# PART 1 - GENERAL

## 1.1 SUMMARY

A. The Section further describes basic Contract definitions, specification format and content explanations, and industry standards in the Contract Documents.

## 1.2 DEFINITIONS

A. Accepted: The term "accepted" is used in conjunction with the A/E's duties and responsibilities as stated in the conditions of the Contract.

B. Concealed: Spaces out-of-sight such as above ceilings, below floors, between double walls, furred-in areas, pipe and duct shafts, and similar spaces.

C. Directed: Terms such as directed, requested, authorized, selected, approved, required, and permitted mean directed by the A/E, requested by the A/E, and similar phrases.

D. Exposed: Open to view. For example, pipe installed in a walkway tunnel or pipe installed in a room and not covered by other construction.

E. Furnish: Supply and deliver to Project site, ready for unloading, unpacking, assembly, installation, and similar subsequent requirements.

F. Indicated: The term "indicated" refers to graphic representations, notes, or schedules on the Drawings, or other paragraphs or schedules in the Specifications, and similar requirements in the Contract Documents. Terms such as shown, noted, scheduled, and specified are used to help the reader locate the reference.

G. Install: Operations at Project site to place in position for service or use including unloading, unpacking, assembly, erection, placing, anchoring, applying, working-to-dimension, finishing, curing, protection, cleaning, and similar requirements.

H. Installer: An installer is the contractor or another entity engaged by the Contractor, either as an employee, Subcontractor, or contractor of lower tier, to perform a particular construction activity, including installation, erection, application, and similar operations. Installers shall be experienced in the operations they are engaged to perform.

I. Project site: Is the space available to the Contractor for performing construction activities, either exclusively or in conjunction, with others performing other work as part of the Project. The extent of the Project site is shown on the Drawings and may or may not be identical with the description of the land on which the Project is to be built. Certain construction activities may extend beyond the Project site.

J. Provide: Furnish and install, complete and ready for intended use.

K. Regulations: The term "regulations" includes laws, codes, ordinances, statutes, and lawful orders issued by authorities having jurisdiction (AHJ) , as well as rules, conventions, and agreements within the construction industry that control performance of the Work.

L. Trades: Using terms such as carpentry does not imply that certain construction activities must be performed by accredited or unionized individuals of a corresponding generic name, such as carpenter. It also does not imply that requirements specified apply exclusively to tradespersons of the corresponding generic name.

1.3 SPECIFICATION FORMAT AND CONTENT EXPLANATION

A. Specification Format: These Specifications are organized into divisions and sections based on the Construction Specification Institute's (CSI) Master Format.

1. Title: The Specifications are divided into division and section for the convenience of writing and using. The titles of these are not intended to imply a particular meaning or to fully describe the work of each division, subdivision, or section and are not an integral part of the text which specifies the requirements.

2. Three Part Section: Each section of Specifications has been subdivided into three parts for uniformity and convenience (Part 1 – GENERAL, Part 2 - PRODUCTS, and Part 3 - EXECUTION). These do not imply a particular meaning and are not an integral part of the text which specifies requirements. Where text for one of the parts is lacking due to project requirements, the part title is included followed by the words "Not Used."

| Level of Indexing | Nomenclature | Letters & Punctuation | Identified | Example |
|---|---|---|---|---|
| 1st | Part | Upper Case | Numerical | PART 1 - GENERAL |
| 2nd | Heading | Upper Case | Numerical | 1.1 SUMMARY |
| 3rd | Paragraph | Upper/Lower Case | Letter | A. General |
| 4th | Subparagraph | Upper/Lower Case | Numerical | 1. General |
| 5th | Subparagraph | Upper/Lower Case | Letter | a. General |
| 6th | Subparagraph | Upper/Lower Case | Numerical | (1) General |

B. Specification Content: This Specification uses certain conventions regarding the style of language and the intended meaning of certain terms, words, and phrases when used in particular situations or circumstances. The conventions are explained as follows:

1. Abbreviated language: Abbreviated words and meanings used in the Contract Documents shall be interpreted as appropriate. Words implied, but not stated, shall be interpreted as appropriate. Words implied, but not stated, shall be interpolated as the sense requires. Singular words will be interpreted as plural and plural words interpreted as singular where applicable as the context of the Contract Documents indicate.

2. Imperative and streamlined language is used generally in the Specifications. Requirements expressed in the imperative mood are to be performed by the Contractor. At certain locations in the Text, subjective language is used for clarify to describe responsibilities that must be fulfilled indirectly by the Contractor, or by others when so noted.

    a. The words 'shall be' are implied wherever a colon (:) is used within a sentence or phrase.

1.4 INDUSTRY STANDARDS

A. Applicability of Standards: All construction shall be in accordance with industry standards. Except where 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 the industry standards in effect as of the Bid date of the Contract Documents.

C. Conflicting Requirements: Where compliance with two (2) or more standards are specified and where the standards may establish, different or conflicting requirements for minimum quantities or quality levels, the Contractor shall promptly report to the A/E, in writing, requesting a decision before proceeding with the Work.

    1. 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 the requirements.

D. Copies of Standards: Each entity engaged in construction on the Project is required to be familiar with industry standards applicable to its construction activity. Copies of applicable standards are not bound within the Contract Documents.

    1. Where copies of standards are needed to perform a required construction activity, the Contractor shall obtain copies directly from the publication source.

E. Abbreviations and Names: Trade association names and titles of general standards are frequently abbreviated. Acronyms or abbreviations, as referenced in Contract Documents are defined to mean the recognized name of the trade association. Names and addresses are subject to change and are believed, but not assured, to be accurate and up-to-date as of the date of the Contract Documents. Refer to the latest edition of the "Encyclopedia of Associations" published by Thomson Gale for a listing of associations and general standards abbreviations.

F. Federal Government Agencies: Names and titles of federal government standard - or Specification -producing agencies are often abbreviated. Acronyms or abbreviations

referenced in the Contract Documents may indicate names of standard - or Specification-producing agencies of the federal government. Names are subject to change and are believed, but are not assured, to be accurate and up-to-date as of the date of the Contract Documents.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

**END OF SECTION**