractor.

- G. Associated Services: Cooperate with agencies performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
1. Access to the Work.
 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 3. Adequate quantities of representative samples of materials that require testing and inspecting. Assist agency in obtaining samples.
 4. Facilities for storage and field curing of test samples.
 5. Delivery of samples to testing agencies.
 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 7. Security and protection for samples and for testing and inspecting equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and -control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspecting.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Prepare a record of tests and inspections. Include the following:
1. Date test or inspection was conducted.
 2. Description of the Work tested or inspected.
 3. Date test or inspection results were transmitted to Architect.
 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and modifications as they occur. Provide access to test and inspection log for Architect's reference during normal working hours.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Division 01 Section "Execution."
- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION 01 40 00

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SECTION 01 42 00 - REFERENCES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. "Approved": When used to convey Architect's action on Contractor's submittals, applications, and requests, "approved" is limited to Architect's duties and responsibilities as stated in the Conditions of the Contract.
- C. "Directed": A command or instruction by Architect. Other terms including "requested," "authorized," "selected," "required," and "permitted" have the same meaning as "directed."
- D. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
- E. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
- F. "Furnish": Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar operations.
- G. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
- H. "Provide": Furnish and install, complete and ready for the intended use.
- I. "Project Site": Space available for performing construction activities. The extent of Project site is shown on Drawings and may or may not be identical with the description of the land on which Project is to be built.

1.3 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable construction industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound with the Contract Documents.
 - 1. Where copies of standards are needed to perform a required construction activity, obtain copies directly from publication source.

1.4 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the United States."

- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

AA	Aluminum Association, Inc. (The) www.aluminum.org	(703) 358-2960
AAADM	American Association of Automatic Door Manufacturers www.aaadm.com	(216) 241-7333
AABC	Associated Air Balance Council www.aabchq.com	(202) 737-0202
AAMA	American Architectural Manufacturers Association www.aamanet.org	(847) 303-5664
AASHTO	American Association of State Highway and Transportation Officials www.transportation.org	(202) 624-5800
AATCC	American Association of Textile Chemists and Colorists www.aatcc.org	(919) 549-8141
ABAA	Air Barrier Association of America www.airbarrier.org	(866) 956-5888
ABMA	American Bearing Manufacturers Association www.abma-dc.org	(202) 367-1155
ACI	American Concrete Institute www.concrete.org	(248) 848-3700
ACPA	American Concrete Pipe Association www.concrete-pipe.org	(972) 506-7216
AEIC	Association of Edison Illuminating Companies, Inc. (The) www.aeic.org	(205) 257-2530
AF&PA	American Forest & Paper Association www.afandpa.org	(800) 878-8878 (202) 463-2700
AGA	American Gas Association www.aga.org	(202) 824-7000
AGC	Associated General Contractors of America (The) www.agc.org	(703) 548-3118
AHAM	Association of Home Appliance Manufacturers www.aham.org	(202) 872-5955
AHRI	Air-Conditioning, Heating, and Refrigeration Institute www.ahrinet.org	(703) 524-8800
AI	Asphalt Institute www.asphaltinstitute.org	(859) 288-4960

AIA	American Institute of Architects (The) www.aia.org	(800) 242-3837 (202) 626-7300
AISC	American Institute of Steel Construction www.aisc.org	(800) 644-2400 (312) 670-2400
AISI	American Iron and Steel Institute www.steel.org	(202) 452-7100
AITC	American Institute of Timber Construction www.aitc-glulam.org	(303) 792-9559
ALSC	American Lumber Standard Committee, Incorporated www.alsc.org	(301) 972-1700
AMCA	Air Movement and Control Association International, Inc. www.amca.org	(847) 394-0150
ANSI	American National Standards Institute www.ansi.org	(202) 293-8020
AOSA	Association of Official Seed Analysts, Inc. www.aosaseed.com	(405) 780-7372
APA	Architectural Precast Association www.archprecast.org	(239) 454-6989
APA	APA - The Engineered Wood Association www.apawood.org	(253) 565-6600
API	American Petroleum Institute www.api.org	(202) 682-8000
ARI	Air-Conditioning & Refrigeration Institute (Now AHRI)	
ARMA	Asphalt Roofing Manufacturers Association www.asphaltroofing.org	(202) 207-0917
ASCE	American Society of Civil Engineers www.asce.org	(800) 548-2723 (703) 295-6300
ASCE/SEI	American Society of Civil Engineers/Structural Engineering Institute (See ASCE)	
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers www.ashrae.org	(800) 527-4723 (404) 636-8400
ASME	ASME International (American Society of Mechanical Engineers International) www.asme.org	(800) 843-2763 (973) 882-1170
ASSE	American Society of Safety Engineers www.asse.org	(847) 699-2929
ASSE	American Society of Sanitary Engineering	(440) 835-3040

	www.asse-plumbing.org	
ASTM	ASTM International (American Society for Testing and Materials International) www.astm.org	(610) 832-9500
ATIS	Alliance for Telecommunications Industry Solutions www.atis.org	(202) 628-6380
AWCI	Association of the Wall and Ceiling Industry www.awci.org	(703) 534-8300
AWCMA	American Window Covering Manufacturers Association (Now WCMA)	
AWI	Architectural Woodwork Institute www.awinet.org	(571) 323-3636
AWPA	American Wood Protection Association (Formerly: American Wood Preservers' Association) www.awpa.com	(205) 733-4077
AWS	American Welding Society www.aws.org	(800) 443-9353 (305) 443-9353
AWWA	American Water Works Association www.awwa.org	(800) 926-7337 (303) 794-7711
BHMA	Builders Hardware Manufacturers Association www.buildershardware.com	(212) 297-2122
BIA	Brick Industry Association (The) www.bia.org	(703) 620-0010
BICSI	BICSI, Inc. www.bicsi.org	(800) 242-7405 (813) 979-1991
BIFMA	BIFMA International (Business and Institutional Furniture Manufacturer's Association International) www.bifma.com	(616) 285-3963
BISSC	Baking Industry Sanitation Standards Committee www.bissc.org	(866) 342-4772
CCC	Carpet Cushion Council www.carpetcushion.org	(610) 527-3880
CDA	Copper Development Association www.copper.org	(212) 251-7200
CEA	Canadian Electricity Association www.canelect.ca	(613) 230-9263
CEA	Consumer Electronics Association www.ce.org	(866) 858-1555 (703) 907-7600
CGA	Compressed Gas Association	(703) 788-2700

	www.cganet.com	
CIMA	Cellulose Insulation Manufacturers Association www.cellulose.org	(888) 881-2462 (937) 222-2462
CISCA	Ceilings & Interior Systems Construction Association www.cisca.org	(630) 584-1919
CISPI	Cast Iron Soil Pipe Institute www.cispi.org	(423) 892-0137
CLFMI	Chain Link Fence Manufacturers Institute www.chainlinkinfo.org	(301) 596-2583
CRRC	Cool Roof Rating Council www.coolroofs.org	(866) 465-2523 (510) 485-7175
CPA	Composite Panel Association www.pbmdf.com	(703) 724-1128
CPPA	Corrugated Polyethylene Pipe Association www.plasticpipe.org	(800) 510-2772 (202) 462-9607
CRI	Carpet and Rug Institute (The) www.carpet-rug.com	(706) 278-3176
CRSI	Concrete Reinforcing Steel Institute www.crsi.org	(847) 517-1200
CSA	CSA International (Formerly: IAS - International Approval Services) www.csa-international.org	(866) 797-4272 (416) 747-4000
CSI	Cast Stone Institute www.caststone.org	(717) 272-3744
CSI	Construction Specifications Institute (The) www.csinet.org	(800) 689-2900 (703) 684-0300
CTI	Cooling Technology Institute (Formerly: Cooling Tower Institute) www.cti.org	(281) 583-4087
DHI	Door and Hardware Institute www.dhi.org	(703) 222-2010
ECA	Electronic Components Association www.ec-central.org	(703) 907-8024
EIA	Electronic Industries Alliance www.eia.org	(703) 907-7500
EIMA	EIFS Industry Members Association www.eima.com	(800) 294-3462 (770) 968-7945
EJCDC	Engineers Joint Contract Documents Committee www.ejdc.org	(703) 295-5000

EJMA	Expansion Joint Manufacturers Association, Inc. www.ejma.org	(914) 332-0040
ESD	ESD Association (Electrostatic Discharge Association) www.esda.org	(315) 339-6937
ETL SEMCO	Intertek ETL SEMCO (Formerly: ITS - Intertek Testing Service NA) www.intertek-etlsemko.com	(800) 967-5352
FM Approvals	FM Approvals LLC www.fmglobal.com	(781) 762-4300
FM Global	FM Global (Formerly: FMG - FM Global) www.fmglobal.com	(401) 275-3000
FRSA	Florida Roofing, Sheet Metal & Air Conditioning Contractors Association, Inc. www.floridarooft.com	(407) 671-3772
FSA	Fluid Sealing Association www.fluidsealing.com	(610) 971-4850
FSC	Forest Stewardship Council www.fsc.org	49 228 367 66 0
GA	Gypsum Association www.gypsum.org	(202) 289-5440
GANA	Glass Association of North America www.glasswebsite.com	(785) 271-0208
GSI	Geosynthetic Institute www.geosynthetic-institute.org	(610) 522-8440
HI	Hydraulic Institute www.pumps.org	(973) 267-9700
	Hydronics Institute www.gamanet.org	(908) 464-8200
HMMA	Hollow Metal Manufacturers Association (Part of NAAMM)	
HPVA	Hardwood Plywood & Veneer Association www.hpva.org	(703) 435-2900
HPW	H. P. White Laboratory, Inc. www.hpwhite.com	(410) 838-6550
IAS	International Approval Services (Now CSA International)	
ICEA	Insulated Cable Engineers Association, Inc. www.icea.net	(770) 830-0369

ICRI	International Concrete Repair Institute, Inc. www.icri.org	(847) 827-0830
IEC	International Electrotechnical Commission www.iec.ch	41 22 919 02 11
IEEE	Institute of Electrical and Electronics Engineers, Inc. (The) www.ieee.org	(212) 419-7900
IES	Illuminating Engineering Society www.ies.org	(212) 248-5000
IESNA	Illuminating Engineering Society of North America (Now IES)	
IENT	Institute of Environmental Sciences and Technology www.ient.org	(847) 981-0100
IGCC	Insulating Glass Certification Council www.igcc.org	(315) 646-2234
IGMA	Insulating Glass Manufacturers Alliance www.igmaonline.org	(613) 233-1510
ISO	International Organization for Standardization www.iso.ch	41 22 749 01 11
ANSI	Available from ANSI www.ansi.org	(202) 293-8020
ISSFA	International Solid Surface Fabricators Association www.issfa.net	(877) 464-7732 (702) 567-8150
ITS	Intertek Testing Service NA (Now ETL SEMCO)	
ITU	International Telecommunication Union www.itu.int/home	41 22 730 51 11
LPI	Lightning Protection Institute www.lightning.org	(800) 488-6864
MBMA	Metal Building Manufacturers Association www.mbma.com	(216) 241-7333
MFMA	Metal Framing Manufacturers Association, Inc. www.metalframingmfg.org	(312) 644-6610
MH	Material Handling (Now MHIA)	
MHIA	Material Handling Industry of America www.mhia.org	(800) 345-1815 (704) 676-1190
MIA	Marble Institute of America www.marble-institute.com	(440) 250-9222
MPI	Master Painters Institute	(888) 674-8937

	www.paintinfo.com	(604) 298-7578
MSS	Manufacturers Standardization Society of The Valve and Fittings Industry Inc. www.mss-hq.com	(703) 281-6613
NAAMM	National Association of Architectural Metal Manufacturers www.naamm.org	(630) 942-6591
NACE	NACE International (National Association of Corrosion Engineers International) www.nace.org	(800) 797-6623 (281) 228-6200
NADCA	National Air Duct Cleaners Association www.nadca.com	(202) 737-2926
NAIMA	North American Insulation Manufacturers Association www.naima.org	(703) 684-0084
NCMA	National Concrete Masonry Association www.ncma.org	(703) 713-1900
NCPI	National Clay Pipe Institute www.ncpi.org	(262) 248-9094
NCTA	National Cable & Telecommunications Association www.ncta.com	(202) 775-2300
NEBB	National Environmental Balancing Bureau www.nebb.org	(301) 977-3698
NECA	National Electrical Contractors Association www.necanet.org	(301) 657-3110
NeLMA	Northeastern Lumber Manufacturers' Association www.nelma.org	(207) 829-6901
NEMA	National Electrical Manufacturers Association www.nema.org	(703) 841-3200
NETA	International Electrical Testing Association www.netaworld.org	(888) 300-6382 (269) 488-6382
NFHS	National Federation of State High School Associations www.nfhs.org	(317) 972-6900
NFPA	NFPA (National Fire Protection Association) www.nfpa.org	(800) 344-3555 (617) 770-3000
NFRC	National Fenestration Rating Council www.nfrc.org	(301) 589-1776
NGA	National Glass Association www.glass.org	(866) 342-5642 (703) 442-4890
NHLA	National Hardwood Lumber Association www.natlhardwood.org	(800) 933-0318 (901) 377-1818

NLGA	National Lumber Grades Authority www.nlga.org	(604) 524-2393
NOMMA	National Ornamental & Miscellaneous Metals Association www.nomma.org	(888) 516-8585
NRCA	National Roofing Contractors Association www.nrca.net	(800) 323-9545 (847) 299-9070
NRMCA	National Ready Mixed Concrete Association www.nrmca.org	(888) 846-7622 (301) 587-1400
NSF	NSF International (National Sanitation Foundation International) www.nsf.org	(800) 673-6275 (734) 769-8010
NSSGA	National Stone, Sand & Gravel Association www.nssga.org	(800) 342-1415 (703) 525-8788
NTMA	National Terrazzo & Mosaic Association, Inc. (The) www.ntma.com	(800) 323-9736 (540) 751-0930
NTRMA	National Tile Roofing Manufacturers Association (Now TRI)	
NWFA	National Wood Flooring Association www.woodfloors.org	(800) 422-4556 (636) 519-9663
NWWDA	National Wood Window and Door Association (Now WDMA)	
PCI	Precast/Prestressed Concrete Institute www.pci.org	(312) 786-0300
PDCA	Painting & Decorating Contractors of America www.pdca.com	(800) 332-7322 (314) 514-7322
PDI	Plumbing & Drainage Institute www.pdionline.org	(800) 589-8956 (978) 557-0720
PGI	PVC Geomembrane Institute http://pgi-tp.cee.uiuc.edu	(217) 333-3929
PLANET	Professional Landcare Network www.landcarenetwork.org	(800) 395-2522 (703) 736-9666
PTI	Post-Tensioning Institute www.post-tensioning.org	(602) 870-7540
RCSC	Research Council on Structural Connections www.boltcouncil.org	
RFCI	Resilient Floor Covering Institute www.rfci.com	(301) 340-8580
SAE	SAE International www.sae.org	(877) 606-7323 (724) 776-4841

SCTE	Society of Cable Telecommunications Engineers www.scte.org	(800) 542-5040 (610) 363-6888
SDI	Steel Deck Institute www.sdi.org	(847) 458-4647
SDI	Steel Door Institute www.steeldoor.org	(440) 899-0010
SEFA	Scientific Equipment and Furniture Association www.sefalabs.com	(877) 294-5424 (516) 294-5424
SEI/ASCE	Structural Engineering Institute/American Society of Civil Engineers (See ASCE)	
SGCC	Safety Glazing Certification Council www.sgcc.org	(315) 646-2234
SIA	Security Industry Association www.siaonline.org	(866) 817-8888 (703) 683-2075
SJI	Steel Joist Institute www.steeljoist.org	(843) 626-1995
SMA	Screen Manufacturers Association www.smainfo.org	(561) 533-0991
SMACNA	Sheet Metal and Air Conditioning Contractors' National Association www.smacna.org	(703) 803-2980
SMPTE	Society of Motion Picture and Television Engineers www.smpte.org	(914) 761-1100
SPFA	Spray Polyurethane Foam Alliance www.sprayfoam.org	(800) 523-6154
SPIB	Southern Pine Inspection Bureau www.spib.org	(850) 434-2611
SPRI	Single Ply Roofing Industry www.spri.org	(781) 647-7026
SSINA	Specialty Steel Industry of North America www.ssina.com	(800) 982-0355 (202) 342-8630
SSPC	SSPC: The Society for Protective Coatings www.sspc.org	(877) 281-7772 (412) 281-2331
STI	Steel Tank Institute www.steeltank.com	(847) 438-8265
SWI	Steel Window Institute www.steelwindows.com	(216) 241-7333
SWRI	Sealant, Waterproofing, & Restoration Institute	(816) 472-7974

	www.swrionline.org	
TCNA	Tile Council of North America, Inc. www.tileusa.com	(864) 646-8453
TIA/EIA	Telecommunications Industry Association/Electronic Industries Alliance www.tiaonline.org	(703) 907-7700
TMS	The Masonry Society www.masonrysociety.org	(303) 939-9700
TPI	Truss Plate Institute, Inc. www.tpinst.org	(703) 683-1010
TPI	Turfgrass Producers International www.turfgrasssod.org	(800) 405-8873 (847) 649-5555
TRI	Tile Roofing Institute www.tilerroofing.org	(312) 670-4177
UL	Underwriters Laboratories Inc. www.ul.com	(877) 854-3577 (847) 272-8800
UNI	Uni-Bell PVC Pipe Association www.uni-bell.org	(972) 243-3902
USGBC	U.S. Green Building Council www.usgbc.org	(800) 795-1747
USITT	United States Institute for Theatre Technology, Inc. www.usitt.org	(800) 938-7488 (315) 463-6463
WASTEC	Waste Equipment Technology Association www.wastec.org	(800) 424-2869 (202) 244-4700
WCLIB	West Coast Lumber Inspection Bureau www.wclib.org	(800) 283-1486 (503) 639-0651
WCMA	Window Covering Manufacturers Association www.wcmanet.org	(212) 297-2122
WCSC	Window Covering Safety Council www.windowcoverings.org	(800) 506-4636 (212) 297-2109
WDMA	Window & Door Manufacturers Association www.wdma.com	(800) 223-2301 (847) 299-5200
WI	Woodwork Institute (Formerly: WIC - Woodwork Institute of California) www.wicnet.org	(916) 372-9943
WIC	Woodwork Institute of California (Now WI)	
WMMPA	Wood Moulding & Millwork Producers Association www.wmmpa.com	(800) 550-7889 (530) 661-9591

WSRCA	Western States Roofing Contractors Association www.wsrca.com	(800) 725-0333 (650) 570-5441
WWPA	Western Wood Products Association www.wwpa.org	(503) 224-3930

- C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

IAPMO	International Association of Plumbing and Mechanical Officials www.iapmo.org	(909) 472-4100
ICC	International Code Council www.iccsafe.org	(888) 422-7233
ICC-ES	ICC Evaluation Service, Inc. www.icc-es.org	(800) 423-6587 (562) 699-0543
UBC	Uniform Building Code (See ICC)	
FBC	Florida Building Code Commission	(850) 487-1824

- D. Federal Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

CE	Army Corps of Engineers www.usace.army.mil	(202) 761-0011
CPSC	Consumer Product Safety Commission www.cpsc.gov	(800) 638-2772 (301) 504-7923
DOC	Department of Commerce www.commerce.gov	(202) 482-2000
DOD	Department of Defense http://dodssp.daps.dla.mil	(215) 697-6257
DOE	Department of Energy www.energy.gov	(202) 586-9220
EPA	Environmental Protection Agency www.epa.gov	(202) 272-0167
FAA	Federal Aviation Administration www.faa.gov	(866) 835-5322
FCC	Federal Communications Commission www.fcc.gov	(888) 225-5322
FDA	Food and Drug Administration	(888) 463-6332

www.fda.gov

GSA	General Services Administration www.gsa.gov	(800) 488-3111
HUD	Department of Housing and Urban Development www.hud.gov	(202) 708-1112
LBL	Lawrence Berkeley National Laboratory www.lbl.gov	(510) 486-4000
NCHRP	National Cooperative Highway Research Program (See TRB)	
NIST	National Institute of Standards and Technology www.nist.gov	(301) 975-6478
OSHA	Occupational Safety & Health Administration www.osha.gov	(800) 321-6742 (202) 693-1999
PBS	Public Buildings Service (See GSA)	
PHS	Office of Public Health and Science www.hhs.gov/ophs	(202) 690-7694
RUS	Rural Utilities Service (See USDA)	(202) 720-9540
SD	State Department www.state.gov	(202) 647-4000
TRB	Transportation Research Board http://gulliver.trb.org	(202) 334-2934
USDA	Department of Agriculture www.usda.gov	(202) 720-2791
USPS	Postal Service www.usps.com	(202) 268-2000

- E. Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web sites are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ADAAG	Americans with Disabilities Act (ADA) Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities Available from U.S. Access Board www.access-board.gov	(800) 872-2253 (202) 272-0080
CFR	Code of Federal Regulations Available from Government Printing Office www.gpoaccess.gov/cfr/index.html	(866) 512-1800 (202) 512-1800

DOD	Department of Defense Military Specifications and Standards Available from Department of Defense Single Stock Point http://dodssp.daps.dla.mil	(215) 697-2664
FED-STD	Federal Standard (See FS)	
FS	Federal Specification Available from Department of Defense Single Stock Point http://dodssp.daps.dla.mil Available from Defense Standardization Program www.dps.dla.mil Available from General Services Administration www.gsa.gov Available from National Institute of Building Sciences www.wbdg.org/ccb	(215) 697-2664 (202) 619-8925 (202) 289-7800
FTMS	Federal Test Method Standard (See FS)	
MIL	(See MILSPEC)	
MIL-STD	(See MILSPEC)	
MILSPEC	Military Specification and Standards Available from Department of Defense Single Stock Point http://dodssp.daps.dla.mil	(215) 697-2664
UFAS	Uniform Federal Accessibility Standards Available from Access Board www.access-board.gov	(800) 872-2253 (202) 272-0080

- F. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01 42 00

SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes requirements for temporary fencing, utilities, support facilities, and security and protection facilities.
- B. Related Sections:
 - 1. Division 01 Section "Summary" for work restrictions and limitations on utility interruptions.

1.3 USE CHARGES

- A. General: Installation and removal of and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, occupants of Project, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: Owner will pay sewer service use charges for sewer usage by all entities for construction operations.
- C. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations. Temporary services are not permitted to encroach Owner occupied areas at any time. Contractor may make provisions for other water source(s) as necessary at his expense.
- D. Electric Power Service: Electrical power from Owner's existing system is available at no cost to the Contractor. Provide connections and extensions of services as required for construction operations. Temporary services are not permitted to encroach Owner occupied areas at any time. The Contractor shall make provisions to allow all Subcontractors access to electrical power needs for construction.

1.4 INFORMATIONAL SUBMITTALS

- A. Moisture-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage, including delivery, handling, and storage provisions for materials subject to water absorption or water damage, discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and replacing water damaged Work.
 - 1. Indicate sequencing of work that requires water, such as sprayed fire-resistive materials, plastering, and terrazzo grinding, and describe plans for dealing with water from these operations. Show procedures for verifying that wet construction has dried sufficiently to permit installation of finish materials.
- B. Dust-Control and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust-control and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Identify further options if proposed measures are later determined to be inadequate. Include the following:
 - 1. Locations of dust-control partitions at each phase of the work.

2. HVAC system isolation schematic drawing.
3. Other dust-control measures.
4. Waste management plan.

- C. Hurricane Preparedness Plan: Submit narrative that describes the Hurricane Preparedness Plan, policies, procedures, resources and implementation.

1.5 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.
- B. Accessible Temporary Egress: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines and FBC/ANSI A117.1.

1.6 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Portable Chain-Link Fencing (If required by Contractor for material storage): Minimum 2-inch , 0.148-inch- thick, galvanized steel, chain-link fabric fencing; minimum 6 feet high with galvanized steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top and bottom rails. Provide concrete or galvanized steel bases for supporting posts.
- B. Polyethylene Sheet: Reinforced, fire-resistive sheet, 10 mils minimum thickness, with flame-spread rating of 15 or less per ASTM E 84.

2.2 TEMPORARY FACILITIES

- A. Field Offices, General (if provided): Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
1. Anchor to resist code required design wind loads.
- B. Storage and Fabrication Sheds (if provided): Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.
1. Store combustible materials apart from building.
 2. Anchor to resist design wind loads.

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Owner authorizes use of permanent HVAC system.
1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.

2. Heating Units: not permitted.
3. Permanent HVAC System: Owner authorizes use of permanent HVAC system for temporary use during construction, provide filter with MERV of 8 at each return air grille in system and remove at end of construction and clean HVAC system as required in Division 01 Section "Closeout Procedures".

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
 1. Locate facilities to limit site disturbance as specified in Division 01 Section "Summary."
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.2 SUPPORT FACILITIES INSTALLATION

- A. General: Comply with the following:
 1. When provided, construction for temporary offices, shops, and sheds locate within construction area or within 30 feet of building lines that is noncombustible according to ASTM E 136. Comply with NFPA 241.
 2. Maintain support facilities until removal. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Parking: Provide temporary parking areas for construction personnel where designated by Owner.
- C. Project Sign(s): Project identification signs are not required.
- D. Waste Disposal Facilities: Comply with requirements specified in Division 01 Section "Construction Waste Management and Disposal."

3.3 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Environmental Protection: Provide protection, operate temporary facilities, and conduct construction as required to comply with environmental regulations and that minimize possible air, waterway, and subsoil contamination or pollution or other undesirable effects.
 1. Comply with work restrictions specified in Division 01 Section "Summary."
- B. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.

3.4 MOISTURE AND MOLD CONTROL

- A. Contractor's Moisture-Protection Plan: Avoid trapping water in finished work. Document visible signs of mold that may appear during construction. Do not expose finish materials to moisture and humidity.
 1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building or in a space with humidity and temperature control.
 2. Keep interior spaces clean and protected from damage.
 3. Discard or replace water-damaged material.

4. Do not install material that is wet.
5. Discard, replace or clean stored or installed material that begins to grow mold.

3.5 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities and Owner occupied facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
- C. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with temporary facility. Repair damaged Work, clean exposed surfaces, and replace construction that cannot be satisfactorily repaired.
 1. Materials and facilities that constitute temporary facilities are property of Contractor. Owner reserves right to take possession of Project identification signs.
 2. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Division 01 Section "Closeout Procedures."

END OF SECTION 01 50 00

SECTION 01 73 00 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes general procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout.
 - 2. General installation of products.
 - 3. Progress cleaning.
 - 4. Starting and adjusting.
 - 5. Protection of installed construction.
 - 6. Correction of the Work.
- B. Related Sections include the following:
 - 1. Division 01 Section "Project Management and Coordination" for procedures for coordinating construction activities.
 - 2. Division 01 Section "Submittal Procedures" for submitting product data and shop drawings.
 - 3. Division 01 Section "Cutting and Patching" for procedural requirements for cutting and patching necessary for the installation or performance of other components of the Work.
 - 4. Division 01 Section "Closeout Procedures" for submitting final Project Record Documents, maintenance manuals, final cleaning, and other close-out materials.

1.3 SUBMITTALS

- A. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Utilities: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning work, investigate and verify the existence and location of utilities and other construction affecting the Work.
- B. Acceptance of Conditions: Examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.

1. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- B. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents, submit a request for information to Architect. Include a detailed description of problem encountered, together with recommendations for changing the Contract Documents.

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the existing conditions. If discrepancies are discovered, notify Architect promptly.

3.4 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 1. Make vertical work plumb and make horizontal work level.
 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 3. Conceal pipes, ducts, and wiring in finished areas, unless otherwise indicated.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels or toxic fumes.
- F. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- G. Anchors and Fasteners: Provide anchors and fasteners as required to anchor each component securely in place, accurately located and aligned with other portions of the Work.
 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
- H. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- I. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.5 PROGRESS CLEANING

- A. General: **Clean Project site and work areas daily**, including common areas. Coordinate progress cleaning for joint-use areas where more than one installer has worked. Enforce requirements strictly. Dispose of materials lawfully.
 1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.

2. Do not hold materials more than 7 days during normal weather or 3 days if the temperature is expected to rise above 80 deg F .
 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work and ongoing Owner's operations.
1. Remove liquid spills promptly.
 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. Installed Work: Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
- E. Concealed Spaces: Remove debris from concealed spaces before enclosing the space.
- F. Exposed Surfaces in Finished Areas: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
- G. Waste Disposal: Burying or burning waste materials on-site will not be permitted. Washing waste materials down sewers or into waterways will not be permitted.
- H. During handling and installation, clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
- I. Clean and provide maintenance on completed construction as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
- J. Limiting Exposures: Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.6 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust operating components for proper operation without binding. Adjust equipment for proper operation.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. Manufacturer's Field Service: If a factory-authorized service representative is required to inspect field-assembled components and equipment installation, comply with qualification requirements in Division 01 Section "Quality Requirements."

3.7 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without damage or deterioration at time of Substantial Completion.
- B. Comply with manufacturer's written instructions for temperature and relative humidity.

3.8 CORRECTION OF THE WORK

- A. Repair or remove and replace defective construction. Restore damaged substrates and finishes. Comply with requirements in Division 01 Section "Cutting and Patching."

1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Restore permanent facilities used during construction to their specified or original condition.
- C. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- D. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- E. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 01 73 00

SECTION 01 73 29 - CUTTING AND PATCHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General, Supplementary, and Special Conditions and other Division 01 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 02 through 49 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

1.3 DEFINITIONS

- A. Cutting: Removal of in-place 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 7 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.
 - 2. Changes to In-Place 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. Utility Services and Mechanical/Electrical Systems: List services/systems that cutting and patching procedures will disturb or affect. List services/systems that will be relocated and those that will be temporarily out of service. Indicate how long services/systems 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. Architect's Approval: Obtain approval of cutting and patching proposal before cutting and patching. Approval does not waive the 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. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety. Operating elements include the following:
 - 1. Primary operational systems and equipment.
 - 2. Air or smoke barriers.
 - 3. Fire-suppression systems.
 - 4. Mechanical systems piping and ducts.
 - 5. Control systems.
 - 6. Communication systems.
 - 7. Conveying systems.
 - 8. Electrical wiring systems.
- C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety. Miscellaneous elements include the following:
 - 1. Water, moisture, or vapor barriers.
 - 2. Membranes and flashings.
 - 3. Exterior curtain-wall construction.
 - 4. Equipment supports.
 - 5. Piping, ductwork, vessels, and equipment.
 - 6. Noise- and vibration-control elements and systems.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.
- E. Cutting and Patching Conference: Before proceeding, meet at the 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.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place 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 in-place 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 in-place 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 in-place 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.

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 in-place 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 in-place 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. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
 - 3. Concrete or Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 - 4. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal the remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 - 5. 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.
 - 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.
 - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
 - b. Restore damaged pipe covering to its original condition.
 - 3. Floors and Walls: Where walls or partitions that are removed extend one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
 - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
 - 4. Ceilings: Patch, repair, or re-hang in place ceilings as necessary to provide an even-plane surface of uniform appearance.
 - 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.

- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

END OF SECTION 01 73 29

SECTION 01 74 19 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for the following:
 - 1. Disposing of nonhazardous construction waste.
- B. Related Sections include the following:
 - 1. Division 01 Section "Temporary Facilities and Controls" for environmental-protection measures during construction, and location of waste containers at Project site.

1.3 DEFINITIONS

- A. Construction Waste: Building and site improvement materials and other solid waste resulting from construction, remodeling, renovation, or repair operations. Construction waste includes packaging.
- B. Disposal: Removal off-site of demolition and construction waste and subsequent sale, recycling, reuse, or deposit in landfill or incinerator acceptable to authorities having jurisdiction.

1.4 SUBMITTALS

- A. Landfill and Incinerator Disposal Records: Indicate receipt and acceptance of waste by landfills and incinerator facilities licensed to accept them. Include manifests, weight tickets, receipts, and invoices.

1.5 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with hauling and disposal regulations of authorities having jurisdiction.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 DISPOSAL OF WASTE

- A. General: Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in a landfill or incinerator acceptable to authorities having jurisdiction.

1. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
 2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
- B. Burning: Do not burn waste materials. Burning of any kind on-site is prohibited.
- C. Disposal: Transport waste materials off Owner's property and legally dispose of them.

END OF SECTION 01 74 19

SECTION 01 77 00 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Inspection procedures.
 - 2. Warranties.
 - 3. Final cleaning.
- B. Related Sections include the following:
 - 1. Division 01 Section "Execution" for progress cleaning of Project site.
 - 2. Division 01 Section "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 3. Divisions 02 through 49 Sections (as included) for specific closeout and special cleaning requirements for the Work in those Sections.

1.3 SUBSTANTIAL COMPLETION

- A. Preliminary Procedures: Before requesting inspection for determining date of Substantial Completion, complete the following. List items below that are incomplete in request.
 - 1. Prepare a list of items to be completed and corrected (punch list), the value of items on the list, and reasons why the Work is not complete.
 - 2. Advise Owner of pending insurance changeover requirements.
 - 3. Submit specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Include occupancy permits, operating certificates, and similar releases.
 - 5. Prepare and submit Project Record Documents, operation and maintenance manuals, Final Completion construction photographs, damage or settlement surveys, and similar final record information.
 - 6. Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
 - 7. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 - 9. Complete final cleaning requirements, including touchup painting.
 - 10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- B. Inspection: Submit a written request for inspection for Substantial Completion. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect that must be completed or corrected before certificate will be issued.

1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.
2. Results of completed inspection will form the basis of requirements for Final Completion.

1.4 FINAL COMPLETION

- A. Preliminary Procedures: Before requesting final inspection for determining date of Final Completion, complete the following:
1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
 2. Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect and Owner. The certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Submit As-Built Drawings.
 4. Submit Close-Out documentation.
 5. Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 6. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems.
- B. Inspection: Submit a written request for final inspection for acceptance. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection and receipt of acceptable close-out documentation or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Re-inspection: Request re-inspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.5 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Preparation: Submit digital copy of list. Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.
1. Organize list of spaces in sequential order by building.
 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.

1.6 WARRANTIES

- A. Submittal Time: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated.
- B. Organize warranty documents into an orderly sequence based on the table of contents of the Project Manual.
1. Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of the Installer.

3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- C. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by the manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Provide final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Clean all occupied and non-occupied areas upon final completion. Comply with manufacturer's written instructions.
- C. Comply with safety standards for cleaning. Do not burn waste materials. Do not bury debris or excess materials on Owner's property. Do not discharge volatile, harmful, or dangerous materials into drainage systems. Remove waste materials from Project site and dispose of lawfully.

END OF SECTION 01 77 00

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SECTION 01 78 23 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory.
 - 2. Operation manuals for systems, subsystems, and equipment.
 - 3. Maintenance manuals for the care and maintenance of products, materials, finishes, systems, and equipment.
- B. Related Sections include the following:
 - 1. Division 01 Section "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
 - 2. Division 01 Section "Closeout Procedures" for submitting operation and maintenance manuals.
 - 3. Division 01 Section "Project Record Documents" for preparing Record Drawings for operation and maintenance manuals.
 - 4. Divisions 02 through 49 Sections for specific operation and maintenance manual requirements for the Work in those Sections.

1.3 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 SUBMITTALS

- A. Initial Submittal: Submit digital (PDF) draft copies of each manual at least 15 days before requesting inspection for Substantial Completion. Include a complete operation and maintenance directory. Architect will return one copy of draft and mark whether general scope and content of manual are acceptable.
- B. Final Submittal: Submit one printed (3-ring binder) and one (1) digital (PDF) file copy posted to Architect's Project Website of each manual for each building in final form at least 10 days before final inspection. Architect will return post with comments within 5 days after final inspection.
 - 1. Correct or modify each manual to comply with Architect's comments. Submit 1 printed copy of each corrected manual (in 3-ring binder) within 10 days of receipt of Architect's comments and one (1) digital (PDF) file copy posted to Architect's Project Website of each manual.

1.5 COORDINATION

- A. Where operation and maintenance documentation includes information on installations by more than one factory-authorized service representative, assemble and coordinate information furnished by representatives and prepare manuals.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. Organization: Include a section in the directory for each of the following:
 - 1. List of documents.
 - 2. List of systems.
 - 3. List of equipment.
 - 4. Table of contents.
- B. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- C. List of Equipment: List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
- D. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.
- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

2.2 MANUALS, GENERAL

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
 - 1. Title page.
 - 2. Table of contents.
 - 3. Manual contents.
- B. Title Page: Enclose title page in transparent plastic sleeve. Include the following information:
 - 1. Subject matter included in manual.
 - 2. Name and address of Project.
 - 3. Name and address of Owner.
 - 4. Date of submittal.
 - 5. Name, address, and telephone number of Contractor.
 - 6. Name and address of Architect.
 - 7. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
 - 1. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.

1. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
 - a. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents. Indicate volume number for multiple-volume sets.
2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software diskettes for computerized electronic equipment.
4. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.3 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
 1. System, subsystem, and equipment descriptions.
 2. Performance and design criteria if Contractor is delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
 1. Product name and model number.
 2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include the following, as applicable:
 1. Startup procedures.
 2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.

7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.4 PRODUCT MAINTENANCE MANUAL

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.
 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:
1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.
 3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.

2.5 SYSTEMS AND EQUIPMENT MAINTENANCE MANUAL

- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
1. Standard printed maintenance instructions and bulletins.
 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 3. Identification and nomenclature of parts and components.
 4. List of items recommended to be stocked as spare parts.

- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
 - 1. Test and inspection instructions.
 - 2. Troubleshooting guide.
 - 3. Precautions against improper maintenance.
 - 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - 5. Aligning, adjusting, and checking instructions.
 - 6. Demonstration and training videotape, if available.
- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
 - 1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 - 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.
- B. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- C. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- D. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- E. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.
 - 1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- F. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams.

Coordinate these drawings with information contained in Record Drawings to ensure correct illustration of completed installation.

1. Do not use original Project Record Documents as part of operation and maintenance manuals.
 2. Comply with requirements of newly prepared Record Drawings in Division 01 Section "Project Record Documents."
- G. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION 01 78 23

SECTION 01 78 39 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of Contract, including General, Supplementary, and Special Conditions and Division 1 Specifications apply to work of this section.

1.2 SUMMARY

- 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 01 Section "Closeout Procedures" for general closeout procedures.
 - 2. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 3. Divisions 02 through 49 Sections for specific requirements for Project Record Documents of the Work in those Sections.

1.3 SUBMITTALS

- A. Refer to Section 013300 "Submittal Procedures" regarding Record Drawings: Comply with the following:
 - 1. At the completion of the Work, each Subcontractor shall submit "Record Drawings" to the Contractor on digital media, and the Contractor in turn will produce (or cause to have produced) As-Built Drawings on ELECTRONIC MEDIA on Autodesk AutoCAD Architectural Desktop (2019 Version). Said Record Drawings shall be delivered to the Architect for review. The Architect will post reviewed and corrected Final As-Built Record Drawings to the Architect's project website for the Owner's future use.
 - 2. Number of Copies: Submit copies of Record Drawings as follows:
 - a. Initial Submittal: Submit one set(s) of plots from corrected Record CAD Drawings and one set(s) of marked-up Record Prints. Architect will initial and date each plot and mark whether general scope of changes, additional information recorded, and quality of drafting are acceptable. Architect will return one print set for updating, organizing into sets, printing, binding, and final submittal by the Contractor.
 - b. Final Submittal: Submit two set(s) of marked-up Record Prints, one set(s) of Record CAD Drawing files (.dwg format), one set(s) of Record Drawing plots in PDF file format, whether or not changes and additional information were recorded.
 - 1) Electronic Media: DVD or USB Drive.
- B. Record Specifications: Submit one copy of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit one copy of each Product Data submittal.
 - 1. Where Record Product Data is required as part of operation and maintenance manuals, submit marked-up Product Data as an insert in manual instead of submittal as Record Product Data.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of black-line white prints of the Contract Drawings and Shop Drawings at the jobsite. Update this set as changes occur and completion progresses.
1. Preparation: Mark Record Prints to show the actual installation where installation varies from that shown originally. Require individual or entity that 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 equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Construction Change Directive.
 - k. Changes made following Architect'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 conditions, completely 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 same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note RFI, ASI, and Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record CAD Drawings: Immediately before inspection for Certificate of Substantial Completion, review marked-up Record Prints with Architect. When authorized, prepare a full set of corrected CAD files 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 Architect for resolution.
 4. Architect will furnish Contractor one set of CAD Drawings of the Contract Drawings for use in recording information. A fully executed Digital Release Form will be required from the Contractor and all users before the Architect will release any files.
 - a. Architect makes no representations as to the accuracy or completeness of CAD Drawings as they relate to the construction conditions.
 - b. CAD Software Program: The Contract Drawings are available in Autodesk Architectural Desktop 2019.

- C. Newly Prepared Record Drawings: Prepare new Drawings where Construction Manager and Architect determines that neither the original Contract Drawings nor Shop Drawings are suitable to show actual installation.
 - 1. New Drawings may be required when a Change Order is issued as a result of accepting scope increases, an alternate, substitution, or other modification.
 - 2. Consult Architect 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 Drawings into Record Drawing sets; comply with procedures for formatting, organizing, copying, binding, and submitting.
- D. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" or "AS-BUILT 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 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.
 - 3. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect.
 - e. Name of Contractor.
 - f. Name of Subcontractor.

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 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 Product Data, and Record Drawings 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 submittal.
 - 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 Specifications, and Record Drawings 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 Owner's and Architect's reference during normal working hours.

END OF SECTION 01 78 39

SECTION 01 79 00 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
 - 1. Demonstration of operation of systems, subsystems, and equipment.
 - 2. Training in operation and maintenance of systems, subsystems, and equipment.
 - 3. Demonstration and training video recordings.
- B. Related Sections:
 - 1. Divisions 02 through 49 Sections for specific requirements for demonstration and training for products in those Sections.

1.3 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
 - 1. Indicate proposed training modules utilizing manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.
- B. Qualification Data: For instructor.
- C. Attendance Record: For each training module, submit list of participants and length of instruction time.

1.4 CLOSEOUT SUBMITTALS

- A. Demonstration and Training Video Recordings: Submit two copies within seven days of end of each training module.
 - 1. Identification: On each copy, provide an applied label with the following information:
 - a. Name of Project.
 - b. Name and address of videographer.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Date of video recording.
 - 2. Transcript: Prepared on 8-1/2-by-11-inch paper, punched and bound in heavy-duty, three-ring, vinyl-covered binders. Mark appropriate identification on front and spine of each binder. Include a cover sheet with same label information as the corresponding video recording. Include name of Project and date of video recording on each page.

3. At completion of training, submit complete training manual(s) for Owner's use.

1.5 QUALITY ASSURANCE

- A. Facilitator Qualifications: A firm or individual experienced in training or educating maintenance personnel in a training program similar in content and extent to that indicated for this Project, and whose work has resulted in training or education with a record of successful learning performance.
- B. Instructor Qualifications: A factory-authorized service representative, complying with requirements in Division 01 Section "Quality Requirements," experienced in operation and maintenance procedures and training.
- C. Videographer Qualifications: A professional videographer who is experienced photographing demonstration and training events similar to those required.
- D. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:
 1. Inspect and discuss locations and other facilities required for instruction.
 2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
 3. Review required content of instruction.
 4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.6 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.
 2. Documentation: Review the following items in detail:

- a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.
 - d. Project record documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
 - a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
 - a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
 - a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
 - a. Diagnostic instructions.
 - b. Test and inspection procedures.
7. Maintenance: Include the following:
 - a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.
 - f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
8. Repairs: Include the following:
 - a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Division 01 Section "Operations and Maintenance Data."
- B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Architect will furnish an instructor to describe basis of system design, operational requirements, criteria, and regulatory requirements.
 - 2. Owner will furnish an instructor to describe Owner's operational philosophy.
- B. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 - 1. Schedule training with Owner with at least seven days' advance notice.
- C. Cleanup: Collect used and leftover educational materials and remove from Project site. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

3.3 DEMONSTRATION AND TRAINING VIDEO RECORDINGS

- A. General: Engage a qualified commercial videographer to record demonstration and training video recordings. Record each training module separately. Include classroom instructions and demonstrations, board diagrams, and other visual aids, but not student practice.
 - 1. At beginning of each training module, record each chart containing learning objective and lesson outline.
- B. Video Recording Format: Provide high-quality color video recordings with menu navigation in format acceptable to Architect.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to show area of demonstration and training. Display continuous running time.
- D. Narration: Describe scenes on video recording by audio narration by microphone while or dubbing audio narration off-site after video recording is recorded. Include description of items being viewed.
- E. Transcript: Provide a transcript of the narration. Display images and running time captured from videotape opposite the corresponding narration segment.
- F. Pre-Produced Video Recordings: Provide video recordings used as a component of training modules in same format as recordings of live training.

END OF SECTION 01 79 00

SECTION 03 30 00 - CAST-IN-PLACE CONCRETE

PART 1 - GENERAL

1.01 SUMMARY

A. Section Includes:

1. Formwork for cast-in-place concrete, with shoring, bracing, and anchorage.
2. Formwork accessories.
3. Form stripping.
4. Reinforcing steel for cast-in-place concrete.
5. Cast-in-place concrete, including concrete for the following:
 - a. Foundations, footings.
 - b. Slabs on grade.
 - c. Equipment pads and bases.
 - d. Columns and beams.
 - e. Retaining walls.
 - f. Insulating Concrete Forming (ICF)
6. Concrete curing.

B. Related Sections:

1. Insulation Concrete Forming System: Division 3

1.02 RELATED DOCUMENTS:

- A. Drawings and general provisions of Contract, including General and Supplementary Conditions and technical specification sections, apply to work of this section.

1.02 DEFINITIONS

- A. Unexposed Finish: A general-use finish, with no appearance criteria, applicable to all formed concrete concealed from view after completion of construction.
- B. Exposed Finish: A general-use finish applicable to all formed concrete exposed to view and including surfaces which may receive a paint coating (if any).

1.03 SUBMITTALS

- A. Shop Drawings: Submit shop drawings for fabrication and placement of the following:
1. Reinforcement: Comply with ACI SP-66. Include bar schedules, diagrams of bent bars, arrangement of concrete reinforcement, and splices. Show construction joints.
- B. Quality Control Submittals: Submit the following information related to quality assurance requirements specified: Design data: Submit proposed mix designs and test data before concrete operations begin. Identify for each mix submitted the method by which proportions have been selected.
1. For mix designs based on field experience, include individual strength test results, standard deviation, and required average compressive strength (f'c) calculations.
 2. For mix designs based on trial mixtures, include trial mix proportions, test results, and graphical analysis and show required average compressive strength (f'c).
 3. Indicate quantity of each ingredient per cubic yard of concrete.
 4. Indicate type and quantity of admixtures proposed or required.

5. Test reports: Submit laboratory test reports for all testing specified.
6. Certifications: Submit affidavits from an independent testing agency certifying that all materials furnished under this section conform to specifications.
7. Certifications: Provide certification from manufacturers of concrete admixtures that chloride content complies with specified requirements.
8. Submit batch tickets complying with ASTM C 685 or delivery tickets complying with ASTM C 94, as applicable, for each load of concrete used in the work.

1.04 QUALITY ASSURANCE

- A. Codes and Standards: Comply with the following documents, except where requirements of the contract documents or of governing authorities are more stringent:
 1. ACI 301.
 2. ACI 318.
 3. CRSI Manual of Standard Practice.
- B. Testing Agency Services:
 1. Employ, at contractor's expense, an independent testing agency acceptable to the Architect to perform specified tests and other services required for quality assurance.
 - a. Testing agency shall meet ASTM E 329 requirements.
- C. Source of Materials: Obtain materials of each type from same source for the entire project.

1.05 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at [Project site] <Insert location>.
 1. Require representatives of each entity directly concerned with cast-in-place concrete to attend, including the following:
 - a. Contractor's superintendent.
 - b. Independent testing agency responsible for concrete design mixtures.
 - c. Ready-mix concrete manufacturer.
 - d. Concrete Subcontractor.
 - e. Special concrete finish Subcontractor.
 2. Review the following:
 - a. Special inspection and testing and inspecting agency procedures for field quality control.
 - b. Construction joints, control joints, isolation joints, and joint-filler strips.
 - c. Semirigid joint fillers.
 - d. Vapor-retarder installation.
 - e. Anchor rod and anchorage device installation tolerances.
 - f. Cold and hot weather concreting procedures and ACI Standards.
 - g. Concrete finishes and finishing.
 - h. Curing procedures.
 - i. Forms and form-removal limitations.
 - j. Shoring and reshoring procedures.
 - k. Methods for achieving specified floor and slab flatness and levelness.
 - l. Floor and slab flatness and levelness measurements.
 - m. Concrete repair procedures.
 - n. Concrete protection.
 - o. Initial curing and field curing of field test cylinders (ASTM C31/C31M.)
 - p. Protection of field cured field test cylinders.

1.06 DELIVERY, STORAGE, AND HANDLING

- A. Deliver reinforcement to project site bundled and tagged with metal tags indicating bar size, lengths and other data corresponding to information shown on placement drawings.
 1. Store concrete reinforcement materials at the site to prevent damage and accumulation of dirt or

- rust.
- 2. Store cementitious materials in a dry, weather tight location. Maintain accurate records of shipment and use.
- B. Store aggregates to permit free drainage and to avoid contamination with deleterious matter or other aggregates. When stockpiled on ground, discard bottom 6 inches of pile.
- C. Handle aggregates to avoid segregation.

PART 2 - PRODUCTS

2.01 FORM WORK

- A. Facing Materials:
 - 1. Unexposed finish concrete: Any standard form materials that produce structurally sound concrete. Exposed finish concrete: Materials selected to offer optimum smooth, stain-free final appearance and minimum number of joints. Provide materials with sufficient strength to resist hydrostatic head without bow or deflection in excess of allowable tolerances, and as follows:
 - a. Plywood: PS-I "B-B (Concrete Form) Plywood", Class I, Exterior Grade, mill-oiled and edge sealed.
- B. Form Work Accessories:
 - 1. Form coating: Form release agent that will not adversely affect concrete surfaces or prevent subsequent application of concrete coatings.
 - 2. Metal ties: Commercially manufactured types; cone snap ties, taper removable bolt, or other type which will leave no metal closer than 1-1/2 inches from surface of concrete when forms are removed, leaving not more than a 1 inch diameter hole in concrete surface.
 - 3. Fillets: Wood or plastic fillets for chamfered corners, in maximum lengths possible.

2.02 REINFORCING MATERIALS

- A. Reinforcing Bars: Provide deformed bars complying with the following, except where otherwise indicated: ASTM A 615, Grade 60.
- B. Welded Wire Fabric: ASTM A1064, cold-drawn steel, plain.
- C. Reinforcing Accessories:
 - 1. Tie wire: Black annealed type, 16-1/2 gage or heavier.
 - 2. Supports: Bar supports conforming to specifications of CRSI "Manual of Standard Practice".
 - Class I (plastic protected) at all formed surfaces which will be exposed to weather.
 - Class 1 (plastic protected) or Class 2 (stainless steel protected) at all formed surfaces which will be exposed to view but not to weather.
 - Precast concrete blocks of strength equal to or greater than specified strength of concrete or Class 3 supports equipped with sand plates, where concrete will be cast against earth. Concrete masonry units will not be accepted.

2.03 CONCRETE MATERIALS

- A. Portland Cement: ASTM C 150, and as follows:
 - 1. Type I/II.
 - 2. Fly Ash: ASTM C618, Class F, except that the maximum allowable loss on ignition must not exceed 3 percent. Fly ash content must be a minimum of 15 percent by weight of cementitious material, provided the fly ash does not reduce the amount of cement in the concrete mix below the minimum requirements of local building codes. Where the use of fly ash cannot meet the minimum level, provide the maximum amount of fly ash permissible that meets the code requirements for cement content. Report the chemical analysis of the fly ash in accordance with ASTM C311/C311M. Evaluate and classify fly ash in accordance with ASTM D5759.

- 3. Water: Potable
- B. Aggregates:
 - 1. Normal weight concrete: ASTM C 33.
 - a. Class IN. Provide sand that is at least 50 percent acid insoluble based on ASTM D3042.
 - b. Gradation as specified below under mix design.
- C. Admixtures - General: Admixtures which result in more than 0.1 percent of soluble chloride ions by weight of cement are prohibited.
- D. Air-Entraining Admixture: ASTM C 260 and certified by manufacturer for compatibility with other mix components.
- E. Water-Reducing Admixture: ASTM C 494, Type A.

2.04 GROUT MIXES FOR UNIT MASONRY

- A. Comply with ASTM C476. Use grout of consistency that will completely fill spaces intended to receive grout. Grout shall be 3000 psi minimum and shall be capable of passing through a 1" diameter pump hose.

2.05 MISCELLANEOUS MATERIALS AND ACCESSORIES

- A. Waterstops, General: Provide waterstops at construction joints and as otherwise indicated, sized and configured to suit joints.
 - 1. Polyvinyl chloride waterstops: Corps of Engineers CRD-C 572.
- B. Vapor Retarder: Membrane for installation beneath slabs on grade, resistant to decay when tested in accordance with ASTM E 154, and as follows:
 - 1. 10 mil polyethylene.
- C. Nonshrink Grout: ASTM C 1107.
 - 1. Type: Provide nonmetallic type only.
- D. Burlap: AASHTO M 182, Class 2 jute or kenaf cloth.
- E. Moisture-Retaining Cover: ASTM C 171, and as follows:
 - 1. Curing paper.
 - 2. Polyethylene film.
 - 3. White burlap-polyethylene sheeting.
- F. Liquid Curing Compounds:
 - 1. Material - curing compounds: Comply with ASTM C 309, Type I.
 - a. Non-yellowing formulation where subject to ultraviolet light.
 - b. Curing and sealing compound: Where indicated, provide curing and sealing formulation with long-lasting finish that is resistant to chemicals, oil, grease, deicing salts, and abrasion.
- G. Bonding Compound: Non-redispersable acrylic bonding admixture, ASTM C 1059, Type II.
- H. Epoxy Bonding Systems: ASTM C 881; type, grade and class as required for project conditions.

2.06 CONCRETE MIX DESIGN

- A. Review: Do not begin concrete operations until proposed mix has been reviewed by the Architect.

- B. Proportioning of Normal Weight Concrete: Comply with recommendations of ACI 211.1.
- C. Required Average Strength: Establish the required average strength f_{cr} of the design mix on the basis of either field experience or trial mixtures as specified in ACI 301, and proportion mixes accordingly. If trial mixtures method is used, employ an independent testing agency acceptable to the Architect for preparing and reporting proposed mix design.
- D. Admixtures:
 - 1. Air-entraining admixture: Add at rate to achieve specified air content.
 - a. Do not use in slabs-on-grade scheduled to receive topping or troweled finish, unless manufacturer of topping recommends use over air-entrained concrete.
 - 2. Water-reducing admixture: Add as required for placement and workability.
 - 3. Do not use admixtures not specified or approved.
- E. Design mix to meet or exceed each requirement specified. Where more than one criterion is specified, the most stringent shall apply. For example, a minimum cement content or maximum water-cement ratio may be required in order to achieve the required strength.
 - 1. Specified compressive strength (f'_c) (ASTM C 39): 4000 psi at 28 days. Maximum water-cement ratio by weight: 0.46 maximum for air-entrained concrete. Maximum slump: 4" $\pm$ 1"
 - 2. Maximum nominal size of coarse aggregate: As recommended in ACI 211.1.
 - 3. Total air content (ASTM C 173 or ASTM C 231): 3 percent.
- F. Mix adjustments: Provided that no additional expense to owner is involved, contractor may submit for Architect's approval requests for adjustment to approved concrete mixes when circumstances such as changed project conditions, weather or unfavorable test results occur. Include laboratory test data substantiating specified properties with mix adjustment requests.

2.07 CONTROL OF MIX IN THE FIELD

- A. Slump: A tolerance of up to 1 inch above that specified will be permitted for 1 batch in 5 consecutive batches tested. Concrete of lower slump than that specified may be used, provided proper placing and consolidation is obtained.
 - 1. No addition of water will be acceptable after initial batching of the concrete at the batching plant.
- B. Do not use batches that exceed tolerances.

2.08 CONCRETE MIXING

- A. On-Site Equipment: Mix concrete materials in appropriate drum type batch machine mixer, in compliance with ASTM C 685. Mix each batch minimum of 1-1/2 minutes and maximum of 5 minutes before discharging concrete. Clean thoroughly at end of day and before changing concrete type.
- B. Transit Mixers: Mix concrete materials in transit mixers, complying with requirements of ASTM C 94.

PART 3 - EXECUTION

3.01 CONCRETE FORM PREPARATION

- A. General: Comply with requirements of ACI 301 for form work, and as herein specified. The contractor is responsible for design, engineering, and construction of form work, and for its timely removal.
- B. Earth Forms: Hand-trim bottoms and sides of earth forms to profiles indicated on the drawings. Remove loose dirt before placing concrete.

- C. Design: Design and fabricate forms for easy removal, without impact, shock, or damage to concrete surfaces or other portions of the work. Design to support all applied loads until concrete is adequately cured, within allowable tolerances and deflection limits.
- D. Construction: Construct and brace form work to accurately achieve end results required by contract documents, with all elements properly located and free of distortion. Provide for necessary openings, inserts, anchorages, and other features shown or otherwise required.
 - 1. Joints: Minimize form joints and make watertight to prevent leakage of concrete.
 - 2. Align joints symmetrically at exposed conditions.
 - 3. Chamfers: Provide chamfered edges and comers at exposed locations, unless specifically indicated otherwise on the drawings.
 - 4. Permanent openings: Provide openings to accommodate work of other trades, sized and located accurately. Securely support items built into forms; provide additional bracing at openings and discontinuities in form work.
 - 5. Temporary openings: Provide temporary openings for cleaning and inspection in most inconspicuous locations at base of forms, closed with tight-fitting panels designed to minimize appearance of joints in finished concrete work.
- E. Tolerances for Formed Surfaces: Comply with minimum tolerances established in ACI 117, unless more stringent requirements are indicated on the drawings.
- F. Release Agent: Provide either form materials with factory-applied nonabsorptive liner or field-applied form coating. If field-applied coating is employed, thoroughly clean and recondition form work and reapply coating before each use. Rust on form surfaces is unacceptable.
- G. SLOPE CONCRETE SLABS TO FLOOR DRAINS AS SHOWN ON THE DRAWINGS. Slab surfaces that are not properly sloped to floor drains (at least 1/8" per foot) will be required to be removed and replaced.

3.02 VAPOR RETARDER INSTALLATION

- A. General: Place vapor retarder sheet over prepared base material, aligning longer dimension parallel to direction of pour and lapped 6 inches. Seal joints with appropriate tape.

3.03 PLACING REINFORCEMENT

- A. General: Comply with requirements of ACI 301 and as herein specified.
- B. Preparation: Clean reinforcement of loose rust and mill scale, soil, and other materials which adversely affect bond with concrete.
- C. Placement: Place reinforcement to achieve not less than minimum concrete coverages required for protection. Accurately position, support, and secure reinforcement against displacement. Provide Class C tension lap splices complying with ACI 318 unless otherwise indicated. Do not field-bend partially embedded bars unless otherwise indicated or approved.
 - 1. Use approved bar supports and tie wire, as required. Set wire ties to avoid contact with or penetration of exposed concrete surfaces. Tack welding of reinforcing is not permitted.
 - 2. Wire fabric: Install in maximum lengths possible, lapping adjoining pieces not less than one full mesh. Offset end laps to prevent continuous laps in either direction, and splice laps with tie wire.
- D. Exterior Concrete Slabs: All exterior slabs, walkways, driveways and pads shall be reinforced with wire fabric and placed over vapor barrier. Minimum 6x6 W2.1xW2.1 WWF.

3.04 JOINT CONSTRUCTION

- A. Construction Joints: Locate and install construction joints as indicated on drawings. If construction joints are not indicated, locate in manner which will not impair strength and will have least impact on appearance, as acceptable to the Architect. The surface of concrete construction joints shall be cleaned and laitance removed. Immediately before new concrete is placed, construction joints shall be wetted and standing water removed.
1. Keyways: Provide keyways not less than 1-1/2 inches deep.
 2. Reinforcement: Continue reinforcement across and perpendicular to construction joints, unless details specifically indicate otherwise.
 3. Waterstops: Provide waterstops as indicated, installing to form continuous, watertight dam, with field joints fabricated in strict accordance with manufacturer's instructions. All waterstops shall be PVC and 6", unless noted otherwise.
- B. Control Joints: Construct contraction joints in slabs poured on grade to form panels of sizes indicated on drawings, but not more than 15 feet apart in either direction.
1. Saw cuts: Form control joints by means of saw cuts one-fourth the depth of the slab, performed within 12 hours after slab finishing without dislodging aggregate.

3.05 INSTALLATION OF EMBEDDED ITEMS

- A. General: Set anchorage devices and other items required for other work connected to or supported by cast-in-place concrete, using templates, setting drawings, and instructions from suppliers of items to be embedded.
1. Edge Forms and Screeds: Set edge forms and intermediate screeds as necessary to achieve elevations indicated for finished slab surfaces.

3.06 CONCRETE PLACEMENT

- A. Inspection: Before beginning concrete placement, inspect form work, reinforcing steel, and items to be embedded, verifying that all such work has been completed.
1. Wood forms: Moisten immediately before placing concrete in locations where form coatings are not used.
- B. Placement - General: Comply with requirements of ACI 304 and as follows:
1. Schedule continuous placement on concrete to prevent the formation of cold joints.
 2. Provide construction joints if concrete for a particular element or component cannot be placed in continuous operation.
 3. Deposit concrete as close as possible to its final location, to avoid segregation.
- C. Placement in Forms: Limit horizontal layers to depths which can be properly consolidated, but in no event greater than 24 inches.
1. Consolidate concrete by means of mechanical vibrators, inserted vertical in freshly placed concrete in a systematic pattern at close intervals. Penetrate previously placed concrete to ensure that separate concrete layers are knitted together.
 2. Vibrate concrete sufficiently to achieve consistent consolidation without segregation of coarse aggregates. Do not use vibrators to move concrete laterally.
- D. Slab Placement: Schedule continuous placement and consolidation of concrete within planned construction joints. Thoroughly consolidate concrete without displacing reinforcement or embedded items, using internal vibrators, vibrating screeds, roller pipe screeds, or other means acceptable to Architect.
- Strike off and level concrete slab surfaces, using highway straightedges, darbies, or bull floats before bleed water can collect on surface. Do not work concrete further until finishing operations are commenced.

3.07 FINISHING FORMED SURFACES

- A. Repairs - General: Repair surface defects, including tie holes, immediately after removing form work.

1. Remove honeycombed areas and other defective concrete down to sound concrete, cutting perpendicular to surface or slightly undercutting. Dampen patch location and area immediately surrounding it prior to applying bonding compound or patching mortar.
 2. Before bonding compound has dried, apply patching mixture matching original concrete in materials and mix except for omission of coarse aggregate, and using a blend of white and normal portland cement as necessary to achieve color match. Consolidate thoroughly and strike off slightly higher than surrounding surface.
- B. Unexposed Form Finish: Repair tie holes and patch defective areas. Rub down or chip off forms or other raised areas exceeding 1/4 inch height.
- C. Exposed Form Finish: Repair and patch defective areas, with fins or other projections completely removed and smoothed.
1. Smooth rubbed finish: Apply to surfaces indicated no later than 24 hours after form removal.
 - a. Wet concrete surfaces to be finished and rub with Carborundum brick or other abrasive until uniform color and texture are achieved.
 - b. Do not apply separate grout mixture.
 2. Contiguous unformed surfaces: Strike smooth and float to a similar texture tops of walls, horizontal offsets, and other unformed surfaces. Continue final finish of formed surfaces across unformed surfaces, unless otherwise specifically indicated.

3.08 FINISHING SLAB

- A. Finishing Operations - General:
1. Do not directly apply water to slab surface or dust with cement.
 2. Use hand or powered equipment only as recommended in ACI 302.1R.
 3. Screeding: Strike off to required grade and within surface tolerances indicated. Verify conformance to surface tolerances. Correct deficiencies while concrete is still plastic.
 4. Bull Floating: Immediately following screeding, bull float or darby before bleed water appears to eliminate ridges, fill in voids, and embed coarse aggregate. Recheck and correct surface tolerances.
 5. Do not perform subsequent finishing until excess moisture or bleed water has disappeared and concrete will support either foot pressure with less than 1/4 inch indentation or weight of power floats without damaging flatness.
 6. Final Floating: Float to embed coarse aggregate, to eliminate ridges, to compact concrete, to consolidate mortar at surface, and to achieve uniform, sandy texture. Recheck and correct surface tolerances.
 7. Trowel Finish: All slabs that receive resilient floor coverings shall be trowel finished.
- B. Coordinate appearance and texture of required final finishes with the Architect before application.
1. Apply final finishes in the locations indicated on the drawings.
- C. Float Finish: As specified above.
- D. Slab Surface Tolerances:
1. Achieve flat, level planes except where grades are indicated. **Slope uniformly to drains. Slabs that are not properly sloped to drains will be saw-cut, removed and re-poured to the satisfaction of the Architect.**
 2. Floated and trowel finishes: Depressions between high spots shall not exceed 1/8 inch under a 10 foot straightedge.

- E. Repair of Slab Surfaces: Test slab surfaces for smoothness and to verify surface plane to tolerance specified.
1. Repair defects as follows:
 - a. High areas: Correct by grinding after concrete has cured for not less than 14 days.
 - b. Low areas: Immediately after completion of surface finishing operations, cut out low areas and replace with fresh concrete. Finish repaired areas to blend with adjacent concrete.
 - c. Proprietary patching compounds may be used when approved by the Architect.
 2. Crazed or cracked areas: Cut out defective areas, except random cracks and single holes not exceeding 1 inch in diameter, by cutting out and replacing with fresh concrete. Remove defective areas with clean, square cuts. Dampen exposed concrete and apply bonding compound. Mix, place, compact and finish patching concrete to match adjacent concrete.
 3. Isolated cracks and holes: Groove top of cracks and cut out holes not over 1 inch in diameter. Dampen cleaned concrete surfaces and apply bonding compound; place dry pack or proprietary repair compound acceptable to Architect while bonding compound is still active:
 - a. Dry-pack mix: one part portland cement to 2-1/2 parts fine aggregate and enough water as required for handling and placing.
 - b. Install patching mixture and consolidate thoroughly, striking off level with and matching surrounding surface. Do not allow patched areas to dry out prematurely.

3.09 CONCRETE CURING AND PROTECTION

- A. General:
1. Prevent premature drying of freshly placed concrete and protect from excessively cold or hot temperatures until concrete has cured.
 2. Provide curing of concrete by one of the methods listed and as appropriate to service conditions and type of applied finish in each case.
- B. Curing Period:
1. Not less than 7 days for standard cements and mixes.
- C. Formed Surfaces: Cure formed concrete surfaces by moist curing with forms in place for full curing period or until forms are removed.
1. Keep wooden or metal forms moist when exposed to heat of the sun.
 2. If forms are removed prior to completion of curing process, continue curing by one of the applicable methods specified.
- D. Surfaces Not in Contact with Forms:
1. Start curing as soon as free water has disappeared, but before surface is dry. Place to protect adjacent concrete edges. Acceptable curing methods:
 - a. Water ponding.
 - b. Water-saturated sand.
 - c. Water-fog spray.
 - d. Saturated burlap: provide 4-inch minimum overlap at joints.
 - e. Moisture-retaining cover: Lap not less than 3-inches at edges and ends, and seal with waterproof tape or adhesive. Repair holes or tears during curing period with same tape or adhesive. Maintain covering in intimate contact with concrete surface. Secure to avoid displacement.
 1. Extend covering past slab edges at least twice the thickness of the slab.
 2. Do not use plastic sheeting on surfaces which will be exposed to view when in service.
 3. Curing compound: Apply at rate stated by manufacturer to conform with

moisture-retention requirements specified, using second, immediate application at right angles to first, if necessary, and reapply if damaged by rain.

4. Curing and sealing compound: Apply at rate stated by manufacturer to conform with moisture-retention requirements specified, using second, immediate application at right angles to first, if necessary, and reapply if damaged by rain. Apply additional coat near substantial completion to act as sealer.
 5. Use curing compounds only in locations permitted or required. Do not apply to surfaces to receive other finishes, coating, or coverings.
- E. Avoid rapid drying at end of curing period.
- F. General: Comply with recommendations of ACI 347 for shoring and reshoring in multistory construction.
- G. Low-Rise Construction: Extend shoring from ground to roof, where required.
- H. Reshoring: Remove shores and reshore in a planned sequence, to avoid damage to partly cured concrete. Locate and provide adequate reshoring to safely support work without excessive stress or deflection.

3.10 REMOVAL OF FORMS AND SUPPORTS

- A. Non-Load-Bearing Form Work: Provided that concrete has hardened sufficiently that it will not be damaged, forms not actually supporting weight of concrete or weight of soffit forms may be removed after concrete has cured at not less than 50 degrees F for 24 hours. Maintain curing and protection operations after form removal.
- B. Load-Bearing Form Work: Do not remove shoring and forms supporting weight of concrete, such as beam soffits, joists, slabs, and other structural elements, until concrete has attained 75 percent of specified compressive strength. In addition, the contractor shall have determined that the actual compressive strength attained is adequate to support the weight of the concrete and superimposed loads.
- C. Keep reshores in place a minimum of 15 days after placing upper tier, and longer if required, until concrete has attained 100 percent of specified compressive strength. In addition, the contractor shall have determined that the actual compressive strength attained is adequate to support the weight of the concrete and superimposed loads.
- D. Keep supports in place until heavy loads due to construction operations have been removed.
- E. Test field-cured specimens to determine potential compressive strength of concrete for specific locations.

3.11 MISCELLANEOUS CONCRETE ITEMS

- A. Fill-in: Fill in holes and openings left in concrete structures for passage of work by other trades after such work is in place. Place such fill-in concrete to blend with existing construction, using same mix and curing methods.
- B. Equipment Bases and Foundations: Provide machine and equipment bases and foundations, as indicated on drawings. Set anchor bolts at correct elevations, complying with diagrams or templates of equipment

- C. Manufacturer.
 - 1. Grout base plates and foundations as indicated with non-shrink grout.
 - 2. Use nonmetallic grout for exposed conditions, unless otherwise indicated.

3.12 CONCRETE REPAIRS

- A. Perform cosmetic repairs of concrete surfaces as specified under concrete application.
- B. Perform structural repairs with prior approval of the Architect for method and procedure, using epoxy bonding systems. The Architect's approval is required for repair methods using materials other than those specified.

3.13 QUALITY CONTROL TESTING DURING CONSTRUCTION

- A. Concrete: Composite Sampling and Making and Curing of Specimens: ASTM C 172 and ASTM C 31.
 - 1. Take samples at point of discharge.
 - 2. For pumped concrete, perform sampling and testing at the frequencies specified herein at point of delivery to pump, and perform additional sampling and testing at the same frequency at discharge from line. Results obtained at discharge from line shall be used for acceptance of concrete.
- B. Slump: ASTM C 143. One test per strength test and additional tests if concrete consistency changes. Modify sampling to comply with ASTM C 94.
- C. Air Content of Normal Weight Concrete: ASTM C 173 or ASTM C 231. One test per strength test performed on air-entrained concrete.
- D. Concrete Temperature:
Test each time a set of strength test specimens is made.
- E. Compressive Strength Tests: ASTM C 39.
 - 1. Compression test specimens: Mold and cure one set of 4 standard cylinders for each compressive strength required.
 - 2. Testing for acceptance of potential strength of as-delivered concrete:
 - a. Obtain samples on a statistically sound, random basis.
 - b. Minimum frequency:
 - 1. One set per 100 cubic yards or fraction thereof for each day's pour of each concrete class.
 - 2. One set per 3500 square feet of slab or wall area or fraction thereof for each day's pour of each concrete class.
 - 3. When the above testing frequency would provide fewer than 5 strength tests for a given class of concrete during the project, conduct testing from not less than 5 randomly selected batches, or from each batch if fewer than five.
 - 3. Test one specimen per set at 7 days for information unless an earlier age is required.
 - 4. Test 2 specimens per set for acceptance of strength potential; test at 28 days unless other age is specified. The test result shall be the average of the two specimens. If one specimen shows evidence of improper sampling, molding, or testing, the test result shall be the result of the remaining specimen; if both show such evidence, discard the test result and inform the Architect. Retain one specimen from each set for later testing, if required.

5. Strength potential of as-delivered concrete will be considered acceptable if all of the following criteria are met.
 - a. No individual test result falls below specified compressive strength by more than 500 psi. Not more than 10 percent of individual test results fall below specified compressive strength (f'c).
 - b. Average of any 3 consecutive strength test results equals or exceeds specified compressive strength (f'c).
 6. Evaluate construction and curing procedures and implement corrective action when strength results for field-cured specimens are less than 85 percent of test values for companion laboratory-cured specimens.
 - J. Removal of forms or supports: Mold additional specimens and field-cure with concrete represented; test to determine strength of concrete at proposed time of form or support removal.
- F. Test Results: Testing agency shall report test results in writing to Architect and contractor within 24 hours of test.
1. Test reports shall contain the following data:
 - a. Project name, number, and other identification.
 - b. Name of concrete testing agency.
 - c. Date and time of sampling.
 - d. Concrete type and class.
 - e. Location of concrete batch in the completed work.
 - f. All information required by respective ASTM test methods.
 2. Nondestructive testing devices such as impact hammer or sonoscope may be used at Architect's option for assistance in determining probable concrete strength at various locations or for selecting areas to be cored, but such tests shall not be the sole basis for acceptance or rejection.
 3. The testing agency shall make additional test of in-place concrete as directed by the Architect when test results indicate that specified strength and other concrete characteristics have not been attained.
 - a. Testing agency may conduct tests of cored cylinders complying with ASTM C 42, or tests as directed.
 - b. Cost of additional testing shall be borne by the contractor when unacceptable concrete has been verified.
- G. Grout: Test grout compressive strength per ASTM C 1019 for each 2000 square feet of wall area or portion thereof.

END OF SECTION 03 30 00

SECTION 06 10 00 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Rooftop equipment bases and support curbs.
 - 2. Wood blocking, cants, and nailers.
 - 3. Wood furring and grounds.
 - 4. Plywood backing panels.
 - 5. Wood bucks for openings in Insulated Concrete Forming System (ICF).
- B. Related Requirements:
 - 1. Section 06 16 00 "Sheathing."

1.3 DEFINITIONS

- A. Dimension Lumber: Lumber of 2 inches nominal or greater but less than 5 inches nominal in least dimension.
- B. Lumber grading agencies, and the abbreviations used to reference them, include the following:
 - 1. NeLMA: Northeastern Lumber Manufacturers' Association.
 - 2. NLGA: National Lumber Grades Authority.
 - 3. SPIB: The Southern Pine Inspection Bureau.
 - 4. WCLIB: West Coast Lumber Inspection Bureau.
 - 5. WWSA: Western Wood Products Association.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.
 - 1. Include data for wood-preserved treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Indicate type of preservative used and net amount of preservative retained.
 - 2. For products receiving a waterborne treatment, include statement that moisture content of treated materials was reduced to levels specified before shipment to Project site.
 - 3. Include copies of warranties from chemical treatment manufacturers for each type of treatment.

1.5 INFORMATIONAL SUBMITTALS

- A. Material Certificates: For dimension lumber specified to comply with minimum allowable unit stresses. Indicate species and grade selected for each use and design values approved by the ALSC Board of Review.

B. Evaluation Reports: For the following, from ICC-ES:

1. Wood-preserved-treated wood.
2. Power-driven fasteners.
3. Powder-actuated fasteners.
4. Expansion anchors.

1.6 QUALITY ASSURANCE

- A. Testing Agency Qualifications: For testing agency providing classification marking for fire-retardant treated material, an inspection agency acceptable to authorities having jurisdiction that periodically performs inspections to verify that the material bearing the classification marking is representative of the material tested.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Stack lumber flat with spacers beneath and between each bundle to provide air circulation. Protect lumber from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.

PART 2 - PRODUCTS

2.1 WOOD PRODUCTS, GENERAL

- A. Lumber: DOC PS 20 and applicable rules of grading agencies indicated. If no grading agency is indicated, provide lumber that complies with the applicable rules of any rules-writing agency certified by the ALSC Board of Review. Provide lumber graded by an agency certified by the ALSC Board of Review to inspect and grade lumber under the rules indicated.
1. Factory mark each piece of lumber with grade stamp of grading agency.
 2. Where nominal sizes are indicated, provide actual sizes required by DOC PS 20 for moisture content specified. Where actual sizes are indicated, they are minimum dressed sizes for dry lumber.
 3. Provide dressed lumber, S4S, unless otherwise indicated.
- B. Maximum Moisture Content of Lumber: 19 percent for 2-inch nominal thickness or less, no limit for more than 2-inch nominal thickness unless otherwise indicated.

2.2 WOOD-PRESERVATIVE-TREATED LUMBER

- A. Preservative Treatment by Pressure Process: AWPAC U1; Use Category UC2 for interior construction not in contact with the ground, Use Category UC3b for exterior construction not in contact with the ground, and Use Category UC4a for items in contact with the ground.
1. Preservative Chemicals: Acceptable to authorities having jurisdiction and containing no arsenic or chromium.
- B. Kiln-dry lumber after treatment to a maximum moisture content of 19 percent. Do not use material that is warped or that does not comply with requirements for untreated material.
- C. Mark lumber with treatment quality mark of an inspection agency approved by the ALSC Board of Review.
- D.
- E. Application: Treat items indicated on Drawings, and the following:

1. Wood cants, nailers, curbs, equipment support bases, blocking, stripping, and similar members in connection with roofing, flashing, vapor barriers, and waterproofing.
2. Wood sills, sleepers, blocking, furring, stripping, and similar concealed members in contact with masonry or concrete.
3. Wood floor plates that are installed over concrete slabs-on-grade.

2.3 MISCELLANEOUS LUMBER

- A. General: Provide miscellaneous lumber indicated and lumber for support or attachment of other construction, including the following:
1. Blocking.
 2. Nailers.
 3. Rooftop equipment bases and support curbs.
 4. Cants.
 5. Furring.
 6. Grounds.
- B. For items of dimension lumber size, provide Construction or No. 2 grade lumber.
- C. For concealed boards, provide lumber with 19 percent maximum moisture content and any of the following species and grades:
1. Mixed southern pine; No. 2 grade; SPIB.
 2. Spruce-pine-fir (south) or spruce-pine-fir; Construction or No. 2 Common grade; NeLMA, NLGA, WCLIB, or WWP.
 3. Eastern softwoods; No. 2 Common grade; NeLMA.
- D. For blocking not used for attachment of other construction, Utility, Stud, or No. 3 grade lumber of any species may be used provided that it is cut and selected to eliminate defects that will interfere with its attachment and purpose.
- E. For blocking and nailers used for attachment of other construction, select and cut lumber to eliminate knots and other defects that will interfere with attachment of other work.
- F. For furring strips for installing plywood or hardboard paneling, select boards with no knots capable of producing bent-over nails and damage to paneling.

2.4 PLYWOOD BACKING PANELS

- A. Equipment Backing Panels: DOC PS 1, Exterior, AC, in thickness indicated or, if not indicated, not less than 3/4-inch nominal thickness.

2.5 FASTENERS

- A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.
1. Where rough carpentry is exposed to weather, in ground contact, pressure-preservative treated, or in area of high relative humidity, provide fasteners of Type 304 stainless steel.
- B. Nails, Brads, and Staples: ASTM F 1667.
- C. Power-Driven Fasteners: NES NER-272.
- D. Wood Screws: ASME B18.6.1.
- E. Lag Bolts: ASME B18.2.1 .

- F. Bolts: Steel bolts complying with ASTM A 307, Grade A ; with ASTM A 563 hex nuts and, where indicated, flat washers.
- G. Expansion Anchors: Anchor bolt and sleeve assembly of material indicated below with capability to sustain, without failure, a load equal to six times the load imposed when installed in unit masonry assemblies and equal to four times the load imposed when installed in concrete as determined by testing per ASTM E 488 conducted by a qualified independent testing and inspecting agency.
 - 1. Material: Stainless steel with bolts and nuts complying with ASTM F 593 and ASTM F 594, Alloy Group 1 or 2 .

2.6 MISCELLANEOUS MATERIALS

- A. Sill-Sealer Gaskets: Closed-cell neoprene foam, 1/4 inch thick, selected from manufacturer's standard widths to suit width of sill members indicated.
- B. Water-Repellent Preservative: NWWDA-tested and -accepted formulation containing 3-iodo-2-propynyl butyl carbamate, combined with an insecticide containing chlorpyrifos as its active ingredient.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Set rough carpentry to required levels and lines, with members plumb, true to line, cut, and fitted. Fit rough carpentry to other construction; scribe and cope as needed for accurate fit. Locate furring, nailers, blocking, grounds, and similar supports to comply with requirements for attaching other construction.
- B. Framing Standard: Comply with AF&PA's WCD 1, "Details for Conventional Wood Frame Construction," unless otherwise indicated.
- C. Install sill sealer gasket to form continuous seal between sill plates and foundation walls.
- D. Do not splice structural members between supports unless otherwise indicated.
- E. Provide blocking and framing as indicated and as required to support facing materials, fixtures, specialty items, and trim.
 - 1. Provide metal clips for fastening gypsum board or lath at corners and intersections where framing or blocking does not provide a surface for fastening edges of panels. Space clips not more than 16 inches o.c.
- F. Provide fire blocking in furred spaces, stud spaces, and other concealed cavities as indicated and as follows:
 - 1. Fire block furred spaces of walls, at each floor level, at ceiling, and at not more than 96 inches o.c. with solid wood blocking or noncombustible materials accurately fitted to close furred spaces.
 - 2. Fire block concealed spaces of wood-framed walls and partitions at each floor level, at ceiling line of top story, and at not more than 96 inches o.c. Where fire blocking is not inherent in framing system used, provide closely fitted solid wood blocks of same width as framing members and 2-inch nominal- thickness.
 - 3. Fire block concealed spaces between floor sleepers with same material as sleepers to limit concealed spaces to not more than 100 sq. ft. and to solidly fill space below partitions.
 - 4. Fire block concealed spaces behind combustible cornices and exterior trim at not more than 20 feet o.c.

- G. Sort and select lumber so that natural characteristics will not interfere with installation or with fastening other materials to lumber. Do not use materials with defects that interfere with function of member or pieces that are too small to use with minimum number of joints or optimum joint arrangement.
- H. Comply with AWPA M4 for applying field treatment to cut surfaces of preservative-treated lumber.
 - 1. Use inorganic boron for items that are continuously protected from liquid water.
 - 2. Use copper naphthenate for items not continuously protected from liquid water.
- I. Securely attach rough carpentry work to substrate by anchoring and fastening as indicated, complying with the following:
 - 1. NES NER-272 for power-driven fasteners.
 - 2. "Fastening Schedule," in Florida Building Code.
- J. Use steel common nails unless otherwise indicated. Select fasteners of size that will not fully penetrate members where opposite side will be exposed to view or will receive finish materials. Make tight connections between members. Install fasteners without splitting wood. Drive nails snug but do not countersink nail heads unless otherwise indicated.

3.2 WOOD GROUND, BLOCKING, AND NAILER INSTALLATION

- A. Install where indicated and where required for screeding or attaching other work. Form to shapes indicated and cut as required for true line and level of attached work. Coordinate locations with other work involved.
- B. Attach items to substrates to support applied loading. Recess bolts and nuts flush with surfaces unless otherwise indicated.
- C. Where wood-preservative-treated lumber is installed adjacent to metal decking, install continuous flexible flashing separator between wood and metal decking.
- D. Provide permanent grounds of dressed, pressure-preservative-treated, key-beveled lumber not less than 1-1/2 inches wide and of thickness required to bring face of ground to exact thickness of finish material. Remove temporary grounds when no longer required.

3.3 PROTECTION

- A. Protect wood that has been treated with inorganic boron (SBX) from weather. If, despite protection, inorganic boron-treated wood becomes wet, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.
- B. Protect rough carpentry from weather. If, despite protection, rough carpentry becomes sufficiently wet that moisture content exceeds that specified, apply EPA-registered borate treatment. Apply borate solution by spraying to comply with EPA-registered label.

END OF SECTION 06 10 00

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SECTION 06 16 00 - SHEATHING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Wall sheathing.
 - 2. Roof sheathing.
 - 3. Sheathing joint and penetration treatment.
- B. Related Requirements:
 - 1. Division 06 Section "Rough Carpentry" for plywood backing panels.
 - 2. Division 07 Section "Weather Barriers" for water-resistive barrier applied over wall and roof sheathing.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of process and factory-fabricated product. Indicate component materials and dimensions and include construction and application details.

1.4 QUALITY ASSURANCE

- A. Testing Agency Qualifications: For testing agency providing classification marking for fire-retardant-treated material, an inspection agency acceptable to authorities having jurisdiction that periodically performs inspections to verify that the material bearing the classification marking is representative of the material tested.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Stack panels flat with spacers beneath and between each bundle to provide air circulation. Protect sheathing from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Fire-Test-Response Characteristics: For assemblies with fire-resistance ratings, provide materials and construction identical to those of assemblies tested for fire resistance per ASTM E 119 by a testing and inspecting agency acceptable to authorities having jurisdiction.

1. Fire-Resistance Ratings: Indicated by design designations from UL's "Fire Resistance Directory." or GA-600, "Fire Resistance Design Manual."

2.2 WALL SHEATHING AND ROOF SHEATHING

A. Glass-Mat Gypsum Sheathing: ASTM C 1177/1177M.

1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. CertainTeed Corporation; GlasRoc.
 - b. G-P Gypsum Corporation; Dens-Glass Gold.
 - c. National Gypsum Company; Gold Bond e(2)XP.
 - d. Temple-Inland Inc.; GreenGlass
 - e. United States Gypsum Co.; Securock.
2. Type and Thickness: Regular, 5/8 inch thick unless noted otherwise on Drawings.
3. Size: 48 by 96 inches or 48 by 120 inches for vertical installation.

2.3 FASTENERS

A. General: Provide fasteners of size and type indicated that comply with requirements specified in this article for material and manufacture.

1. For roof and wall sheathing, provide fasteners of Type 304 stainless steel.

B. Screws for Fastening Sheathing to Cold-Formed Metal Framing: Steel drill screws, in length recommended by sheathing manufacturer for thickness of sheathing to be attached.

1. For steel framing less than 0.0329 inch thick, use screws that comply with ASTM C 1002.
2. For steel framing from 0.033 to 0.112 inch thick, use screws that comply with ASTM C 954.

2.4 SHEATHING JOINT-AND-PENETRATION TREATMENT MATERIALS

A. Sealant for sheathing: Silicone emulsion sealant complying with ASTM C 834, compatible with sheathing tape and sheathing and recommended by tape and sheathing manufacturers for use with glass-fiber sheathing tape and for covering exposed fasteners.

1. Sheathing Tape: Self-adhering glass-fiber tape, minimum 2 inches wide, 10 by 10 or 10 by 20 threads/inch, of type recommended by sheathing manufacturer for use with silicone emulsion sealant in sealing joints in sheathing and with a history of successful in-service use.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Do not use materials with defects that impair quality of sheathing or pieces that are too small to use with minimum number of joints or optimum joint arrangement. Arrange joints so that pieces do not span between fewer than three support members.
- B. Cut panels at penetrations, edges, and other obstructions of work; fit tightly against abutting construction unless otherwise indicated.
- C. Coordinate wall and roof sheathing installation with flashing and joint-sealant installation so these materials are installed in sequence and manner that prevent exterior moisture from passing through completed assembly.

- D. Do not bridge building expansion joints; cut and space edges of panels to match spacing of structural support elements.
- E. Coordinate sheathing installation with installation of materials installed over sheathing so sheathing is not exposed to precipitation or left exposed at end of the workday when rain is forecast.

3.2 GYPSUM SHEATHING INSTALLATION

- A. Comply with GA-253 and with manufacturer's written instructions.
 - 1. Install boards with a 3/8-inch gap where non-load-bearing construction abuts structural elements.
 - 2. Install boards with a 1/4-inch gap where they abut masonry or similar materials that might retain moisture, to prevent wicking.
- B. Apply fasteners so heads bear tightly against face of sheathing, but do not cut into facing.
- C. Horizontal Installation: Install sheathing with V-grooved edge down and tongue edge up. Interlock tongue with groove to bring long edges in contact with edges of adjacent boards without forcing. Abut ends of boards over centers of studs, and stagger end joints of adjacent boards not less than one stud spacing. Attach boards at perimeter and within field of board to each steel stud.
 - 1. Space fasteners approximately 8 inches o.c. and set back a minimum of 3/8 inch from edges and ends of boards.
- D. Vertical Installation: Install board vertical edges centered over studs. Abut ends and edges of each board with those of adjacent boards. Attach boards at perimeter and within field of board to each stud.
 - 1. Space fasteners approximately 8 inches o.c. and set back a minimum of 3/8 inch from edges and ends of boards.
- E. For installation at all exterior walls, provide self-adhesive sheet membrane weather barriers over all surfaces prior to installation of finish surfaces.

END OF SECTION 06 16 00

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SECTION 06 41 16 - ARCHITECTURAL CABINETS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Plastic-laminate-faced architectural cabinets.
 - 2. Solid-surfacing-material countertops and backsplashes.
 - 3. Wood furring, blocking, shims, and hanging strips for installing plastic-laminate-faced architectural cabinets unless concealed within other construction before cabinet installation.
- B. Related Requirements:
 - 1. Section 06 10 00 "Rough Carpentry" for wood furring, blocking, shims, and hanging strips required for installing cabinets and concealed within other construction before cabinet installation.

1.3 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product, including panel products solid surfacing, high-pressure decorative laminate adhesive for bonding plastic laminate and cabinet hardware and accessories.
- B. Shop Drawings: Show location of each item, dimensioned plans and elevations, large-scale details, attachment devices, and other components.
 - 1. Show details full size.
 - 2. Show locations and sizes of furring, blocking, and hanging strips, including concealed blocking and reinforcement specified in other Sections.
 - 3. Show locations and sizes of cutouts and holes for electrical switches and outlets and other items installed in architectural plastic-laminate cabinets.
- C. Samples for Initial Selection:
 - 1. Plastic laminates.
 - 2. Solid surface samples.
 - 3. Exposed cabinet hardware and accessories, one unit for each type and finish.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer and fabricator.
- B. Product Certificates: For each type of product.
 - 1. High-pressure decorative laminate.

2. Glass.
3. Solid surfaces.
4. Quartz surfaces.
5. Adhesives.

1.6 QUALITY ASSURANCE

- A. Fabricator Qualifications: Shop that employs skilled workers who custom fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.
- B. Installer Qualifications: .
- C. Quality Standard: Unless otherwise indicated, comply with AWI's "Architectural Woodwork Quality Standards Seventh Edition, Version 1.2, 1999" for grades of interior architectural woodwork indicated for construction, finishes, installation, and other requirements except as herein modified or as shown on the drawings, whichever is more stringent.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Do not deliver cabinets until painting and similar operations that could damage woodwork have been completed in installation areas. If cabinets must be stored in other than installation areas, store only in areas where environmental conditions comply with requirements specified in "Field Conditions" Article.

1.8 FIELD CONDITIONS

- A. Environmental Limitations: Do not deliver or install cabinets until building is enclosed, wet work is complete, and HVAC system is operating and maintaining temperature and relative humidity at occupancy levels during the remainder of the construction period.
- B. Field Measurements: Where cabinets are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication, and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
 1. Locate concealed framing, blocking, and reinforcements that support cabinets by field measurements before being enclosed, and indicate measurements on Shop Drawings.
- C. Established Dimensions: Where cabinets are indicated to fit to other construction, establish dimensions for areas where cabinets are to fit. Provide allowance for trimming at site, and coordinate construction to ensure that actual dimensions correspond to established dimensions.

1.9 COORDINATION

- A. Coordinate sizes and locations of framing, blocking, furring, reinforcements, and other related units of Work specified in other Sections to ensure that cabinets can be supported and installed as indicated.

PART 2 - PRODUCTS

2.1 PLASTIC-LAMINATE-FACED ARCHITECTURAL CABINETS

- A. Regional Materials: Plastic-laminate cabinets shall be manufactured within 500 miles of Project site.
- B. Certified Wood: Plastic-laminate cabinets shall be made from wood products certified as "FSC Pure" or "FSC Mixed Credit" according to FSC STD-01-001, "FSC Principles and Criteria for Forest Stewardship," and FSC STD-40-004, "FSC Standard for Chain of Custody Certification."
- C. Type of Construction: Face frame.
- D. Cabinet, Door, and Drawer Front Interface Style: Reveal overlay.
- E. Reveal Dimension: As indicated or if not indicated, 3/4".

- F. Dust Panels: 1/4-inch plywood or tempered hardboard above compartments and drawers unless located directly under tops.
- G. Concealed Backs of Panels with Exposed Plastic-Laminate Surfaces: High-pressure decorative laminate, NEMA LD 3, Grade BKL.
- H. Drawer Construction: Fabricate with exposed fronts fastened to subfront with mounting screws from interior of body.
 - 1. Join subfronts, backs, and sides with glued dovetail joints.
- I. High-Pressure Decorative Laminate: NEMA LD 3, grades as indicated or if not indicated, as required by woodwork quality standard.
 - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Abet Laminati, Inc.
 - b. Formica Corporation.
 - c. Lamin-Art, Inc.
 - d. Panolam Industries International, Inc.
 - e. Wilsonart International; Div. of Premark International, Inc. (Basis of Design)
 - 2. Laminate Cladding for Exposed Surfaces:
 - a. Horizontal Surfaces: Grade HGS.
 - b. Vertical Surfaces: Grade HGS.
 - c. Edges: Grade HGS.
 - d. Pattern Direction: Horizontally for doors, fixed panels, and drawer fronts.
 - 3. Materials for ALL Semi-Exposed Surfaces:
 - a. Surfaces Other Than Drawer Bodies: High-pressure decorative laminate, NEMA LD 3, Grade VGS.
 - 1) Edges of Plastic-Laminate Shelves: High-pressure decorative laminate, NEMA LD 3, Grade VGS.
 - 2) For semi-exposed backs of panels with exposed plastic-laminate surfaces, provide surface of high-pressure decorative laminate, NEMA LD 3, Grade VGS.
 - b. Drawer Sides and Backs: Solid-hardwood lumber.
 - c. Drawer Bottoms: Hardwood plywood.
 - 4. Laminate Colors, Patterns, and Finishes: Provide materials and products that result in colors and textures of exposed laminate surfaces complying with the following requirements:

Basis of Design Product: PLC-1 - Wilsonart
Subject to compliance with requirements, provide product where indicated on Drawings:

 - a. Wilsonart
 - b. Finish:
 - c. Install cabinets with the wood grain running horizontally on both the lower and the upper cabinets.
- J. Countertops and Backsplashes -Solid-Surfacing Material: Homogeneous solid sheets of filled plastic resin complying with ISSFA-2.
 - 1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:

- a. Avonite, Inc.
 - b. E. I. du Pont de Nemours and Company.
 - c. Formica Corporation.
 - d. LG Chemical, Ltd.
 - e. Nevamar Company, LLC; Decorative Products Div.
 - f. Swan Corporation (The).
 - g. Wilsonart International; Div. of Premark International, Inc.
 - h. Corian Solid Surface (Basis of Design)
 - i. Seller's Tile
2. Type: Standard type or veneer type made from material complying with requirements for Standard type, as indicated, unless Special Purpose type is indicated.
 3. Colors and Patterns: As selected by Architect from manufacturer's full range.
 4. Basis of Design: Corian –

2.2 WOOD MATERIALS

- A. Wood Products: Provide materials that comply with requirements of referenced quality standard for each type of woodwork and quality grade specified unless otherwise indicated.
1. Wood Moisture Content: 8 to 13 percent.
 2. Softwood Plywood: DOC PS 1.
 3. Veneer-Faced Panel Products (Hardwood Plywood): HPVA HP-1, made with adhesive containing no urea formaldehyde.

2.3 CABINET HARDWARE AND ACCESSORIES

- A. Basis of Design: MyKnobs.com
1. Brand: Liberty Hardware
 2. Collection: Liberty Kitchen Cabinet Hardware – Special Value Collection
 3. Item #: LIB-23909
 4. Model #: P61200-SC-A
 5. UPC #: 781266110909
 6. 4" Centers
 7. Color: Chrome
 8. Specific Finish: Aluminum
 9. Length 4.38"
 10. Provide hardwood blocking behind hinges the thickness of the face frame by the depth of the hinge.
- B. Concealed Hinges (European Type): BHMA A156.9, B01611, and 170 degrees of opening, self-closing. (Blum "MODUL 170" or equal)
- C. Adjustable Shelf Standards and Supports: BHMA A156.9, B04071; with shelf rests, B04081.
- D. Drawer Slides: BHMA A156.9.
1. Grade 1HD-100 and Grade 1HD-200: Side mounted; full-extension type; zinc-plated-steel ball-bearing slides.
 2. For drawers not more than 3 inches high and not more than 24 inches wide, provide Grade 1.
 3. For drawers more than 3 inches high but not more than 6 inches high and not more than 24 inches wide, provide Grade 1HD-100.
 4. For drawers more than 6 inches high or more than 24 inches wide, provide Grade 1HD-200.
 5. For computer keyboard shelves, provide Grade 1HD-100.
- E. Door and Drawer Silencers: BHMA A156.16, L03011.

- F. Exposed Hardware Finishes: For exposed hardware, provide finish that complies with BHMA A156.18 for BHMA finish number indicated.
 - 1. Satin Stainless Steel: BHMA 630.
- G. For concealed hardware, provide manufacturer's standard finish that complies with product class requirements in BHMA A156.9.

2.4 MISCELLANEOUS MATERIALS

- A. Furring, Blocking, Shims, and Hanging Strips: Softwood or hardwood lumber, kiln dried to less than 15 percent moisture content.
- B. Anchors: Select material, type, size, and finish required for each substrate for secure anchorage. Provide metal expansion sleeves or expansion bolts for post-installed anchors. Use nonferrous-metal or hot-dip galvanized anchors and inserts at inside face of exterior walls and at floors.
- C. Adhesives: Do not use adhesives that contain urea formaldehyde.

2.5 FABRICATION

- A. Interior Woodwork Grade: Unless otherwise indicated, provide Premium-grade interior woodwork complying with referenced quality standard, except as herein modified in the drawings and specifications.
- B. Wood Moisture Content: Comply with requirements of referenced quality standard for wood moisture content in relation to ambient relative humidity during fabrication and in installation areas.
- C. Fabricate cabinets to dimensions, profiles, and details indicated.
- D. Complete fabrication, including assembly and hardware application, to maximum extent possible before shipment to Project site. Disassemble components only as necessary for shipment and installation. Where necessary for fitting at site, provide ample allowance for scribing, trimming, and fitting.
- E. Shop-cut openings to maximum extent possible to receive hardware, appliances, electrical work, and similar items. Locate openings accurately and use templates or roughing-in diagrams to produce accurately sized and shaped openings. Sand edges of cutouts to remove splinters and burrs.
- F. Install glass to comply with applicable requirements GANA's "Glazing Manual." For glass in wood frames, secure glass with removable stops.

2.6 SOLID-SURFACING-MATERIAL COUNTERTOPS

- A. Basis of Design Product: DuPont Corian
- B. Solid-Surfacing-Material Minimum Thickness: 3/4 inch.
- C. Colors, Patterns, and Finishes: Provide materials and products that result in colors of solid-surfacing material.
- D. Fabricate tops in one piece, unless otherwise indicated. Comply with solid-surfacing-material manufacturers written recommendations for adhesives, sealers, fabrication, and finishing.
 - 1. Fabricate tops with shop-applied edges of materials and configuration indicated.
 - 2. Fabricate tops with loose backsplashes for field application.
- E. Drill holes in countertops for plumbing fittings and specified accessories in shop.

2.7 SHOP FINISHING

- A. Grade: Provide finishes of same grades as items to be finished.
- B. General: Finish architectural woodwork at fabrication shop as specified in this Section. Defer only final touchup, cleaning, and polishing until after installation.

- C. Preparation for Finishing: Comply with referenced quality standard for sanding, filling countersunk fasteners, sealing concealed surfaces, and similar preparations for finishing architectural woodwork, as applicable to each unit of work.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Before installation, condition cabinets to average prevailing humidity conditions in installation areas.
- B. Before installing cabinets, examine shop-fabricated work for completion and complete work as required.

3.2 INSTALLATION

- A. Grade: Install cabinets to comply with same grade as item to be installed.
- B. Assemble cabinets and complete fabrication at Project site to the extent that it was not completed in the shop.
- C. Cabinets: Install level, plumb, true, and straight. Shim as required with concealed shims. Install level and plumb to a tolerance of 1/8 inch in 96 inches.
- D. Scribe and cut cabinets to fit adjoining work, refinish cut surfaces, and repair damaged finish at cuts.
- E. Anchor cabinets to anchors or blocking built in or directly attached to substrates. Secure with countersunk, concealed fasteners and blind nailing. Use fine finishing nails or finishing screws for exposed fastening, countersunk and filled flush with woodwork.

- 1. Use filler matching finish of items being installed.

- F. Cabinets: Install without distortion so doors and drawers fit openings properly and are accurately aligned. Adjust hardware to center doors and drawers in openings and to provide unencumbered operation. Complete installation of hardware and accessory items as indicated.

- 1. Install cabinets with no more than 1/8 inch in 96-inch sag, bow, or other variation from a straight line.
 - 2. Fasten wall cabinets through back, near top and bottom, and at ends not more than 16 inches o.c. with No. 10 wafer-head sheet metal screws through metal backing or metal framing behind wall finish.

3.3 ADJUSTING AND CLEANING

- A. Repair damaged and defective cabinets, where possible, to eliminate functional and visual defects; where not possible to repair, replace woodwork. Adjust joinery for uniform appearance.
- B. Clean, lubricate, and adjust hardware.
- C. Clean cabinets on exposed and semi-exposed surfaces.

END OF SECTION 06 41 16

SECTION 07 14 16.01 – COLD FLUID-APPLIED WATERPROOFING

GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Cold fluid-applied waterproofing, vertical and horizontal deck applications inside planter walls and below grade except in elevator shaft walls and slabs.

1.3 RELATED REQUIREMENTS

- 1. Section 03 31 00 "Cast-in-Place Concrete" for moisture curing of concrete waterproofing substrate.
- 2. Section 04 20 00 "Unit Masonry" for compatibility with flashing components.
- 3. Division 07 air barrier section for wall waterproofing and interface coordination.
- 4. Section 07 17 00 "Bentonite Waterproofing" for requirements of elevator shaft walls and slab waterproofing below grade.
- 5. Section 07 92 00 "Joint Sealants" for joint sealants and accessories and joint preparation.

1.4 REFERENCES

- A. References, General: Versions of the following standards current as of the date of issue of the project apply to the Work of this Section.
- B. ASTM International (ASTM): www.astm.org:
 - 1. ASTM C 920 - Standard Specification for Elastomeric Joint Sealants
 - 2. ASTM D 4258 - Standard Practice for Surface Cleaning Concrete for Coating
 - 3. ASTM D 4263 - Standard Test Method for Indicating Moisture in Concrete by the Plastic Sheet Method
 - 4. ASTM D 4716 - Standard Test Method for Determining the (In-plane) Flow Rate per Unit Width and Hydraulic Transmissivity of a Geosynthetic Using a Constant Head
 - 5. ASTM E 96/E 96M - Standard Test Methods for Water Vapor Transmission of Materials

1.5 ADMINISTRATIVE REQUIREMENTS

- A. Preinstallation Conference: Conduct Conference at Project Site.
 - 1. Review requirements for waterproofing products and installation, including surface preparation, substrate conditions, expansion joints as required, project and manufacturer's details, installation procedures, mockups, testing and inspection requirements, protection and repairs, and coordination and sequencing of waterproofing work with work of other Sections.

1.6 ACTION SUBMITTALS

- A. Product Data: For each type of waterproofing product (and expansion joint accessory if applicable) specified, including:

1. Technical data indicating compliance with requirements.
2. Substrate preparation instructions and recommendations.

- B. Shop Drawings: Show locations for waterproofing system components. Show details for each type of substrate, joints, corners, and edge conditions, including flashings, counterflashings, penetrations, transitions, and terminations.

1.7 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer, manufacturer[, and waterproofing Inspector].
1. Certification of manufacturer's approval of Installer.
- B. Product Test Reports: Test data for waterproofing products and waterproofing system, by qualified testing agency, indicating proposed waterproofing meets performance requirements, when requested by Architect.
- C. Warranty: Sample of unexecuted manufacturer and installer special warranties.
- D. Field quality control reports.

1.8 QUALITY ASSURANCE

- A. Installer Qualifications: A manufacturer-approved firm with minimum three years experience in installation of specified products in successful use on similar projects, employing workers trained by manufacturer, including a full-time on-site supervisor with a minimum of three years experience installing similar work, and able to communicate verbally with Contractor, Architect, and employees.
- B. Manufacturer Qualifications: A qualified manufacturer listed in this Section with minimum five years experience in manufacture of waterproofing as one of its principal products.
1. Manufacturer's product submitted has been in satisfactory operation on five similar installations for at least five years.
 2. Approval of Manufacturers and Comparable Products: Prime bidder must submit the following in accordance with project substitution requirements for review in accordance with Section 00 82 00, Special Conditions, Article 15, Substitutions:
 - a. Completed and signed Substitution Request form.
 - b. Product data, including certified independent test data indicating compliance with requirements.
 - c. Name and resume of proposed qualified Inspector.
 - d. Sample warranty.
- C. Mockups: Provide waterproofing mockup application within mockups required in other sections, or if not specified, in an area of not less than **75 sq. ft. (7 sq. m)** of surface where directed by Architect for each type of substrate condition. Include examples of surface preparation, crack and joint treatment, waterproofing application, and flashing, transition, and termination conditions, to set quality standards for execution.
1. Include intersection of deck waterproofing with adjacent vertical waterproofing and moisture control system.
 2. If applicable, include no less than 13 ft (3.96m) including a minimum of one splice joint of Willseal® Expansion Joint System.

1.9 DELIVERY, STORAGE AND HANDLING

- A. Accept materials on site in manufacturer's unopened original packaging.
- B. Store products in weather protected environment, clear of ground and moisture, within temperature ranges recommended by waterproofing manufacturer.
- C. Construction Waste: Store and dispose of packaging materials and construction waste in accordance with requirements of Division 01 Section "Construction Waste Management".

1.10 ENVIRONMENTAL REQUIREMENTS

- A. Environmental Limitations: Apply waterproofing within the range of ambient and substrate temperatures recommended by waterproofing manufacturer.
 - 1. Protect substrates from environmental conditions that affect waterproofing performance.
 - 2. Do not apply waterproofing during snow, rain, fog, or mist.

1.11 SCHEDULING

- A. Coordinate installation of waterproofing with completion of roofing and other work requiring interface with waterproofing.
- B. Schedule work so waterproofing applications may be inspected prior to concealment.
- C. Ensure waterproofing materials are cured before covering with other materials.

1.12 WARRANTY

- A. Special Manufacturer's Warranty: Manufacturer's standard form in which waterproofing manufacturer agrees to furnish waterproofing material to repair or replace those materials installed according to manufacturer's written instructions that exhibit material defects or otherwise fail to perform as specified under normal use within warranty period specified.
 - 1. Access for Repair: Owner shall provide unimpeded access to the Project and the waterproofing system for purposes of testing, leak investigation, and repair, and shall reinstall removed cladding and overburden materials upon completion of repair.
 - 2. Cost Limitation: Manufacturer's obligation for repair or replacement shall be limited to the original installed cost of the work.
 - 3. Warranty Period: 10 years date of Substantial Completion.

1.13 MANUFACTURERS

- A. Basis-of-Design Products: Provide waterproofing products manufactured by **Tremco, Inc., Commercial Sealants and Waterproofing Division**, Beachwood OH; (866) 321-6357; email: techresources@tremcoinc.com; www.tremcosealants.com, [or comparable products of other manufacturer approved by Architect in accordance with Section 00 82 00, Special Conditions, Article 15, Substitutions. If applicable, provide expansion joint products manufactured by Willseal, Hudson, NH; www.willseal.com .
- B. Source Limitations: Provide waterproofing system materials and accessory products from single source from single manufacturer.

1.14 PERFORMANCE REQUIREMENTS

- A. General: Waterproofing system shall be capable of performing as a continuous watertight installation and as a moisture drainage plane transitioned to adjacent flashings and discharging water to the

building exterior. Waterproofing shall accommodate normal substrate movement and seal expansion and control joints, construction material transitions, opening transitions, penetrations, and perimeter conditions without resultant moisture deterioration.

- B. Compatibility: Provide waterproofing system materials that are compatible with one another and with adjacent materials under conditions of service and application required, as demonstrated by waterproofing manufacturer based on testing and field experience.

1.15 WATERPROOFING MEMBRANE

- A. Cold Fluid-Applied Waterproofing: Single component, high solids, modified aliphatic polyurethane, ASTM C 836/C 836M and coal-tar free, formulated for application to damp and green concrete.

1. Basis of Design Product: **Tremco, Inc., TREMproof 250GC.**
2. VOC Content: Less than 100 g/L, roller and self-leveling grades.
3. VOC Content: Less than 160 g/L, trowel detailing grade.
4. Hardness, ASTM D 2240: 70 – 80.
5. Low Temperature Flexibility and Crack Bridging, ASTM C 1305: Pass.
6. Adhesion in Peel, ASTM C 794: **26 lbf/in. (4553 N/m).**

1.16 ACCESSORY MATERIALS

- A. General: Accessory materials as described in manufacturer's written installation instructions, recommended to produce complete waterproofing system meeting performance requirements, and compatible with waterproofing material and adjacent materials.
- B. Substrate Patching Material: Waterproofing manufacturer's standard trowel-grade filler material.
- C. Primer: Liquid primer meeting VOC limitations and recommended for substrate by waterproofing manufacturer.
- D. Elastomeric Detail Sheet: Blended thermoset elastomeric sheet reinforced with polyester woven scrim.
 1. Basis of Design Product: Tremco, TRA Elastomeric Sheeting.
- E. Metal Termination Bars: Waterproofing manufacturer's standard aluminum or stainless steel termination bar, with stainless steel fasteners.
- F. Termination Mastic: Waterproofing manufacturer's standard cold fluid-applied elastomeric liquid; trowel grade, with recommended glass-fiber-mesh tape.
- G. Joint Sealant: ASTM C 719, high performance, medium-modulus, low-VOC, UV-stable, non-sag polyurethane sealant approved by waterproofing manufacturer for adhesion and compatibility with waterproofing and accessories.
 1. Basis of Design Product: Tremco, Dymonic 100.
- H. Expansion Joint Pre-compressed or Closed Cell, Monolithic Foam System. Foam Structure Must not Contain Unbonded Foam Laminations;
 1. Willseal® Coreseal for use in both vertical and horizontal below grade system applications requiring +/-25% movement capability, closed cell, and a lightweight seal.
 2. Willseal® Color Coreseal for use in both vertical and horizontal below grade system applications requiring +/-25% movement capability, closed cell, and a lightweight seal.
 3. Willseal® Color Coreseal – CM for use in both vertical and horizontal below grade Tremco system applications requiring +/-25% movement capability, closed cell, and a lightweight seal with an integrated waterproofing membrane.

4. Willseal® 250 BG for use in below grade applications, requiring +/- 50% movement capability

EXECUTION

1.17 EXAMINATION

- A. Surface Condition: Before applying waterproofing materials and accessories, examine substrate and conditions to ensure substrates are fully cured, smooth, clean, dry, and free from high spots, depressions, loose and foreign particles and other deterrents to adhesion, and conditions comply with manufacturer's written recommendations.
 1. Verify concrete and masonry surfaces are free from release agents, curing agents, laitance, and other contaminates. Test for waterproofing adhesion per manufacturer's recommended method. Notify Architect of unsatisfactory conditions.
 2. Verify masonry joints are filled with mortar and struck flush.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

1.18 INTERFACE WITH OTHER WORK

- A. Sequencing of Work: Coordinate sequencing of waterproofing work with work of other sections that form portions of building envelope moisture control to ensure that expansion joints, flashings and transition materials can be properly installed and inspected.
- B. Subsequent Work: Coordinate waterproofing work with work of other sections installed subsequent to waterproofing to ensure complete inspection of installed waterproofing and sealing of waterproofing penetrations necessitated by subsequent work.

1.19 PREPARATION

- A. Clean, prepare, and treat substrates in accordance with waterproofing manufacturer's written instructions.
 1. Mask adjacent finished surfaces.
 2. Remove contaminants and film-forming coatings from substrates.
 3. Remove projections and excess materials and fill voids with substrate patching material.
 4. Prepare and treat joints and cracks in substrate per ASTM D 4258 and waterproofing manufacturer's written instructions.
 5. For accessory materials, follow manufacturers application instructions.
- B. Detail Preparation: Prepare non-moving shrinkage cracks, large cracks, construction joints, expansion joints, projections and protrusions, penetrations, drains, and changes in plane in accordance with waterproofing manufacturer's written instructions and details, using accessory materials specified. The following are two acceptable options for detail preparation:
 1. Adhere strips of elastomeric sheet to moving expansion joints on both sides in conjunction with a metal termination bar embedded in a layer of cold fluid-applied waterproofing and overlay with coat of cold fluid-applied waterproofing.
 2. Apply single-component urethane within moving expansion joints and overlay with a coat of cold fluid-applied waterproofing.
- C. Transitions to Adjacent Materials: Apply Tremco Approved Primer to transition cold fluid-applied waterproofing membrane to adjacent components of the building envelope.

1.20 WATERPROOFING INSTALLATION

- A. General: Apply waterproofing material to form a seal with strips and transition strips and to achieve a continuous waterproofing according to waterproofing manufacturer's written instructions. Apply waterproofing material within manufacturer's recommended application temperature ranges.
- B. Primer: Apply primer to substrates at required rate, using roller, brush, or airless spray. Allow to dry. Reprime areas not covered within 24 hours.
- C. Start application with manufacturer's authorized representative present.
- D. Cold Fluid-Applied Waterproofing: Apply waterproofing in total wet film thickness and with methods recommended in writing by waterproofing manufacturer.
- E. Standard Application: Vertical or Horizontal:
 - 1. Apply using roller or squeegee.
 - 2. Apply in single pass at minimum thickness of 60 mils (1.5 mm) wet.
 - 3. Allow first coat to cure to firm rubber. Apply Vulkem 191 QD primer and allow to dry to a tack before applying second coat if required.
- F. Terminations: Install terminations of waterproofing membrane in accordance with ASTM C 898 Standard Guide for Use of High Solids Content, Cold Liquid-Applied Elastomeric Waterproofing Membrane with Separate Wearing Course and ASTM C 1471 Standard Guide for Use of High Solids Content Cold Liquid-Applied Elastomeric Waterproofing Membrane on Vertical Surfaces, as applicable to application, at not less than minimum height recommended by waterproofing manufacturer.
- G. Correct deficiencies in or remove waterproofing that does not comply with requirements; repair substrates and reapply waterproofing components.

1.21 CLEANING AND PROTECTING

- A. Clean spills, stains, and overspray resulting from application utilizing cleaning agents recommended by manufacturers of affected construction. Remove masking materials.
- B. Protect waterproofing from damage from subsequent work. Protect waterproofing materials from exposure to UV light for period in excess of that acceptable to waterproofing manufacturer; replace overexposed materials and retest.

END OF SECTION 07 14 16.01

SECTION 07 21 00 - THERMAL INSULATION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

A. Section Includes:

1. Foam Plastic Insulation Board for tapered and non-tapered roof insulation.
2. Mineral-wool blanket insulation where shown on the Drawings.
3. Spray polyurethane foam insulation.

B. Related Sections:

1. Section 03 11 19 "Insulating Concrete Forms (ICF).
2. Section 07 14 16 "Cold Fluid Applied Waterproofing Membrane" installed waterproofing, and air and water barrier membrane.
3. Section 06 16 00 "Sheathing" for exterior gypsum panel sheathing board.
4. Section 09 29 00 "Gypsum Board" for Sound Attenuation Blankets (insulation) installation in metal-framed assemblies of insulation specified by referencing this Section.
5. Division 22 Section "Plumbing Insulation."
6. Division 23 Section "HVAC Insulation."

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.

1.4 INFORMATIONAL SUBMITTALS

- A. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for each product.
- B. Research/Evaluation Reports: For foam-plastic insulation, from FBC.

1.5 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency for insulation products.

1.6 QUALITY ASSURANCE

- A. Source Limitations: Obtain each type of building insulation through one source from a single manufacturer.

- B. Fire-Test-Response Characteristics: Provide insulation and related materials with the fire-test-response characteristics indicated, as determined by testing identical products per test method indicated below by UL or another testing and inspecting agency acceptable to authorities having jurisdiction. Identify materials with appropriate markings of applicable testing and inspecting agency.
 - 1. Surface-Burning Characteristics: ASTM E 84.
 - 2. Fire-Resistance Ratings: ASTM E 119.
 - 3. Combustion Characteristics: ASTM E 136.
- C. Surface-Burning Characteristics: As determined by testing identical products according to ASTM E 84 by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Protect insulation materials from physical damage and from deterioration due to moisture, soiling, and other sources. Store inside and in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.
- B. Protect foam-plastic board insulation as follows:
 - 1. Do not expose to sunlight except to necessary extent for period of installation and concealment.
 - 2. Protect against ignition at all times. Do not deliver foam-plastic board materials to Project site before installation time.
 - 3. Quickly complete installation and concealment of foam-plastic board insulation in each area of construction.

PART 2 - PRODUCTS

2.1 FOAM-PLASTIC BOARD INSULATION

- A. Polyisocyanurate Board, Glass-Fiber-Mat Faced: ASTM C1289, glass-fiber-mat faced, Type II, Class 2.
 - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - a. Atlas Roofing Corporation.
 - b. Carlisle Coatings & Waterproofing Inc.
 - c. Firestone Building Products.
 - d. Johns Manville; a Berkshire Hathaway company.
 - e. Rmax, Inc.
 - 2. Fire Propagation Characteristics: Passes NFPA 285 testing as part of an approved assembly.
 - 3. Roof Insulation: Thickness and thermal resistance as indicated on the Drawings. Provide tapered units as required and/or shown on drawings to achieve the required slopes.
 - 4. Wind Speed design for fastening: 200 mph wind speed design.
 - 5. Tapered roof insulation board system required for main low-sloped roof.
- B. Adhesive for Bonding Insulation: Product with demonstrated capability to bond insulation securely to substrates without damaging insulation and substrates.

2.2 MINERAL-WOOL BLANKET INSULATION

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. Fibrex Insulations Inc.
 2. Owens Corning.
 3. Roxul Inc.
 4. Thermafiber.
- B. Faced and unfaced, Mineral-Wool Blanket Insulation: ASTM C 665, Type I; consisting of fibers; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively, per ASTM E 84; passing ASTM E 136 for combustion characteristics.
- C. Plenum Rating: Provide glass-fiber insulation where ceiling plenums indicated whose test performance is rated as follows for use in plenums as determined by testing identical products per "Erosion Test" and "Mold Growth and Humidity Test" described in UL 181, or on comparable tests from another standard acceptable to authorities having jurisdiction.
1. Erosion Test Results: Insulation shows no visible evidence of cracking, flaking, peeling, or delamination of interior surface of duct assembly, after testing for 4 hours at 2500-fpm air velocity.
 2. Mold Growth and Humidity Test Results: Insulation shows no evidence of mold growth, delamination, or other deterioration due to the effects of high humidity, after inoculation with *Chaetomium globosum* on all surfaces and storing for 60 days at 100 percent relative humidity in the dark.

2.3 SPRAY POLYURETHANE FOAM INSULATION

- A. Closed-Cell Polyurethane Foam Insulation: ASTM C 1029, Type II, with maximum flame-spread and smoke-developed indexes of 75 and 450, respectively, per ASTM E 84. Refer to Drawings for locations.
1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. BASF Corporation.
 - b. BaySystems NorthAmerica, LLC.
 - c. Dow Chemical Company (The).
 - d. ERSystems, Inc.
 - e. Gaco Western Inc.
 - f. Henry Company.
 - g. NCFI; Division of Barnhardt Mfg. Co.
 - h. SWD Urethane Company.
 - i. Volatile Free, Inc.
 2. Minimum density of 1.5 lb/cu. ft., thermal resistivity of 6.2 deg F x h x sq. ft./Btu x in. at 75 deg F.
 3. Thickness/depth applied as indicated on the drawings.
 4. Apply closed-cell spray insulation on all vertical surfaces (including concrete masonry cells and where called for on the drawings.
 5. Apply fire-tested intumescent coating to in-place spray foam where exposed or in a plenum as required by code.
- B. Open-Cell Spray Polyurethane Foam (fill remainder of wall cavity as indicated on drawings): Spray-applied polyurethane foam using water as a blowing agent. Minimum density of 6.4 kg/cu. m and

minimum aged R-value at 1-inch (25.4-mm) thickness of 3.4 deg F x h x sq. ft./Btu at 75 deg F (24 K x sq. m/W at 24 deg C). Refer to Drawings for locations.

1. Surface-Burning Characteristics: Comply with ASTM E84; testing by a qualified testing agency. Identify products with appropriate markings of applicable testing agency.
2. Flame-Spread Index: 75 or less.
3. Smoke-Developed Index: 450 or less.
4. Fire Propagation Characteristics: Passes NFPA 285 testing as part of an approved assembly.

2.4 INSULATION FASTENERS

- A. Adhesively Attached, Spindle-Type Anchors: Plate welded to projecting spindle; capable of holding insulation of specified thickness securely in position indicated with self-locking washer in place.
 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. AGM Industries, Inc.; Series T TACTOO Insul-Hangers.
 - b. Gemco; Spindle Type.
 2. Plate: Perforated, galvanized carbon-steel sheet, 0.030 inch thick by 2 inches square.
 3. Spindle: Copper-coated, low-carbon steel; fully annealed; 0.105 inch in diameter; length to suit depth of insulation indicated.
- B. Anchor Adhesive: Product with demonstrated capability to bond insulation anchors securely to substrates indicated without damaging insulation, fasteners, and substrates.
 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. AGM Industries, Inc.; TACTOO Adhesive.
 - b. Gemco; Tuff Bond Hanger Adhesive.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Comply with insulation manufacturer's written instructions applicable to products and applications indicated.
- B. Install insulation that is undamaged, dry, and unsoiled and that has not been left exposed to ice, rain, or snow at any time.
- C. Extend insulation to envelop entire area to be insulated. Cut and fit tightly around obstructions and fill voids with insulation. Remove projections that interfere with placement.
- D. Provide sizes to fit applications indicated and selected from manufacturer's standard thicknesses, widths, and lengths. Apply single layer of insulation units to produce thickness indicated unless multiple layers are otherwise shown or required to make up total thickness.

3.2 INSTALLATION OF INSULATION FOR FRAMED CONSTRUCTION

- A. Apply insulation units to substrates by method indicated, complying with manufacturer's written instructions. If no specific method is indicated, bond units to substrate with adhesive or use mechanical anchorage to provide permanent placement and support of units.
- B. Mineral-Wool Blanket Insulation: Install where indicated on the drawings in cavities formed by framing members according to the following requirements:
 - 1. Use insulation widths and lengths that fill the cavities formed by framing members. If more than one length is required to fill the cavities, provide lengths that will produce a snug fit between ends.
 - 2. Place insulation in cavities formed by framing members to produce a friction fit between edges of insulation and adjoining framing members.
 - 3. Maintain 3-inch clearance of insulation around recessed lighting fixtures not rated for or protected from contact with insulation.
 - 4. For metal-framed wall cavities where cavity heights exceed 96 inches support unfaced blankets mechanically and support faced blankets by taping flanges of insulation to flanges of metal studs.
- C. Spray-Applied Insulation: Apply spray-applied insulation where indicated on the drawings according to manufacturer's written instructions. Do not apply insulation until installation of pipes, ducts, conduits, wiring, and electrical outlets in walls is completed and windows, electrical boxes, and other items not indicated to receive insulation are masked. After insulation is applied, make flush with face of studs by using method recommended by insulation manufacturer.
- D. Miscellaneous Voids: Install insulation in miscellaneous voids and cavity spaces where required to prevent gaps in insulation using the following materials:
 - 1. Spray Polyurethane Insulation: Apply according to manufacturer's written instructions.
 - 2. Drill steel tubes and fill voids with spray insulation where gaps in the insulating planes are present.

3.3 INSTALLATION OF INSULATION FOR CONCRETE AND CMU SUBSTRATES

- A. Spray-Applied Insulation: Apply spray-applied insulation according to manufacturer's written instructions. Do not apply insulation until installation of pipes, ducts, conduits, wiring, and electrical outlets in walls is completed and windows, electrical boxes, and other items not indicated to receive insulation are masked. After insulation is applied, make flush with face of substrate by using method recommended by insulation manufacturer.
- B. Miscellaneous Voids: Install insulation in miscellaneous voids and cavity spaces where required to prevent gaps in insulation using the following materials:
 - 1. Spray Polyurethane Insulation: Apply according to manufacturer's written instructions.

3.4 PROTECTION

- A. Protect installed insulation and vapor retarders from damage due to harmful weather exposures, physical abuse, and other causes. Provide temporary coverings or enclosures where insulation is subject to abuse and cannot be concealed and protected by permanent construction immediately after installation.

END OF SECTION 07 21 00

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SECTION 07 24 00 - EXTERIOR INSULATION AND FINISH SYSTEM OVER FLUID APPLIED AIR AND WATER-RESISTIVE MEMBRANE BARRIER

PART 1 GENERAL

1.01 SUMMARY

A. Section Includes:

1. Exterior Insulation and Finish System (EIFS) adhered over fluid applied air/water-resistive membrane barrier over prepared Insulated Concrete Forming (ICF) system substrate surface.
2. BASIS OF DESIGN: OUTSULATION® SYSTEM® BY DRYVIT SYSTEMS, INC.
3. STO Brand StoTherm CI Classic EIFS and StoGuard waterproof air barrier system (Approved Substitution)

B. Related Requirements:

1. 03 11 19 Insulating Concrete Forms
2. 07 25 00 Weather-Resistive Barriers
3. 07 14 16 Fluid-Applied Air & Water Barriers
4. 07 62 00 Sheet Metal Flashing and Trim
5. 07 92 00 Joint Protection
6. 08 41 15 Exterior Entrances &, Store Fronts
7. 09 96 00 Textured Acrylic Finishes (TAFS)

1.02 REFERENCES

A. Reference Standards:

1. ASTM Standards:

- a. ASTM B 117 Standard Practice for Operating Salt Spray (Fog) Apparatus
- b. ASTM C 150 Standard Specification for Portland Cement
- c. ASTM C 1177 Standard Specification for Glass Mat Gypsum Substrate for Use as Sheathing
- d. ASTM C 1397 Standard Practice for Application of Class PB Exterior Insulation and Finish System (EIFS) and EIFS with Drainage
- e. ASTM D 968 Standard Test Methods for Abrasion Resistance of Organic Coatings by Falling Abrasive
- f. ASTM D 2247 Standard Practice for Testing Water Resistance of Coatings in 100% Relative Humidity
- g. ASTM E 84 Standard Test Method for Surface Burning Characteristics of Building Materials
- h. ASTM E 96 Standard Test Methods for Water Vapor Transmission of Materials
- i. ASTM E 119 Standard Method for Fire Tests of Building Construction and Materials
- j. ASTM E 330 Test Method for Structural Performance of Exterior Windows, Doors and Curtain Walls by Uniform Static Air Pressure Difference
- k. ASTM E 331 Test Method for Water Penetration of Exterior Windows, Skylights, Doors and Curtain Walls by Uniform Static Air Pressure Difference
- l. ASTM E 2098 Test Method for Determining the Tensile Breaking Strength of Glass Fiber Reinforcing Mesh for use in Class PB Exterior Insulation and Finish Systems (EIFS), after Exposure to Sodium Hydroxide Solution
- m. ASTM E 2134 Test Method for Evaluating the Tensile-Adhesion Performance of Exterior Insulation and Finish Systems (EIFS)
- n. ASTM E 2430 Standard Specification for Expanded Polystyrene (EPS) Thermal Insulation Boards for use in Exterior Insulation and Finish Systems (EIFS)
- o. ASTM E 2485 Standard Test Method for Freeze-Thaw Resistance of Exterior Insulation and Finish Systems (EIFS) and Water-Resistive Barrier Coatings
- p. ASTM E 2486 Standard Test Method for Impact Resistance of Class PB and PI Exterior Insulation and Finish Systems (EIFS)

- q. ASTM E 2568 Standard Specification for PB Exterior Insulation and Finish Systems
- 2. National Fire Protection Association (NFPA) Standards:
 - a. NFPA 268 Standard Test Method for Determining Ignitability of Exterior Wall Assemblies Using a Radiant Heat Source
 - b. NFPA 285 Standard Fire Test Method for Evaluation of Fire Propagation Characteristics of Exterior Non-Load Bearing Wall Assemblies Containing Combustible Components

1.03 ADMINISTRATIVE REQUIREMENTS

A. Pre-Installation Meetings:

- 1. Pre-Installation Meeting: Coordinate with the General Contractor for a pre-installation meeting regarding EIFS cladding installation and integration with all related envelope components. Representatives of the ICF installer, ICF Manufacturer, EIFS installer, EIFS manufacturer, General Contractor and related envelope components contractors shall participate and review intended substrate preparations, detailing integrations, installation sequencing and responsibilities to assure for complete air and water tight high performance building envelope walls.

B. Sequencing: Coordinate Sequencing items with Pre-Installation Meeting.

- 1. Coordinate for ICF joint requirements, joint treatments and surface preparation as outlined herein below in Section 3.02.B in advance of fluid applied air/water-resistive barrier, joint preparation and accessory materials as required.
- 2. Coordinate for jobsite grading (by others) prior to installation of Exterior Insulation and Finish System so that the system may be terminated at 8 in above grade, as required by code or as determined necessary to properly address termination conditions.
- 3. Coordinate installation of wall to foundation waterproofing, wall to roofing membrane, rough opening buck assemblies, windows, doors, and other penetrations of the exterior walls to provide a continuous water tight building envelope.
- 4. Provide protection of rough openings and buck assembly before installing windows, doors, and other penetrations of the exterior walls.
- 5. Provide transition flashing for nail flange type window frames and tie-in to substrate surface or air / water-resistive barrier to provide a continuous barrier. Do not apply flashings at sill flange.
- 6. Coordinate installation of non-nail flange type window and door frames for transition detailing and flashings (by others) and their integration and tie-in to substrate surface or air / water-resistive barrier to provide a continuous barrier.
- 7. Coordinate installation of sill pan flashings with end and side dams (by others) where indicated and provide for their integration tie-in to air / water-resistive barrier to provide a continuous barrier in advance of window installation.
- 8. Coordinate installation of window and door head flashings (by others) where indicated and provide for their integration tie-in to air / water-resistive barrier to provide a continuous barrier immediately after windows and doors are installed.
- 9. Coordinate installation of diverter flashings and stepped parapet coping boots and flashings (by others) and provide for their integration tie-in to substrate surface or air / water-resistive barrier to provide a continuous barrier immediately after flashings are installed.

10. Coordinate installation of copings and sealants (by others) immediately after installation of the Exterior Insulation and Finish System and when EIFS materials are dry.
11. Coordinate attachment penetrations for all wall mounted components (by others) through Exterior Insulation and Finish System to structural support and provide water-tight seals at penetrations in accordance with EIFS manufacturer's recommended detailing.

1.04 ACTION SUBMITTALS / INFORMATIONAL SUBMITTALS

- A. Submit product data as required by Section 01 33 00, Administrative Requirements.
- B. Submit two (2) samples of the Exterior Insulation and Finish System for each finish, texture, and color to be used on the project. Use the same tools and techniques proposed for the actual installation. Make the samples of sufficient size to accurately represent each color and texture being utilized on the project.
- C. Submit a current copy of the manufacturer's Trained Contractor Certificate for the system and finish specified.
- D. Submit Owner/Architect-requested test results verifying the performance of the Exterior Insulation and Finish System.
- E. Submit a copy of the manufacturer's specifications, installation details and application instructions for the system and finish specified.

1.05 CLOSEOUT SUBMITTALS

- A. Submit a copy of the manufacturer's recommended maintenance and repair manual.
- B. Submit executed Exterior Insulation and Finish System manufacturer's specified warranty.

1.06 QUALITY ASSURANCE

A. Manufacturer's Qualifications:

1. A member in good standing of the EIFS Industry Members Association (EIMA) for a minimum of five (5) years.
2. Manufacture Exterior Insulation and Finish System materials at a facility covered by a current ISO 9001:2008 and ISO 14001:2004 certification. Certification of the facility is done by a registrar accredited by the American National Standards Institute, Registrar Accreditation Board (ANSI-RAB).

B. Contractor Qualifications:

1. Knowledgeable in the proper installation of the Fluid Applied Air/Water-Resistive Membrane Barrier and Exterior Insulation and Finish System.
2. Possess a current Training and Listing Certificate issued by the EIFS Manufacturer for the specific EIFS system and/or finish as specified herein.
3. Successfully complete a minimum of three (3) projects of similar scope and scale to the specified project.

C. Insulation Board Manufacturer Qualifications:

1. Listed by and capable of producing the Expanded Polystyrene (EPS) in accordance with the current EIFS Manufacturer's Specification for Insulation Board.
2. Subscribe to the EIFS Manufacturer's Third-Party Certification and Quality Assurance Program.

3. Supplied through the EIFS Manufacturer's authorized distribution network.

F. Mock-Up:

1. Provide the Owner/Architect with a mock-up for approval.
 - a. Of suitable size as required to accurately represent the products being installed, as well as each color and texture to be utilized on the project. Coordinate for size and location during Pre-Installation Meeting.
 - b. Prepared with the same products, tools, equipment and techniques required for the actual applications. Use finish from the same batch that is being used on the project.
 - c. Available and maintained at the jobsite.
 - d. Incorporate into Contractor's wall mock-up with opening details, flashings and sealants, trim, and cornice work examples.

H. Inspections:

1. Cooperate with independent, third-party inspectors where required by building code, local authority having jurisdiction or by contract documents.

3.07 DELIVERY, STORAGE AND HANDLING

1. Deliver all Exterior Insulation and Finish System components and materials to the job site in the original, unopened packages with labels intact.
2. Inspect all Exterior Insulation and Finish System components and materials upon arrival for physical damage, freezing or overheating. Do not use questionable materials.
3. Store all Exterior Insulation and Finish System components and materials at the jobsite in a cool, dry location, out of direct sunlight, protected from weather and other sources of damage. Maintain minimum and maximum storage temperature as stated in the product data sheets or specifications for the materials selected.
4. Protect all products from inclement weather and direct sunlight.

3.08 SITE CONDITIONS

A. Ambient Conditions

1. Do not apply wet materials during inclement weather unless appropriate protection is provided. Protect materials from inclement weather until they are completely dry.
2. Verify the minimum air and application surface temperatures at the time of application as stated in the product data sheets or specifications for the materials selected.
3. Maintain these temperatures with adequate air ventilation and circulation for a minimum of 24 hours (or as additionally required for specialty products) thereafter, or until the products are completely dry.

3.09 DESIGN REQUIREMENTS

- A. Acceptable surfaces for the air/water-resistive membrane barrier materials shall consist of ICF molded EPS manufactured with buried webs or additional layer of EPS foam insulation board.
- B. The specified ICF shall comply with all applicable code requirements for the construction type (combustible or non-combustible). Details shall conform with proper termination requirements for combustible or non-combustible construction (refer to published details).
- C. The substrate shall be flat and smooth.

D. Coordinate for integration of Expansion and Control Joint locations.

1.10 WARRANTY

1. Manufacturer shall offer a limited material defect and labor to repair or replace defective material warranty stating the Products will be free from manufacturing defect and will perform as warranted in the manner specified for the stated term measured from the Date of Project Substantial Completion.
 - a. A pre-construction meeting, including representatives of the Manufacturer, the Applicator, the Owner, and the Consultant (if applicable), shall be required prior to installation of the Products.
 - b. The term of this warranty shall be extended for an additional 2 years with involvement on the project of a Company-approved, third-party consultant ("Consultant") engaged by the Owner or its authorized representative, at the Owner's sole expense. Inspection reports generated by the Consultant shall be made available to the Company and the Owner.
 - c. The warranty is available upon written request.
2. The EIFS warranty shall additionally include the following for the term of the warranty or as specifically noted hereunder.

(Note: An additional 2-year EIFS warranty extension shall be provided with Machine Pre-Base Coated Shapes as referenced in Section 2.02.B.9 below and Silicone Joint Sealants as referenced in Section 2.02.C.1 to be integrated.)

 - a. The warranty term shall be **12-years**.
 - b. The EIFS will remain in a watertight condition when the EIFS is used in conjunction with approved Company Joinery and Sealants.
 - c. Finish will be UV fade resistant for 10 years, except for specially produced colors.
 - 1) Specially produced colors will be UV fade resistant for 5 years when high-performance colorants are used to formulate.
 - d. The EIFS shall be eligible to receive a renewal of the original warranty if the Owner satisfactorily completes the specific renovation requirements published by the Manufacturer.

B. Installer Warranty

1. **EIFS system Installer shall provide a separate minimum 3-year warranty. The EIFS system Installer shall warrant workmanship separately** for all workmanship related to the proper installation and drainage performance of the EIFS application. Manufacturer shall not be responsible for workmanship associated with the installation of Exterior Insulation and Finish System with Moisture Drainage.

PART 2 - PRODUCTS

2.01 EIFS SYSTEM / MANUFACTURER

- A. EIFS System Basis of Design: Outsulation® Exterior Insulation and Finish System (EIFS as manufactured by Dryvit Systems, Inc., One Energy Way, West Warwick, RI 02893, 800-556-7752, www.dryvit.com).
 1. Project Contact:
 - a. Rick Mangan, Technical Sales Representative, Dryvit Systems, Inc. – rick.mangan@dryvit.com / 407-701-3744.
 2. All components of the Outsulation® System including EPS Insulation Board shall be supplied or obtained from Dryvit Systems, Inc. or its authorized distributors. Substitutions or additions of materials manufactured or supplied by others will void the system warranty and are not acceptable.
- B. Substitution Limitations:
 1. All components of the Outsulation® System including EPS Insulation Board shall be supplied or obtained from Dryvit Systems, Inc. or its authorized distributors. Substitutions or additions of materials manufactured or supplied by others will void the system warranty.
 2. Alternate EIFS manufacturers must demonstrate equivalency for all elements of EIFS system such as but not limited to:

- a. Material components;
 - b. Tested compatibility of EIFS, air/water-resistive barrier and ICF;
 - c. Standard and specialty finishes;
 - d. Color and texture matching; and,
 - e. Warranty criteria as specified herein.
3. Submit alternate EIFS manufacturer's complete data highlighting equivalency for review through Substitution Requirements prior to Bidding as defined in Division 1, Section 00 82 00, Special Conditions, Article 15.

2.02 DESCRIPTION

A. System Description:

1. Dryvit Outsulation System over air/water-resistive barrier over ICF is an Exterior Insulation and Finish System (EIFS); consisting of:
 - a. Fluid applied air and water-resistive membrane barrier over prepared ICF substrate
 - b. Adhesive – installed in vertical notched trowel ribbons to facilitate egress of incidental moisture
 - c. Expanded Polystyrene (EPS) insulation board, including special machine fabricated shapes
 - d. Base Coat
 - e. Reinforcing Mesh
 - f. Finish Coat

B. Materials:

1. Air and Water-Resistive Membrane Barrier and Accessory Materials
 - a. Tremco ExoAir 230: A fluid-applied, synthetic, permeable, elastomeric air/water-resistive membrane barrier designed to be roller or spray applied as manufactured by Tremco, Inc.
 - b. Tremco Dymonic 100: A high-performance, high-movement, single-component, medium-modulus, low-VOC, UV-stable, non-sag polyurethane sealant as manufactured by Tremco Inc.
2. Flashing:
 - a. AquaFlash®: Fluid-applied, water-based polymer transition membrane.
 - b. AquaFlash Mesh: Polyester reinforcing mesh for use with AquaFlash.
 - c. Dryvit Flashing Tape™: Rubberized asphalt adhesive membrane.
 - d. Dryvit Flashing Tape Surface Conditioner™: Water-based surface conditioner and adhesion promoter for use with Flashing Tape.
4. Adhesives:
 - a. Liquid polymer-based adhesive field mixed with Portland cement.
 - 1) Dryvit Primus® or Dryvit Genesis®
 - b. Ready mixed dry blend cementitious, copolymer-based adhesive field mixed with water.
 - 1) Dryvit Primus® DM or Dryvit Genesis® DM
5. Insulation Board:
 - a. Expanded Polystyrene (EPS): Minimum thickness shall be 25 mm (1.5 in); or, as required to comply with local energy codes and wall assembly design; or, as shown on contract drawings and meeting Dryvit Specification DS131 and ASTM E 2430.
 - b. The insulation board shall be manufactured by a board supplier listed by Dryvit Systems, Inc.
 - c. The insulation board shall be supplied through Dryvit's authorized distributor network.
 - d. Provide special machine fabricated shapes as shown on the Drawings.
6. Machine Coated Starter Boards, Trims, Corners and Shapes:

- a. Pre-Base Coated EPS Components: Provide and integrate pre-base coated starter / edge boards, trims, corners and shapes manufactured with materials produced by EIFS Manufacturer and shall be included under the EIFS System Warranty.
7. Base Coat:
 - a. Liquid polymer-based adhesive field mixed with Portland cement.
 - 1) Dryvit Primus® or Dryvit Genesis®
 - b. Ready mixed dry blend cementitious, copolymer-based adhesive field mixed with water.
 - 1) Dryvit Primus® DM or Dryvit Genesis® DM
8. Reinforcing Mesh:
 - a. A balanced open-weave, glass fiber fabric treated for compatibility with other system materials.
 - 1) Dryvit Standard, Standard Plus, Intermediate, Panzer 15, Panzer 20, Detail and Corner Mesh or combinations thereof as specified herein to achieve required impact resistance and proper installation.
 - b. Provide for Ultra-High Impact Mesh Assembly with 4.3 oz. mesh installed over Panzer 20.0 oz. mesh for all EIFS areas within 7'-6" above finish floor and/or where indicated on drawings.
 - c. Mesh shall be colored blue for product identification bearing the Dryvit logo.
9. Finish Coat:
 - a. Standard DPR Finishes: 100% water-based acrylic polymer finish with integral color and texture; formulated with Dirt Pickup Resistance (DPR) chemistry.
 - 1) Standard Texture: Select from EIFS Manufacturer's Standard textures.
 - i. Sandpebble Fine® DPR, from grade to 9'-0" above first finished floor,
 - ii. Finesse® DPR, Freestyle® DPR from 9'-0" above finish first floor to top of building.
 - 2) Color: Select from EIFS Manufacturer's standard full range 288 color offering.
10. Jobsite-Mixed Materials:
 - a. Portland cement: Verify is Type I or II, meeting ASTM C 150, white or gray in color, fresh and free of lumps.
 - b. Water: Verify is clean and free of foreign matter.

PART 3 EXECUTION

3.01 EXAMINATION

A. Verification of Conditions:

1. Verify access to electric power, clean water and a clean work area at the location where the Dryvit materials are to be applied.
2. Verify that the ICF wall surface on which fluid applied air/water-resistive membrane barrier is to be installed is an approved substrate
3. Verify that the fluid applied air/water-resistive membrane barrier surface on which Exterior Insulation and Finish System is to be installed is an EIFS Manufacturer-approved substrate:
4. Verify the deflection of the substrate does not exceed 1/240 times the span.
5. Verify substrate is flat within 6.4 mm (1/4 in) in a 1.2 m (4 ft) radius.
6. Verify substrate is sound, dry, connections are tight; has no surface voids, projections, or other conditions that may interfere with the Exterior Insulation and Finish System installation or performance.

7. Verify the slope of inclined surfaces are not less than 6:12 (27 °), and the length of the slope does not exceed 305 mm (12 in).
8. Verify metal roof flashings have been installed in accordance with Sheet Metal and Air Conditioning Contractors National Association (SMACNA) standards.
9. Verify all rough openings and buck assemblies are flashed in accordance with the Exterior Insulation and Finish System manufacturer's installation details, or as otherwise necessary to prevent water penetration. Verify chimneys, balconies, decks and stepped parapet copings have been properly flashed as necessary to prevent water penetration.
10. Verify windows and doors are installed and flashed per manufacturer's requirements and installation details.
11. Notify general contractor of all discrepancies prior to the installation of the Exterior Insulation and Finish System.
12. Verify that expansion joints are installed:
 - a. Where expansion joints occur in the substrate system.
 - b. Where building expansion joints occur.
 - c. Where the Exterior Insulation and Finish System abuts dissimilar materials.
 - d. Where the substrate type changes.
 - e. In continuous elevations at intervals not exceeding 23 m (75 ft).
 - f. Where significant structural movement occurs, such as changes in roof line, building shape or structural system.
13. Coordinate for use and location of interior vapor retarder.

3.02 PREPARATION

- A. Prepare the substrates to be free of foreign materials, such as oil, dust, dirt, form-release agents, efflorescence, paint, wax, water repellants, moisture, frost, and any other condition that may inhibit adhesion of air/water-resistive membrane barrier to ICF or EIFS to air/water-resistive membrane barrier.
- B. Preparation of ICF Substrate:
 1. The expanded polystyrene (EPS) foam used in the manufacture of ICF systems will oxidize when exposed to prolong periods of ultra violet (UV) light, typically 60 to 90 days. The oxidization manifests on the exposed surface of the ICF form as a chalky dust film. It is recommended that the oxidized layer (chalky dust) remain undisturbed until just prior to the application of any direct applied air/water-resistive membrane barrier or finish system. The EPS surface should be lightly brushed and washed (hosed down) with clean water to remove the oxidized layer. The EPS surface should be left to fully dry before application of any. Additional surface preparations such as but not limited to rasping the surface, may be required as recommended by the direct applied air/water-resistive membrane barrier or finish system supplier/manufacturer.
 2. Vertical and horizontal panel joints 1/8" or greater in the ICF surface should be filled level with surface using a compatible low expansion foam, slivers of EPS and/or joint sealant as recommended by the air/water-resistive membrane barrier manufacturer.
 3. All flashing, sealants and barrier membranes must provide compatibility and adhesion testing with the ICF system in accordance with ASTM D4541. Adhesion testing results must achieve a minimum of 20 PSI pull-off resistance. Additional surface and joint preparation may be required in accordance with manufacturer's or supplier's recommendations.

- C. Protect the air/water-resistive membrane barrier and Exterior Insulation and Finish System materials by permanent or temporary means from inclement weather and other sources of damage prior to, during, and following application until completely dry.
- D. Protect adjoining work and property during installation of the Exterior Insulation and Finish System.

3.03 INSTALLATION

- A. Install the air/water-resistive membrane barrier and accessory materials in strict accordance with their respective application instructions.
- B. Install and integrate all third party flashing components and tie into air/water-resistive membrane barrier surface with accessory materials as required.
- C. Install the EIFS system in accordance with ASTM C1397 and the Dryvit Outsulation System Application Instructions DS 204.
- D. Apply base coat sufficient to fully embed the reinforcing mesh so that no mesh color can be seen. The recommended method is to apply the base coat in two (2) passes.
- E. Apply sealant only to base coat treated with Dryvit Demandit or Color Prime coatings.
- F. Install high impact reinforcing mesh as specified at ground level, high traffic areas and other areas exposed to or susceptible to impact damage as designated on contract drawings.

3.04 SITE QUALITY CONTROL

- A. Air/water-resistive membrane barrier and Exterior Insulation and Finish System manufacturer assumes no responsibility for on-site inspections or application of its products.
- B. EIFS sub-contractor to certify in writing the quality of work performed relative to the substrate system, air/water-resistive membrane barrier, details, installation procedures, and as to the specific products used.
- C. EPS supplier, if requested, to certify in writing that the EPS meets the Exterior Insulation and Finish System manufacturer's specifications.
- D. The sealant contractor, if requested, to certify in writing that the sealant application is in accordance with the sealant manufacturer's and the Exterior Insulation and Finish System manufacturer's recommendations.

3.05 CLEANING

- A. Remove all excess air/water-resistive membrane barrier and Exterior Insulation and Finish System materials from the job site by the contractor(s) in accordance with contract provisions and as required by applicable law.
- B. Leave all surrounding areas, where the Exterior Insulation and Finish System has been applied, free of debris and foreign substances resulting from the EIFS sub-contractor's work.

END OF SECTION 07 24 00

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SECTION 07 27 13-SELF-ADHERED SHEET MEMBRANE AIR BARRIER

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. The work of this section includes, but is not limited to, the following:
 - 1. Materials and installation methods for applied air and vapor barrier membrane system to exterior face of sheathing prior to application finish system where indicated on the drawings.
 - 2. Materials and installation methods to bridge and seal air leakage pathways in other penetrations through the construction assembly.
 - 3. Also referred to "Peel-N-Stick" membrane on the Drawings.
- B. Related Sections: Other specification sections that directly relate to the works of this section include, but are not limited to, the following:
 - 1. Section 07 14 16 – Cold Fluid Applied Waterproofing
 - 2. Section 07 60 00 – Flashing and Sheet Metal
 - 3. Section 07 90 00 – Joint Sealers

1.3 PERFORMANCE REQUIREMENTS

- A. Provide an air and vapor barrier system to perform as a continuous barrier to air infiltration/exfiltration and water vapor transmission and to act as a liquid water drainage plane flashed to discharge any incidental condensation or water penetration.
- B. Air barrier penetrations:
 - 1. All penetrations of the air barrier and paths of air infiltration/exfiltration shall be made airtight.

1.4 REFERENCES

- A. The following standards and publications are applicable to the extent referenced in the text. The most recent version of these standards is implied unless otherwise stated.
- B. American Society for Testing and Materials (ASTM)
 - 1. E96 Test Methods for Water Vapor Transmission of Materials
 - 2. D570 Test Method for Water Absorption of Plastics
 - 3. D1004 Test Method for Initial Tear Resistance of Plastic Film and Sheeting
 - 4. D1938 Test Method for Tear Propagation Resistance of Plastic Film and Thin Sheeting by a Single-Tear Method
 - 5. D1876 Test Method for Peel Resistance of Adhesives
 - 6. D1970 Standard Specifications for Self-Adhering Polymer Modified Bituminous Sheet Materials Used as Steep Roofing Underlayment
 - 7. D412 Test Methods for Vulcanized Rubber & Thermoplastic Rubbers and Thermoplastic Elastomers – Tension
 - 8. E2178 Standard Test Method for Air Permeance of Building Materials
 - 9. E2357 Standard Test Method for Determining Air Leakage of Air Barrier Assemblies

1.5 SUBMITTALS

- A. Product Data: Submit manufacturer's product data, installation instructions, use limitations and substrate preparation recommendations.
- B. Shop drawings showing locations and extent of air and vapor barrier system including details for terminations flashings, penetrations, window and door openings and treatment of substrate joints and cracks.
- C. Written documentation demonstrating installers qualifications under the "Quality Assurance" article including reference projects of a similar scope.
- D. Samples: Submit representative samples of the following for approval:
 - 1. Self-Adhered Air Barrier Membrane
 - 2. Self-Adhered Transition Membrane
- E. Warranty: Submit a sample warranty identifying the terms and conditions stated in Section 1.09.

1.6 QUALITY ASSURANCE

- A. Manufacturer: Air and vapor barrier systems shall be manufactured and marketed by a firm with a minimum of 20 years experience in the production and sales of waterproofing and air barrier products. Manufacturers proposed for use, but not named in these specifications shall submit evidence of ability to meet all requirements specified and include a list of projects of similar design and complexity completed within the past five years.
- B. Installer: The installer shall demonstrate qualifications to perform the work of this Section by submitting the following:
- C. List of at least three (3) projects contracted within the past five (5) years of similar scope and complexity to this project carried out by the firm and site supervisor.
- D. Installer must show evidence of adequate equipment and trained field personnel to successfully complete the project in a timely manner.
- E. Materials: Self-adhered air and vapor barrier material shall be 40 mil; comprising 36 mil rubberized asphalt integrally bonded to 4 mil cross-laminated polyethylene film. For each type of material required for the work of this section, provide primary materials that are the products of one manufacturer.
- F. Pre-Installation Conference: A pre-installation conference shall be held prior to commencement of field operations to establish procedures to maintain optimum working conditions and to coordinate this work with related and adjacent work. Agenda for meeting shall include but not be limited to the following:
 - 1. Review of submittals.
 - 2. Review of surface preparation, minimum curing period and installation procedures.
 - 3. Review of special details and flashings.
 - 4. Sequence of construction, responsibilities and schedule for subsequent operations.
 - 5. Review of mock-up requirements.
 - 6. Review of inspection, testing, protection and repair procedures.
- G. Mock-up:
 - 1. Prior to installation of the air and vapor barrier system a field-constructed mock-up shall be provided under the provisions of Section 01340 – Shop Drawings, Product Data, Samples and Mock-ups to verify details and tie-ins and to demonstrate the required quality of materials and installation.
 - 2. Construct a typical exterior wall section, 8 feet long and 8 feet wide, incorporating back-up wall, cladding, flashing and any other critical junction.
 - 3. Allow 24 hours for inspection and testing of mock-up before proceeding with air and vapor barrier work.
 - 4. Mock-up may remain as part of the work.
- H. Inspection and Testing: Cooperate and coordinate with the Owner's inspection and testing agency. Do not cover any installed air and vapor barrier membrane until it has been inspected, tested and approved.

1.7 DELIVERY, STORAGE AND HANDLING

- A. Deliver materials and products in labeled packages. Store and handle in strict compliance with manufacturer's instructions, recommendations and material safety data sheets. Protect from damage from sunlight, weather, excessive temperatures and construction operations. Remove damaged material from the site and dispose of in accordance with applicable regulations.
- B. Do not double-stack pallets of membrane components on the job site. Provide cover on top and all sides, allowing for adequate ventilation.
- C. Protect membrane components from freezing and extreme heat.
- D. Sequence deliveries to avoid delays, but minimize on-site storage.

1.8 PROJECT CONDITIONS

- A. Perform work only when existing and forecasted weather conditions are within the limits established by the manufacturer of the materials used. Proceed with installation only when the substrate construction and preparation work is complete and in condition to receive the air and vapor barrier membrane.

1.9 WARRANTY

- A. Submit manufacturer's warranty that air and vapor barrier and accessories are free of defects at time of delivery and are manufactured to meet manufacturer's published physical properties and material specifications.

PART 2 - PRODUCTS

2.1 GENERAL

- A. For each type of material required for the work of this section, provide primary materials that are the products of one manufacturer.

2.2 SELF-ADHERED AIR BARRIER MEMBRANE

- A. Description: Min. 1 mm thick membrane comprised of 0.9 mm of self-adhesive rubberized asphalt integrally bonded to 0.1 mm of cross-laminated, high-density polyethylene film. Membrane shall be interleaved with disposable silicone-coated release paper until installed.
- B. Performance Requirements:

Property	Test Method	Typical Value
Thickness	ASTM D 3767 Method A	1.0 mm (0.040 in.) nominal
Air Permeance at 75Pa (0.3 in. water) Differential Pressure	ASTM E 2178	<0.001 L/(s.m ²) (<0.0002 cfm/ft ²)
Assembly Air Permeance at 75Pa (0.3 in. water) Differential Pressure	ASTM E 2357	<0.004 L/s.m ² (<0.0008 cfm/ft ²)
Water Vapor Permeance	ASTM E 96, Method B	Less than 2.9 ng/Pa.s.m ² (0.05 perms)
Water Absorption: -	ASTM D 570	Max. 0.1% by weight
Puncture Resistance	ASTM E 154	178 N (40 lbs.)
Tear Resistance	Initiation - AST	Min. 58 N (7.0 lbs.) M.D. Min. 40 N (4.0 lbs.) M.D.

	M D 1004 Propagati on - ASTM D1938	
Lap Adhesion at -4°C (25°F)	ASTM D 1876	880 N/m (5.0 lbs./in.) of width
Low Temperature Flexibility	ASTM D 1970	Unaffected to -43°C (-45°F)
Tensile Strength	ASTM D 412, Die C Modified	Min. 2.7 MPa (400 psi)
Elongation, Ultimate Failure of Rubberized Asphalt	ASTM D 412 - Die C	Min. 200%

C. Materials:

1. Perm-A-Barrier® Wall Membrane from Grace Construction Products, 62 Whittemore Avenue, Cambridge, MA.

2.3 TRANSITION MEMBRANE

- A. Description: Min. 1 mm (.040 in) thick membrane comprised of 0.9 mm (0.036 in) of self-adhesive rubberized asphalt integrally bonded to 0.1 mm (.004 in) of cross-laminated, high-density polyethylene film. Membrane shall be interleaved with disposable silicone-coated release paper until installed.

B. Performance Requirements:

1. Water Vapor Transmission: ASTM E 96, Method B:
2.9 ng/m²sPa (0.05 perms) max.
2. Air Permeance at 75Pa (0.3 in. water) pressure difference: 0.0006 L/(s.m²) (0.00012 cfm/ft²) max.
3. Puncture Resistance:
ASTM E 154: 178 N (40 lbs.) min.
4. Lap Adhesion at -4°C (25°F), ASTM D 1876:
880 N/m (5.0 lbs./in.) of width min.
5. Low Temperature Flexibility, ASTM D 1970:
Unaffected to -43°C (-45°F).
6. Tensile Strength, ASTM D 412, Die C Modified:
min. 2.7 MPa (400 psi)
7. Elongation, Ultimate Failure of Rubberized Asphalt, ASTM D 412 Die C: min. 200%

C. Materials:

1. Perm-A-Barrier Detail Membrane manufactured by Grace Construction Products.

2.4 AIR & VAPOR BARRIER ACCESSORIES

- A. Primer: Water-based primer which imparts an aggressive, high tack finish on the treated substrate

1. Flash Point: No flash to boiling point
2. Solvent Type: Water
3. VOC Content: Not to exceed 10 g/l
4. Application Temperature: -4°C (25°F) and above

5. Freezing point (as packaged): -7°C (21°F)
 6. Product: Perm-A-Barrier WB Primer manufactured by Grace Construction Products.
- B. Sealant: Two-part, elastomeric, trowel grade material designed for use with self-adhered membranes and tapes. 10 g/l max. VOC Content.
1. Product: Bituthene® Liquid Membrane manufactured by Grace Construction Products.
- C. Optional Primers:
1. Description: High tack water based primer. 10 g/l max. VOC content.
 - a. Product: Perm-A-Barrier Liquid Part B manufactured by Grace Construction Products.
 2. Description: High tack low VOC solvent based primer. <200 g/l max. VOC content.
 - a. Product: Bituthene Primer B2 LVC manufactured by Grace Construction Products.
 3. Description: High tack solvent based primer. 440 g/l max. VOC content.
 - a. Product: Bituthene Primer B2 manufactured by Grace Construction Products.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. The installer shall examine conditions of substrates and other conditions under which this work is to be performed and notify the contractor, in writing, of circumstances detrimental to the proper completion of the work. Do not proceed with work until unsatisfactory conditions are corrected.

3.2 PREPARATION

- A. Refer to manufacturer's literature for requirements for preparation of substrates. Surfaces shall be sound and free of voids, spalled areas, loose aggregate and sharp protrusions. Remove contaminants such as grease, oil and wax from exposed surfaces. Remove dust, dirt, loose stone and debris. Use repair materials and methods that are acceptable to manufacturer of the fluid-applied waterproofing.
- B. Exterior sheathing panels: Ensure that the boards are sufficiently stabilized with corners and edges fastened with appropriate screws in accordance with exterior sheathing manufactures written instructions.
- C. Related Materials: Treat construction joints and install flashing as recommended by air barrier manufacturer.

3.3 INSTALLATION

- A. Refer to manufacturer's literature for recommendations on installation
- B. Apply air barrier membrane to achieve a continuous air barrier according to air barrier manufacturer's written instructions.
- C. Application of Self-Adhered Air Barrier Membrane
 1. Install air & vapor barrier to dry surfaces at air and surface temperatures of -4°C (25°F) and above in accordance with manufacturer's recommendations, at locations indicated on Construction Documents.
 2. Prime substrate to receive air barrier membrane as required per manufacturers written instructions.
 3. Precut pieces of air & vapor barrier into easily handled lengths.
 4. Remove silicone-coated release paper and position membrane carefully before placing length horizontally against the surface.

5. Begin installation at the base of the wall placing top edge of membrane immediately below any masonry reinforcement or ties protruding from substrate.
6. When properly positioned, place against surface by pressing firmly into place. Roll membrane with extension-handled countertop roller immediately after placement.
7. Overlap horizontally adjacent pieces 50 mm (2 in.) and roll seams.
8. Subsequent sheets of membrane applied above shall be positioned immediately below masonry reinforcement or ties. Bottom edge shall be slit to fit around reinforcing wires or ties, and membrane shall overlap the membrane sheet below by 50 mm (2 in.). Roll firmly into place.
9. Seal around all penetrations with termination mastic.
10. Coordinate the installation of air & vapor barrier with roof installer to ensure continuity of membrane with rooftop air & vapor membrane.
11. At end of each working day seal top edge of air & vapor barrier to substrate with termination mastic.
12. Do not allow the rubberized asphalt surface of the air & vapor barrier membrane to come in contact with polysulfide sealants, creosote, uncured coal tar products or EPDM.
13. Do not expose air & vapor barrier membrane to sunlight for more than thirty days prior to enclosure.
14. Inspect installation prior to enclosing and repair punctures, damaged areas and inadequately lapped seams with a patch of the membrane sized to extend 150 mm (6 in.) in all directions from the perimeter of the affected area.

D. Application of Transition Membrane

1. Prime substrate to receive transition membrane as required per manufacturers written instructions.
2. Apply transition membrane with a minimum overlap of 75mm (3 in.) onto each surface at all beams, columns and joints as indicated in detail drawings.
3. Tie in to window and door frames, spandrel panels, roof and floor intersections and changes in substrate.
4. Use pre-cut, easily handled lengths for each location.
5. Remove silicone-coated release paper and position membrane flashing carefully before placing it against the surface.
6. When properly positioned, place against surface by pressing firmly into place by hand roller.
7. Overlap adjacent pieces 50 mm (2 in.) and roll all seams with a hand roller.
8. Seal top edge of flashing with termination mastic.
9. When transition flashing is pre-installed prior to application of Fluid Applied Membrane, apply transition flashing as above. Spray or trowel a continuous uniform film of Fluid Membrane at min. 60 mils (1.5 mm or .060 in.) dry film thickness using multiple, overlapping passes, with a minimum overlap of 75 mm (3 in.) onto transition flashing. For sill condition, spray or trowel Fluid Membrane onto pre-installed sill flashing and onto horizontal section of sill.

3.4 PROTECTION AND CLEANING

- A. Remove any masking materials after installation. Clean any stains on materials that would be exposed in the completed work using procedures as recommended by manufacturer.
- B. Perm-A-Barrier Wall Membrane is not suitable for permanent exposure and should be protected from the effects of sunlight.
- C. Schedule work to ensure that the Perm-A-Barrier Wall Membrane system is covered as soon as possible after installation. Protect Perm-A-Barrier Wall Membrane system from damage during subsequent operations. If the Perm-A-Barrier Wall Membrane system cannot be covered within 30 days after installation, apply temporary UV protection such as dark plastic sheet or tarpaulins.

END OF SECTION 07 27 13

SECTION 07 92 00 - JOINT SEALANTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes joint sealants for the following applications, including those specified by reference to this Section:
 - 1. Joints in the following vertical surfaces and horizontal nontraffic surfaces:
 - a. Perimeter joints of openings and where indicated.
 - b. Perimeter joints between interior wall surfaces and frames of interior doors, and windows.
 - c. Joints between plumbing fixtures and adjoining walls, floors, and counters.
 - d. Other joints as indicated.
- B. Related Sections include the following:
 - 1. Division 09 Section "Gypsum Board" for sealing perimeter joints of gypsum board partitions to reduce sound transmission.

1.3 PERFORMANCE REQUIREMENTS

- A. Provide elastomeric joint sealants that establish and maintain watertight and airtight continuous joint seals without staining or deteriorating joint substrates.
- B. Provide joint sealants for applications that establish and maintain airtight and water-resistant continuous joint seals without staining or deteriorating joint substrates.

1.4 ACTION SUBMITTALS

- A. Product Data: For each joint-sealant product indicated.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer.
- B. Product Certificates: For each kind of joint sealant and accessory, from manufacturer.
- C. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, indicating that sealants comply with requirements.
- D. Warranties: Sample of special warranties.

1.6 QUALITY ASSURANCE

- A. Source Limitations: Obtain each type of joint sealant through one source from a single manufacturer.

1.7 PROJECT CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:
1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 deg F.
 2. When joint substrates are wet.
 3. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
 4. Contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

1.8 WARRANTY

- A. Special Installer's Warranty: Installer's standard form in which Installer agrees to repair or replace elastomeric joint sealants that do not comply with performance and other requirements specified in this Section within specified warranty period.
1. Warranty Period: Two years from date of Substantial Completion.
- B. Special Manufacturer's Warranty: Manufacturer's standard form in which elastomeric sealant manufacturer agrees to furnish elastomeric joint sealants to repair or replace those that do not comply with performance and other requirements specified in this Section within specified warranty period.
1. Warranty Period: Twenty years from date of Substantial Completion.
- C. Special warranties specified in this Article exclude deterioration or failure of elastomeric joint sealants from the following:
1. Movement of the structure resulting in stresses on the sealant exceeding sealant manufacturer's written specifications for sealant elongation and compression caused by structural settlement or errors attributable to design or construction.
 2. Disintegration of joint substrates from natural causes exceeding design specifications.
 3. Mechanical damage caused by individuals, tools, or other outside agents.
 4. Changes in sealant appearance caused by accumulation of dirt or other atmospheric contaminants.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Basis-of-Design Product: Provide joint sealant products manufactured by The Dow Chemical Company, Midland MI; (877) SEALANT ((877) 732-5268); email: construction@dow.com; dow.com/construction.
- B. or comparable products of other manufacturer approved by Architect in accordance with Special Conditions Section 00 82 00, Article 15, Substitutions.
- C. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, products listed in other Part 2 articles.
- D. VOC Content of Interior Sealants: Provide sealants and sealant primers for use inside the weatherproofing system that comply with the following limits for VOC content when calculated according to 40 CFR 59, Part 59, Subpart D (EPA Method 24):
1. Architectural Sealants: 250 g/L.
 2. Sealant Primers for Nonporous Substrates: 250 g/L.
 3. Sealant Primers for Porous Substrates: 775 g/L.

2.2 MATERIALS, GENERAL

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer, based on testing and field experience.
- B. Colors of Exposed Joint Sealants: As selected by Architect from manufacturer's full range.
- C. Joint Sealant Standard: Comply with ASTM C 920 and other specified requirements for each liquid-applied joint sealant.
- D. Stain Test Characteristics: Where sealants are required to be nonstaining, provide sealants tested per
- E. ASTM C 1248 as non-staining on porous joint substrates indicated for Project.

2.3 LIQUID JOINT SEALANTS

- A. FOR ALL NON-FOOD AREA INTERIOR WET APPLICATIONS: a one-component, silicone rubber sealant that is mildew resistant when cured and is suitable for sealing tubs, showers, sinks, porcelain, cultured marble, glass, painted areas, and other nonporous surfaces and plumbing fixtures for both new and remedial construction. 786 is available in clear, white, translucent white, gray, and almond. Not for use in contact with brass or copper. Mildew resistance is established by manufacturer based upon several test methods; Volatile Organic Compound (VOC) Content: 36 g/L maximum.

Mildew-Resistant, Single-Component, Nonsag, Acid-Curing Silicone Joint Sealant JS#__:
ASTM C 920, Type S, Grade NS, Class 25, for Use NT.

- 1. Basis of Design Product: **DOWSIL™ 786 Silicone Sealant.**
 - 2. Hardness, ASTM D 2240: 25 durometer Shore A
 - 3. Volatile Organic Compound (VOC) Content: 36 g/L maximum.
 - 4. NSF Standard 51 and FDA Regulation No. 21 CFR 177.2600 compliant.
 - 5. Color: As selected by Architect from manufacturer's standard colors.
- B. FOR ALL INTERIOR NON-MOVING PAINTABLE JOINTS: Latex Joint Sealants and Butyl-Rubber Based Joint Sealant are available from a variety of manufacturers. Butyl rubber joint sealant is specified for interior concealed joints within metal assemblies.
- 1. Acrylic Latex: Acrylic latex or siliconized acrylic latex, ASTM C834, Type OP, Grade NF.
 - 2. Butyl-Rubber-Based Joint Sealants: ASTM C1311

2.4 JOINT-SEALANT BACKING

- A. General: Provide sealant backings of material and type that are non-staining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint where such adhesion would result in sealant failure. Provide self-adhesive tape where applicable.

2.5 MISCELLANEOUS MATERIALS

- A. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated, as determined from preconstruction joint-sealant-substrate tests and field tests.

- B. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- C. Masking Tape: Nonstaining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
 - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.
 - 2. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include the following:
 - a. Metal.
 - b. Glass.
- B. Joint Priming: Prime joint substrates, where recommended in writing by joint-sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

3.3 INSTALLATION OF JOINT SEALANTS

- A. General: Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated unless more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations in ASTM C 1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
 - 1. Do not leave gaps between ends of sealant backings.
 - 2. Do not stretch, twist, puncture, or tear sealant backings.
 - 3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.

- D. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.
- E. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
 - 1. Place sealants so they directly contact and fully wet joint substrates.
 - 2. Completely fill recesses in each joint configuration.
 - 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- F. Tooling of Nonsag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
 - 1. Remove excess sealant from surfaces adjacent to joints.
 - 2. Use tooling agents that are approved in writing by sealant manufacturer and that do not discolor sealants or adjacent surfaces.
 - 3. Provide concave joint configuration per Figure 5A in ASTM C 1193, unless otherwise indicated.
- G. Installation of Preformed Tapes: Install according to manufacturer's written instructions.

3.4 CLEANING

- A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

3.5 PROTECTION

- A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

END OF SECTION 07 92 00

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SECTION 08 11 13 - HOLLOW METAL DOORS AND FRAMES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:

- 1. Standard and custom hollow metal doors and frames.

- B. Related Sections:

- 1. Division 03 Section "Insulating Concrete Forms" for anchors for hollow metal work into concrete wall construction.
 - 2. Division 04 Section "Unit Masonry" for embedding anchors for hollow metal work into masonry construction.
 - 3. Division 08 Section "Glazing" for glass view panels in hollow metal doors.
 - 4. Division 08 Section "Door Hardware".
 - 5. Division 09 Sections "Exterior Painting" and "Interior Painting" for field painting hollow metal doors and frames.

- C. Codes and References: Comply with the version year adopted by the Authority Having Jurisdiction.

- 1. ANSI/SDI A250.8 - Recommended Specifications for Standard Steel Doors and Frames.
 - 2. ANSI/SDI A250.4 - Test Procedure and Acceptance Criteria for Physical Endurance for Steel Doors, Frames, Frames Anchors and Hardware Reinforcing.
 - 3. ANSI/SDI A250.6 - Recommended Practice for Hardware Reinforcing on Standard Steel Doors and Frames.
 - 4. ANSI/SDI A250.10 - Test Procedure and Acceptance Criteria for Prime Painted Steel Surfaces for Steel Doors and Frames.
 - 5. ANSI/SDI A250.11 - Recommended Erection Instructions for Steel Frames.
 - 6. ANSI/SDI A250.13 - Testing and Rating of Severe Windstorm Resistant Components for Swing Door Assemblies.
 - 7. ASTM A1008 - Standard Specification for Steel Sheet, Cold-Rolled, Carbon, Structural, High-Strength Low-Alloy and High-Strength Low-Alloy with Improved Formability.
 - 8. ASTM A653 - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
 - 9. ASTM A924 - Standard Specification for General Requirements for Steel Sheet, Metallic-Coated by the Hot-Dip Process.
 - 10. ASTM C 1363 - Standard Test Method for Thermal Performance of Building Assemblies by Means of a Hot Box Apparatus.
 - 11. ASTM E1886 - Test Method for Performance of Exterior Windows, Curtain Walls, Doors and Shutters Impacted by Missiles and Exposed to Cyclic Pressure Differentials.
 - 12. ASTM E1996 - Standard Specification for Performance of Exterior Windows, Curtain Walls, Doors and Storm Shutters Impacted by Windborne Debris in Hurricanes.
 - 13. ANSI/BHMA A156.115 - Hardware Preparation in Steel Doors and Frames.
 - 14. ANSI/SDI 122 - Installation and Troubleshooting Guide for Standard Steel Doors and Frames.
 - 15. ANSI/NFPA 80 - Standard for Fire Doors and Fire Windows; National Fire Protection Association.
 - 16. ANSI/NFPA 105: Standard for the Installation of Smoke Door Assemblies.
 - 17. NFPA 252 - Standard Methods of Fire Tests of Door Assemblies; National Fire Protection Association.

18. TAS-201-94 - Impact Test Procedures.
19. TAS-202-94 - Criteria for Testing Impact and Non-Impact Resistant Building Envelope Components using Uniform Static Air Pressure.
20. TAS-203-94 - Criteria for Testing Products Subject to Cyclic Wind Pressure Loading.
21. UL 10C - Positive Pressure Fire Tests of Door Assemblies.
22. UL 1784 - Standard for Air Leakage Tests of Door Assemblies.
23. UL 752 – Standard for Bullet Resistant Materials.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, core descriptions, hardware reinforcements, profiles, anchors, fire-resistance rating, and finishes.
- B. Door hardware supplier is to furnish templates, template reference number and/or physical hardware to the steel door and frame supplier in order to prepare the doors and frames to receive the finish hardware items.
- C. Shop Drawings: Include the following:
 1. Elevations of each door design.
 2. Details of doors, including vertical and horizontal edge details and metal thicknesses.
 3. Frame details for each frame type, including dimensioned profiles and metal thicknesses.
 4. Locations of reinforcement and preparations for hardware.
 5. Details of anchorages, joints, field splices, and connections.
 6. Details of accessories.
 7. Details of moldings, removable stops, and glazing.
 8. Details of conduit and preparations for power, signal, and control systems.
- D. Samples for Verification:
 1. Samples are only required by request of the architect and for manufacturers that are not current members of the Steel Door Institute.
- E. Informational Submittals:
 1. Hurricane Resistant Openings (State of Florida): Within the State of Florida, provide copy of current State of Florida Product Approval or Metro-Dade County Notice of Acceptance (NOA) as proof of compliance that doors, frames and hardware for exterior opening assemblies have been tested and approved for use at the wind load and design pressure level requirements specified for the Project.
 - a. Hurricane Resistant Components (State of Florida): Within the State of Florida, provide copy of independent, third party certified listing conforming to ANSI A250.13.
 - b. Applies to all exterior doors and frames.

1.4 QUALITY ASSURANCE

- A. Source Limitations: Obtain hollow metal doors and frames through one source from a single manufacturer wherever possible.
- B. Quality Standard: In addition to requirements specified, furnish SDI-Certified manufacturer products that comply with ANSI/SDI A250.8, latest edition, "Recommended Specifications for Standard Steel Doors and Frames".
- C. Fire-Rated Door Assemblies: Assemblies complying with NFPA 80 that are listed and labeled by a qualified testing agency, for fire-protection ratings indicated, based on testing at positive pressure according to UL10C (neutral pressure at 40" above sill) or UL 10C.

1. Oversize Fire-Rated Door Assemblies Construction: For units exceeding sizes of tested assemblies, attach construction label certifying doors are built to standard construction requirements for tested and labeled fire rated door assemblies except for size.
2. Temperature-Rise Limit: Where indicated and at vertical exit enclosures (stairwell openings) and exit passageways, provide doors that have a maximum transmitted temperature end point of not more than 450 deg F (250 deg C) above ambient after 30 minutes of standard fire-test exposure.
3. Smoke Control Door Assemblies: Comply with NFPA 105.
 - a. Smoke "S" Label: Doors to bear "S" label, and include smoke and draft control gasketing applied to frame and on meeting stiles of pair doors.
- D. Fire-Rated, Borrowed-Light Frame Assemblies: Assemblies complying with NFPA 80 that are listed and labeled, by a testing and inspecting agency acceptable to authorities having jurisdiction, for fire-protection ratings indicated, based on testing according to NFPA 257. Provide labeled glazing material.
- E. Hurricane Resistant Exterior Openings (State of Florida including High Velocity Hurricane Zone (HVHZ): Provide exterior hollow metal doors and frames as complete and tested assemblies, or component assemblies, including approved hardware specified under Section 087100 "Door Hardware", to meet the wind loads, design pressures, debris impact resistance, and glass and glazing requirements as detailed in the current State of Florida building code sections applicable to the Project.
 1. Each unit to bear third party permanent label in accordance with Florida Building Code requirements.
- F. Bullet Resistant Openings: Assemblies tested by third-party in accordance with UL752 and NIJ standards. Bullet protection ratings for UL752 levels 4-8 rifles.
- G. Pre-Submittal Conference: Conduct conference in compliance with requirements in Division 01 Section "Project Meetings" with attendance by representatives of Supplier, Installer, and Contractor to review proper methods and procedures for installing hollow metal doors and frames and to verify installation of electrical knockout boxes and conduit at frames with electrified or access control hardware.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver hollow metal work palletized, wrapped, or crated to provide protection during transit and Project site storage. Do not use non-vented plastic.
- B. Deliver welded frames with two removable spreader bars across bottom of frames, tack welded to jambs and mullions.
- C. Store hollow metal work under cover at Project site. Place in stacks of five units maximum in a vertical position with heads up, spaced by blocking, on minimum 4-inch high wood blocking. Do not store in a manner that traps excess humidity.
 1. Provide minimum 1/4-inch space between each stacked door to permit air circulation. Door and frames to be stacked in a vertical upright position.

1.6 PROJECT CONDITIONS

- A. Field Measurements: Verify actual dimensions of openings by field measurements before fabrication.

1.7 COORDINATION

- A. Coordinate installation of anchorages for hollow metal frames. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors. Deliver such items to Project site in time for installation.

1.8 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace doors that fail in materials or workmanship within specified warranty period.
- B. Warranty includes installation and finishing that may be required due to repair or replacement of defective doors.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, provide steel doors and frames from a SDI Certified manufacturer:
 - 1. CECO Door Products (C).
 - 2. Curries Company (CU).
 - 3. Pioneer Industries (PI).
 - 4. Steelcraft (S).

2.2 MATERIALS

- A. Cold-Rolled Steel Sheet: ASTM A 1008/A 1008M, Commercial Steel (CS), Type B; suitable for exposed applications.
- B. Metallic-Coated Steel Sheet: ASTM A 653/A 653M, Commercial Steel (CS), Type B; with minimum G60 (Z180) or A60 (ZF180) metallic coating.
- C. Frame Anchors: ASTM A 653/A 653M, Commercial Steel (CS), Commercial Steel (CS), Type B; with minimum G60 (Z180) or A60 (ZF180) metallic coating.

2.3 HOLLOW METAL DOORS

- A. General: Provide 1-3/4 inch doors of design indicated, not less than thickness indicated; fabricated with smooth surfaces, without visible joints or seams on exposed faces unless otherwise indicated. Comply with ANSI/SDI A250.8 and ANSI/NAAMM HMMA 867.
- B. Exterior Doors: Face sheets fabricated of commercial quality hot-dipped zinc coated steel that complies with ASTM A 653/A 653M, Coating Designation A60. Provide doors complying with requirements indicated below by referencing ANSI/SDI A250.8 for level and model and ANSI/SDI A250.4 for physical performance level:
 - 1. Design: Flush panel.
 - 2. Core Construction: Manufacturer's standard vertical steel-stiffener core. Minimum 22 gauge steel-stiffeners at 6 inches on-center construction attached by spot welds spaced not more than 5" on centers. Spaces between stiffeners filled with fiberglass insulation (minimum density 0.8#/cubic ft.).

3. Level/Model: Level 3 and Physical Performance Level A (Extra Heavy Duty), minimum 16 gauge (0.053-inch - 1.3-mm) thick steel, Model 2.
4. Vertical Edges: Vertical edges to have the face sheets joined by a continuous weld extending the full height of the door. Welds are to be ground, filled and dressed smooth. Beveled Lock Edge, 1/8 inch in 2 inches (3 mm in 50 mm).
5. Top and Bottom Edges: Reinforce tops and bottoms of doors with a continuous steel channel not less than 16 gauge, extending the full width of the door and welded to the face sheet. Doors with an inverted top channel to include a steel closure channel, screw attached, with the web of the channel flush with the face sheets of the door. Plastic or composite channel fillers are not acceptable.
6. Hinge Reinforcement: Minimum 7 gauge (3/16") plate 1-1/4" x 9" or minimum 14 gauge continuous channel with pierced holes, drilled and tapped.
7. Hardware Reinforcements: Fabricate according to ANSI/SDI A250.6 with reinforcing plates from same material as door face sheets.

C. Manufacturers Basis of Design:

1. Curries Company (CU) - Steel-Stiffened - 747 Series.

2.4 HOLLOW METAL FRAMES

- A. General: Comply with ANSI/SDI A250.8 and with details indicated for type and profile.
- B. Exterior Frames: Fabricated of hot-dipped zinc coated steel that complies with ASTM A 653/A 653M, Coating Designation A60.
 1. Fabricate frames with mitered or coped corners. Profile as indicated on drawings.
 2. Frames: Minimum 16 gauge (0.053-inch -1.3-mm) thick steel sheet.
 3. Manufacturers Basis of Design:
 - a. Curries Company (CU) – M Series.
- C. Hardware Reinforcement: Fabricate according to ANSI/SDI A250.6 Table 4 with reinforcement plates from same material as frames.

2.5 FRAME ANCHORS

- A. Jamb Anchors:
 1. Masonry Type: Adjustable strap-and-stirrup or T-shaped anchors to suit frame size, formed from A60 metallic coated material, not less than 0.042 inch thick, with corrugated or perforated straps not less than 2 inches wide by 10 inches long; or wire anchors not less than 0.177 inch thick.
 2. Stud Wall Type: Designed to engage stud and not less than 0.042 inch thick.
 3. Windstorm Opening Anchors: Types as tested and required for indicated wall types to meet specified wind load design criteria.
- B. Floor Anchors: Floor anchors to be provided at each jamb, formed from A60 metallic coated material, not less than 0.042 inches thick.
- C. Mortar Guards: Formed from same material as frames, not less than 0.016 inches thick.

2.6 ACCESSORIES

- A. Mullions and Transom Bars: Join to adjacent members by welding or rigid mechanical anchors.
- B. Grout Guards: Formed from same material as frames, not less than 0.016 inches thick.

2.7 FABRICATION

- A. Fabricate hollow metal work to be rigid and free of defects, warp, or buckle. Accurately form metal to required sizes and profiles, with minimum radius for thickness of metal. Where practical, fit and assemble units in manufacturer's plant. When shipping limitations so dictate, frames for large openings are to be fabricated in sections for splicing or splining in the field by others.
- B. Tolerances: Fabricate hollow metal work to tolerances indicated in ANSI/SDI A250.8.
- C. Hollow Metal Doors:
 - 1. Exterior Doors: Provide optional weep-hole openings in bottom of exterior doors to permit moisture to escape where specified.
 - 2. Louvers: Factory cut openings in door and install louvers into prepared openings where indicated.
 - 3. Astragals: Provide overlapping astragals as noted in door hardware sets in Division 08 Section "Door Hardware" on one leaf of pairs of doors where required by NFPA 80 for fire-performance rating or where indicated. Extend minimum 3/4 inch beyond edge of door on which astragal is mounted.
- D. Hollow Metal Frames:
 - 1. Shipping Limitations: Where frames are fabricated in sections due to shipping or handling limitations, provide alignment plates or angles at each joint, fabricated of same thickness metal as frames.
 - 2. Welded Frames: Weld joints continuously through full throat width of frames, including rabbets, soffits, and stops; grind, fill, dress, and make smooth, flush, and invisible.
 - a. Welded frames are to be provided with two steel spreaders temporarily attached to the bottom of both jambs to serve as a brace during shipping and handling. Spreader bars are for bracing only and are not to be used to size the frame opening.
 - 3. Provide countersunk, flat- or oval-head exposed screws and bolts for exposed fasteners unless otherwise indicated for removable stops, provide security screws at exterior locations.
 - 4. Mortar Guards: Provide guard boxes at back of hardware mortises in frames at all hinges and strike preps regardless of grouting requirements.
 - 5. Floor Anchors: Weld anchors to bottom of jambs and mullions with at least four spot welds per anchor.
 - 6. Jamb Anchors: Provide number and spacing of anchors as follows:
 - a. Masonry Type: Locate anchors not more than 18 inches from top and bottom of frame. Space anchors not more than 32 inches o.c. and as follows:
 - 1) Two anchors per jamb up to 60 inches high.
 - 2) Three anchors per jamb from 60 to 90 inches high.
 - 3) Four anchors per jamb from 90 to 120 inches high.
 - 4) Four anchors per jamb plus 1 additional anchor per jamb for each 24 inches or fraction thereof above 120 inches high.
 - b. Stud Wall Type: Locate anchors not more than 18 inches from top and bottom of frame. Space anchors not more than 32 inches o.c. and as follows:
 - 1) Three anchors per jamb up to 60 inches high.
 - 2) Four anchors per jamb from 60 to 90 inches high.
 - 3) Five anchors per jamb from 90 to 96 inches high.
 - 4) Five anchors per jamb plus 1 additional anchor per jamb for each 24 inches or fraction thereof above 96 inches high.
 - 5) Two anchors per head for frames above 42 inches wide and mounted in metal stud partitions.

- c. Severe Storm Shelter Openings: Provide jamb, head, and sill anchors in accordance with manufacturer's tested and approved assemblies.
 - d. Bullet Resistant Openings: Provide 14-gauge stiffener welded to frame for 3/8" bolt to 14-gauge full-height jamb reinforcement plate.
- 7. Door Silencers: Except on weatherstripped or gasketed doors, drill stops to receive door silencers. Silencers to be supplied by frame manufacturer regardless if specified in Division 08 Section "Door Hardware".
- E. Hardware Preparation: Factory prepare hollow metal work to receive template mortised hardware; include cutouts, reinforcement, mortising, drilling, and tapping according to the Door Hardware Schedule and templates furnished as specified in Division 08 Section "Door Hardware."
 - 1. Locate hardware as indicated, or if not indicated, according to ANSI/SDI A250.8.
 - 2. Reinforce doors and frames to receive non-template, mortised and surface mounted door hardware.
 - 3. Comply with applicable requirements in ANSI/SDI A250.6 and ANSI/DHI A115 Series specifications for preparation of hollow metal work for hardware.
 - 4. Coordinate locations of conduit and wiring boxes for electrical connections with Division 26 Sections.

2.8 STEEL FINISHES

- A. Prime Finishes: Doors and frames to be cleaned, and chemically treated to insure maximum finish paint adhesion. Surfaces of the door and frame exposed to view to receive a factory applied coat of rust inhibiting shop primer.
 - 1. Shop Primer: Manufacturer's standard, fast-curing, lead and chromate free primer complying with ANSI/SDI A250.10 acceptance criteria; recommended by primer manufacturer for substrate; and compatible with substrate and field-applied coatings.
 - 2. Coating: Apply bituminous coating or automotive undercoating spray coat to inside of frames at all exterior door locations.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. General Contractor to verify the accuracy of dimensions given to the steel door and frame manufacturer for existing openings or existing frames (strike height, hinge spacing, hinge back set, etc.).
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Remove welded in shipping spreaders installed at factory. Restore exposed finish by grinding, filling, and dressing, as required to make repaired area smooth, flush, and invisible on exposed faces.
- B. Prior to installation, adjust and securely brace welded hollow metal frames for square, level, twist, and plumb condition.

- C. Tolerances shall comply with SDI-117 "Manufacturing Tolerances Standard Steel Doors and Frames."
- D. Drill and tap doors and frames to receive non-template, mortised, and surface-mounted door hardware.

3.3 INSTALLATION

- A. General: Install hollow metal work plumb, rigid, properly aligned, and securely fastened in place; comply with Drawings and manufacturer's written instructions.
- B. Hollow Metal Frames: Install hollow metal frames of size and profile indicated. Comply with ANSI/SDI A250.11 and NFPA 80 at fire rated openings.
 - 1. Set frames accurately in position, plumbed, leveled, aligned, and braced securely until permanent anchors are set. After wall construction is complete and frames properly set and secured, remove temporary braces, leaving surfaces smooth and undamaged. Shim as necessary to comply with installation tolerances.
 - 2. Floor Anchors: Provide floor anchors for each jamb and mullion that extends to floor, and secure with post-installed expansion anchors.
 - 3. Masonry Walls: Coordinate installation of frames to allow for solidly filling space between frames and masonry with mortar.
 - 4. Grout Requirements: Do not grout head of frames unless reinforcing has been installed in head of frame. Do not grout vertical or horizontal closed mullion members.
- C. Hollow Metal Doors: Fit hollow metal doors accurately in frames, within clearances specified below. Shim as necessary.
 - 1. Non-Fire-Rated Standard Steel Doors:
 - a. Jambs and Head: 1/8 inch plus or minus 1/16 inch.
 - b. Between Edges of Pairs of Doors: 1/8 inch plus or minus 1/16 inch.
 - c. Between Bottom of Door and Top of Threshold: Maximum 3/8 inch.
 - d. Between Bottom of Door and Top of Finish Floor (No Threshold): Maximum 3/4 inch.
 - 2. Fire-Rated Doors: Install doors with clearances according to NFPA 80.
- D. Field Glazing: Comply with installation requirements in Division 08 Section "Glazing" and with hollow metal manufacturer's written instructions.

3.4 ADJUSTING AND CLEANING

- A. Final Adjustments: Check and readjust operating hardware items immediately before final inspection. Leave work in complete and proper operating condition. Remove and replace defective work, including hollow metal work that is warped, bowed, or otherwise unacceptable.
- B. Remove grout and other bonding material from hollow metal work immediately after installation.
- C. Prime-Coat and Painted Finish Touchup: Immediately after erection, sand smooth rusted or damaged areas of prime coat, or painted finishes, and apply touchup of compatible air drying, rust-inhibitive primer, zinc rich primer (exterior and galvanized openings) or finish paint.

END OF SECTION 08 11 13

SECTION 08 14 16 - FLUSH WOOD DOORS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Solid-core doors with wood-veneer faces.
 - 2. Factory finishing flush wood doors.
 - 3. Factory fitting flush wood doors to frames and factory machining for hardware.
- B. Related Sections:
 - 1. Division 08 Section "Door Hardware" for hardware requiring factory fitting.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of door indicated. Include details of core and edge construction, and trim for openings. Include factory-finishing specifications.
- B. Shop Drawings: Indicate location, size, and hand of each door; elevation of each kind of door; construction details not covered in Product Data; location and extent of hardware blocking; and other pertinent data.
 - 1. Indicate dimensions and locations of mortises and holes for hardware.
 - 2. Indicate dimensions and locations of cutouts.
 - 3. Indicate doors to be factory finished and finish requirements.
- C. Samples for Initial Selection: For factory-finished doors.
- D. Samples for Verification:
 - 1. Factory finishes applied to actual door face materials, approximately 6 by 8 inches, for each material and finish. For each wood species and transparent finish, provide set of three samples showing typical range of color and grain to be expected in the finished work.

1.4 INFORMATIONAL SUBMITTALS

- A. Warranty: Sample of special warranty.

1.5 QUALITY ASSURANCE

- A. Source Limitations: Obtain flush wood doors from single manufacturer.
- B. Quality Standard: In addition to requirements specified, comply with AWI's "Architectural Woodwork Quality Standards Illustrated." or WDMA I.S.1-A, "Architectural Wood Flush Doors."

1. Provide AWI Quality Certification Labels or an AWI letter of licensing for Project indicating that doors comply with requirements of grades specified.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Comply with requirements of referenced standard and manufacturer's written instructions.
- B. Package doors individually in plastic bags or cardboard cartons.
- C. Mark each door on bottom rail with opening number used on Shop Drawings.

1.7 PROJECT CONDITIONS

- A. Environmental Limitations: Do not deliver or install doors until spaces are enclosed and weathertight, wet work in spaces is complete and dry, and HVAC system is operating and maintaining ambient temperature and humidity conditions at occupancy levels during the remainder of the construction period.

1.8 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace doors that fail in materials or workmanship within specified warranty period.
 1. Failures include, but are not limited to, the following:
 - a. Warping (bow, cup, or twist) more than 1/4 inch in a 42-by-84-inch section.
 - b. Telegraphing of core construction in face veneers exceeding 0.01 inch in a 3-inch span.
 - c. Delamination of veneers.
 2. Warranty shall also include installation and finishing that may be required due to repair or replacement of defective doors.
 3. Warranty Period for Solid-Core Interior Doors: Life of installation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 1. Buell Door Company Inc.
 2. Chappell Door Co.
 3. Eagle Plywood & Door Manufacturing, Inc.
 4. Eggers Industries.
 5. Graham; an Assa Abloy Group company.
 6. Ideal Architectural Doors & Plywood.
 7. Ecker Doors, a Division of Engineered Group
 8. VT Industries Architectural Wood Doors

2.2 DOOR CONSTRUCTION, GENERAL

- A. Low-Emitting Materials: Provide doors made with adhesives and composite wood products that do not contain urea formaldehyde.
- B. Particleboard-Core Doors:

1. Particleboard: ANSI A208.1, Grade LD-2.
2. Particleboard: Straw-based particleboard complying with ANSI A208.1, Grade LD-2 or M-2, except for density.
3. Blocking: Provide wood blocking in particleboard-core doors as needed to eliminate through-bolting hardware.
4. Provide doors with either glued-wood-stave or structural-composite-lumber cores instead of particleboard cores for doors indicated to receive exit devices.

C. Structural-Composite-Lumber-Core Doors:

1. Structural Composite Lumber: WDMA I.S.10.
 - a. Screw Withdrawal, Face: 700 lbf .
 - b. Screw Withdrawal, Edge: 400 lbf .

D. Mineral-Core Doors:

1. Core: Noncombustible mineral product complying with requirements of referenced quality standard and testing and inspecting agency for fire-protection rating indicated.
2. Blocking: Provide composite blocking with improved screw-holding capability approved for use in doors of fire-protection ratings indicated as needed to eliminate through-bolting hardware.
3. Edge Construction: At hinge stiles, provide laminated-edge construction with improved screw-holding capability and split resistance. Comply with specified requirements for exposed edges.

2.3 VENEERED-FACED DOORS FOR TRANSPARENT FINISH

A. Interior Solid-Core Doors Basis of Design:

1. Grade: Premium, with Grade A faces.
2. Species:
3. Cut: Rotary cut.
4. Match between Veneer Leaves: Book match.
5. Assembly of Veneer Leaves on Door Faces: Balance match.
6. Pair and Set Match: Provide for doors hung in same opening or separated only by mullions.
7. Exposed Vertical and Top Edges: Same species as faces.
8. Core: Particleboard, glued wood stave or structural composite lumber. Mineral or wood core at fire rated doors.
9. Construction: Five plies minimum. Stiles and rails are bonded to core, then entire unit abrasive planed before veneering. Faces are bonded to core using a hot press.

2.4 HEAD & JAMB ADJUSTABLE SEAL

- A. Adjustable door stop constructed of extruded aluminum housing of thickness 0.093 inches. Adjusting screws shall be provided 12 inch O.C., giving an adjusting range of 0.310. Adjusting screws shall be #8 x1 1/2" stainless steel, shall have a special shoulder for retaining clip, and shall be held in the assembly by a retainer clip. Adjusting screw must engage a solid adjusting channel which has been drilled and tapped to provide a complete circumference engagement for screw thread. No spring retainers, self tapping adjusting screws, or channels which do not contain a drilled and tapped hole for the adjusting screw will be allowed.
- B. The housing dimensions shall be 1-1/2" deep and 15/16" wide. The seals are constructed of tubular, solid neoprene. Install with neoprene touching door and compressed 1/32". Solid neoprene to be used inside the housing to prevent sound from "flanking" through the mechanism. The assembly must have a weight of at least 0.825 lbs/ft in order to ensure durability. Note: Fire rated gaskets usually require mounting to the stop of the door jamb. Because the gasket dimension adds to the stop dimension, a lever handle should be used. If using knob locks, a 3-1/4" backset lock should be supplied.

C. The following are acceptable:

1. #770 from Zero International, Inc., Bronx, NY 800-635-5335
2. Products manufactured by Reese Enterprises, Inc., or National Guard Products which meet the above requirements may be submitted for approval.

2.5 RABBETED SADDLE

A. Rabbeted type saddle on floor constructed of aluminum with built-in tadpole-type neoprene seal. Length not to exceed 3-3/4" with a minimum one inch flat horizontal portion. Total clearance above finish floor shall not exceed 1/2" in order to make the saddle compatible with handicap accessibility requirements.

B. The following are acceptable:

1. #564 (fire rated) from Zero International, Inc., Bronx, NY , 800-635-5335
2. #S248N (fire rated) from Reese Enterprises Inc, Rosemount, MN, 800-328-0953
3. #8135NS from National Guard Products, Memphis, TN 800-647-7874
4. or approved equal.

2.6 FABRICATION

A. Factory fit doors to suit frame-opening sizes indicated. Comply with clearance requirements of referenced quality standard for fitting unless otherwise indicated.

B. Factory machine doors for hardware that is not surface applied. Locate hardware to comply with DHI-WDHS-3. Comply with final hardware schedules, door frame Shop Drawings, DHI A115-W series standards, and hardware templates.

1. Coordinate with hardware mortises in metal frames to verify dimensions and alignment before factory machining.
2. Metal Astragals: Factory machine astragals and formed-steel edges for hardware for pairs of fire-rated doors.

C. Transom and Side Panels: Fabricate matching panels with same construction, exposed surfaces, and finish as specified for associated doors. Finish bottom edges of transoms and top edges of rabbeted doors same as door stiles.

1. Fabricate door and transom panels with full-width, solid-lumber meeting rails. Provide factory-installed spring bolts for concealed attachment into jambs of metal door frames.

2.7 FACTORY FINISHING

A. General: Comply with referenced quality standard for factory finishing. Complete fabrication, including fitting doors for openings and machining for hardware that is not surface applied, before finishing.

1. Finish faces, all four edges, edges of cutouts, and mortises.

B. Finish doors at factory.

C. Transparent and Semi-Transparent Finish:

1. Grade: Premium.
2. Finish: AWI catalyzed polyurethane system.
3. Staining: As selected by Architect from manufacturer's full range.
4. Effect: Filled finish.
5. Sheen: Satin.

6. Color: Selected by Architect from the full range of manufacturers options.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine doors and installed door frames before hanging doors.
 1. Verify that frames comply with indicated requirements for type, size, location, and swing characteristics and have been installed with level heads and plumb jambs.
 2. Reject doors with defects.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Hardware: For installation, see Division 08 Section "Door Hardware."
- B. Installation Instructions: Install doors to comply with manufacturer's written instructions and the referenced quality standard, and as indicated.
 1. Install fire-rated doors in corresponding fire-rated frames according to NFPA 80.
- C. Factory-Fitted Doors: Align in frames for uniform clearance at each edge.
- D. Factory-Finished Doors: Restore finish before installation if fitting or machining is required at Project site.

3.3 ADJUSTING

- A. Operation: Rehang or replace doors that do not swing or operate freely.
- B. Finished Doors: Replace doors that are damaged or that do not comply with requirements. Doors may be repaired or refinished if work complies with requirements and shows no evidence of repair or refinishing.

END OF SECTION 08 14 16

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SECTION 08 31 13 - ACCESS DOORS AND FRAMES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Access doors and frames for walls and ceilings.
- B. Related Sections include the following:
 - 1. Division 03 Section "Insulating Concrete Forms" for blocking out openings for access doors and frames in concrete.
 - 2. Division 04 Section "Unit Masonry" for anchoring and grouting access door frames set in masonry construction.
 - 3. Division 08 Section "Door Hardware" for mortise or rim cylinder locks and master keying.
 - 4. Division 09 Section "Acoustical Tile Ceilings" for suspended acoustical tile ceilings.
 - 5. Division 23 Section "Air Duct Accessories" for heating and air-conditioning duct access doors.

1.3 SUBMITTALS

- A. Product Data: For each type of access door and frame indicated. Include construction details, fire ratings, materials, individual components and profiles, and finishes.
- B. Shop Drawings: Show fabrication and installation details of access doors and frames for each type of substrate. Include plans, elevations, sections, details, and attachments to other work.
- C. Samples: For each door face material, at least 3 by 5 inches in size, in specified finish.
- D. Access Door and Frame Schedule: Provide complete access door and frame schedule, including types, locations, sizes, latching or locking provisions, and other data pertinent to installation.
- E. Ceiling Coordination Drawings: Reflected ceiling plans, drawn to scale, on which ceiling-mounted items including access doors and frames, lighting fixtures, diffusers, grilles, speakers, sprinklers, and special trim are shown and coordinated with each other.

1.4 QUALITY ASSURANCE

- A. Source Limitations: Obtain each type of access door(s) and frame(s) through one source from a single manufacturer.
- B. Fire-Rated Access Doors and Frames: Units complying with NFPA 80 that are identical to access door and frame assemblies tested for fire-test-response characteristics per the following test method and that are listed and labeled by UL or another testing and inspecting agency acceptable to authorities having jurisdiction:
 - 1. NFPA 252 or UL 10B for vertical access doors and frames.
 - 2. ASTM E 119 or UL 263 for horizontal access doors and frames.

- C. Size Variations: Obtain Architect's acceptance of manufacturer's standard-size units, which may vary slightly from sizes indicated.

1.5 COORDINATION

- A. Verification: Determine specific locations and sizes for access doors needed to gain access to concealed plumbing, mechanical, or other concealed work, and indicate in the schedule specified in "Submittals" Article.

PART 2 - PRODUCTS

2.1 STAINLESS-STEEL MATERIALS

- A. Stainless-Steel Sheet, Strip, Plate, and Flat Bars: ASTM A 666, Type 316. Remove tool and die marks and stretch lines or blend into finish.
 - 1. Finish: Directional Satin Finish, No. 4.

2.2 ACCESS DOORS AND FRAMES FOR WALLS AND CEILINGS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Acudor Products, Inc.
 - 2. Babcock-Davis; A Cierra Products Co.
 - 3. Bar-Co, Inc. Div.; Alfab, Inc.
 - 4. Cendrex Inc.
 - 5. Dur-Red Products.
 - 6. Elmdor/Stoneman; Div. of Acorn Engineering Co.
 - 7. Jensen Industries.
 - 8. J. L. Industries, Inc.
 - 9. Karp Associates, Inc.
 - 10. Larsen's Manufacturing Company.
 - 11. MIFAB, Inc.
 - 12. Milcor Inc.
 - 13. Nystrom, Inc.
 - 14. Williams Bros. Corporation of America (The).
- B. Flush Access Doors and Frames with Exposed Trim: Fabricated from stainless-steel sheet.
 - 1. Locations: Wall and ceiling surfaces.
 - 2. Door: Minimum 0.060-inch- thick sheet metal, set flush with exposed face flange of frame.
 - 3. Frame: Minimum 0.060-inch- thick sheet metal with 1-inch- wide, surface-mounted trim.
 - 4. Hinges: Continuous piano.
 - 5. Lock: Cylinder (provided by panel manufacturer).
- C. Fire-Rated, Insulated, Flush Access Doors and Frames with Exposed Trim: Fabricated from stainless-steel sheet.
 - 1. Locations: Wall and ceiling surfaces.
 - 2. Fire-Resistance Rating: Not less than that of adjacent construction.
 - 3. Temperature Rise Rating: 250 deg F at the end of 30 minutes.

4. Door: Flush panel with a core of mineral-fiber insulation enclosed in sheet metal with a minimum thickness of 0.036 inch.
5. Frame: Minimum 0.060-inch- thick sheet metal with 1-inch- wide, surface-mounted trim.
6. Hinges: Continuous piano.
7. Automatic Closer: Spring type.
8. Lock: Self-latching device with cylinder lock (provided by panel manufacturer).

2.3 FABRICATION

- A. General: Provide access door and frame assemblies manufactured as integral units ready for installation.
- B. Metal Surfaces: For metal surfaces exposed to view in the completed Work, provide materials with smooth, flat surfaces without blemishes. Do not use materials with exposed pitting, seam marks, roller marks, rolled trade names, or roughness.
- C. Doors and Frames: Grind exposed welds smooth and flush with adjacent surfaces. Furnish attachment devices and fasteners of type required to secure access panels to types of supports indicated.
 1. Exposed Flanges: Nominal 1 to 1-1/2 inches wide around perimeter of frame.
 2. Provide mounting holes in frames for attachment of units to metal framing.
 3. Provide mounting holes in frame for attachment of masonry anchors. Furnish adjustable metal masonry anchors.
- D. Latching Mechanisms: Furnish number required to hold doors in flush, smooth plane when closed.
 1. For cylinder lock, furnish two keys per lock and key all locks alike.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Comply with manufacturer's written instructions for installing access doors and frames.
- B. Set frames accurately in position and attach securely to supports with plane of face panels aligned with adjacent finish surfaces.
- C. Install doors flush with adjacent finish surfaces or recessed to receive finish material.

3.2 ADJUSTING AND CLEANING

- A. Adjust doors and hardware after installation for proper operation.
- B. Remove and replace doors and frames that are warped, bowed, or otherwise damaged.

END OF SECTION 08 31 13

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SECTION 08 41 15 – EXTERIOR ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Exterior storefront framing for window walls.
 - 2. Exterior storefront framing for punched openings.
 - 3. Exterior manual-swing entrance doors and door-frame units.
 - 4. Exterior automatic-swing entrance doors and door frame units.
- B. Related Sections:
 - 1. Section 08 80 00 "Glazing" for glass systems.
 - 2. Section 08 71 00 "Finish Hardware" for locks.
 - 3. Division 08 Section "Automatic Door Operators" for automatic entrance actuators.

1.3 DEFINITIONS

- A. ADA/ABA Accessibility Guidelines: U.S. Architectural & Transportation Barriers Compliance Board's "Americans with Disability Act (ADA) and Architectural Barriers Act (ABA) Accessibility Guidelines for Buildings and Facilities."

1.4 PERFORMANCE REQUIREMENTS

- A. General Performance: Aluminum-framed systems shall withstand the effects of the following performance requirements without exceeding performance criteria or failure due to defective manufacture, fabrication, installation, or other defects in construction:
 - 1. Movements of supporting structure indicated on Drawings including, but not limited to, story drift and deflection from uniformly distributed and concentrated live loads.
 - 2. Dimensional tolerances of building frame and other adjacent construction.
 - 3. Failure includes the following:
 - a. Deflection exceeding specified limits.
 - b. Thermal stresses transferring to building structure.
 - c. Framing members transferring stresses, including those caused by thermal and structural movements to glazing.
 - d. Noise or vibration created by wind and by thermal and structural movements.
 - e. Loosening or weakening of fasteners, attachments, and other components.
 - f. Sealant failure.
 - g. Failure of operating units.

- B. Delegated Design: Design aluminum-framed systems, including comprehensive engineering analysis by a qualified professional engineer, using performance requirements and design criteria indicated.
- C. Structural Loads:
 - 1. Wind Loads: As indicated on Drawings.
 - a. Ultimate Design Wind Speed: 150 mph.
 - b. Exposure Category: D.
 - c. Risk Category III.
- D. Deflection of Framing Members:
 - 1. Deflection Normal to Wall Plane: Limited to edge of glass in a direction perpendicular to glass plane not exceeding $L/175$ of the glass edge length for each individual glazing lite or an amount that restricts edge deflection of individual glazing lites to $3/4$ inch , whichever is less.
 - 2. Deflection Parallel to Glazing Plane: Limited to $L/360$ of clear span or $1/8$ inch , whichever is smaller.
- E. Structural-Test Performance: Provide aluminum-framed systems tested according to ASTM E 330 as follows:
 - 1. When tested at positive and negative wind-load design pressures, systems do not evidence deflection exceeding specified limits.
 - 2. When tested at 150 percent of positive and negative wind-load design pressures, systems, including anchorage, do not evidence material failures, structural distress, and permanent deformation of main framing members exceeding 0.2 percent of span.
 - 3. Test Durations: As required by design wind velocity, but not fewer than 10 seconds.
- F. Windborne-Debris-Impact-Resistance Performance: Provide aluminum-framed systems that pass missile-impact and cyclic-pressure tests when tested according to ASTM E 1886 and testing information in ASTM E 1996.
 - 1. Large-Missile Impact: For aluminum-framed systems located within 30 feet of grade.
 - 2. Small-Missile Impact: For aluminum-framed systems located more than 30 feet above grade.
- G. Air Infiltration: Provide aluminum-framed systems with maximum air leakage through fixed glazing and framing areas of 0.06 cfm/sq. ft. of fixed wall area when tested according to ASTM E 283 at a minimum static-air-pressure difference of 6.24 lbf/sq. ft.
- H. Water Penetration under Static Pressure: Provide aluminum-framed systems that do not evidence water penetration through fixed glazing and framing areas when tested according to ASTM E 331 at a minimum static-air-pressure difference of 20 percent of positive wind-load design pressure, but not less than 6.24 lbf/sq. ft.
- I. Water Penetration under Dynamic Pressure: Provide aluminum-framed systems that do not evidence water leakage through fixed glazing and framing areas when tested according to AAMA 501.1 under dynamic pressure equal to 20 percent of positive wind-load design pressure, but not less than 6.24 lbf/sq. ft.
 - 1. Maximum Water Leakage: No uncontrolled water penetrating aluminum-framed systems or water appearing on systems' normally exposed interior surfaces from sources other than condensation. Water leakage does not include water controlled by flashing and gutters that is drained to exterior and water that cannot damage adjacent materials or finishes.
- J. Thermal Movements: Provide aluminum-framed systems that allow for thermal movements resulting from the following maximum change (range) in ambient and surface temperatures. Base engineering calculation on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.
 - 1. Temperature Change (Range): 120 deg F, ambient; 180 deg F, material surfaces.

2. Test Performance: No buckling; stress on glass; sealant failure; excess stress on framing, anchors, and fasteners; or reduction of performance when tested according to AAMA 501.5.
 - a. High Exterior Ambient-Air Temperature: That which produces an exterior metal-surface temperature of 180 deg F.
 - b. Low Exterior Ambient-Air Temperature: 0 deg F.
 3. Interior Ambient-Air Temperature: 75 deg F.
- K. Condensation Resistance: Provide aluminum-framed systems with fixed glazing and framing areas having condensation-resistance factor (CRF) of not less than 53 when tested according to AAMA 1503.
- L. Thermal Conductance: Provide aluminum-framed systems with fixed glazing and framing areas having an average U-factor of not more than 0.57 Btu/sq. ft. x h x deg F when tested according to AAMA 1503.
- M. Sound Transmission: Provide aluminum-framed systems with fixed glazing and framing areas having the following sound-transmission characteristics:
1. Sound Transmission Class (STC): Minimum 35 STC when tested for laboratory sound transmission loss according to ASTM E 90 and determined by ASTM E 413.
 2. Outdoor-Indoor Transmission Class (OITC): Minimum 34 OITC when tested for laboratory sound transmission loss according to ASTM E 90 and determined by ASTM E 1332.

1.5 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for aluminum-framed systems.
- B. Shop Drawings: For aluminum-framed systems. Include plans, elevations, sections, details, and attachments to other work.
1. Include details of provisions for system expansion and contraction and for drainage of moisture in the system to the exterior.
 2. Include details of mullion reinforcement and mullion anchors.
 3. Include details of metal flashing under sill receptor as required by the contract documents; whether required by manufacturer or not.
- C. Samples for Verification.
- D. Fabrication Sample: Of each vertical-to-horizontal intersection of aluminum-framed systems, made from 12-inch lengths of full-size components and showing details of the following:
1. Joinery, including concealed welds.
 2. Anchorage.
 3. Expansion provisions.
 4. Glazing.
 5. Flashing and drainage.
- E. Other Action Submittals:
1. Entrance Door Hardware Schedule: Prepared by or under the supervision of supplier, detailing fabrication and assembly of entrance door hardware, as well as procedures and diagrams. Coordinate final entrance door hardware schedule with doors, frames, and related work to ensure proper size, thickness, hand, function, and finish of entrance door hardware.
- F. Delegated-Design Submittal: For aluminum-framed systems indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.
1. Detail fabrication and assembly of aluminum-framed systems.
 2. Include design calculations.

1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer.
- B. Welding certificates.
- C. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for aluminum-framed systems, indicating compliance with performance requirements.
- D. Maintenance Data: For aluminum-framed systems to include in maintenance manuals.
- E. Warranties: Sample of special warranties.

1.7 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For aluminum-framed systems to include in maintenance manuals.

1.8 QUALITY ASSURANCE

- A. Installer Qualifications: Manufacturer's authorized representative who is trained and approved for installation of units required for this Project.
- B. Testing Agency Qualifications: Qualified according to ASTM E 699 for testing indicated.
- C. Engineering Responsibility: Prepare data for aluminum-framed systems, including Shop Drawings, based on testing and engineering analysis of manufacturer's standard units in systems similar to those indicated for this Project.
- D. Product Options: Information on Drawings and in Specifications establishes requirements for systems' aesthetic effects and performance characteristics. Aesthetic effects are indicated by dimensions, arrangements, alignment, and profiles of components and assemblies as they relate to sightlines, to one another, and to adjoining construction. Performance characteristics are indicated by criteria subject to verification by one or more methods including preconstruction testing, field testing, and in-service performance.
 - 1. Do not revise intended aesthetic effects, as judged solely by Architect, except with Architect's approval. If revisions are proposed, submit comprehensive explanatory data to Architect for review.
- E. Accessible Entrances: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines.
- F. Source Limitations for Aluminum-Framed Systems: Obtain from single source from single manufacturer.
- G. Welding Qualifications: Qualify procedures and personnel according to AWS D1.2, "Structural Welding Code - Aluminum."
- H. Mockups: Build mockups to verify selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for fabrication and installation.
 - 1. Build mockup of typical wall area as directed by Owner/Architect.
 - 2. Field testing shall be performed on mockups according to requirements in "Field Quality Control" Article.
 - 3. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
 - 4. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.
- I. Preinstallation Conference: Conduct conference at Project site.

1.9 MOCKUPS

- A. Mockups: Build mockups to verify selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for fabrication and installation.

1. Build mockup of typical wall area as shown on Drawings.
2. Testing shall be performed on mockups according to requirements in "Field Quality Control".
3. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
4. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.10 PROJECT CONDITIONS

- A. Field Measurements: Verify actual locations of structural supports for aluminum-framed systems by field measurements before fabrication and indicate measurements on Shop Drawings.

1.11 WARRANTY

- A. Warranty: The Manufacturer and Installer agree to repair or replace components of exterior aluminum-framed entrances and storefronts that do not comply with requirements or that fail in materials or workmanship within specified warranty period.

1. Failures include, but are not limited to, the following:
 - a. Structural failures including, but not limited to, excessive deflection.
 - b. Noise or vibration created by wind and thermal and structural movements.
 - c. Water penetration through fixed glazing and framing areas.
 - d. Failure of components.
2. Warranty Period: Ten (10) years from date of Substantial Completion for exterior aluminum framed entrances and storefronts.

- B. Finish Warranty: Standard form in which manufacturer agrees to repair finishes or replace aluminum that shows evidence of deterioration of factory-applied finishes within specified warranty period.

1. Deterioration includes, but is not limited to, the following:
 - a. Color fading more than 5 Hunter units when tested according to ASTM D 2244.
 - b. Chalking in excess of a No. 8 rating when tested according to ASTM D 4214.

- C. Warranty Period: Ten (10) years from date of Substantial Completion.

1.12 MAINTENANCE SERVICE

- A. Entrance Door Hardware:

1. Maintenance Tools and Instructions: Furnish a complete set of specialized tools and maintenance instructions as needed for Owner's continued adjustment, maintenance, and removal and replacement of entrance door hardware.
2. Initial Maintenance Service: Beginning at Substantial Completion, provide six months' full maintenance by skilled employees of entrance door hardware Installer. Include quarterly preventive maintenance, repair or replacement of worn or defective components, lubrication, cleaning, and adjusting as required for proper entrance door hardware operation at rated speed and capacity. Provide parts and supplies the same as those used in the manufacture and installation of original equipment.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. Arcadia, Inc.
 2. Arch Aluminum & Glass Co., Inc.
 3. CMI Architectural.
 4. Commercial Architectural Products, Inc.
 5. EFCO Corporation.
 6. Kawneer North America; an Alcoa company.
 7. Tubelite.
 8. United States Aluminum.
 9. Vistawall Architectural Products; The Vistawall Group; a Bluescope Steel company.
 10. YKK AP America Inc.

2.2 MATERIALS

- A. Aluminum: Alloy and temper recommended by manufacturer for type of use and finish indicated.
1. Sheet and Plate: ASTM B 209 .
 2. Extruded Bars, Rods, Profiles, and Tubes: ASTM B 221 .
 3. Extruded Structural Pipe and Tubes: ASTM B 429.
 4. Structural Profiles: ASTM B 308/B 308M.
 5. Welding Rods and Bare Electrodes: AWS A5.10/A5.10M.
- B. Steel Reinforcement: Manufacturer's standard zinc-rich, corrosion-resistant primer, complying with SSPC-PS Guide No. 12.00; applied immediately after surface preparation and pretreatment. Select surface preparation methods according to recommendations in SSPC-SP COM and prepare surfaces according to applicable SSPC standard.
1. Structural Shapes, Plates, and Bars: ASTM A 36/A 36M.
 2. Cold-Rolled Sheet and Strip: ASTM A 1008/A 1008M.
 3. Hot-Rolled Sheet and Strip: ASTM A 1011/A 1011M.

2.3 FRAMING SYSTEMS

- A. Framing Members: Manufacturer's standard extruded-aluminum framing members of thickness required and reinforced as required to support imposed loads.
1. Construction: Thermally broken.
 2. Glazing System: Retained mechanically with gaskets on four sides.
 3. Glazing Plane: Front.
- B. Brackets and Reinforcements: Manufacturer's standard high-strength aluminum with nonstaining, nonferrous shims for aligning system components.
- C. Fasteners and Accessories: Manufacturer's standard corrosion-resistant, nonstaining, nonbleeding fasteners and accessories compatible with adjacent materials.
1. Use self-locking devices where fasteners are subject to loosening or turning out from thermal and structural movements, wind loads, or vibration.
 2. Reinforce members as required to receive fastener threads.
 3. Use exposed fasteners with countersunk Phillips screw heads, fabricated from stainless steel.

- D. Concrete and Masonry Inserts: Hot-dip galvanized cast-iron, malleable-iron, or steel inserts, complying with ASTM A 123/A 123M or ASTM A 153/A 153M.
- E. Concealed Flashing: Dead-soft, 0.018-inch- thick stainless steel, ASTM A 240/A 240M of type recommended by manufacturer.
- F. Framing System Gaskets and Sealants: Manufacturer's standard, recommended by manufacturer for joint type.
 - 1. Provide sealants for use inside of the weatherproofing system that have a VOC content of 250 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).

2.4 GLAZING SYSTEMS

- A. Glazing: As specified in Division 08 Section "Glazing."
- B. Glazing Gaskets: Manufacturer's standard compression types; replaceable, molded or extruded, of profile and hardness required to maintain watertight seal.
- C. Spacers and Setting Blocks: Manufacturer's standard elastomeric type.

2.5 ENTRANCE DOOR SYSTEMS

- A. Entrance Doors: Manufacturer's standard glazed entrance doors for manual-swing operation.
 - 1. Door Construction: 1-3/4-inch overall thickness, with minimum 0.125-inch- thick, extruded-aluminum tubular rail and stile members. Mechanically fasten corners with reinforcing brackets that are deeply penetrated and fillet welded or that incorporate concealed tie rods.
 - 2. Door Design: Wide stile; 5-inch nominal width.
 - a. All Doors: Smooth surfaced for width of door in area within 10 inches above floor or ground plane.
 - 3. Glazing Stops and Gaskets: Square, snap-on, extruded-aluminum stops and preformed gaskets.
 - a. Provide nonremovable glazing stops on outside of door.

2.6 ENTRANCE DOOR HARDWARE

- A. General: Provide entrance door hardware for each entrance door to comply with requirements in this Section.
 - 1. Entrance Door Hardware Sets: Provide quantity, item, size, finish or color indicated, and named manufacturers' products.
 - 2. Sequence of Operation: Provide electrified door hardware function, sequence of operation, and interface with other building control systems indicated.
 - 3. Opening-Force Requirements:
 - a. Egress Doors: Not more than 15 lbf to release the latch and not more than 30 lbf to set the door in motion and not more than 15 lbf to open the door to its minimum required width.
 - b. Accessible Interior Doors: Not more than 5 lbf to fully open door.
- B. Opening-Force Requirements:
 - 1. Delayed-Egress Locks: Lock releases within 15 seconds after applying a force of not more than 15 lbf for not more than 3 seconds.
 - 2. Latches and Exit Devices: Not more than 15 lbf required to release latch.

- C. Pivot Hinges: BHMA A156.4, Grade 1.
 - 1. Offset-Pivot Hinges: Provide top, bottom, and intermediate offset pivots at each door leaf.
- D. Automatic and Self-Latching Flush Bolts: BHMA A156.3, Grade 1.
- E. Panic Exit Devices: BHMA A156.3, Grade 1, listed and labeled by a testing and inspecting agency acceptable to authorities having jurisdiction, for panic protection, based on testing according to UL 305.
- F. Cylinders: BHMA A156.5, Grade 1.
 - 1. Keying: Master key system. Permanently inscribe each key with a visual key control number and include notation "DO NOT DUPLICATE".
- G. Strikes: Provide strike with black-plastic dust box for each latch or lock bolt; fabricated for aluminum framing.
- H. Operating Trim: BHMA A156.6.
- I. Concealed Overhead Holders: BHMA A156.8, Grade 1.
- J. Door Stops: BHMA A156.16, Grade 1, floor or wall mounted, as appropriate for door location indicated, with integral rubber bumper.
- K. Weather Stripping: Manufacturer's standard replaceable components.
 - 1. Compression Type: Made of ASTM D 2000, molded neoprene, or ASTM D 2287, molded PVC.
- L. Silencers: BHMA A156.16, Grade 1.
- M. Thresholds: BHMA A156.21, raised thresholds beveled with a slope of not more than 1:2, with maximum height of 1/2 inch .

2.7 ACCESSORY MATERIALS

- A. Joint Sealants: For installation at perimeter of aluminum-framed systems, as specified in Division 07 Section "Joint Sealants."
 - 1. Provide sealants for use inside of the weatherproofing system that have a VOC content of 250 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
- B. Bituminous Paint: Cold-applied, asphalt-mastic paint complying with SSPC-Paint 12 requirements except containing no asbestos; formulated for 30-mil thickness per coat.

2.8 FABRICATION

- A. Form or extrude aluminum shapes before finishing.
- B. Weld in concealed locations to greatest extent possible to minimize distortion or discoloration of finish. Remove weld spatter and welding oxides from exposed surfaces by descaling or grinding.
- C. Framing Members, General: Fabricate components that, when assembled, have the following characteristics:
 - 1. Profiles that are sharp, straight, and free of defects or deformations.
 - 2. Accurately fitted joints with ends coped or mitered.
 - 3. Means to drain water passing joints, condensation within framing members, and moisture migrating within the system to exterior.
 - 4. Physical and thermal isolation of glazing from framing members.
 - 5. Accommodations for thermal and mechanical movements of glazing and framing to maintain required glazing edge clearances.
 - 6. Provisions for field replacement of glazing from interior for vision glass and exterior for spandrel glazing or metal panels.
 - 7. Fasteners, anchors, and connection devices that are concealed from view to greatest extent possible.

- D. Mechanically Glazed Framing Members: Fabricate for flush glazing without projecting stops.
- E. Storefront Framing: Fabricate components for assembly using head-and-sill-receptor system with shear blocks at intermediate horizontal members.
 - 1. Flashing under the sill receptor is required by the construction documents; whether required by the manufacturer or not.
- F. Entrance Door Frames: Reinforce as required to support loads imposed by door operation and for installing entrance door hardware.
 - 1. At exterior doors, provide compression weather stripping at fixed stops.
 - 2. At interior doors, provide silencers at stops to prevent metal-to-metal contact. Install three silencers on strike jamb of single-door frames and two silencers on head of frames for pairs of doors.
- G. Entrance Doors: Reinforce doors as required for installing entrance door hardware.
 - 1. At pairs of exterior doors, provide sliding-type weather stripping retained in adjustable strip and mortised into door edge.
- H. Entrance Door Hardware Installation: Factory install entrance door hardware to the greatest extent possible. Cut, drill, and tap for factory-installed entrance door hardware before applying finishes.
- I. After fabrication, clearly mark components to identify their locations in Project according to Shop Drawings.

2.9 ALUMINUM FINISHES

- A. Color Anodic Finish: AAMA 611, AA-M12C22A32/A34, Class II, 0.010 mm or thicker.
 - 1. Color: Medium bronze.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. General:
 - 1. Comply with manufacturer's written instructions.
 - 2. Do not install damaged components.
 - 3. Fit joints to produce hairline joints free of burrs and distortion.
 - 4. Rigidly secure nonmovement joints.
 - 5. Install anchors with separators and isolators to prevent metal corrosion and electrolytic deterioration.
 - 6. Seal joints watertight unless otherwise indicated.
- B. Metal Protection:

1. Where aluminum will contact dissimilar metals, protect against galvanic action by painting contact surfaces with primer or applying sealant or tape, or by installing nonconductive spacers as recommended by manufacturer for this purpose.
 2. Where aluminum will contact concrete or masonry, protect against corrosion by painting contact surfaces with bituminous paint.
- C. Install components to drain water passing joints, condensation occurring within framing members, and moisture migrating within the system to exterior.
- D. Set continuous sill members and flashing in full sealant bed as specified in Division 07 Section "Joint Sealants" to produce weathertight installation.
- E. Install components plumb and true in alignment with established lines and grades, and without warp or rack.
- F. Install glazing as specified in Division 08 Section "Glazing."
- G. Entrance Doors: Install doors to produce smooth operation and tight fit at contact points.
1. Exterior Doors: Install to produce weathertight enclosure and tight fit at weather stripping.
 2. Field-Installed Entrance Door Hardware: Install surface-mounted entrance door hardware according to entrance door hardware manufacturers' written instructions using concealed fasteners to greatest extent possible.
- H. Install perimeter joint sealants as specified in Division 07 Section "Joint Sealants" to produce weathertight installation.

3.3 ERECTION TOLERANCES

- A. Install aluminum-framed systems to comply with the following maximum erection tolerances:
1. Location and Plane: Limit variation from true location and plane to 1/8 inch in 12 feet ; 1/4 inch over total length.
 2. Alignment:
 - a. Where surfaces abut in line, limit offset from true alignment to 1/16 inch .
 - b. Where surfaces meet at corners, limit offset from true alignment to 1/32 inch .
- B. Diagonal Measurements: Limit difference between diagonal measurements to 1/8 inch .

3.4 FIELD QUALITY CONTROL

- A. Testing Agency: Engage a qualified independent testing and inspecting agency to perform field tests and inspections.
- B. Testing Services: Testing and inspecting of representative areas to determine compliance of installed systems with specified requirements shall take place as follows. Do not proceed with installation of the next area until test results for previously completed areas show compliance with requirements.
1. Air Infiltration: Areas shall be tested for air leakage of 1.5 times the rate specified for laboratory testing under "Performance Requirements" Article, but not more than 0.09 cfm/sq. ft., of fixed wall area when tested according to ASTM E 783 at a minimum static-air-pressure difference of 6.24 lbf/sq. ft.
 - a. Test Area: One bay wide, but not less than 30 feet, by 1 story of aluminum-framed systems.
 - b. A minimum of three tests in areas as directed by Architect.
 - c. Perform tests in each test area as directed by Architect. Perform at least three tests, prior to 10 percent, 35 percent, and 70 percent completion.

2. Water Penetration: Areas shall be tested according to ASTM E 1105 at a minimum uniform and cyclic static-air-pressure difference of 0.67 times the static-air-pressure difference specified for laboratory testing under "Performance Requirements" Article, but not less than 4.18 lbf/sq. ft., and shall not evidence water penetration.
 - a. Test Area: One bay wide, but less than 30 feet, by 1 story of aluminum-framed systems.
 - b. A minimum of three tests in areas as directed by Architect.
 - c. Perform tests in each test area as directed by Architect. Perform at least three tests, prior to 10 percent, 35 percent, and 70 percent completion.
 3. Water Spray Test: Before installation of interior finishes has begun, areas designated by Architect shall be tested according to AAMA 501.2 and shall not evidence water penetration.
 - a. Test Area: A minimum area of 75 feet by 1 story of aluminum-framed systems.
- C. Repair or remove work if test results and inspections indicate that it does not comply with specified requirements.
- D. Additional testing and inspecting, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.
- E. Aluminum-framed assemblies will be considered defective if they do not pass tests and inspections.
- F. Prepare test and inspection reports.

3.5 CLEANING AND ADJUSTING

- A. Professionally clean all exposed system components.
 - B. Adjust operating entrance door hardware to function smoothly as recommended by manufacturer.
1. For entrance doors accessible to people with disabilities, adjust closers to provide a 3-second closer sweep period for doors to move from a 70-degree open position to 3 inches from the latch, measured to the leading door edge.

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**SECTION 087100
DOOR HARDWARE**

PART 1 GENERAL

1.01 SECTION INCLUDES

- A. Hardware for fire-rated doors.
- B. Electrically operated and controlled hardware.
- C. Lock cylinders for doors with balance of hardware specified in other sections.
- D. Thresholds.
- E. Weatherstripping and gasketing.

1.02 RELATED REQUIREMENTS

- A. Section 080671 - Door Hardware Schedule: Schedule of door hardware sets.
- B. Section 081113 - Hollow Metal Doors and Frames.
- C. Section 081213 - Hollow Metal Frames.
- D. Section 081416 - Flush Wood Doors.
- E. Section 081433 - Stile and Rail Wood Doors.
- F. Section 084313 - Aluminum-Framed Storefronts: Door hardware, except as noted in section.
- G. Section 102600 - Wall and Door Protection: Door and frame protection.
- H. Section 281000 - Access Control: Electronic access control devices.

1.03 REFERENCE STANDARDS

- A. ADA Standards - 2010 ADA Standards for Accessible Design; 2010.
- B. BHMA A156.1 - Standard for Butts and Hinges; 2021.
- C. BHMA A156.2 - Bored and Preamsembled Locks and Latches; 2022.
- D. BHMA A156.3 - Exit Devices; 2020.
- E. BHMA A156.4 - Door Controls - Closers; 2019.
- F. BHMA A156.5 - Cylinders and Input Devices for Locks; 2020.
- G. BHMA A156.6 - Standard for Architectural Door Trim; 2021.
- H. BHMA A156.7 - Template Hinge Dimensions; 2016.
- I. BHMA A156.16 - Auxiliary Hardware; 2018.
- J. BHMA A156.21 - Thresholds; 2019.
- K. BHMA A156.22 - Standard for Gasketing; 2021.
- L. BHMA A156.28 - Standard for Recommended Practices for Mechanical Keying Systems; 2018.
- M. BHMA A156.115 - Hardware Preparation in Steel Doors and Steel Frames; 2016.
- N. BHMA A156.115W - Hardware Preparation in Wood Doors with Wood or Steel Frames; 2006.
- O. DHI (H&S) - Sequence and Format for the Hardware Schedule; 2019.
- P. DHI (KSN) - Keying Systems and Nomenclature; 2019.
- Q. DHI (LOCS) - Recommended Locations for Architectural Hardware for Standard Steel Doors and Frames; 2004.
- R. DHI WDHS.3 - Recommended Locations for Architectural Hardware for Flush Wood Doors; 1993; also in WDHS-1/WDHS-5 Series, 1996.
- ICC A117.1 - Accessible and Usable Buildings and Facilities; 2017.

- S. ITS (DIR) - Directory of Listed Products; Current Edition.
- T. NFPA 70 - National Electrical Code; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- U. NFPA 80 - Standard for Fire Doors and Other Opening Protectives; 2022.
- V. NFPA 105 - Standard for Smoke Door Assemblies and Other Opening Protectives; 2022.
- W. NFPA 252 - Standard Methods of Fire Tests of Door Assemblies; 2022.
- X. UL (DIR) - Online Certifications Directory; Current Edition.
- Y. UL 10C - Standard for Positive Pressure Fire Tests of Door Assemblies; Current Edition, Including All Revisions.
- Z. UL 1784 - Standard for Air Leakage Tests of Door Assemblies; Current Edition, Including All Revisions.

1.04 ADMINISTRATIVE REQUIREMENTS

- A. Coordinate the manufacture, fabrication, and installation of products that door hardware is installed on.
- B. Sequence installation to ensure facility services connections are achieved in an orderly and expeditious manner.
- C. Preinstallation Meeting: Convene a preinstallation meeting one week prior to commencing work of this section; require attendance by affected installers and the following:
 - 1. Architect.
 - 2. Installer's Architectural Hardware Consultant (AHC).
 - 3. Hardware Installer.
 - 4. Owner's Security Consultant.
- D. Furnish templates for door and frame preparation to manufacturers and fabricators of products requiring internal reinforcement for door hardware.
- E. Keying Requirements Meeting:
 - 1. Schedule meeting at project site prior to Contractor occupancy.
 - 2. Attendance Required:
 - a. Contractor.
 - b. Owner.
 - c. Architect.
 - 3. Agenda:
 - a. Establish keying requirements.
 - b. Verify locksets and locking hardware are functionally correct for project requirements.
 - c. Verify that keying and programming complies with project requirements.
 - d. Establish keying submittal schedule and update requirements.
 - 4. Incorporate "Keying Requirements Meeting" decisions into keying submittal upon review of door hardware keying system including, but not limited to, the following:
 - a. Access control requirements.
 - b. Key control system requirements.
 - c. Schematic diagram of preliminary key system.
 - 5. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.
 - 6. Deliver established keying requirements to manufacturers.

1.05 SUBMITTALS

- A. See Section 013000 - Administrative Requirements for submittal procedures.
- B. Product Data: Manufacturer's catalog literature for each type of hardware, marked to clearly show products to be furnished for this project, and includes construction details, material descriptions, finishes, and dimensions and profiles of individual components.

- C. Shop Drawings - Door Hardware Schedule: A detailed listing that includes each item of hardware to be installed on each door.
 - 1. Prepared by or under supervision of Architectural Hardware Consultant (AHC).
 - 2. Comply with DHI (H&S) using door numbering scheme and hardware set numbers as indicated in Contract Documents.
 - a. Submit in vertical format.
 - 3. Include complete description for each door listed.
- D. Shop Drawings - Electrified Door Hardware: Include diagrams for power, signal, and control wiring for electrified door hardware that include details of interface with building safety and security systems. Provide elevations and diagrams for each electrified door opening as follows:
 - 1. Prepared by or under supervision of Architectural Hardware Consultant (AHC) and Electrified Hardware Consultant (EHC).
 - 2. Elevations: Include front and back elevations of each door opening showing electrified devices with connections installed and an operations narrative describing how opening operates from either side at any given time.
 - 3. Diagrams: Include point-to-point wiring diagrams that show each device in door opening system with related colored wire connections to each device.
- E. Manufacturer's Installation Instructions: Indicate special procedures and perimeter conditions requiring special attention.
- F. Manufacturer's qualification statement.
- G. Installer's qualification statement.
- H. Supplier's qualification statement.
- I. Maintenance Data: Include data on operating hardware, lubrication requirements, and inspection procedures related to preventative maintenance.
- J. Keying Schedule:
 - 1. Submit three (3) copies of Keying Schedule in compliance with requirements established during Keying Requirements Meeting unless otherwise indicated.
- K. Warranty: Submit manufacturer's warranty and ensure that forms have been completed in Owner's name and registered with manufacturer.
- L. Project Record Documents: Record actual locations of concealed equipment, services, and conduit.
- M. Maintenance Materials and Tools: Furnish the following for Owner's use in maintenance of project.
 - 1. See Section 016000 - Product Requirements, for additional provisions.

1.06 QUALITY ASSURANCE

- A. Standards for Fire-Rated Doors: Maintain one copy of each referenced standard on site, for use by Architect and Contractor.
- B. Manufacturer Qualifications: Company specializing in manufacturing products specified in this section with minimum three years of documented experience.
- C. Installer Qualifications: Company specializing in performing work of the type specified for commercial door hardware with at least three years of documented experience.
- D. Supplier Qualifications: Company with certified Architectural Hardware Consultant (AHC) and Electrified Hardware Consultant (EHC) to assist in work of this section.

1.07 DELIVERY, STORAGE, AND HANDLING

- A. Package hardware items individually; label and identify each package with door opening code to match door hardware schedule.

1.08 WARRANTY

- A. See Section 017800 - Closeout Submittals for additional warranty requirements.

- B. Manufacturer Warranty: Provide manufacturer warranty against defects in material and workmanship for period indicated, from Date of Substantial Completion. Complete forms in Owner's name and register with manufacturer.
 - 1. Closers: Five years, minimum.
 - 2. Exit Devices: Three years, minimum.
 - 3. Locksets and Cylinders: Three years, minimum.

PART 2 PRODUCTS

2.01 GENERAL REQUIREMENTS

- A. Provide specified door hardware as required to make doors fully functional, compliant with applicable codes, and secure to extent indicated.
- B. Provide individual items of single type, of same model, and by same manufacturer.
- C. Closers:
 - 1. Provide door closer on each exterior door, unless otherwise indicated.
 - 2. Provide door closer on each fire-rated and smoke-rated door.
 - 3. Spring hinges are not an acceptable self-closing device, unless otherwise indicated.
- D. Drip Guards: Provide at head of outswinging exterior doors unless protected by roof or canopy directly overhead.
- E. Thresholds:
 - 1. Exterior Applications: Provide at each exterior door, unless otherwise indicated.
- F. Weatherstripping and Gasketing:
 - 1. Provide weatherstripping on each exterior door at head, jambs, and meeting stiles of door pairs, unless otherwise indicated.
 - 2. Provide door bottom sweep on each exterior door, unless otherwise indicated.
- G. Electrically Operated and/or Controlled Hardware: Provide necessary power supplies, power transfer hinges, relays, and interfaces as required for proper operation; provide wiring between hardware and control components and to building power connection in compliance with NFPA 70.
- H. See Section 281000 for additional access control system requirements.
- I. Fasteners:
 - 1. Provide fasteners of proper type, size, quantity, and finish that comply with commercially recognized standards for proposed applications.
 - a. Aluminum fasteners are not permitted.
 - b. Provide phillips flat-head screws with heads finished to match door surface hardware unless otherwise indicated.
 - 2. Provide machine screws for attachment to reinforced hollow metal and aluminum frames.
 - a. Self-drilling (Tek) type screws are not permitted.
 - 3. Provide stainless steel machine screws and lead expansion shields for concrete and masonry substrates.
 - 4. Provide wall grip inserts for hollow wall construction.
 - 5. Fire-Resistance-Rated Applications: Comply with NFPA 80.
 - a. Provide wood or machine screws for hinges mortised to doors or frames, strike plates to frames, and closers to doors and frames.
 - b. Provide steel through bolts for attachment of surface mounted closers, hinges, or exit devices to door panels unless proper door blocking is provided.

2.02 PERFORMANCE REQUIREMENTS

- A. Provide door hardware products that comply with the following requirements:
 - 1. Applicable provisions of federal, state, and local codes.
 - 2. Accessibility: ADA Standards and ICC A117.1.

3. Fire-Resistance-Rated Doors: NFPA 80, listed and labeled by qualified testing agency for fire protection ratings indicated, based on testing at positive pressure in accordance with NFPA 252 or UL 10C.
4. Hardware on Fire-Resistance-Rated Doors: Listed and classified by UL (DIR), ITS (DIR), or testing firm acceptable to authorities having jurisdiction as suitable for application indicated.
5. Hardware for Smoke and Draft Control Doors (Indicated as "S" on Drawings): Provide door hardware that complies with local codes, and requirements of assemblies tested in accordance with UL 1784.
6. Hardware Preparation for Steel Doors and Steel Frames: BHMA A156.115.
7. Hardware Preparation for Wood Doors with Wood or Steel Frames: BHMA A156.115W.
8. Products Requiring Electrical Connection: Listed and classified by UL (DIR) as suitable for the purpose specified.

2.03 HINGES

- A. Manufacturers: Conventional butt hinges.
 1. BEST; dormakaba Group.
 2. Bommer.
 3. Hager.
- B. Properties:
 1. Butt Hinges: As applicable to each item specified.
 - a. Standard Weight Hinges: Minimum of two (2) permanently lubricated non-detachable bearings.
 - b. Heavy Weight Hinges: Minimum of four (4) permanently lubricated bearings on heavy weight hinges.
 - c. Template screw hole locations.
 - d. Bearing assembly installed after plating.
 - e. Bearings: Exposed fully hardened bearings.
 - f. Bearing Shells: Shapes consistent with barrels.
 - g. Pins: Easily seated, non-rising pins.
 - 1) Fully plate hinge pins.
 - 2) Non-Removable Pins: Slotted stainless steel screws.
 - h. UL 10C listed for fire-resistance-rated doors.
 - i. Electrified Hardware Functions: Use hinges similar to conventional hinges used at the door leaf and designed to facilitate power transfer.
 - 1) Wiring: Concealed PTFE-jacketed wires, secured at each leaf and continuous through hinge knuckle. Provide wire quantity and sizes required for electric hardware be served and length sufficient for connection from locking hardware to power supply or junction box.
 - 2) Connectors: Use molex type.
- C. Sizes: See Door Hardware Schedule.
 1. Hinge Widths: As required to clear surrounding trim.
 2. Sufficient size to allow 180 degree swing of door.
- D. Finishes: See Door Hardware Schedule.
 1. Fully polish hinges; front, back, and barrel.
- E. Grades:
 1. Butt Hinges: Comply with BHMA A156.1 and BHMA A156.7 for templated hinges.
- F. Material: Base metal as indicated for each item by BHMA material and finish designation.
- G. Types:
 1. Butt Hinges: Include full mortise hinges.
- H. Options: As applicable to each item specified.
 1. Provide concealed electric (CE) as listed in the hardware sets.

I. Quantities:

1. Butt Hinges: Three (3) hinges per leaves up to 90 inches (2286 mm) in height. Add one (1) for each additional 30 inches (762 mm) in height or fraction thereof.
 - a. Hinge weight and size unless otherwise indicated in hardware sets:
 - 1) For doors up to 36 inches (914 mm) wide and up to 1-3/4 inches (44.5 mm) thick provide hinges with a minimum thickness of 0.134 inch (3.4 mm) and a minimum of 4-1/2 inches (114 mm) in height.
 - 2) For doors from 36 inches (914 mm) wide up to 42 inches (1067 mm) wide and up to 1-3/4 inches (44.5 mm) thick provide hinges with a minimum thickness of 0.145 inch (3.7 mm) and a minimum of 4-1/2 inches (114 mm) in height.
 - 3) For doors from 42 inches (1067 mm) wide up to 48 inches (1219 mm) wide and up to 1-3/4 inches (44.5 mm) thick provide hinges with a minimum thickness of 0.180 inch (4.6 mm) and a minimum of 5 inches (127 mm) in height.
 - 4) For doors greater than 1-3/4 inches (44.5 mm) thick provide hinges with a minimum thickness of 0.180 inch (4.6 mm) and a minimum of 5 inches (127 mm) in height.

J. Applications: At swinging doors.

1. Provide non-removable pins at out-swinging doors with locking hardware and all exterior doors.

K. Products:

1. Butt Hinges:
 - a. Ball Bearing, Five (5) Knuckle.

2.04 BOLTS

A. Manufacturers:

1. Trimco.
2. Rockwood.
3. Don-Jo.

B. Properties:

1. Flush Bolts:
 - a. Pairs of Swing Doors: At inactive leaves, provide flush bolts of type as required to comply with code.
 - b. Automatic Flush Bolts: Automatically latching upon closing of door leaf.
 - 1) Bolt Throw: 3/4 inch (19 mm), minimum.

C. Products:

1. Automatic flush bolts.

2.05 EXIT DEVICES

A. Manufacturers:

1. BEST, dormakaba Group.
2. Von Duprin.
3. Sargent.

B. Properties:

1. Actuation: Full-length touchpad.
2. Touchpads: "T" style metal touchpads and rail assemblies with matching chassis covers end caps.
3. Latch Bolts: Stainless steel deadlocking with 3/4 inch (19 mm) projection using latch bolt.
4. Lever Design: Match project standard lockset trims.
5. Cylinder: Include where cylinder dogging or locking trim is indicated.
6. Strike as recommended by manufacturer for application indicated.
7. Sound dampening on touch bar.
8. Dogging:
 - a. Non-Fire-Resistance-Rated Devices: Cylinder 1/4 inch (6 mm) hex key dogging.

- b. Fire-Resistance-Rated Devices: Manual dogging not permitted.
- 9. Touch bar assembly on wide style exit devices to have a 1/4 inch (6.3 mm) clearance to allow for vision frames.
- 10. All exposed exit device components to be of architectural metals and "true" architectural finishes.
- 11. Hanging: Field-reversible.
- 12. Fasteners on Back Side of Device Channel: Concealed - exposed fasteners not allowed.
- 13. Vertical Latch Assemblies' Operation: Gravity, without use of springs.
- C. Grades: Complying with BHMA A156.3, Grade 1.
 - 1. Provide exit devices tested and certified by UL or by a recognized independent laboratory for mechanical operational testing to 10 million cycles minimum with inspection confirming Grade 1 Loaded Forces have been maintained.
- D. Options:
 - 1. MLR: Motorized latch retraction.
 - 2. WTS touch bar switch.
- E. Products:
 - 1. 2000.

2.06 LOCK CYLINDERS

- A. Manufacturers:
 - 1. BEST, dormakaba Group.
 - 2. Substitutions: Not permitted.
- B. Properties:
 - 1. Lock Cylinders: Provide key access on outside of each lock, unless otherwise indicated.
 - a. Provide cylinders from same manufacturer as locking device.
 - b. Provide cams and/or tailpieces as required for locking devices.
 - c. Provide cylinders with appropriate format interchangeable cores where indicated.
- C. Grades:
 - 1. Standard Security Cylinders: Comply with BHMA A156.5.
- D. Material:
 - 1. Manufacturer's standard corrosion-resistant brass alloy.
- E. Types: As applicable to each item specified.
- F. Applications: At locations indicated in hardware sets, and as follows
 - 1. As required for items with locking devices provided by other sections, including at elevator controls and cabinets.
 - a. When provisions for lock cylinders are referenced elsewhere in the Project Manual to this Section, provide compatible type of lock cylinder, keyed to building keying system, unless otherwise indicated.
- G. Products:
 - 1. Rim/mortise.

2.07 MORTISE LOCKS

- A. Manufacturers:
 - 1. BEST, dormakaba Group.
 - 2. Schlage.
 - 3. Sargent.
- B. Properties:
 - 1. Mechanical Locks: Manufacturer's standard.
 - a. Fitting modified ANSI A115.1 door preparation.
 - b. Door Thickness Coordination Fitting 1-3/4 inch (44 mm) to 2-1/4 inch (57 mm) thick doors.

- c. Latch: Solid, one-piece, anti-friction, self-lubricating stainless steel.
 - 1) Latchbolt Throw: 3/4 inch (19 mm), minimum.
- d. Auxiliary Deadlatch: One piece stainless steel, permanently lubricated.
- e. Backset: 2-3/4 inch (70 mm).
- f. Lever Trim:
 - 1) Functionality: Allow the lever handle to move up to 45 degrees from horizontal position prior to engaging the latchbolt assembly.
 - 2) Strength: Locksets outside locked lever designed to withstand minimum 1,400 inch-lbs (158.2 Nm) of torque. In excess of that, a replaceable part will shear. Key from outside and/or inside lever will still operate lockset.
 - 3) Spindle: Designed to prevent forced entry from attacking of lever.
 - 4) Independent spring mechanism for each lever.
 - (a) Trim to be self-aligning and thru-bolted.
 - 5) Handles: Made of forged or cast brass, bronze, or stainless steel construction. Levers that contain a hollow cavity are not acceptable.
 - 6) Levers to operate a roller bearing spindle hub mechanism.
- 2. Electrified Locks: Same properties as standard locks, and as follows:
 - a. Voltage: 24 VDC.
 - b. Function: Electrically locked (Fail Safe) or unlocked (Fail Secure), as indicated for each lock in Door Hardware Schedule.
- C. Finishes: See Door Hardware Schedule.
 - 1. Core Faces: Match finish of lockset.
- D. Grades:
- E. Options:
 - 1. Provide locksets made in a manufacturing facility to compliant with ISO 9001-Quality Management and ISO 14001-Environmental Management.
- F. Products: Mortise locks, including standard and electrified types.
 - 1. 40H.

2.08 CYLINDRICAL LOCKS

- A. Manufacturers:
 - 1. BEST, dormakaba Group.
 - 2. Schlage.
 - 3. Sargent.
- B. Properties:
 - 1. UL listed for use on single or pairs of doors with fire-resistance-rating up to 3 hours and latchbolt throw of 1/2 inch (12.7 mm).
 - 2. Mechanical Locks:
 - a. Fitting modified ANSI A115.2 door preparation.
 - b. Door Thickness Fit: 1-3/8 inches (35 mm) to 2-1/4 inches (57 mm) thick doors.
 - c. Construction: Hub, side plate, shrouded rose, locking pin to be a one-piece casting with a shrouded locking lug.
 - 1) Through-bolted anti-rotational studs.
 - d. Cast stainless steel latch retractor with roller bearings for exceptionally smooth operation and superior strength and durability.
 - e. Bored Hole: 2-1/8 inch (54 mm) diameter.
 - f. Backset: 5 inches (127 mm) unless otherwise indicated.
 - g. Latch: Single piece tail-piece construction.
 - 1) Latchbolt Throw: 9/16 inch (14.3 mm), minimum.
 - h. Cylinders:
 - 1) Cylinder Core Types: Locks capable of supporting manufacturers' cores, as applicable.

- (a) Small format interchangeable.
- i. Lever Trim:
 - 1) Style: See Door Hardware Schedule.
 - 2) Functionality: Allow the lever handle to move up to 45 degrees from horizontal position prior to engaging the latchbolt assembly.
 - 3) Strength: Locksets outside locked lever designed to withstand minimum 1,400 inch-lbs (158.2 Nm) of torque. In excess of that, a replaceable part will shear. Key from outside and/or inside lever will still operate lockset.
 - 4) Independent spring mechanism for each lever.
 - (a) Contain lever springs in the main lock hub.
 - 5) Outside Lever Sleeve: Seamless one-piece construction.
 - 6) Keyed Levers: Removable only after core is removed by authorized control key.
- 3. Electrified Locks: Same properties as standard locks, and as follows:
 - a. Voltage: 24 VDC.
 - b. Function: Electrically locked (Fail Safe) or unlocked (Fail Secure), as indicated for each lock in Door Hardware Schedule.
 - c. Temperature Control Module (TCM).
- C. Finishes: See Door Hardware Schedule.
 - 1. Core Faces: Match finish of lockset.
- D. Grades: Comply with BHMA A156.2, Grade 1, Series 4000, Operational Grade 1, Extra Heavy Duty.
 - 1. Durability: Passing 50 Million cycle tests verified by third party testing agency.
- E. Material: Manufacturer's standard for specified lock.
 - 1. Critical Latch and Chassis Components: Brass or corrosion-resistance treated steel.
 - 2. Outside Lever Sleeve: Hardened steel alloy.
- F. Options:
 - 1. Regulatory Compliance: As required by authorities having jurisdiction the State in which the Project is located.
- G. Products: Cylindrical locks, including mechanical and electrified types.
 - 1. 9K (Grade 1).

2.09 DOOR PULLS AND PUSH PLATES

- A. Manufacturers:
 - 1. Trimco.
 - 2. Rockwood.
 - 3. Don-Jo.
- B. Properties:
 - 1. Pull Type: Straight, unless otherwise indicated.
 - 2. Push Plate Type: Flat, with square corners, unless otherwise indicated.
 - a. Edges: Beveled, unless otherwise indicated.
- C. Grades: Comply with BHMA A156.6.
- D. Material: Stainless steel, unless otherwise indicated.
- E. Products:
 - 1. Push-Pull Plates.

2.10 COORDINATORS

- A. Manufacturers:
 - 1. dormakaba; dormakaba Group.
 - 2. Trimco.
 - 3. Don-Jo.
- B. Properties:

1. General: Non-handed devices, with field-selectable active door leaf.
2. Coordinators: Devices on pairs of doors with closers and self-latching or automatic flush bolts installed.
 - a. Coordinator Operation: Only when inactive door is opened.
- C. Grades:
 1. Closer and Coordinator Combinations: Comply with BHMA A156.4, Grade 1.
- D. Code Compliance: As required by authorities having jurisdiction in the State in which the Project is located.
 1. Meet UL 10C for Positive Pressure.
- E. Types:
 1. Coordinators: Bar.
- F. Installation:
 1. Mounting: Provide necessary mounting brackets and filler bars to ensure proper installation of coordinator and related hardware.
 2. Coordination: Properly sequence installation of other door hardware affected by placement of coordinators and carry bars.
- G. Products:
 1. 3090 Series.

2.11 CLOSERS

- A. Manufacturers:
 1. dormakaba; dormakaba Group.
 2. Norton.
 3. Hager.
- B. Properties:
 1. Surface Mounted Closers: Manufacturer's standard.
 - a. Construction: R14 high silicon aluminum alloy.
 - b. Mechanism: Separate tamper-resistant adjusting valves for closing and latching speeds.
 - c. Hydraulic Fluid: All-weather type.
 - d. Arm Assembly: Standard for product specified.
 - 1) Include hold-open, integral stop, or spring-loaded stop feature, as specified in Door Hardware Schedule.
 - 2) Parallel arm to be a heavy-duty rigid arm.
 - 3) Where "IS" or "S-IS" arms are specified in hardware sets, if manufacturer does not offer this arm provide a regular arm mount closer in conjunction with a heavy-duty overhead stop equal to a dormakaba 900 Series.
 - e. Covers:
 - 1) Type: Standard for product selected.
 - (a) Full.
 - 2) Material: Plastic.
 - 3) Finish: Painted.
- C. Grades:
 1. Closers: Comply with BHMA A156.4, Grade 1.
 - a. Underwriters Laboratories Compliance:
 - 1) Product Listing: UL (DIR) and ULC for use on fire-resistance-rated doors.
 - (a) UL 228 - Door Closers-Holders, With or Without Integral Smoke Detectors.
- D. Code Compliance: As required by authorities having jurisdiction in the State in which the Project is located.
 1. Devices listed with California Department of Forestry and Fire Protection, Office of the State Fire Marshal.

- E. Types:
 - 1. Rack-and-pinion, surface-mounted. 1-1/2 inches (38 mm) minimum bore.
- F. Options:
 - 1. Delayed action, adjustable with an independent valve.
- G. Installation:
 - 1. Mounting: Includes surface mounted installations.
 - 2. Mount closers on non-public side of door and stair side of stair doors unless otherwise noted in hardware sets.
 - 3. At outswinging exterior doors, mount closer on interior side of door.
 - 4. Provide adapter plates, shim spacers, and blade stop spacers as required by frame and door conditions.
 - 5. Where an overlapping astragal is included on pairs of swinging doors, provide coordinator to ensure door leaves close in proper order.
- H. Products:
 - 1. Surface Mounted:
 - a. 8900.

2.12 PROTECTION PLATES

- A. Manufacturers:
 - 1. Trimco.
 - 2. Rockwood.
 - 3. Don-Jo.
- B. Properties:
 - 1. Plates:
 - a. Kick Plates: Provide along bottom edge of push side of every wood door with closer, except aluminum storefront and glass entry doors, unless otherwise indicated.
 - b. Mop Plates: Provide along bottom edge of push side of doors to provide protection from cleaning liquids and equipment damage to door surface.
 - c. Edges: Beveled, on four (4) unless otherwise indicated.
- C. Grades: Comply with BHMA A156.6.
- D. Material: As indicated for each item by BHMA material and finish designation.
 - 1. Metal Properties: Stainless steel.
- E. Installation:
 - 1. Fasteners: Countersunk screw fasteners
- F. Products:
 - 1. See Door Hardware Schedule.

2.13 STOPS AND HOLDERS

- A. Manufacturers:
 - 1. Trimco.
 - 2. Rockwood.
 - 3. Don-Jo.
- B. General: Provide overhead stop/holder when wall or floor stop is not feasible.
- C. Grades:
 - 1. Door Holders, Wall Bumpers, and Floor Stops: Comply with BHMA A156.16 and Resilient Material Retention Test as described in this standard.
- D. Material: Base metal as indicated for each item by BHMA material and finish designation.
- E. Types:
 - 1. Wall Bumpers: Bumper, concave, wall stop.
- F. Installation:

1. Non-Masonry Walls: Confirm adequate wall reinforcement has been installed to allow lasting installation of wall bumpers.

G. Products:

1. See Door Hardware Schedule.

2.14 THRESHOLDS

A. Manufacturers:

1. National Guard Products, Inc.
2. Reese.
3. Pemko.

B. Properties:

1. Threshold Surface: Fluted horizontal grooves across full width.

C. Grades: Thresholds: Comply with BHMA A156.21.

D. Types: As applicable to project conditions. Provide barrier-free type at every location where specified.

1. Bumper Seal Thresholds with Gasket: Use silicone gaskets.

E. Products:

1. See Door Hardware Schedule.

2.15 WEATHERSTRIPPING AND GASKETING

A. Manufacturers:

1. National Guard Products, Inc.
2. Pemko.
3. Zero.

B. Properties:

1. Adhesive-Backed Perimeter Gasketing: Silicone gasket material applied to frame with self-adhesive.
2. Rigid, Housed, Perimeter Gasketing: Sponge silicone gasket material held in place by aluminum housing; fastened to frame stop with screws.
3. Door Sweeps: Neoprene gasket material held in place by flat aluminum housing or flange; surface mounted to face of door with screws.

C. Grades: Comply with BHMA A156.22.

D. Products:

1. Weatherstripping: See Door Hardware Schedule.
2. Door Bottom Seals:
 - a. Door Sweeps: See Door Hardware Schedule.

2.16 MISCELLANEOUS ITEMS

A. Manufacturers:

1. Trimco.
2. Rockwood.
3. Don-Jo.

B. Properties:

1. Coat Hooks: Provide on room side of door, screw fastened.
 - a. Material: Brass.
2. Silencers: Provide at equal locations on door frame to mute sound of door's impact upon closing.
 - a. Single Door: Provide three on strike jamb of frame.
 - b. Pair of Doors: Provide two on head of frame, one for each door at latch side.
 - c. Material: Rubber, gray color.

C. Products:

1. Coat Hooks.
 - a. See Door Hardware Schedule.
2. Silencers.
 - a. See Door Hardware Schedule.

2.17 ELECTRIFIED HARDWARE

- A. Manufacturers:
 1. BEST, dormakaba Group.
 2. dormakaba; dormakaba Group.
 3. Schlage.
 4. Sargent.
 5. RCI; dormakaba Group: www.dormakaba.com/us-en/#sle.
- B. Properties:
 1. Door Position Switches: Recessed devices with magnetic contacts.
 - a. Power Requirement: 50mA Max, 100 VDC.
 - b. SPDT configuration.
 2. Power Supply Units: Manufacturer's standard.
 - a. Enclosures: Lockable NEMA Type 1, with hinged cover and knockouts.
 - b. Power: 24 VAC, 10 Amp; field-selectable.
 - c. Emergency Release Terminals: Designed to release devices upon activation of fire alarm system.
 - d. Auxiliary contacts for remote signaling.
 - e. User-selectable time delay from 0 to 4 minutes.
 - f. Fire Alarm System Interface: Standard.
 - 1) Fire alarm terminal with green LED indicating power is available.
 - g. Output Distribution Board with indicator LEDs.
 - h. On/Off LED power indicator.
 3. Power Transfers: Manufacturer's standard.
 - a. Door Loops:
 - 1) Armored flex conduits 18 inches (450 mm) long.
 - 2) Capacity: Up to 1/4 inch (6.35 mm) diameter wire bundle.
 4. Wire Harnesses: Of sufficient length, with quick connectors.
 - a. Wire Harness End Connection to Power Supply or Junction Box: One end with bare leads.
- C. Products:
 1. Door Position Switches:
 - a. 9540 Recessed Magnetic Contact/Door Position Switch.
 2. Power Supplies:
 - a. RPSMLR2.
 - b. DKPS Series.
 3. Power Transfers:
 - a. EPT-12C.
 4. Wire Harnesses:
 - a. BEST wire harnesses.

2.18 KEYS AND CORES

- A. Manufacturers:
 1. BEST, dormakaba Group.
 2. Substitutions: Not permitted.
- B. Properties: Complying with guidelines of BHMA A156.28.
 1. Provide small format interchangeable core.
 2. Provide Patented CORMAX keys and cores.
 3. Provide keying information in compliance with DHI (KSN) standards.

4. Keying Schedule: Arrange for a keying meeting, with Architect, Owner and hardware supplier, and other involved parties to ensure locksets and locking hardware, are functionally correct and keying complies with project requirements.
 5. Keying: Master keyed.
 6. Include construction keying and control keying with removable core cylinders.
 7. Supply keys in following quantities:
 - a. Master Keys: 4 each.
 - b. Construction Master Keys: 6 each.
 - c. Construction Keys: 15 each.
 - d. Construction Control Keys: 2 each.
 - e. Control Keys if New System: 2 each.
 8. Provide key collection envelopes, receipt cards, and index cards in quantity suitable to manage number of keys.
 9. Deliver keys with identifying tags to Owner by security shipment direct from manufacturer.
 10. Permanent Keys and Cores: Stamped with applicable key marking for identification. Do not include actual key cuts within visual key control marks or codes. Stamp permanent keys "Do Not Duplicate."
 11. Include installation of permanent cores and return construction cores to hardware supplier. Construction cores and keys to remain property of hardware supplier.
- C. Products:
1. Patented:
 - a. CORMAX.

2.19 FINISHES

- A. Finishes: Identified in Hardware Sets.

PART 3 EXECUTION

3.01 EXAMINATION

- A. Verify that doors and frames are ready to receive this work; labeled, fire-rated doors and frames are properly installed, and dimensions are as indicated on shop drawings.
- B. Correct all defects prior to proceeding with installation.
- C. Verify that electric power is available to power operated devices and of correct characteristics.

3.02 INSTALLATION

- A. Install hardware in accordance with manufacturer's instructions and applicable codes.
- B. Install hardware using the manufacturer's fasteners provided. Drill and tap all screw holes located in metallic materials. Do not use "Riv-Nuts" or similar products.
- C. Install hardware on fire-rated doors and frames in accordance with applicable codes and NFPA 80.
- D. Install hardware for smoke and draft control doors in accordance with NFPA 105.
- E. Use templates provided by hardware item manufacturer.
- F. Do not install surface mounted items until application of finishes to substrate are fully completed.
- G. Wash down masonry walls and complete painting or staining of doors and frames.
- H. Complete finish flooring prior to installation of thresholds.
- I. Door Hardware Mounting Heights: Distance from finished floor to center line of hardware item. As indicated in following list; unless noted otherwise in Door Hardware Schedule or on drawings.
 1. For Steel Doors and Frames: Install in compliance with DHI (LOCS) recommendations.
 2. For Steel Doors and Frames: See Section 6549.
 3. For Steel Door Frames: See Section 081213.

4. For Aluminum-Framed Storefront Doors and Frames: See Section 084313.
5. For Wood Doors: Install in compliance with DHI WDHS.3 recommendations.
6. Flush Wood Doors: See Section 081416.
7. Stile and Rail Wood Doors: See Section 081433.
8. Mounting heights in compliance with ADA Standards:
 - a. Locksets: 40-5/16 inch (1024 mm).
 - b. Push Plates/Pull Bars: 42 inch (1067 mm).
 - c. Deadlocks (Deadbolts): 48 inch (1219 mm).
 - d. Exit Devices: 40-5/16 inch (1024 mm).
 - e. Door Viewer: 43 inch (1092 mm); standard height 60 inch (1524 mm).
- J. Set exterior door thresholds with full-width bead of elastomeric sealant at each point of contact with floor providing a continuous weather seal; anchor thresholds with stainless steel countersunk screws.
- K. Include in installation for existing doors and frames any necessary field modification and field preparation of doors and frames for new hardware. Provide necessary fillers, reinforcements, and fasteners for mounting new hardware and to cover existing door and frame preparations.

3.03 FIELD QUALITY CONTROL

- A. Perform field inspection and testing under provisions of Section 014000 - Quality Requirements.

3.04 ADJUSTING

- A. Adjust work under provisions of Section 017000 - Execution and Closeout Requirements.
- B. Adjust hardware for smooth operation.
- C. Adjust gasketing for complete, continuous seal; replace if unable to make complete seal.

3.05 CLEANING

- A. Clean finished hardware in accordance with manufacturer's written instructions after final adjustments have been made.
- B. Clean adjacent surfaces soiled by hardware installation activities.

3.06 PROTECTION

- A. Protect finished Work under provisions of Section 017000 - Execution and Closeout Requirements.
- B. Do not permit adjacent work to damage hardware or finish.

3.07 HARDWARE SETS

Manufacturer List

Code	Name
BE	Best Access Systems
BY	By Related Section
DM	Dorma Door Controls
NA	National Guard
PR	BEST Precision Exit Devices
RC	RCI
ST	BEST Hinges and Sliding
TR	Trimco

Option List

Code	Description
24V	24V Solenoid (Std)
3RO	Prefix option for 2000 Apex Series
B4E-HEAVY-KP	BEVELED 4 EDGES - KICK PLATES
CD	CYLINDER DOGGING
CSK	COUNTER SINKING OF KICK and MOP PLATES
EPT Prep	EPT Prep (full mortise)
MLR	MOTORIZED LATCH RETRACTION
RQE	Request to Exit
VIN	Visual Indicator
WTS	Weatherized Touchbar Monitoring Switch

Finish List

Code	Description
26D	Satin Chrome
32D	Satin Stainless Steel
626	Satin Chromium Plated
630	Satin Stainless Steel
689	Aluminum Painted
AL	Aluminum
BEIGE	Beige
BLACK	Black
GREY	Grey
Silver	Silver

Hardware Sets

Set #01 - EXT ALD/F - FOYER

Doors: 101

1	Continuous Hinge	661HD UL EPT Prep X LAR	AL	ST
1	Power Transfer	EPT-12C	630	PR
1	Exit Device	3RO MLR WTS 2103 X 1703A CD	630	PR
1	Rim Cylinder	12E-72 PATD	626	BE
1	Mortise Cylinder	1E-74 PATD	626	BE
1	Closer	8916 DS	689	DM
1	Kick Plate	K0050 10" x 2" LDW B4E CSK	630	TR
1	Harness	WH-192		ST
1	Harness	WH-6E		ST
1	Harness	WH-12		ST
1	Power Supply	RPSMLR2		PR
1	Card Reader	BY SECURITY		BY
1	Drip Cap	16 A x 4" ODW		NA
1	Door Sweep	200 NA (door width)		NA
1	Position Switch	9540	BLACK	RC
1	Gasketing / Mutes	BY ALUM DOOR MANUFACTURER		BY
1	Saddle Threshold	425 (opening width)	AL	NA

NOTE: COORDINATE ALL WIRING AND INSTALLATION WITH DIVISIONS 26 & 28.

OPERATIONAL DESCRIPTION: FREE EGRESS ALWAYS. BUSINESS HOURS - DOOR NORMALLY CLOSED AND KEPT UNLOCKED VIA ACCESS CONTROL SYSTEM. DOOR IS IN PUSH/PULL FUNCTION. OUTSIDE OF BUSINESS HOURS: DOOR NORMALLY CLOSED AND LOCKED. ENTRY VIA VALID KEY IN CYLINDER OR CREDENTIALS AT READER. DOOR WILL REMAIN CLOSED AND LOCKED DURING POWER OUTAGE.

Set #02 - ACCESS: EXT HMD/F - WORKROOM

Doors: 117, 126B

1	Continuous Hinge	661HD UL EPT Prep X LAR	AL	ST
1	Exit Device	3RO MLR WTS 2103 X 1703A CD	630	PR
1	Closer	8916 DS	689	DM
1	Kick Plate	K0050 10" x 2" LDW B4E CSK	630	TR
1	Harness	WH-192		ST
1	Harness	WH-6E		ST
1	Power Transfer	EPT-12C	630	PR
1	Power Supply	RPSMLR2		PR
1	Harness	WH-12		ST
1	Position Switch	9540	BLACK	RC
1	Card Reader	BY SECURITY		BY
1	Drip Cap	16 A x 4" ODW		NA
1	Gasketing	134 N (head & jambs)		NA
1	Door Sweep	200 NA (door width)		NA
1	Threshold	896ADJ V 48"	AL	NA
3	Silencer	1229A	GREY	TR

NOTE: COORDINATE ALL WIRING AND INSTALLATION WITH DIVISIONS 26 & 28.

OPERATIONAL DESCRIPTION: FREE EGRESS ALWAYS. DOOR NORMALLY CLOSED AND LOCKED. ENTRY VIA VALID KEY IN CYLINDER OR CREDENTIALS AT READER. DOOR WILL REMAIN CLOSED AND LOCKED DURING POWER OUTAGE.

Set #03 - WD/HMF - PVT RESTROOM

Doors: 102A

4	Butt Hinge	FBF179 4.5" x 4.5"	26D	ST
1	Lockset	45H-7T14S PATD VIN	626	BE
1	Closer	8916 AF89	689	DM
1	Kick Plate	K0050 10" x 34" B4E-HEAVY-KP CSK	630	TR
1	Mop Plate	KM050 6" x 35" B4E-HEAVY-KP CSK	630	TR
1	Wall Bumper	1270WV	630	TR
1	Coat Hook	3072	630	TR
1	Smoke Seal	5075 (head & jambs)		NA
3	Silencer	1229A	GREY	TR

Set #04 - WD/HMF - OFFICE

Doors: 107, 108, 110, 114B

4	Butt Hinge	FBF179 4.5" x 4.5"	26D	ST
1	Office Lockset	9K3-7B16D PATD	626	BE
1	Wall Bumper	1270WV	630	TR
1	Smoke Seal	5075 (head & jambs)		NA
3	Silencer	1229A	GREY	TR

Set #05 - WD/HMF - STORAGE

Doors: 105

4	Butt Hinge	FBF179 4.5" x 4.5"	26D	ST
1	Lockset	9K3-7D16D PATD	626	BE
1	Closer	8916 AF89	689	DM
1	Kick Plate	K0050 10" x 34" B4E-HEAVY-KP CSK	630	TR
1	Wall Bumper	1270WV	630	TR
3	Silencer	1229A	GREY	TR

Set #06 - WD/HMF - STORAGE

Doors: 127

4	Butt Hinge	FBF179 4.5" x 4.5" NRP	26D	ST
1	Lockset	9K3-7D16D PATD	626	BE
1	Closer	8916 AF89P	689	DM
1	Kick Plate	K0050 10" x 34" B4E-HEAVY-KP CSK	630	TR
1	Dome Stop	1211	626	TR
3	Silencer	1229A	GREY	TR

Set #07 - WD/HMF - CHAMBER

Doors: 104

8	Butt Hinge	FBF179 4.5" x 4.5" NRP	26D	ST
1	Automatic Flush Bolt	3815L	626	TR
1	Lockset	9K3-7R16D PATD	626	BE
1	Coordinator	3094B2	Silver	TR
2	Closer	8916 DS	689	DM
2	Kick Plate	K0050 10" x 2" LDW B4E CSK	630	TR
1	Smoke Seal	5075 (head & jambs)		NA
2	Silencer	1229A	GREY	TR

Set #08 - WD/HMF - CHAMBER (PANIC DEVICE)

Doors: 115A

3	Butt Hinge	FBF179 4.5" x 4.5" NRP	26D	ST
1	Exit Device	2101	630	PR
1	Closer	8916 AF89P	689	DM
NOTE: Mount closer to allow door to swing 180 degrees				
1	Kick Plate	K0050 10" x 34" B4E-HEAVY-KP CSK	630	TR
1	Wall Bumper	1270WV	630	TR
1	Smoke Seal	5075 (head & jambs)		NA
3	Silencer	1229A	GREY	TR

Set #09 - REMOTE SWITCH: WD/HMF - HALL

Doors: 102B

3	Butt Hinge	FBF179 4.5" x 4.5"	26D	ST
1	Butt Hinge	CEFBB179-54 4.5" x 4.5"	26D	ST
1	Electromechanical Lock	9KW3-7DEU16D PATD 24V RQE	626	BE
1	Closer	8916 AF89	689	DM
1	Kick Plate	K0050 10" x 34" B4E-HEAVY-KP CSK	630	TR
1	Wall Bumper	1270WV	630	TR
1	Remote Switch	909S-MO	BEIGE	RC
1	Power Supply	DKPS-2A		DM
1	Harness	WH-44		ST
1	Harness	WH-192		ST
1	Harness	WH-6E		ST
1	Door Viewer	976	626	TR
3	Silencer	1229A	GREY	TR

NOTE: COORDINATE ALL WIRING AND INSTALLATION WITH DIVISIONS 26 & 28.

OPERATIONAL DESCRIPTION: FREE EGRESS AT ALL TIMES. DOOR IS NORMALLY CLOSED AND LOCKED. ACCESS GRANTED VIA MECHANICAL KEY OR REMOTE SWITCH AT RECEPTION DESK. DOOR WILL REMAIN CLOSED AND LOCKED DURING POWER OUTAGE.

Set #10 - REMOTE SWITCH: WD/HMF - RECEPTION

Doors: 103

3	Butt Hinge	FBF179 4.5" x 4.5"	26D	ST
1	Butt Hinge	CEFBB179-54 4.5" x 4.5"	26D	ST
1	Electromechanical Lock	9KW3-7DEU16D PATD 24V RQE	626	BE
1	Closer	8916 AF89P	689	DM
1	Kick Plate	K0050 10" x 34" B4E-HEAVY-KP CSK	630	TR
1	Dome Stop	1211	626	TR
1	Remote Switch	909S-MO	BEIGE	RC
1	Power Supply	DKPS-2A		DM
1	Harness	WH-44		ST
1	Harness	WH-192		ST
1	Harness	WH-6E		ST
1	Door Viewer	976	626	TR
3	Silencer	1229A	GREY	TR

NOTE: COORDINATE ALL WIRING AND INSTALLATION WITH DIVISIONS 26 & 28.

OPERATIONAL DESCRIPTION: FREE EGRESS AT ALL TIMES. DOOR IS NORMALLY CLOSED AND LOCKED. ACCESS GRANTED VIA MECHANICAL KEY OR REMOTE SWITCH AT RECEPTION DESK. DOOR WILL REMAIN CLOSED AND LOCKED DURING POWER OUTAGE.

Set #11 - ACCESS: WD/HMFF - HALL

Doors: 115, 126A

3	Butt Hinge	FBB179 4.5" x 4.5"	26D	ST
1	Butt Hinge	CEFBB179-54 4.5" x 4.5"	26D	ST
1	Electromechanical Lock	45HW-7WEL16H PATD 24V RQE	626	BE
1	Closer	8916 AF89	689	DM
1	Kick Plate	K0050 10" x 34" B4E-HEAVY-KP CSK	630	TR
1	Wall Bumper	1270WV	630	TR
1	Power Supply	DKPS-2A		DM
1	Harness	WH-44		ST
1	Harness	WH-192		ST
1	Harness	WH-6E		ST
1	Position Switch	9540	BLACK	RC
2	Card Reader	BY SECURITY		BY
3	Silencer	1229A	GREY	TR

NOTE: MUST GET APPROVAL FROM AHJ FOR LOCKING CONDITIONS.

NOTE: COORDINATE ALL WIRING AND INSTALLATION WITH DIVISIONS 26 &28.

OPERATIONAL DESCRIPTION: DOOR IS NORMALLY CLOSED AND LOCKED FROM BOTH SIDES. ACCESS GRANTED VIA MECHANICAL KEY OR VALID CREDENTIALS AT EITHER READER. DOOR WILL UNLOCK DURING POWER OUTAGE.

Set #12 - ACCESS: WD/HMF - BREAKROOM

Doors: 124

3	Butt Hinge	FBB179 4.5" x 4.5" NRP	26D	ST
1	Butt Hinge	CEFBB179-54 4.5" x 4.5"	26D	ST
1	Electromechanical Lock	9KW3-7DEU16D PATD 24V RQE	626	BE
1	Closer	8916 AF89P	689	DM
1	Kick Plate	K0050 10" x 34" B4E-HEAVY-KP CSK	630	TR
1	Wall Bumper	1270WV	630	TR
1	Keypad	9212I	32D	RC
1	Power Supply	DKPS-2A		DM
1	Harness	WH-44		ST
1	Harness	WH-192		ST
1	Harness	WH-6E		ST
3	Silencer	1229A	GREY	TR

NOTE: COORDINATE ALL WIRING AND INSTALLATION WITH DIVISIONS 26 &28.

OPERATIONAL DESCRIPTION: FREE EGRESS AT ALL TIMES. DOOR IS NORMALLY CLOSED AND LOCKED. ACCESS GRANTED VIA MECHANICAL KEY OR VALID CREDENTIALS AT READER. DOOR WILL REMAIN CLOSED AND LOCKED DURING POWER OUTAGE.

Set #13 - ACCESS: WD/HMF - WORKROOM

Doors: 126

3	Butt Hinge	FBB179 4.5" x 4.5"	26D	ST
1	Butt Hinge	CEFBB179-54 4.5" x 4.5"	26D	ST
1	Electromechanical Lock	9KW3-7DEU16D PATD 24V RQE	626	BE
1	Closer	8916 AF89	689	DM
1	Kick Plate	K0050 10" x 34" B4E-HEAVY-KP CSK	630	TR
1	Wall Bumper	1270WV	630	TR
1	Power Supply	DKPS-2A		DM
1	Harness	WH-44		ST
1	Harness	WH-192		ST
1	Harness	WH-6E		ST
1	Card Reader	BY SECURITY		BY
3	Silencer	1229A	GREY	TR

NOTE: COORDINATE ALL WIRING AND INSTALLATION WITH DIVISIONS 26 & 28.

OPERATIONAL DESCRIPTION: FREE EGRESS AT ALL TIMES. DOOR IS NORMALLY CLOSED AND LOCKED. ACCESS GRANTED VIA MECHANICAL KEY OR VALID CREDENTIALS AT READER. DOOR WILL REMAIN CLOSED AND LOCKED DURING POWER OUTAGE.

Set #14 - WD - LOBBY DOUBLE

Doors: 102

8	Butt Hinge	FBB179 4.5" x 4.5"	26D	ST
2	Single Dummy	9KDT-01DT16D	626	BE
2	Push Plate	1807-4	630	TR
2	Closer	8916 DS	689	DM
2	Kick Plate	K0050 10" x 2" LDW B4E CSK	630	TR
1	Smoke Seal	5075 (head & jambs)		NA
2	Silencer	1229A	GREY	TR

Opening List

Opening	Hdw Set
101	01
102	14
102A	03
102B	09
103	10
104	07
105	05
107	04
108	04
110	04
114B	04
115	11
115A	08
117	02
124	12
126	13
126A	11
126B	02
127	06

END OF SECTION

SECTION 08 80 00 - GLAZING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes glazing for the following products and applications, including those specified in other Sections where glazing requirements are specified by reference to this Section:

- Windows.
 - Doors.
 - Storefront framing.
 - Glazed entrances.
 - Interior borrowed lites.

- B. Related Sections:

- Division 08 Section "Hollow Metal Doors and Frames"
 - Division 08 Section "Flush Wood Doors"
 - Division 08 Section "Exterior Aluminum Framed Entrances & Storefronts"
 - Division 08 Section "Safety and Security Window Film" for exterior glazing.

1.3 DEFINITIONS

- A. Glass Manufacturers: Firms that produce primary glass, fabricated glass, or both, as defined in referenced glazing publications.
- B. Glass Thicknesses: Indicated by thickness designations in millimeters according to ASTM C 1036.
- C. Interspace: Space between lites of an insulating-glass unit.

1.4 PERFORMANCE REQUIREMENTS

- A. General: Installed glazing systems shall withstand normal thermal movement and wind and impact loads (where applicable) without failure, including loss or glass breakage attributable to the following: defective manufacture, fabrication, or installation; failure of sealants or gaskets to remain watertight and airtight; deterioration of glazing materials; or other defects in construction.
- B. Delegated Design: Design glass, including comprehensive engineering analysis according to FBC's 2007 Florida Building Code by a qualified professional engineer, using the following design criteria:

- Design Wind Pressures: Design wind pressures applicable to Project according to ASCE/SEI 7, based on heights above grade indicated on Drawings.

- a. Ultimate Design Wind Speed: 200mph (with Safety and Security Window Film)
 - b. Exposure Category: C.
 - c. Risk Category IV.

- Vertical Glazing: For glass surfaces sloped 15 degrees or less from vertical, design glass to resist design wind pressure based on glass type factors for short-duration load.

Maximum Lateral Deflection: For glass supported on all four edges, limit center-of-glass deflection at design wind pressure to not more than 1/50 times the short-side length or 1 inch, whichever is less.

Differential Shading: Design glass to resist thermal stresses induced by differential shading within individual glass lites.

- C. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes acting on glass framing members and glazing components.

Temperature Change: 120 deg F, ambient; 180 deg F, material surfaces.

1.5 PRECONSTRUCTION TESTING

- A. Preconstruction Adhesion and Compatibility Testing: Test each glazing material type, tape sealant, gasket, glazing accessory, and glass-framing member for adhesion to and compatibility with elastomeric glazing sealants.

1. Testing will not be required if data are submitted based on previous testing of current sealant products and glazing materials matching those submitted.
2. Use ASTM C 1087 to determine whether priming and other specific joint-preparation techniques are required to obtain rapid, optimum adhesion of glazing sealants to glass, tape sealants, gaskets, and glazing channel substrates.
3. Test no fewer than eight Samples of each type of material, including joint substrates, shims, sealant backings, secondary seals, and miscellaneous materials.
4. Schedule sufficient time for testing and analyzing results to prevent delaying the Work.
5. For materials failing tests, submit sealant manufacturer's written instructions for corrective measures including the use of specially formulated primers.

1.6 ACTION SUBMITTALS

- A. Product Data: For each glass product and glazing material indicated.
- B. Glass Samples: For each type of glass product other than clear monolithic vision glass; 12 inches square.
1. Tinted glass.
 2. Coated glass.
 3. Laminated glass with colored interlayer.
 4. Insulating glass.
- C. Glazing Accessory Samples: For gaskets sealants and colored spacers, in 12-inch lengths. Install sealant Samples between two strips of material representative in color of the adjoining framing system.
- D. Glazing Schedule: List glass types and thicknesses for each size opening and location. Use same designations indicated on Drawings.
- E. Delegated-Design Submittal: For glass indicated to comply with performance requirements and design criteria, including analysis data signed and sealed by the qualified professional engineer responsible for their preparation.

1.7 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For installers, manufacturers of insulating-glass units with sputter-coated, low-e coatings, glass testing agency and sealant testing agency.
- B. Product Certificates: For glass and glazing products, from manufacturer.
- C. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for tinted glass coated glass insulating glass glazing sealants and glazing gaskets.

1. For glazing sealants, provide test reports based on testing current sealant formulations within previous 36-month period.
- D. Preconstruction adhesion and compatibility test report.
- E. Warranties: Sample of special warranties.

1.8 QUALITY ASSURANCE

- A. Manufacturer Qualifications for Insulating-Glass Units with Sputter-Coated, Low-E Coatings: A qualified insulating-glass manufacturer who is approved by coated-glass manufacturer.
- B. Installer Qualifications: A qualified installer who employs glass installers for this Project who are certified under the National Glass Association's Certified Glass Installer Program.
- C. Glass Testing Agency Qualifications: A qualified independent testing agency accredited according to the NFRC CAP 1 Certification Agency Program.
- D. Sealant Testing Agency Qualifications: An independent testing agency qualified according to ASTM C 1021 to conduct the testing indicated.
- E. Source Limitations for Glass: Obtain tinted float glass coated float glass laminated glass and insulating glass from single source from single manufacturer for each glass type.
- F. Source Limitations for Glazing Accessories: Obtain from single source from single manufacturer for each product and installation method.
- G. Glazing Publications: Comply with published recommendations of glass product manufacturers and organizations below, unless more stringent requirements are indicated. Refer to these publications for glazing terms not otherwise defined in this Section or in referenced standards.
 1. GANA Publications: GANA's "Laminated Glazing Reference Manual" and GANA's "Glazing Manual."
 2. IGMA Publication for Insulating Glass: SIGMA TM-3000, "North American Glazing Guidelines for Sealed Insulating Glass Units for Commercial and Residential Use."
- H. Safety Glazing Labeling: Where safety glazing labeling is indicated, permanently mark glazing with certification label of the SGCC or another certification agency acceptable to authorities having jurisdiction or the manufacturer. Label shall indicate manufacturer's name, type of glass, thickness, and safety glazing standard with which glass complies.
- I. Mockups: Build mockups to verify selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
 1. Install glazing in mockups specified in Division 08 Section "Aluminum-Framed Entrances and Storefronts, Aluminum Windows, Glazed Aluminum Curtain Walls" to match glazing systems required for Project, including glazing methods.
 2. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.
- J. Pre-installation Conference: Conduct conference at Project site.
 1. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 2. Review temporary protection requirements for glazing during and after installation.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Protect glazing materials according to manufacturer's written instructions. Prevent damage to glass and glazing materials from condensation, temperature changes, direct exposure to sun, or other causes.
- B. Comply with insulating-glass manufacturer's written recommendations for venting and sealing units to avoid hermetic seal ruptures due to altitude change.

1.10 PROJECT CONDITIONS

- A. Environmental Limitations: Do not proceed with glazing when ambient and substrate temperature conditions are outside limits permitted by glazing material manufacturers and when glazing channel substrates are wet from rain, frost, condensation, or other causes.
 - 1. Do not install glazing sealants when ambient and substrate temperature conditions are outside limits permitted by sealant manufacturer or below 40 deg F.

1.11 WARRANTY

- A. Manufacturer's Special Warranty for Coated-Glass Products: Manufacturer's standard form in which coated-glass manufacturer agrees to replace coated-glass units that deteriorate within specified warranty period. Deterioration of coated glass is defined as defects developed from normal use that are not attributed to glass breakage or to maintaining and cleaning coated glass contrary to manufacturer's written instructions. Defects include peeling, cracking, and other indications of deterioration in coating.

Warranty Period: Ten (10) years from date of Substantial Completion.

- B. Manufacturer's Special Warranty on Laminated Glass: Manufacturer's standard form in which laminated-glass manufacturer agrees to replace laminated-glass units that deteriorate within specified warranty period. Deterioration of laminated glass is defined as defects developed from normal use that are not attributed to glass breakage or to maintaining and cleaning laminated glass contrary to manufacturer's written instructions. Defects include edge separation, delamination materially obstructing vision through glass, and blemishes exceeding those allowed by referenced laminated-glass standard.

Warranty Period: Ten (10) years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 GLASS PRODUCTS, GENERAL

- A. Thickness: Where glass thickness is indicated, it is a minimum. Provide glass lites in thicknesses as needed to comply with requirements indicated.
 - 1. Minimum Glass Thickness for Exterior Lites: Not less than 6.0 mm (1/4").
 - 2. Thickness of Coated/Tinted Glass: Provide same thickness for tint color indicated throughout Project.
- B. Strength: Where float glass is indicated, provide annealed float glass, Kind HS heat-treated float glass, or Kind FT heat-treated float glass as needed to comply with "Performance Requirements" Article. Where heat-strengthened glass is indicated, provide Kind HS heat-treated float glass or Kind FT heat-treated float glass as needed to comply with "Performance Requirements" Article. Where fully tempered glass is indicated, provide Kind FT heat-treated float glass.
- C. Windborne-Debris-Impact Resistance: Provide exterior glazing that passes enhanced-protection testing requirements in ASTM E 1996 for Wind Zone 4 when tested according to ASTM E 1886. Test specimens shall be no smaller in width and length than glazing indicated for use on the Project and shall be installed in same manner as glazing indicated for use on the Project.
 - 1. Large-Missile Test: For glazing located within 30 feet of grade.
 - 2. Small-Missile Test: For glazing located more than 30 feet above grade.
- D. Thermal and Optical Performance Properties: Provide glass with performance properties specified, as indicated in manufacturer's published test data, based on procedures indicated below:

1. For monolithic-glass lites, properties are based on units with lites 6.0 mm min. thick.
2. For laminated-glass lites, properties are based on products of construction indicated.
3. For insulating-glass units, properties are based on units of thickness indicated for overall unit and for each lite.
4. U-Factors: Center-of-glazing values, according to NFRC 100 and based on LBL's WINDOW 5.2 computer program, expressed as Btu/sq. ft. x h x deg F.
5. Solar Heat-Gain Coefficient and Visible Transmittance: Center-of-glazing values, according to NFRC 200 and based on LBL's WINDOW 5.2 computer program.
6. Visible Reflectance: Center-of-glazing values, according to NFRC 300.

2.2 GLASS PRODUCTS

- A. Float Glass: ASTM C 1036, Type I, Quality-Q3, Class I (clear) unless otherwise indicated.
- B. Heat-Treated Float Glass: ASTM C 1048; Type I; Quality-Q3; Class I (clear) unless otherwise indicated; of kind and condition indicated.

Fabrication Process: By horizontal (roller-hearth) process with roll-wave distortion parallel to bottom edge of glass as installed unless otherwise indicated.

For uncoated glass, comply with requirements for Condition A.

For coated vision glass, comply with requirements for Condition C (other coated glass).

- C. Coated/Tinted Float Glass: Class 2, complying with other requirements specified.

Basis-of-Design Product: Subject to compliance with requirements, provide
AGC Energy Select™ 23; 1/4" low-e outboard with coating on surface #2; 1/4" clear inboard lite.
Or

PPG Solarban 70XL(2); Solarblue Glass 1/4", 6mm

2.3 LAMINATED GLASS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 1. PPG Solarban 70XL(2); Solarblue
 2. AGC Energy Select™ 23
- B. Windborne-Debris-Impact-Resistant Laminated Glass: ASTM C 1172, and complying with testing requirements in 16 CFR 1201 for Category II materials, with "Windborne-Debris-Impact Resistance" Paragraph in "Glass Products, General" Article, and with other requirements specified. Use materials that have a proven record of no tendency to bubble, discolor, or lose physical and mechanical properties after fabrication and installation.
 1. Construction: Laminate glass with one of the following to comply with interlayer manufacturer's written recommendations:
 - a. Polyvinyl butyral interlayer.
 - b. Polyvinyl butyral interlayers reinforced with polyethylene terephthalate film.
 2. Interlayer Thickness: Provide thickness not less than that indicated and as needed to comply with requirements.
 3. Interlayer Color: Clear unless otherwise indicated.
- C. Glass: Comply with applicable requirements in "Glass Products" Article as indicated by designations in "Laminated-Glass Types" Article.

2.4 INSULATING GLASS

- A. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
 - 1. PPG Solarban 70XL(2) - Solarblue.
 - 2. AGC Energy Select™ 23
- B. Insulating-Glass Units: Factory-assembled units consisting of sealed lites of glass separated by a dehydrated interspace, qualified according to ASTM E 2190, and complying with other requirements specified.
 - 1. Sealing System: Dual seal, with polyisobutylene and silicone primary and secondary.
 - 2. Spacer: Polypropylene covered stainless steel in color selected by Architect.
 - 3. Desiccant: Molecular sieve or silica gel, or blend of both.
- C. Glass: Comply with applicable requirements in "Glass Products" Article and in "Laminated Glass" Article as indicated by designations in "Insulating-Glass Types" Article and in "Insulating-Laminated-Glass Types" Article.

2.5 GLAZING GASKETS

- A. Dense Compression Gaskets: Molded or extruded gaskets of profile and hardness required to maintain watertight seal, made from one of the following:
 - Neoprene complying with ASTM C 864.
 - EPDM complying with ASTM C 864.
 - Silicone complying with ASTM C 1115.
 - Thermoplastic polyolefin rubber complying with ASTM C 1115.

2.6 GLAZING SEALANTS

- A. General:
 - Compatibility: Provide glazing sealants that are compatible with one another and with other materials they will contact, including glass products, seals of insulating-glass units, and glazing channel substrates, under conditions of service and application, as demonstrated by sealant manufacturer based on testing and field experience.
 - Suitability: Comply with sealant and glass manufacturers' written instructions for selecting glazing sealants suitable for applications indicated and for conditions existing at time of installation.
 - Sealants used inside the weatherproofing system, shall have a VOC content of not more than 250 g/L when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
 - Colors of Exposed Glazing Sealants: As selected by Architect from manufacturer's full range.
- B. Glazing Sealant: Neutral-curing silicone glazing sealant complying with ASTM C 920, Type S, Grade NS, Class 100/50, Use NT.
 - Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Dow Corning Corporation; 790.
 - b. GE Advanced Materials - Silicones; SilPruf LM SCS2700.
 - c. Pecora Corporation; 890.
 - d. Sika Corporation, Construction Products Division; SikaSil-C990.
 - e. Tremco Incorporated; Spectrem 1.
- C. Glazing Sealants for Fire-Rated Glazing Products: Products that are approved by testing agencies that listed and labeled fire-resistant glazing products with which they are used for applications and fire-protection ratings indicated.

2.7 MISCELLANEOUS GLAZING MATERIALS

- A. General: Provide products of material, size, and shape complying with referenced glazing standard, requirements of manufacturers of glass and other glazing materials for application indicated, and with a proven record of compatibility with surfaces contacted in installation.
- B. Cleaners, Primers, and Sealers: Types recommended by sealant or gasket manufacturer.
- C. Setting Blocks: Elastomeric material with a Shore, Type A durometer hardness of 85, plus or minus 5.
- D. Spacers: Elastomeric blocks or continuous extrusions of hardness required by glass manufacturer to maintain glass lites in place for installation indicated.
- E. Edge Blocks: Elastomeric material of hardness needed to limit glass lateral movement (side walking).
- F. Cylindrical Glazing Sealant Backing: ASTM C 1330, Type O (open-cell material), of size and density to control glazing sealant depth and otherwise produce optimum glazing sealant performance.
- G. Perimeter Insulation for Fire-Resistive Glazing: Product that is approved by testing agency that listed and labeled fire-resistant glazing product with which it is used for application and fire-protection rating indicated.

2.8 FABRICATION OF GLAZING UNITS

- A. Fabricate glazing units in sizes required to fit openings indicated for Project, with edge and face clearances, edge and surface conditions, and bite complying with written instructions of product manufacturer and referenced glazing publications, to comply with system performance requirements.
- B. Clean-cut or flat-grind vertical edges of butt-glazed monolithic lites to produce square edges with slight chamfers at junctions of edges and faces.
- C. Grind smooth and polish exposed glass edges and corners.

2.9 INSULATING-LAMINATED-GLASS TYPES

- A. Low-e-coated, tinted, insulating laminated glass.
 - 1. Overall Unit Thickness: 1-1/4 inch maximum.
 - 2. Thickness of Outdoor Lite: 6.0 mm.
 - 3. Outdoor Lite: Fully tempered float glass.
 - 4. Interspace Content: Argon.
 - 5. Indoor Lite: Clear laminated glass with two plies of fully tempered float glass.
 - a. Thickness of Each Glass Ply: 6.0 mm.
 - b. Interlayer Thickness: 0.090 inch .
 - 6. Low-E Coating: Sputtered on second surface.
 - 7. Visible Light Transmittance: 50 percent minimum.
 - 8. Winter U-Factor: 0.29 maximum.
 - 9. Summer U-Factor: 0.26 maximum.
 - 10. Solar Heat Gain Coefficient: 0.23 maximum.
 - 11. Provide safety glazing labeling.

2.10 MONOLITHIC-GLASS TYPES

- A. Clear fully tempered interior float glass.
 - Thickness: 1/4", 6.0 mm minimum.
 - Provide safety glazing labeling.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine framing, glazing channels, and stops, with Installer present, for compliance with the following:
 - Manufacturing and installation tolerances, including those for size, squareness, and offsets at corners.
 - Presence and functioning of weep systems.
 - Minimum required face and edge clearances.
 - Effective sealing between joints of glass-framing members.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean glazing channels and other framing members receiving glass immediately before glazing. Remove coatings not firmly bonded to substrates.
- B. Examine glazing units to locate exterior and interior surfaces. Label or mark units as needed so that exterior and interior surfaces are readily identifiable. Do not use materials that will leave visible marks in the completed work.

3.3 GLAZING, GENERAL

- A. Comply with combined written instructions of manufacturers of glass, sealants, gaskets, and other glazing materials, unless more stringent requirements are indicated, including those in referenced glazing publications.
- B. Adjust glazing channel dimensions as required by Project conditions during installation to provide necessary bite on glass, minimum edge and face clearances, and adequate sealant thicknesses, with reasonable tolerances.
- C. Protect glass edges from damage during handling and installation. Remove damaged glass from Project site and legally dispose of off Project site. Damaged glass is glass with edge damage or other imperfections that, when installed, could weaken glass and impair performance and appearance.
- D. Apply primers to joint surfaces where required for adhesion of sealants, as determined by preconstruction testing.
- E. Install setting blocks in sill rabbets, sized and located to comply with referenced glazing publications, unless otherwise required by glass manufacturer. Set blocks in thin course of compatible sealant suitable for heel bead.
- F. Do not exceed edge pressures stipulated by glass manufacturers for installing glass lites.
- G. Provide spacers for glass lites where length plus width is larger than 50 inches .

Locate spacers directly opposite each other on both inside and outside faces of glass. Install correct size and spacing to preserve required face clearances, unless gaskets and glazing tapes are used that have demonstrated ability to maintain required face clearances and to comply with system performance requirements.

Provide 1/8-inch minimum bite of spacers on glass and use thickness equal to sealant width.

With glazing tape, use thickness slightly less than final compressed thickness of tape.

- H. Provide edge blocking where indicated or needed to prevent glass lites from moving sideways in glazing channel, as recommended in writing by glass manufacturer and according to requirements in referenced glazing publications.
- I. Set glass lites in each series with uniform pattern, draw, bow, and similar characteristics.
- J. Where glazing is installed in butt-glazed applications, install glazing so that all bowing of glass units is in the same direction. Adjust glazing panel locations to minimize panel-to-panel offset.
- K. Set glass lites with proper orientation so that coatings face exterior or interior as specified.
- L. Where wedge-shaped gaskets are driven into one side of channel to pressurize sealant or gasket on opposite side, provide adequate anchorage so gasket cannot walk out when installation is subjected to movement.

- M. Square cut wedge-shaped gaskets at corners and install gaskets in a manner recommended by gasket manufacturer to prevent corners from pulling away; seal corner joints and butt joints with sealant recommended by gasket manufacturer.

3.4 GASKET GLAZING (DRY – Interior Only)

- A. Cut compression gaskets to lengths recommended by gasket manufacturer to fit openings exactly, with allowance for stretch during installation.
- B. Installation with Drive-in Wedge Gaskets: Center glass lites in openings on setting blocks and press firmly against soft compression gasket by inserting dense compression gaskets formed and installed to lock in place against faces of removable stops. Start gasket applications at corners and work toward centers of openings. Compress gaskets to produce a weathertight seal without developing bending stresses in glass. Seal gasket joints with sealant recommended by gasket manufacturer.
- C. Installation with Pressure-Glazing Stops: Center glass lites in openings on setting blocks and press firmly against soft compression gasket. Install dense compression gaskets and pressure-glazing stops, applying pressure uniformly to compression gaskets. Compress gaskets to produce a weathertight seal without developing bending stresses in glass. Seal gasket joints with sealant recommended by gasket manufacturer.
- D. Install gaskets so they protrude past face of glazing stops.

3.5 SEALANT GLAZING (WET - Exterior)

- A. Install continuous spacers, or spacers combined with cylindrical sealant backing, between glass lites and glazing stops to maintain glass face clearances and to prevent sealant from extruding into glass channel and blocking weep systems until sealants cure. Secure spacers or spacers and backings in place and in position to control depth of installed sealant relative to edge clearance for optimum sealant performance.
- B. Force sealants into glazing channels to eliminate voids and to ensure complete wetting or bond of sealant to glass and channel surfaces.
- C. Tool exposed surfaces of sealants to provide a substantial wash away from glass.

3.6 CLEANING AND PROTECTION

- A. Protect exterior glass from damage immediately after installation by attaching crossed streamers to framing held away from glass. Do not apply markers to glass surface. Remove nonpermanent labels and clean surfaces.
- B. Protect glass from contact with contaminating substances resulting from construction operations. If, despite such protection, contaminating substances do come into contact with glass, remove substances immediately as recommended in writing by glass manufacturer.
- C. Examine glass surfaces adjacent to or below exterior concrete and other masonry surfaces at frequent intervals during construction, but not less than once a month, for buildup of dirt, scum, alkaline deposits, or stains; remove as recommended in writing by glass manufacturer.
- D. Remove and replace glass that is broken, chipped, cracked, or abraded or that is damaged from natural causes, accidents, and vandalism, during construction period.
- E. Wash glass on both exposed surfaces in each area of Project not more than four days before date scheduled for inspections that establish date of Substantial Completion. Wash glass as recommended in writing by glass manufacturer.

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SECTION 09 22 16 - NON-STRUCTURAL METAL FRAMING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes non-load-bearing steel framing members for the following applications:
 - 1. Interior framing systems (e.g., supports for partition walls, framed soffits, furring, etc.).
 - 2. Interior suspension systems (e.g., supports for ceilings, suspended soffits, etc.).
- B. Related Sections include the following:
 - 1. Division 09 Section "Gypsum Board" for finish board over non-load-bearing steel framing.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.

PART 2 - PRODUCTS

2.1 NON-LOAD-BEARING STEEL FRAMING, GENERAL

- A. Framing Members, General: Comply with ASTM C 754 for conditions indicated.
 - 1. Steel Sheet Components: Comply with ASTM C 645 requirements for metal, unless otherwise indicated.

2.2 SUSPENSION SYSTEM COMPONENTS

- A. Tie Wire: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.0625-inch- diameter wire, or double strand of 0.0475-inch- diameter wire.
- B. Hanger Attachments to Concrete:
 - 1. Anchors: Fabricated from corrosion-resistant materials with holes or loops for attaching wire hangers and capable of sustaining, without failure, a load equal to 5 times that imposed by construction as determined by testing according to ASTM E 488 by an independent testing agency.
- C. Wire Hangers: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.162-inch diameter.
- D. Provide rigid supports as required to meet wind load requirements where applicable.
- E. Carrying Channels: Cold-rolled, commercial-steel sheet with a base-metal thickness of 0.0538 inch and minimum 1/2-inch- wide flanges.

1. Depth: As indicated on Drawings or, if not indicated, minimum 1-1/2 inches.

F. Furring Channels (Furring Members):

1. Cold-Rolled Channels: 0.0538-inch bare-steel thickness, with minimum 1/2-inch- wide flanges, 3/4 inch deep.
2. Steel Studs: ASTM C 645.
 - a. Minimum Base-Metal Thickness: 0.0375 inch (20-gauge).
 - b. Depth: As indicated on Drawings or, if not indicated, minimum 3-5/8 inches.
3. Hat-Shaped, Rigid Furring Channels: ASTM C 645, 7/8 inch deep.
 - a. Minimum Base Metal Thickness: 0.0375 inch (20-gauge).
4. Resilient Furring Channels: 1/2-inch- deep members designed to reduce sound transmission.
 - a. Configuration: Asymmetrical or hat shaped.

2.3 STEEL FRAMING FOR FRAMED ASSEMBLIES

A. Steel Studs and Runners: ASTM C 645.

1. Minimum Base-Metal Thickness for Non-Security Walls: 0.0375 inch (20-gauge).
2. Depth: As indicated on Drawings or, if not indicated, minimum 3-5/8 inches.

B. Slip-Type Head Joints: Provide one of the following:

1. Single Long-Leg Runner System: ASTM C 645 top runner with 2-inch- deep flanges in thickness not less than indicated for studs, installed with studs friction fit into top runner and with continuous bridging located within 12 inches of the top of studs to provide lateral bracing.
2. Double-Runner System: ASTM C 645 top runners, inside runner with 2-inch- deep flanges in thickness not less than indicated for studs and fastened to studs, and outer runner sized to friction fit inside runner.
3. Deflection Track: Steel sheet top runner manufactured to prevent cracking of finishes applied to interior partition framing resulting from deflection of structure above; in thickness not less than indicated for studs and in width to accommodate depth of studs.
 - a. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the following:
 - 1) Superior Metal Trim; Superior Flex Track System (SFT).

C. Cold-Rolled Channel Bridging: 0.0538-inch bare-steel thickness, with minimum 1/2-inch- wide flanges.

1. Depth: As indicated on Drawings or, if not indicated, minimum 1-1/2 inches.
2. Clip Angle: Not less than 1-1/2 by 1-1/2 inches, 0.068-inch- thick, galvanized steel.

D. Hat-Shaped, Rigid Furring Channels: ASTM C 645.

1. Minimum Base Metal Thickness: 0.0179 inch.
2. Depth: 7/8 inch.

E. Resilient Furring Channels: 1/2-inch- deep, steel sheet members designed to reduce sound transmission.

1. Configuration: Asymmetrical or hat shaped.

- F. Cold-Rolled Furring Channels: 0.0538-inch bare-steel thickness, with minimum 1/2-inch- wide flanges.
 - 1. Depth: 3/4 inch.
 - 2. Furring Brackets: Adjustable, corrugated-edge type of steel sheet with minimum bare-steel thickness of 0.0312 inch.
 - 3. Tie Wire: ASTM A 641/A 641M, Class 1 zinc coating, soft temper, 0.0625-inch- diameter wire, or double strand of 0.0475-inch- diameter wire.

2.4 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards.
 - 1. Fasteners for Metal Framing: Of type, material, size, corrosion resistance, holding power, and other properties required to fasten steel members to substrates.
- B. Isolation Strip at Cementitious Walls: Provide the following:
 - 1. Asphalt-Saturated Organic Felt: ASTM D 226, Type I (No. 15 asphalt felt), nonperforated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames, anchors, and structural framing, for compliance with requirements and other conditions affecting performance.
 - 1. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Suspended Assemblies: Coordinate installation of suspension systems with installation of overhead structure to ensure that inserts and other provisions for anchorages to building structure have been installed to receive hangers at spacing required to support the Work and that hangers will develop their full strength.
 - 1. Furnish concrete inserts and other devices indicated to other trades for installation in advance of time needed for coordination and construction.

3.3 INSTALLATION, GENERAL

- A. Installation Standard: ASTM C 754, except comply with framing sizes and spacing indicated.
 - 1. Gypsum Board Assemblies: Also comply with requirements in ASTM C 840 that apply to framing installation.
- B. Install supplementary framing, and blocking to support fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, or similar construction.
- C. Install bracing at terminations in assemblies.
- D. Do not bridge building control and expansion joints with non-load-bearing steel framing members. Frame both sides of joints independently.

3.4 INSTALLING SUSPENSION SYSTEMS

- A. Install suspension system components in sizes and spacings indicated on Drawings, but not less than those required by referenced installation standards for assembly types and other assembly components indicated.
- B. Isolate suspension systems from building structure where they abut or are penetrated by building structure to prevent transfer of loading imposed by structural movement.
- C. Suspend hangers from building structure as follows:
 - 1. Install hangers plumb and free from contact with insulation or other objects within ceiling plenum that are not part of supporting structural or suspension system.
 - a. Splay hangers only where required to miss obstructions and offset resulting horizontal forces by bracing, countersplaying, or other equally effective means.
 - 2. Where width of ducts and other construction within ceiling plenum produces hanger spacings that interfere with locations of hangers required to support standard suspension system members, install supplemental suspension members and hangers in the form of trapezes or equivalent devices.
 - a. Size supplemental suspension members and hangers to support ceiling loads within performance limits established by referenced installation standards.
 - 3. Wire Hangers: Secure by looping and wire tying, either directly to structures or to inserts, eye screws, or other devices and fasteners that are secure and appropriate for substrate, and in a manner that will not cause hangers to deteriorate or otherwise fail.
 - 4. Do not attach hangers to steel roof deck.
 - 5. Do not attach hangers to permanent metal forms. Furnish cast-in-place hanger inserts that extend through forms.
 - 6. Do not attach hangers to rolled-in hanger tabs of composite steel floor deck.
 - 7. Do not connect or suspend steel framing from ducts, pipes, or conduit.
- D. Installation Tolerances: Install suspension systems that are level to within 1/8 inch in 12 feet measured lengthwise on each member that will receive finishes and transversely between parallel members that will receive finishes.

3.5 INSTALLING FRAMED ASSEMBLIES

- A. Where studs are installed directly against exterior masonry walls or dissimilar metals at exterior walls, install isolation strip between studs and exterior wall.
- B. Install studs so flanges within framing system point in same direction.
 - 1. Space studs as follows:
 - a. Single-Layer Application: 16 inches o.c., unless otherwise indicated.
 - b. Multilayer Application: 16 inches o.c., unless otherwise indicated.
 - c. Tile backing panels: 16 inches o.c., unless otherwise indicated.
- C. Install tracks (runners) at floors and overhead supports. Extend framing full height to structural supports or substrates above suspended ceilings, except where partitions are indicated to terminate at suspended ceilings. Continue framing around ducts penetrating partitions above ceiling.
 - 1. Slip-Type Head Joints: Where framing extends to overhead structural supports, install to produce joints at tops of framing systems that prevent axial loading of finished assemblies.
 - 2. Door Openings: Screw vertical studs at jambs to jamb anchor clips on door frames; install runner track section (for cripple studs) at head and secure to jamb studs.

- a. Install two studs at each jamb, unless otherwise indicated.
 - b. Install cripple studs at head adjacent to each jamb stud, with a minimum 1/2-inch clearance from jamb stud to allow for installation of control joint in finished assembly.
 - c. Extend jamb studs through suspended ceilings and attach to underside of overhead structure.
 3. Other Framed Openings: Frame openings other than door openings the same as required for door openings, unless otherwise indicated. Install framing below sills of openings to match framing required above door heads.
 4. Sound-Rated Partitions: Install framing to comply with sound-rated assembly indicated.
- D. Direct Furring:
1. Attach to concrete or masonry with stub nails, screws designed for masonry attachment, or powder-driven fasteners spaced 24 inches o.c.
- E. Installation Tolerance: Install each framing member so fastening surfaces vary not more than 1/8 inch from the plane formed by faces of adjacent framing.

END OF SECTION 09 22 16

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SECTION 09 29 00 - GYPSUM BOARD

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Interior gypsum board.
- B. Related Sections include the following:
 - 1. Division 09 Section "Non-Structural Metal Framing" for non-structural framing and suspension systems that support gypsum board.
 - 2. Division 09 Section "Tiling" for cementitious backer units installed as substrates for ceramic tile.
 - 3. Division 09 Painting Sections for primers applied to gypsum board surfaces.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Submittals:
 - 1. Product Data for adhesives used to laminate gypsum board panels to substrates, documentation including printed statement of VOC content.
 - 2. Laboratory Test Reports for adhesives used to laminate gypsum board panels to substrates, documentation indicating that products comply with the testing and product requirements of the California Department of Health Services' "Standard Practice for the Testing of Volatile Organic Emissions from Various Sources Using Small-Scale Environmental Chambers."
- C. Samples: For the following products:
 - 1. Textured Finishes: Manufacturer's standard size for each textured finish indicated and on same backing indicated for Work.

1.4 QUALITY ASSURANCE

- A. STC-Rated Assemblies: For STC-rated assemblies, provide materials and construction identical to those tested in assembly indicated according to ASTM E 90 and classified according to ASTM E 413 by an independent testing agency.
- B. Mockups: Before beginning gypsum board installation, install mockups of at least 100 sq. ft. in surface area to demonstrate aesthetic effects and set quality standards for materials and execution.
 - 1. Install mockups for the following:
 - a. Each level of gypsum board finish indicated for use in exposed locations.
 - b. Each texture finish indicated.

2. Apply or install final decoration indicated, including painting and wallcoverings, on exposed surfaces for review of mockups.
3. Simulate finished lighting conditions for review of mockups.
4. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.5 STORAGE AND HANDLING

- A. Store materials inside under cover and keep them dry and protected against damage from weather, condensation, direct sunlight, construction traffic, and other causes. Stack panels flat to prevent sagging.

1.6 PROJECT CONDITIONS

- A. Environmental Limitations: Comply with ASTM C 840 requirements or gypsum board manufacturer's written recommendations, whichever are more stringent.
- B. Do not install interior products until installation areas are enclosed and conditioned.
- C. Do not install panels that are wet, those that are moisture damaged, and those that are mold damaged.
 1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
 2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. STC-Rated Assemblies: For STC-rated assemblies, provide materials and construction identical to those tested in assembly indicated according to ASTM E 90 and classified according to ASTM E 413 by an independent testing agency.

2.2 GYPSUM BOARD, GENERAL

- A. Size: Provide in maximum lengths and widths available that will minimize joints in each area and that correspond with support system indicated.

2.3 INTERIOR GYPSUM BOARD

- A. General: Complying with ASTM C 36/C 36M or ASTM C 1396/C 1396M, and ASTM C1629 as applicable to type of gypsum board indicated and whichever is more stringent.
 1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Standard gypsum board products
 - 1) American Gypsum Co.
 - 2) BPB America Inc.
 - 3) G-P Gypsum.
 - 4) Lafarge North America Inc.
 - 5) National Gypsum Company.
 - 6) PABCO Gypsum.

- 7) Temple.
- 8) USG Corporation.

B. Regular Type (only in non-student private spaces and service areas and above 7-feet above floor level):

- 1. Thickness: 5/8 inch .
- 2. Long Edges: Tapered or Tapered and featured (rounded or beveled) for prefilling.
- 3. Moisture resistant type where indicated.

C. Ceiling Type: Moisture resistant manufactured to have more sag resistance than regular-type gypsum board.

- 1. Thickness: 5/8 inch .
- 2. Long Edges: Tapered.

2.4 TILE BACKING PANELS

A. Water-Resistant Gypsum Backing Board: ASTM C1396/C1396M, with manufacturer's standard edges.

- 1. Core: 5/8 inch (15.9 mm), Type X or Type C as required by fire-resistance-rated assembly indicated on Drawings.

2.5 TRIM ACCESSORIES

A. Interior Trim: ASTM C 1047.

- 1. Material: Galvanized or aluminum-coated steel sheet, Rolled zinc or Plastic.
- 2. Shapes:
 - a. Cornerbead.
 - b. LC-Bead: J-shaped; exposed long flange receives joint compound.
 - c. L-Bead: L-shaped; exposed long flange receives joint compound.
 - d. Expansion (control) joint.

2.6 JOINT TREATMENT MATERIALS

A. General: Comply with ASTM C 475/C 475M.

B. Joint Tape:

- 1. Interior Gypsum Wallboard: Paper.
- 2. Tile Backing Panels: As recommended by panel manufacturer.

C. Joint Compound for Interior Gypsum Wallboard: For each coat use formulation that is compatible with other compounds applied on previous or for successive coats.

- 1. Prefilling: At open joints, rounded or beveled panel edges, and damaged surface areas, use setting-type taping compound.
- 2. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use drying-type, all-purpose compound.
- 3. Fill Coat: For second coat, use drying-type, all-purpose compound.
- 4. Finish Coat: For third coat, use drying-type, all-purpose compound.

D. Joint Compound for Tile Backing Panels:

1. Glass-Mat, Water-Resistant Backing Panel: As recommended by backing panel manufacturer.
2. Cementitious Backer Units: As recommended by backer unit manufacturer.
3. Water-Resistant Gypsum Backing Board: Use setting-type taping compound and setting-type, sandable topping compound.

2.7 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards and manufacturer's written recommendations.
- B. Steel Drill Screws: ASTM C 1002, unless otherwise indicated.
 1. Use screws complying with ASTM C 954 for fastening panels to steel members from 0.033 to 0.112 inch thick.
- C. Sound Attenuation Blankets: ASTM C 665, Type I (blankets without membrane facing) produced by combining thermosetting resins with mineral fibers manufactured from glass, slag wool, or rock wool.
 1. Fire-Resistance-Rated Assemblies: Comply with mineral-fiber requirements of assembly.
- D. Acoustical Sealant: As specified in Division 07 Section "Joint Sealants."
- E. Thermal Insulation: As specified in Division 07 Section "Thermal Insulation."

2.8 TEXTURE FINISHES

- A. Primer: As recommended by textured finish manufacturer.
- B. Aggregate Finish: Water-based, job-mixed, aggregated, drying-type texture finish for spray application.
 1. Available Products: Subject to compliance with requirements, products that may be incorporated into the Work include, but are not limited to, the following:
 - a. G-P Gypsum; Georgia-Pacific Ceiling Textures/Vermiculite.
 - b. USG Corporation; SHEETROCK Wall and Ceiling Spray Texture (Aggregated).
 2. Texture: Light spatter.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames and framing, for compliance with requirements and other conditions affecting performance.
- B. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 APPLYING AND FINISHING PANELS, GENERAL

- A. Comply with ASTM C 840.
- B. Install ceiling panels across framing to minimize the number of abutting end joints and to avoid abutting end joints in central area of each ceiling. Stagger abutting end joints of adjacent panels not less than one framing member.
- C. Install panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.

- D. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. Do not make joints other than control joints at corners of framed openings.
- E. Form control and expansion joints with space between edges of adjoining gypsum panels.
- F. Cover both faces of support framing with gypsum panels in concealed spaces (above ceilings, etc.), except in chases braced internally.
 - 1. Unless concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
 - 2. Fit gypsum panels around ducts, pipes, and conduits.
 - 3. Where partitions intersect structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by structural members; allow 1/4- to 3/8-inch- wide joints to install sealant.
- G. Isolate perimeter of gypsum board applied to non-load-bearing partitions at structural abutments, except floors. Provide 1/4- to 1/2-inch- wide spaces at these locations, and trim edges with edge trim where edges of panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.
- H. Attachment to Steel Framing: Attach panels so leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.
- I. STC-Rated Assemblies: Seal construction at perimeters, behind control joints, and at openings and penetrations with a continuous bead of acoustical sealant. Install acoustical sealant at both faces of partitions at perimeters and through penetrations. Comply with ASTM C 919 and with manufacturer's written recommendations for locating edge trim and closing off sound-flanking paths around or through assemblies, including sealing partitions above acoustical ceilings.

3.3 APPLYING INTERIOR GYPSUM BOARD

- A. Install interior gypsum board in the following locations:
 - 1. Regular Type: Vertical surfaces, unless otherwise indicated.
 - 2. Ceiling Type: Ceiling surfaces.
- B. Single-Layer Application:
 - 1. On ceilings, apply gypsum panels before wall/partition board application to greatest extent possible and at right angles to framing, unless otherwise indicated.
 - 2. On partitions/walls, apply gypsum panels horizontally (perpendicular to framing), unless otherwise indicated, and minimize end joints.
 - a. Stagger abutting end joints not less than one framing member in alternate courses of panels.
 - 3. Fastening Methods: Apply gypsum panels to supports with steel drill screws.

3.4 INSTALLING TRIM ACCESSORIES

- A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.
- B. Control Joints: Install control joints at locations indicated on Drawings and/or according to ASTM C 840 and in specific locations approved by Architect for visual effect.
- C. Interior Trim: Install in the following locations:
 - 1. Cornerbead: Use at outside corners.

2. LC-Bead: Use at exposed panel edges.

3.5 FINISHING GYPSUM BOARD

- A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.
- B. Prefill open joints, rounded or beveled edges, and damaged surface areas.
- C. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
- D. Gypsum Board Finish Levels: Finish panels to levels indicated below and according to ASTM C 840:
 1. Level 1: Ceiling plenum areas and concealed areas.
 2. Level 2: Panels that are substrate for tile.
 3. Level 4: At panel surfaces that will be exposed to view, unless otherwise indicated.
 - a. Primer and its application to surfaces are specified in other Division 09 Sections.
- E. Cementitious Backer Units: Finish according to manufacturer's written instructions.

3.6 APPLYING TEXTURE FINISHES

- A. Surface Preparation and Primer: Prepare and apply primer to gypsum panels and other surfaces receiving texture finishes. Apply primer to surfaces that are clean, dry, and smooth.
- B. Texture Finish Application: Mix and apply finish using powered spray equipment, to produce a uniform texture matching approved mockup and free of starved spots or other evidence of thin application or of application patterns.
- C. Prevent texture finishes from coming into contact with surfaces not indicated to receive texture finish by covering them with masking agents, polyethylene film, or other means. If, despite these precautions, texture finishes contact these surfaces, immediately remove droppings and overspray to prevent damage according to texture-finish manufacturer's written recommendations.

3.7 PROTECTION

- A. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.
- B. Remove and replace panels that are wet, moisture damaged, and mold damaged.
 1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
 2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

END OF SECTION 09 29 00

SECTION 09 30 00 - TILING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Ceramic tile.
 - 2. Stone thresholds.
 - 3. Tile backing panels.
 - 4. Metal edge strips.
- B. Related Sections:
 - 1. Division 07 Section "Cold Fluid-Applied Waterproofing" for waterproofing under setting beds.
 - 2. Division 07 Section "Joint Sealants" for sealing of expansion, contraction, control, and isolation joints in tile surfaces.

1.3 DEFINITIONS

- A. General: Definitions in the ANSI A108 series of tile installation standards and in ANSI A137.1 apply to Work of this Section unless otherwise specified.
- B. Module Size: Actual tile size plus joint width indicated.
- C. Face Size: Actual tile size, excluding spacer lugs.

1.4 PERFORMANCE REQUIREMENTS

- A. Static Coefficient of Friction: For tile installed on walkway surfaces, provide products with the following values as determined by testing identical products per ASTM C 1028:
 - 1. Level Surfaces: Minimum $\geq .6$
 - 2. Ramp Surfaces: Minimum $\geq .8$

1.5 ACTION SUBMITTALS

- A. Shop Drawings: Show locations of each type of tile and tile pattern. Show widths, details, and locations of expansion, contraction, control, and isolation joints in tile substrates and finished tile surfaces.
- B. Samples for Initial Selection: For each type of tile and grout indicated. Include Samples of accessories involving color selection.
- C. Samples for Verification:
 - 1. Full-size units of each type and composition of tile and for each color and finish required. For ceramic mosaic tile in color blend patterns, provide full sheets of each color blend.
 - 2. Assembled samples mounted on a rigid panel, with grouted joints, for each type and composition of tile and for each color and finish required. Make samples at least 12 inches square, but not fewer than 4 tiles. Use grout of type and in color or colors approved for completed Work.

3. Full-size units of each type of trim and accessory for each color and finish required.
4. Stone thresholds in 6-inch lengths.
5. Metal edge strips in 6-inch lengths.

1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For qualified Installer.
- B. Master Grade Certificates: For each shipment, type, and composition of tile, signed by tile manufacturer and Installer.
- C. Product Certificates: For each type of product, signed by product manufacturer.
- D. Material Test Reports: For each tile-setting and -grouting product and special purpose tile.

1.7 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match and are from same production runs as products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 1. Tile and Trim Units: Furnish quantity of full-size units equal to 3 percent of amount installed for each type, composition, color, pattern, and size indicated.
 2. Grout: Furnish quantity of grout equal to 3 percent of amount installed for each type, composition, and color indicated.

1.8 QUALITY ASSURANCE

- A. Source Limitations for Tile: Obtain tile of each type and color or finish from one source or producer.
 1. Obtain tile of each type and color or finish from same production run and of consistent quality in appearance and physical properties for each contiguous area.
- B. Source Limitations for Setting and Grouting Materials: Obtain ingredients of a uniform quality for each mortar, adhesive, and grout component from one manufacturer and each aggregate from one source or producer.
- C. Source Limitations for Other Products: Obtain each of the following products specified in this Section from a single manufacturer for each product:
 1. Stone thresholds.
 2. Joint sealants.
 3. Cementitious backer units.
- D. Mockups: Build mockups to verify selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
 1. Build mockup of each type of floor tile installation.
 2. Build mockup of each type of wall tile installation.
 3. Build mockup of cistern tile installation.
 4. Approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.
- E. Preinstallation Conference: Conduct conference at Project site.
 1. Review requirements in ANSI A108.01 for substrates and for preparation by other trades.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store packaged materials in original containers with seals unbroken and labels intact until time of use. Comply with requirements in ANSI A137.1 for labeling tile packages.

- B. Store tile and cementitious materials on elevated platforms, under cover, and in a dry location.
- C. Handle tile that has temporary protective coating on exposed surfaces to prevent coated surfaces from contacting backs or edges of other units. If coating does contact bonding surfaces of tile, remove coating from bonding surfaces before setting tile.

1.10 PROJECT CONDITIONS

- A. Environmental Limitations: Do not install tile until construction in spaces is complete and ambient temperature and humidity conditions are maintained at the levels indicated in referenced standards and manufacturer's written instructions.

1.11 EXTRA MATERIALS

- A. Furnish extra materials that match and are from same production runs as products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Tile and Trim Units: Furnish quantity of full-size units equal to 3 percent of amount installed for each type, composition, color, pattern, and size indicated.
 - 2. Grout: Furnish quantity of grout equal to 3 percent of amount installed for each type, composition, and color indicated.

PART 2 - PRODUCTS

2.1 PRODUCTS, GENERAL

- A. ANSI Ceramic Tile Standard: Provide tile that complies with ANSI A137.1 for types, compositions, and other characteristics indicated.
 - 1. Provide tile complying with Standard grade requirements unless otherwise indicated.
- B. ANSI Standards for Tile Installation Materials: Provide materials complying with ANSI A108.02, ANSI standards referenced in other Part 2 articles, ANSI standards referenced by TCA installation methods specified in tile installation schedules, and other requirements specified.
- C. Factory Blending: For tile exhibiting color variations within ranges, blend tile in factory and package so tile units taken from one package show same range in colors as those taken from other packages and match approved Samples.
- D. Mounting: For factory-mounted tile, provide back- or edge-mounted tile assemblies as standard with manufacturer unless otherwise indicated.
 - 1. Where tile is indicated for installation in wet areas, do not use back- or edge-mounted tile assemblies unless tile manufacturer specifies in writing that this type of mounting is suitable for installation indicated and has a record of successful in-service performance.
- E. Factory-Applied Temporary Protective Coating: Where indicated under tile type, protect exposed surfaces of tile against adherence of mortar and grout by precoating with continuous film of petroleum paraffin wax, applied hot. Do not coat unexposed tile surfaces.

2.2 TILE PRODUCTS

- A. Basis-of-Design Product: FT

Supplier:
Manufacturer:

Model:
Color:
Size:

1. Face: Gloss with square or cushion edges.
2. Grout Color: TEC -
3. Trim Units: Coordinated with sizes and coursing of adjoining flat tile where applicable and matching characteristics of adjoining flat tile. Provide shapes as follows, selected from manufacturer's standard shapes:
 - a. Bullnose, module size 6" x 24" Gloss and 3" x 12" Matte.
 - b. Cove Base: 6" x 12" Matte.

- B. Basis of Design Product: FT (City Hall Tile Flooring)
Supplier:
Model:
Color:
Finish:

1. Grout Color: TEC –
2. Trim Units: Coordinated with sizes and coursing of adjoining flat tile where applicable and matching characteristics of adjoining flat tile. Provide shapes as follows, selected from manufacturer's standard shapes:
3. Bullnose, module size 3" x 12" Matte

2.3 THRESHOLDS

- A. General: Fabricate to sizes and profiles indicated or required to provide transition between adjacent floor finishes.
1. Bevel edges at 1:2 slope, with lower edge of bevel aligned with or up to 1/16 inch above adjacent floor surface. Finish bevel to match top surface of threshold. Limit height of threshold to 1/2 inch or less above adjacent floor surface.
- B. Marble Thresholds: ASTM C 503, with a minimum abrasion resistance of 10 per ASTM C 1353 or ASTM C 241 and with honed finish.
1. Description: Uniform, fine- to medium-grained white stone with gray veining.

2.4 TILE BACKING PANELS

- A. Cementitious Backer Units: ANSI A118.9 or ASTM C 1325, in maximum lengths available to minimize end-to-end butt joints.
1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. C-Cure; C-Cure Board 990.
 - b. Custom Building Products; Wonderboard.
 - c. FinPan, Inc.; Util-A-Crete Concrete Backer Board.
 - d. USG Corporation; DUROCK Cement Board.

2. Thickness: 5/8 inch or as indicated.

2.5 SETTING MATERIALS

- A. Latex-Portland Cement Mortar (Thin Set): ANSI A118.4.
 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Boiardi Products; a QEP company.
 - b. Bonsal American; an Oldcastle company.
 - c. Bostik, Inc.
 - d. C-Cure.
 - e. Custom Building Products.
 - f. Jamo Inc.
 - g. Laticrete International, Inc.
 - h. MAPEI Corporation.
 - i. Mer-Kote Products, Inc.
 - j. Southern Grouts & Mortars, Inc.
 - k. Summitville Tiles, Inc.
 - l. TEC; a subsidiary of H. B. Fuller Company.
 2. Provide prepackaged, dry-mortar mix combined with acrylic resin or styrene-butadiene-rubber liquid-latex additive at Project site.
 3. For wall applications, provide mortar that complies with requirements for nonsagging mortar in addition to the other requirements in ANSI A118.4.

2.6 GROUT MATERIALS

- A. Polymer-Modified Tile Grout: ANSI A118.7.
 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 2. Polymer Type: Acrylic resin or styrene-butadiene rubber in liquid-latex form for addition to prepackaged dry-grout mix.
- B. Grout for PregROUTed Tile Sheets: Same product used in factory to pregROUT tile sheets.

2.7 ELASTOMERIC SEALANTS

- A. General: Provide sealants, primers, backer rods, and other sealant accessories that comply with the following requirements and with the applicable requirements in Division 07 Section "Joint Sealants."
 1. Use sealants that have a VOC content of 250 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
 2. Use primers, backer rods, and sealant accessories recommended by sealant manufacturer.
- B. Colors: Provide colors of exposed sealants to match colors of grout in tile adjoining sealed joints unless otherwise indicated.
- C. One-Part, Mildew-Resistant Silicone Sealant: ASTM C 920; Type S; Grade NS; Class 25; Uses NT, G, A, and, as applicable to nonporous joint substrates indicated, O; formulated with fungicide, intended for sealing interior ceramic tile joints and other nonporous substrates that are subject to in-service exposures of high humidity and extreme temperatures.
 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:

- a. DAP Inc.; Titanium Enriched Kitchen and Bath Sealant or 100 percent Silicone Kitchen and Bath Sealant.
- b. Dow Corning Corporation; Dow Corning 786.
- c. GE Silicones; a division of GE Specialty Materials; Sanitary 1700.
- d. Laticrete International, Inc.; Latacil Tile & Stone Sealant.
- e. Pecora Corporation; Pecora 898 Sanitary Silicone Sealant.
- f. Tremco Incorporated; Tremsil 600 White.

2.8 MISCELLANEOUS MATERIALS

- A. Trowelable Underlayments and Patching Compounds: Latex-modified, portland cement-based formulation provided or approved by manufacturer of tile-setting materials for installations indicated.
- B. Temporary Protective Coating: Product indicated below that is formulated to protect exposed surfaces of tile against adherence of mortar and grout; compatible with tile, mortar, and grout products; and easily removable after grouting is completed without damaging grout or tile.
 1. Petroleum paraffin wax, fully refined and odorless, containing at least 0.5 percent oil with a melting point of 120 to 140 deg F per ASTM D 87.
- C. Tile Cleaner: A neutral cleaner capable of removing soil and residue without harming tile and grout surfaces, specifically approved for materials and installations indicated by tile and grout manufacturers.
- D. Grout Sealer: Manufacturer's standard silicone product for sealing grout joints and that does not change color or appearance of grout.
 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Bonsal American; an Oldcastle company; Grout Sealer.
 - b. Bostik, Inc.; CeramaSeal Grout & Tile Sealer or Siloxane 220.
 - c. C-Cure; Penetrating Sealer 978.
 - d. Custom Building Products; Surfaceguard or Grout and Tile Sealer.
 - e. Jamo Inc.; Matte Finish or Penetrating Sealer.
 - f. MAPEI Corporation; KER 003, Silicone Spray Sealer for Cementitious Tile Grout or 004, Keraseal Penetrating Sealer for Unglazed Grout and Tile.
 - g. Southern Grouts & Mortars, Inc.; Silicone Grout Sealer.
 - h. Summitville Tiles, Inc.; SL-15, Invisible Seal Penetrating Grout and Tile Sealer.
 - i. TEC; a subsidiary of H. B. Fuller Company; TA-256 Penetrating Silicone or TA-257 Silicone Grout Sealer.

2.9 MIXING MORTARS AND GROUT

- A. Mix mortars and grouts to comply with referenced standards and mortar and grout manufacturers' written instructions.
- B. Add materials, water, and additives in accurate proportions.
- C. Obtain and use type of mixing equipment, mixer speeds, mixing containers, mixing time, and other procedures to produce mortars and grouts of uniform quality with optimum performance characteristics for installations indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions where tile will be installed, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of installed tile.

1. Verify that substrates for setting tile are firm, dry, clean, free of coatings that are incompatible with tile-setting materials including curing compounds and other substances that contain soap, wax, oil, or silicone; and comply with flatness tolerances required by ANSI A108.01 for installations indicated.
 2. Verify that concrete substrates for tile floors installed with adhesives or thin-set mortar comply with surface finish requirements in ANSI A108.01 for installations indicated.
 - a. Verify that surfaces that received a steel trowel finish have been mechanically scarified.
 - b. Verify that protrusions, bumps, and ridges have been removed by sanding or grinding.
 3. Verify that installation of grounds, anchors, recessed frames, electrical and mechanical units of work, and similar items located in or behind tile has been completed.
 4. Verify that joints and cracks in tile substrates are coordinated with tile joint locations; if not coordinated, adjust joint locations in consultation with Architect.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Fill cracks, holes, and depressions in concrete substrates for tile floors installed with adhesives or thin-set mortar with trowelable leveling and patching compound specifically recommended by tile-setting material manufacturer.
- B. Blending: For tile exhibiting color variations, verify that tile has been factory blended and packaged so tile units taken from one package show same range of colors as those taken from other packages and match approved Samples. If not factory blended, either return to manufacturer or blend tiles at Project site before installing.
- C. Field-Applied Temporary Protective Coating: If indicated under tile type or needed to prevent grout from staining or adhering to exposed tile surfaces, precoat them with continuous film of temporary protective coating, taking care not to coat unexposed tile surfaces.

3.3 TILE INSTALLATION

- A. Comply with TCA's "Handbook for Ceramic Tile Installation" for TCA installation methods specified in tile installation schedules. Comply with parts of the ANSI A108 Series "Specifications for Installation of Ceramic Tile" that are referenced in TCA installation methods, specified in tile installation schedules, and apply to types of setting and grouting materials used.
 1. For the following installations, follow procedures in the ANSI A108 Series of tile installation standards for providing 95 percent mortar coverage:
 - a. Tile floors in wet areas (slope to drains).
 - b. Tile floors composed of tiles 8 by 8 inches or larger.
 - c. Tile floors composed of rib-backed tiles.
- B. Extend tile work into recesses and under or behind equipment and fixtures to form complete covering without interruptions unless otherwise indicated. Terminate work neatly at obstructions, edges, and corners without disrupting pattern or joint alignments.
- C. Accurately form intersections and returns. Perform cutting and drilling of tile without marring visible surfaces. Carefully grind cut edges of tile abutting trim, finish, or built-in items for straight aligned joints. Fit tile closely to electrical outlets, piping, fixtures, and other penetrations so plates, collars, or covers overlap tile.
- D. Jointing Pattern: Lay tile in grid pattern unless otherwise indicated. Lay out tile work and center tile fields in both directions in each space or on each wall area. Lay out tile work to minimize the use of pieces that are less than half of a tile. Provide uniform joint widths unless otherwise indicated.
 1. For tile mounted in sheets, make joints between tile sheets same width as joints within tile sheets so joints between sheets are not apparent in finished work.

2. Where adjoining tiles on floor, base, walls, or trim are specified or indicated to be same size, align joints.
 3. Where tiles are specified or indicated to be whole integer multiples of adjoining tiles on floor, base, walls, or trim, align joints unless otherwise indicated.
- E. Joint Widths: Unless otherwise indicated, install tile with the following joint widths:
1. Ceramic Mosaic Tile: 1/16 inch.
 2. Paver Tile: 3/8 inch.
 3. Glazed Wall Tile: 1/16 inch.
 4. Decorative Thin Wall Tile: 1/16 inch.
- F. Lay out tile wainscots to dimensions indicated or to next full tile beyond dimensions indicated.
- G. Expansion Joints: Provide expansion joints and other sealant-filled joints, including control, contraction, and isolation joints, where indicated. Form joints during installation of setting materials, mortar beds, and tile. Do not saw-cut joints after installing tiles.
1. Where joints occur in concrete substrates, locate joints in tile surfaces directly above them.
 2. Prepare joints and apply sealants to comply with requirements in Division 07 Section "Joint Sealants."
- H. Stone Thresholds: Install stone thresholds in same type of setting bed as adjacent floor unless otherwise indicated.
1. At locations where mortar bed (thickset) would otherwise be exposed above adjacent floor finishes, set thresholds in latex-portland cement mortar (thin set).
 2. Do not extend cleavage membrane, waterproofing or crack isolation membrane under thresholds set in latex-portland cement mortar. Fill joints between such thresholds and adjoining tile set on cleavage membrane, waterproofing or crack isolation membrane with elastomeric sealant.
- I. Grout Sealer: Apply grout sealer to grout joints in tile floors according to grout-sealer manufacturer's written instructions. As soon as grout sealer has penetrated grout joints, remove excess sealer and sealer from tile faces by wiping with soft cloth.

3.4 TILE BACKING PANEL INSTALLATION

- A. Install cementitious backer units and treat joints according to ANSI A108.11 and manufacturer's written instructions for type of application indicated. Use latex-portland cement mortar for bonding material unless otherwise directed in manufacturer's written instructions.

3.5 WATERPROOFING INSTALLATION

- A. Install waterproofing to comply with ANSI A108.13 and manufacturer's written instructions to produce waterproof membrane of uniform thickness and bonded securely to substrate.
- B. Do not install tile or setting materials over waterproofing until waterproofing has cured and been tested to determine that it is watertight.

3.6 CLEANING AND PROTECTING

- A. Cleaning: On completion of placement and grouting, clean all ceramic tile surfaces so they are free of foreign matter.
1. Remove latex-portland cement grout residue from tile as soon as possible.
 2. Clean grout smears and haze from tile according to tile and grout manufacturer's written instructions but no sooner than 10 days after installation. Use only cleaners recommended by tile and grout manufacturers and only after determining that cleaners are safe to use by testing on samples of

- tile and other surfaces to be cleaned. Protect metal surfaces and plumbing fixtures from effects of cleaning. Flush surfaces with clean water before and after cleaning.
3. Remove temporary protective coating by method recommended by coating manufacturer and that is acceptable to tile and grout manufacturer. Trap and remove coating to prevent drain clogging.
- B. Protect installed tile work with kraft paper or other heavy covering during construction period to prevent staining, damage, and wear. If recommended by tile manufacturer, apply coat of neutral protective cleaner to completed tile walls and floors.
 - C. Prohibit foot and wheel traffic from tiled floors for at least seven days after grouting is completed.
 - D. Before final inspection, remove protective coverings and rinse neutral protective cleaner from tile surfaces.

3.7 INTERIOR TILE INSTALLATION SCHEDULE

- A. Interior Floor Installations, Concrete Subfloor:
 1. Tile Installation F122: Thin-set mortar on waterproof membrane; TCA F122.
 - a. Tile Type: floor tile.
 - b. Thin-Set Mortar: Latex- portland cement mortar.
 - c. Grout: Polymer-modified unsanded grout.
- B. Interior Wall Installations, Masonry or Concrete:
 1. Tile Installation W202: Thin-set mortar; TCA W202.
 - a. Tile Type: wall tile.
 - b. Thin-Set Mortar: Latex- portland cement mortar.
 - c. Grout: Polymer-modified unsanded grout.
- C. Interior Wall Installations, Metal Studs or Furring:
 1. Tile Installation W244: Thin-set mortar on cementitious backer units or fiber cement underlayment; TCA W244.
 - a. Tile Type: wall tile.
 - b. Thin-Set Mortar: Latex- portland cement mortar.
 - c. Grout: Polymer-modified unsanded grout.

END OF SECTION 09 30 00

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SECTION 09 51 23 - ACOUSTICAL TILE CEILINGS

PART 1 - GENERAL

1.1 SCOPE OF WORK

- A. Standard ceiling tiles, metal grid, ceiling suspension system and related accessories required for complete and functioning ceiling system.
- B. Special integrated ceiling system with ceiling tiles, metal grid, ceiling suspension system and related accessories required for complete and functioning ceiling system.

1.2 RELATED SECTIONS

- A. Section 00 82 00 – Special Conditions - Product Substitution Procedures.
- B. Section 01 31 00 – Project Coordination.
- C. Section 01 33 00 - Submittal Procedures.
- D. Section 01 42 00 – References.
- E. Section 01 40 00 - Quality Control.
- F. Section 01 77 00 – Closeout Submittals.
- G. Section 04 20 00 – Concrete Unit Masonry.
- H. Section 09 29 00 – Gypsum Board Assemblies.
- I. Section 09 53 23 – Linear Metal Ceilings
- J. Section 21 05 18 - Escutcheons for Fire-Suppression Piping
- K. Section 23 37 13 – Air Outlets and Inlets.
- L. Section 26 09 23 – Lighting Control Devices.
- M. Section 26 51 19 – Interior Lighting.
- N. Section 27 40 00 – Sound Reinforcement System.
- O. Drawings and general provisions of the Contract, including General, Supplementary, and Special Conditions and Division 01 Specification Sections, apply to this Section.

1.3 REFERENCES

- A. Comply with Section 01 42 00 – References for additional reference standards, abbreviations, definitions and acronyms.
- B. American Society of Testing Materials (ASTM):
 - 1. ASTM C423-09: Sound Absorption and Sound Absorption Coefficients by the Reverberation Room Method
 - 2. ASTM C635-13: Standard Specification the Manufacture, Performance, and Testing of Metal Suspension Systems for Acoustical Tile and Lay-in Panel Ceilings.
 - 3. ASTM C636-13: Recommended Practice for Installation of Metal Ceiling Suspension Systems for Acoustical Tile and Lay-in Panels
 - 4. ASTM C641-09: Specification for Steel Sheet, Zinc-Coated (galvanized) Carbon Steel Wire
 - 5. ASTM A653-13: Specification for Steel Sheet, Zinc-Coated (galvanized) or Zinc-Iron Alloy-Coated (galvanized) by the Hot-Dip Process
 - 6. ASTM E84-14: Test Method for Surface Burning Characteristics of Building Materials
 - 7. ASTM E119-12a: Standard Test Method for Fire Test of Building Construction and Materials
 - 8. ASTM E795-05(12): Standard Practice for Mounting Test Specimens During Sound Absorption Tests
 - 9. ASTM E1264-08e1: Standard Classification of Acoustical Ceiling Products
 - 10. ASTM E1414-11a: Standard Test Method for Airborne Sound Attenuation Between Rooms Sharing a Common Ceiling Plenum

11. ASTM E1477-98a (2013): Standard Test Method for Luminous Reflectance Factor of Acoustical Materials by Use of Integrating Sphere Reflectometer

C. Ceilings and Interior Systems Contractors Association (CISCA):

1. Acoustical Ceilings: Use and Practice.
2. Ceiling Systems Handbook.

D. International Organization of Standardization (ISO):

1. ISO 11654:1997 – Sound Absorbers for use in Buildings – Rating of Sound Absorption
2. ISO 14024:1999 – Environmental Labels and Declarations- Type I Environmental Labeling – Principles and Procedures
3. ISO 14025:2006 – Environmental Labels and Declarations- Type III Environmental Labeling – Principles and Procedures

E. Underwriter's Laboratories (UL): Fire Resistance Directory and Building Material Directory.

1.4 SUBMITTALS

- A. Comply with Section 01 33 00 – Submittal Procedures.
- B. Submit product data for each type of product specified.
- C. Submit samples for verification purposes of each type of exposed finish required, prepared on samples of size indicated below and of same thickness and material indicated for final unit of Work.
- D. Where finishes involve normal color and texture variations, include sample sets showing full range of variations expected.
 1. Submit 150 mm (6") square samples of each acoustical panel type, pattern, and color.
 2. Submit two (2) 300 mm (12") long samples of exposed suspension system members, including moldings, for each color and system type required.

1.5 QUALITY ASSURANCE

- A. Comply with Section 01 45 00 – Quality Control.
- B. Comply with CISCA "Ceiling Systems Handbook" and "Acoustical Ceilings: Use and Practice.
- C. Fire Performance Characteristics: Provide acoustical ceilings in accord with ASTM indicated:
 1. ASTM E 84-14: Flame Spread of 25 or less, and Smoke Developed of 50 or less.
 2. ASTM E 1264-08e1: Tile products rated Class A.
- D. Single Source Responsibility for Ceiling Units: Obtain each type of acoustical ceiling unit from a single source with resources to provide products of consistent quality in appearance and physical properties without delaying progress of Work.
- E. Single Source Responsibility for Suspension System: Obtain each type of suspension system from single source with resources to provide products of consistent quality in appearance and physical properties without delaying progress of Work.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver acoustical ceiling units and suspension system components to Project site in original, unopened packages and store in fully enclosed space.
- B. Protect from damage due to moisture, direct sunlight, surface contamination, and other causes.
- C. Before installation, permit tiles to reach room temperature and attain stabilized moisture content
- D. Handle acoustical ceiling units carefully to avoid chipping edges or damaging units. Replace damaged units.

1.7 PROJECT CONDITIONS

- A. Environmental Limitations: Do not install interior acoustical ceilings until interior spaces are enclosed and weatherproof, wet finish work is completed and nominally dry, work above ceilings is complete, and ambient temperature and humidity are continuously maintained per manufacturer's printed product installation instructions.

1.8 EXTRA MATERIALS

- A. Furnish extra materials described below that match products installed, are packaged with protective covering for storage, and are identified with labels describing contents.
- B. Acoustical Ceiling Units: Furnish two boxes of 2' (608mm) x 2' (608mm) replacement tiles on project site for Owner's use upon completion of work.

1.9 WARRANTY

- A. Comply with Section 01 78 00 – Submittal Documents.
- B. Submit printed warranty executed by manufacturer agreeing to repair or replace acoustic panels from sagging or warping, grid system from rusting or other manufacturing defects for ten years from date of project's substantial completion.
- C. Warranty shall not cover abuse or acts of God.

PART 2 - PRODUCTS

2.1 APPROVED MANUFACTURERS

- A. Armstrong World Industries, Inc., P.O. Box 3001, Lancaster, PA 17604; Tel: 877-276-7876; Fax: 800-572-8324; Website: www.armstrong.com
- B. USG Interiors, subsidiary of USG Corp., 550 West Adams St.. Chicago, IL 60661-3637; Tel: 800-950-3839; Website: usg.com.
- C. Certainteed Corporation, subsidiary of Saint Gobain, P.O. Box 860, 750 East Swedesford Rd., Valley Forge, PA 19482; Tel: 800-233-8990, 610-341-7777; Website: www.certainteed.com.
- D. Other manufacturers may request approval in accord with Section 01 25 13 – Product Substitution Procedures.

2.2 PRODUCTS

- A. Standard ceiling tile systems shall be 24" (608mm) x 24" (608mm) x 3/4" (19.5mm) thick white, tegular edge, non-directional, fissured, with 15/16" (23.8mm) wide white grid unless noted otherwise.
 - 1. Ceiling Tile Locations:
ACT (Non wet areas such as Offices, Corridors, etc.):
 - a. Armstrong World Industries "Fine Fissured"
 - b. CertainTeed Corp. "Baroque"
 - c. USG Interiors Radar Climaplus
- B. Standard acoustical panel (vinyl covered gypsum panels) 24" (608mm) x 24" (608mm) x 1/2" thick white, square edge, non-directional, with 15/16" (23.8mm) wide white grid unless noted otherwise.
 - 1. Ceiling Tile Locations:
VGT (For Restroom as noted in Finish Schedule).

- a. CertainTeed Corp. "Envirogard"
 - b. Other products by approved manufacturers meeting performance requirements.
2. Physical Characteristics
- a. Type: XX (per ASTM E1264)
 - b. Form: NA (per ASTM E1264)
 - c. Pattern: G (per ASTM E1264)
 - d. Size: 2'x2'
 - e. Thickness: 1/2"
 - f. Edges: Square, sealed
 - g. Finished Surface: CRF vinyl
 - h. Finished Surface Color: White
 - i. Panel back: CRF vinyl
 - j. Core Composition: 1/2" interior gypsum board
 - k. Recycled Content: 0%
3. Performance Criteria
- a. Noise Reduction Coefficient (NRC) per ASTM C423 (E-400 mounting)
 - 1) NA
 - b. Light Reflectance (LR) per ASTM E1477
 - 1) 0.78
 - c. Ceiling Attenuation Class (CAC) per ASTM E1414
 - 1) 34 [Envirogard 2x2]
 - d. Humidity Resistance
 - 1) Warranted to withstand relative humidity of up to 90% at 104°F without sagging, warping or delaminating for 10-years
 - e. Flame Spread Classification per ASTM E84, CAN/ULC-S102: Class A
 - f. Clean Room Classification
 - 1) Class 5 per ISO 14644-1
- C. Standard ceiling tile systems shall be 24" (608mm) x 24" (608mm) x 3/4" (19.5mm) thick white, tegular edge, non-directional, fissured, with 15/16" (23.8mm) wide white grid unless noted otherwise.

2.3 CEILING UNITS

- A. Standard for Acoustical Ceiling Units: ASTM E 1264-08e1 classifications as designated by reference to types, patterns, acoustical ratings, and light reflectance, unless otherwise indicated.
- B. Mounting Method for Measuring NRC: Type E 400 (plenum mounting in which face of test specimen is 15-3/4" (400 mm) away from the test surface) per ASTM E 795-05(12).
- C. Colors and Patterns: Provide products to match appearance characteristics indicated under each product type – Color white.

2.4 SUSPENSION SYSTEM

- A. Standard for Metal Suspension Systems: comply with applicable ASTM C 635-13 requirements.
 - B. Finishes and Colors: Provide manufacturer's standard factory applied finish for type of system indicated.
 - C. Attachment Devices: Size for 5 times design load indicated in ASTM C 635-13, Table 1, Direct Hung unless otherwise indicated.
 - D. Wire Hangers, Braces, and Ties: ASTM C 641-09, Class 1 zinc coating, soft temper.
1. Gage: Provide wire sized so that stress at 3 times hanger design load (ASTM C 635-13, Table 1, Direct-Hung), will be less than yield stress of wire, but provide not less than 2.69 mm (0.106") diameter wire.

- E. Edge Moldings and Trim: Metal or extruded aluminum of types and profiles indicated or, if not indicated, manufacturer's standard moldings for edges and penetrations that fit type of edge detail and suspension system indicated. Provide column surround trim at round columns. Provide pre-manufactured corners for special integrated ceiling shadow-line perimeter edges.
- F. Retention Clips (For Fire Rated Ceiling Assemblies): Armstrong #414 or equal by other approved acoustical panel manufacturers.

2.5 NON-FIRE-RESISTANCE-RATED DIRECT-HUNG SUSPENSION SYSTEMS

- A. Wide-Face Capped Double-Web Steel Suspension System: Main and cross-runners roll-formed from pre-painted or electrolytic zinc-coated cold-rolled steel sheet, with pre-finished 23 mm (15/16") wide metal caps on flanges; other characteristics as follows:
 - 1. Structural Classification: Intermediate Duty System.
 - 2. End Condition of Cross-Runners: Override (stepped) or butt-edge type, as standard with manufacturer.
 - 3. Cap Material and Finish: Steel sheet painted white.

2.6 MISCELLANEOUS MATERIALS

- A. Tile Adhesive: Type recommended by tile manufacturer, bearing UL label for Class 0-25 flame spread.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and structural framing to which ceiling system attaches or abuts, with Installer, for compliance with requirements specified in this and other sections that affect installation and anchorage of ceiling system.
- B. Proceeding with installation shall be deemed installer's acceptance of surface conditions to which ceiling system is attached or abutting.

3.2 PREPARATION

- A. Coordination: Furnish layouts for preset inserts, clips, and other ceiling anchors whose installation is specified in other sections.
- B. Furnish concrete inserts and similar devices to other trades for installation well in advance of time needed for coordination of other work.
- C. Measure each ceiling area and establish layout of acoustical units to balance border widths at opposite edges of each ceiling. Avoid use of less than half width units at borders, and comply with reflected ceiling plans.

3.3 INSTALLATION

- A. General: Ceiling systems installation shall be in accord with manufacturer's written instructions and CISCA "Ceiling Systems Handbook", and Standard for Installation of Ceiling Suspension Systems: ASTM C 636-13.
- B. Arrange acoustical units as indicated.
 - 1. Where ACT units are installed, provide retention clips in accord with ceiling panel manufacturer's recommendations.

- C. Suspend ceiling hangers from building structural members and as follows:
 - 1. Install hangers plumb and free from contact with insulation or other objects within ceiling plenum that are not part of supporting structural or ceiling suspension system.
 - 2. Splay hangers only where required to miss obstructions and offset resulting horizontal forces by bracing, counter-splaying, or other equally effective means.
 - 3. Where width of ducts and other construction within ceiling plenum produces hanger spacing that interferes with location of hangers at spacing required to properly support standard suspension system members, install supplemental suspension members and hangers in form of trapezes or equivalent devices.
 - 4. Size supplemental suspension members and hangers to support ceiling loads within performance limits established by referenced standards.
 - 5. Secure wire hangers by looping and wire tying, either directly to structures or to inserts, eye-screws, or other devices that are secure and appropriate for substrate, and in manner that will not cause deterioration or otherwise fail due to age, corrosion, or elevated temperatures.
 - 6. Secure flat, angle, channel, and rod hangers to structure, including intermediate framing members, by attaching to inserts, eye-screws, or other devices that are secure and appropriate for structure to which hangers are attached and for type of hanger involved, and in manner that will not cause deterioration or fail due to age, corrosion, or elevated temperatures.
 - 7. Space hangers not more than 48" (1216 mm) along each member supported directly from hangers, unless otherwise shown, and provide hangers not more than 8" (200 mm) from ends of each member.
 - 8. Lighting, speakers or other items inserted into ceiling tiles shall be supported by building structure and not by ceiling tile or grid.
- D. Install edge moldings of type indicated at perimeter of acoustical ceiling area and where necessary to conceal edges of acoustical units.
- E. Install acoustical panels in coordination with suspension system, with edges concealed by support of suspension members. Scribe and cut panels to fit accurately at borders and at penetrations.

3.4 CLEANING

- A. Clean exposed surfaces of acoustical ceilings, including trim, edge moldings, and suspension members.
- B. Comply with manufacturer's printed instructions for cleaning and touch-up of minor finish damage.
- C. Remove and replace work that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.

END OF SECTION 09 51 23

SECTION 09 65 13 - RESILIENT BASE AND ACCESSORIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Resilient base.
 - 2. Resilient molding accessories.
- B. Related Sections:
 - 1. Division 09 Section "Carpet Tile Flooring" for carpet floor coverings.
 - 2. Division 09 Section "Resilient Tile Flooring" for resilient floor tile.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Samples for Initial Selection: For each type of product indicated.
- C. Samples for Verification: For each type of product indicated, in manufacturer's standard-size Samples but not less than 12 inches long, of each resilient product color, texture, and pattern required.
- D. Product Schedule: For resilient products. Use same designations indicated on Drawings.

1.4 QUALITY ASSURANCE

- A. Fire-Test-Response Characteristics: As determined by testing identical products according to ASTM E 648 or NFPA 253 by a qualified testing agency.
 - 1. Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm.
- B. Mockups: Provide resilient products with mockups specified in other Sections.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Store resilient products and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within range recommended by manufacturer, but not less than 50 deg F or more than 90 deg F .

1.6 PROJECT CONDITIONS

- A. Maintain ambient temperatures within range recommended by manufacturer, but not less than 70 deg F or more than 95 deg F, in spaces to receive resilient products during the following time periods:

1. 48 hours before installation.
 2. During installation.
 3. 48 hours after installation.
- B. Until Substantial Completion, maintain ambient temperatures within range recommended by manufacturer, but not less than 55 deg F or more than 95 deg F.
- C. Install resilient products after other finishing operations, including painting, have been completed.

1.7 EXTRA MATERIALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
1. Furnish not less than 2 linear feet for every 500 linear feet or fraction thereof, of each type, color, pattern, and size of resilient product installed.

PART 2 - PRODUCTS

2.1 RESILIENT BASE (STANDARD)

- A. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. Armstrong World Industries, Inc.
 2. Burke Mercer Flooring Products; Division of Burke Industries, Inc.
 3. Johnsonite (Tarkett – Basis of Design)
 4. Musson, R. C. Rubber Co.
 5. Roppe Corporation, USA.
- B. Basis of Design: Tarkett Johnsonite VB
(Supplier: Tarkett; Ginger Dyson; Ginger.Dyson@tarkett.com)
1. Model:
 2. Color:
 3. Type: Wall base
 4. Total thickness:
- C. Resilient Base Standard: ASTM F 1861.
1. Material Requirement: Type TP (rubber, thermoplastic).
 2. Manufacturing Method: Group I (solid, homogeneous).
 3. Style: Cove (base with toe) and Straight (flat or toeless).
 4. Minimum Thickness: 0.125 inch.
 5. Height: 6 inches.
 6. Lengths: Coils in manufacturer's standard length.
 7. Outside Corners: Preformed.
 8. Inside Corners: Job formed or preformed.
 9. Finish: As selected by Architect from manufacturer's full range.
 10. Colors: 33 - Ink.

2.2 RESILIENT MOLDING ACCESSORY

- A. Basis of Design: Tarkett Johnsonite – Transitions –
Model:
Total Thickness:
Color:
- B. Description: Nosing for carpet, Nosing for resilient floor covering, Reducer strip for resilient floor covering, Joiner for tile and carpet and Transition strips.
- C. Material: Rubber.
- D. Profile and Dimensions: As required for each condition

2.3 INSTALLATION MATERIALS

- A. Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based or blended hydraulic-cement-based formulation provided or approved by manufacturer for applications indicated.
- B. Adhesives: Water-resistant type recommended by manufacturer to suit resilient products and substrate conditions indicated.
 - 1. Use adhesives that comply with the following limits for VOC content when calculated according to 40 CFR 59, Subpart D (EPA Method 24):
 - a. Cove Base Adhesives: Not more than 50 g/L.
 - b. Rubber Floor Adhesives: Not more than 60 g/L.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, with Installer present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Verify that finishes of substrates comply with tolerances and other requirements specified in other Sections and that substrates are free of cracks, ridges, depressions, scale, and foreign deposits that might interfere with adhesion of resilient products.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.
- B. Concrete Substrates for Resilient Stair Treads and Accessories: Prepare according to ASTM F 710.
 - 1. Verify that substrates are dry and free of curing compounds, sealers, and hardeners.
 - 2. Remove substrate coatings and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, using mechanical methods recommended by manufacturer. Do not use solvents.
 - 3. Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer.
 - 4. Moisture Testing: Perform tests recommended by manufacturer and as follows. Proceed with installation only after substrates pass testing.
 - a. Perform anhydrous calcium chloride test, ASTM F 1869. Proceed with installation only after substrates have maximum moisture-vapor-emission rate of 3 lb of water/1000 sq. ft. in 24 hours.
- C. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound and remove bumps and ridges to produce a uniform and smooth substrate.

- D. Do not install resilient products until they are same temperature as the space where they are to be installed.
 - 1. Move resilient products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.
- E. Sweep and vacuum clean substrates to be covered by resilient products immediately before installation.

3.3 RESILIENT BASE INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient base.
- B. Apply resilient base to walls, columns, pilasters, casework and cabinets in toe spaces, and other permanent fixtures in rooms and areas where base is required.
- C. Install resilient base in lengths as long as practicable without gaps at seams and with tops of adjacent pieces aligned.
- D. Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
- E. Do not stretch resilient base during installation.
- F. On masonry surfaces or other similar irregular substrates, fill voids along top edge of resilient base with manufacturer's recommended adhesive filler material.
- G. Preformed Corners: Install preformed corners before installing straight pieces.
- H. Job-Formed Corners:
 - 1. Inside Corners: Use straight pieces of maximum lengths possible.

3.4 RESILIENT ACCESSORY INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient accessories.
- B. Resilient Stair Accessories:
 - 1. Use stair-tread-nose filler to fill nosing substrates that do not conform to tread contours.
 - 2. Tightly adhere to substrates throughout length of each piece.
 - 3. For treads installed as separate, equal-length units, install to produce a flush joint between units.
- C. Resilient Molding Accessories: Butt to adjacent materials and tightly adhere to substrates throughout length of each piece. Install reducer strips at edges of carpet and resilient floor covering that would otherwise be exposed.

3.5 CLEANING AND PROTECTION

- A. Comply with manufacturer's written instructions for cleaning and protection of resilient products.
- B. Perform the following operations immediately after completing resilient product installation:
 - 1. Remove adhesive and other blemishes from exposed surfaces.
 - 2. Sweep and vacuum surfaces thoroughly.
 - 3. Damp-mop surfaces to remove marks and soil.
- C. Protect resilient products from mars, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period.
- D. Cover resilient products until Substantial Completion.

END OF SECTION 09 65 13

SECTION 09 68 13 - TILE CARPETING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section includes modular, multi-level pattern loop carpet tile.
- B. Related Requirements:
 - 1. Division 09 Section "Resilient Base and Accessories" for resilient wall base and accessories installed with carpet tile.

1.3 PREINSTALLATION MEETINGS

- A. Preinstallation Conference: Conduct conference at Project site.
 - 1. Review methods and procedures related to carpet tile installation including, but not limited to, the following:
 - a. Review delivery, storage, and handling procedures.
 - b. Review ambient conditions and ventilation procedures.
 - c. Review subfloor preparation procedures.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
 - 1. Include manufacturer's written data on physical characteristics, durability, and fade resistance.
 - 2. Include installation recommendations for each type of substrate.
- B. Submittals:
 - 1. Product Data:
 - a. For carpet, documentation indicating compliance with testing and product requirements.
 - b. For installation adhesive, including printed statement of VOC content.
- C. Shop Drawings: Show the following:
 - 1. Columns, doorways, enclosing walls or partitions, built-in cabinets, and locations where cutouts are required in carpet tiles.
 - 2. Carpet tile type, color, and dye lot.
 - 3. Type of subfloor.
 - 4. Type of installation.
 - 5. Pattern of installation.
 - 6. Pattern type, location, and direction.
 - 7. Pile direction.
 - 8. Type, color, and location of edge, transition, and other accessory strips.
 - 9. Transition details to other flooring materials.

- D. Samples: For each of the following products and for each color and texture required. Label each Sample with manufacturer's name, material description, color, pattern, and designation indicated on Drawings and in schedules.
 - 1. Carpet Tile: Full-size Sample.
 - 2. Exposed Edge, Transition, and Other Accessory Stripping: 12-inch- long Samples.
- E. Product Schedule: For carpet tile. Use same designations indicated on Drawings.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer.
- B. Product Test Reports: For carpet tile, for tests performed by a qualified testing agency.
- C. Sample Warranty: For special warranty.

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For carpet tiles to include in maintenance manuals. Include the following:
 - 1. Methods for maintaining carpet tile, including cleaning and stain-removal products and procedures and manufacturer's recommended maintenance schedule.
 - 2. Precautions for cleaning materials and methods that could be detrimental to carpet tile.

1.7 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Carpet Tile: Full-size units equal to 5 percent of amount installed for each type indicated, but not less than 10 sq. yd.

1.8 QUALITY ASSURANCE

- A. Fire-Test-Response Ratings: Where indicated, provide carpet tile identical to those of assemblies tested for fire response according to NFPA 253 by a qualified testing agency.
- B. Mockups: Build mockups to verify selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for fabrication and installation.
 - 1. Build mockups at locations and in sizes shown on Drawings.
 - 2. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.9 DELIVERY, STORAGE, AND HANDLING

- A. Comply with CRI 104.

1.10 FIELD CONDITIONS

- A. Comply with CRI 104 for temperature, humidity, and ventilation limitations.
- B. Environmental Limitations: Do not deliver or install carpet tiles until spaces are enclosed and weathertight, wet work in spaces is complete and dry, and ambient temperature and humidity conditions are maintained at occupancy levels during the remainder of the construction period.

- C. Do not install carpet tiles over concrete slabs until slabs have cured and are sufficiently dry to bond with adhesive and concrete slabs have pH range recommended by carpet tile manufacturer. Floor Sealer: Provide a concrete slab sealer to prevent moisture from migrating up to finish as required or recommended by the manufacturer.
- D. Where demountable partitions or other items are indicated for installation on top of carpet tiles, install carpet tiles before installing these items.

1.11 WARRANTY

- A. Special Warranty for Carpet Tiles: Manufacturer agrees to repair or replace components of carpet tile installation that fail in materials or workmanship within specified warranty period.
- B. Warranty does not include deterioration or failure of carpet tile due to unusual traffic, failure of substrate, vandalism, or abuse.
- C. Failures include, but are not limited to, more than 5 percent edge raveling, snags, runs, dimensional stability, excess static discharge, loss of tuft bind strength, loss of face fiber, and delamination.
 - 1. Warranty Period: 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 BASIS-OF-DESIGN CARPET TILE

- A. Basis-of-Design Product: Subject to compliance with requirements, provide product where indicated on Drawings:
 - 1. CT-1: In select offices, work room, conference room and indicated on the Finish Schedule:
Carpet Tile: Collection; Style:
 - 2. Color:
 - 3. Soil/Stain Protection:
 - 4. Fiber: Eco Solution Q Nylon
 - 5. Dye Method: 100% Solution Dyed
 - 6. Pile Thickness:
 - 7. Tile Size: in x in
 - 8. Primary Backing: Synthetic
 - 9. Installation:
- B. Basis of Design Product: Subject to compliance with requirements, provide product where indicated on Drawings:
 - 1. CT-2: Installed on the platform in the Chamber as well as the platform and ramp in the work room
Carpet Tile: Collection: Style:
 - 2. Color:
 - 3. Soil/Stain Protection:
 - 4. Fiber: Eco Solution Q Nylon
 - 5. Dye Method: 100% Solution Dyed
 - 6. Pile Thickness:
 - 7. Tile size: in. x in.
 - 8. Primary Backing: Synthetic
 - 9. Installation:

2.2 INSTALLATION ACCESSORIES

- A. Trowelable Leveling and Patching Compounds: Latex-modified, hydraulic-cement-based formulation provided or recommended by carpet tile manufacturer. Floor Sealer: Provide a concrete slab sealer to prevent moisture from migrating up to finish as required or recommended by the manufacturer.
- B. Adhesives: Not for use with carpet tile. Accessories, if necessary, to use water-resistant, mildew-resistant, nonstaining, pressure-sensitive type to suit products and subfloor conditions indicated, that complies with flammability requirements for installed carpet tile and is recommended by carpet tile manufacturer for releasable installation.
 - 1. Adhesives shall have a VOC content of 50 g/L or less when calculated according to 40 CFR 59, Subpart D (EPA Method 24).
 - 2. Manufacturer's standard antimicrobial (AATCC-174) adhesive.
- C. Transition Strips: Rubber of profile and width shown, of height required to protect exposed edge of carpet, and of maximum lengths to minimize running joints. Manufacturer recommendations where not shown.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for maximum moisture content, alkalinity range, installation tolerances, and other conditions affecting carpet tile performance. Examine carpet tile for type, color, pattern, and potential defects.
- B. Concrete Subfloors: Verify that concrete slabs comply with ASTM F 710 and the following:
 - 1. Slab substrates are dry and free of curing compounds, sealers, hardeners, and other materials that may interfere with adhesive bond. Determine adhesion and dryness characteristics by performing bond and moisture tests recommended by carpet tile manufacturer.
 - 2. Subfloor finishes comply with requirements specified in Division 03 Section "Cast-in-Place Concrete" for slabs receiving carpet tile.
 - 3. Subfloors are free of cracks, ridges, depressions, scale, and foreign deposits.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. General: Comply with CRI 104, Section 6.2, "Site Conditions; Floor Preparation," and with carpet tile manufacturer's written installation instructions for preparing substrates indicated to receive carpet tile installation.
- B. Use trowelable leveling and patching compounds, according to manufacturer's written instructions, to fill cracks, holes, depressions, and protrusions in substrates. Fill or level cracks, holes and depressions 1/8 inch wide or wider and protrusions more than 1/32 inch unless more stringent requirements are required by manufacturer's written instructions.
- C. Remove coatings, including curing compounds, and other substances that are incompatible with adhesives and that contain soap, wax, oil, or silicone, without using solvents. Use mechanical methods recommended in writing by carpet tile manufacturer.
- D. Clean metal substrates of grease, oil, soil and rust, and prime if directed by adhesive manufacturer. Rough sand painted metal surfaces and remove loose paint. Sand aluminum surfaces, to remove metal oxides, immediately before applying adhesive.
- E. Broom and vacuum clean substrates to be covered immediately before installing carpet tile.
- F. **Floor Sealer:** Provide a concrete slab sealer to control alkalinity and prevent moisture from migrating up to finish as required or recommended by the manufacturer. Install XL Brands' 9511 Moisture Vapor Reduction System. All XL Brands 9511 written requirements for product application, including but not limited to moisture and pH testing protocols, must be met for warranty eligibility.

3.3 INSTALLATION

- A. General: Comply with CRI 104, Section 14, "Carpet Modules," and with carpet tile manufacturer's written installation instructions.
- B. Installation Method: As recommended in writing by carpet tile manufacturer.
- C. Maintain dye lot integrity. Do not mix dye lots in same area.
- D. Cut and fit carpet tile to butt tightly to vertical surfaces, permanent fixtures, and built-in furniture including cabinets, pipes, outlets, edgings, thresholds, and nosings. Bind or seal cut edges as recommended by carpet tile manufacturer.
- E. Extend carpet tile into toe spaces, door reveals, closets, open-bottomed obstructions, removable flanges, alcoves, and similar openings.
- F. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on finish flooring as marked on subfloor. Use nonpermanent, nonstaining marking device.
- G. Install pattern parallel to walls and borders.
- H. Stagger joints of carpet tiles so carpet tile grid is offset from access flooring panel grid. Do not fill seams of access flooring panels with carpet adhesive; keep seams free of adhesive.
- I. Use the number and placement of TacTiles per manufacturers requirements.

3.4 CLEANING AND PROTECTION

- A. Perform the following operations immediately after installing carpet tile:
 - 1. Remove excess material, and other surface blemishes using cleaner recommended by carpet tile manufacturer.
 - 2. Remove yarns that protrude from carpet tile surface.
 - 3. Vacuum carpet tile using commercial machine with face-beater element.
- B. Protect installed carpet tile to comply with CRI 104, Section 16, "Protecting Indoor Installations."
- C. Protect carpet tile against damage from construction operations and placement of equipment and fixtures during the remainder of construction period. Use protection methods indicated or recommended in writing by carpet tile manufacturer.

END OF SECTION 09 68 13

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SECTION 09 91 13 - EXTERIOR PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Provide preparations and paint systems for all non-factory finished exposed and semi-exposed exterior surfaces unless finished by specifications in individual Sections.
- B. This Section includes surface preparation and the application of paint systems on the following exterior substrates:
 - 1. Galvanized metal.
 - 2. Aluminum (not otherwise coated).
 - 3. Stucco System
- C. Related Sections include the following:
 - 1. Division 05 Section "Metal Fabrications" for surface preparation and the application of paint systems on metal surfaces.
 - 2. Division 05 Section "Metal Stairs" for surface preparation and the application of paint systems on metal fabricated stairs.
 - 3. Division 05 Section "Pipe and Tube Railings" for surface preparation and the application of paint systems on metal surfaces.
 - 4. Division 09 Section "Interior Painting" for surface preparation and the application of paint systems on interior surfaces.
 - 5. Division 07 Section "Exterior Insulating Finish System (EIFS)" for finishing EIFS systems.

1.3 DEFINITIONS

- A. Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
- B. Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
- C. Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
- D. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
- E. Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
- F. Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
- B. Samples for Initial Selection: For each type of topcoat product.
- C. Samples for Verification: For each type of paint system and each color and gloss of topcoat.
 - 1. Submit Samples on rigid backing, 8 inches (200 mm) square.
 - 2. Step coats on Samples to show each coat required for system.

3. Label each coat of each Sample.
4. Label each Sample for location and application area.

D. Product List: For each product indicated, include the following:

1. Cross-reference to paint system and locations of application areas. Use same designations indicated on Drawings and in schedules.
2. Printout of current "MPI Approved Products List" for each product category specified, with the proposed product highlighted.
3. VOC content.

1.5 QUALITY ASSURANCE

A. MPI Standards:

1. Products: Complying with MPI standards indicated and listed in "MPI Approved Products List."
2. Preparation and Workmanship: Comply with requirements in "MPI Architectural Painting Specification Manual" for products and paint systems indicated.

B. Mockups: Apply benchmark samples of each paint system indicated and each color and finish selected to verify preliminary selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.

1. Architect will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.
 - a. Vertical and Horizontal Surfaces: Provide samples of at least 100 sq. ft.
 - b. Other Items: Architect will designate items or areas required.
2. Final approval of color selections will be based on benchmark samples.
 - a. If preliminary color selections are not approved, apply additional benchmark samples of additional colors selected by Architect at no added cost to Owner.

1.6 DELIVERY, STORAGE, AND HANDLING

A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F .

1. Maintain containers in clean condition, free of foreign materials and residue.
2. Remove rags and waste from storage areas daily.

1.7 PROJECT CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F.
- B. Do not apply paints in snow, rain, fog, or mist; when relative humidity exceeds 85 percent; at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.

1.8 EXTRA MATERIALS

A. Furnish extra materials described below that are from same production run (batch mix) as materials applied and that are packaged for storage and identified with labels describing contents.

1. Quantity: Furnish an additional 5 percent, but not less than 1 gal. of each material and color applied.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include the following:
 1. Sherwin-Williams Company (The).
 2. Benjamin Moore & Co.
 3. Porter Paints.
 4. PPG Architectural Finishes, Inc.

2.2 PAINT, GENERAL

- A. MPI Standards: Provide products that comply with MPI standards indicated and that are listed in its "MPI Approved Products List."
- B. Material Compatibility:
 1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
- C. VOC Content: Provide materials that comply with VOC limits of authorities having jurisdiction.
- D. Colors: As selected by Architect from manufacturer's full range.
 1. Twenty-five (25) percent of surface area may be painted with deep tones.

2.3 BLOCK FILLERS

- A. Block Filler, Latex, Interior/Exterior: MPI #4.

2.4 PRIMERS/SEALERS

- A. Primer, Alkali Resistant, Water Based: MPI #3.
- B. Sealer: Sealer recommended in writing by topcoat manufacturer for exterior use in paint system indicated.

2.5 METAL PRIMERS

- A. Primer, Alkyd, Anti-Corrosive for Metal: MPI #79.
- B. Primer, Galvanized: As recommended in writing by topcoat manufacturer.

2.6 WATER-BASED PAINTS

- A. Latex, Exterior Semi-Gloss (Gloss Level 3): MPI #11.

- B. Light Industrial Coating, Exterior, Water Based, Gloss (Gloss Level 6): MPI #164.

2.7 TEXTURED AND HIGH-BUILD COATINGS

- A. Primer for Textured Coating, Latex, Flat: As recommended in writing by topcoat manufacturer.
- B. Intermediate Coat for Textured Coating, Latex, Flat: As recommended in writing by topcoat manufacturer.
- C. Textured Coating, Latex, Flat: MPI #42.
- D. Primer for Latex, Exterior, High Build: As recommended in writing by topcoat manufacturer.
- E. Intermediate Coat for Latex, Exterior, High Build: As recommended in writing by topcoat manufacturer.
- F. Latex, Exterior, High Build: MPI #40.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of work.
- B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
 - 1. Concrete: 12 percent.
 - 2. Masonry (Clay and CMU): 12 percent.
 - 3. Wood: 15 percent.
 - 4. Portland Cement Plaster: 12 percent.
- C. Portland Cement Plaster Substrates: Verify that plaster is fully cured.
- D. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- E. Proceed with coating application only after unsatisfactory conditions have been corrected.
 - 1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates and paint systems indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
 - 2. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
- C. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints and encapsulants.
 - 1. Remove incompatible primers and reprime substrate with compatible primers as required to produce paint systems indicated.
 - 2. Shop-Primed Steel Substrates: Clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with the same material as used for shop priming to comply with SSPC-PA 1 for touching up shop-primed surfaces.

3. Galvanized-Metal Substrates: Remove grease and oil residue from galvanized sheet metal fabricated from coil stock by mechanical methods to produce clean, lightly etched surfaces that promote adhesion of subsequently applied paints.
4. Aluminum Substrates: Remove loose surface oxidation.

3.3 APPLICATION

- A. Apply paints according to manufacturer's written instructions.
 1. Use applicators and techniques suited for paint and substrate indicated.
 2. Paint surfaces behind movable items same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed items with prime coat only.
- B. Tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Tint undercoats to match color of topcoat, but provide sufficient difference in shade of undercoats to distinguish each separate coat.
- C. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
- D. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
- E. Painting Fire Suppression, Plumbing, HVAC, Electrical, Communication, and Electronic Safety and Security Work:
 1. Unless specifically noted otherwise in the specific Specification Sections above, paint the following work where exposed to view: Where painting is covered in other Specification Sections, coordinate with Construction Manager / General Contractor for determination of which subcontractor is to provide coatings.
 - a. Equipment, including panelboards and switch gear.
 - b. Uninsulated metal piping.
 - c. Uninsulated plastic piping.
 - d. Pipe hangers and supports.
 - e. Metal conduit.
 - f. Plastic conduit.
 - g. Tanks that do not have factory-applied final finishes.

3.4 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.5 EXTERIOR PAINTING SCHEDULE

- A. Concrete Substrates, Nontraffic Surfaces:
 1. Latex System:
 - a. Prime Coat: Latex, exterior, matching topcoat.

- 1) SW-Loxon Concrete & Masonry Primer, A24W8300 Series
 - b. Intermediate Coat: Latex, exterior, matching topcoat.
 - 1) SW-Resilience Exterior Acrylic Latex, K43W00051.
 - c. Topcoat: Latex, exterior, low sheen (Gloss Level 3-4), MPI #15.
 - 1) SW-Resilience Exterior Acrylic Latex, K43W00051.
- B. CMU and Cement Plaster Substrates:
1. Latex System:
 - a. Prime Coat: Block filler, latex, interior/exterior, MPI #4.
 - 1) SW-PrepRite Int/Ext. Block Filler, B25W25
 - b. Intermediate Coat: Latex, exterior, matching topcoat.
 - 1) SW-Resilience Exterior Acrylic Latex, K43W00051.
 - c. Topcoat: Latex, exterior, low sheen (Gloss Level 3-4), MPI #15.
 - 1) SW-Resilience Exterior Acrylic Latex, K43W00051.
 2. Latex over Alkali-Resistant Primer System:
 - a. Prime Coat: Primer, alkali resistant, water based, MPI #3.
 - 1) SW-Loxon Concrete & Masonry Primer, A24W8300 Series
 - b. Intermediate Coat: Latex, exterior, matching topcoat.
 - 1) SW-Resilience Exterior Acrylic Latex, K43W00051.
 - c. Topcoat: Latex, exterior, low sheen (Gloss Level 3-4), MPI #15.
 - 1) SW-Resilience Exterior Acrylic Latex, K43W00051.
- C. Aluminum Paint System MPI EXT 10.2D:
1. Prime Coat: Primer, rust inhibitive, water based, MPI #107.
 2. Intermediate Coat: Aluminum paint, matching topcoat.
 3. Topcoat: Aluminum paint, MPI #1
- D. Steel and Galvanized Metal Substrates:
1. Water-Based Coating System:
 - a. Prime Coat: Shop primer specified in Division 05 Section where substrate is specified.
 - b. Intermediate Coat: Light industrial coating, exterior, water based, matching topcoat.
 - 1) SW-Resilience Exterior Acrylic Latex, K43W00051
 - c. Topcoat: exterior, water based, semi-gloss (Gloss Level 5), MPI #163.
 - 1) SW-Resilience Exterior Acrylic Latex, K43W00051

END OF SECTION 09 91 13

SECTION 09 91 23 - INTERIOR PAINTING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Provide preparation and paint system for all exposed and semi-exposed interior surfaces not factory finished or specified to be finished under individual specification Sections.
- B. This Section includes surface preparation and the application of paint systems on the following interior substrates:
 - 1. Galvanized metal (HM frames).
 - 2. Gypsum board.
- C. Related Requirements:
 - 1. Division 08 Sections for factory priming steel doors with primers specified in this Section.
 - 2. Division 08 Sections for factory finishing wood doors.

1.3 DEFINITIONS

- A. Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
- B. Gloss Level 2: Not more than 10 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
- C. Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
- D. Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
- E. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
- F. Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
- G. Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
- B. Samples for Initial Selection: For each type of topcoat product.
- C. Samples for Verification: For each type of paint system and in each color and gloss of topcoat.
 - 1. Submit Samples on rigid backing, 8 inches square.
 - 2. Step coats on Samples to show each coat required for system.
 - 3. Label each coat of each Sample.
 - 4. Label each Sample for location and application area.
- D. Product List: For each product indicated, include the following:
 - 1. Cross-reference to paint system and locations of application areas. Use same designations indicated on Drawings and in schedules.
 - 2. VOC content.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials, from the same product run, that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
 - 1. Paint: 5 percent, but not less than 1 gal. of each material and color applied.

1.6 QUALITY ASSURANCE

- A. Mockups: Apply benchmark samples of each paint system indicated and each color and finish selected to verify preliminary selections made under sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
 - 1. Architect will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.
 - a. Wall and Ceiling Surfaces: Provide samples of at least 100 sq. ft.
 - b. Other Items: Architect will designate items or areas required.
 - 2. Apply benchmark samples after permanent lighting and other environmental services have been activated.
 - 3. Final approval of color selections will be based on benchmark samples.
 - a. If preliminary color selections are not approved, apply additional benchmark samples of additional colors selected by Architect at no added cost to Owner.
 - 4. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
 - 5. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F .
 - 1. Maintain containers in clean condition, free of foreign materials and residue.
 - 2. Remove rags and waste from storage areas daily.

1.8 FIELD CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50 and 95 deg F.
- B. Do not apply paints when relative humidity exceeds 85 percent; at temperatures less than 5 deg F above the dew point; or to damp or wet surfaces.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include the following:
 - 1. Sherwin-Williams Company (The).
 - 2. Benjamin Moore & Co.
 - 3. Porter Paints.

4. PPG Architectural Finishes, Inc.

2.2 PAINT, GENERAL

- A. MPI Standards: Provide products that comply with MPI standards indicated and that are listed in its "MPI Approved Products List."
- B. Material Compatibility:
 1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
 2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.
- C. VOC Content: Products shall comply with VOC limits of authorities having jurisdiction and, for interior paints and coatings applied at Project site, the following VOC limits, exclusive of colorants added to a tint base, when calculated according to 40 CFR 59, Subpart D (EPA Method 24). VOC content shall also meet requirements as noted above.
 1. Flat Paints and Coatings: 50 g/L.
 2. Non-Flat Paints and Coatings: 150 g/L.
 3. Primers, Sealers, and Undercoaters: 200 g/L.
 4. Pretreatment Wash Primers: 420 g/L.
- D. Colors: As selected by Architect from manufacturer's full range.

2.3 BLOCK FILLERS

- A. Block Filler, Latex, Interior/Exterior: MPI #4. SW-Loxon Acrylic Block Surfacer/Block Filler, LX01W0200.

2.4 PRIMERS/SEALERS

- A. Primer Sealer, Latex, Interior: MPI #50. SW-Premium Wall & Wood Interior latex Primer, B28W08111. May be used on factory primed metals.
- B. Primer, Alkali Resistant, Water Based: MPI #3. SW-Loxon Concrete & Masonry Primer, LX02W0050.

2.5 METAL PRIMERS

- A. Primer, Rust-Inhibitive, Water Based: MPI #107. SW-All Surface Enamel Acrylic Latex, A41W01210.

2.6 WATER-BASED PAINTS

- A. Latex, Interior, Pearl, (Gloss Level 5): MPI #54. SW-Cashmere Interior Acrylic Latex, SW-D15W00150 High Reflective White Base.
- B. Latex, Interior, Pearl, (Gloss Level 5): MPI #54. SW-Cashmere Interior Acrylic Latex, SW-D15W00153 Deep Base.
- C. Latex, Interior, Gloss, (Gloss Level 6, except minimum gloss of 65 units at 60 degrees): MPI #114. SW-Pro-Classic Waterborne Interior Acrylic Enamel, SW-B21W00051.

2.7 SOURCE QUALITY CONTROL

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of work.
- B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
 - 1. Concrete: 12 percent.
 - 2. Gypsum Board: 12 percent.
- C. Gypsum Board Substrates: Verify that the finishing compound is sanded smooth.
- D. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- E. Proceed with coating application only after unsatisfactory conditions have been corrected.
 - 1. Application of coating indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Comply with manufacturer's written instructions and recommendations in "MPI Architectural Painting Specification Manual" applicable to substrates indicated.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
 - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.
- C. Clean substrates of substances that could impair bond of paints, including dirt, oil, grease, and incompatible paints and encapsulants.
 - 1. Remove incompatible primers and reprime substrate with compatible primers as required to produce paint systems indicated.
- D. Steel Substrates: Remove rust and loose mill scale. Clean using methods recommended in writing by paint manufacturer.
- E. Galvanized-Metal Substrates: Remove grease and oil residue from galvanized sheet metal fabricated from coil stock by mechanical methods to produce clean, lightly etched surfaces that promote adhesion of subsequently applied paints.
- F. Gypsum Board Substrates: Do not begin paint application until finishing compound is dry and sanded smooth.

3.3 APPLICATION

- A. Apply paints according to manufacturer's written instructions.
 - 1. Use applicators and techniques suited for paint and substrate indicated.
 - 2. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.
 - 3. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.
 - 4. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
 - 5. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.

- B. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
- C. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
- D. Painting Fire Suppression, Plumbing, HVAC, Electrical, Communication, and Electronic Safety and Security Work:
 - 1. Unless specifically noted otherwise in the specific Specification Sections above, paint the following work where exposed to view:
 - a. Uninsulated metal piping.
 - b. Uninsulated plastic piping.
 - c. Uninsulated ductwork and equipment
 - d. Metal conduit.
 - e. Plastic conduit.
 - f. Tanks that do not have factory-applied final finishes.
 - g. Duct, equipment, and pipe insulation having cotton or canvas insulation covering or other paintable jacket material.
 - h. Other items as directed by Architect.
 - 2. Paint portions of internal surfaces of metal ducts, without liner, behind air inlets and outlets that are visible from occupied spaces.

3.4 FIELD QUALITY CONTROL

- A. Dry Film Thickness Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry film thickness.
 - 1. Contractor shall touch up and restore painted surfaces damaged by testing.
 - 2. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written recommendations.

3.5 CLEANING AND PROTECTION

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.6 INTERIOR PAINTING SCHEDULE

- A. Metal Substrates:
 - 1. Enamel Acrylic Latex
 - a. Prime Coat: Primer, Rust-Inhibitive, Water Based: MPI #107. SW-All Surface Enamel Acrylic Latex, A41W01210
 - b. Topcoat: SW-Cashmere Interior Acrylic Latex, SW-D15W00153 Deep Base .
- B. Gypsum Board or Plaster Substrates:
 - 1. Latex System:

- a. Prime Coat: SW-Premium Wall & Wood Interior latex Primer, B28W08111.
 - b. Intermediate Coat SW-Cashmere Interior Acrylic Latex, SW-D15W00153 Deep Base, Pearl Finish.
 - c. Topcoat: SW-Cashmere Interior Acrylic Latex, SW-D15W00153 Deep Base, Pearl Finish.
2. Epoxy System (Toilet Rooms and where scheduled):
- a. Type: Pre-Catalyzed Waterbased Epoxy – Impervious
 - b. Prepare surfaces according to the manufacturer's recommendations.
 - c. Topcoat: SW-Pro Industrial Pre-Catalyzed Waterbased Epoxy Product #K45W01151-16, Egg-Shell finish.

END OF SECTION 09 91 23

SECTION 10 14 00 – PLAQUE SIGNAGE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Plaque (plaque sketch to be provided by Architect).
- B. Related Sections include the following:
 - 1. Division 01 Section "Temporary Facilities and Controls" for temporary Project identification signs and for temporary information and directional signs.
 - 2. Section 10 14 00 "Panel Signage" for Room Signs.

1.3 DEFINITIONS

- A. ADA-ABA Accessibility Guidelines: U.S. Architectural & Transportation Barriers Compliance Board's "Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities; Architectural Barriers Act (ABA) Accessibility Guidelines."

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product indicated.
- B. Shop Drawings: Show fabrication and installation details for signs.
 - 1. Show sign mounting heights, locations of supplementary supports to be provided by others, and accessories.
 - 2. Provide message list, typestyles, graphic elements, including tactile characters and Braille, and layout for each sign.
- C. Samples for Initial Selection: Manufacturer's color charts consisting of actual units or sections of units showing the full range of colors available for the following:
 - 1. Aluminum.
- D. Samples for Verification: For each of the following products and for the full range of color, texture, and sign material indicated, of sizes indicated:
 - 1. Plaque Casting: 6 inches square including border.
 - 2. Aluminum: For each form, finish, and color, on 6-inch- long sections of extrusions and squares of sheet at least 4 by 4 inches .
 - 3. Accessories: Manufacturer's full-size unit.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer and fabricator.

- B. Warranty: Special warranty specified in this Section.

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For signs to include in maintenance manuals.

1.7 QUALITY ASSURANCE

- A. Installer Qualifications: An employer of workers trained and approved by manufacturer.
- B. Fabricator Qualifications: Shop that employs skilled workers who custom-fabricate products similar to those required for this Project and whose products have a record of successful in-service performance.
- C. Source Limitations for Signs: Obtain each sign type indicated from one source from a single manufacturer.
- D. Regulatory Requirements: Comply with applicable provisions in ADA-ABA Accessibility Guidelines.

1.8 PROJECT CONDITIONS

- A. Weather Limitations: Proceed with installation only when existing and forecasted weather conditions permit installation of signs in exterior locations to be performed according to manufacturers' written instructions and warranty requirements.
- B. Field Measurements: Verify locations by field measurements before fabrication and indicate measurements on Shop Drawings.

1.9 COORDINATION

- A. Coordinate placement of anchorage devices with templates for installing signs.

1.10 WARRANTY

- A. Special Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of signs that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Deterioration of metal and finishes beyond normal weathering.
 - 2. Warranty Period: Five years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Aluminum Castings: ASTM B 26/B 26M, of alloy and temper recommended by sign manufacturer for casting process used and for use and finish indicated.
- B. Aluminum Sheet and Plate: ASTM B 209 , alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of Alloy 5005-H32.
- C. Aluminum Extrusions: ASTM B 221 , alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated, and with at least the strength and durability properties of Alloy 6063-T5.

2.2 PLAQUES

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Advance Corporation; Braille-Tac Division.
 - 2. A. R. K. Ramos.
 - 3. Gemini Incorporated.
 - 4. Matthews International Corporation; Bronze Division.
 - 5. Metal Arts; Div. of L&H Mfg. Co.
 - 6. Mills Manufacturing Company.
 - 7. Nelson-Harkins Industries.
 - 8. Southwell Company (The).
- B. Cast Plaques: Provide castings free of pits, scale, sand holes, and other defects, as follows:
 - 1. Plaque Material: Aluminum.
 - a. 20 inches wide x 30 inches high
 - 2. Background Texture: Manufacturer's standard pebble texture.
 - 3. Border Style: Square, tapered, polished.
 - 4. Mounting: Concealed studs, noncorroding for substrates encountered.

2.3 ACCESSORIES

- A. Anchors and Inserts: Provide nonferrous-metal or hot-dip galvanized anchors and inserts for exterior installations and elsewhere as required for corrosion resistance. Use toothed steel or lead expansion-bolt devices for drilled-in-place anchors. Furnish inserts, as required, to be set into concrete or masonry work.

2.4 FABRICATION

- A. General: Provide manufacturer's standard signs of configurations indicated.
 - 1. Welded Connections: Comply with AWS standards for recommended practices in shop welding. Provide welds behind finished surfaces without distortion or discoloration of exposed side. Clean exposed welded surfaces of welding flux and dress exposed and contact surfaces.
 - 2. Conceal fasteners if possible; otherwise, locate fasteners where they will be inconspicuous.

2.5 FINISHES, GENERAL

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- C. Appearance of Finished Work: Variations in appearance of abutting or adjacent pieces are acceptable if they are within one-half of the range of approved Samples. Noticeable variations in the same piece are not acceptable. Variations in appearance of other components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

2.6 ALUMINUM FINISHES

- A. Baked-Enamel Finish: Manufacturer's standard, in colors matching Architect's sample for Logo.
- B. Overcoat: Manufacturer's standard baked-on clear coating.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of work.
- B. Verify that items, including anchor inserts, are sized and located to accommodate signs.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Locate signs and accessories where indicated, using mounting methods of types described and complying with manufacturer's written instructions.
 - 1. Install signs level, plumb, and at heights indicated, with sign surfaces free of distortion and other defects in appearance.
- B. Cast-Metal Plaques: Mount plaques using standard fastening methods to comply with manufacturer's written instructions for type of wall surface indicated.
 - 1. Concealed Mounting: Mount plaques by inserting threaded studs into tapped lugs on back of plaque. Set in predrilled holes filled with quick-setting cement.

3.3 CLEANING AND PROTECTION

- A. After installation, clean soiled sign surfaces according to manufacturer's written instructions. Protect signs from damage until acceptance by Owner.

END OF SECTION 10 14 00

SECTION 10 14 19 - DIMENSIONAL LETTER SIGNAGE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Cast dimensional characters as noted on the Drawings.

1.3 COORDINATION

- A. Furnish templates for placement in permanent construction.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: For dimensional letter signs.
 - 1. Include fabrication and installation details and attachments to other work.
 - 2. Show sign mounting heights, locations of supplementary supports to be provided by others, and accessories.
 - 3. Show message list, typestyles, graphic elements, and layout for each sign at least half size.
- C. Samples for Initial Selection: For each type of sign assembly, exposed component, and exposed finish.
 - 1. Include representative Samples of available typestyles and graphic symbols.
- D. Samples for Verification: For each type of sign assembly showing all components and with the required finish(es), in manufacturer's standard size unless otherwise indicated and as follows:
 - 1. Exposed Accessories: Full-size Sample of each accessory type.
- E. Sign Schedule: Use same designations specified or indicated on Drawings or in the sign schedule.

1.5 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer and manufacturer.
- B. Sample Warranty: For special warranty.

1.6 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For signs to include in maintenance manuals.

1.7 QUALITY ASSURANCE

- A. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.

1.8 FIELD CONDITIONS

- A. Field Measurements:
 - 1. Verify locations in permanent construction by field measurements before fabrication, and indicate measurements on Shop Drawings.
 - 2. Verify locations and anchorage of signage.

1.9 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace components of signs that fail in materials or workmanship within specified warranty period.
 - 1. Failures include, but are not limited to, the following:
 - a. Deterioration of finishes beyond normal weathering.
 - b. Separation or delamination of sheet materials and components.
 - 2. Warranty Period: Five years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Thermal Movements: For exterior fabricated channel dimensional characters, allow for thermal movements from ambient and surface temperature changes.
 - 1. Temperature Change: 120 deg F , ambient; 180 deg F , material surfaces.

2.2 CAST DIMENSIONAL CHARACTERS

- A. Cast Characters: Characters with uniform faces, sharp corners, and precisely formed lines and profiles, and as follows:
 - 1. Manufacturers: Subject to compliance with requirements, available manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. ACE Sign Systems, Inc.
 - b. Allen Markings International.
 - c. APCO Graphics, Inc.
 - d. A. R. K. Ramos Signage Systems
 - e. ASI Sign Systems, Inc.
 - f. Diskey Sign Company.
 - g. Gemini Incorporated.
 - h. Matthews International Corporation; Bronze Division.
 - i. Metal Arts; Division of L & H Mfg. Co.
 - j. Metallic Arts.
 - k. Seton Identification Products.
 - l. Southwell Company (The).
 - 2. Character Material: Cast aluminum.
 - 3. Character Height: 6-inches high or as shown on the Drawings. COMMISSION CHAMBER
 - 4. Thickness: As indicated – 1" D
 - 5. Finishes: F-1 Aluminum
 - 6. Mounting: Concealed studs.
 - 7. Typeface: As shown - Arial

- B. FABRICATED DIMENSIONAL CHANNEL CHARACTERS:

- 1. Fabricated Channel Characters: Metal face and side returns, formed free from warp and distortion; with uniform faces, sharp corners, and precisely formed lines and profiles; internally braced for stability, to meet structural performance loading without oil-canning or other surface deformation, and for securing fasteners; and as follows:

2. Character Material: Sheet or plate aluminum.
4. Material Thickness: Manufacturer's standard for size and design of character.
5. Character Height: 2'
6. Character Depth: 6-inches.
7. Finishes:
 - a. Baked-Enamel or Powder-Coat Finish: RAL 8019 Grey Brown
 - b. Overcoat: Manufacturer's standard baked-on clear coating.
8. Mounting: Manufacturer's standard for size and design of character. Projecting concealed stainless steel studs.
 - a. Hold characters at 2-inch (51-mm) distance from wall surface.
 - b. Typeface: Arial

2.3 ACCESSORIES

- A. Fasteners and Anchors: Manufacturer's standard as required for secure anchorage of signage, noncorrosive and compatible with each material joined, and complying with the following:
 1. Use concealed fasteners and anchors unless indicated to be exposed.
 2. Furnish stainless-steel devices unless otherwise indicated.

2.4 FABRICATION

- A. General: Provide manufacturer's standard sign assemblies according to requirements indicated.
 1. Preassemble signs and assemblies in the shop to greatest extent possible. Disassemble signs and assemblies only as necessary for shipping and handling limitations. Clearly mark units for reassembly and installation; apply markings in locations concealed from view after final assembly.
 2. Conceal connections if possible; otherwise, locate connections where they are inconspicuous.
 3. Internally brace signs for stability and for securing fasteners.
 4. Provide rebates, lugs, and brackets necessary to assemble components and to attach to existing work. Drill and tap for required fasteners. Use concealed fasteners.

2.5 GENERAL FINISH REQUIREMENTS

- A. Protect mechanical finishes on exposed surfaces from damage by applying a strippable, temporary protective covering before shipping.
- B. Appearance of Finished Work: Noticeable variations in same piece are not acceptable.

2.6 ALUMINUM FINISHES

- A. Powder-Coat Finish: AAMA 2603 except with a minimum dry film thickness of 1.5 mils. Comply with coating manufacturer's written instructions for cleaning, conversion coating, and applying and baking finish.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of signage work.

- B. Verify that sign-support surfaces are within tolerance to accommodate signs without gaps or irregularities between backs of signs and support surfaces unless otherwise indicated.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. General: Install signs using mounting methods indicated and according to manufacturer's written instructions.
 - 1. Install signs level, plumb, true to line, and at locations and heights indicated, with sign surfaces free of distortion and other defects in appearance.
 - 2. Before installation, verify that sign surfaces are clean and free of materials or debris that would impair installation.
 - 3. Corrosion Protection: Coat concealed surfaces of exterior aluminum in contact with grout, concrete, masonry, wood, or dissimilar metals, with a heavy coat of bituminous paint or automotive spray undercoating.

3.3 ADJUSTING AND CLEANING

- A. Remove and replace damaged or deformed characters and signs that do not comply with specified requirements. Replace characters with damaged or deteriorated finishes or components that cannot be successfully repaired by finish touchup or similar minor repair procedures.
- B. Remove temporary protective coverings and strippable films as signs are installed.
- C. On completion of installation, clean exposed surfaces of signs according to manufacturer's written instructions, and touch up minor nicks and abrasions in finish. Maintain signs in a clean condition during construction and protect from damage until acceptance by Owner.

END OF SECTION 10 14 19

SECTION 10 14 23 - PANEL SIGNAGE

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Interior Room-identification signs (provide one for each space unless shown otherwise on the Drawings).
 - 2. Interior directional and information Signs (See Drawings).
- B. Related Requirements:
 - 1. Section 10 13 00 "Directories" for building directories.
 - 2. Section 10 14 19 "Dimensional Letter Signage" for building signage.
 - 3. Section 10 14 00 "Plaque Signage" for cast plaque.
 - 4. Section 10 14 26 "Illuminated Cabinet Signs" for backlighted cabinet signs.

1.3 DEFINITIONS

- A. Accessible: In accordance with the accessibility standard.

1.4 COORDINATION

- A. Furnish templates for placement of sign-anchorage devices embedded in permanent construction by other installers.

1.5 ACTION SUBMITTALS

- A. Product Data: For each type of product.
- B. Shop Drawings: For panel signs.
 - 1. Include fabrication and installation details and attachments to other work.
 - 2. Show sign mounting heights, locations of supplementary supports to be provided by others, and accessories.
 - 3. Show message list, typestyles, graphic elements, including raised characters and Braille, and layout for each sign at least half size.
- C. Samples for Initial Selection: For each type of sign assembly, exposed component, and exposed finish.
 - 1. Include representative Samples of available typestyles and graphic symbols.
- D. Samples for Verification: For each type of sign assembly showing all components and with the required finish(es), in manufacturer's standard size unless otherwise indicated and as follows:
 - 1. Room-Identification Signs: Full-size Sample of each type.

2. Variable Component Materials: Full-size Sample of each base material, character (letter, number, and graphic element) in each exposed color and finish not included in Samples above.
 3. Exposed Accessories: Full-size Sample of each accessory type.
- E. Sign Schedule: Use same designations specified or indicated on Drawings and in the sign schedule.

1.6 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For Installer and manufacturer.
- B. Sample Warranty: For special warranty.

1.7 CLOSEOUT SUBMITTALS

- A. Maintenance Data: For signs to include in maintenance manuals.

1.8 QUALITY ASSURANCE

- A. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by manufacturer.

1.9 FIELD CONDITIONS

- A. Field Measurements: Verify locations of anchorage devices and electrical service embedded in permanent construction by other installers by field measurements before fabrication and indicate measurements on Shop Drawings.

1.10 WARRANTY

- A. Special Warranty: Manufacturer agrees to repair or replace components of signs that fail in materials or workmanship within specified warranty period.
 1. Failures include, but are not limited to, the following:
 - a. Deterioration of finishes beyond normal weathering.
 - b. Deterioration of embedded graphic image.
 - c. Separation or delamination of sheet materials and components.
 2. Warranty Period: Five (5) years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 PERFORMANCE REQUIREMENTS

- A. Accessibility Standard: Comply with applicable provisions in the U.S. Architectural & Transportation Barriers Compliance Board's ADA-ABA Accessibility Guidelines for Buildings and Facilities and ICC A117.1 for signs.

2.2 SIGNS

- A. Manufacturers: Subject to compliance with requirements, provide products by the following:

1. Vista System.(Basis of Design)
 2. Others meeting the specifications.
- B. Room-Identification, Directional and Informational Signs: Sign with smooth, uniform surfaces; with message and characters having uniform faces, sharp corners, and precisely formed lines and profiles; and as follows:
1. Basis-of-Design Product: as indicated on Drawings.
 2. See drawings for sizes and text and graphic areas.
 3. Sign-Panel Perimeter: Finish edges smooth.
 4. Frame: Entire perimeter to hold changeable sign panel.
 - a. Material Thickness: 1/8".
 - b. Finish and Color: Black frame.
 - c. Profile: Square
 - d. Corners: Rounded
 5. Mounting: 1/4" Type 316 stainless steel tamper resistant screw with commercial grade expansion anchors to suit wall construction. 2-anchors per sign.
 6. Text and Typeface: Accessible raised characters and Braille typeface as selected by Architect from manufacturer's full range and variable content as scheduled. Finish raised characters to contrast with background color, and finish Braille to match background color.

2.3 PANEL-SIGN MATERIALS

- A. Acrylic Sheet: ASTM D 4802, category as standard with manufacturer for each sign, (UV filtering).

2.4 ACCESSORIES

- A. Fasteners and Anchors: 1/4" Type 316 stainless steel tamper resistant screw with commercial grade expansion anchors to suit wall construction. 4-anchors per sign.

2.5 FABRICATION

- A. Signs with Changeable Message Capability (as shown on Drawings): Fabricate signs to allow insertion of changeable messages as follows:
1. For slide-in changeable inserts, fabricate slot without burrs or constrictions that inhibit function. Furnish initial changeable insert. Subsequent changeable inserts are by Owner.
- B. For frame to hold changeable sign panel, fabricate frame similar to Room Identification Signs without burrs or constrictions that inhibit function
- C. General: Provide manufacturer's standard sign assemblies according to requirements indicated.
1. Preassemble signs and assemblies in the shop to greatest extent possible. Clearly mark units for installation; apply markings in locations concealed from view after final assembly.

2.6 GENERAL FINISH REQUIREMENTS

- A. Appearance of Finished Work: Noticeable variations in same piece are not acceptable.

PART 3 - EXECUTION

2.7 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of signage work.
- B. Verify that sign-support surfaces are within tolerances to accommodate signs without gaps or irregularities between backs of signs and support surfaces unless otherwise indicated.
- C. Verify that anchor inserts are correctly sized and located to accommodate signs.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

2.8 INSTALLATION

- A. General: Install signs using mounting methods indicated and according to manufacturer's written instructions.
 - 1. Install signs level, plumb, true to line, and at locations and heights indicated, with sign surfaces free of distortion and other defects in appearance.
 - 2. Install signs so they do not protrude or obstruct according to the accessibility standard.
 - 3. Before installation, verify that sign surfaces are clean and free of materials or debris that would impair installation.
- B. Room-Identification Signs and Other Accessible Signage: Install in locations on walls as indicated and according to accessibility standard.

2.9 ADJUSTING AND CLEANING

- A. Remove and replace damaged or deformed signs and signs that do not comply with specified requirements. Replace signs with damaged or deteriorated finishes or components that cannot be successfully repaired by finish touchup or similar minor repair procedures.
- B. Remove temporary protective coverings and strippable films as signs are installed.
- C. On completion of installation, clean exposed surfaces of signs according to manufacturer's written instructions, and touch up minor nicks and abrasions in finish. Maintain signs in a clean condition during construction and protect from damage until acceptance by Owner.

END OF SECTION 10 14 23

SECTION 10 21 13 - TOILET COMPARTMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes solid-polymer units as follows:
 - 1. Toilet Enclosures: Floor mounted, ceiling braced.
 - a. Overhead bracing shall not be used over the accessible toilet stall. The pilaster adjacent to the door openings shall be continuous from floor to ceiling and braced so that the "spreader bar" is not required. Additional tee-bracing of pilasters may be required due to ceiling heights.
 - b. Additional floor to ceiling pilasters shall be placed as required so that free spanning bracing bars are not required to brace any toilet stalls. Additional tee-bracing of pilasters may be required due to ceiling heights.
 - 2. Urinal Screens: Wall hung with pilaster continuous from floor to ceiling.
- B. Related Sections include the following:
 - 1. Division 05 Section "Metal Fabrications" for bracing above the ceiling for attachment of ceiling-braced toilet stall pilasters.
 - 2. Division 06 Section "Rough Carpentry" for blocking.
 - 3. Division 10 "Toilet and Bath Accessories" for toilet tissue dispensers, grab bars, purse shelves, and similar accessories.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes.
- B. Shop Drawings: Include plans, elevations, sections, details, and attachments to other work.
 - 1. Show locations of cutouts for compartment-mounted toilet accessories.
 - 2. Show location and size of above-ceiling bracing as required to support floor-to-ceiling pilasters as noted in 1.2; A; 1; a. above.
- C. Samples for Verification: Of each type of color and finish required for units, prepared on 6-inch- square Samples of same thickness and material indicated for Work.

1.4 QUALITY ASSURANCE

- A. Comply with requirements in CID-A-A-60003, "Partitions, Toilets, Complete."

1.5 PROJECT CONDITIONS

- A. Field Measurements: Verify actual locations of walls, columns, ceilings, and other construction contiguous with toilet compartments by field measurements before fabrication and indicate measurements on Shop Drawings.
- B. Field Location: Verify actual locations of toilet fixtures relative to proposed locations of toilet compartments. Indicate center lines, stub-outs and other measurements on Shop Drawings.

PART 2 - PRODUCTS

2.1 SOLID-POLYMER UNITS

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - 1. Basis of Design: American Sanitary Partition Corporation
 - 2. Bradley Corporation; Mills Partitions.
 - 3. Capitol Partitions, Inc.
 - 4. Comtec Industries.
 - 5. General Partitions Mfg. Corp.
 - 6. Metpar Corp.
 - 7. Santana Products, Inc.
 - 8. Sanymetal; a Crane Plumbing Company.
- B. Door, Panel, and Pilaster Construction: Solid, high-density polyethylene (HDPE) or polypropylene (PP) panel material, not less than 1 inch thick, seamless, with eased edges, and with homogenous color and pattern throughout thickness of material.
 - 1. Series: Laminations (Class B Certified)
 - 2. Color and Pattern: One color and pattern for all rooms:
WHG1, Frost Granite.
- C. Pilaster Shoes: Manufacturer's standard design; stainless steel.
- D. Brackets (Fittings):
 - 1. Full-Height (Continuous) Type: Manufacturer's standard design; stainless steel.
- E. Heat-Sink Strip: Manufacturer's standard continuous, extruded-aluminum strip fastened to exposed bottom edges of solid-polymer components to prevent burning.

2.2 ACCESSORIES

- A. Hardware and Accessories: Manufacturer's standard design, heavy-duty operating hardware and accessories.
 - 1. Material: Stainless steel.
- B. Anchorages and Fasteners: Manufacturer's standard exposed fasteners of stainless steel, with theft-resistant-type heads. Provide sex-type bolts for through-bolt applications. For concealed anchors, use only stainless steel.

2.3 FABRICATION

- A. Ceiling Braced Pilaster Units: Provide full height pilasters as noted in 1.2; A; 1; a. above to eliminate the use of free-spanning spreader bars.
- B. Floor-Anchored Units: Provide manufacturer's standard corrosion-resistant anchoring assemblies complete with threaded rods, lock washers, and leveling adjustment nuts at pilasters for structural connection to floor. Provide shoes at pilasters to conceal anchorage.
- C. Doors: Unless otherwise indicated, provide 24-inch- wide in-swinging doors for standard toilet compartments and 36-inch- wide out-swinging doors with a minimum 32-inch- wide clear opening for compartments indicated to be accessible to people with disabilities.
 - 1. Hinges: Stainless steel, center-pivoted, self-closing type of that can be adjusted to hold doors open at any angle up to 90 degrees.
 - 2. Latch and Keeper: Stainless steel surface-mounted latch unit designed for emergency access and with combination rubber-faced door strike and keeper. Provide units that comply with accessibility requirements of authorities having jurisdiction at compartments indicated to be accessible to people with disabilities.
 - 3. Coat Hook: Manufacturer's stainless steel combination hook and rubber-tipped bumper, sized to prevent door from hitting compartment-mounted accessories.
 - 4. Door Bumper: Manufacturer's standard rubber-tipped bumper at out-swinging doors.
 - 5. Door Pull: Manufacturer's stainless steel unit at out-swinging doors that complies with accessibility requirements of authorities having jurisdiction. Provide units on both sides of doors at compartments indicated to be accessible to people with disabilities.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Comply with manufacturer's written installation instructions. Install units rigid, straight, level, and plumb. Secure units in position with manufacturer's recommended anchoring devices.
 - 1. Maximum Clearances:
 - a. Pilasters and Panels: 1/2 inch
 - b. Panels and Walls: 1 inch
- B. Overhead-Braced Units: Secure pilasters to floor and level, plumb, and tighten. Secure continuous head rail to each pilaster with not less than two fasteners. Hang doors to align tops of doors with tops of panels and adjust so tops of doors are parallel with overhead brace when doors are in closed position.
- C. Ceiling-Braced Pilaster Units: Where required to eliminate free-span bracing over the accessible toilet stalls, provide Overhead-Braced Pilaster Units as herein noted. Provide structural steel angles or channels as required to brace units. Indicate all bracing and full-height pilaster units on shop drawings.
- D. Floor-Anchored Units: Set pilasters with anchors penetrating not less than 2 inches into structural floor, unless otherwise indicated in manufacturer's written instructions. Level, plumb, and tighten pilasters. Hang doors and adjust so tops of doors are level with tops of pilasters when doors are in closed position.
- E. Wall-Hung Urinal Screens: Attach with anchoring devices to suit supporting structure. Set units level and plumb and to resist lateral impact.

3.2 ADJUSTING

- A. Hardware Adjustment: Adjust and lubricate hardware according to manufacturer's written instructions for proper operation. Set hinges on in-swinging doors to hold doors open approximately 30 degrees from closed position when unlatched. Set hinges on out-swinging doors to return doors to fully closed position.

END OF SECTION 10 21 13

SECTION 10 28 00 - TOILET, BATH, AND CUSTODIAL ACCESSORIES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. This Section includes the following:
 - 1. Public-use washroom accessories.
 - 2. Under lavatory guards.
 - 3. Illuminated glass mirrors.
 - 4. Childcare accessories.

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include the following:
 - 1. Construction details and dimensions.
 - 2. Anchoring and mounting requirements, including requirements for cutouts in other work and substrate preparation.
 - 3. Material and finish descriptions.
 - 4. Features that will be included for Project.
 - 5. Manufacturer's warranty.
- B. Product Schedule: Indicating types, quantities, sizes, and installation locations by room of each accessory required.
 - 1. Identify locations using room designations indicated on Drawings.
 - 2. Identify products using designations indicated on Drawings.
- C. Maintenance Data: For toilet and bath accessories to include in maintenance manuals.

1.4 QUALITY ASSURANCE

- A. Source Limitations: For products listed together in the same articles in Part 2 provide products of same manufacturer unless otherwise approved by Architect.

1.5 COORDINATION

- A. Coordinate accessory locations with other work to prevent interference with clearances required for access by people with disabilities, and for proper installation, adjustment, operation, cleaning, and servicing of accessories.
- B. Coordinate the required blocking to properly anchor each item.
- C. Deliver inserts and anchoring devices set into concrete or masonry as required to prevent delaying the Work.

1.6 WARRANTY

- A. Special Mirror Warranty: Manufacturer's standard form in which manufacturer agrees to replace mirrors that develop visible silver spoilage defects and that fail in materials or workmanship within specified warranty period.

1. Warranty Period: 2 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Stainless Steel: ASTM A 666, Type 304, 0.0312-inch minimum nominal thickness, unless otherwise indicated.
- B. Galvanized Steel Sheet: ASTM A 653/A 653M, with G60 hot-dip zinc coating.
- C. Galvanized Steel Mounting Devices: ASTM A 153/A 153M, hot-dip galvanized after fabrication.
- D. Fasteners: Screws, bolts, and other devices of same material as accessory unit and tamper-and-theft resistant where exposed, and of stainless steel.
- E. Mirrors: ASTM C1503, Mirror Glazing Quality, clear-glass mirrors, nominal 6.0 mm thick.
- F. ABS Plastic: Acrylonitrile-butadiene-styrene resin formulation.

2.2 PUBLIC-USE WASHROOM ACCESSORIES

- A. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
1. A & J Washroom Accessories, Inc.
2. American Specialties, Inc.
3. Bobrick Washroom Equipment, Inc.
4. Bradley Corporation.
5. General Accessory Manufacturing Co. (GAMCO).
- B. Toilet Tissue (Roll) Dispenser:
1. Surface mounted, Single Jumbo-Roll Dispenser: size to store and dispense one 10-inch-diameter core tissue rolls. Spindle adapter to accommodate a 1-5/8" diameter core roll; convertible to 2-1/8" to 3" diameter core roll. Theft-resistant key locked door and heavy-duty one-piece spindle.
- a. Mounting: Surface mounted, 18-gauge stainless steel mounting plate and concealed anchorage (Bobrick #B-2890).
- C. Liquid-Soap Dispenser:
1. Liquid Soap Dispenser, Surface Mounted: Type-304, 22-gauge stainless steel with satin finish. Body is drawn, one-piece, seamless construction. Valve shall be operable with less than 5-pounds of force. Container equipped with clear acrylic refill-indicator window, a locked hinged stainless-steel lid for top filling. Capacity not less than 40-fluid-ounces. Unit shall have concealed vandal-resistant mounting. (Bobrick #B-2111).
- D. Grab Bar:
1. Stainless Steel Type: Provide grab bars with wall thickness not less than 18 gauge and as follows:

- a. Mounting and Anchor Plates: Concealed (with flange anchored by set-screws), manufacturer's standard flanges and anchorages. Configurations indicated on drawings. Provide 3-inch wide, 12-gauge steel anchor plate with tapped mounting holes for each grab bar (Bobrick Series B-6806).
- b. Clearance: 1-1/2-inch clearance between wall surface and inside face of bar.
- c. Gripping Surfaces: Manufacturer's standard non-slip texture.

E. Sanitary-Napkin Disposal Unit:

1. Surface-mounted napkin/tampon disposal unit. Capacity 1.5 gal (0.2 cu. ft.). Equipped with hinged cover; accepts owner's disposable liners. Formed from 20-gauge, 300 series stainless steel in a brushed #3 satin finish or optional Electrocoat finishes. (Bradley #4B2-11).
 - a. Capacity: 1.5-gallon.
 - b. Rough Dimensions: 10-3/4 inches wide x 11-1/16 inches high x 4 inches deep
2. Disposal Liners: Provide one box of 500 waxed paper waste/napkin disposal liners #P11-022.

F. Mirror Unit:

1. ADA Stainless Steel Frame Tilt Mirror Units and Illuminated and Backlit Glass Mirrors (where shown on Drawings):
 - a. Basis of Design is Illuminated Bathroom Mirror – Paris Mirror - Harmony Illuminated and Back Lit glass Mirror SIZE 24 x 36. Hangs vertically or horizontally. Provide 6000K daylight color. Mount with bottom edge no more than 37.6" above finish floor. Provide 277V mirror lights.
 - b. Basis of Design - ADA Stainless Steel Frame Tilt Mirror Units - Mirror shall have a one-piece Type-304 stainless steel angle frame, 3/4" x 3/4" (19 x 19mm) with continuous integral stiffener on all sides and beveled front to hold frame tightly against mirror; corners shall be welded, ground, and polished smooth; all exposed surfaces shall have satin finish with vertical grain. Mirror shall be tempered glass. All edges shall be protected by plastic filler strips. Backs of all glass mirrors shall be protected by full-size, shock-absorbing, water-resistant, nonabrasive, 3/16" (5mm) thick polyethylene padding. Galvanized steel back shall have integral horizontal hanging brackets located at top for mounting on concealed rectangular wall hanger (Bobrick #B-2908 1830).
 - c. Contingent on meeting requirements of specifications other available manufactures: Scott Architectural Lighting, BDL (Better Designed Lighting), Pure Edge Lighting and Electric Mirror

G. Under Lavatory Guard:

1. Description: Insulating pipe covering for supply and drain piping assemblies that prevent direct contact with and burns from piping and allow service access without removing coverings. Supply one set for each lavatory.
2. Material and Finish: Antimicrobial, molded-plastic, white.
3. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Plumberex Specialty Products, Inc.
 - b. TCI Products.
 - c. Truebro, Inc.

H. Surface-Mounted Paper Towel Dispenser:

1. Surface-mounted towel dispenser unit is of type 304 gauge (1,2mm) stainless steel. Unit shall be capable of dispensing 400 C-fold or 525 multifold paper towels 2-1/2" to 3-13/16" (64–97mm) deep without adjustment or use of adapters.
 - a. Towel Capacity: 525 multi-fold or 400 C-fold paper towels.
 - b. Overall Dimensions: 11-11/16 inches wide x 13-7/16 inches high x 4-7/8 inches deep.
- I. Diaper-Changing Station:
 1. Koala Kare Model #KB200 or equal.
 2. Description: Horizontal unit that opens by folding down from stored position and with child-protection strap.
 - a. Engineered to support minimum 250-lb (113-kg) static load when opened.
 3. Mounting: Surface mounted, with unit projecting not more than 4 inches (100 mm) from wall when closed.
 4. Operation: By concealed pneumatic shock-absorbing mechanism.
 5. Material and Finish: HDPE in manufacturer's standard GREY color, with replaceable insulated polypropylene with Microban® antimicrobial embedded additive, tray liner and rounded plastic corners of 450-sq. in. (2903 sq. cm).
 6. Liner Dispenser: Built in.
- 2.3 FABRICATION General: Fabricate units with tight seams and joints, and exposed edges rolled. Hang doors and access panels with full-length, continuous stainless-steel hinges. Equip units for concealed anchorage and with corrosion-resistant backing plates.
 - A. Keys: Provide universal keys for internal access to accessories for servicing and resupplying. Provide minimum of six keys to Owner's representative.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. Install accessories according to manufacturers' written instructions, using fasteners appropriate to substrate indicated and recommended by unit manufacturer. Install units level, plumb, and firmly anchored in locations and at heights indicated.

3.2 ADJUSTING AND CLEANING

- A. Adjust accessories for unencumbered, smooth operation. Replace damaged or defective items.
- B. Remove temporary labels and protective coatings.
- C. Clean and polish exposed surfaces according to manufacturer's written recommendations.

END OF SECTION 10 28 00

SECTION 10 44 13 - FIRE EXTINGUISHER CABINETS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. Section Includes:
 - 1. Fire protection cabinets for the following:
 - a. Portable fire extinguishers.
- B. Related Sections:
 - 1. Division 10 Section "Signage" for directional signage to out-of-sight fire extinguishers and cabinets.
 - 2. Division 10 Section "Fire Extinguishers."

1.3 SUBMITTALS

- A. Product Data: For each type of product indicated. Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for fire protection cabinets.
 - 1. Fire Protection Cabinets: Include roughing-in dimensions, details showing mounting methods, relationships of box and trim to surrounding construction, door hardware, cabinet type, trim style, and panel style.
- B. Shop Drawings: For fire protection cabinets. Include plans, elevations, sections, details, and attachments to other work.
- C. Samples for Initial Selection: For each type of fire protection cabinet indicated.
- D. Product Schedule: For fire protection cabinets. Coordinate final fire protection cabinet schedule with fire extinguisher schedule to ensure proper fit and function. Use same designations indicated on Drawings.
- E. Maintenance Data: For fire protection cabinets to include in maintenance manuals.

1.4 QUALITY ASSURANCE

- A. Fire-Rated, Fire Protection Cabinets: Listed and labeled to comply with requirements in ASTM E 814 for fire-resistance rating of walls where they are installed.

1.5 COORDINATION

- A. Coordinate size of fire protection cabinets to ensure that type and capacity of fire extinguishers indicated are accommodated.
- B. Coordinate sizes and locations of fire protection cabinets with wall depths.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cold-Rolled Steel Sheet: ASTM A 1008/A 1008M, Commercial Steel (CS), Type B.
- B. Tempered Float Glass: ASTM C 1048, Kind FT, Condition A, Type I, Quality q3, 3 mm thick, Class 1 (clear).

2.2 FIRE PROTECTION CABINET

- A. Cabinet Type: Suitable for fire extinguisher.
 - 1. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - a. Fire End & Croker Corporation;.
 - b. J. L. Industries, Inc., a division of Activar Construction Products Group;.
 - c. Kidde Residential and Commercial Division, Subsidiary of Kidde plc;.
 - d. Larsen's Manufacturing Company;.
 - e. Modern Metal Products, Division of Technico Inc.;.
 - f. Moon-American;.
 - g. Potter Roemer LLC;.
 - h. Watrous Division, American Specialties, Inc.; Insert product name or designation.
- B. Cabinet Construction: 1-hour fire rated.
 - 1. Fire-Rated Cabinets: Construct fire-rated cabinets with double walls fabricated from 0.0428-inch- thick, cold-rolled steel sheet lined with minimum 5/8-inch- thick, fire-barrier material. Provide factory-drilled mounting holes.
- C. Cabinet Material: Steel sheet.
- D. Semi-recessed Cabinet: Cabinet box partially recessed in walls of sufficient depth to suit style of trim indicated; with one-piece combination trim and perimeter door frame overlapping surrounding wall surface with exposed trim face and wall return at outer edge (backbend). Provide where walls are of insufficient depth for recessed cabinets but are of sufficient depth to accommodate semi-recessed cabinet installation.
 - 1. Rolled-Edge Trim: 2-1/2-inch backbend depth.
- E. Cabinet Trim Material: Steel sheet.
- F. Door Material: steel sheet.
- G. Door Style: Fully glazed panel with frame.
- H. Door Glazing: Tempered glass.
- I. Door Hardware: Manufacturer's standard door-operating hardware of proper type for cabinet type, trim style, and door material and style indicated.
 - 1. Provide projecting door pull and friction latch.
 - 2. Provide manufacturer's standard hinge permitting door to open 180 degrees.
- J. Accessories:
 - 1. Mounting Bracket: Manufacturer's standard steel, designed to secure fire extinguisher to fire protection cabinet, of sizes required for types and capacities of fire extinguishers indicated, with plated or baked-enamel finish.
 - 2. Identification: Lettering complying with authorities having jurisdiction for letter style, size, spacing, and location. Locate As required by authorities having jurisdiction.

- a. Identify fire extinguisher in fire protection cabinet with the words "FIRE EXTINGUISHER."
 - 1) Location: Applied to cabinet door.
 - 2) Application Process: Silk-screened.
 - 3) Lettering Color: Black.
 - 4) Orientation: Vertical.

K. Finishes:

1. Manufacturer's standard baked-enamel paint for the following:
 - a. Exterior of cabinet, door, and trim except for those surfaces indicated to receive another finish.
 - b. Interior of cabinet and door.
2. Steel: Baked enamel or powder coat.

2.3 FABRICATION

- A. Fire Protection Cabinets: Provide manufacturer's standard box (tub) with trim, frame, door, and hardware to suit cabinet type, trim style, and door style indicated.
 1. Weld joints and grind smooth.
 2. Provide factory-drilled mounting holes.
 3. Prepare doors and frames to receive locks.
 4. Install door locks at factory.
- B. Cabinet Doors: Fabricate doors according to manufacturer's standards, from materials indicated and coordinated with cabinet types and trim styles selected.
 1. Fabricate doorframes with tubular stiles and rails and hollow-metal design, minimum 1/2 inch thick.
 2. Miter and weld perimeter doorframes.
- C. Cabinet Trim: Fabricate cabinet trim in one piece with corners mitered, welded, and ground smooth.

2.4 GENERAL FINISH REQUIREMENTS

- A. Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes.
- B. Protect mechanical finishes on exposed surfaces of fire protection cabinets from damage by applying a strippable, temporary protective covering before shipping.
- C. Finish fire protection cabinets after assembly.
- D. Appearance of Finished Work: Noticeable variations in same piece are not acceptable. Variations in appearance of adjoining components are acceptable if they are within the range of approved Samples and are assembled or installed to minimize contrast.

2.5 STEEL FINISHES

- A. Surface Preparation: Remove mill scale and rust, if present, from uncoated steel, complying with SSPC-SP 5/NACE No. 1, "White Metal Blast Cleaning" or SSPC-SP 8, "Pickling". After cleaning, apply a conversion coating suited to the organic coating to be applied over it.
- B. Factory Prime Finish: Apply manufacturer's standard, fast-curing, lead- and chromate-free, universal primer immediately after surface preparation and pretreatment.

- C. Baked-Enamel or Powder-Coat Finish: Immediately after cleaning and pretreating, apply manufacturer's standard two-coat, baked-on finish consisting of prime coat and thermosetting topcoat. Comply with coating manufacturer's written instructions for applying and baking to achieve a minimum dry film thickness of 2 mils .
 - 1. Color and Gloss: As selected by Architect from manufacturer's full range.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine walls and partitions for suitable framing depth and blocking where semi-recessed cabinets will be installed.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Prepare recesses for semi-recessed fire protection cabinets as required by type and size of cabinet and trim style.

3.3 INSTALLATION

- A. General: Install fire protection cabinets in locations and at mounting heights indicated or, if not indicated, at heights acceptable to authorities having jurisdiction.
- B. Fire Protection Cabinets: Fasten cabinets to structure, square and plumb.
 - 1. Fasten mounting brackets to inside surface of fire protection cabinets, square and plumb.

3.4 ADJUSTING AND CLEANING

- A. Remove temporary protective coverings and strippable films, if any, as fire protection cabinets are installed unless otherwise indicated in manufacturer's written installation instructions.
- B. Adjust fire protection cabinet doors to operate easily without binding. Verify that integral locking devices operate properly.
- C. On completion of fire protection cabinet installation, clean interior and exterior surfaces as recommended by manufacturer.
- D. Touch up marred finishes, or replace fire protection cabinets that cannot be restored to factory-finished appearance. Use only materials and procedures recommended or furnished by fire protection cabinet and mounting bracket manufacturers.
- E. Replace fire protection cabinets that have been damaged or have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION 10 44 13

SECTION 22 01 00 - PLUMBING GENERAL

PART 1 GENERAL

- 1.1 The work covered by this division consists of providing all labor, equipment and materials and performing all operations necessary for the installation of the plumbing work as herein called for and shown on the drawings.
- 1.2 Related Documents:
- A. Drawings and general provisions of the Contract, including General, Supplementary and Special Conditions and Division 1 Specification sections, apply to work of this section.
 - B. This is a Basic Plumbing Requirements Section. Provisions of this section apply to all plumbing work.
 - C. Provisions of all Division-23 Basic Mechanical Requirements Sections apply to all plumbing work.
 - D. Review all other contract documents to be aware of conditions affecting work herein.
 - E. Definitions:
 - 1. Provide: Furnish and install, complete and ready for intended use.
 - 2. Furnish: Supply and deliver to project site, ready for subsequent requirements.
 - 3. Install: Operations at project site, including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar requirements.
- 1.3 Permits and Fees: Contractor shall obtain all necessary permits, meters, and inspections required for his work and pay all fees and charges incidental thereto.
- 1.4 Delivery and Storage of Materials: Materials delivered to site shall be inspected for damage, unloaded, and stored with a minimum of handling. All material shall be stored to provide protection from the weather and accidental damage.
- 1.5 Extent of work is indicated by the drawings, schedules, and the requirements of the specifications. Singular references shall not be constructed as requiring only one device if multiple devices are shown on the drawings or are required for proper system operation.
- 1.6 Field Measurements and Coordination:
- A. The intent of the drawings and specifications is to obtain a complete and satisfactory installation. Separate divisional drawings and specifications shall not relieve the Contractor or subcontractors from full compliance of work of his trade indicated on any of the drawings or in any section of the specifications.
 - B. Verify all field dimensions and locations of equipment to insure close, neat fit with other trades' work. Make use of all contract documents and approved shop drawings to verify exact dimension and locations.

- C. Coordinate work in this division with all other trades in proper sequence to insure that the total work is completed within contract time schedule and with a minimum cutting and patching.
- D. Locate all apparatus symmetrical with architectural elements. Install to exact height and locations when shown on architectural drawings. When locations are shown only on plumbing drawings, be guided by architectural details and conditions existing at job and correlate this work with that of others.
- E. Install work as required to fit structure, avoid obstructions, and retain clearance, headroom, openings and passageways. Cut no structural members without written approval.
- F. Carefully examine any existing conditions, piping, and premises. Compare drawings with existing conditions. Report any observed discrepancies. It shall be the Contractor's responsibility to properly coordinate the work and to identify problems in a timely manner. Written instructions will be issued to resolve discrepancies.
- G. Because of the small scale of the drawings, it is not possible to indicate all offsets and fittings or to locate every accessory. Drawings are essentially diagrammatic. Study carefully the sizes and locations of structural members, wall and partition locations, trusses, and room dimensions and take actual measurements on the job. Locate piping, ductwork, equipment and accessories with sufficient space for installing and servicing. Contractor is responsible for accuracy of his measurements and for coordination with all trades. No extra compensation will be allowed because field measurements vary from the dimensions on the drawings. If field measurements show that equipment or piping cannot be fitted, the Architect shall be consulted. Remove and relocate, without additional compensation, any item that is installed and is later found to encroach on space assigned to another use.

1.7 Guarantee:

- A. The Contractor shall guarantee labor, materials and equipment for a period of one (1) year from Final Completion, or from Owner's occupancy, whichever is earlier. Contractor shall make good any defects and shall include all necessary adjustments to and replacement of defective items without expense to the Owner.
- B. Owner reserves right to make emergency repairs as required to keep equipment in operation without voiding Contractor's Guarantee Bond nor relieving Contractor of his responsibilities during guarantee period.

1.8 Approval Submittals:

- A. When approved, the submittal control log and submittals shall be an addition to the specifications herewith, and shall be of equal force in that no deviation will be permitted except with the approval of the Architect. Refer to Section 01 33 00 Submittal Procedures.
- B. If the shop drawings show variation from the requirements of contract because of standard shop practice or other reasons, the Contractor shall make specific mention of such variation in writing in his letter of transmittal and on the submittal cover sheet in order that, if acceptable, Contractor will not be relieved of the responsibility for executing the work in accordance with the contract.
- C. Review of shop drawings, product literature, catalog data, or schedules shall not relieve the Contractor from responsibility for deviations from contract drawings or specifications, nor shall it relieve him from responsibility for errors of any sort in shop drawings, product literature, catalog data, or schedules. Any feature or function specified but not mentioned in the submittal shall be assumed to be included per the specification.

1.9 Test Reports and Verification Submittals: Submit test reports, certifications and verification letters as called for in other sections. Contractor shall coordinate the required testing and documentation of system performance such that sufficient time exists to prepare the reports, submit the reports, review the reports and take corrective action within the scheduled contract time.

1.10 O&M Data Submittals: Refer to Section 01 78 23 Operation and Maintenance Manuals.

PART 2 PRODUCTS

2.1 All materials shall be new or Owner-supplied reused as shown on the drawings, the best of their respective kinds, suitable for the conditions and duties imposed on them at the building and shall be of reputable manufacturers. The description, characteristics, and requirements of materials to be used shall be in accordance with qualifying conditions.

2.2 Equipment and Materials:

- A. Shall be new and the most suitable grade for the purpose intended. Equipment furnished under this division shall be the product of a manufacturer regularly engaged in the manufacture of such items for a period of three years. Where practical, all of the components shall be products of a single manufacturer in order to provide proper coordination and responsibility.
- B. Each item of equipment shall bear a name plate showing the manufacturer's name, trade name, model number, serial number, ratings and other information necessary to fully identify it. This plate shall be permanently mounted in a prominent location and shall not be concealed, insulated or painted.
- C. The label of the approving agency, such as UL, IBR, ASME, ARI, AMCA, by which a standard has been established for the particular item shall be in full view.
- D. The equipment shall be essentially the standard product of a manufacturer regularly engaged in the production of such equipment and shall be a product of the manufacturer's latest design.
- E. Install in accordance with manufacturer's recommendations. Place in service by a factory trained representative where required.
- F. Materials and equipment are specified herein by a single or by multiple manufacturers to indicate quality, material and type of construction desired. Manufacturer's products shown on the drawings have been used as basis for design; it shall be the Contractor's responsibility to ascertain that alternate manufacturer's products, or the particular products of named manufacturers, meet the detailed specifications and that size and arrangement of equipment are suitable for installation.
- G. Model Numbers: Catalog numbers and model numbers indicated in the drawings and specifications are used as a guide in the selection of the equipment. The contractor shall determine the actual model numbers for ordering materials in accordance with the written description of each item and with the intent of the drawings and specifications.

PART 3 EXECUTION

3.1 Workmanship: All materials and equipment shall be installed and completed in a first- class

workmanlike manner and in accordance with the best modern methods and practice. Any materials installed which do not present an orderly and reasonably neat and/or workmanlike appearance, or do not allow adequate space for maintenance, shall be removed and replaced when so directed by the Architect.

3.2 Coordination:

- A. The Contractor shall be responsible for full coordination of the plumbing systems with shop drawings of the building construction so the proper openings and sleeves or supports are provided for piping, ductwork, or other equipment passing through slabs or walls.
- B. Any additional steel supports required for the installation of any plumbing equipment, piping, or ductwork shall be furnished and installed under the section of the specifications requiring the additional supports.
- C. It shall be the Contractor's responsibility to see that all equipment such as valves, dampers, filters and such other apparatus or equipment that may require maintenance and operation are made easily accessible, regardless of the diagrammatic location shown on the drawings.
- D. All connections to fixtures and equipment shown on the drawings shall be considered diagrammatic unless otherwise indicated by detail. The actual connections shall be made to fully suit the requirements of each case and adequately provide for expansion and servicing.
- E. The contractor shall protect equipment, material, and fixtures at all times. He shall replace all equipment, material, and fixtures which are damaged as a result of inadequate protection.
- F. Prior to starting and during progress of work, examine work and materials installed by others as they apply to work in this division. Report conditions which will prevent satisfactory installation.
- G. Start of work will be construed as acceptance of suitability of work of others.

3.3 Phasing: Provide all required temporary valves, piping, ductwork, equipment and devices as required. Maintain temporary services to areas as required. Remove all temporary material and equipment on completion of work unless Engineer concurs that such material and equipment would be beneficial to the Owner on a permanent basis.

3.4 Cutting and Patching: Notify General Contractor to do all cutting and patching of all holes, chases, sleeves, and other openings required for installation of equipment furnished and installed under this section. Utilize experienced trades for cutting and patching. Obtain permission from Architect before cutting any structural items.

3.5 Equipment Setting: Bolt equipment directly to concrete pads or vibration isolators as required, using hot-dipped galvanized anchor bolts, nuts and washers. Level equipment.

3.6 Painting: Touch-up factory finishes on equipment located inside and outside shall be done under Division 22. Obtain matched color coatings from the manufacturer and apply as directed. If corrosion is found during inspection on the surface of any equipment, clean, prime, and paint, as required.

3.7 Clean-up: Thoroughly clean all exposed parts of apparatus and equipment of cement, plaster, and other materials and remove all oil and grease spots. Repaint or touch up as required to look like new. During progress of work, contractor is to carefully clean up and leave premises and all portions of building free from debris and in a clean and safe condition.

- 3.8 Start-up and Operational Test: Start each item of equipment in strict accordance with the manufacturer's instructions; or where noted under equipment specification, start-up shall be done by a qualified representative of the manufacturer. Alignment, lubrication, safety, and operating control shall be included in start-up check.
- 3.9 Record Drawings:
- A. During the progress of the work the Contractor shall record on their field set of drawings the exact location, as installed, of all piping, ductwork, equipment, and other systems which are not installed exactly as shown on the contract drawings.
 - B. Upon completion of the work, record drawings shall be prepared as described in the General Conditions, Supplementary Conditions, and Division 1 Sections.
- 3.10 Acceptance:
- A. Punch List: Submit written confirmation that all punch lists have been checked and the required work completed.
 - B. Instructions: At completion of the work, provide a competent and experienced person who is thoroughly familiar with project, for one day to instruct permanent operating personnel in operation of equipment and control systems. This is in addition to any specific equipment operation and maintenance training.
 - C. Record Drawings: Submit record drawings.

END OF SECTION 22 01 00

SECTION 23 01 00 MECHANICAL

23 01 01 GENERAL

- 1.1 The work covered by this division consists of providing all labor, equipment and materials and performing all operations necessary for the installation of the mechanical work as herein called for and shown on the drawings.
- 1.2 Related Documents:
 - A. Drawings and general provisions of the Contract, including General, Supplementary, and Special Conditions and Division 1 Specification sections, apply to work of this section.
 - B. This is the Basic Mechanical Requirements Section. The provisions of this section apply to all mechanical work.
 - C. Review all other contract documents to be aware of conditions affecting work herein.
 - D. Definitions:
 1. Provide: Furnish and install, complete and ready for intended use.
 2. Furnish: Supply and deliver to project site, ready for subsequent requirements.
 3. Install: Operations at project site, including unloading, unpacking, assembly, erection, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar requirements.
- 1.3 Permits and Fees: Contractor shall obtain all necessary permits, meters, and inspections required for his work and pay all fees and charges incidental thereto.
- 1.4 Verification of Owner's Data: Prior to commencing any work the Contractor shall satisfy himself as to the accuracy of all data as indicated in these plans and specifications and/or as provided by the Owner. Commencement by the Contractor of any work shall be held as an acceptance of the data by him after which time the Contractor has no claim against the Owner resulting from alleged errors, omissions or inaccuracies of the said data.
- 1.5 Delivery and Storage of Materials: Materials delivered to site shall be inspected for damage, unloaded, and stored with a minimum of handling. All material shall be stored to provide protection from the weather and accidental damage.
- 1.6 The extent of work is indicated by the drawings, schedules, and the requirements of the specifications. Singular references shall not be construed as requiring only one device if multiple devices are shown on the drawings or are required for proper system operation.
- 1.7 Field Measurements and Coordination:
 - A. The intent of the drawings and specifications is to obtain a complete and satisfactory installation. Separate divisional drawings and specifications shall not relieve the Contractor or subcontractors from full compliance of work of his trade indicated on any of the drawings or in any section of the specifications.
 - B. Verify all field dimensions and locations of equipment to insure close, neat fit with other trades'

work. Make use of all contract documents and approved shop drawings to verify exact dimension and locations.

- C. Coordinate work in this division with all other trades in proper sequence to insure that the total work is completed within the contract time schedule and with a minimum cutting and patching.
- D. Locate all apparatus symmetrical with architectural elements. Install to exact height and locations when shown on architectural drawings. When locations are shown only on mechanical drawings, be guided by architectural details and conditions existing at job and correlate this work with that of others.
- E. Install work as required to fit structure, avoid obstructions, and retain clearance, headroom, openings and passageways. Cut no structural members without written approval from the architect.
- F. Carefully examine any existing conditions, piping, and premises. Compare drawings with existing conditions. Report any observed discrepancies. It shall be the Contractor's responsibility to properly coordinate the work and to identify problems in a timely manner. Written instructions will be issued to resolve discrepancies.
- G. Drawings are essentially diagrammatic. Study carefully the sizes and locations of structural members, wall and partition locations, trusses, and room dimensions and take actual measurements on the job. Locate piping, ductwork, equipment and accessories with sufficient space for installing and servicing. Contractor is responsible for accuracy of his measurements and for coordination with all trades. If field measurements show that equipment or piping cannot be fitted, the Architect shall be consulted. Remove and relocate, without additional compensation, any item that is installed and is later found to encroach on space assigned to another use.

1.8 Guarantee:

- A. The Contractor shall guarantee labor, materials and equipment for a period of one (1) year from Final Completion, or from Owner's occupancy, whichever is earlier. Contractor shall make good any defects and shall include all necessary adjustments to and replacement of defective items without expense to the Owner.
- B. Owner reserves right to make emergency repairs as required to keep equipment in operation without voiding Contractor's Guarantee Bond nor relieving Contractor of his responsibilities during guarantee period.

1.9 Approval Submittals:

- A. When approved, the submittal shall be an addition to the specifications herewith, and shall be of equal force in that no deviation will be permitted except with the approval of the Architect.
 - 1. Refer to Section 01 33 00 Submittal Procedures.
 - 2. Submittals shall have been reviewed and approved by the General Contractor (or Prime Contractor). Evidence of this review and approval shall be an "Approved" stamp with a signature and date on the cover sheet.
 - 3. Submittals that include a series of fixtures or devices (such as plumbing fixtures or valves) shall be organized by the fixture number or valve type and be marked accordingly. Each fixture must include all items associated with that fixture regardless of whether or not those items are used on other fixtures.

4. The electrical design shown on the drawings supports the mechanical equipment basis of design specifications at the time of design. If mechanical equipment is submitted with different electrical requirements, it is the responsibility of the mechanical contractor to resolve all required electrical design changes (wire and conduit size, type of disconnect or overload protection, point(s) of connection, etc.) and clearly show the new electrical design on the mechanical submittal with a written statement. Such changes will be provided at no additional cost.
 - B. If the shop drawings show variation from the requirements of contract because of standard shop practice or other reasons, the Contractor shall make specific mention of such variation in writing on company letterhead of transmittal and on the submittal cover sheet in order that, if acceptable, Contractor will not be relieved of the responsibility for executing the work in accordance with the contract.
 - C. Review of shop drawings, product literature, catalog data, or schedules shall not relieve the Contractor from responsibility for deviations from contract drawings or specifications, unless he has in writing called to the attention of the Architect each such deviation in writing at the time of submission, nor shall it relieve him from responsibility for errors of any sort in shop drawings, product literature, catalog data, or schedules. Any feature or function specified but not mentioned in the submittal shall be assumed to be included per the specification.
- 1.10 Test Reports and Verification Submittals: Submit test reports, certifications and verification letters as called for in other sections. Contractor shall coordinate the required testing and documentation of system performance such that sufficient time exists to prepare the reports, submit the reports, review the reports and take corrective action within the scheduled contract time.
- 1.11 O&M Data Submittals: Refer to Section 01 78 23 Operation and Maintenance Manuals.

23 01 02 PRODUCTS

- 2.1 All materials shall be new or Owner-supplied reused as shown on the drawings, the best of their respective kinds, suitable for the conditions and duties imposed on them at the building and shall be of reputable manufacturers. The description, characteristics, and requirements of materials to be used shall be in accordance with qualifying conditions established in the following sections.
- A. The base of design will be Carrier Ductless Mini Split Heat Pump two other options are:
1. Mitsubishi Ductless Mini Split Heat Pump
 2. Daikin Ductless Mini Split Heat Pump
- 2.2 Equipment and Materials:
- A. All Equipment and materials used in this project shall be new and the most suitable grade for the purpose intended. Equipment furnished under this division shall be the product of a manufacturer regularly engaged in the manufacture of such items for a period of three years. Where practical, all of the components shall be products of a single manufacturer in order to provide proper coordination and responsibility. Where required, Contractor shall furnish proof of installation of similar units or equipment.
- B. Each item of equipment shall bear a name plate showing the manufacturer's name, trade name, model number, serial number, ratings and other information necessary to fully identify it. This plate shall be permanently mounted in a prominent location and shall not be concealed, insulated or painted.

- C. The label of the approving agency, such as UL, IBR, ASME, ARI, AMCA, by which a standard has been established for the particular item shall be in full view.
- D. The equipment shall be essentially the standard product of a manufacturer regularly engaged in the production of such equipment and shall be a product of the manufacturer's latest design.
- E. Install in accordance with manufacturer's recommendations. Place in service by a factory trained representative where required.
- F. Materials and equipment are specified herein by a single or by multiple manufacturers to indicate quality, material and type of construction desired. Manufacturer's products shown on the drawings have been used as basis for design. It shall be the Contractor's responsibility to ascertain that alternate manufacturer's products, or the particular products of named manufacturers, meet the detailed specifications and that size and arrangement of equipment are suitable for installation.
- G. Model Numbers: Catalog numbers and model numbers indicated in the drawings and specifications are used as a guide in the selection of the equipment and are only listed for the contractor's convenience. The contractor shall determine the actual model numbers for ordering materials in accordance with the written description of each item and with the intent of the drawings and specifications.

23 01 03 EXECUTION

- 3.1 Workmanship: All materials and equipment shall be installed and completed in a first-class workmanlike manner and in accordance with the best modern methods and practice. Any materials installed which do not present an orderly and reasonably neat and/or workmanlike appearance, or do not allow adequate space for maintenance, shall be removed and replaced when so directed by the Architect.
- 3.2 Coordination:
 - A. The Contractor shall be responsible for full coordination of the mechanical systems with shop drawings of the building construction so the proper openings and sleeves or supports are provided for piping, ductwork, or other equipment passing through slabs or walls.
 - B. Any additional steel supports required for the installation of any mechanical equipment, piping, or ductwork shall be furnished and installed under the section of the specifications requiring the additional supports.
 - C. It shall be the Contractor's responsibility to see that all equipment such as valves, dampers, filters and such other apparatus or equipment that may require maintenance and operation are made easily accessible, regardless of the diagrammatic location shown on the drawings.
 - D. All connections to fixtures and equipment shown on the drawings shall be considered diagrammatic unless otherwise indicated by detail. The actual connections shall be made to fully suit the requirements of each case and adequately provide for expansion and servicing.
 - E. The contractor shall protect equipment, material, and fixtures at all times. He shall replace all equipment, material, and fixtures which are damaged as a result of inadequate protection.
 - F. Prior to starting and during progress of work, examine work and materials installed by others as they apply to work in this division. Report conditions which will prevent satisfactory installation.

- G. Start of work will be construed as acceptance of suitability of work of others.
- 3.3 Phasing: Provide all required temporary valves, piping, ductwork, equipment and devices as required. Maintain temporary services to areas as required. Remove all temporary material and equipment on completion of work unless Engineer concurs that such material and equipment would be beneficial to the Owner on a permanent basis.
- 3.4 Cutting and Patching: Notify General Contractor to do all cutting and patching of all holes, chases, sleeves, and other openings required for installation of equipment furnished and installed under this section. Utilize experienced trades for cutting and patching. Obtain permission from Architect before cutting any structural items.
- 3.5 Equipment Setting: Bolt equipment directly to concrete pads, elevated structures or vibration isolators as required, using hot-dipped galvanized anchor bolts, nuts and washers. Level equipment.
- 3.6 Painting: Touch-up factory finishes on equipment located inside and outside shall be done under Division 23. Obtain matched color coatings from the manufacturer and apply as directed. If corrosion is found during inspection on the surface of any equipment, clean, prime, and paint, as required.
- 3.7 Clean-up: Thoroughly clean all exposed parts of apparatus and equipment of cement, plaster, and other materials and remove all oil and grease spots. Repaint or touch up as required to look like new. During progress of work, contractor is to carefully clean up and leave premises and all portions of building free from debris and in a clean and safe condition.
- 3.8 Start-up and Operational Test: Start each item of equipment in strict accordance with the manufacturer's instructions; or where noted under equipment specification, start-up shall be done by a qualified representative of the manufacturer. Alignment, lubrication, safety, and operating control shall be included in start-up check.
- 3.9 Climate Control: Operate heating and cooling systems as required after initial startup to maintain temperature and humidity conditions to avoid freeze damage and warping or sagging of ceilings and carpet.
- 3.10 Record Drawings:
- A. During the progress of the work the Contractor shall record on their field set of drawings the exact location, as installed, of all piping, ductwork, equipment, and other systems which are not installed exactly as shown on the contract drawings.
- B. Upon completion of the work, record drawings shall be prepared as described in the General Conditions, Supplementary Conditions, and Division 1 sections.
- 3.11 Acceptance:
- A. Punch List: Submit written confirmation that all punch lists have been checked and the required work completed.
- B. Instructions: At completion of the work, provide a competent and experienced person who is thoroughly familiar with project, for one day to instruct permanent operating personnel in operation of equipment and control systems. This is in addition to any specific equipment operation and maintenance training.
- C. Operation and Maintenance Manuals: Refer to Section 01 78 23 Operation and Maintenance Manual.

- D. Record Drawings: Submit record drawings.
- E. Test and Balance Report: Submit four certified copies. The Report shall be submitted for review prior to the Substantial Completion Inspection unless otherwise required by Division 1.
- F. Acceptance will be made on the basis of tests and inspections of job. A representative of firm that performed test and balance work shall be in attendance to assist. Contractor shall furnish necessary mechanics to operate system, make any necessary adjustments and assist with final inspection.
- G. Control Diagrams: Frame under glass and mount on equipment room wall.

END OF SECTION 23 01 00

SECTION 26 05 00 - ELECTRICAL GENERAL REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

The Electrical General Requirements are supplementing and applicable to all electrical work and shall apply to all phases of work specified herein, shown on the Drawings, or required to provide a complete installation of electrical systems. The Contractor shall review the electrical drawings and specification in its entirety and notify the Architect and Engineer of record of any ambiguous language.

A. This Section includes the following:

1. Job Conditions
2. Regulatory Requirements
3. Electrical equipment coordination and installation.
4. Submittals, Operating and Maintenance instructions and As-built drawings.
5. Common electrical installation requirements.
6. Warranty of work.

1.2 JOB CONDITIONS:

- A. Site Inspections: Before submitting proposals, each bidder should visit the site and fully familiarize himself with all job conditions and shall be fully informed as to the extent of his work. No consideration will be given after bid opening date for alleged misunderstanding as to the requirements of work involved.
- B. Scheduled Interruptions: Planned interruptions of utilities service, to any facility affected by this contract, shall be carefully planned and approved by Architect at least five (5) days in advance of the requested interruption. The work may have to be scheduled after normal working hours.

1.3 REGULATORY REQUIREMENTS:

- A. Permits, Fees, and Inspections: This Contractor shall secure and pay for all permits, and inspections required on work performed under this section of the Specifications. He shall assume full responsibility for all assessments and taxes necessary for the completion and acceptance of the work. The Owner will arrange for utility power including any impact fees.
- B. Applicable Standards and Codes: The electrical installation shall comply with all applicable building codes; local, state, and federal ordinances; and the 2017 edition of the National Electrical Code. In case of a discrepancy among these applicable regulatory codes and ordinances, the most stringent requirement shall govern. The Contractor shall notify the Architect in writing of any such discrepancy. Should the Contractor perform any work that does not comply with the applicable regulatory codes and ordinances he shall bear all cost arising in correcting the deficiencies. Application standards and codes shall include all local ordinances, all state laws, and the applicable requirements of the following:
 1. American National Standards Institute - ANSI
 2. National Electrical Manufacturer's Association - NEMA
 3. National Fire Protection Association – NFPA (latest editions)
 4. The National Electric Code – NEC – NFPA 70, 2017 Edition
 5. The Life Safety Code – NFPA 101, 2018 Florida Edition
 6. The National Fire Alarm Code – NFPA 72, 2016 Florida Edition
 7. Florida Building Code, 2017 Edition

8. Underwriters' Laboratories, Inc. – UL

- C. Drawings and Specifications: The drawings and these specifications are complementary each to the other. What is called for by one shall be as binding as if called for by both. Omissions from the drawings and specifications of details of work which are evidently necessary to carry out the intent of the drawings and specifications, or which are customarily performed, shall not relieve the Contractor from performing such work. In any case of discrepancy, the matter shall be submitted to the Architect, who shall promptly make a determination in writing. Any adjustment by the Contractor shall be at the Contractor's own risk and expense. Electrical drawings are diagrammatic only. Do not scale these drawings. All equipment shall be installed in accordance with manufacturer's recommendations.
- D. The Contractor shall after completion of the work, furnish the Architect a certificate of final inspection and approval from the applicable local inspection department.

1.4 COOPERATION:

- A. Interfacing with Other Crafts: It shall be the responsibility of the Contractor to cooperate and coordinate with all other crafts working on this project. This Contractor shall do all cutting, trenching, backfill and structural removals to permit entry of the electrical system components. The General Contractor shall do all patching and finishing.
- B. Equipment Furnished Under Other Sections: This Contractor shall furnish and install, complete electrical roughing-in and connections to all equipment furnished under other sections and indicate on drawings. This includes all outlets as shown on mechanical and electrical drawings. All such equipment shall be set in place as work of other sections.
- C. Heating and Air Conditioning:
 - 1. The Contractor shall furnish all branch circuit wiring to motors and control panels or centers including disconnects, receptacles, switches, and appurtenances to which the system at the units may be connected, to provide a complete system of wiring for power. Control equipment and control circuit wiring is specified in the Mechanical Section.
 - 2. Control devices to be included in the branch circuit, except those furnished integrals with the equipment, will be delivered by the Heating and Air Conditioning Contractor and installed by the Electrical Contractor.

1.5 WORKMANSHIP:

- A. All work shall be executed in a neat and substantial manner by skilled workman, well qualified, and regularly engaged in the type of work required. Substandard work shall be removed and replaced by the Contractor at no cost to the Owner.

1.6 APPROVAL OF MATERIALS AND EQUIPMENT:

- A. Prior-Submittals: The Contractor shall base his proposal on the materials specified herein and on the drawings. Reference to a particular product by manufacturer, trade name, or catalog number establishes the quality standards of material and equipment required for this installation and is not intended to exclude products equal in quality and similar design. The Architect reserves the sole right to decide the equality of materials proposed for use in lieu of these specified. It shall be the Contractor's responsibility to furnish the information and data sufficient to establish the quality and utility of the items in question, including furnishing of samples if required.
- B. Submittals:
 - 1. Submittals: The Contractor shall submit a list of equipment and hardware proposed for installation. He or She shall submit catalog data and shop drawings on all proposed systems and their

components. Provide one (1) digital (PDF format) copy of submittals and shop drawings. Refer to Section 01 33 00, Submittal Procedures. Contractor shall underline or circle information on catalog data sheets that is required for the installation such as but not limited to part, and model numbers, Voltage, Amps, poles, panelboard type NEMA1, NEMA-3R, phase, KAIC number, the contractor shall reference in the contract documents where the information is applicable. etc.

- a. Submittals Schedule: Submittals shall be submitted within thirty (30) days after the contract is awarded. The contractor bears all the responsibility for the added time requirements of resubmittals.
- b. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 - 1) Include previous submittal review comments.
 - 2) For each item being resubmitted, include previous review comment and explain how resubmitted item meets the criteria of the previous review comment.

1.7 PRODUCT DELIVERY, STORAGE AND HANDLING

- A. Protection: Take necessary precautions to protect all material, equipment, apparatus and work from damage. Failure to do so to the satisfaction of the Architect will be sufficient cause for the rejection of the material, equipment or work in question. Contractor is responsible for the safety and good condition of the materials installed until final acceptance by the owner.
- B. Cleaning: Conduit openings shall be capped or plugged during installation. Fixtures and equipment shall be tightly covered and protected against dirt, moisture, chemical and mechanical injury. At the completion of the work the fixtures, material and equipment shall be thoroughly cleaned and delivered in condition satisfactory to the Architect.

1.8 TESTING AND BALANCING:

- A. Make tests that may be required by the Owner or the Architect in connection with the operation of the electrical system in the buildings. Balance all single-phase loads connected to all panelboards in the buildings to insure approximate equal divisions of these loads on the main secondary power supply serving the buildings. All tests shall be made in accordance with the latest standards of the IEEE and the NEC. Contractor shall perform circuit continuity and operational tests on all equipment furnished or connected by Contractor. The Contractor shall provide all testing equipment and all costs shall be borne by him. Written reports shall be made of all tests and shall be made available at the Pre-Final Inspection. All faults shall be corrected immediately.

1.9 OPERATING AND MAINTENANCE INSTRUCTIONS/AS BUILT DRAWINGS:

- A. Refer to Section 01 78 23, Operation and Maintenance Manuals.
- B. As-Built drawings shall include the following information:
 1. Stub-out locations dimensioned from permanent building lines.
 2. Routing of all main feeders and identified as under slab, in slab, above ceiling, etc. also for lighting and power branch circuits the number of conductors shall be included, and for feeders and motor branch circuits the number, size, and insulation of conductors shall be included.
 3. Corrected panel board and equipment schedules.
 4. Corrected circuit numbers as they appear on the panel board directories.
 5. Corrected motor horsepower and full load amperes.
 6. Location of major distribution open junction boxes with 2" conduit and over.
 7. Location of all underground raceways or duct banks dimensioned from easily identified points with depth indicated from BFG (below finished grade) and by elevation in feet.

7.10 GUARANTEE AND SERVICE:

- A. Upon completion of all tests and acceptance, the Contractor shall furnish the Owner a written guarantee covering the electrical work done for a period of one (1) year from date of acceptance. Guarantee includes equipment capacity and performance ratings specified without excessive noise levels. Upon notice from the Architect or the Owner, the Contractor shall, during the guarantee period, rectify and replace any defective material or workmanship and repair any damage caused thereby without additional cost.

PART 2 - EXECUTION

2.1 COMMON REQUIREMENTS FOR ELECTRICAL INSTALLATION

- A. Comply with NECA 1-2015.
- B. Measure indicated mounting heights to bottom of unit for suspended items and to center of unit for wall-mounting items.
- C. Headroom Maintenance: If mounting heights or other location criteria are not indicated, arrange and install components and equipment to provide maximum possible headroom consistent with these requirements.
- D. Equipment: Install to facilitate service, maintenance, and repair or replacement of components of both electrical equipment and other nearby installations. Connect in such a way as to facilitate future disconnecting with minimum interference with other items in the vicinity.
- E. Right of Way: Give to raceways and piping systems installed at a required slope.

END OF SECTION 26 05 00



PROJECT PROBABLE COST STATEMENT

Project: City of Mary Esther City Hall Adaptive
Re-Use (4315-02)

FLORIDA ARCHITECTS INC.
103 W. 5TH ST.
PANAMA CITY, FL 32401
850-257-5400

EXECUTIVE SUMMARY OF PROBABLE COSTS

PROBABLE COST SUB TOTAL: \$490,218.25

BONDS AND INSURANCE: \$12,255.46

GENRAL CONDITIONS: \$61,277.28

FEES AND OVERHEAD: \$73,532.74

ESITMATING CONTINGENCY: \$49,021.83

PROJECT PROBABLE COST TOTAL: \$647,088.09



ADD ALTERNATES SUMMARY

DIVISION: 02 - EXISTING CONDITIONS					\$10,000.00
02 41 00	General Demolition & Removal	1.00	1.00	\$10,000.00	\$10,000.00
DIVISION: 03 - CONCRETE					\$5,732.45
03 30 00	Slab Edge Thickend 24"x12"	1.00	16.78 CF	\$80.00/CF	\$1,342.40
03 31 00.J5	4 Foundation	1.00	125.43 SF	\$35.00/SF	\$4,390.05
DIVISION: 04 - MASONRY					\$285.60
04 22 00	Exterior - CMU w/ Stucco A1/A1A	1.00	1.64 SF	\$40.00/SF	\$65.60
04 22 00	Int - CMU w/ GYP A1/A1A 2	2.00	5.50 SF	\$40.00/SF	\$220.00
DIVISION: 06 - WOOD & PLASTICS					\$98,145.79
12 36 00	Reception Counter	1.00	1.00	\$1,000.00 Each	\$1,000.00
12 36 00	Womens Restroom Counter Cut	1.00	1.00	\$650.00 Each	\$650.00
09 54 00	Tongue & Groove Ceiling Repairs	1.00	1.00	\$500.00 Each	\$500.00
06 46 00	Trim Work	1.00	1.00	\$20,000.00	\$20,000.00
06 22 00	City Council Chambers Desk	1.00	1.00	\$24,000.00	\$24,000.00
06 11 00.F4	2x6	32.00	211.29 LF	\$13.00/LF	\$2,746.77
06 11 00	Ramp	1.00	18.00 SF	\$33.00/SF	\$594.00
06 11 00	Raised platform 5 3/4	2.00	247.84 SF	\$33.00/SF	\$8,178.72
06 11 00	NEW Stud 2x6 - EIFS/Gyp B1	2.00	215.92 SF	\$20.00/SF	\$4,318.40
06 11 00	EX Int Stud 2x4 - Gyp/Gyp NO RAIL	1.00	27.22 SF	\$20.00/SF	\$544.40
06 11 00	Int Stud 2x4 - Gyp/Stud	1.00	51.78 SF	\$20.00/SF	\$1,035.60
12 36 00	Work Station Counter Top	1.00	1.00	\$450.00 Each	\$450.00
06 11 00	2x4	15.00	100.50 LF	\$13.00/LF	\$1,306.50
06 11 00	EX Int Stud 2x4 - Gyp/Gyp Rail Interior	6.00	95.22 SF	\$20.00/SF	\$1,904.40
06 11 00	EX INT Stud 2x6 - Gyp/Gyp D2	1.00	27.22 SF	\$20.00/SF	\$544.40
06 11 00	Exterior Corner Decroative Wall Column	1.00	1.00	\$750.00 Each	\$750.00
06 11 00	Int Stud 2x4 - Gyp/Gyp D1	8.00	823.77 SF	\$20.00/SF	\$16,475.40
06 11 00	Int Stud 2x4 - Gyp/Gyp D1 No Rail	5.00	445.17 SF	\$20.00/SF	\$8,903.40
06 11 00	Int Stud 2x4 - Gyp/Gyp Rail Interior	5.00	212.19 SF	\$20.00/SF	\$4,243.80
DIVISION: 07 - THERMAL & MOISTURE					\$11,012.00
07 22 00	Roof Insulation	1.00	6,410.00 SF	\$1.70/SF	\$10,897.00
07 24 00.A2	Exterior EIFS Decorative Cornice	1.00	11.50 LF	\$10.00/LF	\$115.00
DIVISION: 08 - OPENINGS					\$34,100.40
08 14 00	Wood 36 x 96	1.00	1.00	\$2,500.00 Each	\$2,500.00
08 43 00	Curtain Swing Single - Full Glass (Adaptive)	1.00	1.00	\$800.00 Each	\$800.00
08 41 13	Storefront	1.00	53.08 SF	\$130.00/SF	\$6,900.40
08 33 00	6' 0 x 6' 0 Coiling Service Window	1.00	1.00	\$4,800.00 Each	\$4,800.00
08 91 00	Remove and Reuse Interior Window & Louver	1.00	1.00	\$550.00 Each	\$550.00
08 14 00.A2	3'-0 x 8'-0	12.00	12.00	\$900.00 Each	\$10,800.00
08 14 00	36 x 96 (2)	1.00	1.00	\$4,500.00 Each	\$4,500.00
08 11 13	H.M. 36 x 84	1.00	1.00	\$3,000.00 Each	\$3,000.00
08 31 16	Access_Panel_Door_13616	1.00	1.00	\$250.00 Each	\$250.00



FLORIDA ARCHITECTS INC.
103 W. 5TH ST.
PANAMA CITY, FL 23401

Project: City of Mary Esther City Hall Adaptive Re-Use (4315-02)

DIVISION: 09 - FINISHES

\$140,401.80

09 29 00	PVC w/ Veneer New soffit to match	1.00	1.00	\$650.00 Each	\$650.00
09 30 00	1/4 tile	4.00	458.23 SF	\$37.00/SF	\$16,954.51
09 30 00	Tile in Restroom	3.00	28.13 SF	\$35.00/SF	\$984.55
09 51 00.A11	2' x 2' ACT System	2.00	299.00 SF	\$12.00/SF	\$3,588.00
09 51 00.A11	2' x 2' Vinyl Lay in GYP Tiles	1.00	56.00 SF	\$20.00/SF	\$1,120.00
09 68 00	1/4 carpet	9.00	2,084.98 SF	\$13.00/SF	\$27,104.74
09 91 13	Exterior Paint	1.00	1.00	\$40,000.00	\$40,000.00
09 91 13	Interior Paint	1.00	1.00	\$50,000.00	\$50,000.00

DIVISION: 10 - SPECIALTIES

\$16,709.71

10 14 00	FIRE FIGHTER TRUSS SAFETY SIGN	3.00	3.00	\$25.00 Each	\$75.00
10 22 00	Urinal Stall	1.00	8.68 SF	\$40.00/SF	\$347.20
10 14 00	Changable message Signage	4.00	4.00	\$35.00 Each	\$140.00
10 44 13.B1	Flush Fire Cabinet	4.00	4.00	\$377.43 Each	\$1,509.72
10 28 14	Baby Changing Station	3.00	3.00	\$650.00 Each	\$1,950.00
10 28 00A6	Soap Dispenser	5.00	5.00	\$93.57 Each	\$467.85
10 28 00A4	Towel Dispenser	5.00	5.00	\$578.29 Each	\$2,891.45
10 28 00A2	Toile Tissue Dispenser	4.00	4.00	\$145.66 Each	\$582.64
10 28 00A17	Napkin Disposal	3.00	3.00	\$350.29 Each	\$1,050.87
10 28 00.C3	42in Kohler Grab Bar	1.00	1.00	\$64.99 Each	\$64.99
10 28 00.C3	36in Kohler Grab Bar	1.00	1.00	\$64.99 Each	\$64.99
10 14 00	8 MARY ESTER	2.00	2.00	\$600.00 Each	\$1,200.00
10 28 00	B-167 2448	2.00	2.00	\$750.00 Each	\$1,500.00
10 21 13	Womens Stall	1.00	1.00	\$600.00 Each	\$600.00
10 21 13	Womens ADA Stall	1.00	1.00	\$600.00 Each	\$600.00
10 21 13	Mens ADA Stall	1.00	1.00	\$600.00 Each	\$600.00
10 14 00.C1	Women's Restroom	1.00	1.00	\$35.00 Each	\$35.00
10 14 00.C1	Unisex Restroom	1.00	1.00	\$35.00 Each	\$35.00
10 14 00.C1	Signage - Room Name	37.00	37.00	\$35.00 Each	\$1,295.00
10 14 00.C1	Signage - Office	9.00	9.00	\$35.00 Each	\$315.00
10 14 00.C1	Men's Restroom	1.00	1.00	\$35.00 Each	\$35.00
10 28 00	B-293 1830	3.00	3.00	\$450.00 Each	\$1,350.00

DIVISION: 22 - PLUMBING

\$32,830.50

22 01 00	Plumbing Rough-in	1.00	1.00	\$25,000.00	\$25,000.00
22 40 00.E2	Floor Mounted Toilet	1.00	1.00	\$2,130.50 Each	\$2,130.50
22 40 00.A1	Elkay_elec. Drinking fountain	2.00	2.00	\$2,100.00 Each	\$4,200.00
22 40 00.A7	ADA Sink 19"x17"	1.00	1.00	\$1,500.00 Each	\$1,500.00

DIVISION: 23 - HVAC

\$22,000.00

23 31 00	Duct Work	1.00	1.00	\$15,000.00	\$15,000.00
23 34 00	Ceiling Exhaust Standard	1.00	1.00	\$200.00 Each	\$200.00
23 36 00	Exhaust Terminal 10"x10"	1.00	1.00	\$200.00 Each	\$200.00
23 37 00	Return Register 12"x6"	3.00	3.00	\$200.00 Each	\$600.00
23 37 00	Supply Diffuser 12"x12"	30.00	30.00	\$200.00 Each	\$6,000.00



FLORIDA ARCHITECTS INC.
103 W. 5TH ST.
PANAMA CITY, FL 23401

Project: City of Mary Esther City Hall Adaptive Re-Use (4315-02)

DIVISION: 26 - ELECTRICAL					\$91,500.00	
26 27 26	Outlet Duplex 84"	2.00	2.00	\$350.00 Each	\$700.00	
26 51 00	Recessed Luminaire (2'x2'): Type A	17.00	17.00	\$350.00 Each	\$5,950.00	
26 51 00	6 Incandescent - 120V Existing	15.00	15.00	\$350.00 Each	\$5,250.00	
26 51 00	6 Incandescent - 120V	5.00	5.00	\$350.00 Each	\$1,750.00	
26 27 26.A4	Dimmer Switch	3.00	3.00	\$350.00 Each	\$1,050.00	
26 27 26.A1	Single Switch	18.00	18.00	\$350.00 Each	\$6,300.00	
26 27 26	Outlet GFCI: 84"	2.00	2.00	\$350.00 Each	\$700.00	
26 27 26	Outlet Duplex Single	20.00	20.00	\$350.00 Each	\$7,000.00	
26 27 26	Outlet Duplex 60"	3.00	3.00	\$350.00 Each	\$1,050.00	
26 27 26	Double Duplex	3.00	3.00	\$350.00 Each	\$1,050.00	
26 01 00	Electrical	1.00	1.00	\$60,000.00	\$60,000.00	
26 27 26	Outlet G 42"	2.00	2.00	\$350.00 Each	\$700.00	
DIVISION: 27 - COMMUNICATIONS					\$1,500.00	
27 20 00.A1	Outlet-Communications: CATV	5.00	5.00	\$300.00 Each	\$1,500.00	
DIVISION: 28 - ELECTRONIC SAFETY AND SECURITY					\$22,500.00	
28 10 00	Wireless access security	9.00	9.00	\$2,500.00 Each	\$22,500.00	
DIVISION: 46 - WATER AND WASTEWATER EQUIPMENT					\$3,500.00	
46 24 13	Macerator Sewage Pump	1.00	1.00	\$3,500.00 Each	\$3,500.00	
ADD ALTERNATES SUBTOTAL: \$490,218.25						
PROJECT PROBABLE COST SUB TOTAL: \$490,218.25						

AGENDA ITEM

Agenda Item 12.3.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: September 4, 2024

SUBJECT: Emerald Coast Regional Council Intergovernmental Agreement

BACKGROUND:

The purpose of the agreement for professional staff services between the Emerald Coast Regional Council (ECRC) and City of Mary Esther is to set forth the responsibilities of ECRC and the City of Mary Esther in performing the technical assistance functions and to describe the cooperative procedures under which the technical assistance will be carried out for the tasks described in the Proposal/Scope of Work attached to the agreement. The ECRC's proposed task order was approved by City Council on August 5th, 2024.

DISCUSSION:

ECRC shall provide professional, technical, and administrative assistance in the development of the project titled “City of Mary Esther Comprehensive Plan Update” as outlined in the attached Proposal/Scope of Work. ECRC shall make available to the City of Mary Esther all plans and documents developed as outlined in the attached Proposal/Scope of Work. This agreement will commence on the 4th day of September 2024.

FINANCIAL IMPACT:

The project is fully funded to accommodate the projected expense of \$75,843.21 in the next fiscal year.

RECOMMENDATION:

Motion to approve the attached Agreement with the Emerald Coast Regional Council.

ATTACHMENT(S):

1. ECRC Professional Services Agreement

**AGREEMENT FOR PROFESSIONAL STAFF SERVICES
BY AND BETWEEN THE
EMERALD COAST REGIONAL COUNCIL
AND CITY OF MARY ESTHER, FLORIDA**

THIS AGREEMENT is entered into this 4th day of September 2024, by and between the Emerald Coast Regional Council (hereinafter referred to as “ECRC”) and City of Mary Esther, Florida (thereinafter referred to as “Client”).

I. PURPOSE

The purpose of the agreement is to set forth the responsibilities of ECRC and the Client in performing the technical assistance functions and to describe the cooperative procedures under which the technical assistance will be carried out.

II. ECRC RESPONSIBILITIES

- A. ECRC shall provide professional, technical, and administrative assistance in the development of the project titled “City of Mary Esther Comprehensive Plan Update” as outlined in the attached Proposal/Scope of Work.
- B. ECRC shall make available to the Client all plans and documents developed under Section II. A. above.

III. CLIENT RESPONSIBILITIES

- A. Client shall provide data and information relevant to City of Mary Esther Comprehensive Plan Update, as outlined in the attached Scope of Work.
- B. Client shall provide the agreed upon funds as detailed in the attached Scope of Work.

IV. METHOD AND AMOUNT OF PAYMENT

ECRC will submit invoices totaling \$75,843.21 to Client as tasks are completed for the specified amounts as outlined in the attached Scope of Work. Subject to receipt of an invoice from ECRC, Client agrees to pay ECRC within thirty (30) days of receiving such invoice from ECRC. ECRC will submit invoices to City of Mary Esther Accounts Payable at the following postal or email address: 195 Christobal Road North, Mary Esther, FL 32569 or acctspay@cityofmaryesther.com.

V. DURATION OF AGREEMENT AND TERMINATION WITH OR WITHOUT CAUSE

ECRC shall complete the tasks as provided in the attached Scope of Work no later than August 26, 2024. Such schedule may be modified from time to time upon the mutual consent of Client and ECRC. This agreement shall remain in effect until terminated by either or both parties to the agreement. At any time,

either Client or ECRC may terminate this agreement, with or without cause, with such termination effective immediately or by a specified date, by providing written notice of such termination; provided financial commitments made prior to withdrawal are effective and binding for their full term and amount regardless of withdrawal.

VI. AMENDMENTS TO AGREEMENT

Amendments or modifications to this agreement may only be made by written agreement signed by all parties here to with the same formalities as the original agreement.

VII. CONFLICT OF INTEREST

The ECRC agrees it shall not contract with or accept employment for the performance of any work or service with any individual, business corporation, or government unit that would create a conflict of interest in the performance of its obligations under this agreement. The ECRC further agrees it will neither take any action nor engage in any conduct that would cause any Client employee or official to violate the provisions of Chapter 112, Florida Statutes, relating to ethics in government.

VIII. RECORDS

All records pertinent to the agreement shall be retained by the Client. ECRC, however, shall be subject to all rules and requirements of the Chapter 119, Florida Statutes, including, but not limited to, the requirements set forth in F.S. 119.0701.

IF ECRC HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ECRC'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 850-243-3566, CCLK@CITYOFMARYESTHER.COM, AND CITY CLERK, 195 CHRISTOBAL ROAD NORTH, MARY ESTHER, FL 32569.

ECRC shall keep and maintain public records required by the Client to perform the services contained in this Agreement. Upon request from the Client's custodian of public records, ECRC shall provide the Client with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the costs provided for in Chapter 119, Florida Statutes or as otherwise provided by law. ECRC shall ensure that public records that are exempt or confidential and exempt from public records disclosure require completion of the contract if the ECRC does not transfer the records to the Client. Upon completion of the contract, ECRC shall transfer, at no cost, to the Client all public records in possession of the ECRC or keep and maintain public records required by the Client to perform the service. If ECRC transfers all public records to the Client upon completion of the contract, ECRC shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If ECRC keeps and maintains public records upon completion of the contract, ECRC shall meet all applicable requirements for retaining public records. All public records stored electronically must be provided to Client, upon request the Client's custodian of public records, in a format that is compatible with the information technology systems of the Client. Failure of ECRC to comply with the Client's request for records or any other provisions contained in this paragraph, shall be deemed a material breach of this contract and the parties agree that the Client may seek immediate relief

through a court of law as outlined in Section 119.11, Florida Statutes. If ECRC fails to provide the public records to the Client within a reasonable time ECRC may be subject to penalties under Section 119.10, Florida Statutes. If it is found that ECRC has unlawfully refused to comply with a public records request within a reasonable time, and if the Notice requirements of Section 119.0701(4), Florida Statutes have been met, the Client will be entitled to recover all reasonable costs and attorneys' fees for such violation in accordance with Section 119.0701(4), Florida Statutes

IX. LIABILITY

Each party agrees to hold the other party harmless, to the extent allowed and required by law, from all claims, demands, liabilities, and suits of third persons or entities not a party to this agreement arising out of, or due to any act, occurrence or omission of the other party, its subcontractors or agents, if any, that is related to either party's performance or obligations pursuant to this agreement, and shall fully indemnify the other party for all claims brought stemming therefrom.

X. REPRESENTATIVES FOR THE PARTIES

In all matters relating to the performance of this agreement, the City Manager of the City of Mary Esther shall represent and act for the Client, and the Chief Executive Officer of ECRC shall represent and act for ECRC.

XI. VENUE AND JURISDICTION FOR LITIGATION BETWEEN PARTIES

This agreement shall be construed according to the laws of the State of Florida. Venue shall be exclusively in Okaloosa County, Florida for all litigation between the parties and all issues litigated between the parties shall be litigated exclusively in a court of competent jurisdiction of Okaloosa County, Florida. If any provision hereof is in conflict with any applicable statute or rule, or is otherwise unenforceable, then such provision shall be deemed null and void to the extent of such conflict, and shall be deemed severable, but shall not invalidate any other provision of the agreement.

XII. SOVEREIGN IMMUNITY

Notwithstanding anything set forth in any section of this agreement to the contrary, nothing in this agreement shall be deemed as a waiver of immunity or limits of liability of any party beyond any statutory limited waiver of immunity or limits of liability and any liability of Client for damages shall not exceed the statutory limits of liability, should said limits apply, regardless of the number or nature of any claim which may arise including but not limited to a claim sounding in tort, equity or contract. Nothing in this agreement shall inure to the benefit of any third party for the purpose of allowing any claim against Client, which would otherwise be barred under the Doctrine of Sovereign Immunity or by operation of law.

XIII. SEVERABILITY

If any provision of this agreement is held to be invalid or unenforceable for any reason, this agreement shall remain in full force and effect in accordance with its terms disregarding such unenforceable or invalid provision.

XIV. INDEPENDENT CONTRACTOR

The parties hereby acknowledge that ECRC is an independent contractor, and neither ECRC, nor any of its agents, representatives, program participants, or employees shall be considered agents, representatives or employees of Client. In no event shall this agreement be construed as establishing a partnership or joint venture or similar relationship between the parties hereto. Each party shall be responsible and liable for its own debts, obligations, acts and omissions, including the payment of all required withholding, social security and other taxes or benefits.

XV. ASSIGNMENT

Neither party may assign or transfer any of its rights, duties or obligations under this agreement, in whole or in part, without the prior written consent of the other party. This agreement shall inure to the benefit of, and be binding upon, the parties hereto and their respective successors and permitted assigns.

XVI. COMMENCEMENT DATE

This agreement will commence on the 4th day of September 2024.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their undersigned officials as duly authorized on the date first above written.

ECRC ATTEST:

EMERALD COAST REGIONAL
COUNCIL

Sign: _____

Print: Austin Mount

Title: CEO

CLIENT ATTEST:

City of Mary Esther, Florida

Sign: _____

Print: Chris Stein

Title: Mayor

Project Name: City of Mary Esther Comprehensive Plan Update
Project Manager: Eric Christianson
Charge Code: (staff use only) _____

Scope of Work

PROJECT DESCRIPTION: Pursuant to Section 163.3191, Florida Statutes, local governments must assess their Comprehensive Plans to ensure compliance with changes in growth management laws since the last update. The City of Mary Esther submitted their Evaluation and Appraisal Notification Letter to FloridaCommerce on March 4, 2024, indicating the necessity for amendments to their Comprehensive Plan, which has not been updated since 2010 and is inconsistent with current Florida Statutes. The required amendments must be transmitted to FloridaCommerce within 12 months, by February 28, 2025, as per Section 163.3191(2), F.S. This update must incorporate recent statutory changes, including updating the City’s planning horizon, adding a new property rights element, and reflecting current city needs and conditions. The Community Development Director will be the primary point of contact for this project.

DELIVERABLES: The specific deliverables and payment amount are set forth in the following table. The ability of ECRC to perform the following tasks are contingent on the participation of the Coalition:

Deliverables	Cost
Task 1: Project Kickoff & Management - Hold a project kickoff meeting with City designated liaison(s) to clarify project objectives, roles, responsibilities, and the project timeline - Present monthly progress updates with interim findings and incorporate feedback into the ongoing development of deliverable - Provide project management, including timeline tracking and coordination Deliverables: Kickoff meeting agenda and minutes. Monthly progress reports. Project timeline and coordination documentation.	\$9,893.40
Task 2: Data Collection, Inventory, and Analysis (DIA) Review of Previous Comprehensive Plan: - Review previous comprehensive plan and amendments - Identify updates required by statutory changes including Property Rights Elements - Identify the language in the current Plan that is regulatory and more appropriate for the Land Development Code - Identify areas to incorporate best planning practices - Identify Goals, Objectives, and Policies (GOPs) that are duplicative or inconsistent across different elements - Evaluate the implementation status of GOPs based on Client input, and decide whether GOPs should remain unchanged, be revised, or be removed Review Mary Esther Community Vision Plan and other relevant local documents: - Evaluate Community Vision Plan, CIP, recent ordinance changes, and other	\$17,034.60

documents which reflect community priorities 2. Identify areas where these priorities are not reflected in previous comprehensive plan Data Inventory and Analysis: 1. Prepare Data Inventory and Analysis (DIA) document specific to the Evaluation and Appraisal Report-based amendments 2. Review demographic and socioeconomic data, including population projections, to determine the appropriate growth scenario for the City based on recent trends 3. Identify future and existing deficits in levels of service for transportation, utilities, infrastructure systems, and recreation over a 20-year planning horizon 4. Prepare an analysis of vacant land, employment trends, and a current housing inventory to include the median and distribution of price and rent vs. owner-occupied housing, environmentally sensitive lands, flood and evacuation zones, a buildout analysis based on existing development and trends, and a communication/telecommunication analysis. Deliverables: Comprehensive Plan and Analysis Report Review of Vision Plan and Other Relevant Documents Data and Inventory Analysis Document	
Deliverable 3: Stakeholder and Community Engagement • Conduct between 10 and 15 interviews with elected officials, the City manager, and key decision-makers, complying with the Sunshine Law • Facilitate a public workshop in coordination with City Staff to gather input and ensure the plan reflects community needs and visions • Document feedback and integrate it into the planning process Deliverables: Stakeholder Interview Summaries Public Workshop Agenda, Materials, and Summary Report	\$9,635.70
Deliverable 4: Update Goals, Objectives and Policies • Draft proposed amendments to the Comprehensive Plan, incorporating the required property rights element and revising other sections as necessary based on collected data and stakeholder input • Recommend changes to the distribution of land uses on the Future Land Use Map based on population projections, topography, development patterns, environmental constraints, and available and planned infrastructure • Update the Future Land Use Map series to reflect any changes since the last Comprehensive Plan update • Ensure no map changes without property owner consent; recommended changes will be included in GOPs Deliverables: Draft Comprehensive Plan Amendments (strike-through and underline format). Updated Future Land Use Map	\$17,982.50

Deliverable 5: Final Report Development and Adoption • The final report will include: • Data and Inventory Analysis Document • Policy Document including the following: • Future Land Use Element • Transportation Element • Housing Element • Infrastructure Element • Conservation Element • Coastal Management Element • Recreation and Open Space Element • Intergovernmental Coordination Element • Capital Improvements Element (incorporation of and reference to existing CIP; not CIP development) • Property Rights Element • All necessary and statutorily required maps table, charts, and appendices • ECRC will prepare for and support the City Council transmittal and adoption hearings, ensuring materials are ready for presentation and addressing feedback for final adoption. • The City of Mary Esther will handle plan transmittal and correspondence. Deliverables: Final Data and Inventory Analysis Document Final Policy Document All necessary Maps, Tables, Charts, and Appendices. Hearing Materials Transmittal Packages	\$21,297.00
Total: \$ 75,843.21	

AGENDA ITEM

Agenda Item 12.4.

TO: Honorable Mayor and Members of the City Council

FROM: Tyler Reed, Community Development Director

DATE: September 4, 2024

SUBJECT: Ordinance No. 2024-02 and No. 2024-03, Consider a Small-Scale Future Land Use Map Amendment from Commercial (Com) and Low Density Residential (LDR) to Public Lands (PL) and a Rezone from C-2 General Commercial and R-1 Single Family Residential to Public Lands (PL) for approximately 0.74 acres. (Okaloosa County BCC, Applicant) (Tyler Reed, Community Development Director)

BACKGROUND:

This is a request to consider amending the City's Official Future Land Use Map (FLUM) to change approximately zero point seven four (0.74) acres from Commercial (Com) and Low Density Residential (LDR) to Public Lands (PL) and rezone from C-2 General Commercial and R-1 Single Family Residential to Public Lands (PL). The property is located on the south side of US Highway 98 and on the east side of Christobal Road. A location map is provided in Exhibit A of the attached Supporting Inventory Data and Analysis. The Applicant is Okaloosa County BCC, with owner authorization given to Mary Esther City Manager or designee. The property owner is Okaloosa County BCC, with a future ownership to the City of Mary Esther upon completion of the Christobal Landing Park per prior agreements.

The Local Planning Agency (LPA) met on Sept 4, 2024 to make a recommendation. Per LDC Section 4.03, City Council shall conduct a public hearing, affording the opportunity for public participation, regarding the recommendations from the LPA and shall have final approval authority of the proposed ordinances. This is the first reading of Ord. 2024-02 and 2024-03.

The subject property is currently comprised of three individual, contiguous lots, all of which are now vacant with the current development of the Christobal Landing Park and are eligible for lot combination with a rezone. The purpose of the Future Land Use Map amendment and rezone is to allow the public park land use for the property, to be consistent with the FLUM and zoning for other public parks throughout the City, and to clean up the "split zoning" that currently exists on the site, allowing for one set of land use zoning regulations. The existing R-1 zoning does not allow for public parks without an approved conditional use, in addition C-2 zoning only allows public parks if it is under the maintenance and ownership of the city, otherwise parks are a conditional use. At present, the property is under Okaloosa County BCC ownership.

DISCUSSION:

When considering a comprehensive plan amendment request, at a minimum, the following is

considered:

- A. Consistency with the goals, objectives, and policies of the Comprehensive Plan and the Future Land Use Map Series.
- B. Impact on established and projected levels of service.
- C. Compatibility with existing and proposed land use.
- D. Funding commitments for required improvements.
- E. Impact on natural resources.
- F. Impacts on public schools.
- G. Consistency with the Intent, Goals, and Strategies of the Mary Esther Vision Plan.

Staff evaluated the proposed future land use map amendment per the Comprehensive Plan and the Vision Plan. Staff's findings are summarized below:

The proposed Public Lands future land use designation is consistent with the City's Comprehensive Plan Land Use and the Vision Plan strategies and goals in extending open space and recreation opportunities. Per FLU Policy 7.A.1.2.c, the proposed future land use designation requested is compatible with pre-existing adjacent land uses.

The proposed change is not anticipated to result in any significant changes in demand for transportation, water, sewer, stormwater, and solid waste facilities and services. Additionally, as the site is developing to become a public waterfront park, this project will continue to alleviate the demand for recreation and parks in the city and will have no impact on demand for school facilities. A detailed analysis of land use compatibility and the potential impacts to public facilities and services is provided in the attached Supporting Data Inventory and Analysis.

The City Attorney reviewed the proposed Ordinances and offered no objections.

FINANCIAL IMPACT:

There are no anticipated budgetary impacts as a result of adoption of the proposed small scale comprehensive plan future land use map amendment and rezone.

RECOMMENDATION:

Motion to approve the first reading of Ordinance 2024-02 enacting a Small-Scale Future Land Use Map Amendment from Commercial (Com) and Low Density Residential (LDR) to Public lands (PL) for approximately zero point seventy-four (0.74) acres, approximately located on the south side of US Highway 98 and east of Christobal Road.

Motion to approve the first reading of Ordinance 2024-03 enacting a Rezone from C-2 (General Commercial) and R-1 (Single Family Residential) to Public Lands (PL) zoning district for approximately zero point seventy-four (0.74) acres, approximately located on the south side of US Highway 98 and east of Christobal Road.

ATTACHMENT(S):

- 1. Christobal Landing Staff Report
- 2. Christobal Landing Ord. 24-02
- 3. Christobal Landing Ord. 24-03

Agenda Memorandum

To: Local Planning Agency

Prepared By: Tyler Reed

Date: September 4, 2024

Subject: **Ordinance No. 2024-02 and No. 2024-03**, Consider a Small-Scale Future Land Use Map Amendment from Commercial (Com) and Low Density Residential (LDR) to Public Lands (PL) and a Rezone from C-2 General Commercial and R-1 Single Family Residential to Public Lands (PL) for approximately 0.74 acres. (Okaloosa County BCC, Applicant) (Tyler Reed, Community Development Director)

Introduction: This is a request to consider amending the City's Official Future Land Use Map (FLUM) to change approximately zero point seven four (0.74) acres from Commercial (Com) and Low Density Residential (LDR) to Public Lands (PL) and rezone from C-2 General Commercial and R-1 Single Family Residential to Public Lands (PL). The property is located on the south side of US Highway 98 and on the east side of Christobal Road. A location map is provided in Exhibit A of the attached Supporting Inventory Data and Analysis. The Applicant is Okaloosa County BCC, with owner authorization given to Mary Esther City Manager or designee. The property owner is Okaloosa County BCC, with a future ownership to the City of Mary Esther upon completion of the Christobal Landing Park per prior agreements.

Per Comprehensive Plan Section 2.01, the Local Planning Agency (LPA) shall review any Land Development regulations, codes, and amendments and decide as to their consistency with the comprehensive plan. Per Land Development Code (LDC) Section 4.02, the LPA shall conduct their public hearing and public meetings on any matter, affording the opportunity for public participation and make recommendations to the City Council. Per LDC Section 4.03, City Council shall conduct a public hearing, affording opportunity for public participation, regarding the recommendations from the LPA and shall have final approval authority of the proposed ordinances.

The subject property is currently comprised of three individual, contiguous lots, all of which are now vacant with the current development of the Christobal Landing Park and are eligible for lot combination with a rezone. The purpose of the Future Land Use Map amendment and rezone is to allow the public park land use for the property, to be consistent with the FLUM and zoning for other public parks throughout the City, and to clean up the "split zoning" that currently exists on the site, allowing for one set of land use zoning regulations. The existing R-1 zoning does not allow for public parks without an approved conditional use, in addition C-2 zoning only allows public parks if it is under the maintenance and ownership of the city, otherwise parks are a conditional use. At present, the property is under Okaloosa County BCC ownership.

Discussion: When considering a comprehensive plan amendment request, at a minimum, the following is considered:

- A. Consistency with the goals, objectives, and policies of the Comprehensive Plan and the Future Land Use Map Series.
- B. Impact on established and projected levels of service.
- C. Compatibility with existing and proposed land use.

- D. Funding commitments for required improvements.
- E. Impact on natural resources.
- F. Impacts on public schools.
- G. Consistency with the Intent, Goals, and Strategies of the Mary Esther Vision Plan.

Staff evaluated the proposed future land use map amendment per the Comprehensive Plan and the Vision Plan. Staff's findings are summarized below:

The proposed Public Lands future land use designation is consistent with the City's Comprehensive Plan Land Use and the Vision Plan strategies and goals in extending open space and recreation opportunities. Per FLU Policy 7.A.1.2.c, the proposed future land use designation requested is compatible with pre-existing adjacent land uses.

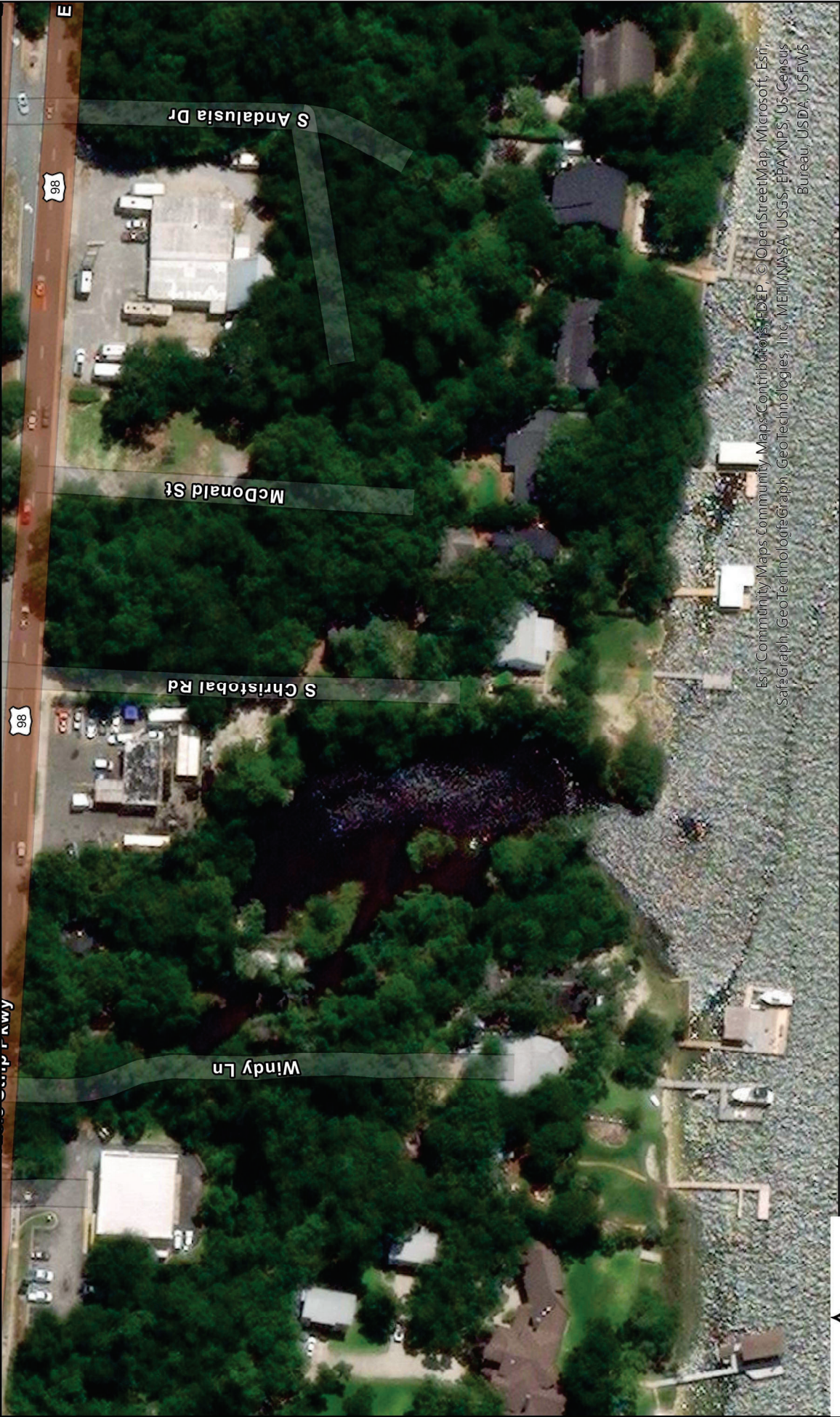
The proposed change is not anticipated to result in any significant changes in demand for transportation, water, sewer, stormwater, and solid waste facilities and services. Additionally, as the site is developing to become a public waterfront park, this project will continue to alleviate the demand for recreation and parks in the city and will have no impact on demand for school facilities. A detailed analysis of land use compatibility and the potential impacts to public facilities and services is provided in the attached Supporting Data Inventory and Analysis.

The City Attorney reviewed the proposed Ordinances and offered no objections.

Budget Impact: There are no anticipated budgetary impacts as a result of adoption of the proposed small scale comprehensive plan future land use map amendment and rezone.

Recommendation: Staff requests the Local Planning Agency recommend to City Council adoption of an Ordinance enacting a Small-Scale Future Land Use Map Amendment from Commercial (Com) and Low Density Residential (LDR) to Public lands (PL) and a Rezone from C-2 (General Commercial) and R-1 (Single Family Residential) to Public Lands (PL) zoning district for approximately zero point seventy four (0.74) acres, located on the south side of US Highway 98 and east of Christobal Road, approximately.

- Attachment(s):
1. Aerial Map
 2. Supporting Data, Inventory, and Analysis

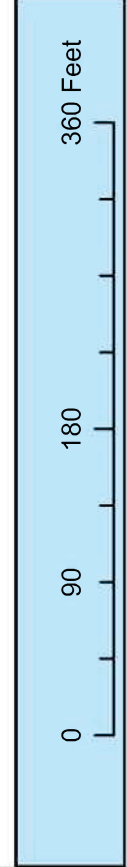


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Aerial Photo Christobal Landing

2024



CITY OF MARY ESTHER, FLORIDA

Comprehensive Plan Land Development Code Vision Plan



Comprehensive Plan Small Scale Future Land Use Map Amendment & Rezone

Ordinance No. 2024-02

Ordinance No. 2024-03

Supporting Data & Analysis

LPA

Sept. 4, 2024

City Council Adoption Public Hearing

Sept. 4, 2024

Application Type: Future Land Use Map (FLUM) Amendment and Rezone Request

Owner: Okaloosa County BCC

Owner Authorization: City Manager of Mary Esther or designee

Requested Change: Small Scale Future Land Use Map Amendment from Commercial (Com) and Low Density Residential (LDR) to Public Lands (PL) and a Rezone from C-2 (General Commercial) and R-1 (Single Family Residential) to Public Lands (PL) zoning district.

I. PROPERTY LOCATION

i. General Location of Property:

The property is located on the south side of US Highway 98 and on the east side of Christobal Road on approximately zero point seventy four (0.74) acres.

ii. Okaloosa County Property Appraiser Parcel ID Numbers:

16-2S-24-1710-000A-006C

17-2S-24-1710-000A-006B

18-2S-24-1710-000A-006A

II. PURPOSE AND INTENT

The purpose and intent of this report is to ensure compatibility with the Comprehensive Plan, Land Development Code and Vision Plan through an analysis of the existing conditions and proposed land use changes and to provide rationale for the proposed amendments.

III. RATIONALE

The current zoning district for the subject property is C-2 (General Commercial), and R-1 (Single Family Residential). The R-1 zoning district only allows public parks as a conditional use. C-2 allows public parks as a permissible use if City owned and maintained, but as a conditional use if it is not City owned.

Because the property is "split zoned", meaning it has two different zoning districts, and two different future land use designations, staff made the recommendation to the applicant to put the entire property under one zoning district and one future land use that will allow the public park land use without the need for a conditional use, and to remain consistent with the zoning and future land use for public parks throughout the City. The mechanism to do this is through the City's rezone/future land use map amendment process. Because the rezone is changing to a different land use category (i.e. Public Lands), a Future Land Use Map Amendment to PL (Public Lands) is required to ensure compatibility with the zoning district.

Summary chart of the existing in FLU designation and maximum density and intensity are shown in Table 1 below.

Table 1
Existing Mary Esther LDR FLU Maximum Density/Intensity

Okaloosa County Property Appraiser Parcel ID Number	Parcel Size (acres)	Parcel Size (square feet)	Current FLU	Max Density/Intensity allowed (DU/AC, FAR)
16-2S-24-1710-000A-006C	0.29	12,632 sf	COM	1.92 FAR
16-2S-24-1710-000A-006B	0.13	5,662 sf	LDR	5.51 DU/AC
16-2S-24-1710-000A-006A	0.32	13,939 sf	LDR	5.51 DU/AC

IV. PROPERTY PROFILE

- i. Existing Use: Vacant/Development Site
- ii. Current Future Land Use: Commercial (Com)/ Low Density Residential (LDR)
- iii. Proposed Future Land Use: Public Lands (PL)
- iv. Existing Zoning: C-2 (General Commercial)/R-1 (Single Family Residential)
- v. Proposed Zoning: Public Lands (PL)
- vi. Total Area: Approximately zero point seven four (0.74) acres
- vii. Area of Proposed Amendment: Approximately zero point seven four (0.74) acres

V. COMPREHENSIVE PLAN POLICY ANALYSIS

A. Consistency with the Goals, Objectives, and Policies of the Comprehensive Plan and the Future Land Use Map Series

i. **Supporting Goals, Objectives, and Policies:**

The City of Mary Esther Comprehensive Plan was evaluated in order to ensure the compatibility of this requested change of future land use map designation with the City's Plan. This evaluation concludes that the following applicable objectives and policies of the Land Use Element of the City of Mary Esther Comprehensive Plan are compatible with the requested change of future land use designation: Policies- 7.A.1.2; 7.A.2.2; 7.A.3.1; 7.A.3.2; 7.A.3.3; 7.A.3.4; 8.A.1.2; 8.A.1.3; 8.A.3.2; 9.A.2.4; 12.A.1.4; 12.A.3.3

ii. Conflicting Goals, Objectives, and Policies:

None of the applicable goals, objectives, and/or policies from the City of Mary Esther Comprehensive Plan is in conflict with this request for a future land use map amendment.

B. Impact on Established and Projected Levels of Service

- 1. Recreation:** Per Comprehensive Plan Policy 12.A.3.2, the analysis for recreation services impact is based on one (1) acre per one thousand (1000) population (1 ac/1,000 pop.). The population estimate (3,982 pop.) is based on the average household size of the 2020 Census multiplied by the maximum number of units (based on 2020 Census). The average household size in Mary Esther is 2.1 persons. The proposed park positively impacts recreation services with the addition of the waterfront park. The required recreation and open space for the city is 3.9 acres. The current recreation and open space acreage in the city far exceeds this requirement at approximately 39.67 acres.
- 2. Solid Waste:** Per Comprehensive Plan Policy 10.B.1.5, the analysis for solid waste impact is one hundred (100) gallons per capita daily. The Public Works department determined adequate capacity for solid waste.
- 3. Potable Water and Sewer:** Per Comprehensive Plan Policy 10.D.1.1, the levels of service is one hundred (100) gallons per capita daily. The Public Works department determined there is adequate capacity for potable water and sewer.
- 4. Drainage:** Drainage impact is determined on a site-by-site basis and development shall comply with the City's drainage level of standards.
- 5. Transportation:** Traffic generation was not completed for this project, but it is not anticipated that the proposed park will have a significant trip generation.

Compatibility with Existing and Proposed Land Uses

Table 4 Adjacent Land Use

Direction	FLU Designation	Zoning District	Existing Land Use
North:	Commercial (COM)	C-1 (Limited Commercial)	US HWY 98/Commercial/Retail
South:	N/A	N/A	Santa Rosa Sound
East:	Commercial (COM)/ Low Density Residential (LDR)	C-2 (General Commercial) / R-1 (Single Family Residential)	Single-Family Residential
West:	Commercial (COM)	C-2 (General Commercial)	Commercial/ Food Trucks and Watersport rentals

The proposed FLU designation is compatible with the adjacent FLU designations, zoning districts and existing uses. The subject property will create a buffer between existing commercial and residential uses.

D. Funding Commitments for Required Improvements

No additional capital improvements beyond what has already been approved within the City's Comprehensive Plan will result because of the proposed request for a FLU map amendment. Therefore, no funding commitments for capital improvement projects are required of the Applicant at this time.

E. Impact on Natural Resources

- iii. **Wetlands:** According to the Okaloosa County Wetlands Map, there are no existing wetlands on the property.
- iv. **Floodplain:** According to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Map (FIRM) of Okaloosa County, a sizeable portion of the southwest corner of the property adjacent to the cove is located within Zone AE (areas determined to have a 1% annual chance of flooding), a very small area on the southwestern most corner of the property is located within Zone VE (areas determined to have wave heights of 3 ft or more), while the majority of the property is located within Zone X (areas determined to be within the 0.2% annual chance floodplain).

4. **Endangered Species:** N/A

5. **Soil Conditions:** N/A

VI. OTHER CONSIDERATIONS

- 1. There are no public-health, safety, and/or welfare issues associated with this FLU map and rezone amendment request.

F. Impact on Schools

There are no impacts to Schools as a result of this FLU Map amendment and rezone request.

G. Consistency with the City of Mary Esther Vision Plan

The new waterfront park aligns with the Vision Plan Goal of providing vibrant neighborhood parks where all members of the community may gather for recreation.

Note: Adoption of a FLU map amendment and rezone does not reserve or guarantee capacity in water, sewer, transportation, drainage, recreation, or solid waste facilities, nor does it guarantee maximum density or intensity in a land use designation can be achieved.

VII. STAFF RECOMMENDATION

Staff recommends adoption of these Ordinances based on the findings presented in this report.

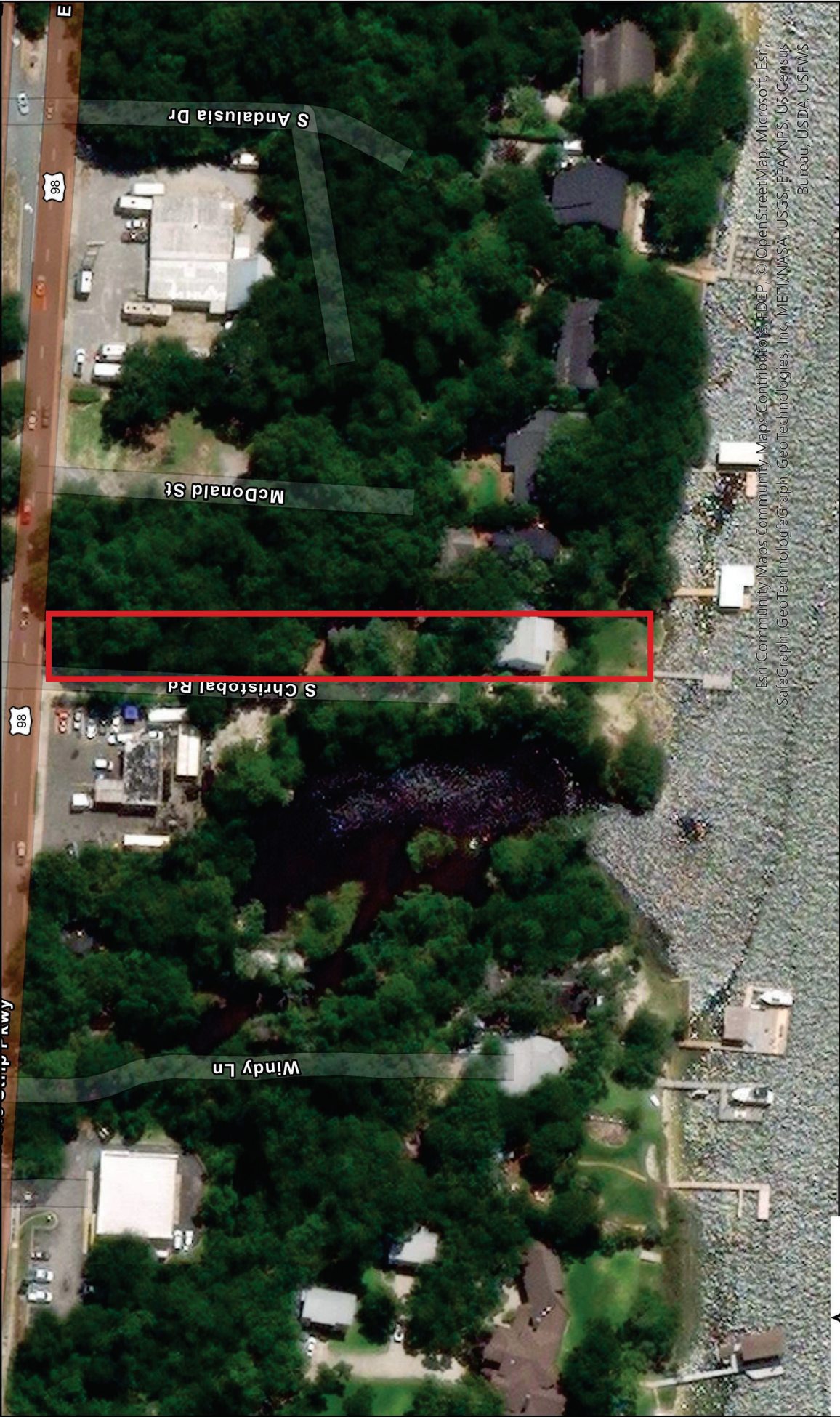
EXHIBITS

EXHIBIT A, A.1	Location Map
EXHIBIT B	Existing Future Land Use Map
EXHIBIT C	Existing Zoning Map



Page 623 of 671

Exhibit A.1: Location Map



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BUSINESS • SERVICE • FAMILIES
MARY ESTHER-FLORIDA
A GROWING COMMUNITY

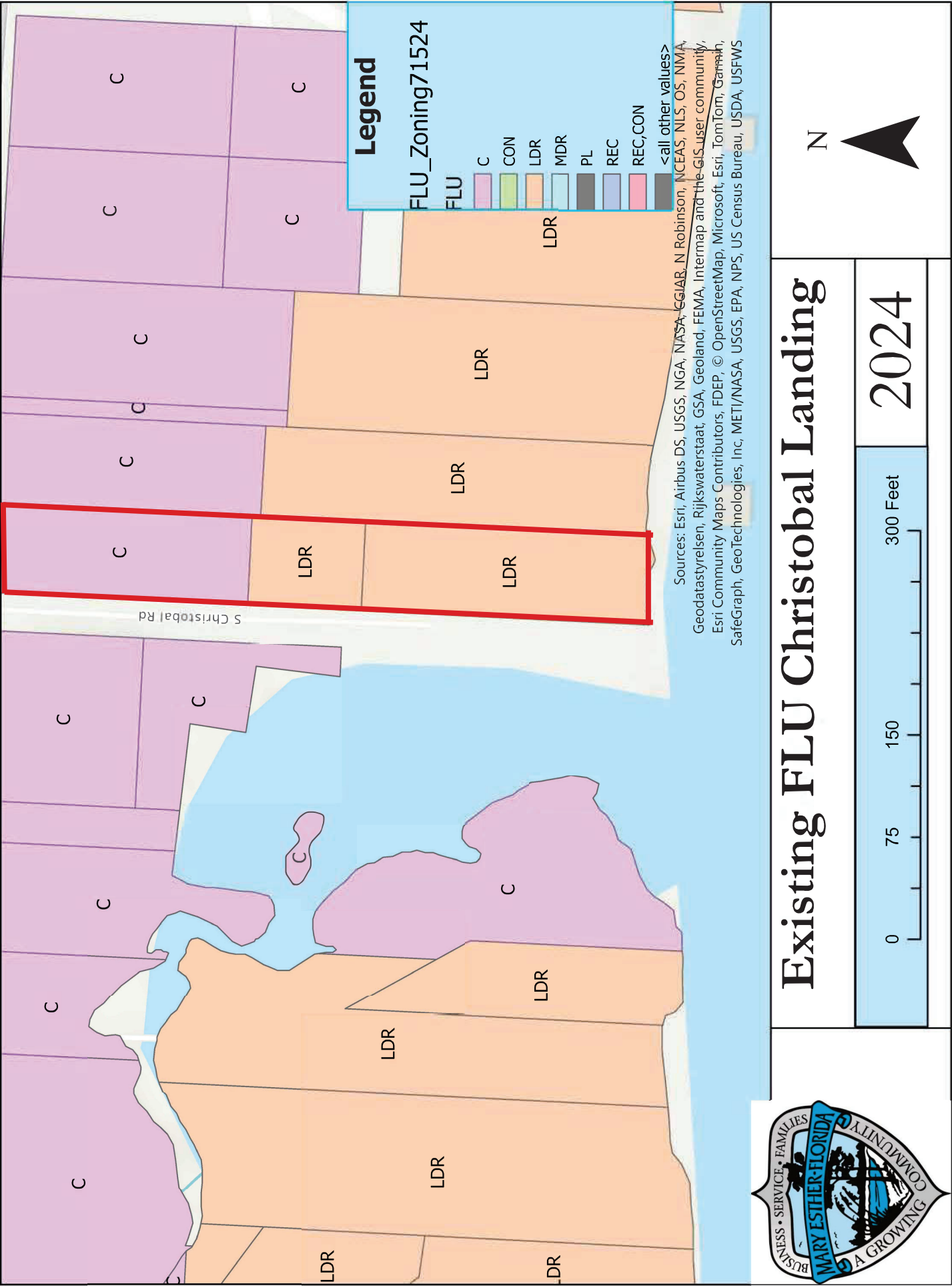
Location Map Christobal Landing

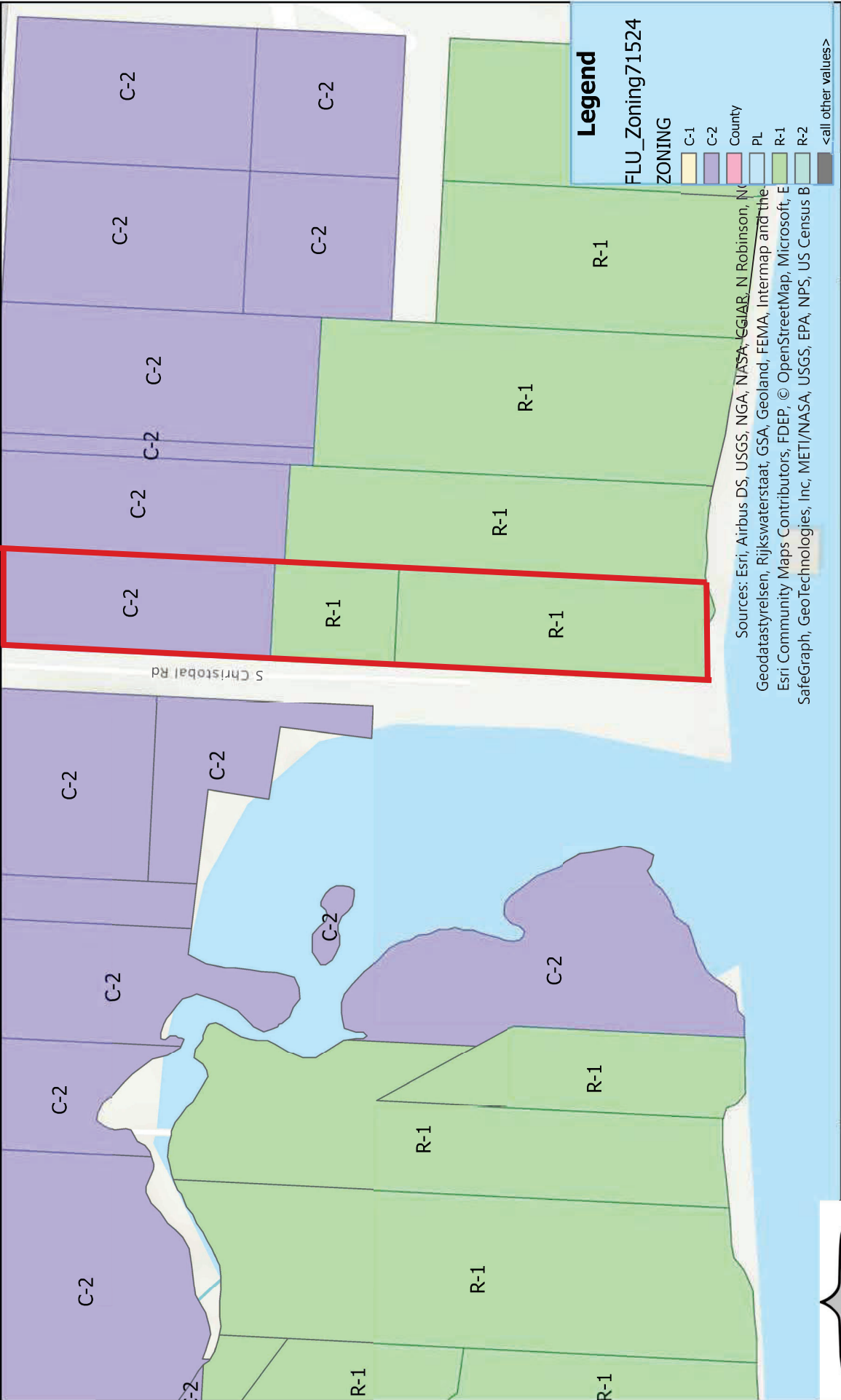
0	90	180	360 Feet
2024			



N

Exhibit B: Existing Future Land Use





Existing Zoning for Christobal Landing

2024

300 Feet



ORDINANCE NO. 2024- 02

AN ORDINANCE OF THE CITY OF MARY ESTHER, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF APPROXIMATELY ZERO POINT SEVENTY FOUR (0.74) ACRES OF LAND GENERALLY LOCATED ON THE SOUTH SIDE OF US HIGHWAY NINETY EIGHT (US HWY 98) AND THE EAST SIDE OF CHRISTOBAL ROAD: FROM LOW DENSITY RESIDENTIAL (LDR) AND COMMERCIAL (COM) TO PUBLIC LANDS (PL) FUTURE LAND USE; PROVIDING FOR LEGISLATIVE INTENT, IMPLEMENTING ACTIONS, A SAVINGS PROVISION, SCRIVENER'S ERRORS, CONFLICTS, AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the real property which is the subject of this Ordinance is located on zero point seventy four (0.74) acres of land generally located on the south side of US Highway Ninety Eight (US HWY 98) and the east side of Christobal Road; and

WHEREAS, the City of Mary Esther's Local Planning Agency (LPA) held a public hearing on September 4, 2024, to consider amending the Future Land Use Map of the Future Land Use Element of the *City of Mary Esther Comprehensive Plan* and recommended approval of the proposed Future Land Use Map amendment to the *Comprehensive Plan* for the subject property as requested by the property owner; and

WHEREAS, Section 163.3187, *Florida Statutes*, relates to the amendment of adopted local government comprehensive plans and sets forth certain requirements relating to small scale amendments which are related to proposed small scale development activities and provides, among other things, that such amendments may be approved without regard to any limits on the frequency of consideration of amendments to the *City of Mary Esther Comprehensive Plan*;

WHEREAS, the amendment proposed by this ordinance does not involve a text change to the goals, policies, and objectives of the *City of Mary Esther Comprehensive Plan*, but only proposes a land use change to the Future Land Use Map for a site-specific small scale development activity; and

WHEREAS, the City of Mary Esther has complied with all requirements and procedures of Florida law in processing this amendment to the *City of Mary Esther Comprehensive Plan* including, but not limited to, Section 163.3187, *Florida Statutes*.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent.

(a). The foregoing recitals are hereby incorporated by this reference as a material part of this ordinance and together with the City staff report represent administrative findings with respect to the actions taken herein.

(b) The City of Mary Esther has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.

(c). This Ordinance is internally consistent with the goals, objectives and policies of the *Comprehensive Plan of the City of Mary Esther*.

(d). The exhibits to this Ordinance are incorporated herein as if fully set forth herein verbatim.

SECTION 2. Amendment To the Future Land Use Map.

(a). The Future Land Use Element of the *Comprehensive Plan of the City of Mary Esther* and the City's Future Land Use Map are hereby amended by assigning the City of Mary Esther Public Lands (PL) future land use designation to the property described in Exhibit A to this Ordinance and depicted in Exhibit B to this Ordinance, said property being currently assigned Low Density Residential (LDR) and Commercial (COM); and Exhibit C depicts the currently assigned future land use designations. Exhibit D depicts the amended future land use designations.

(b). All exhibits to this Ordinance are incorporated into the text and substance of this Ordinance as if fully set forth herein verbatim.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as he may deem necessary and appropriate in order to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employee(s) as deemed effectual and prudent.

SECTION 4. Savings. The prior actions and activities of the City of Mary Esther relating to the comprehensive planning and land development regulatory programs and actions of the City are hereby ratified and affirmed.

SECTION 5. Scrivener's Errors. The sections, divisions and provisions of this Ordinance may be renumbered or re-lettered as deemed appropriate by the Code codifier. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager, or designee, without the need for a public hearing.

SECTION 6. Conflicts. All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed; provided, however, that any code or ordinance that provides for an alternative process to effectuate the general purposes of this Ordinance shall not be deemed a conflicting code or ordinance.

SECTION 7. Severability. If any section, sentence, phrase, word, or portion of this

Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 8. Effective Date. The small-scale amendment to the City's *Comprehensive Plan* as set forth herein shall not become effective, in accordance with Section 163.3187(5)(c), *Florida Statutes*, until thirty-one (31) days after the enactment of this Ordinance. If challenged within thirty (30) days after enactment, the small-scale amendment set forth in this Ordinance shall not become effective until the State Land Planning Agency or the Administration Commission, respectively, issues a final order determining that the subject small-scale amendment is in compliance with controlling State law.

So Done this ____ day of _____, 2024.

By: _____
Chris Stein, Mayor
City of Mary Esther, Florida

ATTEST:

Dillon Morris
City Clerk

1st Reading:
Published:
2nd Reading:

Exhibit A: Legal Description

(Tax Identification Parcel No. 16-25-24-1710-000A-006C)

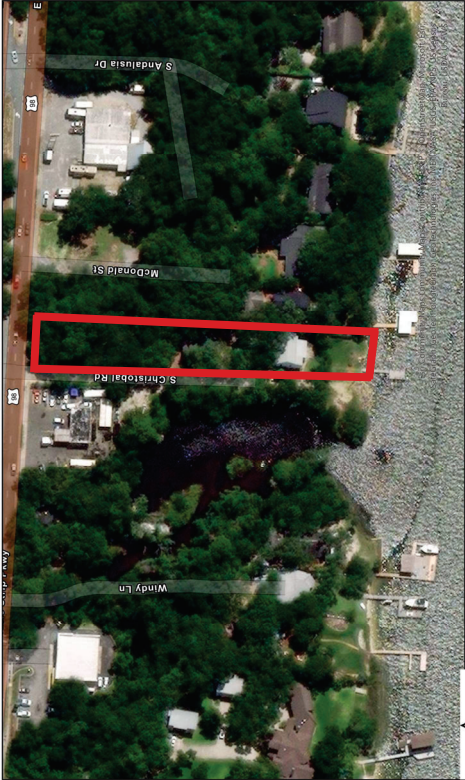
MAC INTIRE S/D N PART LOT 6 BLK A AS OR

(Tax Identification Parcel No. 16-2S-24-1710-0000A-006B) MAC

INTIRE BEG AT INTER OF W LINE LOT

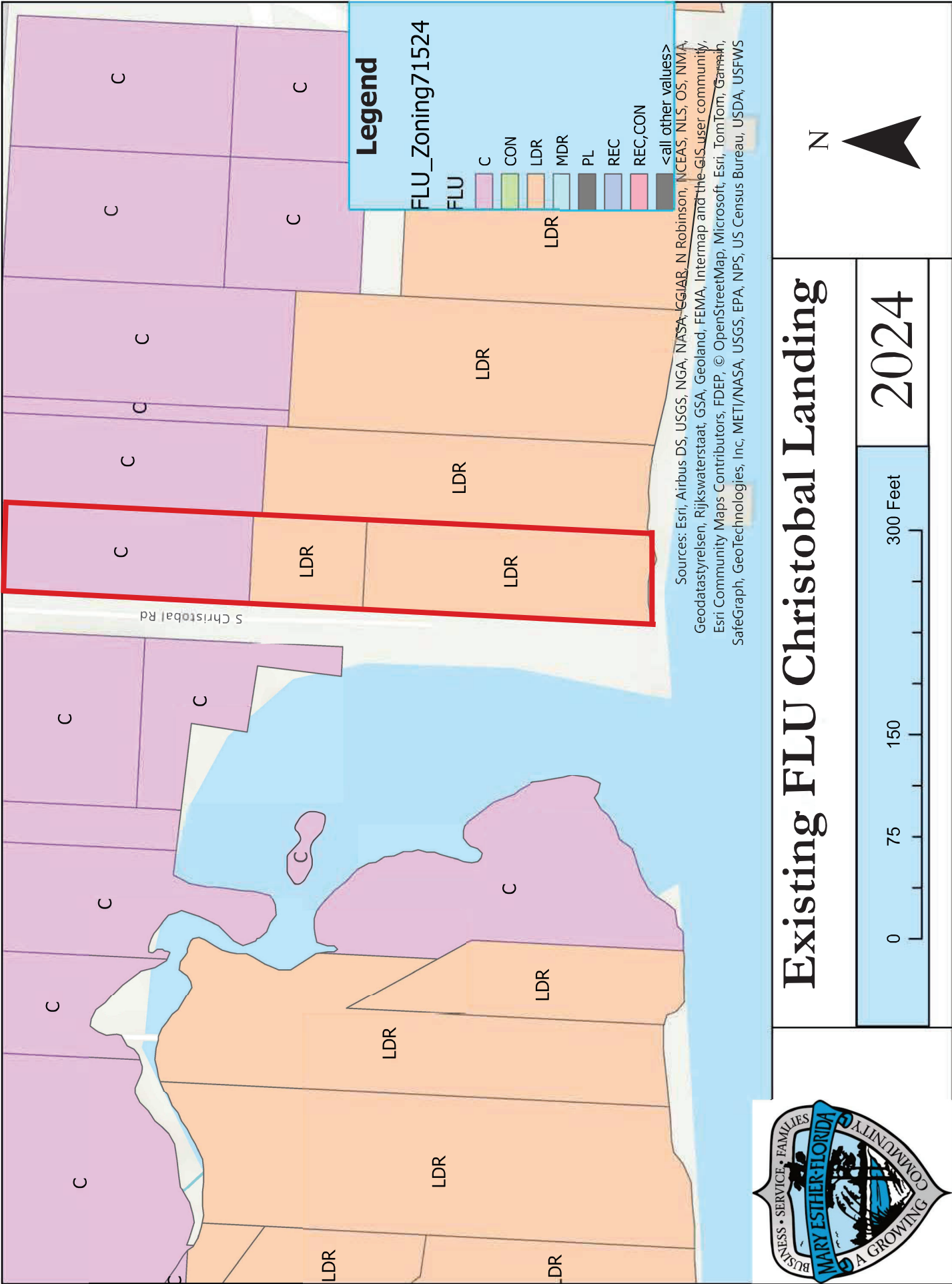
(Tax Identification Parcel No. 16-2S-24-1710-000A-006A) MAC

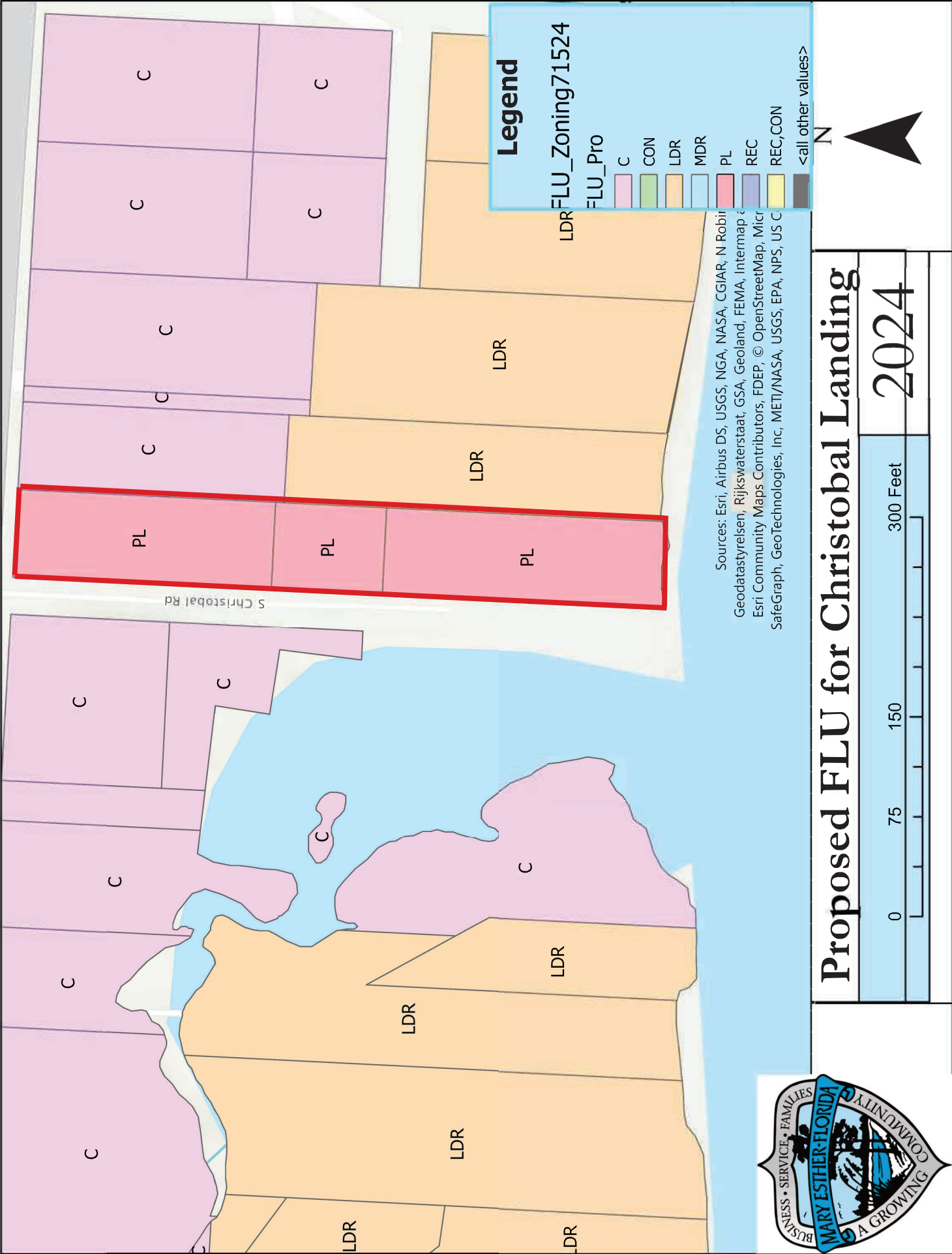
INTIRE S/D SOUTH PART LOT 6 BLK A AS



Location Map Christobal Landing 2024

Exhibit C: Existing Future Land Use Map





ORDINANCE NO. 2024-03

AN ORDINANCE OF THE CITY OF MARY ESTHER, FLORIDA, AMENDING THE ZONING MAP OF APPROXIMATELY ZERO POINT SEVENTY FOUR (0.74) ACRES OF LAND GENERALLY LOCATED ON THE SOUTH SIDE OF US HIGHWAY NINETY EIGHT (US HWY 98) AND THE EAST SIDE OF CRISTOBAL ROAD: FROM C-2 (GENERAL COMMERCIAL) AND R-1 (SINGLE FAMILY RESIDENTIAL) TO PUBLIC LANDS (PL) ZONING DISTRICT; PROVIDING FOR LEGISLATIVE INTENT, IMPLEMENTING ACTIONS, A SAVINGS PROVISION, SCRIVENER'S ERRORS, CONFLICTS, AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent.

- (a). The City of Mary Esther has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.
- (b). This Ordinance is internally consistent with the goals, objectives and policies of the *Comprehensive Plan of the City of Mary Esther*.
- (c). The exhibits to this Ordinance are incorporated herein as if fully set forth herein verbatim.

SECTION 2. Adoption of the Amendment to the Official Zoning Map.

- (a). In exercise of its authority, the City Council of the City of Mary Esther, Florida finds it necessary and desirable to adopt and does hereby adopt this amendment and update to the City of Mary Esther's zoning map, attached hereto as Exhibit "D" in order to encourage the most appropriate use of land, water, and resources, consistent with the public interest; and to deal effectively with future problems that may result from the use and development of land within City of Mary Esther, Florida.
- (b). All exhibits to this Ordinance are incorporated into the text and substance of this Ordinance as if fully set forth herein verbatim.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as he may deem necessary and appropriate in order to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employees as deemed effectual and prudent.

SECTION 4. Savings. The prior actions and activities of the City of Mary Esther relating to the comprehensive planning and land development regulatory programs and actions of the City are hereby ratified and affirmed.

SECTION 5. Scrivener’s Errors. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager, or designee, without the need for a public hearing.

SECTION 6. Conflicts. All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed; provided, however, that any code or ordinance that provides for an alternative process to effectuate the general purposes of this Ordinance shall not be deemed a conflicting code or ordinance.

SECTION 7. Severability. If any section, sentence, phrase, word, or portion of this Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 8. Effective Date. This Ordinance shall become effective immediately upon adoption.

SO DONE this _____ day of _____, 2024.

By: _____
Chris Stein, Mayor
City of Mary Esther, Florida

ATTEST:

Dillon Morris
City Clerk

1st Reading:
Published:
2nd Reading:

Exhibit A: Legal Description

(Tax Identification Parcel No. 16-25-24-1710-000A-006C)

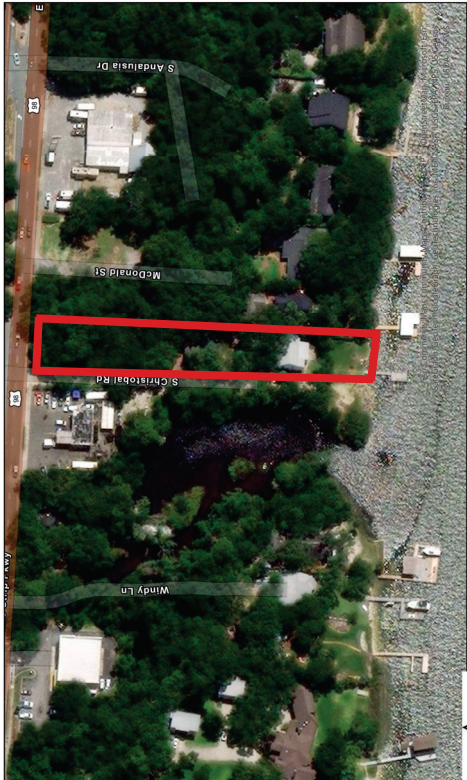
MAC INTIRE S/D N PART LOT 6 BLK A AS OR

(Tax Identification Parcel No. 16-2S-24-1710-0000A-006B) MAC

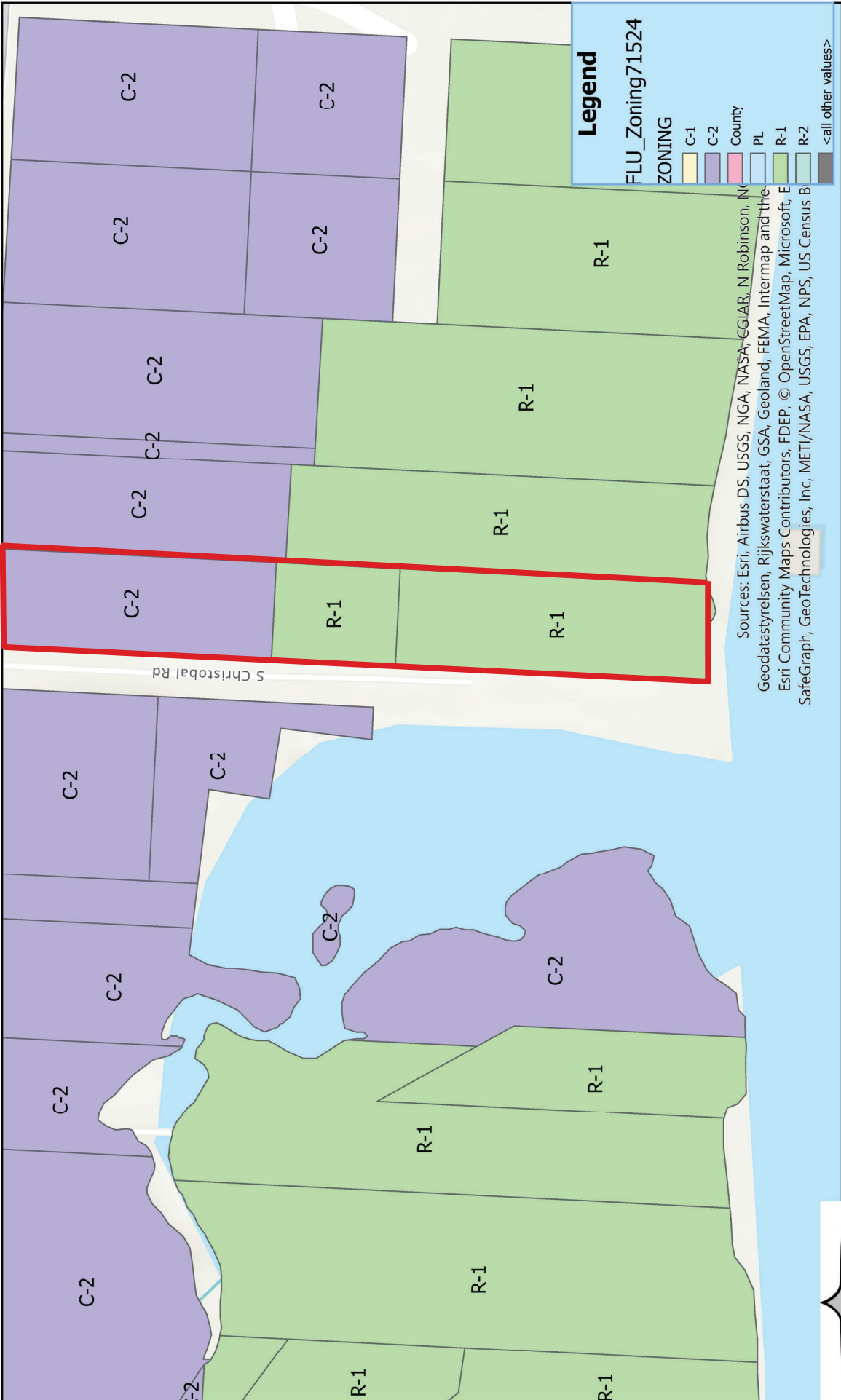
INTIRE BEG AT INTER OF W LINE LOT

(Tax Identification Parcel No. 16-2S-24-1710-000A-006A) MAC

INTIRE S/D SOUTH PART LOT 6 BLK A AS

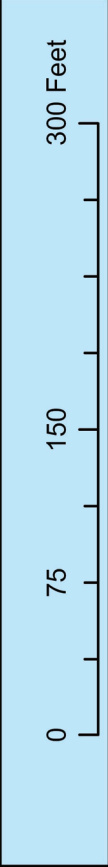


Location Map Christobal Landing 2024



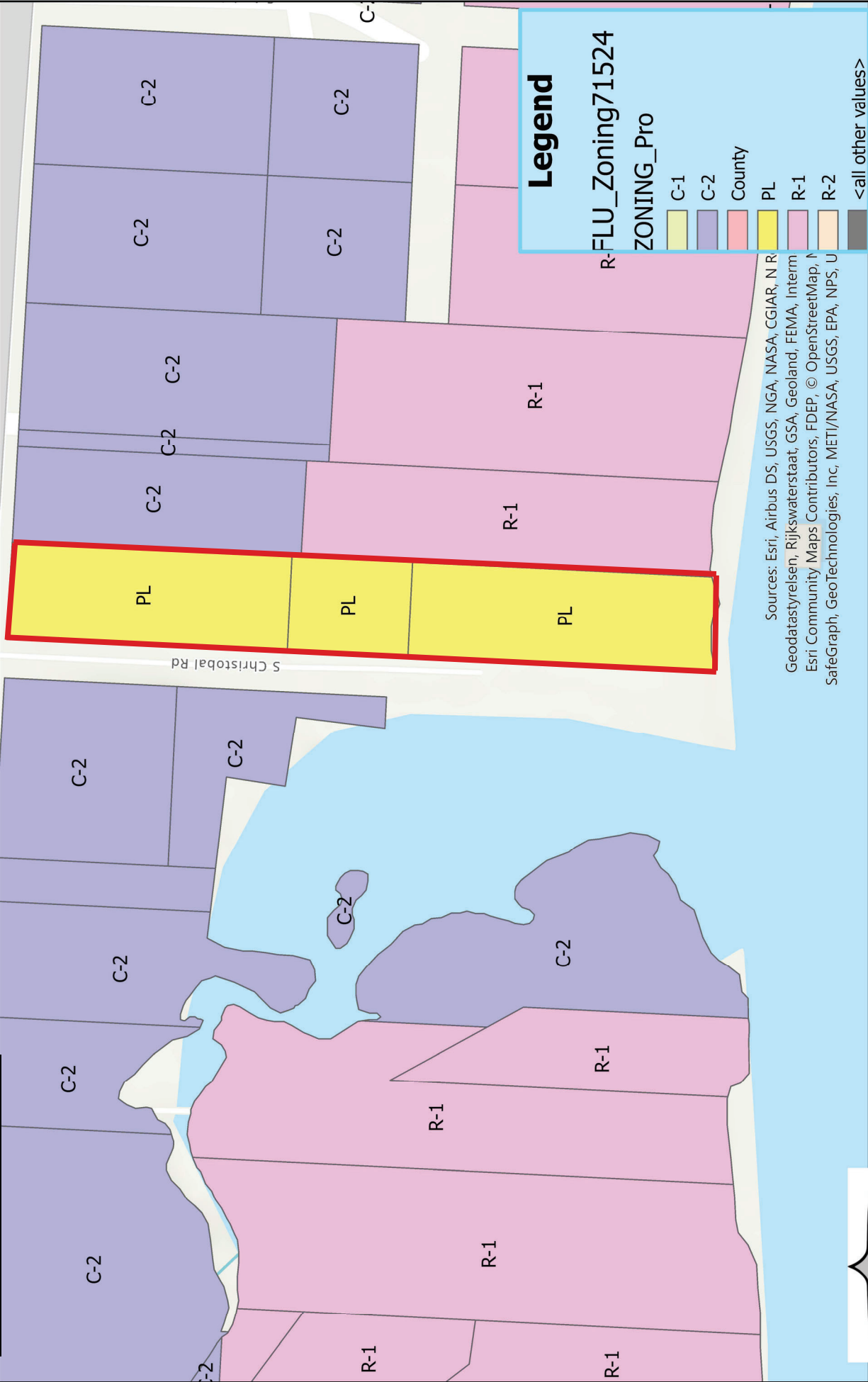


Current Zoning for Christobal Landing



2024





Proposed Zoning For Christobal Landing

0	75	150	300 Feet
2024			



ORDINANCE NO. 2024- 02

AN ORDINANCE OF THE CITY OF MARY ESTHER, FLORIDA, AMENDING THE FUTURE LAND USE MAP OF APPROXIMATELY ZERO POINT SEVENTY FOUR (0.74) ACRES OF LAND GENERALLY LOCATED ON THE SOUTH SIDE OF US HIGHWAY NINETY EIGHT (US HWY 98) AND THE EAST SIDE OF CHRISTOBAL ROAD: FROM LOW DENSITY RESIDENTIAL (LDR) AND COMMERCIAL (COM) TO PUBLIC LANDS (PL) FUTURE LAND USE; PROVIDING FOR LEGISLATIVE INTENT, IMPLEMENTING ACTIONS, A SAVINGS PROVISION, SCRIVENER'S ERRORS, CONFLICTS, AND SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the real property which is the subject of this Ordinance is located on zero point seventy four (0.74) acres of land generally located on the south side of US Highway Ninety Eight (US HWY 98) and the east side of Christobal Road; and

WHEREAS, the City of Mary Esther's Local Planning Agency (LPA) held a public hearing on September 4, 2024, to consider amending the Future Land Use Map of the Future Land Use Element of the *City of Mary Esther Comprehensive Plan* and recommended approval of the proposed Future Land Use Map amendment to the *Comprehensive Plan* for the subject property as requested by the property owner; and

WHEREAS, Section 163.3187, *Florida Statutes*, relates to the amendment of adopted local government comprehensive plans and sets forth certain requirements relating to small scale amendments which are related to proposed small scale development activities and provides, among other things, that such amendments may be approved without regard to any limits on the frequency of consideration of amendments to the *City of Mary Esther Comprehensive Plan*;

WHEREAS, the amendment proposed by this ordinance does not involve a text change to the goals, policies, and objectives of the *City of Mary Esther Comprehensive Plan*, but only proposes a land use change to the Future Land Use Map for a site-specific small scale development activity; and

WHEREAS, the City of Mary Esther has complied with all requirements and procedures of Florida law in processing this amendment to the *City of Mary Esther Comprehensive Plan* including, but not limited to, Section 163.3187, *Florida Statutes*.

BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF MARY ESTHER, FLORIDA, AS FOLLOWS:

SECTION 1. Legislative Findings and Intent.

(a). The foregoing recitals are hereby incorporated by this reference as a material part of this ordinance and together with the City staff report represent administrative findings with respect to the actions taken herein.

(b) The City of Mary Esther has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance.

(c). This Ordinance is internally consistent with the goals, objectives and policies of the *Comprehensive Plan of the City of Mary Esther*.

(d). The exhibits to this Ordinance are incorporated herein as if fully set forth herein verbatim.

SECTION 2. Amendment To the Future Land Use Map.

(a). The Future Land Use Element of the *Comprehensive Plan of the City of Mary Esther* and the City's Future Land Use Map are hereby amended by assigning the City of Mary Esther Public Lands (PL) future land use designation to the property described in Exhibit A to this Ordinance and depicted in Exhibit B to this Ordinance, said property being currently assigned Low Density Residential (LDR) and Commercial (COM); and Exhibit C depicts the currently assigned future land use designations. Exhibit D depicts the amended future land use designations.

(b). All exhibits to this Ordinance are incorporated into the text and substance of this Ordinance as if fully set forth herein verbatim.

SECTION 3. Implementing Administrative Actions. The City Manager is hereby authorized and directed to take such actions as he may deem necessary and appropriate in order to implement the provisions of this Ordinance. The City Manager may, as deemed appropriate, necessary and convenient, delegate the powers of implementation as herein set forth to such City employee(s) as deemed effectual and prudent.

SECTION 4. Savings. The prior actions and activities of the City of Mary Esther relating to the comprehensive planning and land development regulatory programs and actions of the City are hereby ratified and affirmed.

SECTION 5. Scrivener's Errors. The sections, divisions and provisions of this Ordinance may be renumbered or re-lettered as deemed appropriate by the Code codifier. Typographical errors and other matters of a similar nature that do not affect the intent of this Ordinance, as determined by the City Clerk and City Attorney, may be corrected with the endorsement of the City Manager, or designee, without the need for a public hearing.

SECTION 6. Conflicts. All ordinances or part of ordinances in conflict with this Ordinance are hereby repealed; provided, however, that any code or ordinance that provides for an alternative process to effectuate the general purposes of this Ordinance shall not be deemed a conflicting code or ordinance.

SECTION 7. Severability. If any section, sentence, phrase, word, or portion of this

Ordinance is determined to be invalid, unlawful or unconstitutional, said determination shall not be held to invalidate or impair the validity, force or effect of any other section, sentence, phrase, word, or portion of this Ordinance not otherwise determined to be invalid, unlawful, or unconstitutional.

SECTION 8. Effective Date. The small-scale amendment to the City's *Comprehensive Plan* as set forth herein shall not become effective, in accordance with Section 163.3187(5)(c), *Florida Statutes*, until thirty-one (31) days after the enactment of this Ordinance. If challenged within thirty (30) days after enactment, the small-scale amendment set forth in this Ordinance shall not become effective until the State Land Planning Agency or the Administration Commission, respectively, issues a final order determining that the subject small-scale amendment is in compliance with controlling State law.

So Done this ____ day of _____, 2024.

By: _____
Chris Stein, Mayor
City of Mary Esther, Florida

ATTEST:

Dillon Morris
City Clerk

1st Reading:
Published:
2nd Reading:

Exhibit A: Legal Description

(Tax Identification Parcel No. 16-25-24-1710-000A-006C)

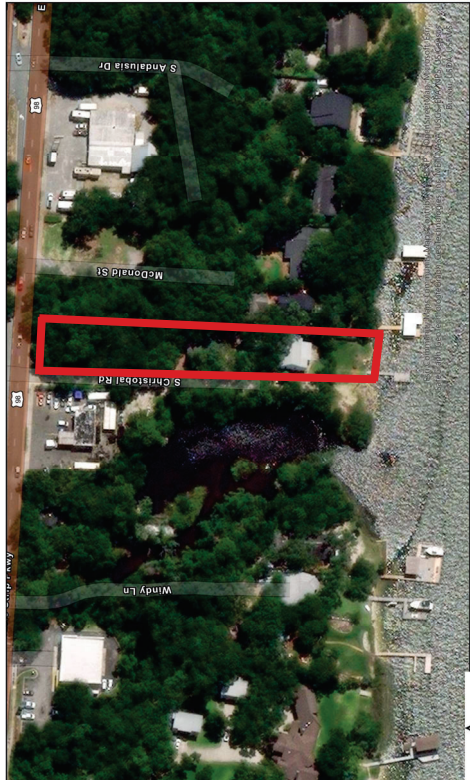
MAC INTIRE S/D N PART LOT 6 BLK A AS OR

(Tax Identification Parcel No. 16-2S-24-1710-0000A-006B) MAC

INTIRE BEG AT INTER OF W LINE LOT

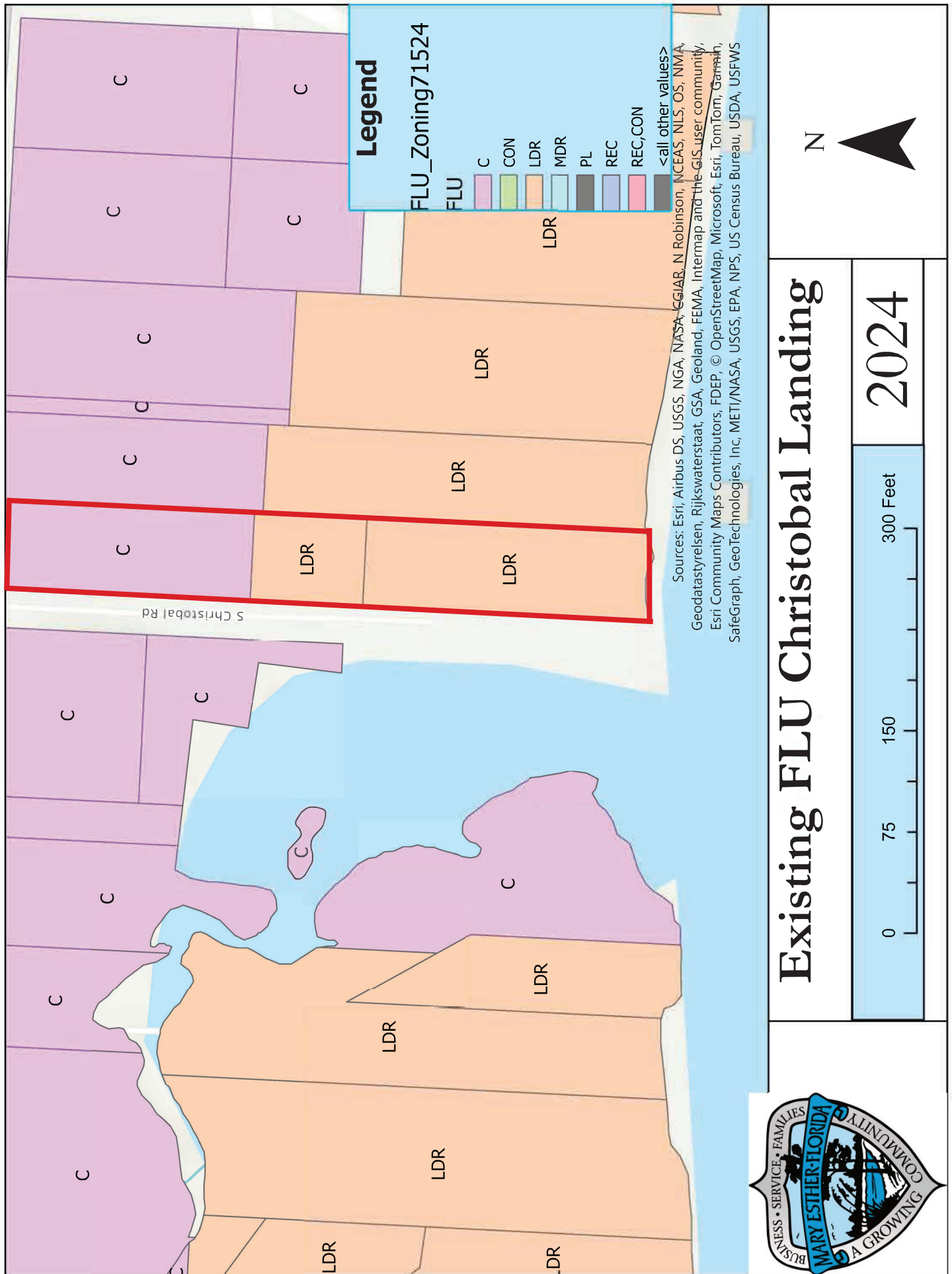
(Tax Identification Parcel No. 16-2S-24-1710-000A-006A) MAC

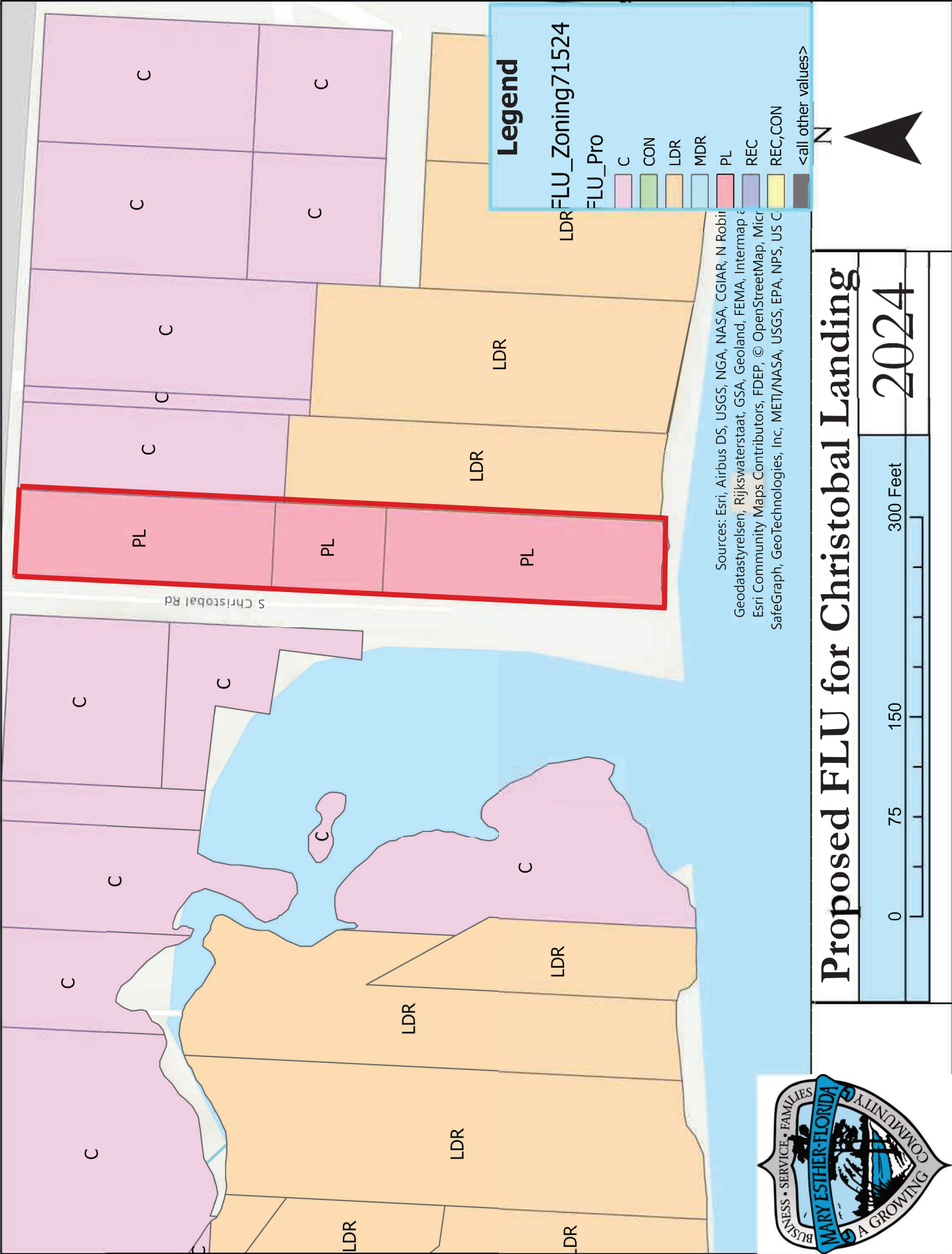
INTIRE S/D SOUTH PART LOT 6 BLK A AS

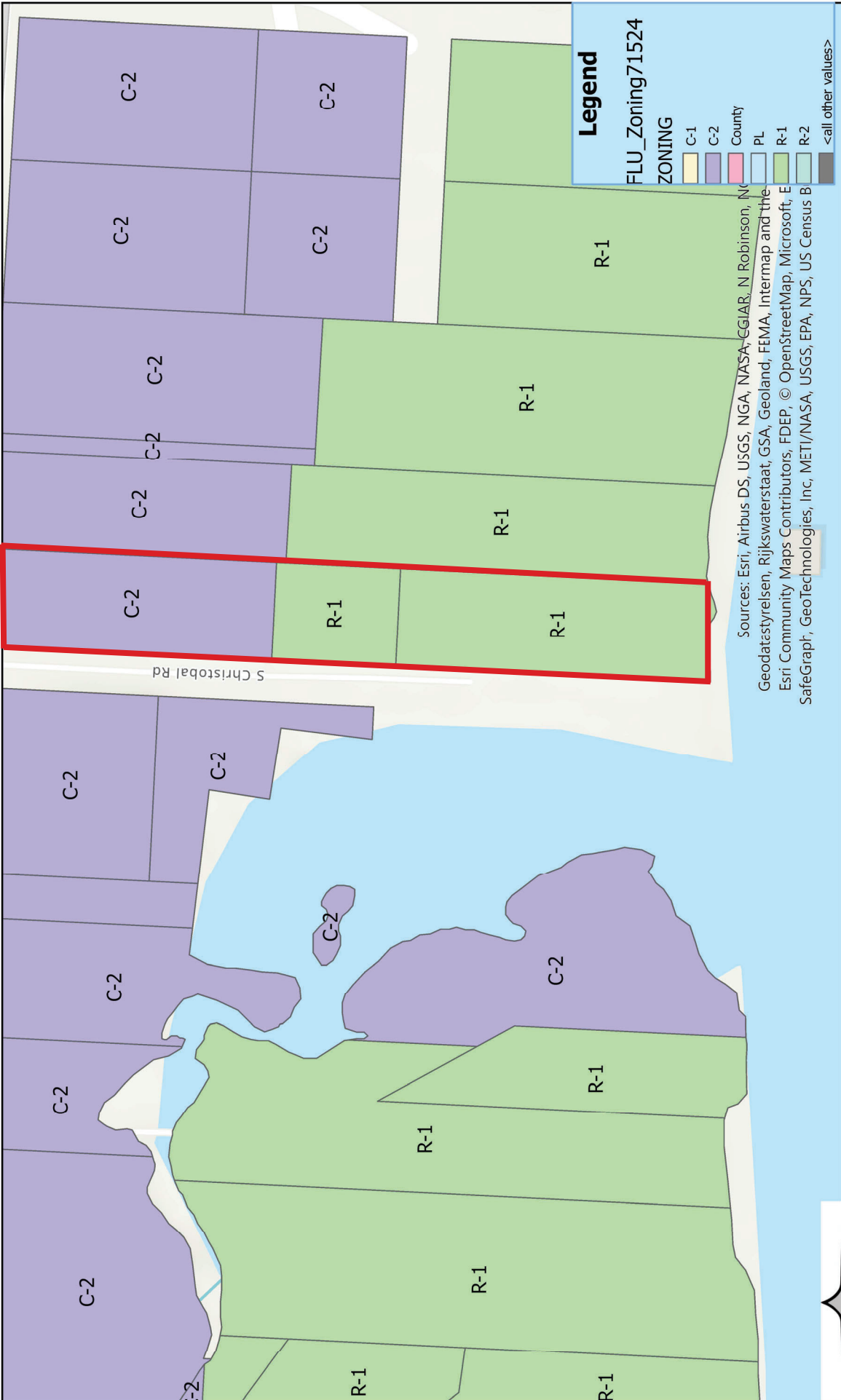


Location Map Christobal Landing 2024

Exhibit C: Existing Future Land Use Map







Current Zoning for Christobal Landing

2024

300 Feet



AGENDA ITEM

Agenda Item 12.5.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: September 4, 2024

SUBJECT: Jacobs Contract Extension

BACKGROUND:

The existing water and sewer operations contract with Jacobs expires on September 30, 2024.

DISCUSSION:

Staff is working with Barge Engineering to prepare a Request for Proposals (RFP) for the water and sewer operations contract. We plan to advertise the RFP in September, with a selection made before the 6-month extension ends.

FINANCIAL IMPACT:

No change in the contract price.

RECOMMENDATION:

Motion to approve the attached Amendment No. 5 to the agreement for operations, maintenance and management services for the City of Mary Esther, Florida with Jacobs/OMI.

ATTACHMENT(S):

1. Jacobs Contract Extension

**AMENDMENT NO. 5
TO THE AGREEMENT
FOR
OPERATIONS, MAINTENANCE AND MANAGEMENT SERVICES
FOR THE CITY OF MARY ESTHER, FLORIDA**

This Amendment No. 5 to the Agreement for Operations, Maintenance and Management Services for the City of Mary Esther, Florida dated June 01, 2020 (the “Agreement”) is made effective this ____ day of _____ 2024 by and between the **City of Mary Esther, Florida**, a non-profit municipal corporation, whose address for any formal notice is 195 Christobal Road, Mary Esther, Florida 32569 (hereinafter “Owner”) and **Operations Management International, Inc.**, a private corporation, with offices at 6312 S. Fiddler’s Green Circle, Suite 300N, Greenwood Village, CO 80111 (hereinafter “OMI”).

WHEREAS, the parties now wish to enter into this Amendment No. 5 to modify and amend certain provisions of the Agreement.

NOW THEREFORE, Owner and OMI agree as follows:

1. Article 5.1 is hereby deleted in its entirety and replaced with the following Article 5.1:
5.1 The parties mutually agree to extend the term of this Agreement to March 31, 2025.
2. Article E.1.1 is hereby deleted in its entirety and replaced with the following Article E.1.1:
E.1.1 The total base fee for the period of October 1, 2024 to March 31, 2025 is Eight Hundred Forty-Four Thousand One Hundred Eighty-One Dollars and Eighty Cents (\$844,180.80) for water, wastewater, collections and distribution, meter reading, and spray field operations.
For the period of October 1, 2024 to March 31, 2025, the annual limits are as follows:

E.1.4.a – Repairs	\$30,000
E.1.4.b – Repairs	\$7,5000
E.1.5 – Solids Disposal	\$10,000
E.1.9 – Electricity	\$50,000

This Amendment No. 5, together with previous Amendments and the Agreement, constitutes the entire agreement between the Parties and supersedes all prior oral and written understandings with respect to the subject matter set forth herein. Unless specifically stated all other terms and conditions of the Agreement shall remain in full force and effect. Neither this Amendment No. 5 nor previous Amendments and the Agreement may be modified except in writing signed by an authorized representative of the Parties.

The Parties, intending to be legally bound, indicate their approval of this Amendment No. 5 by their signatures below.

**OPERATIONS MANAGEMENT
INTERNATIONAL, INC.**

THE CITY OF MARY ESTHER

By: _____

By: _____

Name: Kyle Holder

Name: _____

Title: Geographic Director of Operations

Title: _____

Date: _____

Date: _____

AGENDA ITEM

Agenda Item 12.6.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: September 4, 2024

SUBJECT: Rays Pond Rehabilitation Project Grant Extension

BACKGROUND:

The grant agreement with the Florida Department of Environmental Protection (FDEP) expires on October 31, 2024. It provides up to \$500,000 for rehabilitating Rays Pond and the ditch between the Scottsdale/Springdale neighborhoods and Hurlburt Field.

Rays Pond was previously advertised for bids; however, only one bid was received, and it significantly exceeded the engineer's estimate. Subsequently, the Council rejected bids and directed staff to readvertise the project. Staff is working on a lease agreement with Hurlburt Field for the ditch project.

DISCUSSION:

The attached agreement extends the project deadline to April 30, 2026. Rays Pond was re-advertised for bids on Wednesday, August 28. After a lease agreement is finalized with Hurlburt Field and permits are received from FDEP, the ditch project will be advertised for bids.

FINANCIAL IMPACT:

This grant is \$500,000.

RECOMMENDATION:

Motion to approve Amendment No. 1 to Agreement No. LPA0573 with the Florida Department of Environmental Protection.

ATTACHMENT(S):

1. Amendment No. 1 to Agreement No. LPA0573

**AMENDMENT NO. 1
TO AGREEMENT NO. LPA0573
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
CITY OF MARY ESTHER**

This Amendment to Agreement No. LPA0573 (Agreement) is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and the City of Mary Esther (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for Mary Esther Stormwater Drainage Improvements (Project), effective December 6, 2023; and,

WHEREAS, the Grantee has requested an extension of the Agreement due to bidding and permit delays; and,

WHEREAS, other changes to the Agreement are necessary; and,

WHEREAS, the parties have agreed to amend the Agreement as set forth herein.

NOW THEREFORE, the parties agree as follows:

1. Section 3. of the Standard Grant Agreement is hereby revised to change the Date of Expiration to April 30, 2026. The Department and the Grantee shall continue to perform their respective duties during this extension period pursuant to the same terms and conditions provided in the Agreement.
2. Attachment 3, Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-1, Revised Grant Work Plan, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-1, Revised Grant Work Plan.
3. Exhibit A, Progress Report Form, is hereby deleted in its entirety and replaced with Exhibit A-1, attached hereto and made a part of the Agreement. All references in the Agreement to Exhibit A shall hereinafter refer to Exhibit A-1.
4. All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

CITY OF MARY ESTHER

STATE OF FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION

By: _____
Authorized Signature

By: _____
Secretary or Designee

Chris Stein, Mayor
Print Name and Title

Angela Knecht, Division Director
Print Name and Title

Date: _____

Date: _____

Kiara Douglas, DEP Grant Manager

David M. Taylor, DEP QC Reviewer

List of attachments/exhibits included as part of this Amendment:

<u>Specify Type</u>	<u>Letter/ Number</u>	<u>Description</u>
Attachment	3-1	Revised Grant Work Plan
Exhibit	A-1	Progress Report Form

**ATTACHMENT 3-1
REVISED GRANT WORK PLAN**

PROJECT TITLE: Mary Esther Stormwater Drainage Improvements

PROJECT LOCATION: The Project will be located in the City of Mary Esther within Okaloosa County; Lat/Long (30.4112, -86.6746).

PROJECT BACKGROUND: Ray's Pond is a stormwater pond located within the City of Mary Esther (Grantee) and currently receives stormwater flows in excess of its original design capacity. This Project will regrade the stormwater pond and an existing drainage ditch to increase capacity and redirect some of the stormwater flows to a separate drainage basin. This will result in reduced street and property flooding, while also improving water quality that is discharged into the Santa Rosa Sound.

PROJECT DESCRIPTION: The Grantee will construct stormwater improvements to regrade the existing stormwater pond (Ray's Pond). Approximately 2,700 linear feet of an existing drainage ditch will also be regraded to increase capacity of the ditch and redirect stormwater flows from Ray's Pond to a separate drainage basin.

TASKS: All documentation should be submitted electronically unless otherwise indicated and should be submitted prior to the expiration of the grant agreement.

Task #1: Construction

Deliverables: The Grantee will construct the Mary Esther Stormwater Drainage Improvements in accordance with the construction contract documents.

Documentation: The Grantee will submit: 1) a copy of the final design; 2) a signed summary of activities completed for the period of work covered in the payment request, using the format provided by the Department's Grant Manager. Upon request by the Department's Grant Manager, the Grantee will provide additional supporting documentation relating to this task.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by, and all documentation received by, the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below.

Task No.	Task Title	Budget Category	Grant Amount	Task Start Date	Task End Date
1	Construction	Contractual Services	\$500,000	07/01/2023	10/31/2025
Total:			\$500,000		

Note that, per Section 8.h. of Attachment 1 in the Agreement, authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. Extending the contract end date carries the risk that funds for this project may become unavailable in the future. This should be a consideration for the Grantee with this and future requests for extension.

**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Exhibit A-1
Progress Report Form**

The current **Exhibit A, Progress Report Form** for this grant can be found on the Department's website at this link:

<https://floridadep.gov/wra/wra/documents/progress-report-form>

Please use the most current form found on the website, linked above, for each progress report submitted for this project.

AGENDA ITEM

Agenda Item 12.7.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: September 4, 2024

SUBJECT: Azalea Neighborhood Infrastructure Improvements Grant Extension

BACKGROUND:

The grant agreement with the Florida Department of Environmental Protection (FDEP) expires on December 31, 2024. It provides up to \$1,000,000 for water and sewer improvements in the Azalea and Caswell neighborhoods.

DISCUSSION:

This extension would give us until April 30, 2027, to complete the work. The project should be ready to bid by October 2024.

FINANCIAL IMPACT:

The amount of this award is \$1,000,000.

RECOMMENDATION:

Motion to approve Amendment No. 1 to Agreement No. LPA0326 with the Florida Department of Environmental Protection.

ATTACHMENT(S):

1. LPA0326 A1

**AMENDMENT NO. 1
TO AGREEMENT NO. LPA0326
BETWEEN
FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
AND
CITY OF MARY ESTHER**

This Amendment to Agreement No. LPA0326 (Agreement) is made by and between the Department of Environmental Protection (Department), an agency of the State of Florida, and the City of Mary Esther (Grantee), on the date last signed below.

WHEREAS, the Department entered into the Agreement with the Grantee for Mary Esther Infrastructure Improvements (Project), effective April 10, 2023; and,

WHEREAS, the Grantee has requested an extension of the Agreement due to final design delays; and,

WHEREAS, other changes to the Agreement are necessary; and,

WHEREAS, the parties have agreed to amend the Agreement as set forth herein.

NOW THEREFORE, the parties agree as follows:

1. Section 3. of the Standard Grant Agreement is hereby revised to change the Date of Expiration to October 31, 2027. The Department and the Grantee shall continue to perform their respective duties during this extension period pursuant to the same terms and conditions provided in the Agreement.
2. The following is hereby added to Attachment 1 in Section 8:
State Funds Documentation. Pursuant to section 216.1366, F.S., if Contractor meets the definition of a non-profit organization under section 215.97(2)(m), F.S., Contractor must provide the Department with documentation that indicates the amount of state funds:
 - i. Allocated to be used during the full term of the contract or agreement for remuneration to any member of the board of directors or an officer of Contractor.
 - ii. Allocated under each payment by the public agency to be used for remuneration of any member of the board of directors or an officer of the Contractor.

The documentation must indicate the amounts and recipients of the remuneration. Such information must be posted on the State's contract tracking system and maintained pursuant to section 215.985, F.S., and must be posted on the Contractor's website, if Contractor maintains a website.

3. Attachment 3, Grant Work Plan, is hereby deleted in its entirety and replaced with Attachment 3-1, Revised Grant Work Plan, as attached to this Amendment and hereby incorporated into the Agreement. All references in the Agreement to Attachment 3 shall hereinafter refer to Attachment 3-1, Revised Grant Work Plan.
4. Exhibit A, Progress Report Form, is hereby deleted in its entirety and replaced with Exhibit A-1, attached hereto and made a part of the Agreement. All references in the Agreement to Exhibit A shall hereinafter refer to Exhibit A-1.
5. All other terms and conditions of the Agreement remain in effect. If and to the extent that any inconsistency may appear between the Agreement and this Amendment, the provisions of this Amendment shall control.

The parties agree to the terms and conditions of this Amendment and have duly authorized their respective representatives to sign it on the dates indicated below.

CITY OF MARY ESTHER

STATE OF FLORIDA DEPARTMENT OF
ENVIRONMENTAL PROTECTION

By: _____
Authorized Signature

By: _____
Secretary or Designee

Chris Stein, Mayor
Print Name and Title

Angela Knecht, Division Director
Print Name and Title

Date: _____

Date: _____

Patricia Gedeo, DEP Grant Manager

David M. Taylor, DEP QC Reviewer

List of attachments/exhibits included as part of this Amendment:

<u>Specify Type</u>	<u>Letter/ Number</u>	<u>Description</u>
Attachment	3-1	Revised Grant Work Plan
Exhibit	A-1	Progress Report Form

**ATTACHMENT 3-1
REVISED GRANT WORK PLAN**

PROJECT TITLE: Mary Esther Infrastructure Improvements

PROJECT LOCATION: The Project will be located in the City of Mary Esther within Okaloosa County; Lat/Long (30.4112, -86.6514). See Figure 1 for a location map and site plan.

PROJECT BACKGROUND: In 2020 and 2021, the sanitary sewer main connected to the Azalea Neighborhood experienced multiple sanitary sewer overflows. This Project will provide needed improvements to the wastewater collection system by replacing and rehabilitating antiquated infrastructure. The rehabilitation of this infrastructure will reduce excessive inflow and infiltration reducing the risk of sanitary sewer overflows and improve drinking water service and fire flow capacity to the community.

PROJECT DESCRIPTION: The City of Mary Esther (Grantee) will construct the following within the Azalea Neighborhood: replace/upsized approximately 6,210 linear feet (LF) of water lines; replace/refurbish approximately 6,550 LF of sanitary sewer lines; and refurbish/construct approximately 30 sanitary sewer manholes.

TASKS: All documentation should be submitted electronically unless otherwise indicated and should be submitted prior to the expiration of the grant agreement.

Task 1: Construction

Deliverables: The Grantee will construct Mary Esther Infrastructure Improvements in accordance with the construction contract documents.

Documentation: The Grantee will submit: 1) a copy of the final design; 2) a signed summary of activities completed for the period of work covered in the payment request, using the format provided by the Department's Grant Manager. Upon request by the Department's Grant Manager, the Grantee will provide additional supporting documentation relating to this task.

Performance Standard: The Department's Grant Manager will review the documentation to verify that the deliverables have been completed as described above. Upon review and written acceptance by the Department's Grant Manager, the Grantee may proceed with payment request submittal.

Payment Request Schedule: The Grantee may submit a payment request for cost reimbursement no more frequently than monthly.

PROJECT TIMELINE & BUDGET DETAIL: The tasks must be completed by the corresponding task end date. Cost reimbursable grant funding must not exceed the budget amounts as indicated below. For any Task with a Budget Category of Contractual Services, the Grantee shall submit a copy of the executed subcontract to the Department prior to submitting any invoices for subcontracted work.

Task No.	Task Title	Budget Category	Grant Amount	Task Start Date	Task End Date
1	Construction	Contractual Services	\$1,000,000	07/01/2022	04/30/2027
Total:			\$1,000,000		

Note that, per Section 8 of Attachment 1 of the Agreement, authorization for continuation and completion of work and any associated payments may be rescinded, with proper notice, at the discretion of the Department if the Legislature reduces or eliminates appropriations. Extending the contract end date carries the risk that funds for this project may become unavailable in the future. This should be a consideration for the Grantee with this and future requests for extension.

Figure 1: Project Location



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**STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Exhibit A-1
Progress Report Form**

The current **Exhibit A-1, Progress Report Form** for this grant can be found on the Department's website at this link:

<https://floridadep.gov/wra/wra/documents/progress-report-form>

Please use the most current form found on the website, linked above, for each progress report submitted for this project.

AGENDA ITEM

Agenda Item 12.8.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: September 4, 2024

SUBJECT: CWR Contracting Highway 98 Water Line Break Invoice

BACKGROUND:

A water line break occurred on February 14, 2024, on Highway 98 under the two eastbound lanes. This was a break in a 10-inch water main and occurred during an active FDOT resurfacing project.

DISCUSSION:

During the past several months, the City of Mary Esther and CWR Contracting along with representatives of FDOT have been working on negotiation of a fair price for this repair. During this break, Jacobs maintenance crews repaired the line while hiring Construction Materials to do the excavation, pumping, and backfill. Because it was an active site, CWR Contracting, the contractor, was responsible for repairing the road and made a claim against the City of Mary Esther.

FINANCIAL IMPACT:

The initial claim was for \$58,065.41, but it was negotiated down to \$44,561.04, a difference of \$13,504.37.

RECOMMENDATION:

Motion to approve payment to CWR Contracting for an amount not to exceed \$44,561.04.

ATTACHMENT(S):

1. CWR Contracting Water Line Repair Estimate
2. CWR Contracting Final Invoice

SR 30 (US 98) from W of Josie Rd. to W of Brooks Bridge
Contract: T3843; FIN: 437366-1-52-01
Engineer Estimate: Water Line Break 02/14/2024

Engineer's Estimate					
Item No.	Description	Qty	Unit	Unit Price	Total
1	CWR Paving Crew	1	LS	\$23,614.99	\$23,614.99
2	CWR Earthwork Crew	1	LS	\$14,896.93	\$14,896.93
3	Emerald Coast Milling Services	1	LS	\$5,138.66	\$5,138.66
4	Gulf Coast Traffic Engineers	1	LS	\$910.46	\$910.46
Prime and Sub Total					\$44,561.04

SR 30 (US 98) from W. of Josie Rd to W. of Brooks Bridge
Contract: T3843; FIN: 437366-1-52-01
Engineer Estimate: Water Line Break 02/14/2024

CW Roberts; Paving Crew													
Crew	# Workers	Hours	Rate	Total	Burden (%)	Labor w/ Burden	Equipment	Pieces	Hours	Idle Hours	Rate	Idle Rate	Total
Foreman I	1	4	\$39.38	\$157.52	41.19%	\$222.40	Pickup Truck	1	4	6	\$40.37	\$30.99	\$347.42
Roller Operator	1	4	\$18.75	\$75.00	41.19%	\$105.89	Roller, Hamm HD 120 VIB 2014	2	4	6	\$159.42	\$117.87	\$2,689.80
Roller Operator	1	4	\$18.00	\$72.00	41.19%	\$101.66	Broom, Rosco Sweep Pro 2004	1	4		\$115.89	\$77.25	\$463.56
Paver Operator	1	4	\$19.90	\$79.60	41.19%	\$112.39	JD 624K Front-end Loader	1	4		\$63.93	\$45.48	\$255.72
QC Technician	1	4	\$25.48	\$101.92	41.19%	\$143.90	Paver	1	4	6	\$192.13	\$159.74	\$1,726.96
Screed Operator II	1	4	\$19.50	\$78.00	41.19%	\$110.13	Dump Truck	11	4		\$96.19		\$4,232.36
Screed Operator II	1	4	\$22.78	\$91.12	41.19%	\$128.65	Light Plant	1	4		\$7.00		\$28.00
Loader Operator	1	4	\$18.90	\$75.60	41.19%	\$106.74	Eager Beaver 50GLB Lowboy	1	2		\$30.35		\$60.70
Luteman	1	4	\$21.10	\$84.40	41.19%	\$119.16	Peterbuilt 389 Tractor	1	2		\$67.17		\$134.34
Luteman	1	4	\$16.25	\$65.00	41.19%	\$91.77	Freightliner Distributer Truck	1	4		\$57.38		\$229.52
Luteman	1	4	\$18.00	\$72.00	41.19%	\$101.66							
Dump Truck Driver	11	4	\$20.00	\$880.00	41.19%	\$1,242.47							
MTV Driver	1	4	\$19.00	\$76.00	41.19%	\$107.30							
MTV Driver	1	4	\$18.40	\$73.60	41.19%	\$103.92							
Lowboy Driver	1	2	\$21.00	\$42.00	41.19%	\$59.30							
Distributer Operator	1	4	\$24.85	\$99.40	41.19%	\$140.34							
			Total=	\$2,123.16	Total=	\$2,997.69					Total=		\$10,168.38
Materials	Units	Qty.	Price/unit	Total									
Structural Asphalt	TN	82.14	\$84.39	\$6,931.79									
			Total=	\$6,931.79									

Labor, Equipment & Materials Total=	\$20,097.86
17.5% of Labor, Equip. & Materials Total=	\$3,517.13
Prime Total Cost Including Markup=	\$23,614.99

SR 30 (US 98) from W. of Josie Rd to W. of Brooks Bridge
Contract: T3843; FIN: 437366-1-52-01
Engineer Estimate: Water Line Break 02/14/2024

CW Roberts; Earthwork Crew													
Crew	# Workers	Hours	Rate	Total	Burden (%)	Labor w/ Burden	Equipment	Pieces	Hours	Idle Hours	Rate	Idle Rate	Total
Foreman I	1	5	\$39.38	\$196.90	41.19%	\$278.00	Pickup Truck	1	5	1	\$40.37	\$30.99	\$232.84
Loader Operator	1	5	\$22.85	\$114.25	41.19%	\$161.31	Broom, Rosco Sweep	1	5	1	\$115.89	\$77.25	\$656.70
Laborer	1	5	\$16.00	\$80.00	41.19%	\$112.95	JD 624K Front-end Loader	1	5	1	\$63.93	\$45.48	\$365.13
Laborer	1	5	\$15.75	\$78.75	41.19%	\$111.19	Dump Truck	11	5		\$96.19		\$5,290.45
Dump Truck Driver	11	5	\$20.00	\$1,100.00	41.19%	\$1,553.09	Light Plant	1	5		\$7.00		\$35.00
Bulldozer Operator	1	5	\$19.57	\$97.85	41.19%	\$138.15	Talbert LB Trailer	1	2		\$30.35		\$60.70
QC Technician	1	5	\$34.38	\$171.88	41.19%	\$242.67	Kenworth T880 Tractor	1	2		\$64.46		\$128.92
			Total=	\$1,839.63	Total=	\$2,597.37					Total=		\$6,580.12
Materials	Units	Qty.	Price/unit	Total									
Type B Stabilization	TN	65.58	\$49.50	\$3,246.21									
Regular Excavation (17.9 CY @ \$14.22 / CY)	LS	1	\$254.54	\$254.54									
		Total=	\$3,500.75										

Labor, Equipment & Materials Total=	\$12,678.24
17.5% of Labor, Equip. & Materials Total=	\$2,218.69
Prime Total Cost Including Markup=	\$14,896.93

SR 30 (US 98) from W. of Josie Rd to W. of Brooks Bridge
Contract: T3843; FIN: 437366-1-52-01
Engineer Estimate: Water Line Break 02/14/2024

Emerald Coast Milling Services; Milling Crew													
Crew	# Workers	Hours	Rate	Total	Burden (%)	Labor w/ Burden	Equipment	Pieces	Hours	Idle Hours	Rate	Idle Rate	Total
Foreman I	1	2	\$30.00	\$60.00	41.19%	\$84.71	Pickup Truck	1	2	4	\$40.37	\$30.99	\$204.70
Laborer	2	2	\$18.00	\$72.00	41.19%	\$101.66	Milling Machine	1	2	4	\$584.36		\$1,168.72
Laborer	1	2	\$22.00	\$44.00	41.19%	\$62.12	Light Plant	1	2		\$7.00		\$14.00
Dump Truck Driver	11	2	\$20.00	\$440.00	41.19%	\$621.24	Dump Truck	11	2		\$96.19		\$2,116.18
			Total=	\$616.00	Total=	\$869.73					Total=		\$3,503.60
							Labor, Equipment & Materials Total=						
							\$4,373.33						
							17.5% of Labor, Equip. & Materials Total=						
							\$765.33						
							Prime Total Cost Including Markup=						
							\$5,138.66						

SR 30 (US 98) From W of Josie Rd. to W of Brooks Bridge
Contract: T3843; FIN: 43766-1-52-01
Engineer Estimate: Water Line Break 02/14/2024

Gulf Coast Traffic Engineers; Temporary Striping											
Crew	# Workers	Hours	Rate	Total	Burden (%)	Labor plus Burden	Equipment	Pieces	Hours	Rate	Total
Foreman	1	4	\$41.25	\$165.00	41.19%	\$232.96	Paint Truck	1	4	\$124.18	\$496.72
					Total	\$232.96				Total	\$496.72
Materials	Units	Qty.	Price/unit	Total							
Raised Pavement Marking	EA	2	\$4.30	\$8.60							
Painted Pavement Markings, White, Solid, 6"	GM	0.011	\$1,170.00	\$12.87							
Painted Pavement Markings, Yellow, Solid, 6"	GM	0.011	\$1,230.00	\$13.53							
Painted Pavement Markings, White, Skip, 10-30	GM	0.011	\$925.25	\$10.18							
			Total=	\$45.18							

Labor, Equipment & Materials Total	\$774.86
17.5% of the sum of Labor, Equip. & Mat.	\$135.60
Total Cost Including Markup	\$910.46



C.W. Roberts Contracting, Inc.
3660 Hartsfield Rd
Tallahassee, FL 32303
850-385-5060
FAX: 850-385-5420

INVOICE:

PAGE: 1
DATE: 8/28/2024
TERMS: Net 30 Days

ACCOUNT NO:

SOLD TO: City of Mary Esther
195 Christobal RD N.
Mary Esther, FL 32659

Order: NOI #7: Water Main Break

Location: 1512013.899070

Item	Date	Product	Qty	Rate	Unit Measure	Amount	Tax Amount	Total
1	8/28/2024	02/14/2024 T3843 SR 30 (US 98) NOI#7: Water Main Break	1	\$ 44,561.04	LS	\$ 44,561.04	\$	44,561.04
Subtotal						\$ -	\$ -	\$ 44,561.04
Invoice Total						\$ -	\$ -	\$ 44,561.04
Total Invoice						-----	>	\$44,561.04

AGENDA ITEM

Agenda Item 12.9.

TO: Honorable Mayor and Members of the City Council

FROM: Shawn Lindsey

DATE: September 4, 2024

SUBJECT: Street Sweeper Replacement

BACKGROUND:

The current street sweeper is a 2008 Pelican mechanical sweeper. Over the past two (2) years, it has broken down many times and become unreliable. Street sweepers typically last 7–10 years as primary units. Our sweeper is now 16 years old.

DISCUSSION:

Regenerative air sweepers have better performance. This model also provides an attachment to clean stormwater catch basins.

The dealer offered a \$15,000 trade-in for our current street sweeper. However, I believe we will receive more through a public auction.

FINANCIAL IMPACT:

The price totals \$228,145.

RECOMMENDATION:

Motion to purchase a street sweeper from Tymco for an amount not to exceed \$228,145, contingent on approval of funds within the FY 2025 Budget with delivery after October 1, 2024.

Motion to declare the 2008 Elgin Pelican Sweeper surplus to be sold by public auction.

ATTACHMENT(S):

1. Street Sweeper Sourcewell Contract

Sourcewell Quote Form v2.0 - Sourcewell Contract #111522-TYM
Feb. 2, 2023 - Feb. 3, 2027



Customer / Sourcewell Member: City of Mary Esther, FL
Sourcewell Member #: 120963
Quote Date: 8/28/2024
Quote Validity: 30 Days
Quoted By: Kaye Morgan
TYMCO Dealer: Ingram Equipment Co.

Purchasing Details: Issue Purchase Orders to TYMCO, Inc., ATTN: Kaye Morgan
(kaye.morgan@tymco.com | 254-799-5546).

Quote is Good for 30 Days (Unless Otherwise Noted Above) | Pricing is Quoted in US Dollars (USD) | Payment Terms: Net 30 Days

MODEL 435® SWEEPER STANDARD EQUIPMENT

Auxiliary Engine: Kubota V2403-CR-TE48 Final Tier-4 turbocharged diesel liquid cooled; 4 cyl.; 148.5 CID; 56 HP @ 2100 RPM; Torque: 140 ft. lbs. @ 2100 RPM; includes fuel/water separator, Donaldson PowerCore® air filter with pre-cleaner. Includes Kubota Standard Warranty coverage 2 Years / 2000 Hours, contact factory for details.

Abrasion Protection Package: Standard hopper screen; separator liner; pick-up head suction nozzle liner and pressure wear pads; heavy duty pressure and suction hoses.

Auxiliary Engine Protection System: Engine ECU to provide automatic engine monitoring with derate or shutdown when engine problem is detected such as high coolant temperature, low coolant level or low oil pressure.

Auxiliary Fuse Panel: A +12VDC fused power source panel for any needed additional electrical components or accessories i.e. radios, warning lights, controls, etc.

Back-Up Alarm: ECCO Model 510; SAE Type C 97dB

BlueLogic® Control System: Multiplexed electrical system includes hardware and TYMCO designed software that integrates the in-cab controls to the auxiliary engine and all sweeper functions; as well as provides intelligent safety features. The BlueLogic Control System provides sweeper and auxiliary engine data to the operator through the touchscreen display and the multiplexed switch pack. The display is pedestal mounted for improved visibility and includes hour meters (Trip and Total) for the auxiliary engine, pick-up head, blower, gutter brooms and water pump if applicable; sweeper odometer (records curb miles swept and sweeping hours), service reminders, custom reminders,

Duo Skids: Warranted for 2 Years / 2000 hours prorated

Dust Control System: 150 gallon capacity translucent polyethylene water tank; 5 gpm electric diaphragm type pump; low water warning/indicator; spray nozzles at gutter broom and spray nozzle inside hopper, individually controlled; flexible 20-foot long water fill hose with 2-1/2" quick disconnect coupling; 3/4" garden hose fill connection. 150 Gallon Capacity only available on Conventional Truck Package & Isuzu NQR 150" wheel base trucks

Dust Separator Cleanout Plug Extension Handle

Gutter Broom, Left; LED Floodlight and Parabolic Mirror: Left side mounted 36" diameter steel vertical digger type; 10.5" parabolic mirror.

Hopper Drip-Edge Extension: Rubber belting extends horizontal reach 7".

Hopper Door Opening: Dimension 77-1/4" X 70", screen lifts with door.

Hopper Inspection Door

Hopper Safety Prop: Integral with frame and hopper.

Hydraulic System Filter Restriction Indicator: External; mounted in filter manifold.

Hydraulic Tank Sight/Temperature Gauge: External; mounted on tank.

LED Alternating Warning Light Set: Rear mounted oval lights (2).

LED Stop/Turn/Tail/Clearance Lights

Pressure Bleeder: Air pressure deflected out, allowing additional suction across front of pick-up head. Cable operated.

Rear Bumper Pads

Rear Mounted LED Floodlight (1)

Rear Storage Compartments: Two rear storage compartments with a total 26.6 cubic foot capacity.

Rubber Lined Blower: Warranty: 1 Year / 1,000 Hours Prorated

435 Storage Compartment: A modular design multi-chamber compartment with a combined 55 cubic foot protected storage capacity, accessible from left or right hand side through large gull wing doors; auxiliary engine and blower area is easily accessed through swing away side access panels.

Sweeper Warranty: 1 Year / 1000 Hours. Contact factory for details.

Section / Type	Qty	Model 435® Sweeper and Cab/Chassis Equipment	Sourcewell Price	Sourcewell Ext (Includes 5% Discount)
435000	1	Model 435® Sweeper with Standard Equipment (Base Price)	\$114,317.00	\$108,601.00
1	AUXILIARY ENGINE HYDRAULIC OPTIONS:			
Unpublished	1	Auxiliary Engine In-Cab Air Filter Restriction Indicator w/ Gauge	\$527.00	\$500.00
435053	1	Auxiliary Hydraulic System	\$1,232.00	\$1,170.00
2	GUTTER BROOM OPTIONS:			
435013	1	Gutter Broom, Twin; LED Floodlights & Parabolic Mirrors	\$3,032.00	\$2,880.00
435093	1	Gutter Broom Tilt Adjuster: Right	\$900.00	\$855.00
435093	1	Gutter Broom Tilt Adjuster: Left	\$900.00	\$855.00
435070	1	Gutter Broom Variable Speed: Right and Left	\$853.00	\$810.00
3	DUST CONTROL SYSTEM OPTIONS:			

Section / Type	Qty	Model 435® Sweeper and Cab/Chassis Equipment	Sourcewell Price	Sourcewell Ext (Includes 5% Discount)
Unpublished	1	Additional Left Gutter Broom Nozzle	\$422.00	\$400.00
Unpublished	1	Additional Right Gutter Broom Nozzle	\$422.00	\$400.00
Unpublished	1	Additional Pressure Transition Nozzle	\$422.00	\$400.00
Unpublished	1	Additional Hopper Nozzle	\$422.00	\$400.00
Unpublished	1	Extra Water Capacity - COMDEX® (Exchange): 217 Gallons *Requires NQR 132.5" WB Truck Only*	\$1,579.00	\$1,500.00
435005	1	Hi/Low Pressure Wash Down System	\$1,895.00	\$1,800.00
Unpublished	1	Hydrant Wrench	\$53.00	\$50.00
Unpublished	1	Shop Air Purge	\$422.00	\$400.00
4	HOPPER OPTIONS:			
435084	1	Dump Switch in Cab	\$237.00	\$225.00
435090	1	Hopper Deluge System	\$474.00	\$450.00
435088	1	Hopper "Up" Alarm	\$237.00	\$225.00
5	PICK-UP HEAD OPTIONS:			
435079	1	Auto Sweep Interrupt (ASI)	\$1,137.00	\$1,080.00
435063	1	Pick-Up Head Curtain Lifter	\$1,706.00	\$1,620.00
Unpublished	1	Pick-Up Head Pressure Inlet Water Injection System	\$1,895.00	\$1,800.00
Unpublished	1	Removable Front Curtain Set	\$264.00	\$250.00
Unpublished	1	Skid Bumper Extension Set (3")	\$264.00	\$250.00
6	AUXILIARY HAND HOSE OPTIONS:			
7	STAINLESS STEEL OPTIONS:			
435097	1	Stainless Steel Hopper (Exchange)	\$11,085.00	\$10,530.00
Unpublished	1	Stainless Steel Auxiliary Hand Hose	\$1,053.00	\$1,000.00
Unpublished	1	Stainless Steel Blower Housing (Exchange)	\$1,579.00	\$1,500.00
8	CONVENTIONAL TRUCK OPTION:			
9	SWEEPER ADDITIONAL OPTIONS:			
Unpublished	1	CurbView™ Camera System: Right Side Gutter Broom View	\$6,316.00	\$6,000.00
Unpublished	1	CurbView™ Pick-Up Head Camera (Additional)	\$1,053.00	\$1,000.00
Unpublished	2	Floodlight - LED (Additional): Price per Each	\$211.00	\$400.00
	Location: Pick-Up Head - Left & Right			
Unpublished	1	Sweeper Paint: TYMCO Standard White	\$0.00	\$0.00
10	UNPUBLISHED SPECIAL SWEEPER OPTIONS:			
Section / Type	Qty	Model 435® Cab/Chassis Equipment	Sourcewell Price	Sourcewell Ext
11	CAB CHASSIS:			
435703	1	2024 Isuzu NQR, 17,950 lb. GVWR, 150" WB, Diesel *Incl. Mechanical Seat & Power Mirrors	\$74,970.00	\$74,970.00
Unpublished	1	UPGRADE: 2024 Isuzu NQR 132.5" WB *Incl. Mechanical Seat & Power Mirrors	\$0.00	\$0.00
12	CHASSIS ADDITIONAL OPTIONS:			
Unpublished	1	Fire Extinguisher	\$100.00	\$100.00
Unpublished	1	Hazard Reflectors	\$100.00	\$100.00
Unpublished	1	LED Alternating Warning Light Set: Front Bumper (Isuzu Only)	\$450.00	\$450.00
Unpublished	1	LED Alternating Warning Light Set: Rear Bumper (Additional)	\$450.00	\$450.00
Unpublished	1	LED Amber Light Bar: Cab Mounted	\$1,800.00	\$1,800.00
Unpublished	1	LED Amber Traffic Directing Light: Rear Mounted	\$800.00	\$800.00
Unpublished	2	Parabolic Mirror Head: 12" (Exchange)	\$75.00	\$150.00
Unpublished	1	Truck Paint: Standard Factory White	\$0.00	\$0.00
13	UNPUBLISHED SPECIAL CHASSIS OPTIONS:			
Unpublished	1	Battery Disconnect Switch	\$450.00	\$450.00
14	DEALER UNPUBLISHED OPTIONS:			
15	TOTAL COST OF ACQUISITION COSTS			
	1	Freight / PDI / Inservice	\$1,976.00	\$1,976.00

Section / Type	Qty	Model 435® Sweeper and Cab/Chassis Equipment	Sourcewell Price	Sourcewell Ext (Includes 5% Discount)
Purchasing Details: Issue Purchase Orders to TYMCO, Inc., ATTN: Kaye Morgan (kaye.morgan@tymco.com 254-799-5546). Quote is Good for 30 Days (Unless Otherwise Noted Above) Pricing is Quoted in US Dollars (USD) Payment Terms: Net 30 Days				

Total Price:	\$228,145.00
FOB:	Mary Esther, FL
Delivery ARO:	30-60 Days - See NOTE Below

**Pricing Details: TYMCO, Inc. offers Sourcewell Members a 5% discount on all base sweeper models and sweeper options from the Sourcewell Price Catalog (Base + Items in Sections 1 through 10). Chassis, chassis options, dealer unpublished options and Total Cost of Acquisition Costs (Items in Sections 11 – 15) are not discountable. The Sourcewell Discount shown above is reflective of 5% of all applicable items on this quote.*

Notes	1.	NOTE: Delivery Subject to Truck Availability.
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