

SECTION 013516

ALTERATION PROJECT PROCEDURES

PART 1 - GENERAL

- 1.1 RELATED DOCUMENTS
Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.
- 1.2 SUMMARY
- A. Section includes:
1. Products and installation for patching and extending Work within construction areas of existing facilities.
 2. Providing transition and adjustments
 3. Repair of damaged surfaces and finishes
- B. Related Sections include the following:
1. Division 01 Section 015000 "Temporary Facilities and Controls" for construction of temporary fire-rated partitions to separate existing occupied areas from construction areas.
- 1.3 OCCUPANCY, ACCESS, AND PROTECTION
- A. Entire existing facility or any portion thereof will be occupied during progress of construction for conduct of normal operations. Phase Work in accordance with Section 011000, "Summary".
- B. Cooperate with Owner in scheduling operations to minimize conflict and to permit continuous usage. Perform work not to interfere with operations of occupied areas.
- C. Existing facilities will remain in full operation during execution of this Work. Exercise every precaution to ensure safety and protection for existing facilities, occupants, merchandise, pedestrians, and vehicles. The following must meet required codes and accessibility requirements.
1. Maintain safe access and egress at all times for occupants, pedestrians, and vehicles.
 2. Provide protection to prevent damage to facilities, merchandise, and vehicles from dust, water, weather, and other similar harmful elements. Refer to Section 015000, "Temporary Facilities and Controls" for additional requirements.
 3. Maintain exiting from facilities to provide safe passage complying with applicable codes.
- 1.4 SCHEDULING OF WORK
- A. Make arrangements with Owner and schedule Work to avoid interference with normal operations of occupied areas. Submit schedule and summary of applicable Work within occupied areas and obtain Owner approval not less than two (2) days prior to commencement of such Work.
1. Requests for use of certain existing loading docks, passage ways, and other similar spaces within areas outside limits of construction operations will be limited to day-by-day basis and must be approved in advance by Owner.
- B. Coordinate access and scheduling of Work within tenant areas with Owner.
- 1.5 TORCH-CUTTING AND WELDING PROCEDURES
- A. Notify Owner in advance of torch-cutting and welding operations performed within occupied areas; obtain approval prior to proceeding with such operations.
1. Neither open-flame torch-cutting, welding nor arc-welding are allowed without having secured appropriate permit from Fire Marshal or authority having jurisdiction.
 2. Keep portable fire extinguisher of appropriate class within reach during welding or torch-cutting operations.
 3. Screen arc-welding from vision of passersby.
- B. Maintain a "Fire Watch" for minimum of sixty (60) minutes after completion of each torch-cutting and welding operation.
- 1.6 UTILITY SERVICE OUTAGES
- A. Keep utility and service outages to minimum and perform only after written approval of Owner is received.
1. Requests for outages will not be considered unless they include an identification of areas which will be affected by proposed outage.
 2. Schedule outages for times other than normal business hours.
 3. Make requests for outages minimum of five (5) calendar days in advance of proposed outage.
- B. Contractor: Responsible for investigating utility and service lines to determine effect of outage upon

building operations outside of limit of operations. Obtain approval in advance from Owner to execute investigations.

1.7 KEYS

- A. When necessary to perform Work, Owner will issue keys to existing mechanical/electrical equipment spaces.
- B. Return keys at end of warranty period.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Type and Quality of Existing Products: Use products or types of construction that exist in structure, as needed to patch, extend, or match existing Work.
 - 1. Generally, Contract Documents do not define products or standards of workmanship present in existing construction.
 - 2. Determine by inspecting and testing products where necessary, referring to existing work as quality standard.
- B. New Materials: Comply with Specifications for each product involved.
 - 1. Match existing products and work for patching existing work.
- C. Materials for Temporary Fire-Rated Partitions: Comply with provisions of Division 01 Section 015000 "Temporary Facilities and Controls".
- D. Salvaged Materials: Salvage sufficient quantities of cut or removed material to replace damaged Work of existing construction, when material is not readily obtainable on current market.
 - 1. Store salvaged items in dry, secure place on site.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Comply with provisions of Division 01 Section 017300, "Execution".
 - 1. Responsible for verifying existing conditions to determine that all areas meet constructability and are ready for alteration and remodeling.
- B. Discrepancies: Verify dimensions and elevations indicated in layout of existing work.
 - 1. Prior to commencing work, carefully compare and check Contract Documents for discrepancies in locations or elevations of work to be executed.
 - 2. Refer discrepancies among Drawings and existing conditions to Design Professional for adjustment before work affected is performed.

3.2 PREPARATION

- A. Construct temporary fire-rated partitions to separate existing occupied areas from construction and alteration areas. Comply with provisions of Division 01 Section 015000, "Temporary Facilities and Controls".
- B. Cut, move, or remove items as necessary for access to alteration and renovation Work.
 - 1. Remove unsuitable material not marked for salvage, such as rotted wood, corroded metals, deteriorated masonry and concrete, and other deteriorated materials. Replace materials as specified for finished Work.
 - 2. Remove debris and abandoned items from area and from concealed spaces.
- C. Cutting and Removal: Perform cutting and removal work to remove minimum necessary, and in manner to avoid damage to adjacent work. Cut finish surfaces such as masonry, tile, plaster, or metals by methods to terminate surfaces in straight line at natural point of division.
- D. Prepare surfaces and remove surface finishes as necessary to provide for proper installation of new materials and finishes.
- E. Close openings in exterior surfaces to protect existing Work from weather and extremes of temperature and humidity. Insulate ductwork and piping to prevent condensation in exposed areas.
- F. Provide temporary barriers and closures to control operations to prevent spread of dust to occupied portions of building; refer to Division 01 Section 015000, "Temporary Facilities and Controls".

3.3 INSTALLATION

- A. Coordinate Work of alterations and renovations to expedite completion and to accommodate Owner occupancy.
- B. Remove, cut, and patch Work in manner to minimize damage and to provide means of restoring products and finishes to specified condition.
 - 1. Refinish visible existing surfaces to remain in renovated rooms and spaces, to specified condition for each material, with neat transition to adjacent finishes.

- C. Install products as specified in individual Specification sections.
- D. Where new Work abuts or aligns with existing, perform smooth and even transition to match existing adjacent surface in texture and appearance.
 - 1. When finished surfaces are cut so that smooth transition with new Work is not possible, terminate existing surface along straight line at natural line of division and request instructions from Design Professional as to method of making transition.

3.4 ADJUSTMENTS

- A. Where removal of partitions or walls results in adjacent spaces becoming one, rework floors, walls, and ceilings to provide smooth plane without breaks, steps, or soffits.
- B. Trim existing doors as necessary to clear new floor finish. Refinish trim as required.
- C. Fit Work at penetrations of surfaces as specified in Division 01 Section 017300, "Execution".
- D. Patch or replace portions of existing surfaces which are damaged, lifted, discolored, or showing other imperfections. Repair substrate prior to application of finishes.

3.5 FINISHES

- A. Finish new surfaces as specified in individual Specification sections.
- B. Finish patches to produce uniform finish and texture over entire area. When finish cannot be matched, refinish entire surface to nearest intersections.

3.6 CLEANING

- A. Comply with Division 01 Section 017700, "Closeout Procedures". Thoroughly clean areas and spaces affected by Work. Completely remove paint, mortar, oils, putty and items of similar nature.
- B. Clean Owner occupied areas daily. Clean spillage, overspray, and heavy collection of dust in Owner occupied areas immediately.

END OF SECTION