

SECTION 01 30 00 {01300}

ADMINISTRATIVE REQUIREMENTS

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This section expands requirements regarding coordination, field engineering and layout, cutting and patching, and meetings, described to permit direct reference from individual product specification sections.

This section is based on premise of using Owner-Contractor Agreement, General Conditions, and associated documents published by AIA or EJCDC delineating contractual requirements for the Work. This section supplements those requirements. When other documents are used for Project Manual, edit this text accordingly.

Edit this section carefully to specify only necessary project requirements, avoiding unnecessary project costs.

Contact the CSRF Support Center at supportcenter@csrf.org to submit comments or suggestions for improvements to this specification. Visit the SPECTEXT web site at www.spectext.com for current product announcements.

PART 1 GENERAL

1.1 SECTION INCLUDES

Edit the following listing depending on whether relevant articles are contained within final edited section or not.

- A. Coordination and project conditions.
- B. Field engineering.
- C. Preconstruction meeting.
- D. Site mobilization meeting.
- E. Progress meetings.
- F. Pre-installation meetings.
- G. Cutting and patching.
- H. Special procedures.

1.2 COORDINATION AND PROJECT CONDITIONS

- A. Coordinate scheduling, submittals, and Work of various sections of Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements [, with provisions for accommodating items installed later].
- B. Verify utility requirements and characteristics of operating equipment are compatible with building utilities. Coordinate work of various sections having interdependent responsibilities for installing, connecting to, and placing in service, operating equipment.
- C. Coordinate space requirements, supports, and installation of mechanical and electrical Work indicated diagrammatically on Drawings. Follow routing shown for pipes, ducts, and conduit, as closely as practicable; place runs parallel with lines of building. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- D. In finished areas [except as otherwise indicated], conceal pipes, ducts, and wiring within construction. Coordinate locations of fixtures and outlets with finish elements.
- E. Coordinate completion and clean-up of Work of separate sections in preparation for Substantial Completion [and for portions of Work designated for Owner's [partial] occupancy].
- F. After Owner occupancy of premises, coordinate access to site for correction of defective Work and Work not in accordance with Contract Documents, to minimize disruption of Owner's activities.

1.3 FIELD ENGINEERING

- A. Employ Land Surveyor registered [at Project location] [in State of [_____]] and acceptable to [Architect/Engineer.] [_____].
- B. [Owner will locate] [Locate] and protect survey control and reference points. Promptly notify Architect/Engineer of discrepancies discovered.