

Bannon Lakes
Community Development District
August 18, 2026

AGENDA

Bannon Lakes

Community Development District

475 West Town Place, Suite 114, St. Augustine, FL 32092

Phone: 904-940-5850 - Fax: 904-940-5899

August 11, 2026

Board of Supervisors
Bannon Lakes Community Development District

Dear Board Members:

The Bannon Lakes Community Development District Meeting is scheduled for **August 18, 2026 at 6:00 p.m.** at Bannon Lakes Amenity Center, 435 Bannon Lakes Boulevard, St. Augustine, Florida 32095.

- I. Call Order
- II. Audience Comments
- III. Consideration of Minutes of the July 21, 2026 Meeting
- IV. Ratification of Landscape and Irrigation Maintenance Services Agreement with The Greenery
- V. Discussion of:
 - A. Pond Ownership
 - B. Trees on Pond Banks
 - C. Revised Presentation from Micamy Design Studio Regarding Fitness Center
 - D. Fitness Expansion Project Specifications
- VI. Consideration of:
 - A. Resolution 2026-08, Approving Request for Proposal Documents for the District Amenity Facility Expansion Project
 - B. Conveyance Tract 2A-4 and 2A-6
 - C. Non - Exclusive Easement Agreement for Access and Maintenance
- VII. Staff Reports
 - A. Attorney
 - B. Engineer

C. District Manager - Fiscal Year 2027 Goals and Objectives

D. General Manager - Report

VIII. Audience Comments

IX. Supervisor's Requests

X. Financial Reports

A. Balance Sheet and Statement of Revenues & Expenditures for the Period
Ending July 31, 2026

B. Assessment Receipt Schedule

C. Approval of June Check Register

XI. Next Scheduled Meeting: September 15, 2026 at 6:00 p.m. at Bannon
Lakes Amenity Center

XII. Adjournment

THIRD ORDER OF BUSINESS

**MINUTES OF MEETING
BANNON LAKES
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the Bannon Lakes Community Development District was held on Tuesday, **July 21, 2026**, at 6:00 p.m. at the Bannon Lakes Amenity Center, 435 Bannon Lakes Boulevard, St. Augustine, Florida 32095.

Present and constituting a quorum were:

Michael Sheldon	Chairman
Kim Crenier	Vice Chairperson
Sandy Gehring	Assistant Secretary
Thomas Cooper	Assistant Secretary
John Ter Louw	Assistant Secretary

Also present were:

Matt Biagetti	District Manager, GMS
Hunter Hurley <i>by phone</i>	District Counsel, Kutak Rock
Emily Wright	Amenity Manager, RMS
Jeff Johnson	Operations Manager, RMS
Mike Lucas	Basham & Lucas
Victoria Vigarino	Micamy Designs

FIRST ORDER OF BUSINESS

Roll Call

Mr. Biagetti called the meeting to order at 6:00 p.m. Five Supervisors were in attendance in person constituting a quorum.

SECOND ORDER OF BUSINESS

Audience Comments

Mr. Biagetti opened the public comment period for agenda items only. There being no comments, the Board moved on to the next agenda item.

THIRD ORDER OF BUSINESS**Approval of Minutes of the June 16, 2026, Meeting**

Mr. Biagetti presented the minutes of the June 16, 2026, meeting which were included in the agenda package. A correction was noted in the General Manager's Report regarding the date and description of the summer event. The minutes stated that the summer event was held on May 6; however, the summer event was held on June 6. The Board requested that the minutes be revised accordingly.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, the Minutes of the June 16, 2026, Meeting, were approved as amended.

FOURTH ORDER OF BUSINESS**Approval of Minutes of the Continued June 22, 2026, Meeting**

Mr. Biagetti presented the minutes of the June 22, 2026, meeting which were included in the agenda package. There being no comments or revisions, a motion was made to approve the minutes.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, the Minutes of the June 22, 2026, Meeting, were approved.

FIFTH ORDER OF BUSINESS**Presentation from Micamy Design Studio Regarding Fitness Center Expansion**

Ms. Vigarino with Micamy Design Studio, working with Basham and Lucas Architecture, presented the proposed interior design and finish selections for the fitness center expansion. She explained that the intent was to update the finishes in the existing fitness areas while creating a cohesive transition into the new fitness and aerobics room.

The presentation included two potential color palettes incorporating blue/teal and green tones that complement the existing clubhouse finishes. Proposed improvements included new tile flooring in the corridor and restroom areas, commercial-grade rubber flooring throughout the existing and new fitness rooms, updated wall finishes, commercial wallpaper accents, durable wall protection/wainscoting, upgraded wall base, and a tile backsplash at the water fountain area.

The proposed rubber flooring was described as a commercial product with the appearance of luxury vinyl plank flooring but with durability, cushioning, and impact resistance needed for

fitness facilities. The Board reviewed samples and discussed the product's thickness, durability, maintenance, and ability to withstand dropped weights. Ms. Vigarino advised that the products are commercially rated, easy to clean, and generally carry warranties of approximately ten years or more. Similar products installed at other clubhouses were reported to have performed well over approximately fifteen years.

The Board discussed using different flooring thicknesses based on room use, including thicker flooring in weight areas and thinner flooring in areas primarily used for aerobics. The Board requested pricing and the advantages and disadvantages of the different flooring options before making a final selection.

The presentation also addressed safety mirrors, lighting, acoustics, and storage. Existing safety mirrors would be upgraded with higher-quality products and additional mirrors could be incorporated where appropriate. The rendering showed the existing fitness equipment for illustrative purposes only and did not represent the equipment ultimately planned for the renovated facility. Mirrors and a ballet barre were also discussed as possible additions to the new aerobics room.

Existing lighting would be retained where it is already LED and replaced as necessary. Acoustic ceiling tile and rubber-backed flooring were identified as features that would assist with sound control between the fitness spaces.

The Board discussed the two storage closets included in the design and the potential installation of adjustable shelving. It was agreed that storage needs should be evaluated further based on the items that will ultimately be stored, including chairs, fitness equipment, decorations, and other community supplies. The Board also requested consideration of hooks or similar provisions near the fitness room entrances for residents to place keys and personal items while exercising.

The Board expressed support for making the presentation available on the CDD website so residents who were unable to attend could review the proposed design. It was noted that the presentation should include a disclaimer explaining that the equipment depicted in the renderings is for illustrative purposes and does not represent the final fitness equipment selections.

The design team will further develop the options following the meeting, including comparative pricing and the advantages and disadvantages of the proposed flooring alternatives.

SIXTH ORDER OF BUSINESS**Consideration of:****A. Architectural Drawing of Fitness Center Expansion**

The Board reviewed the updated architectural drawings for the fitness center expansion. Staff reported that the construction documents and specifications were nearing completion and would incorporate the interior design updates presented earlier in the meeting. The bid package was being prepared, with the CDD Attorney to provide the required bid documents. The civil engineer was also finalizing the civil drawings, with permitting anticipated by the end of August.

On MOTION by Mr. Ter Louw, seconded by Mr. Cooper, with all in favor, the Final Architectural Drawing of the Fitness Center Expansion, was approved.

B. Conveyance Tract 2A-4 and 2A-6.**C. Non-Exclusive Easement Agreement for Access and Maintenance**

Mr. Biagetti reviewed a request from Pulte to convey two tracts adjacent to an existing CDD-owned pond to the District. The HOA would continue to mow and maintain the conveyed property pursuant to a non-exclusive easement agreement. The Board discussed the purpose of the conveyance, ongoing maintenance responsibilities, water management considerations, and consistency with similar agreements previously used by the District

The board requested that the proposed conveyance and easement agreement be compared with the prior agreement to confirm that the maintenance obligations, engineer approval requirements, and other applicable provisions were consistent before proceeding.

On MOTION by Ms. Crenier, seconded by Ms. Gehring, with all in favor, to Table the Conveyance and Related Easement Agreement until the Next Meeting Pending Further Review and Clarification, was approved.

D. Proposal from Riverside Management Services for Fiscal Year 2027 Facility Management, Field Operations Management, Pool Maintenance and Facility Attendant

The Board reviewed the Riverside Management Services proposal for Fiscal Year 2027. The proposal reflected the existing management agreement and did not include the evening attendant added for the current summer season. The Board discussed that the effectiveness of the evening attendant could be evaluated following the summer, with a separate proposal or addendum

considered for future summer coverage. The proposed amounts were consistent with the approved budget.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, the Proposal from Riverside Management Services for Fiscal Year 2027 Facility Management, Field Operations Management, Pool Maintenance and Facility Attendant, was approved.

E. Revised Amenity Policies

The Board reviewed proposed revisions to the amenity policies, including updates addressing the nonrefundable amenity center charge, identification and guest-pass requirements, enforcement of amenity privileges, and restrictions on e-bikes and e-scooters in amenity areas. The Board also discussed additional signage and resident communications to reinforce the updated rules. Staff reported that recent evening staffing and enforcement efforts had been effective.

On MOTION by Ms. Crenier, seconded by Mr. Cooper, with all in favor, the Revised Amenity Policies, were approved.

SEVENTH ORDER OF BUSINESS

Acceptance of Fiscal Year 2025 Audit Report

Mr. Biagetti presented the Fiscal Year 2025 Audit Report. The Board reviewed the Fiscal Year 2025 independent audit for the year ended September 30, 2025. The auditor issued a clean audit opinion, finding the District's financial statements were presented fairly in all material respects. It was noted that the annual independent audit is required by statute and includes the District's reserve funds.

The auditor reported no material weaknesses in internal controls and no reportable findings regarding noncompliance, fraud, waste, or abuse. The audit also concluded that the District complied in all material respects with the applicable requirements of Sections 218.415, Florida Statutes. The Board discussed the presentation of long-term debt in the financial statements and clarified that amounts that may appear as a deficit can reflect outstanding long-term obligations rather than an operating deficit.

On MOTION by Mr. Ter Louw, seconded by Mr. Cooper, with all in favor, Accepting the Fiscal Year 2025 Audit Report, was approved.
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Mr. Sheldon opened the floor for general questions. A resident raised concerns regarding responsibility for removal and relocation of landscaping, trees, and other improvements affected by ongoing construction. Staff indicated they would review the plans and coordinate with the appropriate parties to determine responsibility and whether existing landscaping could be relocated or repurposed.

The Board also discussed architectural considerations for the proposed improvements, including flooring in an exercise area. Members discussed the potential use of thicker flooring to better accommodate impact from exercise activities, equipment, walking, and jumping. Staff agreed to evaluate the available options and associated cost differences before making a final decision.

EIGHTH ORDER OF BUSINESS

Discussion of:

A. Southshore Bike Rack

The Board revisited the bike rack serving the Southshore area in anticipation of the upcoming school year. It was reported that Southshore had declined to fund or install a bike rack on its property. The Board discussed concerns with using CDD funds to provide additional bicycle parking when other HOA's had funded similar improvements themselves, as well as the District's inability to place the existing rack on property it does not own.

After discussion, the Board agreed to remove the existing bike rack from CDD property and offer it to Southshore for use on its property. If Southshore declines the rack, staff will determine an appropriate method of disposal. Staff will coordinate removal and notify the appropriate parties once it has been completed.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with Ms. Gehring, Mr. Ter Louw, Ms. Crenier, and Mr. Cooper in favor and Mr. Sheldon opposed, Removal of the Bike Rack Near Southshore and to Offer the Donation to Southshore HOA, was approved.

B. Pond Ownership

The Board discussed ownership and management responsibilities for ponds located within the various communities and the possibility of transferring pond and water-management responsibilities from individual HOAs to the CDD. The Board noted that CDD management could provide benefits related to regulatory compliance, inspections, licensing, maintenance, and liability protection. However, the requirements for transferring ownership or responsibility may differ among the communities based on their respective governing documents, including articles of incorporation and property-owner agreements.

The Board emphasized that participation would be voluntary and that the CDD is not seeking to acquire ponds from the HOAs. Each interested HOA would first need to review its governing documents and determine the approvals required to transfer the applicable assets or responsibilities. Staff indicated a willingness to work with communities that obtain the necessary authorization and to assist with the appropriate agreements and conveyance documents. The Board also discussed the potential need for different assessments if only certain communities elect CDD water management, so that additional costs are allocated to the properties receiving the benefit.

The Board further clarified the distinction between pond infrastructure necessary for water quality or maintenance and features installed primarily for aesthetic purposes. Items necessary for the health and operation of a pond potentially become a CDD responsibility following a transfer, while decorative or aesthetic features, such as fountains, may remain the responsibility of the applicable HOA. Interested HOAs were encouraged to review articles of incorporation and other governing documents, determine the required approval process, and remain in communication with District staff regarding possible transfer of water-management responsibilities.

C. Trees on Pond Banks

The Board discussed removal and replacement of tree along the pond banks near the large lake. Following an inspection by St. Johns County, staff reported that permits will be required to remove 16 trees on CDD property and that replacement requirements will be based on the measured footage of the removed trees. Replacement trees may include canopy and flowering trees and may be planted in other qualifying areas of the community rather than at the original locations.

Staff will proceed with permitting and obtain updated pricing for the work. The Board discussed coordinating replacement locations with the HOA and affected residents, particularly

where removal may impact nearby homes, and using the required plantings as an opportunity to enhance landscaping along Bannon Lakes Boulevard.

D. Security

Ms. Wright reported that nighttime amenity attendants began service at the beginning of the month and operations have generally gone smoothly. Attendants have addressed several incidents involving underage children using the pool or fitness center without appropriate supervision and are maintaining nightly activity logs for follow-up as needed. She also addressed a recurring issue involving one juvenile directly with the child's parents, and the matter was resolved.

NINTH ORDER OF BUSINESS

Fiscal Year 2027 Budget

A. Overview of Budget

Mr. Biagetti reviewed the proposed Fiscal Year 2027 budget, which maintains current assessment levels with no increase to homeowners. The budget includes the general fund, debt service finds, and capital reserves. He noted that unused operating funds may be transferred to capital reserves and that the proposed budget includes approximately \$345,000 in capital reserves following a planned transfer of \$118,000.

The Board discussed several budget assumptions, including anticipated savings in landscaping and other operating expenses, projected security and patrol costs, and funding for nighttime amenity attendants. Staff will review the applicable line items and determine whether funds should be reallocated before the budget is finalized. The Board also discussed updating the capital reserve study in the future to account for the fitness center expansion and other new or revised facilities.

B. Public Hearing Adopting the Budget for Fiscal Year 2027

Mr. Biagetti asked for a motion to open the public hearing.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, Opening the Public Hearing, was approved

Residents raised questions regarding lake maintenance costs, the duties and patrol expectations of the nighttime amenity attendant, maintenance responsibilities along Parkland Trail/Parkland Preserve, and anticipated operating and maintenance expenses associated with the fitness center expansion. Staff clarified that nighttime attendants are expected to maintain a visible presence and conduct regular patrols of the facilities and noted that a recent concern regarding patrol activity had been addressed.

Additional discussion addressed responsibility for certain landscaping and maintenance costs involving the Master HOA, as well as future utility, maintenance, and lake-related expenses. Staff indicated that the budget has flexibility to accommodate certain expenses as they become known and that adjustments may be made.

Following public comments, Mr. Biagetti asked for a motion to close the public hearing.

On MOTION by Mr. Ter Louw, seconded by Ms. Gehring, with all in favor, Closing the Public Hearing, was approved

1. Consideration of Resolution 2026-05, Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027

The Board discussed budgeting approximately \$16,200 for the attendant from Memorial Day through Labor Day and noted that RMS bills based on actual hours used. The Board also discussed whether additional funding should be included for extended nighttime coverage and indicated that line items could be adjusted as needed based on actual staffing requirements and available savings elsewhere in the budget.

Mr. Biagetti asked for a motion to adopt the Fiscal Year 2027 Budget Resolution 2026-05.

On MOTION by Mr. Ter Louw, seconded by Ms. Gehring, with all in favor, Resolution 2026-05 Relating to the Annual Appropriations and Adopting the Budget for Fiscal Year 2027, was approved as revised.

2. Consideration of Resolution 2026-06, Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027

Mr. Biagetti asked for a motion to approve Resolution 2026-06.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, Resolution 2026-06 Imposing Special Assessments and Certifying an Assessment Roll for Fiscal Year 2027, was approved

TENTH ORDER OF BUSINESS

**Public Hearing for the Purpose of
Adopting Amended and Restated Rules of
Procedure; Consideration of Resolution
2026-07**

A. Overview of Amended and Restated Rules of Procedure

The Board reviewed the proposed amended and restated Rules of Procedure. Staff explained that the rules are periodically updated to incorporate legislative changes and other necessary revisions and that the proposed amendments would not materially change the Board's existing obligations or operations. Minor revisions related to procurement were noted, with remaining changes characterized primarily as updates and cleanup to the existing rules.

A motion was made to open the public hearing.

On MOTION by Mr. Ter Louw, seconded by Ms. Gehring, with all in favor, Opening the Public Hearing, was approved

The Board invited questions and comments from the public; no public comments were received. A motion was made to close the public hearing.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, Closing the Public Hearing, was approved

Following the public hearing, a motion was made and seconded to adopt the amended and restated Rules of Procedure by Resolution 2026-07.

On MOTION by Mr. Ter Louw, seconded by Ms. Crenier, with all in favor, Resolution 2026-07 Adopting Amended and Restated Rules of Procedure, was approved.

ELEVENTH ORDER OF BUSINESS**Staff Reports****A. Attorney**

Mr. Hurley reported that the previously discussed increase to the sovereign immunity limit had been vetoed by the Governor and therefore would not require further action by the District. He had no additional items to report and offered to answer questions from the Board.

The Board also discussed required annual compliance deadlines. It was clarified that the Form 1 financial disclosure filing deadline was July 1 and that Board members must complete their required ethics training by December 31.

B. Engineer

Mr. Biagetti reported that the District Engineer was not present for the meeting. He reported that a Teams meeting had taken place earlier that day regarding the District's expansion project. The engineer was traveling internationally and therefore unavailable to participate.

Board members were advised to direct any engineering-related questions or concerns through District staff for coordination with the engineering team. The engineers will remain actively involved in the expansion project and will be brought into future discussions as appropriate based on the Board's direction and the project's progress.

C. District Manager – Discussion of Fiscal Year 2027 Meeting Schedule

Mr. Biagetti presented the proposed meeting schedule for the next fiscal year, noting that meetings would continue to be held on the third Tuesday of each month at the current location. He stated that the location has worked well for the Board and has provided sufficient space to accommodate residents, including public hearings. A motion was made to approve the proposed 2027 meeting schedule.

On MOTION by Ms. Gehring, seconded by Ms. Crenier, with all in favor, the Proposed Fiscal Year 2027 Meeting Schedule, was approved
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The Board discussed whether the frequency of meetings could be reduced after completion of the fitness center expansion and other ongoing projects. Staff advised that the meeting schedule may be adjusted in the future depending on the District's workload and agenda needs. The Board

could consider canceling individual meetings when there is insufficient business or transitioning to a less frequent schedule once major projects are completed.

D. General Manager – Report

Ms. Wright reported continued growth in resident participation in community events. The July 11 pool party had a strong turnout, with attendance at events generally increasing as the community continues to expand.

A community blood drive was held and resulted in a successful level of donations. The next blood drive is planned for September, with additional information to be distributed to residents.

Upcoming events include a Back-to-School event on August 8 featuring a DJ, slip-and-slide, bounce houses, and a foam machine. An Adult Bingo event is scheduled, with advance registration required due to limited availability.

Mr. Johnson reported that Quick Catch captured eight hogs during its initial trapping effort. Additional hog activity remains in the area, and a new trail camera has been installed in response to recent reports. The contractor will continue monitoring the area and adjusting its trapping locations, with additional captures anticipated. The initial captures occurred along the rear portion of the community.

The Board also discussed resident questions regarding the pool's former fountain/aerator features. Mr. Johnson reported that multiple contractors have investigated whether the system could be restored. Efforts included reviewing the original blueprints, locating underground piping, and excavating portions of the pool perimeter in an attempt to locate the associated valve/control box. The existing conditions did not correspond with the original plans, and the necessary controls could not be located. Mr. Johnson indicated that available options for locating and restoring the system have been exhausted at this time.

TWELFTH ORDER OF BUSINESS

Audience Comments

During audience comments, residents raised concerns regarding maintenance of conservation and easement areas, particularly overgrown vegetation behind homes. The Board discussed reviewing property boundaries, maintenance responsibilities, and applicable water management restrictions, with consideration given to conducting a site visit and potentially

increasing landscape maintenance during the growing season. Residents also discussed concerns regarding bicycles, e-bikes, scooters, and skateboards near the pool and amenity areas, including safety issues, parking, signage, and use of existing bike racks. The Board noted that enforcement and additional signage remain a work in progress, with safety being the primary concern. Additional comments included a request to consider enhanced holiday lighting near the community entrance and the replacement or relocation of trees near the pool, playground, bridge, and parking areas. The Board agreed to review these items and evaluate potential options.

THIRTEENTH ORDER OF BUSINESS**Supervisor's Requests**

There were no Supervisor Requests.

FOURTEENTH ORDER OF BUSINESS**Financial Reports****A. Balance Sheet and Statement of Revenues & Expenditures for the Period Ending June 30, 2026**

Mr. Biagetti presented the financial reports through June 30, 2026. Staff reported no unusual variances, noting a positive variance of approximately \$33,000 and noted a capital reserve balance of approximately \$249,000.

B. Assessment Receipt Schedules

Mr. Biagetti stated assessment receipt schedule shows that the CDD is 100.52% collected.

C. Approval of Check Register

Mr. Biagetti presented the check register totaling \$66,037.80. A motion was made to approve the check register.

On MOTION by Mr. Ter Louw, seconded by Ms. Gehring, with all in favor, the Check Register Totaling \$66,037.80, was approved.

FIFTEENTH ORDER OF BUSINESS**Next Scheduled Meeting – August 18, 2026, at 6:00 p.m. at Bannon Lakes Amenity Center**

Mr. Biagetti announced that the next meeting was scheduled August 18, 2026, at 6:00 p.m. at the Bannon Lakes Amenity Center.

SIXTEENTH ORDER OF BUSINESS

Adjournment

Mr. Biagetti asked for a motion to adjourn.

On MOTION by Ms. Gehring, seconded by Mr. Ter Louw, with all in favor, the meeting was adjourned.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

FOURTH ORDER OF BUSINESS

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

LANDSCAPE & IRRIGATION MAINTENANCE SERVICES AGREEMENT

THIS AGREEMENT (“Agreement”) is made and entered into this 3rd day of August 2026, with an effective date of August 1, 2026, by and between:

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, being situated in St. Johns County, Florida, and whose address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (“District”), and

THE GREENERY OF NORTH FLORIDA, INC., a Florida corporation d/b/a The Greenery, Inc. whose mailing address is 1417 Avery Road, Fernandina Beach, Florida 32034 (“Contractor”, and together with District, “Parties”).

RECITALS

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, including landscaping, irrigation, and other infrastructure; and

WHEREAS, the District has a need to retain an independent contractor to provide landscape and irrigation maintenance services for certain lands within and around the District; and

WHEREAS Contractor submitted a proposal and represents that it is qualified to serve as a landscape and irrigation maintenance contractor and provide such Services to the District.

NOW, THEREFORE, in consideration of the recitals, agreements, and mutual covenants contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties agree as follows:

1. INCORPORATION OF RECITALS. The recitals stated above are true and correct and by this reference are incorporated herein as a material part of this Agreement.

2. DESCRIPTION OF SERVICES.

A. The Contractor agrees to provide professional landscape and irrigation maintenance services as described in **Exhibit A** attached hereto and within presently accepted industry and professional standards (“Services”). Upon all Parties executing this

Agreement, Contractor shall provide the District with the specific services as set forth in this Agreement and the attached Exhibits.

B. While providing the services identified in this Agreement, the Contractor shall assign such staff as may be required, and such staff shall be responsible for coordinating, expediting, and controlling all aspects to assure completion of the services.

C. The Contractor shall provide the specific professional services in this Agreement and the attached Exhibits.

3. SCOPE OF LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES. The duties, obligations, and responsibilities of the Contractor are those described in the scope of services attached hereto as **Exhibit A**, in the designated areas as shown on the maintenance maps attached hereto as **Exhibit B**. Contractor shall solely be responsible for the means, manner and methods by which its duties, obligations and responsibilities are met to the satisfaction of the District. To the extent that any provisions of the Exhibits conflict with the provisions of this Agreement, this Agreement shall control.

4. MANNER OF CONTRACTOR'S PERFORMANCE. Contractor agrees to perform the Services in accordance with this Agreement, the attached Exhibits, and any change order, addendum, addenda or work authorization executed by the Parties, if any, authorized in writing by the District and accepted by both Parties. All Services shall be performed in a neat and professional manner, acceptable to the District and shall be in accordance with industry standards. The performance of all Services by Contractor under this Agreement and related to this Agreement shall conform to any written instructions issued by the District.

A. Should any work and/or services be required which are not specified in this Agreement or any change order, addendum, addenda, or work authorization, but which are nevertheless necessary for the proper provision of Services to the District, such work or services shall be fully performed by Contractor as if described and delineated in this Agreement.

B. Contractor agrees that the District shall not be liable for the payment of any additional work or services unless the District, through an authorized representative of the District, authorizes Contractor, in writing, to perform such Services.

C. The District shall designate in writing a person to act as the District's representative with respect to the services to be performed under this Agreement. The District's representative shall have complete authority to transmit instructions, receive information, interpret and define the District's policies and decisions with respect to materials, equipment, elements, and systems pertinent to Contractor's Services.

(1) The District hereby designates the District Manager, or his or her designee, to act as its representative.

(2) Contractor agrees to meet with the District's representative no less than one (1) time per month to walk the property to discuss conditions, schedules, and items of concern regarding this Agreement.

D. If time is lost due to heavy rains, ("Rain Days"), Contractor agrees to reschedule its employees and divide their time accordingly to complete all scheduled services during the same week as any Rain Days, if possible, or within a reasonable time. Contractor shall provide services on Saturdays if needed to make up Rain Days, but Contractor shall not provide Services on Sundays.

E. Contractor shall use all due care to protect the property of the District, its residents, and landowners from damage. Contractor agrees to repair any damage resulting from Contractor's activities and work within twenty-four (24) hours.

5. COMPENSATION; TERM.

A. The term of this Agreement shall be from August 1, 2026 through July 31, 2027 ("the Initial Term"), with the option for three annual renewals thereafter at the amounts set forth on **Exhibit C**, unless otherwise terminated earlier in accordance with Section 13 of this Agreement. At the end of the Term, this Agreement may be renewed upon District's discretion and upon written approval. As compensation for Services during the Term, the District agrees to pay Contractor One Hundred Seventy-Five Thousand Five Hundred Forty-One Dollars and 36/100 Cents (**\$175,541.36**) per year, in twelve (12) equal monthly payments of Fourteen Thousand Six Hundred Twenty-Eight Dollars and 45/100 Cents (\$14,628.45) upon completion of Services satisfactory in the District's reasonable discretion contemplated under this Agreement.

B. Should the District desire that the Contractor provide additional work and/or services relating to the District's landscaping and/or irrigation systems (e.g., additional services or services for other areas not specified in this Agreement), such additional work and/or services shall be fully performed by the Contractor after prior approval of a required Work Authorization. The Contractor agrees that the District shall not be liable for the payment of any additional work and/or services unless the District first authorizes the Contractor to perform such additional work and/or services through an authorized and fully executed Work Authorization, a form of which is attached hereto as **Exhibit D**. The Contractor shall be compensated for such agreed additional work and/or services based upon a payment amount derived from the prices set forth in the Contractor's Fee Summary attached hereto as **Exhibit C**. If pricing for any such additional work or services is not specifically provided for in the exhibits hereto, Contractor agrees to negotiate in good faith on such pricing. Nothing herein shall be construed to require the District to use the Contractor for any such additional work and/or services, and the District reserves the right to retain a different contractor to perform any additional work and/or services.

C. The District may require, as a condition precedent to making any payment to Contractor, that all subcontractors, material men, suppliers or laborers be paid and require evidence, in the form of Lien Releases or partial Waivers of Lien, to be submitted to the District by those subcontractors, material men, suppliers or laborers, and further require that Contractor provide an Affidavit relating to the payment of said

indebtedness. Further, the District shall have the right to require, as a condition precedent to making any payment, evidence from Contractor, in a form satisfactory to the District, that any indebtedness of Contractor, as to services to the District, has been paid and that Contractor has met all of the obligations with regard to the withholding and payment of taxes, Social Security payments, Workers' Compensation, Unemployment Compensation contributions, and similar payroll deductions from the wages of employees.

D. Contractor shall maintain records conforming to usual accounting practices. Further, Contractor agrees to render monthly invoices to the District, in writing, which shall be delivered or mailed to the District by the fifth (5th) day of the next succeeding month. These monthly invoices are due and payable within forty-five (45) days of receipt by the District or otherwise in accordance with the Florida Prompt Payment Act. Each monthly invoice shall include such supporting information as required by Florida law and in accordance with the District's Rules of Procedure.

6. INSURANCE.

A. Contractor or any subcontractor performing the Services described in this Agreement shall maintain throughout the term of this Agreement the following insurance:

- (1) Workers' Compensation Insurance in accordance with the laws of the State of Florida.
- (2) Commercial General Liability Insurance covering Contractor's legal liability for bodily injuries, with limits of not less than \$1,000,000 combined single limit bodily injury and property damage liability, and covering at least the following hazards: Independent Contractors Coverage for bodily injury and property damage in connection with subcontractors' operation.
- (3) Employer's Liability Coverage with limits of at least \$1,000,000 (one million dollars) per accident or disease.
- (4) Automobile Liability Insurance for bodily injuries in limits of not less than \$1,000,000 combined single limit bodily injury and for property damage, providing coverage for any accident arising out of or resulting from the operation, maintenance, or use by Contractor of any owned, non-owned, or hired automobiles, trailers, or other equipment required to be licensed.

B. The District, its staff, consultants, agents and supervisors shall be named as an additional insured. Contractor shall furnish the District with the Certificate of Insurance evidencing compliance with this requirement. No certificate shall be acceptable to the District unless it provides that any change or termination within the policy periods of the insurance coverage, as certified, shall not be effective within thirty (30) days of prior written notice to the District. Insurance coverage shall be from a

reputable insurance carrier, licensed to conduct business in the State of Florida, and such carrier shall have a Best's Insurance Reports rating of at least A-VII.

C. If Contractor fails to have secured and maintained the required insurance, the District has the right (without any obligation to do so, however), to secure such required insurance in which event, Contractor shall pay the cost for that required insurance and shall furnish, upon demand, all information that may be required in connection with the District's obtaining the required insurance.

7. INDEMNIFICATION.

A. Contractor agrees to defend, indemnify, and hold harmless the District and its officers, agents, employees, successors, assigns, members, affiliates, or representatives from any and all liability, claims, actions, suits, liens, demands, costs, interest, expenses, damages, penalties, fines, judgments against the District, or loss or damage, whether monetary or otherwise, arising out of, wholly or in part by, or in connection with the Services to be performed by Contractor, its subcontractors, its employees and agents in connection with this Agreement, including litigation, mediation, arbitration, appellate, or settlement proceedings with respect thereto. Additionally, nothing in this Agreement requires Contractor to indemnify the District for the District's percentage of fault if the District is adjudged to be more than 50% at fault for any claims against the District and Contractor as jointly liable parties; however, Contractor shall indemnify the District for any and all percentage of fault attributable to Contractor for claims against the District, regardless whether the District is adjudged to be more or less than 50% at fault. Contractor further agrees that nothing herein shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statute.

B. Obligations under this section shall include the payment of all settlements, judgments, damages, liquidated damages, penalties, forfeitures, back pay awards, court costs, arbitration and/or mediation costs, litigation expenses, attorneys' fees, paralegal fees (incurred in court, out of court, on appeal, or in bankruptcy proceedings), any interest, expenses, damages, penalties, fines, or judgments against the District, all as actually incurred.

8. COMPLIANCE WITH GOVERNMENTAL REGULATION. Contractor shall keep, observe, and perform all requirements of applicable local, State, and Federal laws, rules, regulations, or ordinances. If Contractor fails to notify the District in writing within five (5) days of the receipt of any notice, order, required to comply notice, or a report of a violation or an alleged violation, made by any local, State, or Federal governmental body or agency or subdivision thereof with respect to the services being rendered under this Agreement or any action of Contractor or any of its agents, servants, employees, or materialmen, or with respect to terms, wages, hours, conditions of employment, safety appliances, or any other requirements applicable to provision of services, or fails to comply with any requirement of such agency within five (5) days after receipt of any such notice, order, request to comply notice, or report of a violation or an alleged violation, the District may terminate this Agreement, such termination to be effective upon the giving of notice of termination.

9. LIENS AND CLAIMS. Contractor shall promptly and properly pay for all labor employed, materials purchased, and equipment hired by it to perform under this Agreement. Contractor shall keep the District's property free from any materialmen's or mechanic's liens and claims or notices in respect to such liens and claims, which arise by reason of Contractor's performance under this Agreement, and Contractor shall immediately discharge any such claim or lien. In the event that Contractor does not pay or satisfy such claim or lien within three (3) business days after the filing of notice thereof, the District, in addition to any and all other remedies available under this Agreement, may terminate this Agreement to be effective immediately upon the giving notice of termination.

10. DEFAULT AND PROTECTION AGAINST THIRD PARTY INTERFERENCE. A default by either Party under this Agreement shall entitle the other to all remedies available at law or in equity, which may include, but not be limited to, the right of damages, injunctive relief, and/or specific performance. The District shall be solely responsible for enforcing its rights under this Agreement against any interfering third party. Nothing contained in this Agreement shall limit or impair the District's right to protect its rights from interference by a third party to this Agreement.

11. CUSTOM AND USAGE. It is hereby agreed, any law, custom, or usage to the contrary notwithstanding, that the District shall have the right at all times to enforce the conditions and agreements contained in this Agreement in strict accordance with the terms of this Agreement, notwithstanding any conduct or custom on the part of the District in refraining from so doing; and further, that the failure of the District at any time or times to strictly enforce its rights under this Agreement shall not be construed as having created a custom in any way or manner contrary to the specific conditions and agreements of this Agreement, or as having in any way modified or waived the same.

12. SUCCESSORS. This Agreement shall inure to the benefit of and be binding upon the heirs, executors, administrators, successors, and assigns of the Parties to this Agreement, except as expressly limited in this Agreement.

13. TERMINATION. The District agrees that Contractor may terminate this Agreement with cause by providing sixty (60) days' written notice of termination to the District; provided, however, that the District shall be provided a reasonable opportunity to cure any failure under this Agreement. Contractor agrees that the District may terminate this Agreement immediately with cause by providing written notice of termination to Contractor. The District shall provide thirty (30) days' written notice of termination without cause. Upon any termination of this Agreement, Contractor shall be entitled to payment for all work and/or services rendered up until the effective termination of this Agreement, subject to whatever claims or off-sets the District may have against Contractor.

14. PERMITS AND LICENSES. All permits and licenses required by any governmental agency directly for the District shall be obtained and paid for by the District. All other permits or licenses necessary for Contractor to perform under this Agreement shall be obtained and paid for by Contractor.

15. ASSIGNMENT. Neither the District nor Contractor may assign this Agreement without the prior written approval of the other. Any purported assignment without the requisite written approval of the other party shall be null and void.

16. INDEPENDENT CONTRACTOR STATUS. In all matters relating to this Agreement, Contractor shall be acting as an independent contractor. Neither Contractor nor employees of Contractor, if there are any, are employees of the District under the meaning or application of any Federal or State Unemployment or Insurance Laws or Old Age Laws or otherwise. Contractor agrees to assume all liabilities or obligations imposed by any one or more of such laws with respect to employees of Contractor, if there are any, in the performance of this Agreement. Contractor shall not have any authority to assume or create any obligation, express or implied, on behalf of the District and Contractor shall have no authority to represent the District as an agent, employee, or in any other capacity, unless otherwise set forth in this Agreement.

17. HEADINGS FOR CONVENIENCE ONLY. The descriptive headings in this Agreement are for convenience only and shall neither control nor affect the meaning or construction of any of the provisions of this Agreement.

18. ENFORCEMENT OF AGREEMENT. In the event that either the District or Contractor is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

19. AGREEMENT. This instrument shall constitute the final and complete expression of this Agreement between the District and Contractor relating to the subject matter of this Agreement. Should there be any conflict between the terms of this Agreement and **Exhibit A**, the terms of this Agreement shall control.

20. AMENDMENTS. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and Contractor.

21. AUTHORIZATION. The execution of this Agreement has been duly authorized by the appropriate body or official of the District and Contractor, both the District and Contractor have complied with all the requirements of law, and both the District and Contractor have full power and authority to comply with the terms and provisions of this instrument.

22. NOTICES. All notices, requests, consents and other communications under this Agreement ("Notices") shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the Parties, as follows:

A. If to the District:	Bannon Lakes
	Community Development District
	475 West Town Place, Suite 114

St. Augustine, Florida 32092
Attn: District Manager

With a copy to:

Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301
Attn: District Counsel

B. If to Contractor:

The Greenery of North Florida, Inc.
1417 Avery Road
Fernandina Beach, Florida 32034

Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth above. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the District and counsel for Contractor may deliver Notice on behalf of the District and Contractor. Any party or other person to whom Notices are to be sent or copied may notify the other Parties and addressees of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the Parties and addressees set forth herein.

23. THIRD PARTY BENEFICIARIES. This Agreement is solely for the benefit of the District and Contractor and no right or cause of action shall accrue upon or by reason, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the District and Contractor any right, remedy, or claim under or by reason of this Agreement or any of the provisions or conditions of this Agreement; and all of the provisions, representations, covenants, and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the District and Contractor and their respective representatives, successors, and assigns.

24. CONTROLLING LAW AND VENUE. This Agreement shall be governed by and construed in accordance with the laws of the State of Florida without reference to the principles of conflict of laws. Except for actions seeking injunctive relief (which may be brought in any appropriate jurisdiction), suits under this Agreement shall only be brought in a court of competent jurisdiction in St. Johns County, Florida. This choice of venue is intended by the Parties to be mandatory and not permissive in nature, and to preclude the possibility of litigation between the Parties with respect to, or arising out of, this Agreement in any jurisdiction other than that specified in this Section. The District and Contractor waive any right they may have to assert the doctrine of *forum non conveniens* or similar doctrine, or to object to venue with respect to any proceeding brought in accordance with this Section.

25. EFFECTIVE DATE. This Agreement shall be effective as of August 1, 2026.

26. PUBLIC RECORDS. Contractor understands and agrees that all documents of any kind provided to the District in connection with this Agreement may be public records, and, accordingly, Contractor agrees to comply with all applicable provisions of Florida law in handling such records, including but not limited to Section 119.0701, *Florida Statutes*. Contractor acknowledges that the designated public records custodian for the District is **Matt Biagetti** (“Public Records Custodian”). Among other requirements and to the extent applicable by law, Contractor shall 1) keep and maintain public records required by the District to perform the service; 2) upon request by the Public Records Custodian, provide the District with the requested public records or allow the records to be inspected or copied within a reasonable time period at a cost that does not exceed the cost provided in Chapter 119, *Florida Statutes*; 3) ensure that public records which are exempt or confidential, and exempt from public records disclosure requirements, are not disclosed except as authorized by law for the duration of the contract term and following the contract term if Contractor does not transfer the records to the Public Records Custodian of the District; and 4) upon completion of the contract, transfer to the District, at no cost, all public records in Contractor’s possession or, alternatively, keep, maintain and meet all applicable requirements for retaining public records pursuant to Florida laws. When such public records are transferred by Contractor, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with Microsoft Word or Adobe PDF formats.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, *FLORIDA STATUTES*, TO CONTRACTOR’S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT (904) 940-5850, MBIAGETTI@GMSNF.COM, AND 475 WEST TOWN PLACE, ST. AUGUSTINE, FLORIDA 32092.

27. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Agreement shall not affect the validity or enforceability of the remaining portions of this Agreement, or any part of this Agreement not held to be invalid or unenforceable.

28. ARM’S LENGTH TRANSACTION. This Agreement has been negotiated fully between the District and Contractor as an arm's length transaction. The District and Contractor participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the Parties are each deemed to have drafted, chosen, and selected the language, and any doubtful language will not be interpreted or construed against any party.

29. COUNTERPARTS. This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute, but one and the same instrument.

30. E-VERIFY REQUIREMENTS. The Contractor shall comply with and perform all applicable provisions of Section 448.095, *Florida Statutes*. Accordingly, beginning January 1, 2021, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security’s E-Verify system to verify the work authorization status of all newly hired employees. The District may terminate this Agreement immediately for

cause if there is a good faith belief that the Contractor has knowingly violated Section 448.091, Florida Statutes.

If the Contractor anticipates entering into agreements with a subcontractor for the Services, Contractor will not enter into the subcontractor agreement without first receiving an affidavit from the subcontractor regarding compliance with Section 448.095, *Florida Statutes*, and stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Contractor shall maintain a copy of such affidavit for the duration of the agreement and provide a copy to the District upon request.

In the event that the District has a good faith belief that a subcontractor has knowingly violated Section 448.095, *Florida Statutes*, but the Contractor has otherwise complied with its obligations hereunder, the District shall promptly notify the Contractor. The Contractor agrees to immediately terminate the agreement with the subcontractor upon notice from the District. Further, absent such notification from the District, the Contractor or any subcontractor who has a good faith belief that a person or entity with which it is contracting has knowingly violated s. 448.09(1), Florida Statutes, shall promptly terminate its agreement with such person or entity.

By entering into this Agreement, the Contractor represents that no public employer has terminated a contract with the Contractor under Section 448.095(2)(c), *Florida Statutes*, within the year immediately preceding the date of this Agreement.

31. COMPLIANCE WITH SECTION 20.055, FLORIDA STATUTES. The Contractor agrees to comply with Section 20.055(5), Florida Statutes, to cooperate with the inspector general in any investigation, audit, inspection, review, or hearing pursuant such section and to incorporate in all subcontracts the obligation to comply with Section 20.055(5), Florida Statutes.

32. ANTI-HUMAN TRAFFICKING STATEMENT. The Contractor does not use coercion for labor or services as defined in Section 787.06, *Florida Statutes*, and the Contractor has complied, and agrees to comply, with the provisions of Section 787.06, *Florida Statutes*.

33. STATEMENT REGARDING PUBLIC INTEGRITY LAWS. Contractor acknowledges that, in addition to all Laws and Regulations that apply to this Agreement, the following provisions of Florida law ("Public Integrity Laws") apply to this Agreement:

- A. Section 287.133, *Florida Statutes*, titled *Public entity crime; denial or revocation of the right to transact business with public entities*;
- B. Section 287.134, *Florida Statutes*, titled *Discrimination; denial or revocation of the right to transact business with public entities*;
- C. Section 287.135, *Florida Statutes*, titled *Prohibition against contracting with scrutinized companies*;
- D. Section 287.137, *Florida Statutes*, titled *Antitrust violations; denial or revocation of the right to transact business with public entities; denial of economic benefits*;
- E. Section 287.138, *Florida Statutes*, titled *Contracting with entities of foreign countries of concern prohibited*; and

Contractor acknowledges that the Public Integrity Laws prohibit entities that meet certain criteria from bidding on or entering into or renewing a contract with governmental entities, including with the District ("Prohibited Criteria"). Contractor acknowledges that the District may terminate this Agreement if the Contractor is found to have met the Prohibited Criteria or violated the Public Integrity Laws. Contractor certifies under penalty of perjury that in entering into this Agreement, neither it 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, meets any of the Prohibited Criteria, and in the event such status changes, Contractor shall immediately notify the District. By entering into this Agreement, Contractor agrees that any renewal or extension of this Agreement shall be deemed a recertification of such status.

[remainder of page intentionally left blank; signatures on following page]

IN WITNESS WHEREOF, the parties execute this agreement the day and year first written above.

ATTEST:

**BANNON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

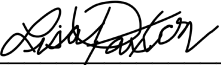
Signed by:

EB6F00213668403...
Secretary / Assistant Secretary

Signed by:

92A4080CD5854D4...
Chairperson, Board of Supervisors

WITNESS:

By: 
Print Name: Lisa Paxton

**THE GREENERY OF NORTH
FLORIDA INC. d/b/a
THE GREENERY INC.**
By: 
Its: Melissa Brock
Director of Business Development

Exhibit A: Scope of Services
Exhibit B: Landscape Maintenance Area
Exhibit C: Proposal Pricing
Exhibit D: Form of Work Authorization

Exhibit A
Bannon Lakes CDD
Scope of Services

MOWING

- Scheduled cuts missed due to inclement weather will be made up as soon as possible, keeping turf conditions in mind. If unable to make up due to weathering/turf concerns. An active tally of make-up mows will be kept. If the district cannot utilize the make-up before the budget year ends, it will receive reimbursement for the unused service.
- Prior to mowing, remove and dispose of normal litter and debris from all landscape areas. St. Augustine and Bermuda turf shall be mowed weekly during the growing season. Turf shall be cut with rotary mowers to maintain a uniform height.
- Mowing blades shall be kept sufficiently sharp and properly adjusted to provide a clean-cut grass blade. Mowing patterns shall be varied where feasible to prevent rutting and minimize compaction. Mowing height for St. Augustine and Bahia turf will be set at 3¹/₂" to 4". Bermuda mowing height will be set at 2" to 2¹/₂."
- Turf growth regulators may assist in maintaining a consistent and healthy appearance of the turf.
- Any excess thatch left due to wet clippings must be evenly distributed or removed. This service will be provided by the Vendor at no cost to the district.
- Contractors will take special care to avoid allowing any clippings to be discharged or blown into stormwater ponds or drop inlets.
- Contractors will take special care to prevent damage to plant material as a result of the mowing operations. Any damage caused by the contractor's mowing equipment will result in the replacement of damaged material at the contractor's cost. Replacement material will be of a similar size to the material being replaced.
- Mowing of all ponds and wetland buffer areas shall be done with a 50" mower or larger, making sure to shoot clipping away from the water's edge. Any pond edge that cannot be reached with the full-sized mower will be string-trimmed to maintain the CDD-approved appearance during each mowing of the pond.

BLOWING

- When blowing to clean curbs, sidewalks, and other paved surfaces, care must be taken to prevent grass blowing into beds, stormwater ponds, inlets, onto vehicles, or onto other hardscape surfaces.
- Vendor will be expected to blow off the boardwalks, tennis courts, Pool Deck, Parking lot, Playground entry, sidewalks, Gym, and all entry points and other similar amenities.

EDGING & TRIMMING

- Contractor will neatly edge and trim around all plant beds, curbs, streets, trees, etc., to maintain shape and configuration.
- Edging equipment will be equipped with the manufacturer's guards to deflect hazardous debris. All walks will be blown after edging to maintain a clean, well-groomed appearance.
- All grass runners will be removed after edging to keep mulch areas free of weeds and encroaching grass. "Hard" edging, "soft" edging, and string trimming will be performed in conjunction with turf mowing operations.
- Areas mutually agreed to be inaccessible to mowing machinery will be maintained with string trimmers to the best of the Contractor's ability.
- Turf around the edge of all waterways shall be mowed or string trimmed to the natural water's edge during each mowing cycle. It is understood that every effort will be made to keep clippings out of water bodies,

DEBRIS REMOVAL

- Prior to mowing, each area will be patrolled for trash and other debris to reduce the risk of object propulsion and scattering. Note that active construction sites are still owned and maintained by the developer, not the district.

- Landscape debris generated on the property during landscape maintenance is the sole responsibility of the Contractor and will be removed at no additional expense to the district.

FERTILIZER

- Turf grass will be fertilized as appropriate in accordance with type using a premium turf fertilizer containing minor elements,
- Various ratios of Nitrogen, Phosphorus, and Potassium (NPK) will be utilized for different growing seasons and environmental conditions. All sidewalks, roads, curbs, and patios will be blown clean of granular fertilizer after applications to minimize staining.

FERTILIZATION

- Shrubs and ground cover will be fertilized with a recommended analysis containing a balanced minor nutrient package with a minimum 50% slow-release Nitrogen source product. Fertilization typically occurs in spring, summer, and fall, depending on environmental conditions.
- Ornamental trees will be fertilized utilizing tree fertilizer at recommended rates according to size.
- Palm Trees will be fertilized utilizing palm tree fertilizer at recommended rates according to size.
- All hardscape surfaces are to be blown off immediately following a fertilizer application to prevent staining.

INSECT, DISEASE, & WEED CONTROL

- Treatment of turf areas for damaging insect infestation or disease and weed control will be the responsibility of the Contractor.
- All products will be applied as directed by the manufacturer's instructions and per all state and federal regulations.
- The Contractor must possess and maintain an active certified Pest Control License issued through the local governing department responsible for issuing such licenses. Only trained applicators will apply agricultural chemicals.

- Access to a water source on the district's property must be provided for use in spray applications.
- Contractor shall alert management of outbreaks of Sedge, invasive Bermuda, or Crabgrass.
- If the grass covered under this RFP dies due to insect infestation, disease or improper fertilizer application, the affected grass will be replaced by the Vendor at no charge to the district.
- Bed areas are to be left in weed-free condition after each detailed service, while pre- and post- emergent chemicals are an acceptable means of treatment. Weeds in beds larger than 3" shall be removed manually by hand.

SHRUBS

- All pruning and thinning will be performed to retain the intended shape and function of plant material using proper horticultural techniques.
- Clippings are to be removed by the Contractor following pruning.

ANNUALS

- Annual beds will be kept free of debris and weeds.
- There will be (4) annual rotations completed in Spring, Summer, Fall, and Winter. Color and variety selection will be provided to the district prior to the plant rotation.

MULCH

- Mulch will be replenished on the property one time per year.
- Mulch will be installed at a minimum of 3" depth after compaction. After the 2nd year of mulching, some areas may require mulch removal before re-installation of new mulch. In these areas, the Vendor will provide the removal service at no cost to the district.
- Prior to application, areas will be prepared by removing all weeds and foreign debris, and establishing a defined, uniform edge to all bed and tree rings.

TREE MAINTENANCE

- Trees will be cleared of sprouts from the trunk. "Lifting" of limbs up to 10 feet above the ground is included. All main roadway trees that overhang the roadway will be maintained at a DOT height of 14' (This will be included)
- Palm trees will have only brown or broken fronds removed at the time of pruning, or at the district's request. If requested, pruning outside the scheduled time will be at no charge to the district.
- The Contractor will maintain the staking of new trees. Re-staking of trees due to extreme weather is provided as a separate, billable service. (If the tree was planted within the last year, this will come at no charge to the district to re-stake)

INSECT, DISEASE, & WEED CONTROL

- Plants will be treated chemically as needed to effectively control insect infestation and disease, as environmental and horticultural conditions permit. In extraordinary cases where disease or pests resist standard chemical treatments, the Contractor will offer suggestions regarding the best course of action.
- Open ground in plant beds will be treated by manual or chemical means to control weed pressure as environmental, horticultural, and weather conditions permit.
- The Contractor will maintain a log listing all applications and will have MSDS sheets available for each product used on the District's property.
- The district must provide access to a suitable water source on its property for use by the Contractor in spray applications.

EDGING & TRIMMING

- Groundcovers will be confined to plant bed areas by manual or chemical means as environmental conditions permit.
- "Weed eating" type edging will not be used around trees
- String trimming shall be performed around roadways, trees, shrubs, utility poles, and other obstacles where mowers cannot reach.

IRRIGATION SYSTEM SPECIFICATIONS

- Irrigation inspections include inspection of sprinkler heads, timer mechanism, and each zone. In addition, the system will be visually inspected for hot spots and line breaks at each visit to the property, and a report will be submitted to the district once a month with suggested repairs.
- Irrigation rotors and spray nozzles will be kept free of grass and other plant material to ensure proper performance.
- Minor nozzle adjustments, cleaning, and timer adjustments will be performed with no additional charge.
- The Contractor will promptly inform the District of any system malfunction or deficiencies.
- Any damage caused by Contractor personnel shall be repaired promptly at no cost to the district.

Communication

- The contractor shall communicate with the CDD regarding any landscape issues requiring immediate attention.
- Contractor will provide weekly reports on Fridays to the CDD, which highlight key points and main aspects of the previous week's maintenance activities.
- Contractor will take part in a Bi-weekly property drive with CDD staff to ensure their performance is satisfactory. Contractor agrees to complete the punch list items that were brought to their attention during the property drive within 3 weeks.
- Contractor will advise the CDD when any agreed services will not be completed on schedule. These services will need to be completed within 7days after notification has been given.
- Contractor will submit the end-of-month report, detailing all items that were completed, any open issues still pending, and suggestions based on site assessments of turf and plant material.

Exhibit B
Landscape Maintenance Area



Red Areas = CDD Maintained



OPERATIONAL PERFORMANCE

BANNON LAKES CDD MAINTENANCE MAP:

Bannon Lakes CDD

Property Address: 435 Bannon Lakes Blvd, St. Augustine, FL 32095, USA

Customer Name: Bannon Lakes CDD



The Greenery Inc.

Layers on the Map

- Turf
- Mulch Beds
- Soft Edge
- Hard Edge
- Flower Beds
- All Sidewalks
- Asphalt Surfaces
- Turf - Retention Slopes



Service Areas are Highlighted as Shown

Maintenance Day 1

All Highlighted Areas

- Weekly Mowing
- Weekly Pond Bank Maintenance
- Weekly Litter Patrol
- Weekly Bed Weed Patrol and Treatment/Removal
- Weekly Edging
- Weekly Seasonal Color Maint.
- Shrub Pruning as needed



Maintenance Day 2

All Highlighted Areas

- Weekly Mowing
- Weekly Pond Bank Maintenance
- Weekly Litter Patrol
- Weekly Bed Weed Patrol and Treatment/Removal
- Weekly Edging
- Weekly Seasonal Color Maint.
- Shrub Pruning as needed



Exhibit C

PROPOSAL FORM PART IV: PRICING

NOTE: This pricing form is intended to cover pricing for the initial one-year term of the contract and any potential annual renewal terms. It is assumed that prices will remain the same through each of the potential annual renewal terms unless Proposer provides otherwise in the pricing form. The District reserves the right to reject any and all proposals, in its sole and absolute discretion, that make modifications to the Pricing Form, as it is deemed in the best interests of the District.

1.	Mowing	\$ <u>Y1-2 \$39,143.64 Y3 \$40,317.94</u>
2.	Edging & Trimming	\$ <u>Y1-2 \$28,617.12 Y3 \$29,475.63</u>
3.	Debris Removal	\$ <u>Y1-2 \$28,649.13 Y3 \$29,508.60</u>
4.	Fertilization (All labor and materials; include any and all turf pesticide/herbicide mixtures you intend to use throughout the year)	
	Turf Grass	\$ <u>Y1-2 \$10,533.21 Y3 \$10,849.20</u>
	Shrubs & Ground Cover	\$ <u>Y1-2 \$800.10 Y3 \$824.10</u>
	Trees	\$ <u>Included Above</u>
5.	Insect, Disease, & Weed Control (All labor and materials)	
	Turf	\$ <u>Included in Turf Grass Above</u>
	Plants	\$ <u>Y1-2 \$16,385.00 Y3 \$16,876.55</u>
6.	Shrub Maintenance	\$ <u>Y1-2 \$2,980.65 Y3 \$3,070.07</u>
7.	Tree Maintenance	\$ <u>Y1-2 \$3,209.22 Y3 \$3,305.50</u>
8.	Annuals	\$ <u>Y1-2 \$17,036.00 Y3 \$17,547.08</u>
9.	Palm Tree Pruning	\$ <u>Y1-2 \$3,974.00 Y3 \$4,093.22</u>
10.	Mulch/Pine Installation	\$ <u>Y1-2 \$14,976.05 Y3 \$15,425.33</u>
11.	Irrigation System Inspections	\$ <u>Y1-2 \$9,237.24 Y3 \$9,514.36</u>
	<u>TOTAL ANNUAL AMOUNT</u>	\$ <u>175,541.36</u>
	(Includes pricing for items 1 through 11, and is the amount for which the contract will be written)	
	First Annual Renewal:	\$ <u>175,541.36</u> Year 1
	Second Annual Renewal:	\$ <u>175,541.36</u> Year 2
	Third Annual Renewal:	\$ <u>180,807.58</u> Year 3

Exhibit C
Proposal Pricing

Exhibit C: Fee Summary

Bannon Lakes Pricing Sheet

#	Item	Performance	Price/#	Additional Note?
CONTRACT MAINTENANCE				
1	Monthly Common Area Maintenance	Per K	\$	
2	Total Yearly Common Area Maintenance	Per K	\$	see pricing sheet
LABOR				
3	# of Crew Members During Growing Season	Per K	# 4	2 days/wk
4	# of Crew Members During non-growing season	Per K	# 3	2 days/wk
5	Total # of Turf Cuts per year	Per K	# 42	
6	# Irrigation Tech Labor Rate	As Needed/Requested	\$ 85.00	Per Hour
SOD / SEED				
7	St. Augustine – Sq. Ft.	As Needed/Requested	1.87	
8	Bahia – Sq. Ft.	As Needed/Requested	1.51	
9	Zoysia– Sq. Ft.	As Needed/Requested	1.87	
10	Winter Rye – Sq. Ft.	As Needed/Requested	.04	
11	Dead Sod Removal – Hr. Rate	As Needed/Requested	.50	
12	Sod Install – Hr. Rate	As Needed/Requested	25.00/hour	
13	Soil Test – Total Cost	As Needed/Requested	25.00/each	
14	Aeration Sq. Ft.	As Needed/Requested	.01	
MULCH / PINE STRAW				
15	Pine Straw - Bale	As Needed/Requested	7.60	Per Bale
16	Pine Straw – Full Install	Bi-annually per K	2,280	# of 300 bales CY
17	Pine Bark - CY	As Needed/Requested	62.33	Per Cubic Yard
18	Pine Bark – Full Install	Bi-Annually per K	9,355	# of 150 CY
19	Removal of aged mulch	As Needed/Requested	20.00	
ANNUALS				
20	Annual Flowers – 4x per yr.	Per K	17,036	
21	Annual Flowers – Per Rotation	As Needed/Requested	4,259	# of flowers 2,050
22	Annual Flowers – Per Flower	As Needed/Requested	2.07	
SHRUBS / PLANTS				
23	1 Gallon Shrubs	As Needed/Requested	14.95	
24	3 Gallon Shrubs	As Needed/Requested	32.95	
25	Knockout Roses	As Needed/Requested	62.15	
FERTILIZATION				
26	Turf	Per K	21,066.42	# Per Year
27	Shrubs – 2x	Per K	800.10	
28	Trees – 2x	Per K	included	
ORNAMENTAL GRASS				
29	Native Grasses	As Needed/Requested	25.00	Cost to Replace
30	Cutting back – Entire Property	Per K	5,000	

31	Cutting back – Individual areas	As Needed/Requested	35.00	Per Hour
	TREES			
32	Ligustrum Tree – 7-8'	As Needed/Requested	750.00	
33	Magnolia Tree – 65 gal	As Needed/Requested	1,494.30	
34	Magnolia Tree – 100 gal	As Needed/Requested	2,794.27	
35	Live Oak – 100 gal 3 ½"-4" cal.	As Needed/Requested	2,821	
36	Live Oak – 200 gal 5-6" cal.	As Needed/Requested	5,833	
37	Crape Myrtle – 65 gal. multi-stem	As Needed/Requested	1,092	
38	Crape Myrtle – 100 gal multi-stem	As Needed/Requested	1,555.34	
39	Nelly Stevens Holly – 30 gal	As Needed/Requested	615.00	
40	Maple Tree – 11/2"-2" 30 gal	As Needed/Requested	880.00	
41	Elm Tree – 30 gal.	As Needed/Requested	745.00	
42	Palm Tree -	As Needed/Requested	920.00	
43	Evergreen Tree – 30 gal	As Needed/Requested	745.00	
44	Cost to prune all street trees	As Needed/Requested	included	
45	Cost to prune all palm trees	As Needed/Requested	3,972.93	
	IRRIGATION			
46	Hunter Controller 2 wire	Requested	3,500.00	
47	Hunter valves 2" ICB	As Needed/Requested	1,113.27	
48	6" rotor - each	As Needed/Requested	65.00	
49	12" rotor - each	As Needed/Requested	95.00	
50	Spray nozzle - each	As Needed/Requested	.65	
51	6" pop up PRS 30 spray - each	As Needed/Requested	52.80	
52	12" pop up PRS 30 spray - each	As Needed/Requested	71.00	
53	VP-10 - each	As Needed/Requested	315.50	
54	VP-12 - each	As Needed/Requested	1,058.00	
55	2 wire for system per LF	As Needed/Requested	1.50	
56	ICB decoder – each station	As Needed/Requested	250.00-	ICD
57	Wire splice 3M DBY	As Needed/Requested	25.00	
58	6" PR – Sch. 160 – per LF	As Needed/Requested	5.10	
59	4" PR – Sch. 160 – per LF	As Needed/Requested	3.25	
60	3" PR – Sch. 160 – per LF	As Needed/Requested	2.50	
61	2" PR – Sch. 160 – per LF	As Needed/Requested	1.85	
62	1-1/2" PR – Sch. 160 – per LF	As Needed/Requested	1.45	
63	1-1/4" PR – Sch. 160 – Per LF	As Needed/Requested	1.05	
64	1" CL – 200, per LF	As Needed/Requested	.85	
65	¾" CL – 220, per LF	As Needed/Requested	.75	
66	Rainbird ET Drip hose	As Needed/Requested	.52	
67	½" Flex PVC, per LF	As Needed/Requested	.68	
68	4" Slip-Fix Repair Coupling - EA	As Needed/Requested	100.00	
69	3" Slip-Fix Repair Coupling - EA	As Needed/Requested	97.25	
70	2-1/2" Slip-Fix Repair Coupling - EA	As Needed/Requested	78.00	
71	2" Slip-Fix Repair Coupling - EA	As Needed/Requested	71.00	
72	1-1/2" Slip-Fix Repair Coupling - EA	As Needed/Requested	65.00	
73	1-1/4" Slip-Fix Repair Coupling - EA	As Needed/Requested	62.50	
74	1" Slip-Fix Repair Coupling - EA	As Needed/Requested	28.00	
75	Watering of parks and lift stations 2+2	As Needed/Requested	25.00/hour	

[illegible]

Exhibit D
Form of Work Authorization

WORK AUTHORIZATION NUMBER _____ FOR ADDITIONAL SERVICES

THIS WORK AUTHORIZATION (“Work Authorization”), dated_____, _____ 2026, authorizes certain work in accordance with that certain *Landscape and Irrigation Maintenance Agreement*, effective_____, 2026 (“Agreement”), by and between:

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, located in St. Johns County, Florida (“District”), and

_____, a Florida, _____, with an address of _____ (“Contractor”).

SECTION 1. SCOPE OF SERVICES. in addition to the services described in the Agreement and any exhibits, amendments and addenda thereto, Contractor shall provide additional _____ services, as set forth in the attached **Exhibit A**, which is incorporated herein by reference, all in accordance with the terms of the Agreement (collectively, the “Additional Services”). To the extent that the terms of **Exhibit A** conflict with terms of this Work Authorization or the Agreement, the Work Authorization and the Agreement shall control.

SECTION 2. COMPENSATION. As compensation for the Additional Services, the District agrees to pay Contractor _____ Dollars (\$_____). Contractor shall invoice the District for Additional Services upon completion of the same and the District shall pay Contractor in accordance with the terms of the Agreement.

SECTION 3. ACCEPTANCE. Acceptance of this Work Authorization authorizes Contractor to complete the Additional Services as outlined above and is indicated by the signature of the authorized representative of the District and Contractor. Contractor shall commence the aforesaid Additional Services upon the full execution of this Work Authorization and shall perform the same in accordance with the terms and conditions of the Agreement, which, except to the extent expressly altered or changed in this Work Authorization, remains in full force and effect.

IN WITNESS WHEREOF, the parties execute this agreement on the day and year first written above.

ATTEST:

BANNON LAKES COMMUNITY
DEVELOPMENT DISTRICT

By: _____
☐ Secretary ☐ Assistant Secretary

By: _____
☐ Chairperson ☐ Vice Chairperson

[CONTRACTOR]

Its: _____

By: _____

FIFTH ORDER OF BUSINESS

C.



MICAMY
DESIGN STUDIO

subcontracted by



Bannon Lakes - Fitness Addition

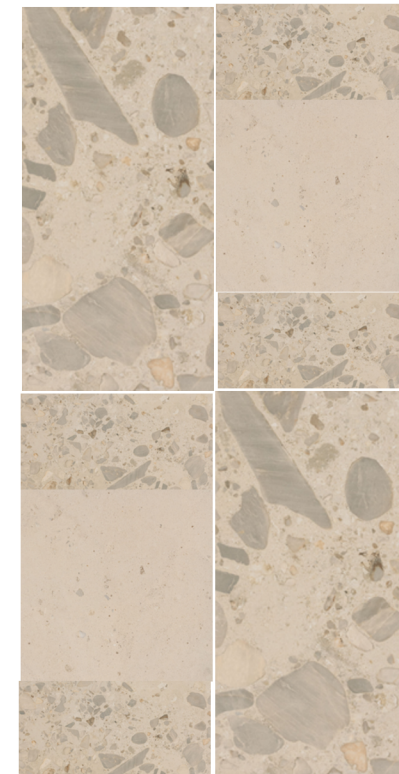
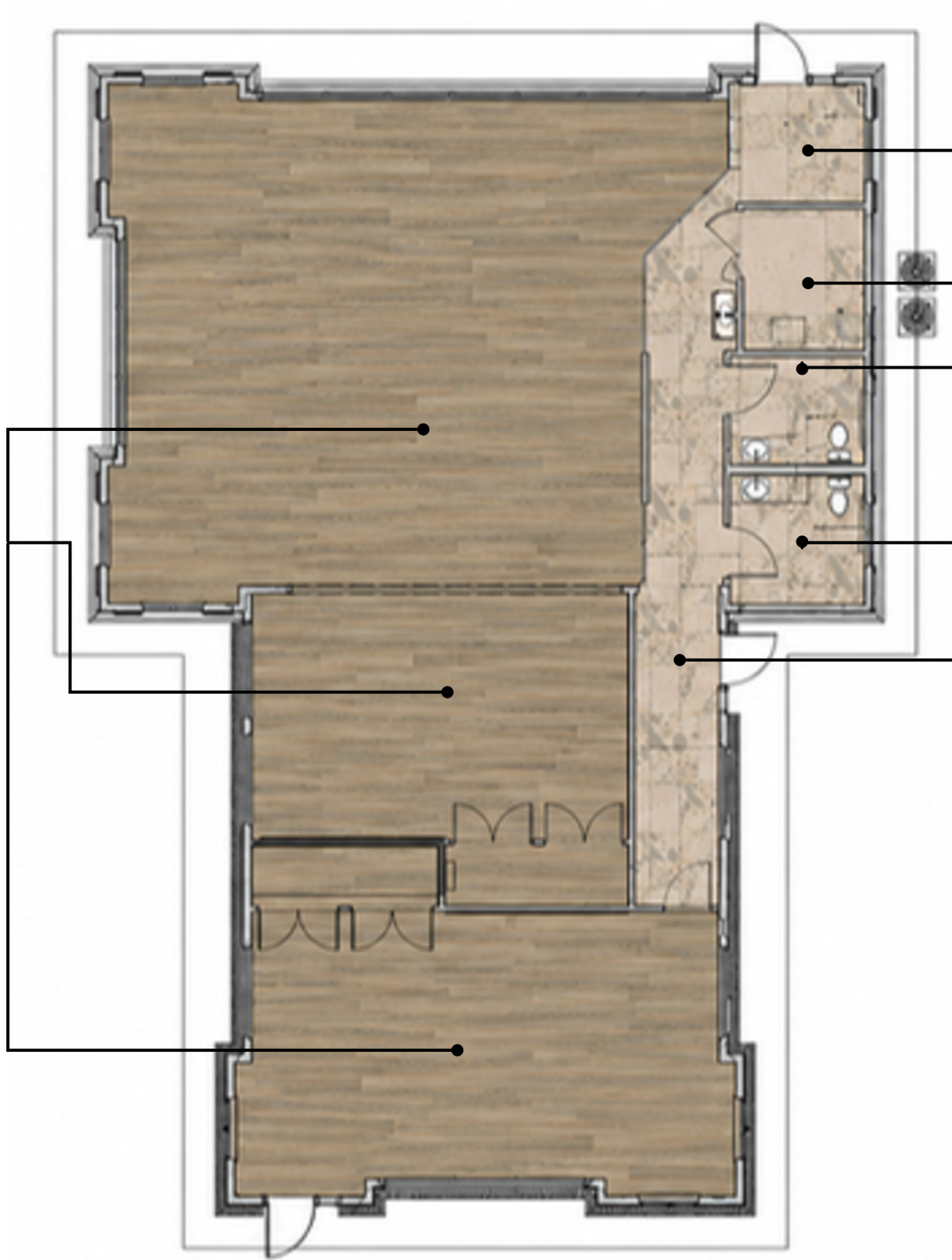
Interior Finish Presentation

July 21st, 2026

**Revised 7/23/26 to show the two color options presented in-person at the CDD Meeting.*

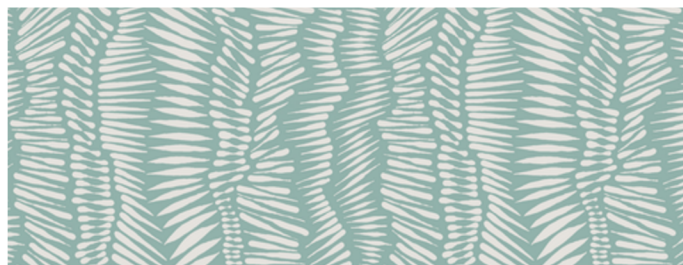


MAIN FLOORING

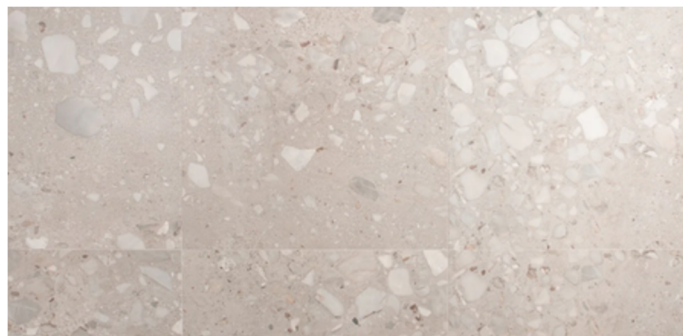


ACCENT FLOORING

Floor Plan View with Floor Finishes



Introduce a subtle coastal pattern to add depth, texture, and visual interest.



Create a durable transition zone with a refined terrazzo-inspired finish.



Add a fresh pop of color and define the hydration station as a focal point.



Enhance durability while elevating the room.



Warm the space with a natural wood aesthetic while maintaining athletic performance.



Upgrade the safety mirrors to a higher-quality.



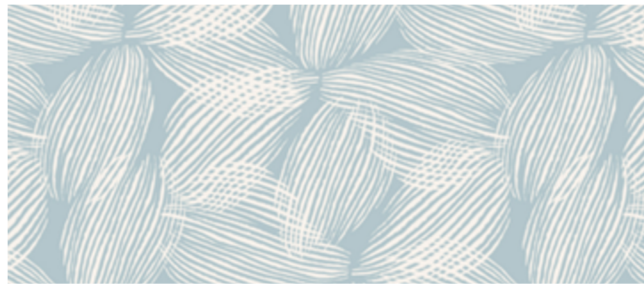
Wall-Mounted Key Ring Boards



New wall base profile & color.

*Fitness Equipment shown in Rendering is the Existing Equipment and will be replaced.

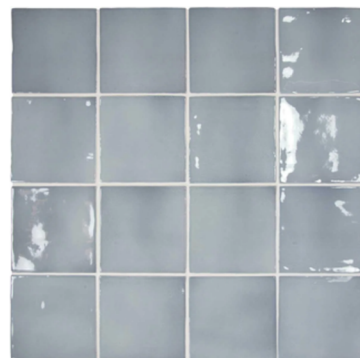
OPTION 1 "GREEN" - Existing Fitness Room with Finish Changes



Introduce a subtle coastal pattern to add depth, texture, and visual interest.



Create a durable transition zone with a refined terrazzo-inspired finish.



Add a fresh pop of color and define the hydration station as a focal point.



Enhance durability while elevating the room.



Warm the space with a natural wood aesthetic while maintaining athletic performance.



Upgrade the safety mirrors to a higher-quality.



Wall-Mounted Key Ring Boards

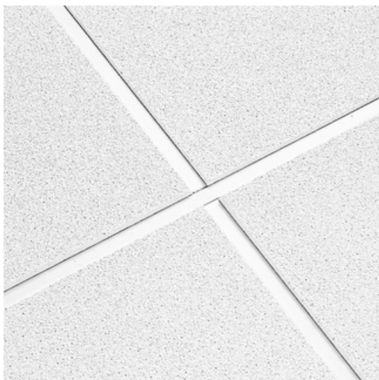


New wall base profile & color.

*Fitness Equipment shown in Rendering is the Existing Equipment and will be replaced.

OPTION 2 "BLUE" - Existing Fitness Room with Finish Changes

PAGE 4



Acoustical Ceiling Tile



Same Fan Spec as Existing Fitness Room



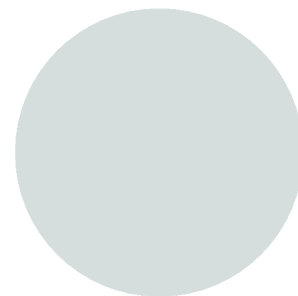
Safety Mirrors



Wall-Mounted Key Ring Boards



Accent paint for new room along the pond



Accent paint for new room adjoining with ext.

MDF Shiplap

Wall base profile



Wood-look Rubber Bucket Vinyl Product



Mirrors & Ballet Bar to Open Wall Space

subcontracted by



D.

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PLEASE NOTE MECHANICAL , PLUMBING AND ELECTRICAL SPECIFICATIONS ARE ON THE CONSTRUCTION DOCUMENTS.

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Bannon Lakes Fitness Center

Bannon Lakes CDD

Architect:

Basham & Lucas Design Group, Inc.

Interior Designer

Micamy Design Studio

Structural Engineers:

Lowe Structures, Inc

Mechanical Engineers:

Ci-Mech Engineering

Electrical Engineers:

Shaffer Engineering Group, Inc.

Civil

DCCM Engineering

**July 21, 2026
Project #25-28**

SECTION 011000 - SUMMARY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Work performed by Owner.
4. Work under Owner's separate contracts.
5. Owner-furnished/Contractor-installed (OFICI) products.
6. Contractor's use of site and premises.
7. Work restrictions.
8. Specification and Drawing conventions.

1.2 DEFINITIONS

- A. Work Package: A group of specifications, drawings, and schedules prepared by the design team to describe a portion of the Project Work for pricing, permitting, and construction.

1.3 PROJECT INFORMATION

- A. Project Identification: As indicated.

1. Project Location: As indicated.

- B. Owner: As indicated.

- C. Architect: As indicated.

- D. Architect's Consultants: Architect has retained the following design professionals, who have prepared designated portions of the Contract Documents:

1. As indicated.

- E. Web-Based Project Software: Project software will be used for purposes of managing communication and documents during the construction stage.

1. See Section 013100 "Project Management and Coordination." for requirements for using web-based Project software.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents.

B. Type of Contract:

1. Project will be constructed under a single prime contract.

1.5 WORK PERFORMED BY OWNER

- A. Cooperate fully with Owner, so work may be carried out smoothly, without interfering with or delaying Work under this Contract or work by Owner. Coordinate the Work of this Contract with work performed by Owner.

1.6 WORK UNDER OWNER'S SEPARATE CONTRACTS

- A. Work with Separate Contractors: Cooperate fully with Owner's separate contractors, so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under Owner's separate contracts.

1.7 OWNER-FURNISHED/CONTRACTOR-INSTALLED (OFCI) PRODUCTS

- A. Owner's Responsibilities: Owner will furnish products indicated and perform the following, as applicable:
 1. Provide to Contractor Owner-reviewed Product Data, Shop Drawings, and Samples.
 2. Provide for delivery of Owner-furnished products to Project site.
 3. Upon delivery, inspect, with Contractor present, delivered items.
 - a. If Owner-furnished products are damaged, defective, or missing, arrange for replacement.
 4. Obtain manufacturer's inspections, service, and warranties.
 5. Inform Contractor of earliest available delivery date for Owner-furnished products.
- B. Contractor's Responsibilities: The Work includes the following, as applicable:
 1. Designate delivery dates of Owner-furnished products in Contractor's construction schedule, utilizing Owner-furnished earliest available delivery dates.
 2. Review Owner-reviewed Product Data, Shop Drawings, and Samples, noting discrepancies and other issues in providing for Owner-furnished products in the Work.
 3. Receive, unload, handle, store, protect, and install Owner-furnished products.
 4. Make building services connections for Owner-furnished products.
 5. Protect Owner-furnished products from damage during storage, handling, and installation and prior to Substantial Completion.
 6. Repair or replace Owner-furnished products damaged following receipt.
- C. Owner-Furnished/Contractor-Installed (OFCI) Products:
 1. As indicated.

1.8 CONTRACTOR'S USE OF SITE AND PREMISES

- A. Limits on Use of Site: Limit use of Project site to areas within the Contract limits indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 - 1. Driveways, Walkways and Entrances: Keep driveways loading areas, and entrances serving premises clear and available to Owner, Owner's employees, and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrances by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

1.9 WORK RESTRICTIONS

- A. Comply with restrictions on construction operations.
 - 1. Comply with limitations on use of public streets, work on public streets, rights of way, and other requirements of authorities having jurisdiction.
- B. On-Site Work Hours: Limit exterior work to between 7:00 a.m. to 6:00 p.m., unless otherwise indicated. Work hours may be modified to meet Project requirements if approved by Owner and authorities having jurisdiction.
- C. Nonsmoking Building: Smoking is not permitted within the building or within 25 feet of entrances, operable windows, or outdoor-air intakes.
- D. Smoking and Controlled Substance Restrictions: Use of tobacco products , alcoholic beverages, and other controlled substances on Project site is not permitted.
- E. Employee Screening: Comply with Owner's requirements for drug and background screening of Contractor personnel working on Project site.
 - 1. Maintain list of approved screened personnel with Owner's representative.

1.10 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. Text Color: Text used in the Specifications, including units of measure, manufacturer and product names, and other text may appear in multiple colors or underlined as part of a hyperlink; no emphasis is implied by text with these characteristics.

3. Hypertext: Text used in the Specifications may contain hyperlinks. Hyperlinks may allow for access to linked information that is not residing in the Specifications. Unless otherwise indicated, linked information is not part of the Contract Documents.
 4. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 00 Contracting Requirements: General provisions of the Contract, including General and Supplementary Conditions, apply to all Sections of the Specifications.
- C. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- D. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
1. Terminology: Materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 2. Abbreviations: Materials and products are identified by abbreviations scheduled on Drawings.
 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 011000

SECTION 012300 - ALTERNATES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.2 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if the Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternates into the Work. No other adjustments are made to the Contract Sum.

1.3 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include, as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation, whether or not indicated as part of alternate.
- B. Execute accepted alternates under the same conditions as other Work of the Contract.
- C. Schedule: A Part 3 "Schedule of Alternates" Article is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

A. Alternate-1: Interior Pickleball Court Topping.

1. Base bid: Provide Cushion-X flooring for indoor pickleball courts, as indicated on the drawings and in accordance with Specification Section 116605 "Interior Pickleball Court Topping."
2. Alternate: Provide Applied acrylic topping for indoor pickleball courts, as indicated on the drawings and in accordance with Specification Section 116610 "Sports Court Topping."

END OF SECTION 012300

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.

1.2 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required to meet other Project requirements but may offer advantage to Contractor or Owner.

1.3 ACTION SUBMITTALS

- A. Substitution Requests: Submit documentation identifying product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use form acceptable to Architect.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
 - b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitutions with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes, such as performance, weight, size, durability, visual effects, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects, with project names and addresses as well as names and addresses of architects and owners.

- h. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
- 3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor of acceptance or rejection of proposed substitution within 10 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.4 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.5 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.6 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Not allowed unless permitted by the Owner or Architect.
- C. Substitutions for Convenience: Architect will consider requests for substitution if received within 60 days after the Notice of Award. Requests received after that time may be considered or rejected at discretion of Architect.
1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution offers Owner a substantial advantage in cost, time, energy conservation, or other considerations, after deducting additional responsibilities Owner must assume. Owner's additional responsibilities may include compensation to Architect for redesign and evaluation services, increased cost of other construction by Owner, and similar considerations.
 - b. Requested substitution does not require extensive revisions to the Contract Documents.
 - c. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - d. Substitution request is fully documented and properly submitted.
 - e. Requested substitution will not adversely affect Contractor's construction schedule.
 - f. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - g. Requested substitution is compatible with other portions of the Work.
 - h. Requested substitution has been coordinated with other portions of the Work.
 - i. Requested substitution provides specified warranty.
 - j. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

BANNON LAKES FITNESS CENTER
ST JOHNS COUNTY, FLORIDA

SUBSTITUTION PROCEDURES
SECTION 012500

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012500

SECTION 012600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.

1.2 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.

1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: 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. Work Change 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 20 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.
 - 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 012500 "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.

1.4 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Change Proposal Request, Contactor shall issue a Change Order for signatures of Owner and Architect on AIA Document G701.

1.5 CONSTRUCTION CHANGE DIRECTIVE

- A. Construction Change Directive: Architect may issue a Construction Change Directive. Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
 1. Construction Change Directive contains a complete 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 012600

SECTION 012900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.

1.2 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.3 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule.
 - 1. Coordinate line items in the schedule of values with items required to be indicated as separate activities in Contractor's construction schedule.
 - 2. Submit the schedule of values to the Owner and Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
 - 3. Subschedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values coordinated with each phase of payment.
 - 4. Subschedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide subschedules showing values coordinated with each element.
 - 5. Subschedules for Separate Design Contracts: Where the Owner has retained design professionals under separate contracts who will each provide certification of payment requests, provide subschedules showing values coordinated with the scope of each design services contract, as described in Section 011000 "Summary."
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
 - 1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Owner's name.
 - c. Owner's Project number.
 - d. Name of Architect.
 - e. Architect's Project number.
 - f. Contractor's name and address.

- g. Date of submittal.
- 2. Arrange schedule of values consistent with format of AIA Document G703.
- 3. Arrange the schedule of values in tabular form, with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent. Round dollar amounts to whole dollars, with total equal to Contract Sum.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
- 4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.
- 5. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site.
- 6. Allowances: Provide a separate line item in the schedule of values for each allowance. Show line-item value of unit-cost allowances, as a product of the unit cost, multiplied by measured quantity. Use information indicated in the Contract Documents to determine quantities.
- 7. Purchase Contracts: Provide a separate line item in the schedule of values for each Purchase contract. Show line-item value of Purchase contract. Indicate Owner payments or deposits, if any, and balance to be paid by Contractor.
- 8. Overhead Costs, Proportional Distribution: Include total cost and proportionate share of general overhead and profit for each line item.
- 9. Overhead Costs, Separate Line Items: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
- 10. Temporary Facilities: Show cost of temporary facilities and other major cost items that are not direct cost of actual work-in-place as separate line items.
- 11. Closeout Costs. Include separate line items under Contractor and principal subcontracts for Project closeout requirements in an amount totaling five percent of the Contract Sum and subcontract amount.
- 12. Schedule of Values Revisions: Revise the schedule of values when Change Orders or Construction Change Directives result in a change in the Contract Sum. Include at least one separate line item for each Change Order and Construction Change Directive.

1.4 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments, as certified by Architect and paid for by Owner.
- B. Payment Application Times: The date for each progress payment is indicated in the Owner/Contractor Agreement. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Times: Submit Application for Payment to Architect by the 25th (verify with Owner) of the month. The period covered by each Application for Payment is one month, ending on the last day of the month.
- D. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
 - 1. Other Application for Payment forms proposed by the Contractor may be acceptable to Architect and Owner. Submit forms for approval with initial submittal of schedule of values.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 - 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.
 - 2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 - 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
 - 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- F. Stored Materials: Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
 - 1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment for stored materials.
 - 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 - 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.

- G. Transmittal: Submit one signed and notarized original copy of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
- H. Waivers of Mechanic's Lien: With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment and subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.
 - 1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 - 2. When an application shows completion of an item, submit conditional final or full waivers.
 - 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 - 4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 - 5. Waiver Forms: Submit executed waivers of lien on forms acceptable to Owner.
- I. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
 - 1. List of subcontractors.
 - 2. Schedule of values.
 - 3. Contractor's construction schedule (preliminary if not final).
 - 4. Combined Contractor's construction schedule (preliminary if not final) incorporating Work of multiple contracts, with indication of acceptance of schedule by each Contractor.
 - 5. Products list (preliminary if not final).
 - 6. Schedule of unit prices.
 - 7. Submittal schedule (preliminary if not final).
 - 8. List of Contractor's staff assignments.
 - 9. List of Contractor's principal consultants.
 - 10. Copies of building permits.
 - 11. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 - 12. Initial progress report.
 - 13. Report of preconstruction conference.
 - 14. Certificates of insurance and insurance policies.
 - 15. Performance and payment bonds.
 - 16. Data needed to acquire Owner's insurance.
- J. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
 - 1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 - a. Complete administrative actions, submittals, and Work preceding this application, as described in Section 017700 "Closeout Procedures."

2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- K. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Certification of completion of final punch list items.
 3. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 4. Updated final statement, accounting for final changes to the Contract Sum.
 5. AIA Document G706.
 6. AIA Document G706A.
 7. AIA Document G707.
 8. Evidence that claims have been settled.
 9. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.
 10. Final liquidated damages settlement statement.
 11. Proof that taxes, fees, and similar obligations are paid.
 12. Waivers and releases.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

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SECTION 013100 - PROJECT MANAGEMENT AND COORDINATION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative provisions for coordinating construction operations on Project, including, but not limited to, the following:
 - 1. General coordination procedures.
 - 2. Coordination drawings.
 - 3. RFIs.
 - 4. Digital project management procedures.
 - 5. Web-based Project management software package.
 - 6. Project meetings.
- B. Each contractor shall participate in coordination requirements. Certain areas of responsibility are assigned to a specific contractor.

1.2 DEFINITIONS

- A. BIM: Building Information Modeling.
- B. RFI: Request for Information. Request from Owner, Architect, or Contractor seeking information required by or clarifications of the Contract Documents.

1.3 INFORMATIONAL SUBMITTALS

- A. Subcontract List: Prepare a written summary identifying individuals or firms proposed for each portion of the Work, including those who are to furnish products or equipment fabricated to a special design. Include the following information in tabular form:
 - 1. Name, address, telephone number, and email address of entity performing subcontract or supplying products.
 - 2. Number and title of related Specification Section(s) covered by subcontract.
 - 3. Drawing number and detail references, as appropriate, covered by subcontract.
- B. 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, cellular telephone numbers, and e-mail addresses. Provide names, addresses, and telephone numbers of individuals assigned as alternates in the absence of individuals assigned to Project.
 - 1. Post copies of list in Project meeting room, in temporary field office, in web-based Project software directory, and in prominent location in each built facility. Keep list current at all times.

1.4 GENERAL COORDINATION PROCEDURES

- 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.
 - 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 and scheduled activities of other contractors 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.
 - 5. Progress meetings.
 - 6. Preinstallation conferences.
 - 7. Project closeout activities.
 - 8. Startup and adjustment of systems.

1.5 AS BUILT DRAWINGS

- A. Coordination Drawings, General: Prepare coordination drawings according to requirements in individual Sections, and additionally where installation is not completely indicated on Shop Drawings, where limited space availability necessitates coordination, or if coordination is required to facilitate integration of products and materials fabricated or installed by more than one entity.
 - 1. Content: Project-specific information, drawn accurately to a scale large enough to indicate and resolve conflicts. Do not base coordination drawings on standard printed data. Include the following information, as applicable:
 - a. Use applicable Drawings as a basis for preparation of coordination drawings. Prepare sections, elevations, and details as needed to describe relationship of various systems and components.

- b. Coordinate the addition of trade-specific information to coordination drawings in a sequence that best provides for coordination of the information and resolution of conflicts between installed components before submitting for review.
- c. Indicate functional and spatial relationships of components of architectural, structural, civil, mechanical, and electrical systems.
- d. Indicate space requirements for routine maintenance and for anticipated replacement of components during the life of the installation.
- e. Show location and size of access doors required for access to concealed dampers, valves, and other controls.
- f. Indicate required installation sequences.
- g. Indicate dimensions shown on Drawings. Specifically note dimensions that appear to be in conflict with submitted equipment and minimum clearance requirements. Provide alternative sketches to Architect indicating proposed resolution of such conflicts. Minor dimension changes and difficult installations will not be considered changes to the Contract.

B. Coordination Drawing Organization: Organize coordination drawings as follows:

- 1. Floor Plans and Reflected Ceiling Plans: Show architectural and structural elements, and mechanical, plumbing, fire-protection, fire-alarm, and electrical Work. Show locations of visible ceiling-mounted devices relative to acoustical ceiling grid. Supplement plan drawings with section drawings where required to adequately represent the Work.
- 2. Plenum Space: Indicate subframing for support of ceiling, raised access floor, and wall systems, mechanical and electrical equipment, and related Work. Locate components within plenums to accommodate layout of light fixtures and other components indicated on Drawings. Indicate areas of conflict between light fixtures and other components.
- 3. Mechanical Rooms: Provide coordination drawings for mechanical rooms, showing plans and elevations of mechanical, plumbing, fire-protection, fire-alarm, and electrical equipment.
- 4. Structural Penetrations: Indicate penetrations and openings required for all disciplines.
- 5. Slab Edge and Embedded Items: Indicate slab edge locations and sizes and locations of embedded items for metal fabrications, sleeves, anchor bolts, bearing plates, angles, door floor closers, slab depressions for floor finishes, curbs and housekeeping pads, and similar items.
- 6. Mechanical and Plumbing Work: Show the following:
 - a. Sizes and bottom elevations of ductwork, piping, and conduit runs, including insulation, bracing, flanges, and support systems.
 - b. Dimensions of major components, such as dampers, valves, diffusers, access doors, cleanouts and electrical distribution equipment.
 - c. Fire-rated enclosures around ductwork.
- 7. Electrical Work: Show the following:
 - a. Runs of vertical and horizontal conduit 1-1/4 inches in diameter and larger.
 - b. Light fixture, exit light, emergency battery pack, smoke detector, and other fire-alarm locations.
 - c. Panel board, switchboard, switchgear, transformer, busway, generator, and motor-control center locations.
 - d. Location of pull boxes and junction boxes, dimensioned from column center lines.

8. Fire-Protection System: Show the following:
 - a. Locations of standpipes, mains piping, branch lines, pipe drops, and sprinkler heads.
 9. Review: Architect will review coordination drawings to confirm that, in general, the Work is being coordinated, but not for the details of the coordination, which are Contractor's responsibility. If Architect determines that coordination drawings are not being prepared in sufficient scope or detail, or are otherwise deficient, Architect will so inform Contractor, who shall make suitable modifications and resubmit.
 10. Coordination Drawing Prints: Prepare coordination drawing prints according to requirements in Section 013300 "Submittal Procedures."
- C. Coordination Drawing Process: Prepare coordination drawings in the following manner:
1. Schedule submittal and review of Fire Sprinkler, Plumbing, HVAC, and Electrical Shop Drawings to make required changes prior to preparation of coordination drawings.
 2. Commence routing of coordination drawing files with HVAC Installer, who will provide drawing plan files denoting approved ductwork. HVAC Installer will locate ductwork and piping on a single layer, using orange color. Forward drawings to Plumbing Installer.
 3. Plumbing Installer will locate plumbing and equipment on a single layer, using blue color.
 4. Fire Sprinkler Installer will locate piping and equipment, using red color. Fire Sprinkler Installer shall forward drawing files to Electrical Installer.
 5. Electrical Installer will indicate service and feeder conduit runs and equipment in green color. Electrical Installer shall forward drawing files to Communications and Electronic Safety and Security Installer.
 6. Communications and Electronic Safety and Security Installer will indicate cable trays and cabling runs and equipment in purple color. Communications and Electronic Safety and Security Installer shall forward completed drawing files to Contractor.
 7. Contractor shall perform the final coordination review. As each coordination drawing is completed, Contractor will meet with Architect to review and resolve conflicts on the coordination drawings.
- D. Coordination Digital Data Files: Prepare coordination digital data files according to the following requirements:
1. File Preparation Format:
 - a. Same digital data software program, version, and operating system as original Drawings.
 - b. DWG, Version 2020, operating in Microsoft Windows operating system.
 2. File Submittal Format: Submit or post coordination drawing files using PDF format.
 3. BIM File Incorporation: Develop and incorporate coordination drawing files into BIM established for Project.
 - a. Perform three-dimensional component conflict analysis as part of preparation of coordination drawings. Resolve component conflicts prior to submittal. Indicate where conflict resolution requires modification of design requirements by Architect.

4. Architect will furnish Contractor one set of digital data files of Drawings for use in preparing coordination digital data files.
 - a. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Drawings.
 - b. Digital Data Software Program: Drawings are available in AutoCAD 2020.
 - c. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.

1.6 REQUEST FOR INFORMATION (RFI)

- A. General: Immediately on discovery of the need for additional information, clarification, or interpretation of the Contract Documents, Contractor shall prepare and submit an RFI in the form specified.
 1. Architect will return without response those RFIs submitted to Architect by other entities controlled by Contractor.
 2. Coordinate and submit RFIs in a prompt manner to avoid delays in Contractor's work or work of subcontractors.
- B. Content of the RFI: Include a detailed, legible description of item needing information or interpretation and the following:
 1. Project name.
 2. Owner name.
 3. Owner's Project number.
 4. Name of Architect.
 5. Architect's Project number.
 6. Date.
 7. Name of Contractor.
 8. RFI number, numbered sequentially.
 9. RFI subject.
 10. Specification Section number and title and related paragraphs, as appropriate.
 11. Drawing number and detail references, as appropriate.
 12. Field dimensions and conditions, as appropriate.
 13. Contractor's suggested resolution. If Contractor's suggested resolution impacts the Contract Time or the Contract Sum, Contractor shall state impact in the RFI.
 14. Contractor's signature.
 15. 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.
- C. RFI Forms: Software-generated form with substantially the same content as indicated above, acceptable to Architect.
 1. Attachments shall be electronic files in PDF format.

- D. Architect's Action: Architect will review each RFI, determine action required, and respond. Allow seven days for Architect's response for each RFI. RFIs received by Architect after 1:00 p.m. will be considered as received the following working day.
1. The following Contractor-generated RFIs will be returned without action:
 - a. Requests for approval of submittals.
 - b. Requests for approval of substitutions.
 - c. Requests for approval of Contractor's means and methods.
 - d. Requests for coordination information already indicated in the Contract Documents.
 - e. Requests for adjustments in the Contract Time or the Contract Sum.
 - f. Requests for interpretation of Architect's actions on submittals.
 - g. 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 by Architect 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 Change Proposal according to Section 012600 "Contract Modification Procedures."
 - a. If Contractor believes the RFI response warrants change in the Contract Time or the Contract Sum, notify Architect in writing within 5 days of receipt of the RFI response.
- E. RFI Log: Prepare, maintain, and submit a tabular log of RFIs organized by the RFI number. Submit log weekly. Software log with not less than the following:
1. Project name.
 2. Name and address of Contractor.
 3. Name and address of Architect.
 4. RFI number, including RFIs that were returned without action or withdrawn.
 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.
 9. Identification of related Field Order, Work Change Directive, and Proposal Request, as appropriate.
- 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 days if Contractor disagrees with response.

1.7 DIGITAL PROJECT MANAGEMENT PROCEDURES

- A. Use of Architect's Digital Data Files: Digital data files of Architect's CAD drawings will be provided by Architect for Contractor's use during construction.

1. Digital data files may be used by Contractor in preparing coordination drawings, Shop Drawings, and Project Record Drawings.
 2. Architect makes no representations as to the accuracy or completeness of digital data files as they relate to Contract Drawings.
 3. Digital Drawing Software Program: Contract Drawings are available in AutoCAD 2020.
 4. Contractor shall execute a data licensing agreement in the form of Agreement form acceptable to Owner and Architect.
 - a. Subcontractors and other parties granted access by Contractor to Architect's digital data files shall execute a data licensing agreement in the form of Agreement acceptable to Owner and Architect.
 5. The following digital data files will be furnished for each appropriate discipline:
 - a. Floor plans.
 - b. Reflected ceiling plans.
- B. Web-Based Project Management Software Package: Provide, administer, and use web-based Project management software package for purposes of hosting and managing Project communication and documentation until Final Completion.
1. Web-based Project management software includes, at a minimum, the following features:
 - a. Compilation of Project data, including Contractor, subcontractors, Architect, Architect's consultants, Owner, and other entities involved in Project. Include names of individuals and contact information.
 - b. Access control for each entity for each workflow process, to determine entity's digital rights to create, modify, view, and print documents.
 - c. Document workflow planning, allowing customization of workflow between project entities.
 - d. Creation, logging, tracking, and notification for Project communications required in other Specification Sections, including, but not limited to, RFIs, submittals, Minor Changes in the Work, Construction Change Directives, and Change Orders.
 - e. Track status of each Project communication in real time, and log time and date when responses are provided.
 - f. Procedures for handling PDFs or similar file formats, allowing markups by each entity. Provide security features to lock markups against changes once submitted.
 - g. Processing and tracking of payment applications.
 - h. Processing and tracking of contract modifications.
 - i. Creating and distributing meeting minutes.
 - j. Document management for Drawings, Specifications, and coordination drawings, including revision control.
 - k. Management of construction progress photographs.
 - l. Mobile device compatibility, including smartphones and tablets.
 2. Provide Project management software user licenses for use of Owner, Architect, and Architect's consultants.
 3. At completion of Project, provide digital archive in format that is readable by common desktop software applications in format acceptable to Architect. Provide data in locked format to prevent further changes.

- C. PDF Document Preparation: Where PDFs are required to be submitted to Architect, prepare as follows:
1. Assemble complete submittal package into a single indexed file, incorporating submittal requirements of a single Specification Section and transmittal form with links enabling navigation to each item.
 2. Name file with submittal number or other unique identifier, including revision identifier.
 3. Certifications: Where digitally submitted certificates and certifications are required, provide a digital signature with digital certificate on where indicated.

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 a minimum of seven days prior to meeting.
 2. Agenda: Prepare the meeting agenda. Distribute the agenda to all invited attendees.
 3. Minutes: Entity 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.
- 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. Attendees: Authorized representatives of Owner, 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.
 2. Agenda: Discuss items of significance that could affect progress, including the following:
 - a. Responsibilities and personnel assignments.
 - b. Tentative construction schedule.
 - c. Phasing.
 - d. Critical work sequencing and long lead items.
 - e. Designation of key personnel and their duties.
 - f. Lines of communications.
 - g. Use of web-based Project software.
 - h. Procedures for processing field decisions and Change Orders.
 - i. Procedures for RFIs.
 - j. Procedures for testing and inspecting.
 - k. Procedures for processing Applications for Payment.
 - l. Distribution of the Contract Documents.
 - m. Submittal procedures.
 - n. Preparation of Record Documents.
 - o. Use of the premises.
 - p. Work restrictions.
 - q. Working hours.

- r. Owner's occupancy requirements.
 - s. Responsibility for temporary facilities and controls.
 - t. Procedures for moisture and mold control.
 - u. Procedures for disruptions and shutdowns.
 - v. Construction waste management and recycling.
 - w. Parking availability.
 - x. Office, work, and storage areas.
 - y. Equipment deliveries and priorities.
 - z. First aid.
 - aa. Security.
 - bb. Progress cleaning.
3. Minutes: Entity responsible for conducting meeting will record and distribute meeting minutes.
- C. Preinstallation Conferences: Conduct a preinstallation conference at Project site before each construction activity when required by other Sections and when required for coordination with other construction.
- 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 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. Submittals.
 - h. Review of mockups.
 - i. Possible conflicts.
 - j. Compatibility requirements.
 - k. Time schedules.
 - l. Weather limitations.
 - m. Manufacturer's written instructions.
 - n. Warranty requirements.
 - o. Compatibility of materials.
 - p. Acceptability of substrates.
 - q. Temporary facilities and controls.
 - r. Space and access limitations.
 - s. Regulations of authorities having jurisdiction.
 - t. Testing and inspecting requirements.
 - u. Installation procedures.
 - v. Coordination with other work.
 - w. Required performance results.
 - x. Protection of adjacent work.
 - y. 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 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 45 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, Architect, and their consultants; Contractor and its superintendent; major subcontractors; suppliers; and other concerned 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. Procedures for completing and archiving web-based Project software site data files.
 - d. Submittal of written warranties.
 - e. Requirements for preparing operations and maintenance data.
 - f. Requirements for delivery of material samples, attic stock, and spare parts.
 - g. Requirements for demonstration and training.
 - h. Preparation of Contractor's punch list.
 - i. Procedures for processing Applications for Payment at Substantial Completion and for final payment.
 - j. Submittal procedures.
 - k. Coordination of separate contracts.
 - l. Owner's partial occupancy requirements.
 - m. Installation of Owner's furniture, fixtures, and equipment.
 - n. Responsibility for removing temporary facilities and controls.
 4. Minutes: Entity conducting meeting will record and distribute meeting minutes.
- E. Progress Meetings: Conduct progress meetings at monthly intervals.
1. Coordinate dates of meetings with preparation of payment requests.
 2. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity 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) Resolution of BIM component conflicts.
 - 4) Status of submittals.
 - 5) Deliveries.
 - 6) Off-site fabrication.
 - 7) Access.
 - 8) Site use.
 - 9) Temporary facilities and controls.
 - 10) Progress cleaning.
 - 11) Quality and work standards.
 - 12) Status of correction of deficient items.
 - 13) Field observations.
 - 14) Status of RFIs.
 - 15) Status of Proposal Requests.
 - 16) Pending changes.
 - 17) Status of Change Orders.
 - 18) Pending claims and disputes.
 - 19) Documentation of information for payment requests.
 4. Minutes: Entity responsible for conducting the meeting will record and distribute the meeting minutes to each party present and to parties requiring information.
 - 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.
- F. Coordination Meetings: Conduct Project coordination meetings at regular intervals. Project coordination meetings are in addition to specific meetings held for other purposes, such as progress meetings and preinstallation conferences.
1. Attendees: In addition to representatives of Owner and Architect, each contractor, subcontractor, supplier, and other entity concerned with current progress or involved in planning, coordination, or performance of future activities shall be represented at these meetings. All participants at the meetings shall be familiar with Project and authorized to conclude matters relating to the Work.

2. Agenda: Review and correct or approve minutes of the previous coordination meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to status of Project.
 - a. Combined Contractor's Construction Schedule: Review progress since the last coordination meeting. Determine whether each contract is on time, ahead of schedule, or behind schedule, in relation to combined 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.
 - b. Schedule Updating: Revise combined Contractor's construction schedule after each coordination meeting, where revisions to the schedule have been made or recognized. Issue revised schedule concurrently with report of each meeting.
 - c. Review present and future needs of each contractor present, including the following:
 - 1) Interface requirements.
 - 2) Sequence of operations.
 - 3) Resolution of BIM component conflicts.
 - 4) Status of submittals.
 - 5) Deliveries.
 - 6) Off-site fabrication.
 - 7) Access.
 - 8) Site use.
 - 9) Temporary facilities and controls.
 - 10) Work hours.
 - 11) Hazards and risks.
 - 12) Progress cleaning.
 - 13) Quality and work standards.
 - 14) Status of RFIs.
 - 15) Proposal Requests.
 - 16) Change Orders.
 - 17) Pending changes.
3. Reporting: Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013100

SECTION 013200 - CONSTRUCTION PROGRESS DOCUMENTATION

PART 1 - GENERAL

1.1 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.
 - 3. Construction schedule updating reports.
 - 4. Daily construction reports.
 - 5. Material location reports.
 - 6. Site condition reports.
 - 7. Unusual event reports.

1.2 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. Critical Path: The longest connected chain of interdependent activities through the network schedule that establishes the minimum overall Project duration and contains no float.
- C. Event: The starting or ending point of an activity.
- D. 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.

1.3 INFORMATIONAL SUBMITTALS

- A. Format for Submittals: Submit required submittals in the following format:

1. Working electronic copy of schedule file.
 2. PDF file.
- B. Startup construction schedule.
1. Submittal of cost-loaded startup construction schedule will not constitute approval of schedule of values for cost-loaded activities.
- C. Contractor's Construction Schedule: Initial schedule, of size required to display entire schedule for entire construction period.
1. Submit a working digital copy of schedule, using software indicated, and labeled to comply with requirements for submittals.
- D. Construction Schedule Updating Reports: Submit with Applications for Payment.
- E. Daily Construction Reports: Submit at weekly intervals.
- F. Material Location Reports: Submit at weekly intervals.
- G. Site Condition Reports: Submit at time of discovery of differing conditions.
- H. Unusual Event Reports: Submit at time of unusual event.
- I. Qualification Data: For scheduling consultant.

1.4 QUALITY ASSURANCE

- A. Prescheduling Conference: Conduct conference at Project site to comply with requirements in Section 013100 "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:
1. Review software limitations and content and format for reports.
 2. Verify availability of qualified personnel needed to develop and update schedule.
 3. Discuss constraints, including phasing, work stages, area separations, and interim milestones.
 4. Review delivery dates for Owner-furnished products.
 5. Review schedule for work of Owner's separate contracts.
 6. Review submittal requirements and procedures.
 7. Review time required for review of submittals and resubmittals.
 8. Review requirements for tests and inspections by independent testing and inspecting agencies.
 9. Review time required for Project closeout and Owner startup procedures.
 10. Review and finalize list of construction activities to be included in schedule.
 11. Review procedures for updating schedule.

1.5 COORDINATION

- A. Coordinate Contractor's Construction Schedule with the schedule of values, 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.

1.6 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. 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 management software package specified in Section 013100 "Project Management and Coordination," for current Windows operating system.
- B. Time Frame: Extend schedule from date established for the Notice to Proceed 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.
- C. Activities: Treat each floor 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. Temporary Facilities: Indicate start and completion dates for the following as applicable:
 - a. Securing of approvals and permits required for performance of the Work.
 - b. Temporary facilities.
 - c. Construction of mock-ups, prototypes and samples.
 - d. Owner interfaces and furnishing of items.
 - e. Interfaces with Separate Contracts.
 - f. Regulatory agency approvals.
 - g. Punch list.
 - 3. Procurement Activities: Include procurement process activities for the following long lead-time 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.
 - 4. Submittal Review Time: Include review and resubmittal times indicated in Section 013300 "Submittal Procedures" in schedule. Coordinate submittal review times in Contractor's Construction Schedule with submittal schedule.
 - 5. Startup and Testing Time: Include no fewer than 15 days for startup and testing.

6. Substantial Completion: Indicate completion in advance of date established for Substantial Completion, and allow time for Architect's administrative procedures necessary for certification of Substantial Completion.
 7. Punch List and Final Completion: Include not more than 30 days for completion of punch list items and Final Completion.
- D. 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 Section 011000 "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 Section 011000 "Summary." Delivery dates indicated stipulate the earliest possible delivery date.
 6. Work Restrictions: Show the effect of the following items on the schedule:
 - a. Uninterruptible services.
 - b. Use-of-premises restrictions.
 - c. Provisions for future construction.
 - d. Seasonal variations.
 - e. 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.
- E. 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.
- F. 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 the Contract Time.
- G. 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.
- H. 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, equipment required to achieve compliance, and date by which recovery will be accomplished.
- I. 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. 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.

1.7 STARTUP CONSTRUCTION SCHEDULE

- A. Gantt-Chart Schedule: Submit startup, horizontal, Gantt-chart-type construction schedule within seven days of date established for the Notice of Award.

- 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.

1.8 GANTT-CHART SCHEDULE REQUIREMENTS

- A. Gantt-Chart Schedule: Submit a comprehensive, fully developed, horizontal, Gantt-chart-type, Contractor's Construction Schedule within 30 days of date established for the Notice of Award.
 - 1. Base schedule on the startup construction schedule and additional information received since the start of Project.
- B. Preparation: Indicate each significant construction activity separately. Identify first workday of each week with a continuous vertical line.
 - 1. For construction activities that require three months or longer to complete, indicate an estimated completion percentage in 10 percent increments within time bar.

1.9 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 or snow.
 - 7. Testing and inspection.
 - 8. Accidents.
 - 9. Meetings and significant decisions.
 - 10. Unusual events.
 - 11. Stoppages, delays, shortages, and losses.
 - 12. Meter readings and similar recordings.
 - 13. Emergency procedures.
 - 14. Orders and requests of authorities having jurisdiction.
 - 15. Change Orders received and implemented.
 - 16. Construction Change Directives received and implemented.
 - 17. Services connected and disconnected.
 - 18. Equipment or system tests and startups.
 - 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.
- D. Unusual Event Reports: 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, responses by Contractor's personnel, evaluation of results or effects, and similar pertinent information. Advise Owner in advance when these events are known or predictable.
1. Submit unusual event reports directly to Owner within one day(s) of an occurrence. Distribute copies of report to parties affected by the occurrence.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013200

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SECTION 013300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Submittal schedule requirements.
2. Administrative and procedural requirements for submittals.

1.2 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."

1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list 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 revisions to submittals noted by 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 Schedule: Submit concurrently with startup construction schedule. Include submittals required during the first 60 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 Schedule: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule as required 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 date of fabrication.
- i. Scheduled dates for installation.
- j. Activity or event number.

1.4 SUBMITTAL FORMATS

A. Submittal Information: Include the following information in each submittal:

- 1. Project name.
- 2. Date.
- 3. Name of Architect.
- 4. Name of Contractor.
- 5. Name of firm or entity that prepared submittal.
- 6. Names of subcontractor, manufacturer, and supplier.
- 7. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier and alphanumeric suffix for resubmittals.
- 8. Category and type of submittal.
- 9. Submittal purpose and description.
- 10. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
- 11. Drawing number and detail references, as appropriate.
- 12. Indication of full or partial submittal.
- 13. Location(s) where product is to be installed, as appropriate.
- 14. Other necessary identification.
- 15. Remarks.
- 16. Signature of transmitter.

B. Options: Identify options requiring selection by Architect.

C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.

D. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

E. Submittals Utilizing Web-Based Project Software: Prepare submittals as PDF files or other format indicated by Project management software.

1.5 SUBMITTAL PROCEDURES

A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.

1. Email: Prepare submittals as PDF package and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
 - a. Architect will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.
 2. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project management software website. Enter required data in web-based software site to fully identify submittal.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
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 submittals for related parts of the Work specified in different Sections, 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 15 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 15 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 21 days for initial review of each submittal.
 5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.
 - a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
- D. 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.
- E. 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.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

1.6 SUBMITTAL REQUIREMENTS

- A. 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 unsuitable 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 that show 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 Shop Drawings, and before or concurrently with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings 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.
- C. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.
 - 1. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package.
 - 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 - 3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics and identification information for record.
 - 4. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.
 - 5. Paper Transmittal: Include paper transmittal, including complete submittal information indicated.
 - 6. 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.
 - 7. 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.

8. 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 two sets of Samples. Architect will retain one 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.
- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.
 4. Location within room or space.
- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
 1. Certificates and Certifications Submittals: Submit 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. Provide a notarized signature where indicated.
 2. Installer Certificates: Submit written statements on manufacturer's letterhead, certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

3. 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.
4. Material Certificates: Submit written statements on manufacturer's letterhead, certifying that material complies with requirements in the Contract Documents.
5. Product Certificates: Submit written statements on manufacturer's letterhead, certifying that product complies with requirements in the Contract Documents.
6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of AWS B2.1/B2.1M on AWS forms. Include names of firms and personnel certified.

H. Test and Research Reports:

1. 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 substrate preparation and primers required.
2. Field Test Reports: Submit written 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.
3. 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.
4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
5. Product Test Reports: Submit written reports indicating that 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.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.7 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.

1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

1.8 CONTRACTOR'S REVIEW

- A. Action Submittals 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 approval stamp before submitting to Architect.
- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp. Include 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.
 1. Architect will not review submittals received from Contractor that do not have Contractor's review and approval.

1.9 ARCHITECT'S REVIEW

- A. Action Submittals: Architect will review each submittal, indicate corrections or revisions required, and return.
 1. PDF Submittals: Architect will indicate, via markup on each submittal, the appropriate action.
 2. Submittals by Web-Based Project Management Software: Architect will indicate, on Project management software website, the appropriate action.
- B. 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.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect will discard submittals received from sources other than Contractor.

- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 013300

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SECTION 014000 - QUALITY REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspection 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 quality-control requirements for individual work results are specified in their respective Specification Sections. Requirements in individual Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and quality-control services required by Architect or authorities having jurisdiction are not limited by provisions of this Section.

1.2 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced," unless otherwise further described, 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.
- B. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.
- C. 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, assembly, and similar operations.
 - 1. Use of trade-specific terminology in referring to a Work result does not require that certain construction activities specified apply exclusively to specific trade(s).
- D. Mockups (When requested by the Owner or Architect): Physical assemblies of portions of the Work constructed to establish the standard by which the Work will be judged. Mockups are not Samples.
 - 1. Mockups are used for one or more of the following:
 - a. Verify selections made under Sample submittals.
 - b. Demonstrate aesthetic effects.

- c. Demonstrate the qualities of products and workmanship.
 - d. Demonstrate successful installation of interfaces between components and systems.
 - e. Perform preconstruction testing to determine system performance.
 - 2. Product Mockups: Mockups that may include multiple products, materials, or systems specified in a single Section.
 - 3. In-Place Mockups: Mockups constructed on-site in their actual final location as part of permanent construction.
- E. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria. Unless otherwise indicated, copies of reports of tests or inspections performed for other than the Project do not meet this definition.
- F. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- G. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source (e.g., plant, mill, factory, or shop).
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. The term "testing laboratory" has the same meaning as the term "testing agency."
- I. 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.
- J. 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. Contractor's quality-control services do not include contract administration activities performed by Architect.
- 1.3 DELEGATED DESIGN SERVICES
- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
- 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.

- B. Delegated Design Services Statement: Submit a statement signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

1.4 CONFLICTING REQUIREMENTS

- A. Conflicting Standards and Other Requirements: If compliance with two or more standards or requirements is specified and the standards or requirements establish different or conflicting requirements for minimum quantities or quality levels, inform the Architect regarding the conflict and obtain clarification prior to proceeding with the Work. Refer conflicting requirements that are different, but apparently equal, to Architect for clarification before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified is 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. Mockup Shop Drawings:
 - 1. Include plans, sections, elevations, and details, indicating materials and size of mockup construction.
 - 2. Indicate manufacturer and model number of individual components.
 - 3. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

1.6 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Qualification Data: For Contractor's quality-control personnel.
- C. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility submitted to authorities having jurisdiction before starting work on the following systems:
 - 1. Primary wind-force-resisting system or a wind-resisting component listed in the Statement of Special Inspections.
- D. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.

- E. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title.
 - 2. Entity responsible for performing tests and inspections.
 - 3. Description of test and inspection.
 - 4. Identification of applicable standards.
 - 5. Identification of test and inspection methods.
 - 6. Number of tests and inspections required.
 - 7. Time schedule or time span for tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.
- F. Reports: Prepare and submit certified written reports and documents as specified.
- G. Permits, Licenses, and Certificates: For Owner's record, 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.

1.7 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within 10 days of Notice to Proceed, and not less than five days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities and to coordinate Owner's quality-assurance and quality-control activities. Coordinate with Contractor's Construction Schedule.
- B. Quality-Control Personnel Qualifications: Engage qualified personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
 - 1. Project quality-control manager may also serve as Project superintendent.
- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
 - 1. Contractor-performed tests and inspections, including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections. Distinguish source quality-control tests and inspections from field quality-control tests and inspections.
 - 2. Special inspections required by authorities having jurisdiction and indicated on the Statement of Special Inspections.
 - 3. Owner-performed tests and inspections indicated in the Contract Documents.

- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring the Work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- F. Monitoring and Documentation: Maintain testing and inspection reports, including log of approved and rejected results. Include Work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming Work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.8 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, telephone number, and email address 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 inspection.
 - 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. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
 - 1. Name, address, telephone number, and email address of technical representative making report.
 - 2. Statement on condition of substrates and their acceptability for installation of product.
 - 3. Statement that products at Project site comply with requirements.
 - 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 - 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 - 6. Statement of whether conditions, products, and installation will affect warranty.
 - 7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:

1. Name, address, telephone number, and email address of factory-authorized service representative making report.
2. Statement that equipment complies with requirements.
3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
4. Statement of whether conditions, products, and installation will affect warranty.
5. Other required items indicated in individual Specification Sections.

1.9 QUALITY ASSURANCE

- A. 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. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.
- 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, applying, 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. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that is similar in material, design, and extent to those indicated for this Project.
- F. Specialists: Certain Specification Sections require that specific construction activities be performed by entities who are recognized experts in those operations. Specialists will satisfy qualification requirements indicated and engage in the activities indicated.
 1. Requirements of authorities having jurisdiction supersede requirements for specialists.

- G. Testing and Inspecting Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented in accordance with ASTM E329, and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
- H. 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.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect, demonstrate, repair, and perform service on installations of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following Contractor's responsibilities, including the following:
 - 1. Provide test specimens representative of proposed products and construction.
 - 2. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - 3. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
 - 4. Build site-assembled test assemblies and mockups, using installers who will perform same tasks for Project.
 - 5. When testing is complete, remove test specimens and test assemblies, and mockups; do not reuse products on Project.
 - 6. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect with copy to Contractor. Interpret tests and inspections, and state in each report whether tested and inspected Work complies with or deviates from the Contract Documents.
- K. 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:
 - 1. Build mockups of size indicated.
 - 2. Build mockups in location indicated or, if not indicated, as directed by Architect.
 - 3. Notify Architect seven days in advance of dates and times when mockups will be constructed.
 - 4. Employ supervisory personnel who will oversee mockup construction. Employ workers who will be employed to perform same tasks during the construction at Project.
 - 5. Demonstrate the proposed range of aesthetic effects and workmanship.
 - 6. Obtain Architect's approval of mockups before starting corresponding Work, fabrication, or construction.
 - a. Allow seven days for initial review and each re-review of each mockup.

7. Promptly correct unsatisfactory conditions noted by Architect's preliminary review, to the satisfaction of the Architect, before completion of final mockup.
8. Approval of mockups by the Architect does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
9. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
10. Demolish and remove mockups when directed unless otherwise indicated.

1.10 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 inspection they are engaged to perform.
 2. Costs for retesting and reinspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor.
- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
 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. Engage a qualified testing agency to perform quality-control services.
 - a. Contractor will 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 inspection 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 inspection 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. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- D. 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 locations 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 duties of Contractor.
- E. 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 Section 013300 "Submittal Procedures."
- F. 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 preinstallation 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.
- G. Contractor's Associated Requirements and Services: Cooperate with agencies and representatives 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 inspection. 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 inspection equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents as a component of Contractor's quality-control plan. Coordinate and submit concurrently with Contractor's Construction Schedule. Update and submit with each Application for Payment.
1. Schedule Contents: Include tests, inspections, and quality-control services, including Contractor- and Owner-retained services and other Project-required services paid for by other entities.

2. Distribution: Distribute schedule to Owner, Architect testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.11 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, and as follows:
 1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures, and reviewing the completeness and adequacy of those procedures to perform the Work.
 2. Notifying Architect and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
 3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect with copy to Contractor and to authorities having jurisdiction.
 4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
 5. Interpreting tests and inspections, and stating in each report whether tested and inspected Work complies with or deviates from the Contract Documents.
 6. Retesting and reinspecting corrected Work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: 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 revisions as they occur. Provide access to test and inspection log for Architect's and authorities' having jurisdiction reference during normal working hours.
 1. Submit log at Project closeout as part of Project Record Documents.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, 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 Section 017300 "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 014000

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SECTION 015000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.

1.2 USE CHARGES

- A. Installation, removal, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to, Owner's construction forces, Architect, testing agencies, and authorities having jurisdiction.
- B. Sewer Service: Pay sewer-service use charges for sewer usage by all entities for construction operations.
- C. Water Service: Pay water-service use charges for water used by all entities for construction operations.
- D. Electric Power Service: Pay electric-power-service use charges for electricity used by all entities for construction operations.

1.3 INFORMATIONAL SUBMITTALS

- A. Site Utilization Plan: Show temporary facilities, temporary utility lines and connections, staging areas, construction site entrances, vehicle circulation, and parking areas for construction personnel.
- B. Implementation and Termination Schedule: Within 15 days of date established for commencement of the Work, submit schedule indicating implementation and termination dates of each temporary utility.
- C. Project Identification and Temporary Signs: Show fabrication and installation details, including plans, elevations, details, layouts, typestyles, graphic elements, and message content.
- D. Erosion and Sedimentation Control Plan: Show compliance with requirements of 2003 EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
- E. Fire-Safety Program: Show compliance with requirements of NFPA 241 and authorities having jurisdiction. Indicate Contractor personnel responsible for management of fire-prevention program.

- F. Moisture- and Mold-Protection Plan: Describe procedures and controls for protecting materials and construction from water absorption and damage and mold. Describe delivery, handling, storage, installation, and protection provisions for materials subject to water absorption or water damage.
 - 1. Indicate procedures for discarding water-damaged materials, protocols for mitigating water intrusion into completed Work, and requirements for replacing water-damaged Work.
 - 2. 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.
 - 3. Indicate methods to be used to avoid trapping water in finished work.
- G. Dust- and HVAC-Control Plan: Submit coordination drawing and narrative that indicates the dust- and HVAC-control measures proposed for use, proposed locations, and proposed time frame for their operation. Include the following:
 - 1. Locations of dust-control partitions at each phase of work.
 - 2. HVAC system isolation schematic drawing.
 - 3. Location of proposed air-filtration system discharge.
 - 4. Waste-handling procedures.
 - 5. Other dust-control measures.

1.4 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. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in the United States Access Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

1.5 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. Chain-Link Fencing: 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 rails.
- B. Provide Fencing Windscreen Privacy Screen (When requested by the Owner): Polyester fabric scrim with grommets for attachment to chain-link fence, sized to height of fence, in color selected by Architect from manufacturer's standard colors.

2.2 TEMPORARY FACILITIES

- A. Field Offices: Prefabricated or mobile units with serviceable finishes, temperature controls, and foundations adequate for normal loading.
- B. Field Offices: Owner will provide conditioned interior space for field offices for duration of Project.
- C. Common-Use Field Office:
 - 1. Of sufficient size to accommodate needs of Owner, Architect, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly. Furnish and equip offices as follows:
 - 2. Furniture required for Project-site documents, including file cabinets, plan tables, plan racks, and bookcases.
 - 3. Conference room of sufficient size to accommodate meetings of 10 individuals. Provide electrical power service and 120-V ac duplex receptacles, with no fewer than one receptacle on each wall. Furnish room with conference table, chairs, and 4-foot-square tack and marker boards.
- D. Storage and Fabrication Sheds: Provide sheds sized, furnished, and equipped to accommodate materials and equipment for construction operations.
 - 1. Store combustible materials apart from building.

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: Unless Owner authorizes use of permanent HVAC system, provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control.
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.

2. Heating, Cooling, and Dehumidifying Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction, and marked for intended location and application.
 3. Permanent HVAC System: If 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 Section 017700 "Closeout Procedures."
- C. Air-Filtration Units: Primary and secondary HEPA-filter-equipped portable units with four-stage filtration. Provide single switch for emergency shutoff. Configure to run continuously.

PART 3 - EXECUTION

3.1 TEMPORARY FACILITIES, GENERAL

- A. Conservation: Coordinate construction and use of temporary facilities with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

3.2 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 Section 011000 "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.

3.3 TEMPORARY UTILITY INSTALLATION

- A. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully.
1. Connect temporary sewers to private system indicated as directed by authorities having jurisdiction.
- B. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.
- C. Sanitary Facilities: Provide temporary toilets, wash facilities, safety shower and eyewash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
1. Use of Permanent Toilets: Use of Owner's new toilet facilities is not permitted.

- D. Temporary Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
 - 1. Provide temporary dehumidification systems when required to reduce ambient and substrate moisture levels to level required to allow installation or application of finishes and their proper curing or drying.
- E. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
 - 1. Install electric power service overhead unless otherwise indicated.
- F. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.
 - 1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.
- G. Telephone Service: Provide temporary telephone service in common-use facilities for use by all construction personnel. Install WiFi cell phone access equipment land-based telephone line(s) for each field office.
- H. Electronic Communication Service: Provide secure WiFi wireless connection to internet with provisions for access by Architect and Owner.

3.4 SUPPORT FACILITIES INSTALLATION

- A. Comply with the following:
 - 1. Provide construction for temporary field offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible in accordance with ASTM E136. Comply with NFPA 241.
 - 2. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.
- B. Temporary Roads and Paved Areas: Construct and maintain temporary roads and paved areas adequate for construction operations. Locate temporary roads and paved areas within construction limits indicated on Drawings.
 - 1. Provide dust-control treatment that is nonpolluting and nontracking. Reapply treatment as required to minimize dust.
- C. Temporary Use of Planned Permanent Roads and Paved Areas: Locate temporary roads and paved areas in same location as permanent roads and paved areas. Construct and maintain temporary roads and paved areas adequate for construction operations. Extend temporary roads and paved areas, within construction limits indicated, as necessary for construction operations.

1. Coordinate elevations of temporary roads and paved areas with permanent roads and paved areas.
 2. Prepare subgrade and install subbase and base for temporary roads and paved areas.
 3. Recondition base after temporary use, including removing contaminated material, regrading, proofrolling, compacting, and testing.
 4. Delay installation of final course of permanent hot-mix asphalt pavement until immediately before Substantial Completion. Repair hot-mix asphalt base-course pavement before installation of final course.
- D. Traffic Controls: Comply with requirements of authorities having jurisdiction.
1. Protect existing site improvements to remain, including curbs, pavement, and utilities.
 2. Maintain access for fire-fighting equipment and access to fire hydrants.
- E. Parking: Provide temporary parking areas for construction personnel.
1. Provide designated "Architect's Use Only" parking space during construction duration.
- F. Storage and Staging: Use designated areas of Project site for storage and staging needs.
- G. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.
1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
 2. Remove snow and ice as required to minimize accumulations.
- H. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
1. Identification Signs: Provide Project identification signs.
 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
 - a. Provide temporary, directional signs for construction personnel and visitors.
 3. Maintain and touch up signs, so they are legible at all times.
- I. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 017300 "Execution."
- J. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.
1. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- K. Temporary Elevator Use: Use of elevators is not permitted.
- L. Temporary Use of Permanent Stairs: Use of new stairs for construction traffic will be permitted, provided stairs are protected and finishes restored to new condition at time of Substantial Completion.

3.5 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
 - 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.
- B. 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 Section 011000 "Summary."
- C. Temporary Erosion and Sedimentation Control: Comply with requirements of EPA Construction General Permit or authorities having jurisdiction.
- D. Temporary Erosion and Sedimentation Control: Provide measures to prevent soil erosion and discharge of soil-bearing water runoff and airborne dust to undisturbed areas and to adjacent properties and walkways, according to requirements of EPA Construction General Permit or authorities having jurisdiction, whichever is more stringent.
 - 1. Verify that flows of water redirected from construction areas or generated by construction activity do not enter or cross tree- or plant-protection zones.
 - 2. Inspect, repair, and maintain erosion- and sedimentation-control measures during construction until permanent vegetation has been established.
 - 3. Clean, repair, and restore adjoining properties and roads affected by erosion and sedimentation from Project site during the course of Project.
 - 4. Remove erosion and sedimentation controls, and restore and stabilize areas disturbed during removal.
- E. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- F. Tree and Plant Protection: Install temporary fencing located as indicated or outside the drip line of trees to protect vegetation from damage from construction operations. Protect tree root systems from damage, flooding, and erosion.
- G. Pest Control: Engage pest-control service to recommend practices to minimize attraction and harboring of rodents, roaches, and other pests and to perform extermination and control procedures at regular intervals, so Project will be free of pests and their residues at Substantial Completion. Perform control operations lawfully, using materials approved by authorities having jurisdiction.
- H. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people from easily entering site except by entrance gates.

1. Extent of Fence: As required to enclose entire Project site or portion determined sufficient to accommodate construction operations.
 2. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Furnish one set of keys to Owner.
- I. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each workday.
- J. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- K. Temporary Fire Protection: Install and maintain temporary fire-protection facilities of types needed to protect against reasonably predictable and controllable fire losses. Comply with NFPA 241; manage fire-prevention program.
1. Prohibit smoking in construction areas. Comply with additional limits on smoking specified in other Sections.
 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition in accordance with requirements of authorities having jurisdiction.
 3. Develop and supervise an overall fire-prevention and -protection program for personnel at Project site. Review needs with local fire department and establish procedures to be followed. Instruct personnel in methods and procedures. Post warnings and information.
 4. Provide temporary standpipes and hoses for fire protection. Hang hoses with a warning sign, stating that hoses are for fire-protection purposes only and are not to be removed. Match hose size with outlet size and equip with suitable nozzles.
- 3.6 When requested by the Owner, provide construction observation camera.
- 3.7 MOISTURE AND MOLD CONTROL
- A. Moisture and Mold Protection: Protect stored materials and installed Work in accordance with Moisture and Mold Protection Plan.
- B. Exposed Construction Period: Before installation of weather barriers, when materials are subject to wetting and exposure and to airborne mold spores, protect as follows:
1. Protect porous materials from water damage.
 2. Protect stored and installed material from flowing or standing water.
 3. Keep porous and organic materials from coming into prolonged contact with concrete.
 4. Remove standing water from decks.
 5. Keep deck openings covered or dammed.
- C. Partially Enclosed Construction Period: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.

2. Keep interior spaces reasonably clean and protected from water damage.
 3. Periodically collect and remove waste containing cellulose or other organic matter.
 4. Discard or replace water-damaged material.
 5. Do not install material that is wet.
 6. Discard and replace stored or installed material that begins to grow mold.
 7. Perform work in a sequence that allows wet materials adequate time to dry before enclosing the material in gypsum board or other interior finishes.
- D. Controlled Construction Period: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
 2. Use temporary or permanent HVAC system to control humidity within ranges specified for installed and stored materials.
 3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.
 - a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective and require replacing.
 - b. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 48 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
 - c. Remove and replace materials that cannot be completely restored to their manufactured moisture level within 48 hours.

3.8 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary 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.
1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.
- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. 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. Remove temporary roads and paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
3. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 "Closeout Procedures."

END OF SECTION 015000

SECTION 016000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.

1.2 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Salvaged items or items reused from other projects are not considered new products. Items that are manufactured or fabricated to include recycled content materials are considered new products, unless indicated otherwise.
 - 3. Comparable Product: Product by named manufacturer that is demonstrated and approved through the comparable product submittal process described in Part 2 "Comparable Products" Article, to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a single manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation. Published attributes and characteristics of basis-of-design product establish salient characteristics of products.
 - 1. Evaluation of Comparable Products: In addition to the basis-of-design product description, product attributes and characteristics may be listed to establish the significant qualities related to type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other special features and requirements for purposes of evaluating comparable products of additional manufacturers named in the specification. Manufacturer's published attributes and characteristics of basis-of-design product also establish salient characteristics of products for purposes of evaluating comparable products.

- C. Subject to Compliance with Requirements: Where the phrase "Subject to compliance with requirements" introduces a product selection procedure in an individual Specification Section, provide products qualified under the specified product procedure. In the event that a named product or product by a named manufacturer does not meet the other requirements of the specifications, select another named product or product from another named manufacturer that does meet the requirements of the specifications; submit a comparable product request or substitution request, if applicable.
- D. Basis-of-Design Product Specification Submittal: An action submittal complying with requirements in Section 013300 "Submittal Procedures."
- E. Substitution: Refer to Section 012500 "Substitution Procedures" for definition and limitations on substitutions.

1.3 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.
 - 1. Resolution of Compatibility Disputes between Multiple Contractors:
 - a. Contractors are responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 - b. If a dispute arises between the multiple contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.
- B. Identification of Products: Except for required labels and operating data, do not attach or imprint manufacturer or product names or trademarks on exposed surfaces of products or equipment that will be exposed to view in occupied spaces or on the exterior.
 - 1. Labels: Locate required product labels and stamps on a concealed surface, or, where required for observation following installation, on a visually accessible surface that is not conspicuous.
 - 2. Equipment Nameplates: Provide a permanent nameplate on each item of service- or power-operated equipment. Locate on a visually accessible but inconspicuous surface. Include information essential for operation, including the following:
 - a. Name of product and manufacturer.
 - b. Model and serial number.
 - c. Capacity.
 - d. Speed.
 - e. Ratings.
 - 3. See individual identification Sections in Divisions 21, 22, 23, and 26 for additional equipment identification requirements.

1.4 COORDINATION

- A. Modify or adjust affected work as necessary to integrate work of approved comparable products and approved substitutions.

1.5 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products, using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.

- B. Delivery and Handling:

- 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
 - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
 - 4. Inspect products on delivery to determine compliance with the Contract Documents and that products are undamaged and properly protected.

- C. Storage:

- 1. Provide a secure location and enclosure at Project site for storage of materials and equipment.
 - 2. Store products to allow for inspection and measurement of quantity or counting of units.
 - 3. Store materials in a manner that will not endanger Project structure.
 - 4. Store products that are subject to damage by the elements under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation and with adequate protection from wind.
 - 5. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
 - 6. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
 - 7. Protect stored products from damage and liquids from freezing.
 - 8. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.6 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.

1. Manufacturer's Warranty: Written standard warranty form furnished by individual manufacturer for a particular product and issued in the name of the Owner or endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner and issued in the name of the Owner or endorsed by manufacturer to Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included in the Project Manual, prepare a written document, using indicated form properly executed.
 3. See other Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Section 017700 "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties meeting requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
- B. Product Selection Procedures:
1. Basis-of-Design Product: Where Specifications name a product, or refer to a product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications may additionally indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

- a. For approval of products by unnamed manufacturers, comply with requirements in Section 012500 "Substitution Procedures" for substitutions for convenience.
- C. Visual Matching Specification: Where Specifications require the phrase "match Architect's sample," provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Section 012500 "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or a similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration of Comparable Products: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with the following requirements:
 1. Evidence that proposed product does not require revisions to the Contract Documents, is consistent with the Contract Documents, will produce the indicated results, and is compatible with other portions of the Work.
 2. Detailed comparison of significant qualities of proposed product with those of the named basis-of-design product. Significant product qualities include attributes, such as type, function, in-service performance and physical properties, weight, dimension, durability, visual characteristics, and other specific features and requirements.
 3. Evidence that proposed product provides specified warranty.
 4. List of similar installations for completed projects, with project names and addresses and names and addresses of architects and owners, if requested.
 5. Samples, if requested.
- B. Architect's Action on Comparable Products Submittal: If necessary, Architect will request additional information or documentation for evaluation, as specified in Section 013300 "Submittal Procedures."
 1. Form of Approval of Submittal: As specified in Section 013300 "Submittal Procedures."
 2. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- C. Submittal Requirements, Two-Step Process: Approval by the Architect of Contractor's request for use of comparable product is not intended to satisfy other submittal requirements. Comply with specified submittal requirements.

- D. Submittal Requirements, Single-Step Process: When acceptable to Architect, incorporate specified submittal requirements of individual Specification Section in combined submittal for comparable products. Approval by the Architect of Contractor's request for use of comparable product and of individual submittal requirements will also satisfy other submittal requirements.

PART 3 - EXECUTION (Not Used)

END OF SECTION 016000

SECTION 017300 - EXECUTION

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work, including, but not limited to, the following:
 - 1. Construction layout.
 - 2. Field engineering and surveying.
 - 3. Installation of the Work.
 - 4. Cutting and patching.
 - 5. Coordination of Owner's portion of the Work.
 - 6. Coordination of Owner-installed products.
 - 7. Progress cleaning.
 - 8. Starting and adjusting.
 - 9. Protection of installed construction.
 - 10. Correction of the Work.

1.2 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of subsequent work.
- B. Patching: Fitting and repair work required to restore construction to original conditions after installation of subsequent work.

1.3 PREINSTALLATION MEETINGS

- A. Cutting and Patching Conference: Conduct conference at Project site.
 - 1. Prior to submitting cutting and patching plan, review extent of cutting and patching anticipated and examine procedures for ensuring satisfactory result from cutting and patching work. Inform Architect of scheduled meeting. Require representatives of each entity directly concerned with cutting and patching to attend, including the following:
 - a. Contractor's superintendent.
 - b. Trade supervisor responsible for cutting operations.
 - c. Trade supervisor(s) responsible for patching of each type of substrate.
 - d. Mechanical, electrical, and utilities subcontractors' supervisors, to the extent each trade is affected by cutting and patching operations.
 - 2. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.
- B. Layout Conference: Conduct conference at Project site.

1. Prior to establishing layout of new perimeter and structural column grid(s), review building location requirements. Review benchmark, control point, and layout and dimension requirements. Inform Architect of scheduled meeting. Require representatives of each entity directly concerned with Project layout to attend, including the following:
 - a. Contractor's superintendent.
 - b. Professional surveyor, Professional engineer, or Contractor's personnel responsible for performing Project surveying and layout.
2. Review meanings and intent of dimensions, notes, terms, graphic symbols, and other layout information indicated on the Drawings.
3. Review requirements for including layouts on Shop Drawings and other submittals.
4. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

1.4 INFORMATIONAL SUBMITTALS

- A. Qualification Data: For land surveyor.
- B. Certified Surveys: Submit one PDF copy signed by professional engineer.
- C. Certificates: Submit certificate signed by land surveyor or professional engineer, certifying that location and elevation of improvements comply with requirements.
- D. Cutting and Patching Plan: Submit plan describing procedures at least 10 days prior to the time cutting and patching will be performed. Include the following information:
 1. Extent: Describe reason for and extent of each occurrence of cutting and patching.
 2. Changes to In-Place Construction: Describe anticipated results. Include changes to structural elements and operating components as well as changes in building appearance and other significant visual elements.
 3. Products: List products to be used for patching and firms or entities that will perform patching work.
 4. Dates: Indicate when cutting and patching will be performed.
 5. Utilities and Mechanical and Electrical Systems: List services and systems that cutting and patching procedures will disturb or affect. List services and systems that will be relocated and those that will be temporarily out of service. Indicate length of time permanent services and systems will be disrupted.
 - a. Include description of provisions for temporary services and systems during interruption of permanent services and systems.
- E. Landfill Receipts: Submit copy of receipts issued by a landfill facility, licensed to accept hazardous materials, for hazardous waste disposal.

1.5 CLOSEOUT SUBMITTALS

- A. Final Property Survey: Submit one PDF copy showing the Work performed and record survey data.

1.6 QUALITY ASSURANCE

- A. Land Surveyor Qualifications: A professional land surveyor who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing land-surveying services of the kind indicated.
- B. Professional Engineer Qualifications: Refer to Section 014000 "Quality Requirements."
- C. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 - 1. Structural Elements: When cutting and patching structural elements, or when encountering the need for cutting and patching of elements whose structural function is not known, notify Architect of locations and details of cutting and await directions from Architect before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection.
 - 2. 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.
 - a. Primary operational systems and equipment.
 - b. Fire separation assemblies.
 - c. Air or smoke barriers.
 - d. Fire-suppression systems.
 - e. Plumbing piping systems.
 - f. Mechanical systems piping and ducts.
 - g. Control systems.
 - h. Communication systems.
 - i. Fire-detection and -alarm systems.
 - j. Conveying systems.
 - k. Electrical wiring systems.
 - l. Operating systems of special construction.
 - 3. Other Construction Elements: Do not cut and patch other construction elements or 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. Other construction elements include but are not limited to the following:
 - a. Water, moisture, or vapor barriers.
 - b. Membranes and flashings.
 - c. Exterior curtain-wall construction.
 - d. Sprayed fire-resistive material.
 - e. Equipment supports.
 - f. Piping, ductwork, vessels, and equipment.
 - g. Noise- and vibration-control elements and systems.

4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction 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.
- D. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of specified products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials for patching 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 provide a match acceptable to Architect for the visual and functional performance of in-place materials. Use materials that are not considered hazardous.
- C. Cleaning Agents: Use cleaning materials and agents recommended by 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.
 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, 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. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.

- B. Written Report: Where a written report listing conditions detrimental to performance of the Work is required by other Sections, include the following:
 - 1. Description of the Work, including Specification Section number and paragraph, and Drawing sheet number and detail, where applicable.
 - 2. List of detrimental conditions, including substrates.
 - 3. List of unacceptable installation tolerances.
 - 4. Recommended corrections.
- C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Existing Utility Information: Furnish information to local utility and Owner that is necessary to adjust, move, or relocate existing utility structures, utility poles, lines, services, or other utility appurtenances located in or affected by construction. Coordinate with authorities having jurisdiction.
- B. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- C. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- D. 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 in accordance with requirements in Section 013100 "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks and existing conditions. If discrepancies are discovered, notify Architect promptly.
- B. Engage a land surveyor experienced in laying out the Work, using the following accepted surveying practices:
 - 1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 - 2. Establish limits on use of Project site.
 - 3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 - 4. Inform installers of lines and levels to which they must comply.
 - 5. Check the location, level and plumb, of every major element as the Work progresses.

6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
 7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 FIELD ENGINEERING

- A. Identification: Owner will identify existing benchmarks, control points, and property corners.
- B. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect before proceeding.
 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- C. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
 2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
 3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.
- D. Certified Survey: On completion of foundation walls, major site improvements, and other work requiring field-engineering services, prepare a certified survey showing dimensions, locations, angles, and elevations of construction and sitework.

- E. Final Property Survey: Engage a land surveyor to prepare a final property survey showing significant features (real property) for Project. Include on the survey a certification, signed by professional engineer, that principal metes, bounds, lines, and levels of Project are accurately positioned as shown on the survey.
 - 1. Show boundary lines, monuments, streets, site improvements and utilities, existing improvements and significant vegetation, adjoining properties, acreage, grade contours, and the distance and bearing from a site corner to a legal point.
 - 2. Recording: At Substantial Completion, have the final property survey recorded by or with authorities having jurisdiction as the official "property survey."

3.5 INSTALLATION

- A. 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.
 - 4. Maintain minimum headroom clearance of 120 inches in occupied spaces and 90 inches in unoccupied spaces, unless otherwise indicated on Drawings.
- 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 satisfactory results as judged by Architect. 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 of type expected for Project.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on-site and placement in permanent locations.
- F. Tools and Equipment: Select tools or equipment that minimize production of excessive noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for Work specified to be factory prepared and field installed. Check Shop Drawings of other portions of the Work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions with manufacturer.

1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 2. Allow for building movement, including thermal expansion and contraction.
 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed Work are not indicated, arrange joints for the best visual effect, as judged by Architect. Fit exposed connections together to form hairline joints.

3.6 CUTTING AND PATCHING

- 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. Temporary Support: Provide temporary support of Work to be cut.
- C. 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.
- D. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and patching in accordance with requirements in Section 011000 "Summary."
- E. 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 neatly to minimum 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 and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.
 4. Excavating and Backfilling: Comply with requirements in applicable Sections where required by cutting and patching operations.
 5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
 6. Proceed with patching after construction operations requiring cutting are complete.

- F. 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 practicable, as judged by Architect. Provide materials and comply with installation requirements specified in other Sections, where applicable.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical 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, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing the patch, corner to corner of wall and edge to edge of ceiling. Provide additional coats until patch blends with adjacent surfaces.
 4. Ceilings: Patch, repair, or rehang 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 and ensures thermal and moisture integrity of building enclosure.
- G. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.7 COORDINATION OF OWNER'S PORTION OF THE WORK

- A. Site Access: Provide access to Project site for Owner's construction personnel and Owner's separate contractors.
1. Provide temporary facilities required for Owner-furnished, Contractor-installed and Owner-furnished, Owner-installed products.
 2. Refer to Section 011000 "Summary" for other requirements for Owner-furnished, Contractor-installed products.

- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel and Owner's separate contractors.
 - 1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
 - 2. Preinstallation Conferences: Include Owner's construction personnel and Owner's separate contractors at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3.8 PROGRESS CLEANING

- A. Clean Project site and work areas daily, including common areas. 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 waste materials more than seven days during normal weather or three 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.
 - a. Use containers intended for holding waste materials of type to be stored.
 - 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- 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.
 - 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: Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

- G. Waste Disposal: Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Section 015000 "Temporary Facilities and Controls."
- 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 ensure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.9 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- 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: Comply with qualification requirements in Section 014000 "Quality Requirements."

3.10 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.

3.11 CORRECTION OF THE WORK

- A. Repair or remove and replace damaged, defective, or nonconforming Work. Restore damaged substrates and finishes.
 - 1. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment.
- B. Repair Work previously completed and subsequently damaged during construction period. Repair to like-new condition.
- C. Restore permanent facilities used during construction to their specified condition.

- D. Remove and replace damaged surfaces that are exposed to view if surfaces cannot be repaired without visible evidence of repair.
- E. Repair components that do not operate properly. Remove and replace operating components that cannot be repaired.
- F. Remove and replace chipped, scratched, and broken glass or reflective surfaces.

END OF SECTION 017300

SECTION 017700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.

1.2 DEFINITIONS

- A. List of Incomplete Items: Contractor-prepared list of items to be completed or corrected, prepared for the Architect's use prior to Architect's inspection, to determine if the Work is substantially complete.

1.3 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest-control inspection.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items required by other Sections.

1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner's signature for receipt of submittals.
 - 5. Submit testing, adjusting, and balancing records.
 - 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Advise Owner of pending insurance changeover requirements.
 - 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 3. Complete startup and testing of systems and equipment.
 - 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 - 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
 - 6. Advise Owner of changeover in utility services.
 - 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 - 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 - 9. Complete final cleaning requirements.

10. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. 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. Request reinspection 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.

1.7 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:
 1. Submit a final Application for Payment in accordance with Section 012900 "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Submit pest-control final inspection report.
 5. Submit Final Completion photographic documentation.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. 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 or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
 1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 LIST OF INCOMPLETE ITEMS

- A. Organization 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, starting with exterior areas first and proceeding from lowest floor to highest floor, listed by room or space number.

2. Organize items applying to each space by major element, including categories for ceilings, 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.
4. Submit list of incomplete items in the following format:
 - a. MS Excel Electronic File: Architect will return annotated file.
 - b. PDF Electronic File: Architect will return annotated file.
 - c. Web-Based Project Software Upload: Utilize software feature for creating and updating list of incomplete items (punch list).

1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- C. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
 1. Submit on digital media acceptable to Architect.
- D. 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 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.
 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform 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. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
 - i. Vacuum and mop concrete.
 - j. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - k. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - l. Remove labels that are not permanent.
 - m. Wipe surfaces of mechanical and electrical equipment, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - n. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - o. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - p. Clean ducts, blowers, and coils.
 - q. Clean luminaires, lamps, globes, and reflectors to function with full efficiency.
 - r. Clean strainers.
 - s. Leave Project clean and ready for occupancy.

- C. Pest Control: Comply with pest control requirements in Section 015000 "Temporary Facilities and Controls." Prepare written report.
- D. Construction Waste Disposal: Comply with waste-disposal requirements in Section 015000 "Temporary Facilities and Controls."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations required by Section 017300 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION 017700

SECTION 017823 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory manuals.
 - 2. Emergency manuals.
 - 3. Systems and equipment operation manuals.
 - 4. Systems and equipment maintenance manuals.
 - 5. Product maintenance manuals.

1.2 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.

1.3 CLOSEOUT SUBMITTALS

- A. Submit operation and maintenance manuals indicated. Provide content for each manual as specified in individual Specification Sections, and as reviewed and approved at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Architect will comment on whether content of operation and maintenance submittals is acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.
- B. Format: Submit operation and maintenance manuals in the following format:
 - 1. Submit on digital media acceptable to Architect. Enable reviewer comments on draft submittals.
- C. Initial Manual Submittal: Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.
- D. Final Manual Submittal: Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments.

1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.
- E. Comply with Section 017700 "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

1.4 FORMAT OF OPERATION AND MAINTENANCE MANUALS

- A. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
 1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.
 2. File Names and Bookmarks: Bookmark individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.

1.5 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- A. Organization of Manuals: 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: 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 and contact information for Contractor.
 6. Name and contact information for Architect.
 7. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
 8. 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.
- 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."

1.6 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY MANUAL

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals. List items and their location to facilitate ready access to desired information. Include the following:
 1. List of Systems and Subsystems: List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
 2. 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.
 3. Tables of Contents: Include a table of contents for each emergency, operation, and maintenance manual.

1.7 EMERGENCY MANUALS

- A. 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.
- B. Content: Organize manual into a separate section for each of the following:
 1. Type of emergency.
 2. Emergency instructions.
 3. Emergency procedures.
- C. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
 1. Fire.
 2. Flood.
 3. Gas leak.
 4. Water leak.
 5. Power failure.
 6. Water outage.
 7. System, subsystem, or equipment failure.

8. Chemical release or spill.
- D. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- E. Emergency Procedures: Include the following, as applicable:
 1. Instructions on stopping.
 2. Shutdown instructions for each type of emergency.
 3. Operating instructions for conditions outside normal operating limits.
 4. Required sequences for electric or electronic systems.
 5. Special operating instructions and procedures.

1.8 SYSTEMS AND EQUIPMENT OPERATION MANUALS

- A. Systems and Equipment Operation Manual: Assemble a complete set of data indicating operation of each system, subsystem, and piece of equipment not part of a system. Include information required for daily operation and management, operating standards, and routine and special operating procedures.
 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.
- B. 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. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor has 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.
- C. Descriptions: Include the following:
 1. Product name and model number. Use designations for products indicated on Contract Documents.
 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.
- D. 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.
- E. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- F. Piped Systems: Diagram piping as installed, and identify color coding where required for identification.

1.9 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS

- A. Systems and Equipment Maintenance Manuals: Assemble a complete set of data indicating maintenance of each system, subsystem, and piece of equipment not part of a system. Include manufacturers' maintenance documentation, preventive maintenance procedures and frequency, repair procedures, wiring and systems diagrams, lists of spare parts, and warranty information.
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.
- B. 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 warranties and bonds as described below.
- C. 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 and drawing or schedule designation or identifier where applicable.
- D. Manufacturers' Maintenance Documentation: Include the following information for each component part or piece of equipment:

1. Standard maintenance instructions and bulletins; 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.
 - a. 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.
 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.
- E. 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 video recording, if available.
- F. 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.
- G. 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.
- H. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- I. 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.
- J. 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 maintenance manuals.

1.10 PRODUCT MAINTENANCE MANUALS

- A. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- B. 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.
- C. 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 and drawing or schedule designation or identifier where applicable.
- D. 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.
- E. 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.
- F. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- G. 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 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017823

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SECTION 017839 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for Project Record Documents, including the following:
 - 1. Record Drawings.
 - 2. Record specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.

1.2 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit one set(s) of marked-up record prints.
- B. Record Specifications: Submit annotated PDF electronic files of Project's Specifications, including addenda and Contract modifications.
- C. Record Product Data: Submit annotated PDF electronic files and directories of each submittal.
 - 1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit annotated PDF electronic files and directories of each submittal.
- E. Reports: Submit written report weekly indicating items incorporated into Project Record Documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

1.3 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
 - 1. Preparation: Mark record prints to show the actual installation, where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding 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 acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding photographic documentation.
 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.
 - 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 and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 4. Mark record prints 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 Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.
- B. Record Digital Data Files: Immediately before inspection for Certificate of Substantial Completion, review marked-up record prints with Architect. When authorized, prepare a full set of corrected digital data files of the Contract Drawings, as follows:
1. Format: Same digital data software program, version, and operating system as for the original Contract Drawings.
 2. Format: Annotated PDF electronic file with comment function enabled.
 3. Incorporate changes and additional information previously marked on record prints. Delete, redraw, and add details and notations where applicable.
 4. Refer instances of uncertainty to Architect for resolution.
 5. Architect will furnish Contractor with one set of digital data files of the Contract Drawings for use in recording information.
 - a. See Section 013100 "Project Management and Coordination" for requirements related to use of Architect's digital data files.
 - b. Architect will provide data file layer information. Record markups in separate layers.

- C. Format: Identify and date each Record Drawing; include the designation "PROJECT RECORD DRAWING" in a prominent location.
 - 1. Record Prints: Organize record prints into manageable sets. Bind each set with durable paper cover sheets. Include identification on cover sheets.
 - 2. Format: Annotated PDF electronic file with comment function enabled.
 - 3. Record Digital Data Files: Organize digital data 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 digital data file.
 - 4. Identification: As follows:
 - a. Project name.
 - b. Date.
 - c. Designation "PROJECT RECORD DRAWINGS."
 - d. Name of Architect.
 - e. Name of Contractor.

1.4 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.
- B. Format: Submit record specifications as scanned PDF electronic file(s) of marked-up paper copy of Specifications.

1.5 RECORD PRODUCT DATA

- A. Recording: Maintain one copy of each submittal during the construction period for Project Record Document purposes. Post changes and revisions to Project Record Documents as they occur; do not wait until end of Project.
- B. 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.
- C. Format: Submit Record Product Data as scanned PDF electronic file(s) of marked-up paper copy of Product Data.
 1. Include Record Product Data directory organized by Specification Section number and title, electronically linked to each item of Record Product Data.

1.6 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.
- B. Format: Submit miscellaneous record submittals as PDF electronic file.
 1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

1.7 MAINTENANCE OF RECORD DOCUMENTS

- A. Maintenance of Record Documents: Store Record Documents 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 Architect's reference during normal working hours.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 017839

SECTION 017900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
 - 1. Instruction in operation and maintenance of systems, subsystems, and equipment.
 - 2. Demonstration and training video recordings.

1.2 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 using 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 facilitator or instructor.
- C. Attendance Record: For each training module, submit list of participants and length of instruction time.
- D. Evaluations: For each participant and for each training module, submit results and documentation of performance-based test.

1.3 CLOSEOUT SUBMITTALS

- A. At Owner's request, provide demonstration and Training Video Recordings: Submit one 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 and bound in format matching operation and maintenance manuals. 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. Transcript: Prepared in PDF electronic format. Include a cover sheet with same label information as the corresponding video recording and a table of contents with links to corresponding training components. Include name of Project and date of video recording on each page.
4. At completion of training, submit complete training manual(s) for Owner's use prepared in same PDF file format required for operation and maintenance manuals specified in Section 017823 "Operation and Maintenance Data."

1.4 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 Section 014000 "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 Section 013100 "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.

1.5 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- 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.

1.6 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. Systems and equipment operation manuals.
 - c. Systems and equipment maintenance manuals.
 - d. Product maintenance manuals.
 - e. Project Record Documents.
 - f. Identification systems.
 - g. Warranties and bonds.
 - h. 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.

1.7 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 Section 017823 "Operation and Maintenance Data."
- B. Set up instructional equipment at instruction location.

1.8 INSTRUCTION

- A. Facilitator: Engage a qualified facilitator to prepare instruction program and training modules, to coordinate instructors, and to coordinate between Contractor and Owner for number of participants, instruction times, and location.
- B. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Owner will furnish an instructor to describe Owner's operational philosophy.
 - 2. Owner will furnish Contractor with names and positions of participants.
- C. 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.
- D. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.
- E. Cleanup: Collect used and leftover educational materials and give to Owner. Remove instructional equipment. Restore systems and equipment to condition existing before initial training use.

1.9 AT OWNER'S DIRECTION ONLY PROVIDE 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. Digital Video Recordings: Provide high-resolution, digital video in MPEG format, produced by a digital camera with minimum sensor resolution of 12 megapixels and capable of recording in full HD mode with vibration reduction technology.
 - 1. Submit video recordings thumb drive or by uploading to web-based Project software site.
 - 2. File Hierarchy: Organize folder structure and file locations according to Project Manual table of contents. Provide complete screen-based menu.
 - 3. File Names: Utilize file names based on name of equipment generally described in video segment, as identified in Project specifications.
 - 4. Contractor and Installer Contact File: Using appropriate software, create a file for inclusion on the equipment demonstration and training recording that describes the following for each Contractor involved on the Project, arranged according to Project Manual table of contents:
 - a. Name of Contractor/Installer.

- b. Business address.
 - c. Business phone number.
 - d. Point of contact.
 - e. Email address.
- C. Recording: Mount camera on tripod before starting recording, unless otherwise necessary to adequately cover area of demonstration and training. Display continuous running time.
 - 1. Film training session(s) in segments not to exceed 15 minutes.
 - a. Produce segments to present a single significant piece of equipment per segment.
 - b. Organize segments with multiple pieces of equipment to follow order of Project Manual table of contents.
 - c. Where a training session on a particular piece of equipment exceeds 15 minutes, stop filming and pause training session. Begin training session again upon commencement of new filming segment.
- D. Light Levels: Verify light levels are adequate to properly light equipment. Verify equipment markings are clearly visible prior to recording.
 - 1. Furnish additional portable lighting as required.
- E. Narration: Describe scenes on video recording by audio narration by microphone while video recording is recorded. Include description of items being viewed.
- F. Transcript: Provide a transcript of the narration. Display images and running time captured from videotape opposite the corresponding narration segment.
- G. Preproduced Video Recordings: Provide video recordings used as a component of training modules in same format as recordings of live training.

PART 2 - PRODUCTS

PART 3 - EXECUTION

END OF SECTION 017900

SECTION 032000 - CONCRETE REINFORCING

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Reinforcing bars, wire fabric, and accessories for cast-in-place concrete.
- B. Related Sections:
 - 1. Division 01: Administrative, procedural, and temporary work requirements.

1.2 REFERENCES

- A. American Concrete Institute (ACI) 301 - Specifications for Structural Concrete for Buildings.
- B. ASTM International (ASTM):
 - 1. A185/A185M - Standard Specification for Welded Steel Wire Reinforcement, Plain, for Concrete.
 - 2. A615/A 615M - Standard Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement.
 - 3. A767 - Standard Specification for Zinc-Coated (Galvanized) Bars for Concrete Reinforcement.
 - 4. D3963 - Standard Specification for Fabrication and Jobsite Handling of Epoxy-Coated Reinforcing Steel.
- C. American Welding Society (AWS) D1.4/D1.4M - Structural Welding Code - Reinforcing Steel.
- D. Concrete Reinforcing Steel Institute (CRSI):
 - 1. Manual of Practice.
 - 2. Publication 63 - Recommended Practice for Placing Reinforcing Bars.
 - 3. Publication 65 - Recommended Practice for Placing Bar Supports, Specifications and Nomenclature.

1.3 SUBMITTALS

- A. Submittals for Review:
 - 1. Shop Drawings:
 - a. Include bar sizes, spacings, laps, locations, and quantities of reinforcing bars, wire fabric, and accessories.
 - b. Provide bending and cutting schedules.
 - c. Show complete layout plan for each layer of reinforcing.

1.4 DELIVERY, STORAGE AND HANDLING

- A. Deliver reinforcing to project site in bundles marked with tags indicating bar size, length, and mark.
- B. Store reinforcing above ground in dry, well drained area; protect from corrosion.

PART 2 PRODUCTS

2.1 MATERIALS

- A. Reinforcing Bars:
 - 1. ASTM A615/A615M, deformed billet steel, Grade 60.
 - 2. Finish: Plain.
- B. Welded Wire Fabric:
 - 1. ASTM A185/A185M. Furnish in flat sheets
 - 2. Finish: Plain.

2.2 ACCESSORIES

- A. Spacers, Chairs, Bolsters, and Bar Supports:
 - 1. Sized and shaped for strength and support of reinforcement during concrete placement.
 - 2. Galvanized or plastic coated steel for surfaces exposed to weather.
- B. Tie Wire: Annealed.

2.3 FABRICATION

- A. Fabricate in accordance with ACI 301 and CRSI Manual.
- B. Bend bars cold; do not heat or bend by makeshift methods. Discard damaged bars.
- C. Welding: AWS D1.4/D1.4M.
- D. Fabrication Tolerances:
 - 1. Sheared length: Plus or minus 1 inch.
 - 2. Bends in stirrups and ties: Plus or minus ½ inch
 - 3. All other bends: Plus or minus 1 inch.

PART 3 EXECUTION

3.1 PREPARATION

- A. Before placing in work, thoroughly clean reinforcing of loose rust, mill scale, dirt, oil, and other materials that could reduce bonding.
- B. Inspect reinforcing left protruding for future bonding or following delay in work, and clean if necessary.

3.2 INSTALLATION

- A. Install reinforcing in accordance with ACI 301, and CRSI Manual and Publications 63 and 65.
- B. Accurately position reinforcing; securely tie at intersections.

- C. Welding: AWS D1.4/D1.4M.
- D. Install wire fabric reinforcing in longest practical lengths. Offset end laps in adjacent widths to prevent continuous lap.
- E. Do not displace or damage vapor retarder.
- F. Locate splices not indicated on Drawings at points of minimum stress.
- G. Clean and reprotect [galvanized] [epoxy coated] surfaces cut or damaged during installation.

END OF SECTION

SECTION 033000 - CAST-IN-PLACE CONCRETE

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Cast-in-place concrete for foundations and slabs on grade.
 - 2. Equipment pads.
 - 3. Bases for lighting fixtures.
- B. Related Sections:
 - 1. Division 01: Administrative, procedural, and temporary work requirements.

1.2 REFERENCES

- A. American Concrete Institute (ACI):
 - 1. 301 - Structural Concrete for Buildings.
 - 2. 305R - Hot Weather Concreting.
 - 3. 306R - Cold Weather Concreting.
 - 4. 308 - Standard Practice for Curing Concrete.
 - 5. 318 - Building Code Requirements for Structural Concrete.
- B. ASTM International (ASTM):
 - 1. C31 - Standard Test Method for Method of Making and Curing Concrete Test Specimens in the Field.
 - 2. C33 - Standard Specification for Concrete Aggregates.
 - 3. C39 - Standard Test Method for Test Method for Compressive Strength of Cylindrical Concrete Specimens.
 - 4. C94 - Standard Specification for Ready-Mixed Concrete.
 - 5. C143 - Standard Test Method for Slump of Portland Cement Concrete.
 - 6. C150 - Standard Specification for Portland Cement.
 - 7. C171 - Standard Specification for Sheet Materials for Curing Concrete.
 - 8. C172 - Standard Test Method for Method of Sampling Freshly Mixed Concrete.
 - 9. C231 - Standard Test Method for Air Content of Freshly Mixed Concrete by the Pressure Method.
 - 10. C260 - Standard Specification for Air-Entraining Admixtures for Concrete.
 - 11. C309 - Standard Specification for Liquid Membrane-Forming Compounds for Curing Concrete.
 - 12. C330 - Standard Specification for Lightweight Aggregates for Structural Concrete.
 - 13. C494 - Standard Specification for Chemical Admixtures for Concrete.
 - 14. C618 - Standard Specification for Fly Ash and Raw or Calcined Natural Pozzolans for Use as a Mineral Admixture in Portland Cement Concrete.
 - 15. C1116/1116M - Standard Specification for Fiber-Reinforced Concrete and Shotcrete.
 - 16. D1752 - Standard Specification for Preformed Sponge Rubber and Cork Expansion Joint Fillers for Concrete Paving and Structural Construction.

1.3 SUBMITTALS

A. Submittals for Review:

1. Concrete Mix Designs: Include:

- a. Proportions of cement, fine and coarse aggregates, [fibrous reinforcing,] and water.
- b. Combined aggregate gradation.
- c. Aggregate specific gravities and gradations.
- d. Water/cement ratio, design strength, slump, and air content.
- e. Type of cement and aggregates.
- f. Air dry density and split cylinder ratio for lightweight concrete.
- g. Type and proportion of admixtures.
- h. Special requirements for pumping.
- i. Range of ambient temperature and humidity for which design is valid.
- j. Special characteristics of mix requiring precautions in mixing, placing, or finishing techniques to achieve finished product.

1.4 QUALITY ASSURANCE

- A. Concrete Mix Design: In accordance with ACI 301, Method 1 or 2.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Mix and deliver concrete to project ready mixed in accordance with ASTM C94.
- B. Schedule delivery so that pours will not be interrupted for over 15 minutes.
- C. Place concrete on site within 90 minutes after proportioning materials at batch plant.

1.6 PROJECT CONDITIONS

- A. Cold Weather Placement - Protect concrete work from physical damage or reduced strength that could be caused by frost, freezing actions, or low temperatures. Comply with ACI 306R and following requirements:
1. Air temperature at or expected to fall below 40 degrees F, uniformly heat water and aggregates before mixing to obtain a concrete mixture temperature of not less than 50 degrees F and not more than 80 degrees F at point of placement.
 2. Do not use frozen materials or materials containing ice or snow. Do not place concrete on frozen subgrade or on subgrade containing frozen materials.
 3. Do not use calcium chloride, salt, and other materials containing antifreeze agents or chemical accelerators unless otherwise accepted in mix designs.
- B. Hot Weather Placement - Place concrete in accordance with ACI 305R and following requirements:
1. Cool ingredients before mixing to maintain concrete temperature at time of placement below 90 degrees F. Use chilled mixing water or chopped ice if water equivalent of ice is calculated in total amount of mixing water.
 2. If required, cover reinforcing steel with water soaked burlap so that steel temperature will not exceed ambient air temperature.
 3. Fog spray forms, reinforcing steel, and subgrade just before concrete is placed.
 4. Use water-reducing retarding admixture when required by high temperatures, low humidity, or other adverse placing conditions.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturers - Concrete Chemicals:
 - 1. BASF Corporation. (www.buildingsystems.basf.com)
 - 2. Dayton Superior. (www.daytonsuperior.com)
 - 3. W. R. Meadows, Inc. (www.wrmeadows.com)
 - 4. Meadow Burke. (www.meadowburke.com)
 - 5. Nox-Crete Products Group. (www.nox-crete.com)
- B. Substitutions: Under provisions of Division 01

2.2 MATERIALS

- A. Portland Cement: ASTM C150, Type I or III, gray color.
- B. Aggregates:
 - 1. Fine: ASTM C33, clean, hard, durable, uncoated natural sand, free from silt, loam, and clay.
 - 2. Coarse: ASTM C33, clean, hard, durable, uncoated crushed stone.
- C. Fibrous Reinforcing: ASTM C1116/1116M, 100 percent virgin polypropylene, or approved substitute, free from reprocessed olefin materials and specifically manufactured for use as concrete secondary reinforcement.

2.3 ACCESSORIES

- A. Water: Clean and potable.
- B. Admixtures:
 - 1. Water reducing or water reducing/set retarding: ASTM C494, Type A or D.
 - 2. Air entraining: ASTM C260.
- C. Expansion Joint Filler: ASTM D1752, non asphaltic type.
- D. Non Shrink Grout: Premixed, consisting of non-metallic aggregate, cement, water reducing and plasticizing agents; minimum 7,000 psi compressive strength at 28 days.
- E. Bonding Agent: Two component modified epoxy resin.
- F. Curing Compound: ASTM C309, [solvent] [water] based type.
- G. Curing Paper: ASTM C171, waterproof paper or polyethylene film.

2.4 MIXES

- A. Proportions: In accordance with ACI 301.

- B. Design concrete to yield characteristics [scheduled at end of Section.] [indicated on Drawings.]
- C. Air Entrained Concrete: Provide air entraining admixture to produce 4 to 6 percent air by volume of concrete.
- D. Fibrous Reinforced Concrete:
 - 1. Add fibrous reinforcing to concrete at time concrete is batched to provide 1.5 pounds of reinforcing per cubic yard of concrete.
 - 2. Ensure complete distribution.
- E. Use accelerating admixture in cold weather only when approved by Architect. Use of admixtures will not reduce cold weather placement requirements.

PART 3 EXECUTION

3.1 PREPARATION

- A. Notify Testing Laboratory minimum 24 hours prior to placing concrete.
- B. Accurately position anchor bolts, sleeves, conduit, inserts, and accessories. Do not cut reinforcing steel to facilitate installation of inserts or accessories.
- C. Remove water and debris from forms and excavations.
- D. Close openings left in forms for cleaning and inspection.
- E. Prepare previously placed [and existing] concrete surfaces by cleaning with steel wire brush and applying bonding agent in accordance with manufacturer's instructions.
- F. Where new concrete is doweled to existing, drill holes in existing concrete, insert steel dowels, and pack holes solid with non shrink grout.

3.2 PLACEMENT OF CONCRETE

- A. Place concrete in accordance with ACI 301 and ACI 318.
- B. Ensure reinforcement, inserts, and embedded parts are not disturbed during concrete placement.
- C. Deposit concrete as nearly as possible in its final position to minimize handling and flowing.
- D. Place concrete continuously between predetermined expansion, control, and construction joints.
- E. Do not place partially hardened, contaminated, or retempered concrete.
- F. Do not allow concrete to free fall over 8 feet; provide tremies, chutes, or other means of conveyance.

- G. Consolidate concrete with mechanical vibrating equipment. Hand compact in corners and angles of forms.
- H. Screed slabs level, to flatness tolerance of $\frac{1}{4}$ inch in 10 feet.

3.3 PLACEMENT OF SEPARATE FLOOR TOPPINGS

- A. Prior to placing toppings, remove deleterious material from concrete substrates; broom surfaces clean.
- B. Apply bonding agent to concrete substrate; follow manufacturer's instructions.

3.4 PLACEMENT OF GROUT

- A. Remove loose and foreign matter from concrete; lightly roughen bonding surface.
- B. Just prior to grouting, thoroughly wet concrete surfaces; remove excess water.
- C. Mix grout in accordance with manufacturer's instructions. Do not retemper.
- D. Place grout continuously, by most practical means; avoid entrapped air. Do not vibrate grout.

3.5 PROTECTION

- A. Immediately after placement, protect concrete from premature drying, excessively hot or cold temperatures, and mechanical injury.
- B. Maintain concrete with minimal moisture loss at relatively constant temperature for period necessary for hydration of cement and hardening of concrete.
- C. Provide artificial heat to maintain temperature of concrete above minimum specified temperature for duration of curing period.
- D. Keep forms sufficiently wet to prevent cracking of concrete or loosening of form joints.

3.6 CURING

- A. Cure concrete in accordance with ACI 308:
 - 1. Horizontal surfaces:
 - a. Surfaces to receive additional toppings or setting beds: Use curing paper method.
 - b. Other surfaces: Use either curing paper or curing compound method.
 - 2. Vertical surfaces: Use either wet curing or curing compound method.
- B. Curing Compound Method:
 - 1. Spray compound on surfaces in two coats, applying second at right angle to first, at minimum rate recommended by manufacturer.
 - 2. Restrict traffic on surfaces during curing.

- C. Wet Curing Method: Spray water over surfaces and maintain wet for 7 days.

3.7 CLEANING

- A. Remove efflorescence, stains, oil, grease, and foreign materials from exposed surfaces.

3.8 FIELD QUALITY CONTROL

- A. Testing and Inspection Services:
1. Certify each delivery ticket.
 2. Record time at which concrete was discharged from truck.
 3. Monitor and record amount of water and water reducing admixture added to concrete at project site.
 4. Determine ambient temperature and temperature of concrete sample for each set of test cylinders.
 5. Test cylinders:
 - a. Make test cylinders in accordance with ASTM C172; one set of 3 cylinders for each 100 cubic yards or fraction thereof placed in any one day, for each different class of concrete.
 - b. Mold and cure cylinders in accordance with ASTM C31; test cylinders in accordance with ASTM C39; one at 7 days and two at 28 days.
 6. Slump tests: Make slump tests at beginning of each day's placement and for each set of test cylinders in accordance with ASTM C143.
 7. Air content: Determine total air content of air entrained concrete for each strength test in accordance with ASTM C231.

END OF SECTION

SECTION 042113 - BRICK MASONRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Brick.
2. Mortar and grout.
3. Embedded flashing.
4. Miscellaneous masonry accessories.

1.2 SUBMITTALS

A. Product Data: For products indicated.

B. Samples for Verification:

1. Brick.
2. Colored mortar.

1.3 QUALITY ASSURANCE

- A. Source Limitations for Mortar Materials: Obtain mortar ingredients of a uniform quality, including color for exposed masonry, from single manufacturer for each cementitious component and from single source or producer for each aggregate.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Store masonry units on elevated platforms in a dry location. If units are not stored in an enclosed location, cover tops and sides of stacks with waterproof sheeting, securely tied. If units become wet, do not install until they are dry.
- B. Store cementitious materials on elevated platforms, under cover, and in a dry location. Do not use cementitious materials that have become damp.
- C. Store aggregates where grading and other required characteristics can be maintained and contamination avoided.
- D. Store masonry accessories, including metal items, to prevent corrosion and accumulation of dirt and oil.

1.5 PROJECT CONDITIONS

- A. Stain Prevention: Prevent grout, mortar, and soil from staining the face of masonry to be left exposed. Immediately remove grout, mortar, and soil that come in contact with such masonry.
- B. Cold-Weather Requirements: Do not use frozen materials or materials mixed or coated with ice or frost. Do not build on frozen substrates. Remove and replace unit masonry damaged by frost or by freezing conditions. Comply with cold-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.
 - 1. Cold-Weather Cleaning: Use liquid cleaning methods only when air temperature is 40 deg F and higher and will remain so until masonry has dried, but not less than seven days after completing cleaning.
- C. Hot-Weather Requirements: Comply with hot-weather construction requirements contained in ACI 530.1/ASCE 6/TMS 602.

PART 2 - PRODUCTS

2.1 MASONRY UNITS, GENERAL

- A. Defective Units: Referenced masonry unit standards may allow a certain percentage of units to contain chips, cracks, or other defects exceeding limits stated in the standard. Do not use units where such defects will be exposed in the completed Work.

2.2 BRICK

- A. General: Provide shapes indicated and as follows, with exposed surfaces matching finish and color of exposed faces of adjacent units.
 - 1. Provide special shapes for applications where stretcher units cannot accommodate special conditions, including those at corners, movement joints, bond beams, sashes, and lintels.
 - 2. Provide special shapes for applications requiring brick of size, form, color, and texture on exposed surfaces that cannot be produced by sawing.
 - 3. Provide special shapes for applications where shapes produced by sawing would result in sawed surfaces being exposed to view.
- B. Brick: Facing brick complying with ASTM C 216 and ASTM C 1088.
 - 1. Product and Manufacturer: Match Architect's sample.

2.3 MORTAR MATERIALS

- A. Portland Cement: ASTM C 150, Type I or II, except Type III may be used for cold-weather construction. Provide natural color or white cement as required to produce mortar color indicated.
- B. Hydrated Lime: ASTM C 207, Type S.

- C. Mortar Pigments: Natural and synthetic iron oxides and chromium oxides, compounded for use in mortar mixes and complying with ASTM C 979. Use only pigments with a record of satisfactory performance in masonry mortar.
 - 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. Davis Colors; True Tone Mortar Colors.
 - b. Solomon Colors, Inc; SGS Mortar Colors.
- D. Aggregate for Mortar: ASTM C 144.
- E. Mortar Color: Match Architect's samples.

2.4 TIES AND ANCHORS

- A. Brick Ties: Refer to Structural Drawings.
- B. Adjustable Masonry-Veneer Anchors:
 - 1. Screw-Attached, Masonry-Veneer Anchors: Units consisting of a wire tie and a metal anchor section.
 - a. Manufacturers and Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - 1) Heckmann Building Products Inc.; 315-D with 316.
 - 2) Hohmann & Barnard, Inc.; Dur-O-Wal DA 213.
 - 2. Hot-Dip Galvanized, Carbon-Steel Wire: ASTM A 82; with ASTM A 153, Class B-2 coating.

2.5 EMBEDDED FLASHING MATERIALS

- A. Metal Flashing: Provide metal flashing complying with SMACNA's "Architectural Sheet Metal Manual" and as follows:
 - 1. Stainless Steel: ASTM A 240, Type 304, 0.016 inch thick.
 - 2. Fabricate through-wall flashing with drip edge indicated. Fabricate by extending flashing 1/2 inch out from wall, with outer edge bent down 30 degrees and hemmed.

2.6 MISCELLANEOUS MASONRY ACCESSORIES

A. Weep Vents:

1. Mesh Weep/Vent: Free-draining mesh; made from polyethylene strands, full height and width of head joint and depth 1/8 inch less than depth of outer wythe; in color selected from manufacturer's standard.
 - a. Products: Subject to compliance with requirements, available products that may be incorporated into the Work include, but are not limited to, the following:
 - 1) Mortar Net USA, Ltd.; Mortar Net Weep Vents.

B. Mortar Net (Cavity Drainage Material): Free-draining mesh, made from polymer strands that will not degrade within the wall cavity.

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. Advanced Building Products Inc.; Mortar Break.
 - b. Mortar Net USA, Ltd.; Mortar Net.
 - c. Wire-Bond: Cavity Net or Cavity Net II

2.7 MASONRY CLEANERS

- A. General: Comply with BIA Technical Notes for cleaning brick.
- B. Cleaning Materials: Cleaning agent of detergent or solvent only. Acid solutions shall not be used.

2.8 MORTAR MIXES

- A. General: Do not use admixtures, including pigments, air-entraining agents, accelerators, retarders, water-repellent agents, antifreeze compounds, or other admixtures unless otherwise indicated.
 1. Do not use calcium chloride in mortar.
- B. Mortar Type: Type N.
- C. Pigmented Mortar: Use colored cement product or select and proportion pigments with other ingredients to produce color required. Do not add pigments to colored cement products.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine 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, GENERAL

- A. Leave openings for equipment to be installed before completing masonry. After installing equipment, complete masonry to match the construction immediately adjacent to opening.
- B. Install wire lath using mechanical anchors.
- C. Install masonry accessories in accordance with manufacturer's instructions and recommendations.

3.3 LAYING MASONRY WALLS

- A. Bond Pattern for Exposed Masonry: As indicated.
- B. Stopping and Resuming Work: Stop work by racking back units in each course from those in course below; do not tooth. When resuming work, clean masonry surfaces that are to receive mortar, remove loose masonry units and mortar, and wet brick if required before laying fresh masonry.
- C. Built-in Work: As construction progresses, build in items specified in this and other Sections. Fill in solidly with masonry around built-in items.

3.4 MORTAR BEDDING AND JOINTING

- A. Lay hollow brick as follows:
 - 1. With face shells fully bedded in mortar and with head joints of depth equal to bed joints.
 - 2. With entire units, including areas under cells, fully bedded in mortar at starting course on footings.
- B. Lay solid masonry units with completely filled bed and head joints; butter ends with sufficient mortar to fill head joints and shove into place. Do not deeply furrow bed joints or slush head joints.
- C. Exposed Joints:
 - 1. Exterior Joints: Extruded.
 - 2. Interior Joints: Extruded to match Architect's sample.

3.5 EXPANSION JOINTS

- A. General: Install expansion joint materials in unit masonry as masonry progresses. Do not allow materials to span expansion joints without provision to allow for in-plane wall or partition movement.

3.6 FLASHING, WEEPS, CAVITY DRAINAGE, AND VENTS

- A. General: Install embedded flashing and weeps in masonry where indicated.
- B. Install weeps in head joints in exterior wythes of first course of masonry immediately above embedded flashing, where indicated on the Drawings, and as follows:
 - 1. Use specified weep/vent products to form weeps.
 - 2. Space weep holes 24 inches on center unless otherwise indicated or required by Code.
- C. Place cavity drainage material in cavities where indicated.

3.7 REPAIRING, POINTING, AND CLEANING

- A. Remove and replace masonry units that are loose, chipped, broken, stained, or otherwise damaged or that do not match adjoining units. Install new units to match adjoining units; install in fresh mortar, pointed to eliminate evidence of replacement.
- B. Pointing: During the tooling of joints, enlarge voids and holes, and completely fill with mortar. Point up joints, including corners, openings, and adjacent construction, to provide a neat, uniform appearance. Prepare joints for sealant application, where indicated.
- C. In-Progress Cleaning: Clean unit masonry as work progresses by dry brushing to remove mortar fins and smears before tooling joints.
- D. Final Cleaning: After mortar is thoroughly set and cured, clean exposed masonry as follows:
 - 1. Remove large mortar particles by hand with wooden paddles and nonmetallic scrape hoes or chisels.
 - 2. Test cleaning methods on sample wall panel; leave one-half of panel uncleaned for comparison purposes. Obtain Architect's approval of sample cleaning before proceeding with cleaning of masonry.
 - 3. Protect adjacent stone and non-masonry surfaces from contact with cleaner by covering them with liquid strippable masking agent or polyethylene film and waterproof masking tape.
 - 4. Wet wall surfaces with water before applying cleaners; remove cleaners promptly by rinsing surfaces thoroughly with clear water.
 - 5. Clean brick by bucket-and-brush hand-cleaning method described in "BIA Technical Notes 20."

3.8 MASONRY WASTE DISPOSAL

- A. Excess Masonry Waste: Remove excess clean masonry waste and other masonry waste, and legally dispose of off Owner's property.

END OF SECTION 042113

SECTION 051200 - STRUCTURAL STEEL FRAMING

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Structural steel framing members.
 - 2. Grouting base plates.
- B. Related Sections:
 - 1. Division 01: Administrative, procedural, and temporary work requirements.

1.2 REFERENCES

- A. American Institute of Steel Construction (AISC) - Specifications for Structural Steel Buildings.
- B. American Welding Society (AWS) D1.1/D1.1M - Structural Welding Code - Steel.
- C. ASTM International (ASTM):
 - 1. A36/A36M - Standard Specification for Carbon Structural Steel.
 - 2. A53/A53M - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless.
 - 3. A108 - Standard Specification for Steel Bars, Carbon, Cold-Finished, Standard Quality.
 - 4. A307 - Standard Specification for Low-Carbon Steel Externally and Internally Threaded Standard Fasteners.
 - 5. A325 - Standard Specification for High-Strength Bolts for Structural Steel Joints, Including Suitable Nuts and Plain Hardened Washers.
 - 6. A490 - Standard Specification for Quenched and Tempered Alloy Steel Bolts for Structural Steel Joints.
 - 7. A500 - Standard Specification for Cold-Formed Welded and Seamless Carbon Steel Structural Tubing in Rounds and Shapes.
 - 8. A501 - Standard Specification for Hot-Formed Welded and Seamless Carbon Steel Structural Tubing.
 - 9. A572/A572M - Standard Specification for High Strength Low Alloy Columbium-Vanadium Steels of Structural Quality.
 - 10. A992/A992M - Standard Specification for Steel for Structural Shapes.
 - 11. C109 - Standard Test Method for Compressive Strength of Hydraulic Cement Mortars (Using 2-In. or 50-mm Cube Specimens).
 - 12. E164 - Standard Practice for Ultrasonic Contact Examination of Weldments.
- D. Society for Protective Coatings (SSPC) - Painting Manual.

1.3 SUBMITTALS

- A. Submittals for Review:

1. Shop Drawings: Indicate profiles, sizes, spacing, and location of structural members, openings, attachments, and fasteners, and connections not detailed.
- B. Quality Control Submittals:
 1. Welder Qualifications: As required by AWS D1.1/D1.1M.

1.4 QUALITY ASSURANCE

- A. Fabricator and Erector Qualifications: Minimum 10 years documented experience in work of this Section.
- B. Welder Qualifications: AWS D1.1/D1.1M.
- C. Design Requirements: Design connections not detailed on Drawings under supervision of a Professional Structural Engineer experienced in this work and registered in the State in which the project is located.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Store steel above ground on platforms, skids, or other supports; separate with wooden separators.
- B. Protect steel from corrosion.
- C. Prevent damage to prime coat.

PART 2 PRODUCTS

2.1 MATERIALS

- A. Steel:
 1. Shapes, bars, and plates: ASTM A992.
 2. Hollow structural sections: ASTM A500, Grade B.
 3. Pipe: ASTM A53/A53M, Grade B
 4. Shear Connectors: ASTM A108, Grade 1015, headed, unfinished.

2.2 ACCESSORIES

- A. Anchor Bolts: ASTM A307.
- B. High Strength Bolts: ASTM A325, Type 1, uncoated.
- C. Standard Bolts: ASTM A307, Grade A.
- D. Primer Paint: SSPC Paint 15, Type 1, red oxide.
- E. Non Shrink Grout: Premixed, consisting of non-metallic aggregate, cement, water reducing and plasticizing agents; minimum 7,000 PSI compressive strength at 28 days.

- F. Welding Materials: AWS D1.1/D1.1M, type required for materials being welded.

2.3 FABRICATION

- A. Fabricate structural steel in accordance with AISC Manual.
- B. Welding: AWS D1.1/D1.1M. Stress relieve welded assemblies by heat treatment.
- C. Where collection of water inside structural tubing could occur, provide drain hole at lowest point.
- D. Cap open ends of tubes and seal weld. Wherever practical, weld connections all around. Seal seams that cannot be practically welded with joint sealer.
- E. Shop Painting:
1. Shop prime steel surfaces except:
 - a. Surfaces to be welded.
 - b. Contact surfaces of high strength friction type bolted connections.
 - c. Surfaces to receive direct-applied fireproofing.
 2. Surface preparation: SSPC Method SP2 - Hand Tool Cleaning or Method SP3 - Power Tool Cleaning.
 3. Application: One coat; follow coating manufacturer's instructions.
 4. Minimum dry film thickness: 2.0 mils.

PART 3 EXECUTION

3.1 ERECTION OF STEEL FRAMING

- A. Erect structural steel in accordance with AISC Specifications.
- B. Accurately assemble to lines and elevations indicated, within specified erection tolerances.
- C. Align and adjust members forming parts of complete frame or structure after assembly but before fastening.
- D. Provide temporary shoring and bracing members with connections of sufficient strength to resist imposed loads.
- E. Align column bases with leveling bolts.
- F. Align bearing plates with wedges or shims.
- G. Fasten splices of compression members after abutting surfaces have been brought completely into contact.
- H. Clean bearing surfaces and surfaces that will be in permanent contact before members are assembled.

- I. Locate splices only where indicated.
- J. Tighten erection bolts and leave in place.
- K. Do not correct fabrication by gas cutting on major members.
- L. Welding to conform to AWS D1.1/D1.1M.
- M. Remove temporary shoring and bracing members after permanent members are in place and final connections have been made.
- N. Installation Tolerances:
 - 1. Maximum variation from plumb: $\frac{1}{4}$ inch per story, noncumulative.
 - 2. Maximum variation from level: $\frac{1}{4}$ inch in 10 feet, noncumulative.
 - 3. Maximum offset from alignment of adjacent members: $\frac{1}{4}$ inch.
 - 4. Displacement of centerline of columns adjacent to elevator shafts: Maximum 1 inch in first 20 stories. Above this level, displacement may increase $\frac{1}{32}$ inch for each additional story up to maximum displacement of 2 inches.
 - 5. Displacement of centerline of exterior columns: Maximum 1 inch.

3.2 PLACEMENT OF GROUT

- A. Remove loose and foreign matter from concrete; lightly roughen bonding surface.
- B. Remove foreign materials from steel surfaces; align and level members in final position.
- C. Just prior to grouting, thoroughly wet concrete surfaces; remove excess water.
- D. Mix grout in accordance with manufacturer's instructions. Do not retemper.
- E. Place grout continuously, by most practical means; avoid entrapped air. Do not vibrate grout.
- F. Do not remove leveling shims for at least 48 hours after grouting. After removing shims, fill voids with sand-cement grout.

3.3 FIELD QUALITY CONTROL

- A. Testing and Inspection Services:
 - 1. Inspect steel elements for conformance to specified requirements including:
 - a. Location and adequacy of bracing.
 - b. Location and set of anchor bolts and other inserts.
 - c. Alignment, plumb, camber, and other required attributes.
 - 2. Inspect high strength bolted construction in accordance with AISC Specification and as follows:
 - a. Visually inspect high strength bolted connections.
 - b. Check at least two bolts of every third connection with calibrated torque wrench for proper torque.

3. Inspect field welds in accordance with AWS D1.1/D1.1M and as follows:
 - a. Visually inspect welds.
 - b. Test full penetration welds by ultrasonic method in accordance with ASTM E164.
4. Make one set of six test cubes for each 1/3 cubic yard of grout placed or fraction thereof:
 - a. Mold and test cubes in accordance with ASTM C109; three at 7 days and three at 28 days.
 - b. Restrain grout from expansion by use of top plate.

3.4 ADJUSTING

- A. Touch up bolt heads, nuts, field welds, and abrasions in shop coating with same primer used in shop.

END OF SECTION

SECTION 055000 - METAL FABRICATIONS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Miscellaneous framing and supports.

1.2 QUALITY ASSURANCE

A. Welding: Qualify procedures and personnel according to the following:

1. AWS D1.1, "Structural Welding Code--Steel."

PART 2 - PRODUCTS

2.1 METALS, GENERAL

- A. Metal Surfaces, General: For metal fabrications 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.

2.2 FERROUS METALS

- A. Steel Plates, Shapes, and Bars: ASTM A 36/A 36M.
- B. Galvanized-Steel Sheet: ASTM A 653, G90 coating, either commercial steel, Type B, or structural steel, Grade 33, unless another grade is required by design loads.
- C. Welding Rods and Bare Electrodes: Select according to AWS specifications for metal alloy welded.

2.3 FASTENERS

- A. General: Provide zinc-plated fasteners with coating complying with ASTM B 633, Class Fe/Zn 5, where built into exterior walls.
1. Select fasteners for type, grade, and class required.
- B. Bolts and Nuts: Regular hexagon-head bolts, ASTM A 307, Grade A; with hex nuts, ASTM A 563; and, where indicated, flat washers.

- C. Anchor Bolts: ASTM F 1554, Grade 36.
- D. Plain Washers: Round, carbon steel, ASME B18.22.1.

2.4 MISCELLANEOUS MATERIALS

- A. Welding Rods and Bare Electrodes: Select according to AWS specifications for metal alloy welded.
- B. Nonshrink, Nonmetallic Grout: Factory-packaged, nonstaining, noncorrosive, nongaseous grout complying with ASTM C 1107. Provide grout specifically recommended by manufacturer for interior and exterior applications.

2.5 MISCELLANEOUS FRAMING AND SUPPORTS

- A. General: Provide steel framing and supports indicated and as necessary to complete the Work.
- B. Fabrication: Fabricate units from structural-steel shapes, plates, and bars of welded construction, unless otherwise indicated. Fabricate to sizes, shapes, and profiles indicated and as necessary to receive adjacent construction retained by framing and supports. Cut, drill, and tap units to receive hardware, hangers, and similar items.
- C. Finish: Refer to Section 099100 Painting for final finish.
 - 1. Finish metal fabrications after assembly.

2.6 STEEL AND IRON FINISHES

- A. Preparation for Shop Priming: Prepare uncoated ferrous-metal surfaces to comply with minimum requirements indicated below for SSPC surface-preparation specifications and environmental exposure conditions of installed metal fabrications:
 - 1. Exteriors (SSPC Zone 1B): SSPC-SP 6/NACE No. 3, "Commercial Blast Cleaning."
 - 2. Interiors (SSPC Zone 1A): SSPC-SP 3, "Power Tool Cleaning."
- B. Apply shop primer to uncoated surfaces of metal fabrications, except those with galvanized finishes and those to be embedded in concrete, sprayed-on fireproofing, or masonry, unless otherwise indicated. Comply with SSPC-PA 1, "Paint Application Specification No. 1," for shop painting.
 - 1. Paint corners, crevices, bolts, welds, and sharp edges.

PART 3 - EXECUTION

3.1 INSTALLATION, GENERAL

- A. Fastening to In-Place Construction: Provide anchorage devices and fasteners where necessary for securing metal fabrications to in-place construction. Include threaded fasteners for concrete and masonry inserts, toggle bolts, through-bolts, lag bolts, wood screws, and other connectors.
- B. Cutting, Fitting, and Placement: Perform cutting, drilling, and fitting required for installing metal fabrications. Set metal fabrications accurately in location, alignment, and elevation; with edges and surfaces level, plumb, true, and free of rack; and measured from established lines and levels.
- C. Provide temporary bracing or anchors in formwork for items that are to be built into concrete, masonry, or similar construction.
- D. Fit exposed connections accurately together to form hairline joints. Do not weld, cut, or abrade surfaces of exterior units that have been hot-dip galvanized after fabrication and are for bolted or screwed field connections.
- E. Corrosion Protection: Coat concealed surfaces of aluminum that will come into contact with grout, concrete, masonry, wood, or dissimilar metals with a continuous heavy coat of bituminous paint.

3.2 INSTALLING MISCELLANEOUS FRAMING AND SUPPORTS

- A. General: Install framing and supports to comply with requirements of items being supported, including manufacturers' written instructions and requirements indicated on Shop Drawings, if any.

3.3 ADJUSTING AND CLEANING

- A. Touchup Painting: Cleaning and touchup painting of field welds, bolted connections, and abraded areas of shop paint are specified in Division 9 Section "Painting."

END OF SECTION 055000

SECTION 061000 - ROUGH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Framing with dimension lumber.
2. Wood blocking and nailers.
3. Plywood backing panels.

1.2 SUBMITTALS

A. Product Data: For the following.

1. Include data for wood-preservative 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. Include data for fire-retardant treatment from chemical treatment manufacturer and certification by treating plant that treated materials comply with requirements. Include physical properties of treated materials based on testing by a qualified independent testing agency.

1.3 DEFINITIONS

- A. Rough Carpentry: Carpentry work not specified in other Sections and not exposed, unless otherwise indicated.
- B. Lumber grading agencies, and the abbreviations used to reference them, include the following:
1. SPIB - Southern Pine Inspection Bureau.
 2. WWPA - Western Wood Products Association.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Stack lumber, plywood, and other panels; place spacers between each bundle to provide air circulation. 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. 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.
 - 2. Provide dressed lumber, S4S, unless otherwise indicated.

2.2 WOOD-PRESERVATIVE-TREATED LUMBER

- A. Preservative Treatment by Pressure Process: AWPAC2, except that lumber that is not in contact with the ground and is continuously protected from liquid water may be treated according to AWPAC31 with inorganic boron (SBX).
 - 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 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. 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 framing members that are less than 18 inches above the ground in crawlspaces or unexcavated areas.

2.3 FIRE-RETARDANT-TREATED MATERIALS

- A. General: Where fire-retardant-treated materials are indicated, use materials complying with requirements in this article, that are acceptable to authorities having jurisdiction, and with fire-test-response characteristics specified as determined by testing identical products per test method indicated by a qualified testing agency.

- B. Fire-Retardant-Treated Lumber and Plywood by Pressure Process: Products with a flame spread index of 25 or less when tested according to ASTM E 84, and with no evidence of significant progressive combustion when the test is extended an additional 20 minutes, and with the flame front not extending more than 10.5 feet beyond the centerline of the burners at any time during the test.
 - 1. Use treatment that does not promote corrosion of metal fasteners.
 - 2. Interior Type A: Treated materials shall have a moisture content of 28 percent or less when tested according to ASTM D 3201 at 92 percent relative humidity. Use where exterior type is not indicated.
- C. Identify fire-retardant-treated wood with appropriate classification marking of qualified testing agency.
- D. Application: Treat the following.
 - 1. Plywood backing panels.

2.4 DIMENSION LUMBER FRAMING

- A. Non-Load-Bearing Interior Partitions: Construction or No. 2 grade.
 - 1. Application: All interior partitions.
 - 2. Species: Any of the following.
 - a. Mixed southern pine; SPIB.
 - b. Spruce-pine-fir; NLGA.
 - c. Spruce-pine-fir (south); NeLMA, WCLIB, or WWPA.

2.5 MISCELLANEOUS LUMBER

- A. General: Provide lumber for support or attachment of other construction, including the following:
 - 1. Blocking and nailers.
 - 2. Furring.
- B. 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 2 Common Standard or 3 Common grade; NELMA, NLGA, WCLIB, or WWPA.
- C. 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.

- D. For furring strips for installing plywood or hardboard paneling, select boards with no knots capable of producing bent-over nails and damage to paneling.

2.6 PLYWOOD BACKING PANELS

- A. Equipment Backing Panels: DOC PS 1, Exterior, AC, fire-retardant treated, in thickness indicated or, if not indicated, not less than 3/4-inch nominal thickness.
 - 1. Plywood shall 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."

2.7 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 with hot-dip zinc coating complying with ASTM A 153 or 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.

2.8 MISCELLANEOUS MATERIALS

- A. Sill Plate Gasket:
 - 1. Product and Manufacturer – Basis of Design: FoamSealR; Owens Corning

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, and similar supports to comply with requirements for attaching other construction.
- B. Framing Standard: Comply with American Forest & Paper Association (F&PA) WCD 1, "Details for Conventional Wood Frame Construction," unless otherwise indicated.

- C. Install plywood backing panels by fastening to studs; coordinate locations with utilities requiring backing panels. Install fire-retardant treated plywood backing panels with classification marking of testing agency exposed to view.
- D. Do not use materials with defects that impair quality of rough carpentry or pieces that are too small to use with minimum number of joints or optimum joint arrangement.
- E. Provide blocking and framing as indicated and as required to support facing materials, fixtures, specialty items, and trim.
- F. 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.
- G. Securely attach rough carpentry work to substrate by anchoring and fastening as required for a complete installation.

3.2 WOOD BLOCKING AND NAILER INSTALLATION

- A. Install where indicated and where required for 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. Build anchor bolts into masonry during installation of masonry work. Where possible, secure anchor bolts to formwork before concrete placement.

3.3 WOOD FURRING INSTALLATION

- A. Install level and plumb with closure strips at edges and openings. Shim with wood as required for tolerance of finish work.

3.4 WALL AND PARTITION FRAMING INSTALLATION

- A. General: Provide bottom plate and top plates using members of sizes indicated. Fasten plates to supporting construction unless otherwise indicated.

3.5 PROTECTION

- A. Protect rough carpentry from damage.

END OF SECTION 061000

SECTION 061100 - FRAMING AND SHEATHING

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Roof and wall framing.
 - 2. Roof and wall sheathing.
 - 3. Wood blocking and furring.
 - 4. Telephone and electrical panel backboards.
 - 5. Roof curbs.
 - 6. Preservative and fire retardant treatment of wood.
- B. Related Sections:
 - 1. Division 01: Administrative, procedural, and temporary work requirements.

1.2 REFERENCES

- A. American Wood Protection Association (AWPA):
 - 1. M4 - Standard for the Care of Preservative Treated Wood Products.
 - 2. U1 - Use Category System - User Specification for Treated Wood.
- B. ASTM International (ASTM):
 - 1. A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware.
 - 2. A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy Coated (Galvannealed) by the Hot-Dip Process.
 - 3. E84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
 - 4. F593 - Standard Specification for Stainless Steel Bolts, Hex Cap Screws and Studs.
 - 5. F1554 - Standard Specification for Anchor Bolts, Steel, 36, 55 and 105 KSI Yield Strength.
- C. Engineered Wood Association (APA) PRP-108 - Performance Standards and Qualification Policy for Structural-Use Panels.
- D. Forest Stewardship Council (FSC) STD-40-004 - Chain of Custody Standard.
- E. National Institute of Standards and Technology (NIST) - Product Standard PS 20 - American Softwood Lumber Standard.
- F. Northeastern Lumber Manufacturers Association (NELMA) - Standard Grading Rules for Northeastern Lumber.
- G. National Lumber Grades Authority (NLGA) - Standard Grading Rules for Canadian Lumber.
- H. Southern Pine Inspection Bureau (SPIB) - Standard Grading Rules for Southern Pine Lumber.
- I. West Coast Lumber Inspection Bureau (WCLIB) - Standard Grading Rules for West Coast Lumber.

1.3 QUALITY ASSURANCE

- A. Lumber Grading Agency: Certified to NIST PS 20.
- B. Identify lumber and sheet products by official grade mark.
- C. Fire Retardant Treated Products: Bear label of recognized independent testing laboratory indicating flame spread rating of 25 or less, tested to ASTM E84.

1.4 DELIVERY, STORAGE AND HANDLING

- A. Store materials minimum 6 inches above ground on framework or blocking and cover with protective waterproof covering providing for adequate air circulation.
- B. Do not store seasoned or treated materials in damp location.
- C. Protect edges and corners of sheet materials from damage.

1.5 WARRANTIES

- A. Provide manufacturer's 10 year warranty against rot and termite damage for composite wood.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturers - Laminated Veneer Lumber:
 - 1. Boise Cascade Corporation. (www.bc.com)
 - 2. Georgia-Pacific Corporation. (www.gp.com)
 - 3. LP Corp. (www.lpcorp.com)
- B. Acceptable Manufacturers - Prefabricated Wood I Joists:
 - 1. Boise Cascade Corporation. (www.bc.com)
 - 2. Georgia-Pacific Corporation. (www.gp.com)
 - 3. LP Corp. (www.lpcorp.com)
 - 4. Western Wood Structures, Inc. (www.westernwoodstructures.com)
 - 5. Weyerhaeuser. (www.weyerhaeuser.com)
- C. Acceptable Manufacturers - Composite Wood:
 - 1. CertainTeed Corp. (www.certainteed.com)
 - 2. Trex Co. (www.trex.com)
- D. Acceptable Manufacturers - Wood Treatments:
 - 1. Viance LLC. (www.treatedwood.com)
- E. Substitutions: Under provisions of Division 01.

2.2 MATERIALS

- A. Dimension Lumber:
 - 1. Grading rules: NELMA.
 - 2. Species: Southern Yellow Pine.
 - 3. Grade: as directed.
 - 4. Surfacing: Surfaced four sides (S4S) unless otherwise indicated.
 - 5. Maximum moisture content: 19 percent.
- B. Laminated Veneer Lumber:
 - 1. Fabricated by laminating wood veneers under pressure using exterior type adhesive with grain of veneers parallel with length.
 - 2. Veneer: Douglas Fir or Southern Pine.
- C. Composite Joists and Headers:
 - 1. Fabricated by laminating wood veneers to narrow oriented strand board to produce rectangular members with veneers making up not less than 32 percent of total cross section.
- D. Sheet Products:
 - 1. Type: APA Plywood.
 - 2. Panel grade:
 - a. Wall and roof sheathing: APA Rated Sheathing.
 - 3. Exposure:
 - a. Exterior applications: Exterior.
 - b. Interior applications: Interior.

2.3 ACCESSORIES

- A. Anchor Bolts: ASTM F1554.
- B. Fasteners:
 - 1. Type and size: As required by conditions of use.
 - 2. Exterior locations and treated products Stainless steel, ASTM F593, Type 304 or 316.
 - 3. Other interior locations: Plain steel.
- C. Metal Connectors: Joist Hangers:
 - 1. Galvanized steel, ASTM A653/A653M, G185 coating class.
 - 2. Size and shape: To suit framing conditions.

2.4 FABRICATION

- A. Preservative Treatment:
 - 1. Treat lumber and sheet products in accordance with AWPA U1:
 - a. Interior locations protected from moisture sources: Category UC1 - Interior/Dry.
 - b. Interior locations subject to sources of moisture: Category UC2 - Interior/Damp.
 - c. Exterior locations above ground: Category UC3B - Above Ground/Exposed.
 - d. Exterior locations in contact with ground: Category UC4B - Ground Contact/Heavy Duty.
 - 2. Treatment process: Type CCA - Chromated Copper Arsenate.

- B. Fire Retardant Treatment; treat lumber and sheet products in accordance with AWPA U1:
 - 1. Interior locations: Category UCFA - Fire Retardant/Interior.
 - 2. Exterior locations: Category UCFB - Fire Retardant/Exterior.

PART 3 EXECUTION

3.1 INSTALLATION

- A. Set members level, plumb, and rigid.
- B. Make provisions for erection loads, and for temporary bracing to maintain structure safe, plumb, and in true alignment until completion of erection and installation of permanent bracing.
- C. Place beams, joists, and rafters with crown edge up.
- D. Construct load bearing framing members full length without splices.
- E. Joist Framing:
 - 1. Provide minimum 1-1/2 inches of bearing.
 - 2. Lap members framing from opposite sides minimum 4 inches.
 - 3. Construct double joist headers at floor and ceiling openings and under wall stud partitions that are parallel to floor joists. Frame rigidly into joists.
 - 4. Bridge joists at mid span for spans in excess of 8 feet.
- F. Stud Framing:
 - 1. Provide single bottom plate and double top plates for load bearing partitions.
 - 2. Provide single bottom and top plates for non load bearing partitions.
 - 3. Anchor bottom plates to concrete structure with anchor bolts expansion fasteners or power driven fasteners.
 - 4. Triple studs at corners and partition intersections.
 - 5. Anchor studs abutting masonry or concrete with toggle or expansion bolts.
 - 6. Frame openings with double studs and headers. Space short studs over and under opening to stud spacing.
- G. Rafter Framing:
 - 1. Notch to fit exterior wall plates.
 - 2. Double rafters at roof openings; support with metal hangers.
 - 3. At ridge, place rafters directly opposite each other and secure to ridge member.
 - 4. At hips and valleys, bevel ends for bearing against hip or valley rafter.
 - 5. Locate collar ties at every third pair of rafters, one third of the distance to ceiling joists; cut ends to fit slope and secure to rafters.
- H. Beams:
 - 1. Provide minimum end bearing of 4 inches.
 - 2. Nail built-up members with two rows of nails spaced 6 inches on center maximum.
- I. Lumber Decking:
 - 1. Place decking to span two or more supports, with ends occurring over supports.

2. Stagger end joints in adjacent rows.
 3. Secure to each support with 2 fasteners.
- J. Roof Sheathing:
1. Place panels perpendicular to framing members with ends staggered and sheet ends over firm bearing.
 2. Install sheathing clips between adjacent sheets between roof framing members.
 3. Leave 1/8 inch expansion space at panel ends and edges.
 4. Secure to supports with nails spaced maximum 6 inches on center along edges and maximum 6 inches on center in field of panels.
- K. Wall Sheathing:
1. Place panels perpendicular to framing members, with ends over firm bearing and staggered.
 2. At corners, place sheathing for a horizontal distance of 96 inches.
 3. Leave 1/8 inch expansion space at panel ends and edges.
 4. Secure to supports with nails spaced maximum 6 inches on center along edges and maximum 6 inches on center in field of panels.
- L. Attic Decking:
1. Place panels perpendicular to framing members, with ends over firm bearing and staggered.
 2. Leave 1/8 inch expansion space at panel ends and edges.
 3. Secure to supports with nails spaced maximum 12 inches on center along edges and in field of panels.
- M. Provide blocking, nailers, grounds, furring, and other similar items required to receive and support work.
- N. Curb roof openings except where prefabricated curbs are provided. Form corners by alternating lapping side members.
- O. Install telephone and electrical panel backboards where indicated: Oversize panel by 12 inches on all sides.
- P. Treat field cuts and holes in members providing structural support in accordance with AWP A M4.

3.2 TOLERANCES

- A. Framing Members: 1/4 inch from true position, maximum.
- B. Surface Flatness of Floor: 1/4 inch in 10 feet maximum.

END OF SECTION

SECTION 061753 - SHOP FABRICATED WOOD TRUSSES

PART 1 GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Shop fabricated wood trusses.
 - 2. Bridging and bracing.
 - 3. Framing for openings.
- B. Related Sections:
 - 1. Division 01: Administrative, procedural, and temporary work requirements.
 - 2. Section 06 1100 - Framing and Sheathing.

1.2 REFERENCES

- A. ASTM International (ASTM) A653/A653M - Standard Specification for Steel Sheet, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
- B. Engineered Wood Association (APA) PRP-108 - Performance Standards and Qualification Policy for Structural-Use Panels.
- C. Forest Stewardship Council (FSC) STD-40-004 - Chain of Custody Standard.
- D. National Institute of Standards and Technology (NIST) - Product Standard PS 20 - American Softwood Lumber Standard.
- E. Truss Plate Institute (TPI) - Design Specifications for Metal Plate Connected Wood Trusses.

1.3 SUBMITTALS

- A. Submittals for Review:
 - 1. Shop Drawings: Indicate framing system, sizes and spacing of trusses, loads, bearing and anchorage details, bridging and bracing, and framed openings.

1.4 QUALITY ASSURANCE

- A. Fabricator Qualifications: Minimum 7 years experience in work of this Section.
- B. Trusses: Design in accordance with TPI requirements.
- C. Identify lumber and panel products by official grade mark.
- D. Design Requirements: Design trusses under supervision of Professional Structural Engineer with experience in work of this Section, licensed in State in which project is located.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Transport and store trusses in upright position resting on bearing ends.
- B. Protect from moisture, warpage, and distortion.

PART 2 PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturers:
 - 1. Southern Components, Inc. (www.socomp.com)
 - 2. Western Wood Structures, Inc. (www.westernwoodstructures.com)
 - 3. Weyerhaeuser Company. (www.ilevel.com)
- B. Substitutions: Under provisions of Division 01.

2.2 MATERIALS

- A. Lumber:
 - 1. Graded in accordance with NIST PS 20.
- B. Steel Connectors: ASTM A653/A653M, Structural Quality, G90 coating class, die stamped with integral teeth.
- C. Gussets: Plywood, APA PRP-108, species optional, grade as dictated by design, Exterior Exposure.

2.3 ACCESSORIES

- A. Fasteners: Galvanized steel, type suited to conditions.
- B. Wood for Blocking and Framed Openings: Specified in Section 06 1100.

2.4 FABRICATION

- A. Cut members accurately to length to achieve tight fit.
- B. Jig trusses during fabrication to obtain tight joint connections.
- C. Press connectors into lumber to full depth.

PART 3 EXECUTION

3.1 INSTALLATION

- A. Install trusses in accordance with manufacturer's instructions.
- B. Place level and true to line.

- C. Provide temporary bracing to hold trusses in position until permanently secured.
- D. Prior to inducing loads, place permanent bridging, bracing, and anchors to maintain trusses straight and in correct position.
- E. Do not field cut trusses.
- F. Place headers and supports to frame openings. Frame openings between trusses with lumber as specified in Section 06 1100.
- G. Installation Tolerances: Maximum ½ inch variation from true position.

END OF SECTION

SECTION 062013 - EXTERIOR FINISH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Exterior carpentry.

1.2 SUBMITTALS

A. Product Data: For products specified indicate component materials, dimensions, profiles, textures, and colors and include construction and application details.

1. Include data for wood-preservative 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. Include chemical-treatment manufacturer's written instructions for finishing treated material.

B. Sample Warranty: For warranties specified.

1.3 DELIVERY, STORAGE, AND HANDLING

A. Stack lumber, flat with spacers between each bundle to provide air circulation. Protect materials from weather by covering with waterproof sheeting, securely anchored. Provide for air circulation around stacks and under coverings.

1.4 WARRANTY

A. Fiber Cement Siding, Soffit and Trim:

1. Manufacturer's Warranty: Manufacturer agrees to repair or replace products that fail in materials or workmanship within specified warranty period.
 - a. Warranty Period: Minimum 10 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 SHUTTERS

A. Species: Any hardwood species; finish grade.

B. Finish: Painted; refer to Section 099100 Painting.

C. Hardware: Steel; primed and painted black.

1. Hinges:

a. Product and Manufacturer – Basis of Design:

1) Shutter Strap Hinge 3-1/4" Offset; Hardware Source The Hinge Experts;
www.hardwaresource.com

2. Shutter Dogs:

a. Product and Manufacturer – Basis of Design:

1) Small Shutter Dogs; Hardware Source The Hinge Experts;
www.hardwaresource.com

3. Ring Pulls:

a. Product and Manufacturer – Basis of Design:

1) Ring Pull for Shutters – Smooth Ring Model; Hardware Source The Hinge Experts; www.hardwaresource.com

4. Fasteners: 300 Series stainless steel; finish to match hardware.

2.2 SOFFIT PANELS

A. Soffit Panels:

1. Product and Manufacturer - Basis of Design: HardiSoffit; James Hardie Building Products, Inc.

a. Surface: Non-vented smooth.

2.3 FIBER CEMENT TRIM

A. Trim:

1. Product and Manufacturer - Basis of Design: HardiTrim; James Hardie Building Products, Inc.

a. Surface: Select Cedarmill

B. Finish: Painted; refer to Section 099100 Painting.

2.4 WOOD TRIM

- A. Species: Fabricator's option; paint grade.
- B. Profiles: As indicated.
- C. Finish: Painted; refer to Section 099100 Painting.

2.5 SIDING

- A. Plank Siding:
 - 1. Product and Manufacturer - Basis of Design: HardiPlank Lap Siding; James Hardie Building Products, Inc.
 - a. Surface: Select Cedarmill
- B. Finish: Painted; refer to Section 099100 Painting.

2.6 MISCELLANEOUS MATERIALS

- A. Sill Plate Gasket:
 - 1. Product and Manufacturer – Basis of Design: FoamSealR; Owens Corning
- B. Fasteners for Exterior Finish Carpentry: Provide nails or screws, in sufficient length to penetrate not less than 1-1/2 inches into wood substrate.
 - 1. Nails: 300 Series stainless steel.
- C. Flashing: Comply with requirements in Section 076200 Sheet Metal Flashing and Trim for flashing materials installed in exterior finish carpentry.
- D. Sealants: Refer to Section 079200 Joint Sealants.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance.
- B. Examine finish carpentry materials before installation. Reject materials that are wet, moisture damaged, and mold damaged.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean substrates of projections and substances detrimental to application.
- B. Prime lumber and moldings to be painted, including both faces and edges, unless factory primed. Cut to required lengths and prime ends. Comply with requirements in Section 099100 "Painting."

3.3 INSTALLATION, GENERAL

- A. Comply with manufacturer's instructions and recommendations for items materials indicated.
- B. Do not use materials that are unsound, warped, improperly treated or finished, inadequately seasoned, or too small to fabricate with proper jointing arrangements.
- C. Install exterior finish carpentry level, plumb, true, and aligned with adjacent materials. Use concealed shims where necessary for alignment.
 - 1. Scribe and cut exterior finish carpentry to fit adjoining work. Refinish and seal cuts as recommended by manufacturer.
 - 2. Install to tolerance of 1/8 inch in 96 inches for level and plumb. Install adjoining exterior finish carpentry with 1/32-inch maximum offset for flush installation and 1/16-inch maximum offset for reveal installation.
 - 3. Coordinate exterior finish carpentry with materials and systems in or adjacent to it. Provide cutouts for mechanical and electrical items that penetrate exterior finish carpentry.

3.4 ADJUSTING

- A. Replace exterior finish carpentry that is damaged or does not comply with requirements. Exterior finish carpentry may be repaired or refinished if work complies with requirements and shows no evidence of repair or refinishing. Adjust joinery for uniform appearance.

3.5 CLEANING

- A. Clean exterior finish carpentry on exposed and semiexposed surfaces. Touch up factory-applied finishes to restore damaged or soiled areas.

3.6 PROTECTION

- A. Protect installed products from damage from weather and other causes during construction.
- B. Remove and replace finish carpentry materials that are wet, moisture damaged, and mold damaged.
 - 1. Indications that materials are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.

2. Indications that materials are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

END OF SECTION 062013

SECTION 062023 – INTERIOR FINISH CARPENTRY

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Wood trim.

PART 2 - PRODUCTS

2.1 INTERIOR WOOD TRIM INDICATED TO BE PAINTED

- A. Species and Grade: Pine; Finish grade.
- B. Finish: Painted; refer to Section 09910 Painting.

2.2 MISCELLANEOUS MATERIALS

- A. Fasteners for Finish Carpentry: Provide nails or screws, in sufficient length to penetrate not less than 1-1/2 inches into wood substrate.
 1. Nails: Aluminum, hot-dipped galvanized or stainless steel.
- B. Sealants: Refer to Section 079200 "Joint Sealants".

PART 3 - EXECUTION

3.1 PREPARATION

- A. Clean substrates of projections and substances detrimental to application.
- B. Prime lumber and moldings to be painted, including both faces and edges, unless factory primed. Cut to required lengths and prime ends. Comply with requirements in Section 099100 "Painting."

3.2 INSTALLATION, GENERAL

- A. Do not use materials that are unsound, warped, improperly treated or finished, inadequately seasoned, or too small to fabricate with proper jointing arrangements.

- B. Install finish carpentry level, plumb, true, and aligned with adjacent materials. Use concealed shims where necessary for alignment.
 - 1. Scribe and cut finish carpentry to fit adjoining work. Refinish and seal cuts as recommended by manufacturer.
 - 2. Install to tolerance of 1/8 inch in 96 inches for level and plumb. Install adjoining finish carpentry with 1/32-inch maximum offset for flush installation and 1/16-inch maximum offset for reveal installation.
 - 3. Coordinate finish carpentry with materials and systems in or adjacent to it. Provide cutouts for mechanical and electrical items that penetrate finish carpentry.

3.3 STANDING AND RUNNING TRIM INSTALLATION

- A. Install trim with minimum number of joints practical, using full-length pieces from maximum lengths of lumber available. Do not use pieces less than 24 inches long except where necessary.
- B. Cope at returns and miter at corners to produce tight-fitting joints with full-surface contact throughout length of joint. Plane backs of casings to provide uniform thickness across joints, where necessary for alignment.
- C. Where face fastening is unavoidable, countersink fasteners, fill surface flush, and sand unless otherwise indicated.
- D. Replace finish carpentry that is damaged or does not comply with requirements. Finish carpentry may be repaired or refinished if work complies with requirements and shows no evidence of repair or refinishing. Adjust joinery for uniform appearance.
- E. Clean finish carpentry on exposed and semiexposed surfaces. Touch up factory-applied finishes to restore damaged or soiled areas.
- F. Remove and replace finish carpentry materials that are wet, moisture damaged, and mold damaged.
 - 1. Indications that materials are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
 - 2. Indications that materials are mold damaged include, but are not limited to, fuzzy or blotchy surface contamination and discoloration.

END OF SECTION 062023

SECTION 072100 - BUILDING INSULATION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Insulation.

1.2 SUBMITTALS

- A. Product Data: Each type of insulation product specified.
- B. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for each product.
- C. Research/ Evaluation Reports.

1.3 QUALITY ASSURANCE

- A. Single-Source Responsibility for Insulation Products: Obtain each type of building insulation from a single source with resources to provide products complying with requirements indicated without delaying the Work.
- B. Installers Qualifications: Installer shall be a firm having a minimum of five consecutive years of documented experience with the installation of foam plastic masonry wall insulation.
- C. Fire Performance Characteristics: Insulation materials shall be identical to those whose fire performance characteristics, as listed for each material or assembly of which insulation is a part, have been determined by testing, per methods indicated, by a testing agency acceptable to authorities having jurisdiction.
1. Surface Burning Characteristics: ASTM E-84
 2. Combustion Characteristics: ASTM E-136
- D. Preinstallation Conference: Conduct conference at Project site.

1.4 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.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Acceptable Manufacturers: Subject to compliance with requirements, products that may be incorporated in the Work include, but are not limited to, the following:
 - 1. Batt Insulation, Sound Attenuation Blanket Insulation and Thermal Insulation Batts:
 - a. CertainTeed Corporation.
 - b. Knauf Fiber Glass GmbH.
 - c. Owens-Corning Fiberglas Corporation.
 - d. Schuller International Group, Inc.

2.2 INSULATION

- A. Batt Insulation and Thermal Insulation Batts: Glass-fiber blanket, unfaced; ASTM C 665, Type I; with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively, per ASTM E 84; passing ASTM E 136 for combustion characteristics.
 - 1. R-Value: As indicated on the Drawings.
- B. Sound Attenuation Blanket Insulation: ASTM C 665, Type I (blankets without membrane facing) with maximum flame-spread and smoke-developed indexes of 25 and 50, respectively, per ASTM E 84; passing ASTM E 136 for combustion characteristics, produced by combining thermosetting resins with mineral fibers manufactured from glass, slag wool, or rock wool.
 - 1. Installed Thickness: As indicated.

2.3 ACCESSORIES

- A. Adhesively Attached, Spindle-Type Anchors: Plate welded to projecting spindle; capable of holding insulation, of thickness indicated, securely in position with self-locking washer in place.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Clean substrates of substances that are harmful to insulation or that interfere with insulation attachment.

3.2 INSTALLATION OF INSULATION - 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. 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.

3.3 PROTECTION

- A. Protect installed insulation 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 072100

SECTION 072119 - FOAMED-IN-PLACE INSULATION

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Spray foam insulation.

1.2 SUBMITTALS

A. Product Data: Submit product data for insulation specified.

1. Include manufacturer's written instructions for evaluating, preparing, and treating substrate; technical data; and tested physical and performance properties.

B. Product Test Reports: For tests performed by a qualified testing agency.

C. Qualification Data: For Installer.

D. Field Test Reports: Submit field quality control test reports.

1.3 QUALITY ASSURANCE

A. Pre-installation Meeting: Prior to commencement of application of spray foam insulation review and document methods and procedures related to installation, including the following:

1. Review wall framing assemblies for interference and conflicts and coordinate layout and support provisions for interfacing work.
2. Review application methods and procedures including manufacturer's installation guidelines.
3. Review field quality control procedures.

B. Installer Qualifications: Spray foam insulation installer shall be certified in writing by spray foam insulation manufacturer.

C. Single-Source Responsibility for Insulation Products: Obtain insulation from a single source with resources to provide products complying with requirements indicated without delaying the Work.

1.4 MOCKUPS

- A. General: Construct mockup illustrating typical conditions incorporating backup wall construction, window corner condition, door corner condition, outside and inside corner conditions, penetrations, and terminations at top and bottom.
 - 1. Size: Minimum 100 square feet.
- B. Testing: Conduct the following tests to verify the following criteria:
 - 1. Core density.
 - 2. Adhesion between transition sheet membrane and substrate.
 - 3. Cohesion or adhesion between sprayed insulation and substrate.
 - 4. Application and mil thickness of thermal and ignition barrier.
- C. Verification of Installed Material: Verify results comply with manufacturer's recommendations.
- D. Do not commence work until mockup has been accepted.
- E. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
- F. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver products in original packaging, bearing manufacturer's name, quantity, expiration date, lot number, and other technical indicators and references.
- B. Store and handle materials in accordance with manufacturer's instructions and recommendations.

1.6 FIELD CONDITIONS

- A. Environmental Limitations: Comply with manufacturer's instructions, requirements, and recommendations regarding substrate conditions and environmental requirements.
 - 1. Protect substrates from environmental conditions that affect performance of installed insulation

PART 2 - PRODUCTS

2.1 SPRAY FOAM INSULATION

A. Product and Manufacturer – Basis of Design:

1. ICYNENE Classic (LD-C-50); Icynene Inc.
 - a. Description: Open cell spray-applied polyurethane foam insulation.
 - b. Thickness: As required for R-Value indicated on the Drawings.
 - c. Density: 0.5 pounds.
 - d. Thermal Resistance R-Value: 3.7 per inch thickness.
 - e. Surface Burning Characteristics: Class 1/ Class A; ASTM E84.
 - f. Primer: Type recommended by the manufacturer for applications indicated.
 - g. Thermal and Ignition Barrier: DC315; International Fireproof Technology Inc.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates and conditions, with Installer present, for compliance with material manufacturer's requirements. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean substrates of substances harmful to insulation in accordance with manufacturer's instructions and recommendations.
- B. Prior to the application of insulation test surfaces that will be in contact with insulation, in accordance with manufacturer's requirements, to insure proper adhesion of insulation material.
- C. Prepare all areas in accordance with manufacturer's recommendations and instructions.
- D. Verify that items required to penetrate sprayed insulation are installed prior to installation of sprayed insulation.
- E. Do not begin work until unsatisfactory conditions have been corrected to the satisfaction of the applicator.

3.3 INSTALLATION

- A. General: Apply spray-applied insulation according to manufacturer's written instructions and recommendations.
 1. 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.

2. After insulation is applied, make flush with face of studs by using method recommended by insulation manufacturer.

B. Installation Tolerance:

1. Maximum Variation in Applied Thickness: Comply with manufacturer's requirements.

3.4 INSTALLATION OF THERMAL/IGNITION BARRIERS

A. General: Install thermal/ignition in accordance with manufacturer's instructions and recommendations.

1. Field verify film thickness in accordance with manufacturer's instructions.

3.5 FIELD QUALITY CONTROL

A. Field Quality Control Procedures:

1. Conduct field inspection and testing in accordance with manufacturer's instructions and recommendations.
2. Test completed application daily for core density and cohesion/adhesion to substrates. Record results.

3.6 CLEANING

A. Remove overspray from non-prescribed surfaces without causing damage to surfaces in accordance with manufacturer's instructions and recommendations.

B. Remove protective covers from adjacent surfaces.

3.7 PROTECTION

A. General: Protect installed insulation 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 072119

SECTION 072430 - PRE-SHAPED ARCHITECTURAL FORMS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Pre-shaped architectural forms.

1.2 SUBMITTALS

- A. Product Data: Submit product data for materials and units specified.
- B. Shop Drawings: Include sizes and profiles; include dimensions of each different pre-shaped architectural form. Show fabrication and installation of units including plans, elevations, details configurations, and attachments adjacent construction.

1.3 QUALITY ASSURANCE

- A. Source Limitations: Obtain pre-formed units from one source and by a single manufacturer.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver units in original, unopened packages with manufacturer's labels intact and clearly identifying products.
- B. Store units inside and under cover; keep them dry and protected from the weather, direct sunlight, surface contamination, aging, corrosion, damaging temperatures, construction traffic, and other causes.

PART 2 - PRODUCTS

2.1 PRE-SHAPED ARCHITECTURAL FORMS

- A. Manufacture – Basis of Design: Spectis Moulders Inc., Pembina, North Dakota; unless otherwise indicated on the Drawings.
1. Shapes and Profiles: As indicated on the Drawings.

2.2 ACCESSORIES

- A. Adhesives: Types recommended by the forms manufacturer for installation to substrates indicated.

- B. Mechanical Fasteners: Screw type fasteners; stainless steel; of type as recommended by the manufacture for installations indicated.

2.3 FABRICATION

- A. General: Form pre-shaped architectural forms to indicated shapes and sizes, with true curves, lines, and angles. Provide components in sizes and profiles indicated.

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 installation. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Comply with material manufacturer's written instructions for installation as applicable to each type of substrate indicated.
- B. Mechanically and adhesive attach units to substrate by method complying with system manufacturer's written requirements.

END OF SECTION 072430

SECTION 072500 - WEATHER BARRIERS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Weather barrier.

1.2 PERFORMANCE REQUIREMENTS

A. Performance Requirements:

1. The weather barrier system shall be applied to the building envelope to control water and air leakage into and out of the conditioned space.
 - a. The weather barrier system components include window and door flashing, weather barrier membrane system, and accessory materials for application to exterior building envelope substrates indicated
2. Joints, penetrations and paths of water and air infiltration shall be made watertight and airtight.
3. The system shall withstand positive and negative combined wind, stack and HVAC pressures on the building envelope without damage or displacement.
4. The system shall be installed airtight and shall remain flexible allowing for the relative movement of building envelope components due to thermal and moisture variations.

1.3 SUBMITTALS

A. Product Data: For materials indicated; include manufacturer's product data including weather barrier system materials and accessories, technical and test data, material descriptions and properties, installation instructions, and substrate preparation requirements.

1. Include manufacturer's written instructions for evaluating, preparing, and treating substrate; technical data; and tested physical and performance properties of products.

B. Shop Drawings: For weather barrier system assemblies.

1. Show locations and extent of barrier. Include details for substrate joints and cracks, counter flashing, penetrations, inside and outside corners, terminations, and tie-ins with adjoining construction.
2. Include details of interfaces with other materials that form part of barrier.

C. Qualification Data: For Installer.

- D. Product Certificates: From barrier manufacturer, certifying compatibility of barrier and accessory materials with Project materials that connect to or that come in contact with the barrier.
- E. Reports: Field quality control reports for the following.
 - 1. On-site testing.
 - 2. Observation of weather barrier installation.

1.4 QUALITY ASSURANCE

- A. Source Limitations: Obtain weather barrier materials and accessories from single source from single manufacturer.
- B. Preinstallation Conference: Conduct conference at Project site.
 - 1. Review weather barrier requirements and installation, special details, and bond testing, barrier protection, and work scheduling that covers barriers.
 - 2. Contractor, Owner's Authorized Representative, installing subcontractor, membrane system manufacturer's representative, and all subcontractors who have materials penetrating membrane system or finishes covering membrane system shall be present.
 - 3. Contractor shall notify Owner's Authorized Representative at least seven days prior to time for conference.
 - 4. Contractor shall record minutes of meeting and distribute to attending parties.
 - 5. Agenda: As a minimum discuss:
 - a. Surface preparation.
 - b. Substrate condition and pretreatment.
 - c. Minimum curing period.
 - d. Special details and sheet flashing.
 - e. Sequence of construction, responsibilities, and schedule for subsequent operations.
 - f. Installation procedures.
 - g. Inspection procedures.
 - h. Protection and repair procedures.
 - i. Review and approval of all glazing applications.
- C. Installer Qualifications: An entity that employs installers and supervisors who are trained and approved by weather barrier materials manufacturer.
- D. Reports: Field quality control reports for the following.
 - 1. On-site testing.
 - 2. Observation of weather barrier installation.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials and products in labeled packages. Store and handle in strict compliance with manufacturer's instructions and recommendations. Protect from damage, weather, excessive temperatures and construction operations. Remove damaged material from site and dispose of in accordance with applicable regulations.
- B. Protect weather barrier components from freezing and extreme heat.
- C. Sequence deliveries to avoid delays, and to minimize on-site storage.
- D. Remove and replace weather barrier materials that cannot be applied within their stated shelf life.
- E. Protect stored materials from direct sunlight.

1.6 PROJECT CONDITIONS

- A. Weather Conditions: Perform work only when existing and forecasted weather conditions are within the limits established by the manufacturer of the materials used.
 - 1. Apply at surface and ambient temperatures recommended by the manufacturer. Refer to manufacturer's product data sheets for best practices.
 - 2. Proceed with installation only when the substrate construction and preparation work are complete and in condition to receive the membrane system.
- B. Exposure Limitations: Schedule work to ensure that weather barrier system is covered and protected from UV exposure within 180 days of installation. If weather barrier membrane system cannot be covered within 180 days after installation, apply temporary UV protection as recommended by membrane manufacturer.

1.7 WARRANTY:

- A. Manufacturer's Warranty Requirements: Submit manufacturer's written warranty stating that installed weather barrier materials are watertight, free from defects in material and workmanship, and agreeing to replace defective materials and components.
 - 1. Warranty period: Five years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Manufacturer's standard formulation designed for indicated use; compatible with substrate and complying with one of the following:

2.2 WEATHER BARRIER SYSTEM

A. Product and Manufactures: Provide the following: NO SUBSTITUTIONS.

1. Prosoco R-Guard Cat 5 Air & Water Resistive Barrier System; PROSOCO, Inc.

a. System Components:

- 1) PROSOCO R-GUARD GypPrime
- 2) PROSOCO R GUARD Stucco Prime
- 3) PROSOCO R-GUARD Joint & Seam Filler
- 4) PROSOCO R-GUARD FastFlash
- 5) PROSOCO R-GUARD CAT-5
- 6) PROSOCO R-GUARD AirDam sealant

b. Backer Rod: Compressible, closed cell rod stock as recommended by weather barrier system materials manufacturer for compatibility with AirDam sealant.

c. Weather Barrier Sealant: R-GUARD AirDam.

2.3 ACCESSORY MATERIALS

A. General: Provide accessory materials recommended by weather barrier materials manufacturer to produce a complete weather barrier assembly. All accessory materials shall be compatible with primary weather barrier materials.

PART 3 - EXECUTION

3.1 EXAMINATION

A. Examine substrates, areas, and conditions for compliance with installation requirements and other conditions affecting performance of the Work.

B. All surfaces shall be sound, clean and free of grease, dirt, excess mortar or other contaminants. Fill or bridge damaged surfaces, voids or gaps larger than one-half (1/2) inch with suitable material as required to comply with material manufacturer's installation instructions and recommendations.

1. Verify that substrates are sound and free of oil, grease, dirt, excess mortar, or other contaminants.
2. Verify that concrete has cured and aged for minimum time period recommended by barrier manufacturer.
3. Verify that concrete is visibly dry and free of moisture. Test for capillary moisture by plastic sheet method according to ASTM D 4263.
4. Verify that masonry joints are flush and completely filled with mortar.

C. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 SURFACE PREPARATION

- A. Clean, prepare, treat, and seal substrate according to manufacturer's written instructions. Provide clean, dust-free, and dry substrate for barrier application.
- B. Mask off adjoining surfaces not covered by barrier to prevent spillage and overspray affecting other construction.
- C. Remove grease, oil, bitumen, form-release agents, paints, curing compounds, and other penetrating contaminants or film-forming coatings from concrete.
- D. Remove fins, ridges, mortar, and other projections and fill honeycomb, aggregate pockets, holes, and other voids in concrete with substrate-patching membrane.
- E. Remove excess mortar from masonry ties, shelf angles, and other obstructions.
- F. At changes in substrate plane, apply sealant or termination mastic beads at sharp corners and edges to form a smooth transition from one plane to another.
- G. Cover gaps in substrate plane and form a smooth transition from one substrate plane to another in accordance with weather barrier membrane materials manufacturer to provide continuous support for barrier materials.

3.3 JOINT TREATMENT

- A. Concrete and Masonry: Prepare, treat, rout, and fill joints and cracks in substrate according to manufacturer's written instructions.

3.4 FLASHING AT WINDOWS, DOORS, OPENINGS AND PENETRATIONS:

- A. Flashing: Apply flashing materials in accordance with manufacturer's application guideline illustrations.

3.5 WEATHER BARRIER COATING INSTALLATION

- A. General: Apply weather barrier materials in accordance with manufacturer's application guideline illustrations. Apply coating within manufacturer's recommended application temperature ranges.
- B. Inspect membrane before covering. Repair any punctures, translucent or damaged areas by applying additional material.
- C. Correct deficiencies in or remove barrier that does not comply with requirements; repair substrates and reapply barrier components.
- D. Primer: Apply Primer; do not allow Primer to dry. Limit application of Stucco Prime to surfaces that can be covered with stucco scratch coat while primer is still "transfer wet to touch."

3.6 FLASHING TRANSITIONS

- A. Apply joint and seam filler and liquid flashing membrane to waterproof transitions in rough opening and between dissimilar materials.
 - 1. Fill any voids between the top of the flashing leg and the vertical wall with joint and seam filler. Tool to direct water from the vertical wall to the flashing.
 - 2. Apply flashing material to the top edge of the flashing leg.
 - 3. Apply products to create a monolithic “cap-flash” flashing membrane extending 2 inches up the vertical face of the structural wall and 1 inch over the flashing membrane.
 - 4. Apply additional product as needed to achieve a void and pinhole free surface.
 - 5. Allow flashing membrane to skin before installing other wall assembly, weather barrier components.

3.7 INSTALLATION OF SEALANT FOR WINDOWS AND DOORS

- A. Sealant: Install sealant in continuous beads without air gaps or air pockets.
 - 1. Apply sealant to a clean, dry or damp surface
 - 2. Install sealant in continuous ribbons without gaps or air pockets, with complete wetting of the joint bond surfaces.
 - 3. Tool sealant immediately to ensure complete wetting of joint bond surface and to produce a smooth, concave joint profile flush with the edges of the adjacent surfaces. Where horizontal and vertical surfaces meet, tool sealant to create a slight cove so as to not trap moisture or debris.
 - 4. Do not allow sealant to overflow onto adjacent surfaces. Prevent staining of adjacent surfaces.
 - 5. Remove excess and misplaced sealant as work progresses. Clean the adjoining surfaces to remove misplaced sealant without damage to adjacent surfaces or finishes.

3.8 FIELD QUALITY CONTROL

- A. On-Site Testing: The weather barrier material manufacturer’s authorized representative shall perform tests as required to confirm the weather barrier materials have been installed in accordance with material manufacturer’s instructions and written recommendations.
- B. Observation of Weather Barrier Installation: The barrier material manufacturer’s authorized representative shall observe installation of materials. Observations includes, but are not limited to, the following:
 - 1. Site conditions for application temperature and dryness of substrates have been maintained.
 - 2. Substrate conditions for application have been maintained during materials installation.
 - 3. Continuity of weather barrier system has been achieved with no gaps or holes.
 - 4. Maximum exposure time of materials to UV deterioration has not been exceeded.
 - 5. Compatible materials have been used in all locations.
 - 6. Connections between assemblies have complied with weather barrier materials manufacturer’s requirements including surface preparation and continuity of seal.
 - 7. All penetrations have been sealed.

- C. Material application will be considered defective if it does not pass on-site testing and site observations.
 - 1. Apply additional barrier material, according to manufacturer's written instructions, where testing and observation results indicate insufficient thickness.
 - 2. Remove and replace deficient barrier components for retesting in accordance with manufacturer's instructions and recommendations.
- D. Repair damage to barriers caused by testing; follow manufacturer's written instructions.

3.9 CLEANING AND PROTECTION

- A. Protect weather barrier system from damage during application and remainder of construction period, according to manufacturer's written instructions.
 - 1. Protect weather barrier from exposure to UV light and harmful weather exposure as required by manufacturer.
 - 2. Protect weather barrier from contact with incompatible materials and sealants not approved by weather barrier manufacturer.
- B. Clean spills, stains, and soiling from construction that would be exposed in the completed work using cleaning agents and procedures recommended by manufacturer of affected construction.
- C. Remove masking materials after installation.

END OF SECTION 072500

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SECTION 074113 – METAL ROOF PANELS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Standing seam metal roofing.

1.2 PERFORMANCE REQUIREMENTS

A. Codes Compliance: Comply with requirements of the Florida Building Code.

B. Code Approval: Roof System shall be designed to wind load requirements for the specific project location.

1. Provide calculations signed and sealed by a Professional Engineer showing specific clip spacing for this project required to meet the negative loads indicated on the Structural Drawings.

C. General Performance: Metal roof panels shall comply with performance requirements without failure due to defective manufacture, fabrication, installation or other defects in construction.

D. Panels:

1. Water Penetration: When tested per ASTM E-283/1680 and ASTM E-331/1646 there shall be no uncontrolled water penetration or air infiltration through the panel joints.
2. Wind Uplift: As indicated on the Drawings.
3. Roof System: Designed to meet UL Class 90 wind uplift in accordance with UL standard 580 and panel system shall be ASTM 1592 Tested and approved
4. Impact Resistance: Roof systems shall comply with the Code and with UL 2218 - Impact Resistance rated.

E. Structural Performance: Provide metal roof panel assemblies capable of withstanding the effects of gravity loads and the following loads and stresses within limits and under conditions indicated, based on testing according to ASTM E 1592:

1. Wind Loads: As indicated on the Drawings.

F. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes by preventing buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.

1. Temperature Change (Range): Local ambient.

1.3 SUBMITTALS

- A. Product Approval: Submit current Product Approval documentation in accordance with the Florida Building Code.
 - 1. Provide product evaluations and installation requirements indicating compliance with Code requirements.
- B. Product Data: For products indicated.
- C. Shop Drawings: Furnish detailed roofing shop drawings showing profile and gauge of exterior sheets, location and type of fasteners, location, gauges, shape and method of attachment of all trim locations and type of sealants, and any other details as may be required for a weather-tight installation.
 - 1. Show fabrication and installation layouts of metal roof panels, metal wall panels or metal soffit panels, details of edge conditions, side-seam joints, panel profiles, corners, anchorages, trim, flashings, closures and accessories, and special details. Distinguish between factory and field-assembled work
 - 2. Shop drawings shall be reviewed and approved in writing by the roofing system manufacturer.
- D. Samples: For exposed finish required.
- E. Product Test Reports: For tests performed by a qualified testing agency.
- F. Sample Warranties: For warranties indicated.

1.4 WARRANTY

- A. Manufacturer's Warranty: Manufacturer's standard form in which manufacturer agrees to repair or replace components of metal panel systems that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period: Two years from date of Substantial Completion.
- B. Warranty on Panel Finishes: Manufacturer's standard form in which manufacturer agrees to repair finish or replace metal panels that show evidence of deterioration of factory-applied finishes within specified warranty period.
 - 1. Finish Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 STANDING SEAM METAL ROOFING

A. Model and Manufacturer – Basis of Design: Cee-Lock Panel; Berridge Manufacturing Co.

1. Florida Product Approval Number: FL11241
2. Metallic-Coated Steel Sheet: Zinc-coated (galvanized) steel sheet complying with ASTM A 653, G90 coating designation, or aluminum-zinc alloy-coated steel sheet complying with ASTM A 792, Class AZ50 coating designation; structural quality. Prepainted by the coil-coating process to comply with ASTM A 755.
 - a. Nominal Thickness: 24 gauge minimum, or as required to meet wind loads indicated.
 - b. Exterior Finish: Two-coat fluoropolymer.
 - c. Color: To be selected by the Architect from manufacturer's full line.
 - d. Interior (concealed) Finish: Manufacturer's standard paint coating systeml manufacturer's standard color.
3. Clips: Manufacturer's standard to accommodate thermal movement.
4. Joint Type: Single folded Double folded.
5. Panel Coverage: 16-1/2 inches.
6. Panel Height: 1.5 inches.
7. Panel Finish: Smooth.

2.2 PERFORMANCE REQUIREMENTS

- A. General: Provide factory-formed metal roof panels designed to be installed by lapping and interconnecting raised side edges of adjacent panels with joint type indicated and mechanically attaching panels to supports using concealed clips in side laps. Include clips, cleats, pressure plates, and accessories required for weathertight installation.
1. Steel Panel Systems: Unless more stringent requirements are indicated, comply with ASTM E 1514.
- B. Wind Loads: As indicated on Drawings.
- C. Wind-Uplift Resistance: Provide metal roof panel assemblies that comply with UL 580 for wind-uplift-resistance.
1. Uplift Rating: As required to meet wind loads indicated.

- D. Thermal Movements: Allow for thermal movements from ambient and surface temperature changes by preventing buckling, opening of joints, overstressing of components, failure of joint sealants, failure of connections, and other detrimental effects. Base calculations on surface temperatures of materials due to both solar heat gain and nighttime-sky heat loss.

1. Temperature Change (Range): Local ambient for material surfaces.

2.3 PANEL MATERIALS

- A. Panel Sealants: Manufacturer's standard.
- B. Trim: Trim shall be fabricated of the same material and finish to match roof panels.
- C. Closures: Use composition or metal profiled closures at top of each elevation to close ends of the panels. Metal closures to be made in the same material and finish as face sheet.

2.4 FLASHING AND TRIM

- A. Exposed Flashing and Trim: All exposed adjacent flashing and trim shall be of the same material and finish as roof panel system.

2.5 WATERPROOF UNDERLAYMENT MATERIALS

- A. Waterproof (Self-Adhering Sheet) Underlayment: High-temperature sheet 30 to 40 mils thick minimum, consisting of slip-resisting, polyethylene-film top surface laminated to layer of butyl or SBS-modified asphalt adhesive, with release-paper backing; cold applied. Provide primer when recommended by underlayment manufacturer.

2.6 ACCESSORIES

- A. Panel Accessories: Provide components required for a complete, weathertight panel system including trim, copings, fasciae, mullions, sills, corner units, clips, flashings, sealants, gaskets, fillers, closure strips, and similar items. Match material and finish of metal panels unless otherwise indicated.
1. Closures: Provide closures at eaves and ridges, fabricated of same metal as metal panels.
 2. Backing Plates: Provide metal backing plates at panel end splices, fabricated from material recommended by manufacturer.
 3. Closure Strips: Closed-cell, expanded, cellular, rubber or crosslinked, polyolefin-foam or closed-cell laminated polyethylene; minimum 1-inch- thick, flexible closure strips; cut or premolded to match metal panel profile. Provide closure strips where indicated or necessary to ensure weathertight construction.
- B. Flashing and Trim: Provide flashing and trim formed from same material as metal panels as required to seal against weather and to provide finished appearance. Locations include, but are not limited to, eaves, rakes, corners, bases, framed openings, ridges, fasciae, and fillers. Finish flashing and trim with same finish system as adjacent metal panels.

- C. Panel Fasteners: Provide fasteners of types approved by roof panel manufacturer and as required for a complete metal roof panel assembly.
- D. Sealants: Exterior grade sealants recommended by the manufacturer for installations indicated.

2.7 FABRICATION

- A. Comply with dimensions, profile limitations, gauges and fabrication details shown and if not shown and, if not shown, provide manufacturer's standard product fabrication.
- B. Fabricate components of the system in factory, ready for field assembly.
- C. Fabricate components and assemble units to comply with fire and performance requirements specified.
- D. Apply specified finishes in conformance with manufacturer's standards, and according to manufacturer's instructions.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Installer present, for compliance with requirements for installation tolerances, metal roof panel supports, and other conditions affecting performance of the Work.
- B. Examine primary and secondary roof framing to verify that rafters, purlins, angles, channels, and other structural panel support members and anchorages have been installed within alignment tolerances required by metal roof panel manufacturer.
- C. Examine roughing-in for components and systems penetrating metal roof panels to verify actual locations of penetrations relative to seam locations of metal roof panels before metal roof panel installation.
- D. For the record, prepare written report, endorsed by Installer, listing conditions detrimental to performance of the Work.
- E. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Clean substrates of substances harmful to insulation, including removing projections capable of interfering with insulation attachment.

3.3 WATERPROOF UNDERLAYMENT INSTALLATION

- A. Waterproof (Self-Adhering Sheet) Underlayment: Install in accordance with manufacturer's instructions and recommendations.

3.4 METAL ROOF PANEL INSTALLATION

- A. Standing-Seam Metal Roof Panels: Fasten metal roof panels to supports with concealed clips at each standing-seam joint at location, spacing, and with fasteners recommended by manufacturer.
 - 1. Panels shall be installed plumb and true in proper alignment and relation to the structural framing.
 - 2. Install metal panels, fasteners, trim and related sealants in accordance with approved shop drawings and as may be required for a weather-tight installation.
 - 3. Remove all strippable coating and provide a dry wipe-down cleaning of the panels as they are erected.

3.5 ACCESSORY INSTALLATION

- A. General: Install accessories with positive anchorage to building and weathertight mounting and provide for thermal expansion. Coordinate installation with flashings and other components.
 - 1. Install components required for a complete metal roof panel assembly including trim, copings, ridge closures, seam covers, flashings, sealants, gaskets, fillers, closure strips, and similar items.
- B. Flashing and Trim: Comply with performance requirements, manufacturer's written installation instructions, and SMACNA's "Architectural Sheet Metal Manual." Provide concealed fasteners where possible, and set units true to line and level as indicated. Install work with laps, joints, and seams that will be permanently watertight and weather resistant.
 - 1. Install exposed flashing and trim that is without excessive oil canning, buckling, and tool marks and that is true to line and levels indicated, with exposed edges folded back to form hems. Install sheet metal flashing and trim to fit substrates and to result in waterproof and weather-resistant performance.
 - 2. Expansion Provisions: Provide for thermal expansion of exposed flashing and trim. Space movement joints at a maximum of 10 feet with no joints allowed within 24 inches of corner or intersection. Where lapped expansion provisions cannot be used or would not be sufficiently weather resistant and waterproof, form expansion joints of intermeshing hooked flanges, not less than 1 inch deep, filled with mastic sealant (concealed within joints).
- C. Pipe Flashing: Form flashing around pipe penetration and metal roof panels. Fasten and seal to metal roof panels as recommended by manufacturer.

3.6 ERECTION TOLERANCES

- A. Installation Tolerances: Shim and align metal roof panel units within installed tolerance of 1/4 inch in 20 feet on slope and location lines as indicated and within 1/8-inch offset of adjoining faces and of alignment of matching profiles.

3.7 FIELD QUALITY CONTROL

- A. Manufacturer's Field Service: Engage a factory-authorized service representative to inspect metal roof panel installation, including accessories. Report results in writing.
- B. Remove and replace applications of metal roof panels where inspections indicate that they do not comply with specified requirements.
- C. Additional inspections, at Contractor's expense, will be performed to determine compliance of replaced or additional work with specified requirements.
- D. Prepare inspection reports.

3.8 CLEANING AND PROTECTION

- A. Remove temporary protective coverings and strippable films, if any, as metal panels are installed, unless otherwise indicated in manufacturer's written installation instructions. On completion of metal panel installation, clean finished surfaces as recommended by metal panel manufacturer. Maintain in a clean condition during construction.
- B. Replace metal panels that have been damaged or have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

3.9 DAMAGED MATERIAL

- A. Repair or replace damaged metal panels and trim to the satisfaction of the Architect and Owner.

END OF SECTION 074113

SECTION 076200 - SHEET METAL FLASHING AND TRIM

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Sheet metal flashing and trim.
2. Formed roof-drainage sheet metal fabrications.

1.2 PERFORMANCE REQUIREMENTS

- A. General: Install sheet metal flashing and trim to withstand wind loads, structural movement, thermally induced movement, and exposure to weather without failing, rattling, leaking, and fastener disengagement.
- B. Wind Loads:
1. Design Wind Speed: As indicated on the Drawings.
- C. SPRI Wind Design Standard: Manufacture and install copings and roof edge flashings tested according to SPRI ES-1 and capable of resisting the following design pressures indicated.
- D. Fabricate and install roof edge flashing capable of resisting the forces according to recommendations in FMG Loss Prevention Data Sheet 1-49.

1.3 SUBMITTALS

A. Product Data: For flashing.

1. Include material descriptions and finishes.

1.4 WARRANTY

- A. Warranty on Finishes: Manufacturer's standard form in which manufacturer agrees to repair finish or replace sheet metal flashing and trim that shows evidence of deterioration of factory-applied finishes within specified warranty period.

1. Finish Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 SHEET METALS

- A. Aluminum: Alloy and temper recommended by aluminum producer and finisher for type of use and finish indicated and with not less than the strength and durability of alloy and temper designated below:
 - 1. Factory-Painted Aluminum Sheet: ASTM B 209, 3003-H14, with a minimum thickness of 0.040 inch, unless otherwise indicated.
 - 2. Extruded Aluminum: ASTM B 221, alloy 6063-T52, with a minimum thickness of 0.080 inch for primary legs of extrusions, unless otherwise indicated.

2.2 MISCELLANEOUS MATERIALS AND ACCESSORIES

- A. Fasteners: Same metal as sheet metal flashing or other noncorrosive metal as recommended by sheet metal manufacturer. Match finish of exposed heads with material being fastened.
- B. Elastomeric Sealant: Silicone sealant as specified in Division 07 Section "Joint Sealants."
- C. Metal Accessories: Provide sheet metal clips, straps, anchoring devices, and similar accessory units as required for installation of Work, matching or compatible with material being installed; noncorrosive; size and thickness required for performance.
- D. Underlayment: Self-adhering, high-temperature sheet; minimum 30 to 40 mils thick, consisting of slip-resisting polyethylene-film top surface laminated to layer of butyl or SBS-modified asphalt adhesive, with release-paper backing; cold applied. Provide primer when recommended by underlayment manufacturer.
 - 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. Carlisle Coatings & Waterproofing Inc.; CCW WIP 300HT.
 - b. Grace Construction Products, a unit of W. R. Grace & Co.; Ultra.
 - c. Henry Company; Blueskin PE200 HT.

2.3 MISCELLANEOUS MATERIALS

- A. Fasteners: Provide fasteners of size and type indicated that comply with requirements specified in this Article for material and manufacture.
 - 1. Where fasteners are used in or come in contact with pressure treated wood, fasteners shall be Type 316 stainless steel.
 - 2. Fasteners for Aluminum Sheet: Aluminum or Series 300 stainless steel.
- B. Elastomeric Sealant: ASTM C 920, elastomeric silicone polymer sealant; low modulus; of type, grade, class, and use classifications required to seal joints in sheet metal flashing and trim and remain watertight.

2.4 SHEET METAL FABRICATIONS

- A. General: Fabricate sheet metal items in thickness or weight needed to comply with performance requirements but not less than that listed below for each application and metal.
- B. Drip Edge: Fabricate from the following material:
 - 1. Aluminum: 0.032 inch thick.

2.5 ROOF-DRAINAGE SHEET METAL FABRICATIONS

- A. Hanging Gutters: Fabricate to cross section indicated, complete with end pieces, outlet tubes, and other accessories as required. Fabricate in minimum 96-inch- long sections. Furnish flat-stock gutter brackets and gutter spacers and straps fabricated from same metal as gutters, of size recommended by cited sheet metal standard but with thickness not less than twice the gutter thickness. Fabricate expansion joints, and gutter accessories from same metal as gutters.
 - 1. Gutters with Girth up to 20 Inches: Fabricate from the following materials:
 - a. Aluminum: 0.040 inch thick.
 - b. Profile: As indicated.
- B. Downspouts: Fabricate downspouts to profiles and dimensions indicated, complete with mitered elbows. Furnish with metal hangers from same material as downspouts and anchors.
 - 1. Fabricate from the following materials:
 - a. Aluminum: 0.032 inch thick.
 - b. Profile: As indicated.

2.6 ALUMINUM FINISHES

- A. General: Comply with Aluminum Association's (AA) "Designation System for Aluminum Finishes" for finish designations and application recommendations.
- B. High-Performance Organic Finish: Two-coat, thermocured system containing not less than 70 percent polyvinylidene fluoride resin by weight; complying with AAMA 2604.
 - 1. Color: Match Architect's sample.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Install sheet metal flashing and trim to comply with performance requirements, sheet metal manufacturer's written installation instructions, and SMACNA's "Architectural Sheet Metal Manual."

- B. Underlayment: Install self-adhering sheet underlayment in accordance with manufacturer's instructions and recommendations.

3.2 ROOF-DRAINAGE SYSTEM INSTALLATION

- A. General: Install sheet metal roof-drainage items to produce complete roof-drainage system according to cited sheet metal standard unless otherwise indicated. Coordinate installation of roof perimeter flashing with installation of roof-drainage system.
- B. Hanging Gutters: Join sections with riveted and soldered joints. Provide for thermal expansion. Attach gutters at eave or fascia to firmly anchor them in position. Provide end closures and seal watertight with sealant. Slope to downspouts.
 - 1. Anchor gutter with gutter brackets spaced not more than 24 inches apart to roof deck, unless otherwise indicated, and loosely lock to front gutter bead.
 - 2. Install continuous gutter screens on gutters with noncorrosive fasteners, removable for cleaning gutters.
- C. Downspouts: Join sections with telescoping joints.
 - 1. Provide hangers with fasteners designed to hold downspouts securely to walls. Locate hangers at top and bottom and at approximately 60 inches on center.
 - 2. Provide elbows at base of downspout to direct water away from building, unless otherwise indicated.
 - 3. Provide boots of size required to transition to drainage system.

END OF SECTION 076200

SECTION 079200 - JOINT SEALANTS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Sealants for interior and exterior applications.

1.2 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 interior applications that establish and maintain airtight and water-resistant continuous joint seals without staining or deteriorating joint substrates.

1.3 SUBMITTALS

- A. Product Data: For each joint-sealant product indicated.
- B. Samples Initial Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
- C. Sealant Schedule: Provide Sealant Schedule indicating sealant types for each condition of use; format Schedule to include entry for color selections by the Architect.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver materials to Project site in original unopened containers or bundles with labels indicating manufacturer, product name and designation, color, expiration date, pot life, curing time, and mixing instructions for multicomponent materials.
- B. Store and handle materials in compliance with manufacturer's written instructions to prevent their deterioration or damage due to moisture, high or low temperatures, contaminants, or other causes.

1.5 PROJECT CONDITIONS

- A. Environmental Limitations: 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.

2. When ambient and substrate temperature conditions are outside limits permitted by joint sealant manufacturer or are below 40 degrees F.
 3. When joint substrates are wet.
- B. Joint-Width Conditions: Do not proceed with installation of joint sealants where joint widths are less than those allowed by joint sealant manufacturer for applications indicated.
- C. Joint-Substrate Conditions: Do not proceed with installation of joint sealants until contaminants capable of interfering with adhesion are removed from joint substrates.

PART 2 - PRODUCTS

2.1 PRODUCTS AND MANUFACTURERS

- A. Products: Provide the following products for each application listed. Substitutions for exterior building joint sealants shall be listed on the Validated Products list published by the Sealant, Waterproofing, and Restoration Institute (SWRI).
1. Joint-Sealant: One-part neutral cure silicone sealant; elongation of 800%, joint movement capability of plus-or-minus 25% and Shore A durometer hardness of 45.
 - a. Applications: Air sealing between a sheet applied weather resistant barrier and fenestration element; edge lap seal for weather resistant barriers; sealing penetrations in weather resistant barriers.
 - b. Joint Location: Surfaces common in sheet or peel and stick weather resistant barriers.
 - 1) Product and Manufacturer: 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 758 Silicone Weather Barrier Sealant; Dow Corning Corp.
 2. Silicone Sealant - One-Part: For poured-in-place concrete, and concrete-to-concrete and concrete-to-masonry; one-part silicone sealant, having a joint movement capability of plus-or-minus 100% elongation, minus 50% compression, and Shore A durometer hardness of 15.
 - a. Product and Manufacturer:
 - 1) Dow Corning 790 Silicone Building Sealant; Dow Corning Corp.
 - 2) Color: Limestone.

3. Silicone Sealant - One-Part: For masonry-to-aluminum, steel-to-aluminum, concrete-to-aluminum, steel-to-steel, and other metal-to-metal joints (including KYNAR coatings); one-part silicone sealant having a joint movement capability of plus-or-minus 50% elongation, and Shore A durometer hardness of 30.
 - a. Product and Manufacturer:
 - 1) Dow Corning 795 Silicone Building Sealant; Dow Corning Corp.
 - 2) Color: Limestone.
4. Two-Part, Pourable Urethane Sealant: For horizontal joints, exterior and interior; provide joint sealant with a joint movement capability of plus-or-minus 25%.
 - a. Products and Manufacturers: Provide one of the following.
 - 1) Vulkem 245; Tremco, Inc.
 - 2) NR200 Urexpan; Pecora Corp.
 - 3) Sikaflex 2c SL; Sika Corp.
 - 4) THC-900; Tremco, Inc.
5. One-Part Silicone - Sanitary Sealant: For Interior use at plumbing fixtures in toilets and janitor closets, and horizontal and vertical joints of dissimilar materials in toilets and other wet areas.
 - a. Products and Manufacturers: Provide one of the following.
 - 1) Dow Corning 786 Silicone Mildew Resistant Sealant; Dow Corning Corp.
 - 2) SCS1700 Sanitary; General Electric Co.
 - 3) Pecora 898 Silicone Mildew Resistant Silicone Sealant; Pecora Corp.
 - 4) Tremsil 200; Tremco, Inc.
6. Latex Sealant:
 - a. Applications: For interior use for horizontal and vertical joints around door frames, and joints between dissimilar materials
 - b. Products and Manufacturers: Provide one of the following.
 - 1) AC-20 + Silicone; Pecora Corp.
 - 2) Sonolac; Sonneborn Building Products Div., ChemRex, Inc.
 - 3) Tremflex 834; Tremco, Inc.

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 for this characteristic.

2.3 JOINT-SEALANT BACKING/ BACKER ROD

- A. General: Provide sealant backings of material and type that are nonstaining; 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. Backer Rod (Joint Fillers, Compressible Filler):
 - 1. Available Products: Subject to compliance with requirements, materials that may be incorporated into the Work include, but are not limited to the following:
 - a. Product and Manufacturer - Basis of Design: Sof Rod; Nomaco, Inc., Zebulon, NC.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer.

2.4 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 with joint substrates.

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.

- B. Joint Priming: Prime joint substrates, unless otherwise recommended in writing by joint sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience.
 - 1. 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.
 - 1. Install sealants by proven techniques and at the same time backings are installed.
 - 2. Place sealants so they directly contact and fully wet joint substrates.
 - 3. Completely fill recesses provided for each joint configuration.
 - 4. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
- B. Backing Materials: 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.
- C. Bond-Breaker Tape: Install bond-breaker tape behind sealants where sealant backings are not used between sealants and back of joints.
- D. 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 sealants from surfaces adjacent to joint.
 - 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.

3.4 CLEANING

- A. Clean off excess sealants 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 the original work.

END OF SECTION 079200

SECTION 081613 - FIBERGLASS DOORS AND FRAMES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Fiberglass doors.
2. Door frames.

1.2 CODE COMPLIANCE

A. Exterior glazing systems shall meet the requirements of the Florida Building Code.

1. Provide product evaluations and installation requirements indicating compliance with Code requirements.

1.3 PERFORMANCE REQUIREMENTS

A. Building Code Requirements: Provide doors and frames that comply with the requirements of the Florida Building Code.

1.4 SUBMITTALS

- A. Product Approval: Submit current Product Approval documentation in accordance with the Florida Building Code.
- B. Product Data: For doors indicated.
- C. Shop Drawings: Indicate location, size, and hand of each door; construction details for stiles, rails, panels, and moldings (sticking); mortises, holes, and cutouts; and other pertinent data.
- D. Samples for Verification: Provide the following.
 1. Provide a factory finished sample showing the final finish selected applied to actual door face material, approximately 8 by 10 inches, showing color and grain appearance.

1.5 WARRANTY

- A. Warranty – Exterior Doors: Manufacturer's standard form, signed by manufacturer, Installer, and Contractor, in which manufacturer agrees to repair or replace doors that are defective in materials, finish, or workmanship within specified warranty period.
 - 1. Warranty shall be in effect during the following period of time from date of Substantial Completion:
 - a. Exterior Doors: Minimum five years.
 - 2. Warranty shall also include installation and finishing that may be required due to repair or replacement of defective doors.

PART 2 - PRODUCTS

2.1 FIBERGLASS DOORS AND FRAMES

- A. Products and Manufacturers – Basis of Design:
 - 1. Design-Pro Fiberglass Glass Panel Exterior Door; Jeld-Wen
 - a. Florida Product Approval Number: FL16674-R4
 - 2. Architectural Fiberglass All Panel Exterior Door; Jeld-Wen
 - a. Florida Product Approval Number: Provide current certification.
- B. Description:
 - 1. Door Panel Configuration: As indicated.
 - 2. Face Surface: To be selected by the Architect from manufacturer's full line.
 - 3. Finish: Factory finished, stained.
 - a. Stain Color: To be selected by the Architect from manufacturer's full line.
 - 4. Door Frames: Manufacturer's standard.
- C. Hardware:
 - 1. Hinges: Manufacturer's standard; color to be selected by the Architect from manufacturer's full line.
 - 2. Sill/ Threshold: Adjustable sill; finish to be selected by the Architect from manufacturer's full line. Provide with 300 Series stainless steel hardware.
 - 3. Lockset: Refer to Section 08710 Door Hardware.
 - 4. Weatherstripping: Manufacturer's standard.
- D. Glass: Insulated, double pane, Low-E, fully tempered glass on both sides.

E. Grilles: Surface mounted, interior and exterior.

1. Configuration: As indicated.
2. Color: Color to match door.

2.2 FABRICATION

- A. Hardware Preparation: Factory machine doors for hardware that is not surface applied.
- B. Glazed Openings: Glaze doors at factory with glass of type and thickness indicated. Install glass using manufacturer's standard elastomeric glazing sealant complying with ASTM C 920. Secure glass in place with removable wood stops.

2.3 FACTORY FINISHING

- A. General: Complete fabrication, including fitting doors for openings and machining for hardware that is not surface applied, before finishing.
- B. Finishing: Finish doors at factory.
1. Finish faces, all six edges, edges of cutouts, and mortises.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. General: Install doors and frames to comply with referenced quality standard and manufacturer's written instructions.
- B. Factory-Fitted Doors: Align in frames for uniform clearance at each edge.
- C. Operation: Rehang or replace doors that do not swing or operate freely.
- D. Factory-Finished Doors:
1. Restore finish before installation if fitting or machining is required at Project site.
 2. 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 as approved by the Architect.

END OF SECTION 081613

SECTION 084113 - ALUMINUM-FRAMED ENTRANCES AND STOREFRONTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Section Includes:
 - 1. Exterior storefront.
 - 2. Exterior entrance doors and frames.
- B. Refer to Section 088000 for glass requirements.

1.2 CODE COMPLIANCE

- A. Exterior entrance glazing system shall meet the requirements of the Code.
 - 1. Provide product evaluations and installation requirements indicating compliance with Code requirements.

1.3 PERFORMANCE REQUIREMENTS

- A. Building Code Requirements: Provide storefront and entrance systems that comply with the requirements of the Code.
- B. Performance Requirements: Provide exterior entrance systems capable of withstanding loads and thermal and structural movement requirements indicated without failure, based on testing manufacturer's standard units in assemblies similar to those indicated for this Project.
- C. Glazing Systems: Provide glazing systems capable of withstanding normal thermal movement and wind and impact loads (where applicable) without failure, including loss or glass breakage attributable to the following: defective manufacture, fabrication, and installation; failure of sealants or gaskets to remain watertight and airtight; deterioration of glazing materials; or other defects in construction.
- D. Structural Loads:
 - 1. Wind Loads: As indicated.
- E. Structural-Support Movement: Provide glazing systems that accommodate structural movements including, but not limited to, sway and deflection.
- F. Dimensional Tolerances: Provide glazing systems that accommodate dimensional tolerances of building frame and other adjacent construction.

- G. Thermal Movements: Provide glazed aluminum 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): 100 degrees F.
 2. Test Performance: No buckling, stress on glass, glazing-edge seal failure, sealant failure, excess stress on curtain-wall framing, anchors and fasteners, or reduction of performance when tested according to AAMA 501.5.
 - a. Test Ambient Temperature Range: 100 degrees F.

1.4 SUBMITTALS

- A. Product Approval: Submit current Product Approval documentation in accordance with the Code.
- B. Engineering Responsibility: Prepare engineering data, including Shop Drawings, based on testing and engineering analysis of manufacturer's standard units in assemblies similar to those indicated for this Project as prepared by a professional engineer registered in the state where the project is located.
- C. Testing and Labeling: Comply with the Building Code. Submit manufacturer's certification indicating compliance.
- D. Product Data: For each product specified. Include details of construction relative to materials, dimensions of individual components, profiles, and finishes.
- E. Shop Drawings: Show details of fabrication and installation, including plans, elevations, sections, details of components, provisions for expansion and contraction, and attachments to other work.
 1. Engineering Responsibility: Prepare engineering data for entrance systems, including Shop Drawings, based on testing and engineering analysis of manufacturer's standard units in assemblies similar to those indicated for this Project as prepared by a professional engineer registered in the state where the project is located.
 - a. Include structural analysis data signed and sealed by professional engineer registered in the state where the project is located and responsible for their preparation.
 - b. Show details of fabrication and installation, including plans, elevations, sections, details of components, provisions for expansion and contraction, and attachments to other work.
 - c. Include all drawings and installation details required to insure the elements installed on this Project will be installed in the same manner as they were tested and approved.

- F. Installer Certificates: Signed by manufacturer certifying that installers comply with specified requirements.
- G. Samples for Verification: Of exposed finish selected in manufacturer's standard sizes.
- H. Samples: For the following.
 - 1. Aluminum Framing:
 - a. Samples for Verification: Of exposed metal finish selected in manufacturer's standard sizes.
 - 2. Glass: Glass products, in the form of 12-inch-square Samples for each type of glass indicated.
- I. Test Reports: Provide certified test reports indicating compliance with the Building Code.
- J. Field Test Reports: Field quality-control test reports.
- K. Warranties: Warranties specified in this Section.

1.5 QUALITY ASSURANCE

- A. Installer Qualifications: Engage an experienced installer to assume engineering responsibility and perform work of this Section who has specialized in installing glazing systems similar to those required for this Project and who is acceptable to manufacturer.
 - 1. Engineering Responsibility: Preparation of engineering data including the following:
 - a. Shop Drawings based on testing and engineering analysis of manufacturer's standard units in assemblies similar to those indicated for this Project.
 - b. Shop Drawings, pre-construction testing program development, and comprehensive engineering analysis by a qualified professional engineer registered in the state where the project is located.
- B. Pre-Installation Conference: Conduct conference at Project site.
 - 1. Review structural load limitations.
 - 2. Review and finalize construction schedule and verify availability of materials, Installer's personnel, equipment, and facilities needed to make progress and avoid delays.
 - 3. Review required testing, inspecting, and certifying procedures.
- C. Source Limitations: Obtain each type of entrance system through one source from a single manufacturer.
- D. Source Limitations for Glass: Obtain the following through one source from a single manufacturer for each glass type.

- E. Welding Standards: Comply with applicable provisions of AWS D1.2, "Structural Welding Code--Aluminum."

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Protect glazing materials according to manufacturer's written instructions and as needed to prevent damage to glass and glazing materials from condensation, temperature changes, direct exposure to sun, or other causes.

1.7 PROJECT CONDITIONS

- A. Field Measurements: Verify dimensions by field measurements before fabrication and indicate measurements on Shop Drawings. Coordinate fabrication schedule with construction progress to avoid delaying the Work.
- B. Environmental Limitations for Glass and Glazing: 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 liquid glazing sealants when ambient and substrate temperature conditions are outside limits permitted by glazing sealant manufacturer or below 40 degrees F.

1.8 WARRANTY

- A. Manufacturer's Warranty: Submit a written warranty, beginning on the date of Substantial Completion, executed by the manufacturer agreeing to repair or replace components of glazing systems that fail in materials or workmanship within the specified warranty period. Failures include, but are not limited to, the following:
 - 1. Structural failures including, but not limited to, the following:
 - a. Excessive deflection.
 - b. Adhesive sealant failures.
 - c. Cohesive sealant failures.
 - d. Failure of system to meet performance requirements.
 - e. Deterioration of metals, metal finishes, and other materials beyond normal weathering.
 - f. Failure of operating components to function normally.
 - g. Water leakage through fixed glazing and frame areas.
 - 2. Warranty Period: 2 years from date of Substantial Completion.

- B. Finish Warranty – Exterior Storefront and Entrances: Manufacturer's standard form in which manufacturer agrees to repair or replace components on which finishes do not comply with requirements or that fail in materials or workmanship within specified warranty period. Warranty does not include normal weathering.

1. Warranty Period: 20 years from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 EXTERIOR STOREFRONT

- A. Model and Manufacturer – Basis of Design: Trifab 451T Storefront; Kawneer Company, Inc.

1. Florida Product Approval Number: FL10008
2. Glass: 1-inch thick; Low-E (#2 surface), insulated.
 - a. Exterior Lite: 1/4-inch thick fully tempered.
 - b. Airspace: 1/2-inch airspace
 - c. Interior Lite: 1/4-inch thick fully tempered.
3. System Performance – U-Factor Overall Assembly: 0.50
4. Glass Performance Characteristics:
 - a. Product and Manufacturer – Basis of Design: VRE26-59; Viracon Glass
 - 1) U-Value: 0.30 Winter; 0.27 Summer
 - 2) Solar Heat Gain Coefficient (SHGC): 0.25

2.2 EXTERIOR ENTRANCE DOORS AND FRAMES

- A. Model and Manufacturer – Basis of Design: 350 Medium Stile Swing Doors; Kawneer Company, Inc.

1. Florida Product Approval Number: FL10388
2. Glass: 1-inch thick; Low-E (#2 surface), insulated.
 - a. Exterior Lite: 1/4-inch thick fully tempered.
 - b. Airspace: 1/2-inch airspace
 - c. Interior Lite: 1/4-inch thick fully tempered.
3. Glass Performance Characteristics:
 - a. Product and Manufacturer – Basis of Design: VRE26-59; Viracon Glass
 - 1) U-Value: 0.30 Winter; 0.27 Summer
 - 2) Solar Heat Gain Coefficient (SHGC): 0.25

2.3 MATERIALS

- A. Aluminum: Alloy and temper recommended by manufacturer for type of use and finish indicated, complying with the requirements of standards indicated below.
 - 1. Sheet and Plate: ASTM B 209.
 - 2. Extruded Bars, Rods, Shapes, and Tubes: ASTM B 221.
 - 3. Extruded Structural Pipe and Tubes: ASTM B 429.
 - 4. Bars, Rods, and Wire: ASTM B 211.
 - 5. Welding Rods and Bare Electrodes: AWS A5.10.
- B. Steel Reinforcement: Complying with ASTM A 36 for structural shapes, plates, and bars; ASTM A 611 for cold-rolled sheet and strip; or ASTM A 570 for hot-rolled sheet and strip.
- C. Glazing Gaskets: As required to comply with system performance requirements. Provide gasket assemblies that have corners sealed with sealant recommended by gasket manufacturer.
- D. Spacers, Setting Blocks, Gaskets, and Bond Breakers: Manufacturer's standard permanent, nonmigrating types in hardness recommended by manufacturer, compatible with sealants, and suitable for system performance requirements.
- E. Framing system gaskets, sealants, and joint fillers as recommended by manufacturer for joint type.

2.4 COMPONENTS

- A. Fasteners and Accessories: Manufacturer's standard corrosion-resistant, nonstaining, nonbleeding fasteners and accessories compatible with adjacent materials.
 - 1. Reinforce members as required to retain fastener threads.
 - 2. Do not use exposed fasteners, except for hardware application. For hardware application, use countersunk Phillips flat-head machine screws finished to match framing members or hardware being fastened, unless otherwise indicated.
- B. Concrete and Masonry Inserts: Hot-dip galvanized cast-iron, malleable-iron, or steel inserts complying with ASTM A 123 or ASTM A 153 requirements.

2.5 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: Refer to Section 087100 Door Hardware and the following.
 - a. Weather Stripping: Manufacturer's standard replaceable components.
 - b. Weather Sweeps: Manufacturer's standard exterior-door bottom sweep with concealed fasteners on mounting strip.

- c. Silencers: BHMA A156.16, Grade 1.
- d. Thresholds: BHMA A156.21, raised thresholds beveled with a slope of not more than 1:2, with maximum height of 1/2 inch.

2.6 FABRICATION

- A. General: Fabricate components that, when assembled, will have accurately fitted joints with ends coped or mitered to produce hairline joints free of burrs and distortion. After fabrication, clearly mark components to identify their locations in Project according to Shop Drawings.
 - 1. Fabricate components for screw-spline (concealed fastener) frame construction.
 - 2. Forming: Form shapes with sharp profiles, straight and free of defects or deformations, before finishing.
 - 3. Prepare components to receive concealed fasteners and anchor and connection devices.
 - 4. Fabricate components to drain water passing joints and condensation and moisture occurring or migrating within the system to the exterior.
- B. Welding: Weld components to comply with referenced AWS standard. Weld before finishing components to greatest extent possible. 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. Glazing Channels: Provide minimum clearances for thickness and type of glass indicated according to FGMA's "Glazing Manual."
- D. Metal Protection: Where aluminum will contact dissimilar metals, protect against galvanic action by painting contact surfaces with primer or by applying sealant or tape recommended by manufacturer for this purpose. Where aluminum will contact concrete or masonry, protect against corrosion by painting contact surfaces with bituminous paint.

2.7 ALUMINUM FINISHES – EXTERIOR STOREFRONT AND ENTRANCES

- A. High-Performance Organic Finish: 2-coat fluoropolymer finish complying with AAMA 2605 and containing not less than 70 percent PVDF resin by weight in both color coat and clear top-coat. Prepare, pretreat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
 - 1. Color: Match Architect's samples.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine areas, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of glazing systems. Do not proceed with installation until unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. General: Comply with manufacturer's written instructions for protecting, handling, and installing glazing systems. Do not install damaged components. Fit frame joints to produce hairline joints free of burrs and distortion. Rigidly secure nonmovement joints. Seal joints watertight.
- B. Metal Protection: Where aluminum will contact dissimilar metals, protect against galvanic action by painting contact surfaces with primer or by applying sealant or tape recommended by manufacturer for this purpose. Where aluminum will contact concrete or masonry, protect against corrosion by painting contact surfaces with bituminous paint.
- C. Install the system plumb and true in alignment with established lines and grades without warp or rack. Lubricate operating hardware and other moving parts according to hardware manufacturers' written instructions.
- D. Install glazing to comply with requirements of Division 8 Section "Glazing," unless otherwise indicated.
- E. Install perimeter sealant to comply with requirements of Division 7 Section "Joint Sealants," unless otherwise indicated.

3.3 FIELD QUALITY CONTROL

- A. Testing Agency: Engage a qualified testing agency to perform tests and inspections.
- B. Field Quality-Control Testing: Perform the following test on aluminum windows.
 - 1. 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.
- C. Aluminum framed storefronts will be considered defective if they do not pass tests and inspections.
- D. Prepare field test and inspection reports.

3.4 PROTECTION

- A. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer that ensure glazing systems are without damage or deterioration at the time of Substantial Completion.

END OF SECTION 084113

SECTION 085313 - VINYL WINDOWS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Windows.

1.2 CODE COMPLIANCE

A. Exterior glazing systems shall meet the requirements of the Florida Building Code.

1. Provide product evaluations and installation requirements indicating compliance with Code requirements.

1.3 PERFORMANCE REQUIREMENTS

A. Building Code Requirements: Provide windows that comply with the requirements of the Florida Building Code.

1.4 SUBMITTALS

A. Product Approval: Submit current Product Approval documentation in accordance with the Florida Building Code.

B. Product Data: For windows.

1. Include construction details, material descriptions, glazing and fabrication methods, dimensions and finishes for windows.

C. Shop Drawings: Include plans, elevations, sections, and details of installation, including anchor, flashing, and sealant installation.

D. Product Test Reports: For windows.

E. Sample Warranties: For manufacturer's warranties.

1.5 WARRANTY

- A. Manufacturer's Warranty: Manufacturer agrees to repair or replace windows that fail in materials or workmanship within specified warranty period.
 - 1. Warranty Period:
 - a. Window: Manufacturer's standard from date of Substantial Completion.
 - b. Glazing Units: Manufacturer's standard from date of Substantial Completion.

PART 2 - PRODUCTS

2.1 WINDOWS

- A. Product and Manufacturer - Basis-of-Design: 250 Series Fixed Window; Pella Corporation
 - 1. Florida Product Approval Number: FL16811-R1
- B. Window Types: As indicated on the Drawings.
 - 1. Frame Color: To be selected by the Architect from manufacturer's full line.
- C. Glass: Sun Defense Low-E dual insulated glass.
 - 1. Outdoor Lite: Fully tempered glass.
 - 2. Interspace Content: Air.
 - 3. Indoor Lite: Fully tempered glass.
- D. Grilles: Surface mounted, interior and exterior.
 - 1. Configuration: As indicated.
 - 2. Color: Color to match window frame.
- E. Fasteners: Noncorrosive and compatible with window members, trim, hardware, anchors, and other components.
 - 1. Exposed Fasteners: Do not use exposed fasteners to the greatest extent possible. For application of hardware, use fasteners that match finish hardware being fastened.

2.2 FABRICATION

- A. Fabricate windows in sizes indicated. Include a complete system for assembling components and anchoring windows.
- B. Glaze windows in the factory.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine openings, substrates, structural support, anchorage, and conditions, with Installer present, for compliance with requirements for installation tolerances and other conditions affecting performance of the Work.
- B. Verify rough opening dimensions, levelness of sill plate, and operational clearances.
- C. Examine wall flashings, vapor retarders, water and weather barriers, and other built-in components to ensure weathertight window installation.
- D. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Comply with manufacturer's written instructions for installing windows, hardware, accessories, and other components. For installation procedures and requirements not addressed in manufacturer's written instructions, comply with installation requirements in ASTM E 2112.
- B. Install windows level, plumb, square, true to line, without distortion, anchored securely in place to structural support, and in proper relation to wall flashing and other adjacent construction to produce weathertight construction.

3.3 CLEANING, AND PROTECTION

- A. Clean exposed surfaces immediately after installing windows. Remove excess sealants, glazing materials, dirt, and other substances.
 - 1. Keep protective films and coverings in place until final cleaning.
- B. Protect window surfaces from contact with contaminating substances resulting from construction operations. If contaminating substances do contact window surfaces, remove contaminants immediately according to manufacturer's written instructions.

END OF SECTION 085313

SECTION 087100 - DOOR HARDWARE

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Door hardware.

1.2 SUBMITTALS

- A. Product Data: Include manufacturer's technical product data for each item of door hardware, installation details, material descriptions, maintenance of operating parts, dimensions of individual components and profiles, and finishes.
- B. Door Hardware Schedule:
1. Organization: Organize the Door Hardware Schedule into door hardware sets indicating complete designations of every item required for each door or opening.

1.3 QUALITY ASSURANCE

- A. Regulatory Requirements: Comply with the Building Code.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. General: The following is a listing of product descriptions, specified manufacturers, and other acceptable substitute manufacturers.

PRODUCT DESCRIPTION	SPECIFIED MANUFACTURER	ACCEPTABLE SUBSTITUTION
Hinges	Ives	Hager, Stanley, Bommer
Cylinders and Keying	Schlage	Falcon
Locks and Latches	Schlage	Falcon
Fire Exit Device	Falcon	VonDuprin
Closers	LCN	Norton
OH Stops/Holders	Glynn Johnson	Rixson
Wall Bumpers, Floor Stops, Flushbolts	Ives	Trimco, Rockwood
Push Plates and Pulls	Ives	Trimco, Rockwood
Kick Plates/Armor Plate	Ives	Trimco, Rockwood
Threshold/Weatherstrip	Zero	National Guard, Pemko

2.2 HINGES

- A. Butts and Hinges: BHMA A156.1.
- B. Hinge Options: Comply with the following where indicated in the Door Hardware Schedule or on Drawings:
 - 1. Nonremovable Pins: Provide set screw in hinge barrel that, when tightened into a groove in hinge pin, prevents removal of pin while door is closed.

2.3 CYLINDERS AND LOCKS

- A. Lock Throw: Comply with testing requirements for length of bolts to comply with labeled fire door requirements.
- B. Strikes: Manufacture's standard wrought box strike for each latch or lock bolt, with curved lip extension, finished to match hardware set, unless otherwise indicated.

2.4 KEYING

- A. General: Coordinate with Owner's representative for requirements.
- B. Keys: Provide nickel-silver keys only.
 - 1. Stamping: Permanently inscribe each key with a visual key control number and include the following notation:
 - a. Notation: "DO NOT DUPLICATE"
 - 2. Quantity: In addition to one extra blank key for each lock, provide the following:
 - a. Cylinder Change Keys: Three.
 - b. Master Keys: Five.
 - c. Grand Master Keys: Five.

2.5 EXIT DEVICES

- A. All devices shall be listed under "Panic Hardware" in the accident equipment list of Underwriters Laboratories. All labeled doors with "Fire Exit Hardware" shall have labels attached and be in strict accordance with Underwriters Laboratories.
- B. All exit devices shall be tested to ANSI/BHMA A156.3 test requirements by a BHMA certified testing laboratory. Provide a written certification showing successful completion of a minimum of 1,000,000 cycles.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Doors and Frames: Comply with manufacturer's requirements.
1. Surface-Applied Door Hardware: Comply with manufacturer's requirements.

3.2 INSTALLATION

- A. Install each door hardware item to comply with manufacturer's written instructions.
- B. Mounting Heights: Mount door hardware units at heights in accordance with manufacturer's instructions and recommendations.

3.3 DOOR HARDWARE SCHEDULE

- A. General: The following schedule shall not be considered entirely exclusive. Provide additional hardware, as required, for compliance with the Code, or authority having jurisdiction. Should any particular hardware item be omitted in any scheduled hardware group, provide hardware item required for a complete and operational assembly.

1. Hardware Group No. 1 - 8: NOT USED
2. Hardware Group No. 9: Provide the following:

Quantity	Description	Model Number	Finish	Mfgr
2	EA CYLINDER	AS REQUIRED	613	SCH
1		BALANCE OF HARDWARE BY DOOR SUPPLIER		

3. Hardware Group No. 10: Provide the following:

Quantity	Description	Model Number	Finish	Mfgr
3	EA HINGE	5BB1 4.5 X 4.5	613	IVE
1	EA STOREROOM LOCK	W581P6 DANE	613	FAL
1	EA SURFACE CLOSER	1450 RW/PA	695	LCN
1	EA KICK PLATE	8400 10" X 2" LDW B- CS	613	IVE
1	EA WALL STOP	WS406/407CCV	613	IVE
3	EA SILENCER	SR64	GRY	IVE

4. Hardware Group No. 11: Provide the following:

Quantity	Description	Model Number	Finish	Mfgr
3	EA HINGE	5BB1 4.5 X 4.5	613	IVE
1	EA PRIVACY LOCK	W301S DANE	613	FAL
1	EA SURFACE CLOSER	1450 RW/PA	695	LCN
1	EA KICK PLATE	8400 10" X 2" LDW B- CS	613	IVE
1	EA WALL STOP	WS406/407CCV	613	IVE
3	EA SILENCER	SR64	GRY	IVE

END OF SECTION 087100

SECTION 092400 - STUCCO

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Stucco.

1.2 SUBMITTALS

A. Product Data: For products indicated.

PART 2 - PRODUCTS

2.1 STUCCO MATERIALS

- A. Portland Cement: ASTM C150, Type 1, natural color.
- B. Lime: ASTM C206-84, Type S, special finishing hydrating lime.
- C. Aggregate: ASTM C897, natural sand.
- D. Water: Clean, potable, without deposits harmful to stucco.

2.2 LATH

- A. Product and Manufacturer – Basis of Design: Ultra-Lath Plus, Paper-Backed; Plastic Components, Inc.
 1. Backing Paper: ASTM C106; Type 1, 60-minute Grade D, Style 2.
- B. Location: Provide lath at locations indicated.

2.3 ACCESSORIES

- A. Plastic Accessories: Fabricated from high-impact PVC.
 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. Plastic Components, Inc.

b. Vinyl Corp.

- B. Fasteners for Attaching Lath to Substrates: Complying with manufacturer's recommendations for substrates indicated.

2.4 STUCCO MIXES

- A. General: Comply with ASTM C926 for applications indicated.
- B. Base-Coat Mixes for Use over Lath: Scratch and brown coats for three-coat plasterwork as follows:
1. Portland Cement Mixes:
 - a. Scratch Coat: For cementitious material, mix 1 part portland cement and 3/4 to 1-1/2 parts lime. Use 2-1/2 to 4 parts aggregate per part of cementitious material (sum of separate volumes of each component material).
 - b. Brown Coat: For cementitious material, mix 1 part portland cement and 3/4 to 1-1/2 parts lime. Use 3 to 5 parts aggregate per part of cementitious material (sum of separate volumes of each component material).
- C. Base-Coat Mixes for Use over Unit Masonry: Single base (scratch) coat for two-coat plasterwork as follows:
1. Portland Cement Mix: For cementitious material, mix 1 part portland cement and 3/4 to 1-1/2 parts lime. Use 2-1/2 to 4 parts aggregate per part of cementitious material.
- D. Job-Mixed Finish Coats: Proportion materials for finish coats in accordance with ASTM C926.
- E. Mixing: Mechanically mix cementitious and aggregate materials for plasters to comply with applicable referenced application standard and with recommendations of plaster manufacturer.

PART 3 - EXECUTION

3.1 INSTALLING LATH

- A. General: Comply with manufacturer's instructions and recommendations.

3.2 INSTALLING ACCESSORIES

- A. General: Install accessories in accordance with manufacturer's instructions and recommendations.
- B. Control Joints: Locate as approved by Architect for visual effect and as follows:
1. As required to delineate plasterwork into areas (panels) of the following maximum sizes:
 - a. Vertical Surfaces: 144 sq. ft.

- b. Horizontal and Other Nonvertical Surfaces: 100 sq. ft.
- 2. At distances between control joints of not greater than 18 feet o.c.
- 3. As required to delineate plasterwork into areas (panels) with length-to-width ratios of not greater than 2-1/2:1.
- 4. Where control joints occur in surface of construction directly behind plaster.
- 5. Where plasterwork areas change dimensions, to delineate rectangular-shaped areas (panels) and to relieve the stress that occurs at the corner formed by the dimension change.

3.3 PLASTER APPLICATION

- A. General: Comply with ASTM C926.
 - 1. Do not deviate more than plus or minus 1/4 inch in 10 feet from a true plane in finished plaster surfaces when measured by a 10-foot straightedge placed on surface.
 - 2. Finish plaster flush with frames and other built-in items or accessories that act as a plaster ground unless otherwise indicated. Where casing bead does not terminate plaster at frames, cut base coat free from frame before plaster sets and groove finish coat at junctures.
 - 3. Provide plaster surfaces that are ready to receive field-applied finishes indicated.
- B. Bonding Compound or Bond Coat: Apply on unit masonry surfaces to receive direct applied stucco.
- C. Number of Coats: Apply plaster of composition indicated, to comply with the following requirements:
 - 1. Three Coats: Over lath.
 - 2. Two Coats: Over unit masonry.
- D. Finish Coats: Apply finish coats to comply with PCA Portland Cement Plaster (Stucco) Manual, and the following:
 - 1. Texture: Match Architect's sample.

3.4 PLASTER REPAIRS

- A. Cut, patch, replace, repair, and point up plaster as necessary to accommodate other work. Repair cracks and indented surfaces. Point-up finish plaster surfaces around items that are built into or penetrate plaster surfaces. Repair or replace work to eliminate blisters, buckles, check cracking, dry outs, efflorescence, excessive pinholes, and similar defects. Repair or replace work as necessary to comply with required visual effects.

3.5 CLEANING AND PROTECTION

- A. Remove temporary covering and other provisions made to minimize spattering of plaster on other work. Promptly remove plaster from door frames, windows, and other surfaces not to be plastered. Repair surfaces stained, marred or otherwise damaged during plastering work. When plastering work is completed, remove unused materials, containers, equipment, and plaster debris.
- B. Provide final protection and maintain conditions, in a manner acceptable to manufacturer and Installer that ensure plaster work is without damage or deterioration at the time of Substantial Completion.
- C. Repair or replace work to eliminate cracks, dents, blisters, buckles, crazing and check cracking, dry outs, efflorescence, and similar defects, and where bond to substrate has failed.

END OF SECTION 092400

SECTION 092900 - GYPSUM BOARD

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Gypsum board.

1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.

1.3 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.

1.4 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 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.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. 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. Georgia-Pacific (GP) Gypsum Products
 2. Lafarge North America Inc.
 3. National Gypsum Company.
 4. USG Corporation.

2.2 GYPSUM BOARD

- A. General: Complying with ASTM C 36, ASTM C 1178, ASTM C 1396, or ASTM D 3274, as applicable to type of gypsum board indicated and whichever is more stringent.
- B. Moisture Resistant Gypsum Wall and Ceiling Panels: ASTM C 1396; with moisture- and mold-resistant core and paper surfaces.
 - 1. Thickness: As indicated on Drawings.
 - 2. Long Edges: Tapered.
 - 3. Mold Resistance: ASTM D 3273, score of 10 as rated according to ASTM D 3274.

2.3 TILE BACKER BOARD

- A. Glass-Mat, Water-Resistant Backing Board: ASTM C 1178, with manufacturer's standard edges.
 - 1. Thickness: As indicated on Drawings.
 - 2. Mold Resistance: ASTM D 3273, score of 10 as rated according to ASTM D 3274.

2.4 TRIM ACCESSORIES

- A. Trim: ASTM C 1047.
 - 1. Material: Paper-faced galvanized steel sheet.
 - 2. Shapes: As indicated.

2.5 JOINT TREATMENT MATERIALS

- A. General: Comply with ASTM C 475.
- B. Joint Tape: Paper.
- C. Joint Compound: For each coat use formulation recommended by the panel manufacturer for applications indicated and that is compatible with other compounds applied on previous or for successive coats.

2.6 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.

2. For fastening tile backer units, use screws of type and size recommended by panel manufacturer.
3. For fastening cement backer board, use screws of type and size recommended by panel manufacturer.

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

- A. General: Comply with ASTM C 840.
- B. 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.
- C. Form control and expansion joints with space between edges of adjoining gypsum panels.
- D. Cover both faces of support framing with gypsum panels in concealed spaces (above ceilings, etc.), except in chases braced internally.
 1. Fit gypsum panels around ducts, pipes, and conduits.
 2. 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.
- E. Attachment to Steel Framing: Attach panels so leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.

3.3 APPLYING GYPSUM BOARD

- A. 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 vertically (parallel to framing) or horizontally (perpendicular to framing) 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 GYPSUM BOARD 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 according to ASTM C 840 in specific locations identified, where approved by Architect, as indicated on the Drawings, and as follows:
 1. Ceilings: Unless otherwise indicated install control joints as follows:
 - a. Install control joints in areas exceeding 2500 sq. ft.
 - b. Space control joints not more than 50 feet on center.
 - c. Install control joints where ceiling framing or furring changes direction.
 2. Partitions and Furring: Unless otherwise indicated install control joints as follows:
 - a. Install control joints in partitions and wall furring runs exceeding 30 feet.
- C. Space control joints not more than 30 feet on center.

3.5 FINISHING GYPSUM BOARD

- A. General: Finish according to manufacturer's written instructions. 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.
 1. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
- B. Gypsum Board Finish Levels: Finish panels to levels indicated below and according to ASTM C 840:
 1. All Areas: Level 4.

3.6 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 092900

SECTION 093013 - CERAMIC TILING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Tile.

1.2 SUBMITTALS

A. Product Data: For products indicated.

B. 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.

C. Samples for Verification:

1. Full-size units of each tile type and for each color and finish required.

D. Material Test Reports: For each tile-setting and -grouting product.

E. Submit documentation from a recognized testing laboratory that the concrete slabs meet the requirements of the manufacturer for moisture and alkalinity prior to installing the resilient flooring.

1.3 QUALITY ASSURANCE

A. Source Limitations for Tile: Obtain all tile from one source or producer.

1. Obtain tile 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 a single manufacturer and each aggregate from one source or producer.

C. Preinstallation Conference: Conduct conference at Project site.

1. Review requirements in ANSI A108.01 for substrates and for preparation by other trades.

1.4 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 requirement in ANSI A137.1 for labeling sealed tile packages.

- B. Store tile and cementitious materials on elevated platforms, under cover, and in a dry location.
- C. Store liquid latexes in unopened containers and protected from freezing.
- D. 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.

1.5 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.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Tile:
 - 1. Products and Manufactures: Refer to the Finish Legend.

2.2 SETTING MATERIALS

- A. Floor Tile:
 - 1. Cement Bond Coat:
 - a. Products and Manufacturers: Subject to compliance with requirements, available products and manufacturers that may be incorporated into the Work include, but are not limited to, the following:
 - 1) Granirapid; MAPEI Corporation

2.3 GROUT

- A. Tile Grout:
 - 1. Manufacturer – Basis of Design: MAPEI Corporation
 - a. Product:
 - 1) Sanded Grout: Ultracolor PLUS
 - 2) Unsanded Grout: Keracolor U
 - 2. Colors: Refer to the Finish Legend.

2.4 ELASTOMERIC SEALANTS

- A. General: Provide manufacturer's standard chemically curing, elastomeric sealants of base polymer and characteristics indicated that comply with applicable requirements in Division 07 Section "Joint Sealants."
- B. Colors: To be selected by the Architect from manufacturer's full line.

2.5 WATERPROOFING AND CRACK-ISOLATION MEMBRANE

- A. Products and Manufacturers: Subject to compliance with requirements, available products and manufacturers that may be incorporated into the Work include, but are not limited to, the following:
 - 1. AquaDefense; MAPEI Corporation
 - 2. Laticrete Hydro Ban; LATICRETE International, Inc.

2.6 MISCELLANEOUS MATERIALS

- A. 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.

2.7 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. 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 oil, waxy films, and curing compounds; and within flatness tolerances required by referenced ANSI A108 Series of tile installation standards for installations indicated.

2. Verify that concrete substrates for tile floors installed with adhesives, bonded mortar bed, 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. Remove coatings, including curing compounds and other substances that contain soap, wax, oil, or silicone, that are incompatible with tile-setting materials.
- D. Preparing the Surface:
 1. All substrate preparation shall be in accordance with the Tile Council of North America's Handbook latest edition for ceramic tile installations.

3.3 INSPECTION

- A. Installer shall examine all areas and conditions under which work is to be installed and shall notify General Contractor, in writing, of any conditions detrimental to proper and timely completion of his work. Do not proceed with this work until unsatisfactory conditions have been corrected in a manner acceptable to the installer.

- B. Prior to commencing with the installation verify that the concrete floors to receive the floor tile meet the requirements for vapor emission and alkalinity required.
 - 1. Installer shall not commence with the installation until the moisture vapor transmission and the alkalinity of the floor slab have been verified to be within the tolerances allowed by the tile setting materials manufacturer.
 - a. Testing to confirm compliance shall be performed by an independent and recognized testing laboratory that has at least five years of satisfactory experience in performing tests of this type.
- C. Commencement of the work will be construed as Installer's acceptance of surfaces and conditions.

3.4 WATERPROOFING AND CRACK-ISOLATION MEMBRANE INSTALLATION

- A. Install materials to comply with manufacturer's written instructions to produce membrane of uniform thickness and bonded securely to substrate.
- B. Do not install tile or setting materials until membrane has cured and been tested to determine that it is fully cured and watertight.

3.5 EXPANSION AND CONTRACTION JOINT INSTALLATION

- A. General: 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. Provide tile expansion/contraction joints at a maximum of 20 to 25 feet on center in the floor and at intersection of floor tile with wall tile in accordance with requirements of Tile Council of North America, latest edition, for the "Movement Joint Design Essentials" EJ171.
 - 2. Joints shall be clean and dry.
 - 3. Movement Joints:
 - a. Provide 1/4" wide pre-manufactured movement joints at tile expansion and contraction joints.
 - b. Movement joints shall have perforated stainless steel flanges for embedment in the tile adhesive.
 - c. The depth of the profile is to suit the depth of the tiles and cannot be greater than the total depth of the tile and the adhesive.

3.6 TILE INSTALLATION METHODS

- A. General: Comply with TCA's "Handbook for Ceramic Tile Installation" latest edition for TCA installation methods indicated. Comply with parts of the ANSI A108 Series "Specifications for Installation of Ceramic Tile" that are referenced in TCA installation methods indicated and apply to types of setting and grouting materials used.
 - 1. Comply with the installation specifications for grout in accordance with manufacturer's instructions and recommendations and ANSI A108.10.
- B. Floor Tile:
 - 1. Tile Installation Method: TCA F122 Modified - Cement Mortar and Grout with Waterproofing/Crack Isolation Membrane
- C. Wall Tile:
 - 1. Tile Installation Method: TCA W245 - Cement Mortar and Grout
- D. Joint Widths: As approved by the Architect.
- E. Install tile in patterns shown on the Drawings and the approved Shop Drawings. Perimeter tile is to be at least a half tile in width. Chipped, cracked and split tiles are not acceptable.
- F. Provide manufacturer's standard trim shapes where necessary to eliminate exposed tile edges.
- G. Extend tile work into recesses and under or behind equipment and fixtures, to form a complete covering without interruptions, except as otherwise shown. Terminate work neatly at obstructions, edges and corners without disrupting pattern or joint alignments.
- H. 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 that plates, collars, or covers overlap tile.
- I. Setting Tile (Floor):
 - 1. Align joints at right angles to each other and straight with walls to conform to patterns selected. Verify exact locations of tile expansion joints and accessories before installing floor tile.
 - a. Maintain consistent joint widths throughout the field of the floor tile.
 - b. Thin-set embedment: Press and beat units into cement grout for proper embedment.
 - c. Medium-bed embedment: Set the tile in the mortar with the edge of the trowel parallel to the comb lines. Push the tile back and forth in the mortar perpendicular to the comb lines.
 - d. Finished floor shall be level without any misplaced or misaligned tile.

2. Install pre-manufactured edge protection and transition profiles secured to the substrate prior to laying tile.
 - a. Follow Manufacturers fastening recommendations.
 - b. Edge protection and transitions shall have perforated flanges for embedment in the tile adhesive.
 - c. The depth of the profile is to suit the depth of the tile and is not be greater than the total depth of the cut natural stone and the adhesive.
- J. All other tile, vertical or horizontal panels, walls, bases and the like: Use one of the appropriate specified setting methods for various conditions.
- K. Grouting:
 1. Verify joints are free of dirt, debris or tile spacers. Follow manufacturer's recommendations for minimum cure time prior to grouting. Pack joints full and free of voids/pits with rubber grouting float. Remove excess grout from face of tile with edge of rubber float. Hardened grout should be removed within 24 hours with a detergent wash.

3.7 PROTECTION

- A. Permit no traffic on floors for 72 hours after setting.
- B. Notify General Contractor, in writing, of methods of protecting granite until date of Substantial Completion and occupancy by Owner.

3.8 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 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.

END OF SECTION 093013

SECTION 095113 - ACOUSTICAL PANEL CEILINGS

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Suspended acoustical panel ceiling system.

1.2 SUBMITTALS

A. Product Data: Submit product data for products specified.

B. Coordination Drawings: Reflected ceiling plans, drawn to scale, on which the following items are shown and coordinated with each other, based on input from installers of the items involved:

1. Ceiling suspension system members.
2. Method of attaching hangers to building structure.
 - a. Furnish layouts for cast-in-place anchors, clips, and other ceiling attachment devices whose installation is specified in other Sections.
3. Ceiling-mounted items including lighting fixtures, diffusers, grilles, speakers, sprinklers, access panels, and special moldings.

C. Samples for Verification: For each component indicated and for each exposed finish required, prepared on Samples of size indicated below.

1. Acoustical Panel: Set of 6-inch- square Samples of each type, color, pattern, and texture.
2. Exposed Suspension System Members, Moldings, and Trim: Set of 12-inch- long Samples of each type, finish, and color.

D. Product Test Reports: Based on evaluation of comprehensive tests performed by a qualified testing agency, for each acoustical panel ceiling.

E. Maintenance Data: For finishes to include in maintenance manuals.

1.3 QUALITY ASSURANCE

A. Source Limitations: Obtain each type of acoustical ceiling panel and supporting suspension system through one source from a single manufacturer.

B. Metal Suspension System Standard: Provide manufacturer's standard metal suspension systems of types, structural classifications, and finishes indicated that comply with applicable ASTM C 635 requirements.

- C. Fire-Test-Response Characteristics: Provide acoustical panel ceilings that comply with the following requirements:
 - 1. Fire-response tests are performed by a qualified testing and inspecting agency. Qualified testing and inspecting agencies include Underwriters Laboratories (UL), Warnock Hersey, or another agency that is acceptable to authorities having jurisdiction and that performs testing and follow-up services.
 - 2. Surface-burning characteristics of acoustical panels comply with ASTM E 1264 for Class A materials as determined by testing identical products per ASTM E 84.
 - 3. Acoustical panel ceilings indicated are identical in materials and construction to those tested for fire resistance per ASTM E 119.
 - 4. Products are identified with appropriate markings of applicable testing and inspecting agency.
- D. Preinstallation Conference: Conduct conference at Project site.

1.4 DELIVERY, STORAGE, AND HANDLING

- A. Deliver acoustical panels, suspension system components, and accessories to Project site in original, unopened packages and store them in a fully enclosed, conditioned space where they will be protected against damage from moisture, humidity, temperature extremes, direct sunlight, surface contamination, and other causes.
- B. Before installing acoustical panels, permit them to reach room temperature and a stabilized moisture content.
- C. Handle acoustical panels carefully to avoid chipping edges or damaging units in any way.

1.5 PROJECT CONDITIONS

- A. Environmental Limitations: Do not install acoustical panel ceilings until spaces are enclosed and weatherproof, wet work in spaces is complete and dry, work above ceilings is complete, and ambient temperature and humidity conditions are maintained at the levels indicated for Project when occupied for its intended use.

1.6 COORDINATION

- A. Coordinate layout and installation of acoustical panels and suspension system with other construction that penetrates ceilings or is supported by them, including light fixtures, HVAC equipment, fire-suppression system, and partition assemblies.

PART 2 - PRODUCTS

2.1 MATERIALS

A. Suspended Acoustical Ceiling System:

1. Ceiling Panels: Products and Manufacturers: Refer to the Finish Legend.
2. Suspension System: Products and Manufacturers: Refer to the Finish Legend.

2.2 METAL SUSPENSION SYSTEMS, GENERAL

A. Metal Suspension System Standard: Provide manufacturer's standard direct-hung metal suspension systems of types, structural classifications, and finishes indicated that comply with applicable requirements in ASTM C 635.

B. Finishes and Colors, General: Comply with NAAMM's "Metal Finishes Manual for Architectural and Metal Products" for recommendations for applying and designating finishes. Provide manufacturer's standard factory-applied finish for type of system indicated.

1. Colors: To be selected by the Architect from manufacturer's full line.

C. Grid System: Main and cross runners complying with ASTM A 653.

1. Structural Classification - ASTM C 635: Intermediate-duty system.

D. Attachment Devices: Size for 5 times the design load indicated in ASTM C 635, Table 1, Direct Hung.

2.3 METAL EDGE MOLDINGS AND TRIM

A. Extruded-Aluminum Edge Moldings and Trim: Where indicated, provide manufacturer's extruded-aluminum edge moldings and trim of profile indicated or referenced by manufacturer's designations, including splice plates, corner pieces, and attachment and other clips.

1. Colors: To be selected by the Architect from manufacturer's full line.

2.4 ACOUSTICAL SEALANT

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. Acoustical Sealant for Exposed and Concealed Joints:
 - a. Pecora Corporation; AC-20 FTR Acoustical and Insulation Sealant.
 - b. USG Corporation; SHEETROCK Acoustical Sealant.

2. Acoustical Sealant for Concealed Joints:
 - a. Pecora Corporation; BA-98.
 - b. Tremco, Inc.; Tremco Acoustical Sealant.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, including structural framing to which acoustical panel ceilings attach or abut, with Installer present, for compliance with requirements specified in this and other Sections that affect ceiling installation and anchorage and with requirements for installation tolerances and other conditions affecting performance of acoustical panel ceilings.
 1. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Measure each ceiling area and establish layout of acoustical panels to balance border widths at opposite edges of each ceiling. Avoid using less-than-half-width panels at borders, and comply with layout shown on reflected ceiling plans.

3.3 INSTALLATION

- A. General: Install acoustical panel ceilings to comply with publications referenced below per manufacturer's instructions and Cisca "Ceiling Systems Handbook."
 1. Standard for Ceiling Suspension System Installations: Comply with ASTM C 636.
 2. Cisca Recommendations for Acoustical Ceilings: Comply with Cisca "Recommendations for Direct-Hung Acoustical Tile and Lay-In Panel Ceilings."
- B. Suspend ceiling hangers from building's 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 structure or of ceiling suspension system.
 2. Splay hangers only where required and, if permitted with fire-resistance-rated ceilings, to miss obstructions; offset resulting horizontal forces by bracing, countersplaying, or other equally effective means.
 3. Where width of ducts and other construction within ceiling plenum produces hanger spacings that interfere with location of hangers at spacings required to support standard suspension system members, install supplemental suspension members and hangers in form of trapezes or equivalent devices.
 4. Secure wire hangers to ceiling suspension members and to supports above with a minimum of three tight turns. Connect hangers directly either to structures or to inserts, eye screws, or other devices that are secure and appropriate for substrate and that will not deteriorate or otherwise fail due to age, corrosion, or elevated temperatures.

5. 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 both structure to which hangers are attached and type of hanger involved. Install hangers in a manner that will not cause them to deteriorate or fail due to age, corrosion, or elevated temperatures.
 6. Do not support ceilings directly from permanent metal forms or floor deck. Fasten hangers to cast-in-place hanger inserts, postinstalled mechanical or adhesive anchors, or power-actuated fasteners that extend through forms into concrete.
 7. When steel framing does not permit installation of hanger wires at spacing required, install carrying channels or other supplemental support for attachment of hanger wires.
 8. Do not attach hangers to steel deck tabs.
 9. Do not attach hangers to steel roof deck. Attach hangers to structural members.
 10. Space hangers not more than 48 inches o.c. along each member supported directly from hangers, unless otherwise indicated; provide hangers not more than 8 inches from ends of each member.
 11. Size supplemental suspension members and hangers to support ceiling loads within performance limits established by referenced standards and publications.
- C. Secure bracing wires to ceiling suspension members and to supports with a minimum of four tight turns. Suspend bracing from building's structural members as required for hangers, without attaching to permanent metal forms, steel deck, or steel deck tabs. Fasten bracing wires into concrete with cast-in-place or postinstalled anchors.
- D. Install edge moldings and trim of type indicated at perimeter of acoustical ceiling area and where necessary to conceal edges of acoustical panels.
1. Apply acoustical sealant in a continuous ribbon concealed on back of vertical legs of moldings before they are installed.
 2. Screw attach moldings to substrate at intervals not more than 16 inches o.c. and not more than 3 inches from ends, leveling with ceiling suspension system to a tolerance of 1/8 inch in 12 feet. Miter corners accurately and connect securely.
 3. Do not use exposed fasteners, including pop rivets, on moldings and trim.
- E. Install suspension system runners so they are square and securely interlocked with one another. Remove and replace dented, bent, or kinked members.
- F. Install acoustical panels with undamaged edges and fit accurately into suspension system runners and edge moldings. Scribe and cut panels at borders and penetrations to provide a neat, precise fit.
1. Arrange directionally patterned acoustical panels as follows:
 - a. As indicated on reflected ceiling plans.
 2. For square-edged panels, install panels with edges fully hidden from view by flanges of suspension system runners and moldings.
 3. For reveal-edged panels on suspension system runners, install panels with bottom of reveal in firm contact with top surface of runner flanges.
 4. For reveal-edged panels on suspension system members with box-shaped flanges, install panels with reveal surfaces in firm contact with suspension system surfaces and panel faces flush with bottom face of runners.

5. Paint cut edges of panel remaining exposed after installation; match color of exposed panel surfaces using coating recommended in writing for this purpose by acoustical panel manufacturer.
6. Install hold-down clips in areas indicated, in areas required by authorities having jurisdiction, and for fire-resistance ratings; space as recommended by panel manufacturer's written instructions, unless otherwise indicated.
7. Install clean-room gasket system in areas indicated, sealing each panel and fixture as recommended by panel manufacturer's written instructions.
8. Protect lighting fixtures and air ducts to comply with requirements indicated for fire-resistance-rated assembly.

3.4 CLEANING

- A. Clean exposed surfaces of acoustical panel ceilings, including trim, edge moldings, and suspension system members. Comply with manufacturer's written instructions for cleaning and touchup of minor finish damage. Remove and replace ceiling components that cannot be successfully cleaned and repaired to permanently eliminate evidence of damage.

END OF SECTION 095113

SECTION 096513 - RESILIENT BASE AND ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Base.

1.2 SUBMITTALS

A. Product Data: For products indicated.

B. Samples for Verification: For base indicated; manufacturer's standard-size Samples, but not less than 12 inches long.

PART 2 - PRODUCTS

2.1 BASE

A. Products and Manufactures: Refer to the Finish Legend.

2.2 INSTALLATION MATERIALS

A. Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based or blended hydraulic-cement-based formulation provided or approved by resilient-product manufacturer for applications indicated.

B. Adhesives: Water-resistant type recommended by resilient-product manufacturer for resilient products and substrate conditions indicated.

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.

1. 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.

B. Proceed with installation only after unsatisfactory conditions have been corrected.

1. Installation of resilient products indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Prepare substrates according to manufacturer's written instructions to ensure adhesion of resilient products.
- B. Fill cracks, holes, and depressions in substrates with trowelable leveling and patching compound; remove bumps and ridges to produce a uniform and smooth substrate.
- C. Do not install resilient products until they are the same temperature as the space where they are to be installed.
 - 1. At least 48 hours in advance of installation, move resilient products and installation materials into spaces where they will be installed.
- D. Immediately before installation, sweep and vacuum clean substrates to be covered by resilient products.

3.3 RESILIENT BASE INSTALLATION

- A. Comply with manufacturer's written instructions for installing resilient base.
- B. Install resilient base in lengths as long as practical without gaps at seams and with tops of adjacent pieces aligned.
- C. Tightly adhere resilient base to substrate throughout length of each piece, with base in continuous contact with horizontal and vertical substrates.
- D. Do not stretch resilient base during installation.
- E. On irregular substrates, fill voids along top edge of resilient base with manufacturer's recommended adhesive filler material.
- F. Preformed Corners: Install preformed corners before installing straight pieces.
- G. Job-Formed Corners:
 - 1. Outside Corners: Use straight pieces of maximum lengths possible and form with returns not less than 3 inches in length.
 - a. Form without producing discoloration (whitening) at bends.
 - 2. Inside Corners: Use straight pieces of maximum lengths possible and form with returns not less than 3 inches in length.
 - a. Miter or cope corners to minimize open joints.

3.4 CLEANING AND PROTECTION

- A. Comply with manufacturer's written instructions for cleaning and protecting resilient products.

- B. Perform the following operations immediately after completing resilient-product installation:
 - 1. Remove adhesive and other blemishes from exposed surfaces.
- 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.

END OF SECTION 096513

SECTION 096519 - RESILIENT FLOORING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Resilient flooring.

1.2 SUBMITTALS

A. Product Data: For each product indicated.

B. LEED Submittals:

1. Product Data for Credit IEQ 4.1: For adhesives and chemical-bonding compounds, documentation including printed statement of VOC content.

C. Samples: Samples of each color and pattern of resilient floor tile required.

D. Care and Maintenance Instructions: For resilient flooring.

1.3 PROJECT CONDITIONS

A. Maintain temperatures within range recommended by manufacturer, but not less than 70 degrees F or more than 95 degrees F, in spaces to receive floor tile during the following time periods:

1. 48 hours before installation.
2. During installation.
3. 48 hours after installation.

B. After postinstallation period, maintain temperatures within range recommended by manufacturer, but not less than 55 degrees F or more than 95 degrees F.

C. Close spaces to traffic during floor covering installation.

D. Close spaces to traffic for 48 hours after floor covering installation.

E. Install resilient products after other finishing operations, including painting, have been completed.

1.4 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. Resilient Flooring: Furnish quantity of full-size units equal to 5 percent (maximum of 2 boxes) of amount installed for each type, composition, color, pattern, and size indicated.

PART 2 - PRODUCTS

2.1 RUBBER FLOORING

- A. Products and Manufactures: Refer to the Finish Legend.
- B. Fire-Test-Response Characteristics:
 - 1. Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm per ASTM E 648.

2.2 LUXURY VINYL TILE

- A. Products and Manufactures: Refer to the Finish Legend.
- B. Fire-Test-Response Characteristics:
 - 1. Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm per ASTM E 648.

2.3 VINYL COMPOSITION TILE

- A. Products and Manufactures: Refer to the Finish Legend.
- B. Fire-Test-Response Characteristics:
 - 1. Critical Radiant Flux Classification: Class I, not less than 0.45 W/sq. cm per ASTM E 648.

2.4 INSTALLATION MATERIALS

- A. Trowelable Leveling and Patching Compounds: Latex-modified, portland cement based or blended hydraulic cement based formulation provided or approved by resilient product manufacturer for applications indicated.
- B. Adhesives: Water-resistant type recommended by manufacturer to suit resilient products and substrate conditions indicated.
- C. Resilient Edge Strips: Refer to the Finish Materials List.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Prepare substrates according to manufacturer's written recommendations to ensure adhesion of resilient products.
- B. Concrete Substrates: Prepare according to ASTM F 710.
 - 1. Verify that substrates are dry and free of curing compounds, sealers, and hardeners.
 - 2. Alkalinity and Adhesion Testing: Perform tests recommended by manufacturer. Proceed with installation only after substrates pass testing.
 - 3. Moisture 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 or as required by the materials manufacturer.
 - b. Alkali Testing - Allowable PH Reading: 5-9 or as required by the materials manufacturer.
 - c. Perform additional tests recommended by manufacturer. Proceed with installation only after substrates pass testing.
- C. 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.
- D. Use trowelable leveling and patching compound to fill cracks, holes, and depressions in substrates.
- E. Move resilient products and installation materials into spaces where they will be installed at least 48 hours in advance of installation.
 - 1. Do not install resilient products until they are same temperature as space where they are to be installed.
- F. Sweep and vacuum clean substrates to be covered by resilient products immediately before installation. After cleaning, examine substrates for moisture, alkaline salts, carbonation, and dust. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 INSTALLATION

- A. Lay out tiles from center marks established with principal walls, discounting minor offsets, so tiles at opposite edges of room are of equal width. Adjust as necessary to avoid using cut widths that equal less than one-half tile at perimeter.
- B. Match tiles for color and pattern by selecting tiles from cartons in the same sequence as manufactured and packaged, if so numbered. Discard broken, cracked, chipped, or deformed tiles.

- C. Scribe, cut, and fit tiles to butt neatly and tightly to vertical surfaces and permanent fixtures including built-in furniture, cabinets, pipes, outlets, edgings, door frames, thresholds, and nosings.
- D. Extend tiles into toe spaces, door reveals, closets, and similar openings.
- E. Maintain reference markers, holes, and openings that are in place or marked for future cutting by repeating on floor tiles as marked on substrates. Use chalk or other nonpermanent, nonstaining marking device.
- F. Adhere tiles to flooring substrates using a full spread of adhesive applied to substrate to produce a completed installation without open cracks, voids, raising and puckering at joints, telegraphing of adhesive spreader marks, and other surface imperfections.
- G. 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.
 - a. Do not wash surfaces until after time period recommended by manufacturer.
- H. Protect resilient products from marks, marks, indentations, and other damage from construction operations and placement of equipment and fixtures during remainder of construction period. Use protection methods recommended in writing by manufacturer.

END OF SECTION 096519

SECTION 099100 - PAINTING

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Painting.

1.2 SUBMITTALS

A. Product Data: Submit product data for each paint system specified.

B. Samples: Submit samples for initial color selection in the form of manufacturer's color charts.

1. After color selection, the Architect will furnish color chips for surfaces to be coated.

C. Samples for Verification Purposes: Provide samples of each color and material to be applied, with texture to simulate actual conditions, on representative samples of the actual substrate.

1. Provide stepped samples, defining each separate coat, including block fillers and primers. Use representative colors when preparing samples for review. Resubmit until required sheen, color, and texture are achieved.
2. Provide a list of material and application for each coat of each sample. Label each sample as to location and application.

1.3 DELIVERY, STORAGE, AND HANDLING

A. Deliver materials to the job site in the manufacturer's original, unopened packages and containers bearing manufacturer's name and label.

B. Store materials not in use in tightly covered containers in a well-ventilated area at a minimum ambient temperature of 45 degrees F. Maintain containers used in storage in a clean condition, free of foreign materials and residue.

1. Comply with manufacturer's instructions and recommendations regarding the storage and handling of paint materials.

PART 2 - PRODUCTS

2.1 MANUFACTURERS AND PRODUCTS

- A. General: Naming of manufacturers and model numbers is to indicate type and quality of items required and is not intended to limit competition. Paints produced by other listed manufacturers, that meet or exceed the properties of the specified products may be proposed for use on this project.
- B. Manufacturers Specified:
 - 1. Paint: Sherwin-Williams
- C. Other Acceptable Manufacturers:
 - 1. Benjamin Moore & Co.
 - 2. PPG Architectural Finishes, Inc.
 - 3. Cabot
- D. Colors: As indicated on the drawings; where not indicated colors are to be selected by the Architect from manufacturer's full line.

2.2 PAINT MATERIALS, GENERAL

- A. Material Compatibility: Provide primers, finish coat materials, and related materials that are compatible with one another and the substrates indicated under conditions of service and application, as demonstrated by the manufacturer based on testing and field experience.
- B. Material Quality: Provide the manufacturer's best-quality trade sale paint material of the various coating types specified. Paint material containers not displaying manufacturer's product identification will not be acceptable.
- C. Colors: To be selected by the Architect from manufacturer's full line, unless otherwise indicated.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. General: Examine substrates and conditions under which painting will be performed for compliance with paint application requirements. Surfaces receiving paint must be thoroughly dry before paint is applied.
 - 1. Inspect all exterior surfaces indicated to be painted, including steel doors and frames, exterior structural steel, and all other surfaces. Comply with coating system manufacturer's instructions and recommendations for surface preparation, application of primers and top coats, and protection of painted finishes. Do not proceed with the work until all unsatisfactory conditions have been resolved to the satisfaction of the paint system applicator and Architect.

- B. Coordination of Work: Review other Sections in which primers are provided to ensure compatibility of the total system for various substrates. On request, furnish information on characteristics of finish materials to ensure use of compatible primers.

1. Notify the Architect about anticipated problems using the materials specified over substrates primed by others.

3.2 PREPARATION

- A. General: Remove hardware and hardware accessories, plates, machined surfaces, lighting fixtures, and similar items already installed that are not to be painted, or provide surface-applied protection prior to surface preparation and painting. Remove these items, if necessary, to completely paint the items and adjacent surfaces. Following completion of painting operations in each space or area, have items reinstalled by workers skilled in the trades involved.
- B. Cleaning: Before applying paint or other surface treatments, clean the substrates of substances that could impair the bond of the various coatings. Remove oil and grease prior to cleaning. Schedule cleaning and painting so dust and other contaminants from the cleaning process will not fall on wet, newly painted surfaces.
- C. Surface Preparation: Clean and prepare surfaces to be painted according to the manufacturer's instructions for each particular substrate condition and as specified.

3.3 APPLICATION

- A. General: Apply paint according to manufacturer's directions. Use applicators and techniques best suited for substrate and type of material being applied.
1. Undercoats shall have slightly different tints than final coats and shall be inspected by the Architect prior to application of the next coat.
- B. Minimum Coating Thickness: Unless otherwise indicated, apply materials no thinner than the manufacturer's recommended spreading rate. Provide the total dry film thickness of the entire system as recommended by the manufacturer.
- C. Mechanical and Electrical Work: Painting mechanical and electrical work is limited to items exposed in mechanical equipment rooms and in occupied spaces.

3.4 PROTECTION

- A. Protect work of other trades, whether being painted or not, against damage by painting. Correct damage by cleaning, repairing or replacing, and repainting, as acceptable to the Architect.
- B. Provide "Wet Paint" signs to protect newly painted finishes. Remove temporary protective wrappings provided by others to protect their work after completing painting operations.
1. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

3.5 INTERIOR PAINT SCHEDULE

A. Gypsum Drywall - Walls:

1. Paint System, Application, and Finish: Two finish coats over primer.
 - a. First Coat: Interior Latex Low Odor Primer
 - b. Finish Coats: Promar 200 Interior Acrylic Latex Paint
 - c. Sheen Level: Refer to the Finish Legend.

B. Gypsum Drywall – Ceilings

1. Paint System, Application, and Finish: Two finish coats over primer.
 - a. First Coat: Interior Latex Low Odor Primer
 - b. Finish Coats: Promar 200 Interior Acrylic Latex Paint
 - c. Sheen Level: Refer to the Finish Legend.

C. Wood - Painted:

1. Paint System, Application and Finish: Two finish coats over primer.
 - a. Primer: Interior Wood Primer
 - b. Finish: Proclassic Waterborne Interior Acrylic
 - c. Sheen Level: Refer to the Finish Legend.

D. Wood - Stained:

1. Paint System, Application and Finish: 2 coats.
 - a. Finish: Wood Classics Interior Oil Stain

3.6 EXTERIOR PAINT SCHEDULE

A. Preshaped Architectural Forms:

1. Paint System, Application and Finish: Acrylic latex; two finish coats over primer.
 - a. Primer: Exterior Latex Primer
 - b. Finish: SuperPaint Exterior Acrylic Latex Paint
 - c. Sheen Level: To be selected by the Architect.

B. Wood - Painted:

1. Paint System, Application and Finish: Two finish coats over primer.
 - a. Primer: Exterior Oil-Based Wood Primer
 - b. Finish: SuperPaint Exterior Acrylic Latex Paint
 - c. Sheen Level: To be selected by the Architect.

C. Wood - Stained:

1. Paint System, Application and Finish: 2 coats.
 - a. Finish: WoodScapes Exterior Semi-Transparent Stain.

END OF SECTION 099100

SECTION 102813 – TOILET ACCESSORIES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Toilet accessories.

1.2 SUBMITTALS

A. Product Data: For products 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.
2. Identify products using designations indicated.

C. Maintenance Data: For toilet accessories to include in maintenance manuals.

1.3 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. Deliver inserts and anchoring devices set into concrete or masonry as required to prevent delaying the Work.

PART 2 - PRODUCTS

2.1 TOILET ACCESSORIES

A. Products and Manufacturers – Basis of Design: As indicated on the Drawings.

2.2 MATERIALS

- A. Stainless Steel: ASTM A 666, Type 304, 0.031-inch minimum nominal thickness unless otherwise indicated.
- B. Steel Sheet: ASTM A 1008, Designation CS (cold rolled, commercial steel), 0.036-inch minimum nominal thickness.
- C. Galvanized-Steel Sheet: ASTM A 653, with G60 hot-dip zinc coating.
- D. Galvanized-Steel Mounting Devices: ASTM A 153, hot-dip galvanized after fabrication.
- E. Fasteners: Screws, bolts, and other devices of same material as accessory unit, tamper and theft resistant when exposed, and of galvanized steel when concealed.

2.3 FABRICATION

- A. General: Fabricate units with tight seams and joints, and exposed edges rolled. Hang doors and access panels with full-length, continuous hinges. Equip units for concealed anchorage and with corrosion-resistant backing plates.
- B. 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. General: 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.
- B. Grab Bars: Install to withstand a downward load of at least 250 lbf, when tested according to ASTM F 446.

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 102813

SECTION 104400 - FIRE PROTECTION SPECIALTIES

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Portable fire extinguishers.
2. Fire extinguisher cabinets.

1.2 SUBMITTALS

A. Product Data: Include construction details, material descriptions, dimensions of individual components and profiles, and finishes for fire-protection cabinets.

1. Fire Extinguisher 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.
2. Fire Extinguishers: For types indicated. Include rating and classification, material descriptions, dimensions of individual components and profiles, and finishes for fire extinguisher and mounting brackets.

1.3 QUALITY ASSURANCE

- A. NFPA Compliance: Fabricate and label fire extinguishers to comply with NFPA 10, "Portable Fire Extinguishers."
- B. Fire Extinguishers: Listed and labeled for type, rating, and classification by an independent testing agency acceptable to authorities having jurisdiction.

PART 2 - PRODUCTS

2.1 PORTABLE FIRE EXTINGUISHERS

A. 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. Amerex Corporation
2. Badger Fire Protection

B. Fire Extinguisher Type: As indicated on the Drawings.

1. Valves: Manufacturer's standard.
2. Handles and Levers: Manufacturer's standard.

3. Instruction Labels: Include pictorial marking system complying with NFPA 10, Appendix B and bar coding for documenting fire extinguisher location, inspections, maintenance, and recharging.
- C. Mounting Brackets for Wall Mounted Fire Extinguishers: Manufacturer's standard type to suit fire extinguisher indicated.

2.2 FIRE EXTINGUISHER CABINETS

- A. Products and Manufacturers: Subject to compliance with requirements, available products and manufacturers that may be incorporated into the Work include, but are not limited to, the following:
 1. Architectural Series; Larsen's Manufacturing Company.
- B. Other Acceptable Manufacturers: Subject to compliance with requirements, available products and manufacturers that may be incorporated into the Work include, but are not limited to, the following:
 1. JL Industries, Inc.
 2. Potter Roemer; Div. of Smith Industries, Inc.
- C. Cabinet Construction: Non-fire-rated and fire-rated cabinets; provide fire-rated cabinets where fire-rated construction is indicated.
- D. Recessed Cabinet: Cabinet semi-recessed in walls.
 1. Trim: 5/8-inch flat trim.
- E. Cabinet Trim Material: Type 304 stainless steel sheet; #4 finish.
- F. Door Material: Type 304 stainless steel sheet; #4 finish.
- G. Box Material: Heavy duty gauge steel sheet; white baked enamel finish.
- H. Door Style: Vertical Duo panel with frame.
- I. Door Glazing: Clear acrylic sheet.
- J. Door Hardware: Manufacturer's standard door-operating hardware of proper type for cabinet type, trim style, and door material and style indicated.
 1. Latch: Manufacturer's standard.
 2. Hinge: Concealed hinge permitting door to open 180 degrees.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine walls and partitions for suitable framing depth and blocking where cabinets will be installed.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. Prepare recesses for fire-protection cabinets as required by type and size of cabinet and trim style.

3.3 INSTALLATION

- A. General: Install fire-protection specialties in locations and at mounting heights indicated or, if not indicated, at heights acceptable to authorities having jurisdiction.
- B. Fire Extinguisher Cabinets: Fasten fire-protection cabinets to structure, square and plumb.

3.4 ADJUSTING AND CLEANING

- A. Adjust fire-protection cabinet doors to operate easily without binding.
- B. On completion of fire extinguisher cabinet installation, clean interior and exterior surfaces as recommended by manufacturer.
- C. Replace fire extinguisher cabinets that have been damaged or have deteriorated beyond successful repair by finish touchup or similar minor repair procedures.

END OF SECTION 104400

SECTION 312000 – EARTHWORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. The general provisions of the Contract, including General Conditions, Supplementary Conditions, Special Conditions (if any) along with the General Requirements, apply to the work specified in this section.
- B. Examine all Drawings and all other Sections of the Specifications for requirement therein affecting the work of this trade.
- C. Soils report to be obtained prior to work commencing with a minimum of three soil boring locations with one under pool and two under footprint of house.

1.2 DESCRIPTION OF WORK:

- A. Provide earthwork, including clearing and grubbing, excavation, fill, backfill, ground water control and compaction for building areas and slabs, shown on the drawings and specified as required to complete the work.

1.3 QUALITY ASSURANCE:

- A. Codes and Standards:
 - 1. Perform earthwork in compliance with applicable requirements of governing authorities having jurisdiction.
- B. Testing and Inspection Service:
 - 1. The Contractor shall employ and pay an independent testing laboratory to perform a soil survey for satisfactory soil materials, sampling and testing soil materials proposed for use in the work, and field testing for quality control during earthwork operations.
- C. Test for Proposed Soil Materials: See 3.4.A

1.4 SUBMITTALS:

- A. Test Reports:

Submit two copies of the following reports to the Architect and one copy to the Engineer:

 - 1. Field density test reports.
 - 2. Laboratory compaction curve (ASTM- D-1557) for each type of soil encountered that will require compaction.

1.5 JOB CONDITIONS:

A. Protection:

1. Protect existing structures, utilities, sidewalks, pavements, and other facilities from damages caused by settlement, lateral movement, undermining, washout, vibration and other hazards created by excavation and compaction operations.

PART 2 - PRODUCTS

2.1 SOIL MATERIALS:

A. Fill and Backfill Materials:

1. Clean, free-draining sand (max. 10% passing the 200 mesh sieve) free from organic material or rubble.
2. Excavated material conforming to requirements for fill and backfill material may be used for fill and backfill.
3. Provide additional fill material from off-site when required to complete the work.

2.2 COMPACTION EQUIPMENT:

A. Compaction Equipment:

1. Site Compactor: Vibratory drum roller with a minimum static at-drum weight of six tons or its equivalent or a steel drum roller. Do not use within 25 feet of existing buildings.
2. Mechanical Hand Tampers: Hand tampers or vibratory sled compactors shall be capable of meeting the compaction requirements specified herein. Use for limited space areas only.

PART 3 - EXECUTION

3.1 CLEARING AND GRUBBING BUILDING AREAS:

- A. Clear and grub the entire building area to at least 5 feet beyond perimeter of footings and foundation or to property line where building is closer than 5' to property line to remove stumps, roots, trees, vegetation, organic material, pavement, limerock base, rubble and other obstructions to the work. Grub out all roots larger than 1/4 inch in diameter, matted roots and other organic material to at least 24 inches below existing surface. Remove rubble to a minimum of 12 inches below bottom of footings and slabs.

3.2 EXCAVATION:

- A. Excavate to depths and dimensions required for footings, slabs and structures. Remove and dispose of all obstructions to the work that are encountered above and below the grade during excavation operations. Removal and disposal includes the following:
 - 1. Stumps, roots, trees and other organic materials.
 - 4. Pavement, foundations, concrete and other inorganic materials (rubble).
 - 3. Abandoned utilities and utilities indicated to be removed.
 - 3. Loose and other unsuitable soil materials.
- B. Stability of Excavations:
 - 1. Slope the sides of excavations to comply with local codes and ordinances having jurisdiction. Shore and brace where sloping is not possible either because of space restrictions or stability of material excavated. Maintain sides and slopes of excavations in a safe condition until completion of backfilling.
- C. Dewatering:
 - 1. Prevent surface water from flowing into excavations and flooding the project site and surrounding area. During compaction operations, ground water table shall be maintained at least 2'-0" below the compacted surface.
 - 2. Do not allow water to accumulate in excavations. Provide dewatering system components necessary to convey the water away from excavations, and maintain ground water at levels specified.
- D. Excavation for Structures:
 - 1. Conform to the elevations and dimensions shown on the drawings, with a tolerance of plus or minus 0.10 ft., and extending a sufficient distance from footings and foundations to permit placing and removal of concrete

formwork, installation of services, other construction, and for inspection.

2. In excavating for footings and foundations, take care not to disturb bottom of the excavation. Excavate by hand to final grade just before concrete reinforcement is placed. Trim bottoms to the required lines and grades to leave a solid base to receive concrete.
3. Where bottom of footing occurs in fill material, the fill and compaction operations shall continue until minimum grade of 3" above bottom of footing is obtained. Footings may then be placed by excavating in accordance with methods herein specified.

3.3 COMPACTION REQUIREMENTS:

A. General:

1. Compact all fill and backfill to a minimum of 95% of the modified proctor (ASTM D1557) maximum dry density.

B. Compaction Under Slabs and Structures:

1. Compaction beneath garage slab, pool deck, and any other at grade slabs shall extend at least 3 feet beyond perimeter of slabs and monolithic footings. Compaction density should conform with Spec 3.3.C1.

C. Percentage of Maximum Density Requirements:

Compact soils to not less than the following percentages of the Modified Proctor maximum dry density, ASTM 1557:

1. Existing Subgrades Under Structures: Compact the surface of the subgrade 95 percent maximum dry density. Compact the ground surface at the bottom of the undercutting to 95% of maximum dry density.
2. Fill and Backfill Under Footings and Foundations: Compact each 12 inch lift of fill and backfill to 95 percent maximum dry density.
3. Slabs and Attached Walks: Compact top 12 inches of subgrade and each layer of fill or backfill to 95 percent maximum density at optimum moisture.

D. Moisture Control:

1. Where the subgrade or layer of soil material must be moisture conditioned before compaction, uniformly apply water to the surface or subgrade, or layer of soil material, to prevent free water appearing on the surface during and subsequent to compaction operations.
2. Remove and replace, dewater, or scarify and air dry soil material that is too wet to permit compaction to specified density.

E. Backfilling Under Slabs and Structures: See 3.3.B.1

3.4 FIELD TESTING:

A. Number of Tests:

Make one moisture-maximum density curve test in accordance with ASTM D1557 for each type of material. Make in-place density tests in the existing subgrade and each lift of fill as follows:

1. Every 50 feet in continuous wall footings (one per wall, min.).
2. One test per 2,500 square feet of slab area with a minimum of 4 tests per lift beneath residence.
3. One test in 50% of column footings.
4. Every 100 feet in continuous trenches.

B. Work on Tested Areas:

1. Placing permanent construction over fill that has not been tested and approved will require the Contractor to remove permanent work, recompact the fill and replace the work at the Contractor's expense.

C. Test Reports:

1. Two copies of test reports shall be transmitted directly from the laboratory to the Architect and one to the Engineer, as directed.
2. Test reports shall be identified by the project title, file number, project location, date, and location and depth of each on-site test submitted.

END OF SECTION

SECTION 313116 - TERMITE CONTROL

PART 1 - GENERAL

1.1 SUMMARY

A. Section Includes:

1. Soil treatment.

1.2 DEFINITIONS

- A. EPA: Environmental Protection Agency.
- B. PCO: Pest control operator.

1.3 SUBMITTALS

- A. Product Data: Treatments and application instructions, including EPA-Registered Label.
- B. Product Certificates: Signed by manufacturers of termite control products certifying that treatments furnished comply with requirements.
- C. Qualification Data: For firms and persons specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include lists of completed projects with project names and addresses, names and addresses of architects and owners, and other information specified.
- D. Soil Treatment Application Report: After application of termiticide is completed, submit report for Owner's record information, including the following as applicable:
 1. Date and time of application.
 2. Moisture content of soil before application.
 3. Brand name and manufacturer of termiticide.
 4. Quantity of undiluted termiticide used.
 5. Dilutions, methods, volumes, and rates of application used.
 6. Areas of application.
 7. Water source for application.
- E. Warranties: Warranties specified in this Section.

1.4 QUALITY ASSURANCE

- A. Applicator Qualifications: A PCO who is licensed according to regulations of authorities having jurisdiction to apply termite control treatment in jurisdiction where Project is located and who is experienced and has completed termite control treatment similar to that indicated for this Project and whose work has a record of successful in-service performance.
- B. Regulatory Requirements: Formulate and apply termiticides, and label with a Federal registration number, to comply with EPA regulations and authorities having jurisdiction.

1.5 PROJECT CONDITIONS

- A. Environmental Limitations: To ensure penetration, do not treat soil that is water saturated or frozen. Do not treat soil while precipitation is occurring. Comply with EPA-Registered Label requirements and requirements of authorities having jurisdiction.

1.6 COORDINATION

- A. Coordinate soil treatment application with excavating, filling, and grading and concreting operations. Treat soil under footings, grade beams, and ground-supported slabs, before construction.

1.7 WARRANTY

- A. General Warranty: Special warranty specified in this Article shall not deprive Owner of other rights Owner may have under other provisions of the Contract Documents and shall be in addition to, and run concurrent with, other warranties made by Contractor under requirements of the Contract Documents.
- B. Warranty: Written warranty, signed by applicator and Contractor certifying that termite control work, consisting of applied soil termiticide treatment, will prevent infestation of subterranean termites. If subterranean termite activity or damage is discovered during warranty period, re-treat soil and repair or replace damage caused by termite infestation.
 - 1. A warranty for subterranean termites, of five (5) years from the date of Substantial Completion.
 - 2. Provide a "no dollar limit" warranty for the total cost to repair termite damage to structure and contents per occurrence.
 - 3. Retreatment of the area(s) of reinfestation at no additional cost.
 - 4. Annual re-inspection and treatment, as necessary, of the property treated.
 - a. In the event of damage during the guarantee period, the Contractor shall make repairs to structurally damaged surfaces to a dollar value based on the size of the building. An independent testing laboratory shall certify that the treatment meets the requirements of the Specifications.

5. Provisions to allow the Owner, at his option, to renew the guarantee at the end of the annual (each year) warranty period.

1.8 MAINTENANCE SERVICE

- A. Continuing Service: Provide a proposal for continuing service, including monitoring, inspection, and retreatment for occurrences of termite activity, from applicator to Owner, in the form of a standard yearly (or other period) continuing service agreement, starting on the date of Substantial Completion. State services, obligations, conditions, and terms for agreement period and for future renewal options.

PART 2 - PRODUCTS

2.1 SOIL TREATMENT

- A. Termiticide: Provide an EPA-registered termiticide complying with requirements of authorities having jurisdiction, in a soluble or emulsible, concentrated formulation that dilutes with water or foaming agent, and formulated to prevent termite infestation. Use only soil treatment solutions that are not harmful to plants. Provide quantity required for application at the label volume and rate for the maximum termiticide concentration allowed for each specific use, according to the product's EPA-Registered Label.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Examine substrates, areas, and conditions, with Applicator present, for compliance with requirements for moisture content of the soil, interfaces with earthwork, slab and foundation work, landscaping, and other conditions affecting performance of termite control. Proceed with application only after unsatisfactory conditions have been corrected.

3.2 PREPARATION

- A. General: Comply with the most stringent requirements of authorities having jurisdiction and with manufacturer's written instructions for preparing substrate. Remove all extraneous sources of wood cellulose and other edible materials such as wood debris, tree stumps and roots, stakes, formwork, and construction waste wood from soil and around foundations.
- B. Soil Treatment Preparation: Remove foreign matter and impermeable soil materials that could decrease treatment effectiveness on areas to be treated. Loosen, rake, and level soil to be treated, except previously compacted areas under slabs and footings. Termiticides may be applied before placing compacted fill under slabs if recommended by termiticide manufacturer.
- C. Fit filling hose connected to water source at the site with a backflow preventer, complying with requirements of authorities having jurisdiction.

3.3 APPLICATION, GENERAL

- A. General: Comply with the most stringent requirements of authorities having jurisdiction and with manufacturer's EPA-Registered Label for products.

3.4 APPLYING SOIL TREATMENT

- A. Application: Mix soil treatment termiticide solution to a uniform consistency. Provide quantity required for application at the label volume and rate for the maximum specified concentration of termiticide, according to manufacturer's EPA-Registered Label, to the following so that a continuous horizontal and vertical termiticidal barrier or treated zone is established around and under building construction. Distribute the treatment evenly.
 - 1. Slabs-on-Grade: Underground-supported slab construction, including footings, building slabs, and attached slabs as an overall treatment. Treat soil materials before concrete footings and slabs are placed.
 - 2. Foundations: Adjacent soil including soil along entire inside perimeter of foundation walls, along both sides of interior partition walls, around plumbing pipes and electric conduit penetrating slab, and around interior column footers, piers, and along entire outside perimeter, from grade to bottom of footing. Avoid soil washout around footings.
 - 3. Masonry: Treat voids.
 - 4. Penetrations: At expansion joints, control joints, and areas where slabs will be penetrated.
- B. Avoid disturbance of treated soil after application. Keep off treated areas until completely dry.
- C. Protect termiticide solution, dispersed in treated soils and fills, from being diluted until ground-supported slabs are installed. Use waterproof barrier according to EPA-Registered Label instructions.
- D. Post warning signs in areas of application.
- E. Reapply soil treatment solution to areas disturbed by subsequent excavation, grading, landscaping, or other construction activities following application.

END OF SECTION 313116

SIXTH ORDER OF BUSINESS

A.

RESOLUTION 2026-08

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT APPROVING REQUEST FOR PROPOSAL DOCUMENTS FOR THE DISTRICT AMENITY FACILITY EXPANSION PROJECT; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Bannon Lakes Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes* (“Act”); and

WHEREAS, the Act authorizes the District to construct, operate, and maintain systems and facilities for certain basic public infrastructure, including roadway, water and sewer utilities, stormwater management and drainage facilities, amenity improvements, landscaping, irrigation, and associated neighborhood infrastructure; and

WHEREAS, it is in the District’s best interests to solicit proposals through a formal or informal, as may be determined in connection with the authorization granted in this Resolution, Request for Proposals (“RFP”) process for the amenity facility expansion project (“Project”); and

WHEREAS, the Board desires to approve in substantial form the RFP notice and Evaluation Criteria for the Project attached hereto as **Exhibit A**; and

WHEREAS, the Board desires to authorize the District Engineer, in consultation with District staff, to effectuate any revisions to the documents attached as **Exhibit A**, and the preparation of the additional documents necessary to prepare a final RFP project manual for the Project, and other documents that are in the best interests of the District;

WHEREAS, the Board further desires to authorize the District Engineer, in consultation with District staff, to approve the scope of the Project that will be subject to the RFP, the timing of the RFP notice, and all procedural matters related to the RFP.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. All of the representations, findings and determinations contained above are recognized as true and accurate and are expressly incorporated into this Resolution.

SECTION 2. The Board hereby approves in substantial form the documents attached hereto as **Exhibit A**, and subject to further review and revision by District staff as finally approved by the Chairperson.

SECTION 3. The Board hereby authorizes the Chairperson, in consultation with District staff, to 1) effectuate any revisions to the documents attached as **Exhibit A**, and the preparation of the additional documents necessary to prepare the RFP; and 2) approve the timing of the RFP notice, whether the RFP will be formal or informal, and all procedural matters related to the RFP. Consistent with such approvals, the District Engineer, District Manager, and District Counsel are hereby authorized, upon the adoption of this Resolution, to do all acts and things required of them to effect the procurement contemplated by the RFP, and all acts and things that may be desirable or consistent with the RFP's requirements or intent. The Chairman is hereby further authorized to execute any and all documents necessary to affect the RFP.

SECTION 4. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 5. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 18th day of August, 2026.

ATTEST:

**BANNON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

Exhibit A: RFP Notice and Evaluation Criteria

Exhibit A

RFP Notice and Evaluation Criteria

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT Request for Proposals for Amenity Facility Construction Project

Notice is hereby given that the Bannon Lakes Community Development District ("District") will receive proposals for the following District project:

Amenity Facility Construction Project

The contract will require contractors to provide for the construction, labor, materials, and equipment necessary to construct and install certain amenity facility related improvements, including but not limited to utility infrastructure foundations and structure, tower and roofing system, exterior finishes, doors and windows, interior finishes and flooring, mechanical systems, electrical systems, plumbing systems, dumpster enclosure, shade structures, and swimming pool with associated amenities and any other associated scopes necessary to complete such improvements, as more particularly described in the Project Manual and in accordance with the plans and specifications.

The Project Manual, consisting of the proposal package, contract, plans, and other materials, will be available for public inspection and may be obtained by email request to the District Manager, Matthew Biagetti at mbiagetti@gmsnf.com, beginning on _____, 2026 at ____ : ____ .m.

There will be an **optional pre-bid proposal conference** on _____, 2026 at ____ : ____ .m. virtually through Microsoft Teams (Meeting ID: _____, passcode: _____; Dial in by phone: + _____, _____ #, passcode: _____ #).

Proposals will be evaluated in accordance with the criteria included in the Project Manual. **The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District's best interests to do so.** Any protest of the Project Manual, including, but not limited to the terms and specifications must be filed with the District within 72 hours of pickup of the Project Manual, together with a protest bond in a form acceptable to the District and in the amount of \$10,000.00. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, Matthew Biagetti, c/o Governmental Management Services, 475 West Town Place, Suite 114, St. Augustine, Florida 32092. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorneys' fees associated with hearing and defending the protest. Failure to timely file a protest will result in a waiver of proceedings under Chapter 190, Florida Statutes, and other law.

Firms desiring to provide construction services for the referenced project must submit one (1) original and one (1) electronic copy of the required proposal no later than [REDACTED], 2026 at [REDACTED] : [REDACTED] a.m. at the offices of [REDACTED], located at [REDACTED]. The District's Manager will conduct a special public meeting at the offices of [REDACTED], located at [REDACTED], at such time to publicly open the proposals. No official action will be taken at the meeting. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law including but not limited to Chapter 190 of the Florida Statutes. A copy of the agenda for the meeting may be obtained from the District Manager, Matthew Biagetti at mbiagetti@gmsnf.com. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at least forty-eight (48) hours before the meeting by contacting the District Manager at (904) 940-5850. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

As further described in the Project Manual, each proposer shall supply a bid bond or cashier's check in the sum equal to five percent (5%) of the total amount of the bid with its proposal. Proposals shall be in the form provided in the Project Manual and submitted in a sealed envelope pursuant to the Instructions to Proposers. The District reserves the right to return unopened to the Proposer any proposals received after the time and date stipulated above. Each proposal shall remain binding for a minimum of one hundred and twenty (120) days after the proposal opening.

The successful Proposer will be required upon award to furnish a payment and performance bond, for one hundred percent (100%) of the value of the contract, with a Surety acceptable to the District, or an alternative form of security, in accordance with section 255.05, Florida Statutes.

Notice of Special Meeting to Open Proposals

Pursuant to Section 255.0518, Florida Statutes, the proposals will be publicly opened at a special meeting of the District to be held at the offices of [REDACTED], located at [REDACTED], on [REDACTED], 2026 at [REDACTED] : [REDACTED] m. The purpose of the special meeting will be to announce the names of the proposers and pricing. No decisions of the District's Board of Supervisors ("Board") will be made at that time. A copy of the agenda for the meeting can be obtained from the District Manager, Matthew Biagetti at mbiagetti@gmsnf.com.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. At the above location will be present a speaker telephone so that any Board Supervisor or staff member or the public can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Any person requiring special accommodations to participate in this meeting is asked to advise the District Manager's Office at 1-904-828-3900, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

All questions regarding this project shall be directed in writing only to Matthew Biagetti, at mbiagetti@gmsnf.com, with a copy to Wesley Haber, at wesley.haber@kutakrock.com, and [architect] at [email], by _____, 2026 at __:00 __m.. No phone inquiries please.

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
Request for Proposals – Amenity Facility Expansion Project
Evaluation Criteria

1. *Personnel.* (10 Points)

(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel, including the project manager and field supervisor; present ability to appropriately staff and manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. *Proposer's Experience.* (20 Points)

(E.g., past record and experience of the respondent with Bannan Lakes CDD; past record and experience in similar projects and with other CDD's and units of government; volume of work previously performed by the firm; character, integrity, reputation, of respondent, etc.)

3. *Understanding of Scope of Work.* (10 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. *Financial Capability.* (10 Points)

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity, necessary to complete the services required.

5. *Price.* (25 Total Points)

Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal , (i.e., the summation of the unit price extensions using quantity estimates provided, the allowances shown, plus the proposal contractor's fee) for completing the work. All other proposals will receive a percentage of this amount based upon the difference between the Proposer's bid and the low bid.

10 Points are allocated for the reasonableness of unit prices and balance of bid.

6. *Schedule.* (25 Points)

Points available for schedule will be allocated as follows:

15 Points will be awarded to the Proposer submitting the proposal with the most expedited construction schedule (i.e., the fewest number of days) for completing the work. All other proposals will receive a percentage of this amount based upon the difference between the Proposer's timeline and the most expedited construction schedule.

10 Points will be allocated based on the Proposer's ability to credibly complete the project within the Proposer's schedule without a premium cost for accelerated work and demonstrate on-time performance. These points will also take into account the demonstration of Proposer's understanding (through

presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates and the delivery approach outlined in the Project Manual.

B.

Preserve at Bannon Lakes Phase 2A

A PORTION OF SECTIONS 11 AND 12, TOWNSHIP 6 SOUTH, RANGE 28 EAST, ST. JOHNS COUNTY, FLORIDA

MAP BOOK 110 PAGE 47

SHEET 3 OF 6 SHEETS

5 LOTS AND 8 TRACTS THIS PHASE



VICINITY MAP
NOT TO SCALE

SECTION 11
TOWNSHIP 6 SOUTH
RANGE 28 EAST
(UNPLATTED)

SECTION 12
TOWNSHIP 6 SOUTH
RANGE 28 EAST
(UNPLATTED)

SECTION 12
TOWNSHIP 6 SOUTH
RANGE 28 EAST
(UNPLATTED)

TRACT 2A-3

TRACT 2A-8

SHEET 4

TRACT 2A-6

TRACT 2A-5

SHEET 5

CEDAR PRESERVE LANE

TRACT 2A-1

TRACT 2A-2

CONSERVATION EASEMENT
NO. 3
S.B. 4175, PG. 1338

TRACT 2A-7

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SHEET 6

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C.

Prepared By and Return To:
Wesley S. Haber, Esquire
Kutak Rock LLP
107 West College Avenue
Tallahassee, Florida 32301

NON-EXCLUSIVE EASEMENT AGREEMENT FOR ACCESS AND MAINTENANCE

THIS NON-EXCLUSIVE EASEMENT AGREEMENT FOR ACCESS AND MAINTENANCE (“Agreement”) is made this ____ day of _____ 2026, by **BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT**, a local unit of special-purpose government established pursuant to Chapter 190, *Florida Statutes*, whose address is 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (“**District**”), in favor of **THE PRESERVE AT BANNON LAKES HOMEOWNERS ASSOCIATION, INC.**, a Florida not-for-profit corporation, with its principal office located at 225 Land Grant Street, Suite 5, St. Augustine, Florida 32092 (“**HOA**” and together with the District, the “**Parties**”).

WITNESSETH:

WHEREAS, District is the owner in fee simple of certain real property located in St. Johns County, Florida, lying within the boundaries of the District, including certain tracts of land more particularly described in **Exhibit A** attached hereto and incorporated herein by this reference (“**Easement Area**”); and

WHEREAS, the HOA has requested a non-exclusive access, ingress, and egress easement from the District to proceed with the maintenance responsibilities for certain landscape, hardscape, and irrigation improvements as further described in Exhibit A located within the Easement Area (“**Improvements**”); and

WHEREAS, District is agreeable to granting such easement on the terms and conditions set forth herein.

NOW, THEREFORE, in consideration of the sum of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration and the mutual covenants of the Parties, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. **Recitals.** The foregoing recitals are true and correct and by this reference are incorporated as a material part of this Agreement.

2. **Grant of Easement.** District hereby grants to the HOA, and its respective employees, agents, contractors (or their subcontractors, employees or materialmen), or representatives, a perpetual, non-exclusive access, ingress and egress easement over the Easement Area for the installation, maintenance, repair and replacement of Improvements located within the Easement Area. The Parties agree that the HOA shall maintain, repair, and/or replace the Improvements at its sole cost and expense. The HOA agrees that it shall use all due care to protect

the Easement Area and adjoining property from damage resulting from HOA's use of the Easement Area and shall promptly restore any property damaged by the HOA's exercise of the rights provided herein. The HOA may not relocate, remove, or materially modify the Improvements without the prior written consent of the District, which shall not be unreasonably withheld. The Parties agree that the HOA shall have the non-exclusive right to use the Easement Area for any purpose which is not inconsistent, or unreasonably interferes with, the rights of the District and the public, including the public right to use the parking lot.

3. **Liens.** The HOA shall not cause or permit any liens for labor, services, or materials to be created against title to the Easement Area. To the extent any such lien is created as a result of the HOA's exercise of the Easement granted herein, the HOA shall cause such lien to be released of record, within thirty (30) days of the HOA obtaining knowledge of such lien, by either satisfying such lien or transferring such lien to bond, failing which the District, at its option in addition to the other remedies set forth herein, shall have the right to satisfy or transfer such lien to bond, and the HOA shall be required to pay to the District, within thirty (30) days after written demand, all reasonable costs and expenses incurred by the District in connection therewith.

4. **Benefit; Sovereign Immunity; Indemnity.** Nothing in this Agreement shall be deemed as a waiver of sovereign immunity or the monetary limits of liability of the District, including its board, officers, staff, agents, employees and representatives, beyond any statutory limited waiver of immunity or limits of liability, and nothing in this Agreement shall inure to the benefit of any third party for the purpose of allowing any claim which would otherwise be barred or otherwise limited under the Doctrine of Sovereign Immunity or by operation of law. The HOA agrees to indemnify and hold harmless the District, including its board, officers, staff, agents, employees and representatives from any and all liability, loss, damage, or harm of any kind, which relate in any way to the Easement Area.

5. **Binding Effect; Amendment and Termination.** The provisions of this Agreement shall bind the Parties and their respective heirs, successors, or assigns and shall continue as a covenants running in perpetuity with the Easement Area. This Agreement may be amended only by an instrument in writing executed by both Parties. This Agreement may be terminated only by the District at its sole discretion by an written instrument.

6. **Enforcement of Agreement; Default; Controlling Law; Venue.** In the event that either Party seeks to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' fees, paralegal fees, and expert witness fees and costs for trial, alternative dispute resolution or appellate proceedings. A default by any party under this Agreement shall entitle the other party to all remedies available at law or in equity, which may include but not be limited to the right of actual damages, injunctive relief and/or specific performance. This Agreement shall be construed, interpreted, and controlled according to the laws of the State of Florida. Venue shall be in St. Johns County, Florida.

7. **Public Records.** The Parties understands and agrees that all documents of any kind provided to the District or to District staff in connection with this Agreement are public records and are to be treated as such in accordance with Florida law.

8. **Entire Agreement; Counterparts; Headings.** This instrument shall constitute the final and complete expression of the agreement between the Parties relating to the subject matter of this Agreement. This instrument may be executed in any number of counterparts, each of which, when executed and delivered, shall constitute an original, and such counterparts together shall constitute one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document. The descriptive headings in this Agreement are for convenience only and shall not control nor affect the meaning or construction of any of the provisions of this Agreement.

[Signature Page Follows]

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed, to be effective as of the day and year first written above.

WITNESSES:

Signed, sealed and delivered
in the presence of:

**BANNON LAKES COMMUNITY
DEVELOPMENT DISTRICT**

Printed Name: _____

Address: _____

By: _____
Chairperson / Vice Chairperson

Printed Name: _____

Address: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____ 2026 by _____ of Bannon Lakes Community Development District, on behalf of said company. S/He is ☐ personally known to me or ☐ produced _____ as identification.

(Signature of Notary Public)

(Typed name of Notary Public)

Notary Public, State of Florida

Commission No.: _____

My Commission Expires: _____

WITNESSES:

Signed, sealed and delivered
in the presence of:

**THE PRESERVE AT BANNON LAKES
HOMEOWNERS ASSOCIATION, INC.,** a
Florida not-for-profit corporation

Printed Name: _____

Address: _____

By: _____

Its: _____

Printed Name: _____

Address: _____

STATE OF FLORIDA

COUNTY OF _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____ 2026 by _____ of The Preserve at Bannon Lakes Homeowners Association, Inc., on behalf of said not-for-profit corporation. S/He is ☐ personally known to me or ☐ produced _____ as identification.

(Signature of Notary Public)

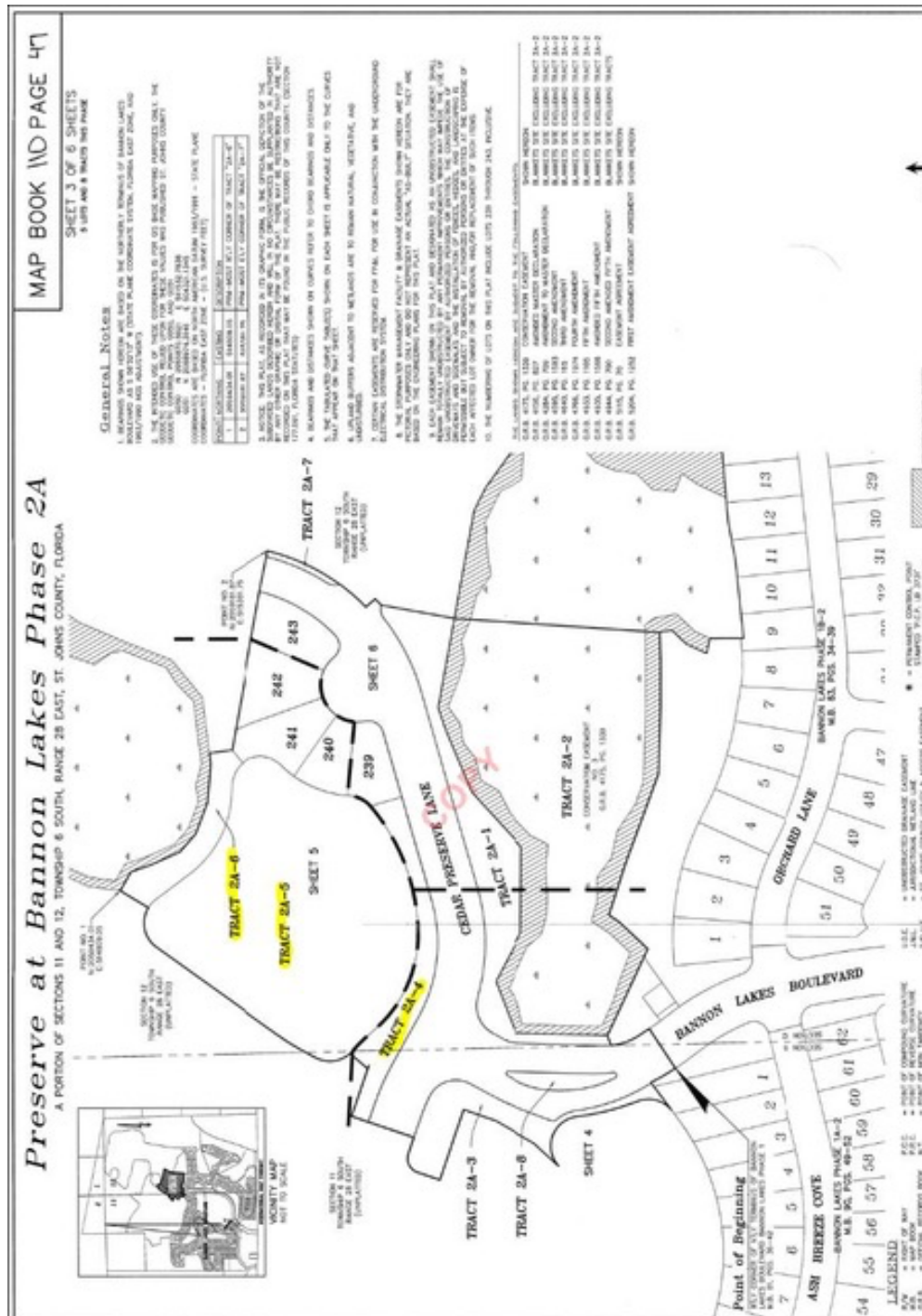
(Typed name of Notary Public)

Notary Public, State of Florida

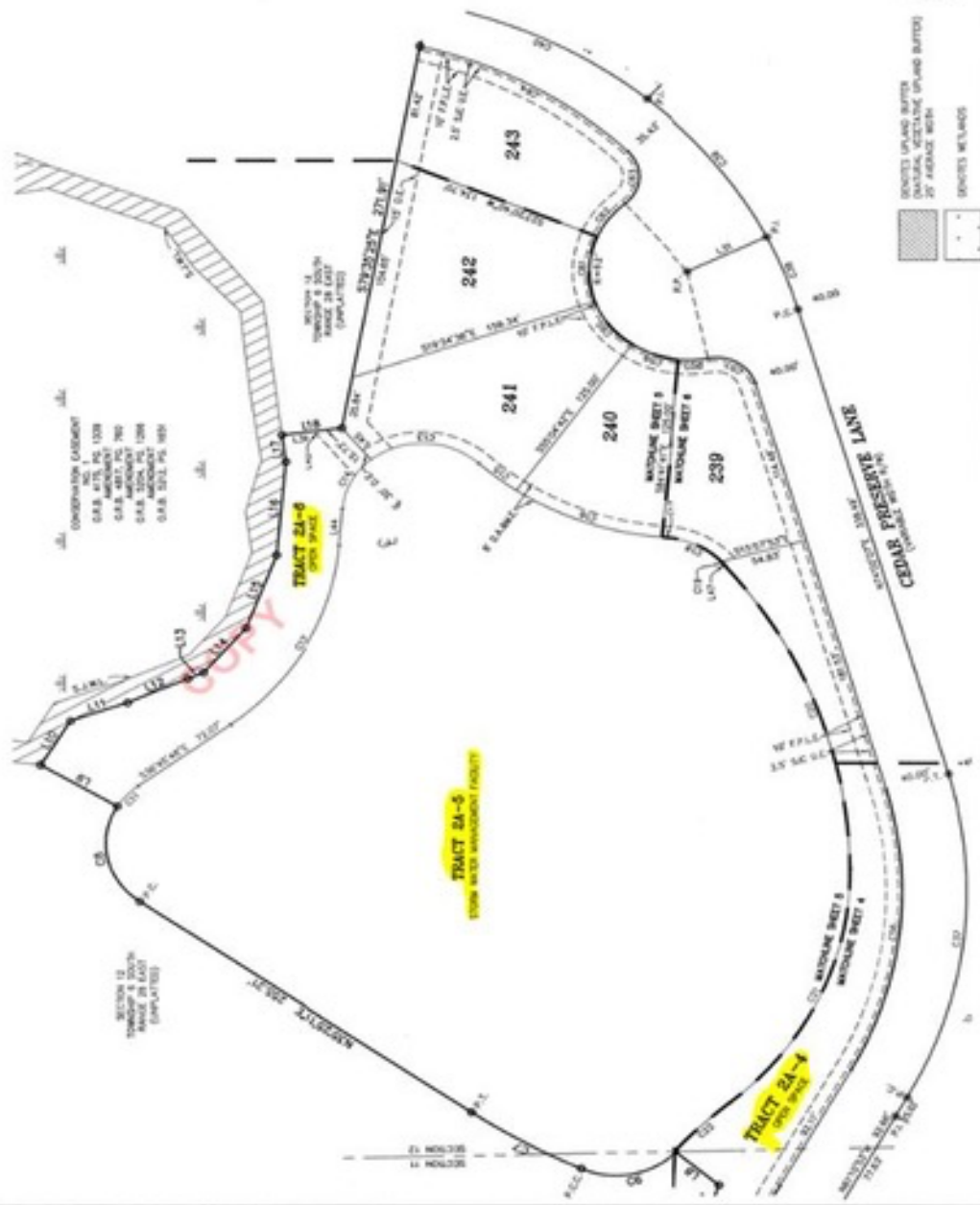
Commission No.: _____

My Commission Expires: _____

- Landscape, hardscape, and irrigation improvements generally located on Tracts 2A-4 and 2A-6 as identified in the plat known as Preserve at Bannan Lakes Phase 2A as recorded in Plat Book 110, Pages 45 - 50, of the Official Records of St. Johns County, Florida.
 -
- And as further depicted on the following maps:



UN SHAPOTS 8487



CURVE	RADIUS	LENGTH	DELTA	BEARING	CHORD
C6	50.07	64.87	74.97°	81°02'24\"	65.44
C7	457.87	78.37	17°57'37\"	63°02'28\"	78.37
C8	50.07	74.87	80°03'07\"	63°01'46\"	68.54
C9	50.07	19.27	27°03'36\"	64°47'47\"	19.14
C12	174.07	147.77	48°29'20\"	66°20'20\"	143.37
C13	50.07	72.87	82°28'36\"	62°19'45\"	68.86
C14	50.07	40.07	45°06'47\"	68°28'36\"	38.07
C15	487.87	30.07	9°15'07\"	53°25'30\"	30.07
C16	487.87	96.87	28°28'36\"	52°06'45\"	93.56
C17	487.87	4.47	1°47'46\"	52°06'45\"	4.47
C18	50.07	38.87	44°28'34\"	62°05'08\"	37.86
C19	50.07	1.57	1°48'37\"	64°29'45\"	1.56
C20	137.47	135.97	20°05'08\"	68°57'45\"	125.97
C21	211.27	186.27	50°17'36\"	68°13'46\"	180.34
C22	78.87	47.27	8°55'17\"	64°25'36\"	47.27
C23	300.07	134.47	44°17'09\"	61°34'37\"	128.56
C24	300.07	14.27	1°52'27\"	68°55'45\"	14.27
C40	300.07	151.44	28°37'08\"	62°25'37\"	150.08
C48	265.07	252.27	44°48'36\"	62°34'45\"	186.07
C52	25.07	21.57	86°37'07\"	63°07'47\"	21.17
C58	42.07	18.27	17°17'17\"	52°22'25\"	18.84
C59	42.07	55.07	28°28'36\"	52°06'45\"	51.87
C60	42.07	36.47	20°30'36\"	52°40'27\"	37.86
C61	42.07	48.47	42°53'16\"	68°28'36\"	45.37
C62	42.07	19.07	28°37'07\"	63°13'36\"	18.86
C63	25.07	41.57	14°12'36\"	58°25'27\"	38.86



DOTTED UPWARD BUTTER
NATURAL, ACRYLIC, UPLAND BUTTER
20' AVERAGE WIDTH
DOTTED METAL

SEVENTH ORDER OF BUSINESS

C.

Bannon Lakes Community Development District Performance Measures/Standards & Annual Reporting Form

October 1, 2026 – September 30, 2027

1. Community Communication and Engagement

Goal 1.1: Public Meetings Compliance

Objective: Hold at least three regular Board of Supervisor meetings per year to conduct CDD related business and discuss community needs.

Measurement: Number of public board meetings held annually as evidenced by meeting minutes and legal advertisements.

Standard: A minimum of three board meetings were held during the Fiscal Year.

Achieved: Yes ☐ No ☐

Goal 1.2: Notice of Meetings Compliance

Objective: Provide public notice of meetings in accordance with Florida Statutes, using at least two communication methods.

Measurement: Timeliness and method of meeting notices as evidenced by posting to CDD website, publishing in local newspaper and via electronic communication.

Standard: 100% of meetings were advertised per Florida statute on at least two mediums (i.e., newspaper, CDD website, electronic communications).

Achieved: Yes ☐ No ☐

2. Infrastructure and Facilities Maintenance

Goal 2.1: Field Management and/or District Management Site Inspections

Objective: Field manager and/or district manager will conduct quarterly inspections per District Management services agreement to ensure safety and proper functioning of the District's infrastructure.

Measurement: Field manager and/or district manager visits were successfully completed, as evidenced by field manager and/or district manager's reports, notes or other record keeping method.

Standard: 100% of site visits were successfully completed as described within field management services agreement

Achieved: Yes ☐ No ☐

3. Financial Transparency and Accountability

Goal 3.1: Annual Budget Preparation

Objective: Prepare and approve the annual proposed budget by June 15 and final budget was adopted by September 30 each year.

Measurement: Proposed budget was approved by the Board before June 15 and final budget was adopted by September 30 as evidenced by meeting minutes and budget documents listed on CDD website and/or within district records.

Standard: 100% of budget approval & adoption were completed by the statutory deadlines and posted to the CDD website.

Achieved: Yes ☐ No ☐

Goal 3.2: Financial Reports

Objective: Publish to the CDD website the most recent versions of the following documents: Annual audit, current fiscal year budget with any amendments, and most recent financials within the latest agenda package.

Measurement: Annual audit, previous years' budgets, and financials are accessible to the public as evidenced by corresponding documents on the CDD's website.

Standard: CDD website contains 100% of the following information: Most recent annual audit, most recent adopted/amended fiscal year budget, and most recent agenda package with updated financials.

Achieved: Yes ☐ No ☐

Goal 3.3: Annual Financial Audit

Objective: Conduct an annual independent financial audit per statutory requirements and publish the results to the CDD website for public inspection, and transmit to the State of Florida.

Measurement: Timeliness of audit completion and publication as evidenced by meeting minutes showing board approval and annual audit is available on the CDD's website and transmitted to the State of Florida.

Standard: Audit was completed by an independent auditing firm per statutory requirements and results were posted to the CDD website and transmitted to the State of Florida.

Achieved: Yes ☐ No ☐

Chair/Vice Chair: _____

Date: _____

Print Name: _____

Bannon Lakes Community Development District

District Manager: _____

Date: _____

Print Name: _____

Bannon Lakes Community Development District

D.



Amenity & Operations Manager's Reports

Date of report: 8/18/2026

Submitted by: Emily Wright

Amenity Manager Updates

CLUBS/PROGRAMS ACTIVE AT BANNON LAKES

- Monday: Yoga 10:00-11:00 am
Mahjong 1:00pm-5:00pm
- Tuesday: Book Club 7:00pm-10:00pm (2nd Tuesday Monthly)
- Wednesday: Chair Yoga 9:00-10:00am
Women's Card Club 1:00pm-5:00pm
Men's Card Club 5:30-9:00 pm
Zumba 6:00pm-7:00pm
- Thursday: Games Club 1:00pm-5:00pm
- Friday: Yoga 10:00-11:00 am
Bunco 7:00pm-10:00pm (2nd Friday Monthly)
- Saturday: Zumba 9:00am-10:00pm

Upcoming & Completed Events

- August 8th – Back to School Bash 10:00am-1:00pm
- August 21st – Adult Bingo 6:00pm
- September 19th – Blood Drive 9:00am-2:00pm

Operations Manager Updates

Completed Projects

- ◇ Added signage to the Amenity Center
- ◇ Painted walls and trim in clubhouse
- ◇ Cleaned event field
- ◇ Pressure washed pool chairs and tables
- ◇ Cleaned windows in both fitness center and clubhouse
- ◇ Pressure washed tennis ct.
- ◇ Continued Treatment of all CDD Ponds (algae concerns)
- ◇ Onsite staff continues to work to deter Ducks and Geese from the Amenity Center

TENTH ORDER OF BUSINESS

A.

Bannon Lakes
Community Development District

Unaudited Financial Reporting
July 31, 2026



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1	<u>Balance Sheet</u>
2-3	<u>General Fund</u>
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6	<u>Debt Service Fund Series 2016</u>
7	<u>Debt Service Fund Series 2021</u>
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9	<u>Capital Project Funds</u>
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Bannon Lakes
Community Development District
Combined Balance Sheet
July 31, 2026

	General Fund	Debt Service Fund	Capital Project Fund	Capital Reserve Fund	Totals Governmental Funds
Assets:					
Cash:					
Operating Account - Hancock	\$ 66,101	\$ -	\$ -	\$ 88,474	\$ 154,575
Assessments Receivable	-	-	-	-	-
Due from Other	-	-	-	-	-
Due from General Fund	-	-	-	-	-
Due from Capital Fund	-	-	-	-	-
Due from Debt Service	-	-	-	-	-
Due from Capital Reserve	-	-	-	-	-
Due from Governmental Units	-	-	-	-	-
Investments:					
State Board of Administration (SBA)	496,306	-	-	161,396	657,702
Series 2016					
Reserve	-	369,500	-	-	369,500
Interest	-	-	-	-	-
Sinking	-	-	-	-	-
Revenue	-	517,303	-	-	517,303
Prepayment	-	-	-	-	-
Bond Redemption	-	182,582	-	-	182,582
Construction	-	-	-	-	-
Series 2021					
Reserve	-	206,806	-	-	206,806
Interest	-	45	-	-	45
Prepayment	-	4	-	-	4
Revenue	-	135,549	-	-	135,549
Sinking	-	61	-	-	61
Bond Redemption	-	72,746	-	-	72,746
Construction	-	-	20,044	-	20,044
Series 2022					
Reserve	-	259,400	-	-	259,400
Revenue	-	591	-	-	591
Interest	-	184,949	-	-	184,949
Prepayment	-	4	-	-	4
Sinking	-	67	-	-	67
Bond Redemption	-	60,000	-	-	60,000
Construction	-	-	848,444	-	848,444
Prepaid Expenses	5,734	-	-	-	5,734
Deposits	50	-	-	-	50
Total Assets	\$ 568,192	\$ 1,989,606	\$ 868,488	\$ 249,870	\$ 3,676,156
Liabilities:					
Accounts Payable	\$ 2,014	\$ -	\$ -	\$ -	\$ 2,014
Accrued Expenses	-	-	-	-	-
Due to General Fund	-	-	-	-	-
Due to Debt Service - Series 2016	-	-	-	-	-
Due to Debt Service - Series 2021	-	-	-	-	-
Due to Debt Service - Series 2022	-	-	-	-	-
Total Liabilities	\$ 2,014	\$ -	\$ -	\$ -	\$ 2,014
Fund Balance:					
Nonspendable:					
Prepaid Items	\$ 5,734	\$ -	-	\$ -	\$ 5,734
Deposits	50	-	-	-	50
Restricted for:					
Debt Service	-	1,989,606	-	-	1,989,606
Capital Project	-	-	868,488	-	868,488
Assigned for:					
Capital Reserve Fund	-	-	-	249,870	249,870
Unassigned	560,393	-	-	-	560,393
Total Fund Balances	\$ 566,178	\$ 1,989,606	\$ 868,488	\$ 249,870	\$ 3,674,142
Total Liabilities & Fund Balance	\$ 568,192	\$ 1,989,606	\$ 868,488	\$ 249,870	\$ 3,676,156

Bannon Lakes
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
<u>Revenues:</u>				
Special Assessments - Tax Roll	\$ 1,087,348	\$ 1,087,348	\$ 1,093,023	\$ 5,674
Commercial	2,436	2,436	2,436	-
Interest	15,000	12,500	11,493	(1,007)
Facility Revenue	2,500	2,083	4,947	2,864
Miscellaneous	-	-	155	155
Total Revenues	\$ 1,107,284	\$ 1,104,368	\$ 1,112,054	\$ 7,686
<u>Expenditures:</u>				
<u>General & Administrative:</u>				
Supervisor Fees	\$ 12,000	10,000	\$ 10,200	\$ (200)
PR-FICA	918	765	780	(15)
Engineering	10,000	8,333	4,916	3,417
Attorney	18,000	15,000	10,084	4,916
Annual Audit	4,015	4,015	4,015	-
Assessment Administration	8,348	8,348	8,348	-
Arbitrage Rebate	1,800	1,800	3,000	(1,200)
Dissemination Agent	10,029	8,357	8,358	-
Trustee Fees	18,700	18,700	17,516	1,184
Management Fees	57,974	48,311	48,312	-
Information Technology	2,123	1,769	1,769	-
Website Maintenance	1,415	1,180	1,179	-
Telephone	200	200	350	(150)
Postage & Delivery	750	750	1,371	(621)
Meeting Room Rental	1,000	833	-	833
Insurance General Liability/Public Officials	8,971	8,971	7,885	1,086
Printing & Binding	1,000	833	780	53
Legal Advertising	1,000	833	1,289	(455)
Other Current Charges	500	417	557	(141)
Office Supplies	250	208	7	202
Dues, Licenses & Subscriptions	175	175	175	-
Total General & Administrative	\$ 159,167	\$ 139,800	\$ 130,891	\$ 8,909

Bannon Lakes
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted Budget	Prorated Budget Thru 07/31/26	Actual Thru 07/31/26	Variance
<u>Operations & Maintenance</u>				
Amenity Center Expenditures				
Insurance	\$ 30,581	\$ 30,581	\$ 27,946	\$ 2,635
Utilities				
Phone/Internet/Cable	4,300	3,584	3,179	405
Electric	25,000	20,833	18,755	2,078
Water/Irrigation	15,000	12,500	8,493	4,007
Refuse	4,266	3,555	4,686	(1,131)
Security				
Security Monitoring	6,694	6,160	6,160	-
Off-Duty Security - RollKall	12,000	12,000	21,431	(9,431)
Access Cards	1,000	743	743	-
Management Contracts				
Facility Management	81,467	67,889	67,889	-
Facility Attendant	8,820	7,350	3,232	4,118
Field Mgmt / Admin	30,000	25,000	25,000	-
Pool Maintenance	14,865	12,387	12,388	-
Pool Chemicals	12,679	10,566	11,316	(751)
Janitorial	10,188	8,490	8,302	188
Janitorial Supplies	1,840	1,534	-	1,534
Facility Maintenance	40,000	33,333	33,135	198
Repairs & Maintenance	55,000	48,608	48,608	-
Special Events	15,000	10,572	10,572	-
Holiday Decorations	5,000	3,925	3,925	-
Fitness Center Repairs/Supplies	7,000	5,833	3,880	1,953
Office Supplies	1,500	1,177	1,177	-
ASCAP/BMI Licenses	500	-	-	-
Pest Control	3,800	3,167	2,600	567
Nuisance Animal Control	4,788	4,788	8,034	(3,246)
Subtotal Amenity Center Expenditures	\$ 391,288	\$ 334,575	\$ 331,452	\$ 3,123
Grounds Maintenance				
Hydrology Quality/Mitigation	\$ 28,000	\$ 19,750	\$ 19,750	\$ -
Landscape Maintenance	188,916	157,430	157,430	-
Landscape Contingency	45,000	21,174	21,174	-
Tree Removals	15,000	650	650	-
Lake Maintenance	10,234	8,528	8,200	328
Grounds Maintenance	19,600	16,984	16,984	-
Pump Repairs	10,000	8,333	-	8,333
Streetlights	13,000	10,833	10,416	418
Streetlight Repairs	5,000	4,167	-	4,167
Irrigation Repairs	15,000	15,000	16,721	(1,721)
Miscellaneous	5,000	4,167	-	4,167
Reclaim Water	40,000	40,000	43,837	(3,837)
Storm Cleanup	4,000	-	-	-
Capital Reserve	158,079	158,079	158,079	-
Subtotal Grounds Maintenance	\$ 556,829	\$ 465,095	\$ 453,241	\$ 11,854
Total Operations & Maintenance	\$ 948,117	\$ 799,670	\$ 784,693	\$ 14,977
Total Expenditures	\$ 1,107,284	\$ 939,469	\$ 915,584	\$ 23,886
Excess (Deficiency) of Revenues over Expenditures	\$ -		\$ 196,470	
Net Change in Fund Balance	\$ -		\$ 196,470	\$ -
Fund Balance - Beginning	\$ -		\$ 369,708	
Fund Balance - Ending	\$ -		\$ 566,178	

Bannon Lakes
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Special Assessments - Tax Roll	\$ -	\$ 63,592	\$ 126,876	\$ 680,619	\$ 199,652	\$ 6,552	\$ 10,570	\$ -	\$ 3,582	\$ 1,581	\$ -	\$ -	\$ 1,093,023
Commercial	-	-	-	-	-	2,436	-	-	-	-	-	-	2,436
Interest	636	268	267	261	1,510	1,835	1,576	1,622	1,781	1,738	-	-	11,493
Facility Revenue	600	-	500	475	575	650	500	-	375	1,272	-	-	4,947
Miscellaneous	-	-	49	-	-	106	-	-	-	-	-	-	155
Total Revenues	\$ 1,236	\$ 63,860	\$ 127,691	\$ 681,354	\$ 201,737	\$ 11,579	\$ 12,646	\$ 1,622	\$ 5,738	\$ 4,591	\$ -	\$ -	\$ 1,112,054

Expenditures:

General & Administrative:

Supervisor Fees	\$ 800	\$ 1,000	\$ 1,000	\$ 800	\$ 800	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,800	\$ 1,000	\$ -	\$ -	\$ 10,200
PR-FICA	61	77	77	61	61	77	77	77	138	77	-	-	780
Engineering	388	-	233	913	393	556	940	810	-	685	-	-	4,916
Attorney	1,354	1,175	2,315	1,103	1,763	1,252	1,123	-	-	-	-	-	10,084
Annual Audit	-	-	-	-	-	-	-	-	-	4,015	-	-	4,015
Assessment Administration	8,348	-	-	-	-	-	-	-	-	-	-	-	8,348
Arbitrage Rebate	-	-	-	1,350	1,200	-	-	450	-	-	-	-	3,000
Dissemination Agent	836	836	836	836	836	836	836	836	836	836	-	-	8,358
Trustee Fees	6,450	-	-	10,499	-	567	-	-	-	-	-	-	17,516
Management Fees	4,831	4,831	4,831	4,831	4,831	4,831	4,831	4,831	4,831	4,831	-	-	48,312
Information Technology	177	177	177	177	177	177	177	177	177	177	-	-	1,769
Website Maintenance	118	118	118	118	118	118	118	118	118	118	-	-	1,179
Telephone	49	89	14	24	28	35	30	30	21	29	-	-	350
Postage & Delivery	138	326	115	198	118	120	93	96	64	105	-	-	1,371
Meeting Room Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
Insurance General Liability/Public Officials	7,885	-	-	-	-	-	-	-	-	-	-	-	7,885
Printing & Binding	101	63	21	31	42	73	40	43	214	152	-	-	780
Legal Advertising	71	69	69	67	67	69	71	255	551	-	-	-	1,289
Other Current Charges	273	10	-	-	-	-	200	-	5	69	-	-	557
Office Supplies	1	0	1	1	1	1	1	1	1	1	-	-	7
Dues, Licenses & Subscriptions	175	-	-	-	-	-	-	-	-	-	-	-	175
Total General & Administrative	\$ 32,056	\$ 8,770	\$ 9,805	\$ 21,008	\$ 10,435	\$ 9,711	\$ 9,536	\$ 8,722	\$ 8,754	\$ 12,096	\$ -	\$ -	\$ 130,891

Operations & Maintenance

Amenity Center Expenditures

Insurance	\$ 27,946	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,946
Utilities													
Phone/Internet/Cable	318	318	318	318	318	318	318	318	318	318	-	-	3,179
Electric	1,846	1,668	1,574	1,884	2,029	1,840	1,896	1,867	1,976	2,176	-	-	18,755
Water/Irrigation	703	974	980	734	877	636	643	845	919	1,182	-	-	8,493
Refuse	307	369	371	386	386	372	407	424	1,243	423	-	-	4,686
Security													
Security Monitoring	575	575	575	575	575	731	575	575	575	833	-	-	6,160
Off-Duty Security - RollKall	4,281	2,344	2,604	1,590	2,048	2,935	1,979	1,433	1,058	1,160	-	-	21,431
Access Cards	-	-	-	-	-	743	-	-	-	-	-	-	743
Management Contracts													
Facility Management	6,789	6,789	6,789	6,789	6,789	6,789	6,789	6,789	6,789	6,789	-	-	67,889
Facility Attendant	84	-	-	225	449	-	-	784	1,690	-	-	-	3,232
Field Mgmt / Admin	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	-	-	25,000
Pool Maintenance	1,239	1,239	1,239	1,239	1,239	1,239	1,239	1,239	1,239	1,239	-	-	12,388

Bannon Lakes
Community Development District
Month to Month

	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Continued Amenity Center Expenditures													
Pool Chemicals	1,105	435	1,374	324	-	946	333	1,802	1,725	3,272	-	-	11,316
Janitorial	819	819	819	819	819	819	847	847	847	847	-	-	8,302
Janitorial Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Facility Maintenance	3,971	3,371	3,392	3,409	4,724	3,333	3,690	3,683	3,377	185	-	-	33,135
Repairs & Maintenance	6,741	878	2,142	2,638	8,541	12,565	6,848	3,596	4,084	576	-	-	48,608
Special Events	-	994	775	548	1,521	1,759	208	-	2,222	2,545	-	-	10,572
Holiday Decorations	-	3,925	-	-	-	-	-	-	-	-	-	-	3,925
Fitness Center Repairs/Supplies	246	109	1,247	320	169	248	160	-	1,033	350	-	-	3,880
Office Supplies	291	43	99	433	49	77	49	35	101	-	-	-	1,177
ASCAP/BMI Licenses	-	-	-	-	-	-	-	-	-	-	-	-	-
Pest Control	260	260	260	260	260	260	260	260	260	260	-	-	2,600
Nuisance Animal Control	249	249	1,749	549	249	2,793	249	249	249	1,449	-	-	8,034
Subtotal Amenity Center Expenditures	\$ 60,268	\$ 27,858	\$ 28,805	\$ 25,540	\$ 33,541	\$ 40,901	\$ 28,988	\$ 27,245	\$ 32,204	\$ 26,103	\$ -	\$ -	\$ 331,452
Grounds Maintenance													
Hydrology Quality/Mitigation	\$ 8,500	\$ -	\$ 2,250	\$ 1,550	\$ -	\$ -	\$ 4,000	\$ 3,450	\$ -	\$ -	\$ -	\$ -	\$ 19,750
Landscape Maintenance	15,743	15,743	15,743	15,743	15,743	15,743	15,743	15,743	15,743	15,743	-	-	157,430
Landscape Contingency	-	405	855	97	13,685	-	-	3,377	2,755	-	-	-	21,174
Tree Removals	-	-	-	-	-	-	650	-	-	-	-	-	650
Lake Maintenance	820	820	820	820	820	820	820	820	820	820	-	-	8,200
Grounds Maintenance	1,633	2,494	1,633	1,784	1,784	1,901	1,633	1,849	2,065	208	-	-	16,984
Pump Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Streetlights	994	994	994	1,065	1,065	1,065	1,065	1,065	1,042	1,065	-	-	10,416
Streetlight Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation Repairs	3,631	2,761	842	2,460	2,348	635	738	872	2,434	-	-	-	16,721
Miscellaneous	-	-	-	-	-	-	-	-	-	-	-	-	-
Reclaim Water	2,374	4,009	4,919	4,081	3,672	2,810	2,943	6,446	6,781	5,801	-	-	43,837
Storm Cleanup	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Reserve	-	-	-	-	-	158,079	-	-	-	-	-	-	158,079
Subtotal Grounds Maintenance	\$ 33,695	\$ 27,227	\$ 28,057	\$ 27,600	\$ 39,117	\$ 181,053	\$ 27,593	\$ 33,622	\$ 31,640	\$ 23,637	\$ -	\$ -	\$ 453,241
Total Operations & Maintenance	\$ 93,963	\$ 55,084	\$ 56,862	\$ 53,140	\$ 72,658	\$ 221,955	\$ 56,582	\$ 60,867	\$ 63,844	\$ 49,740	\$ -	\$ -	\$ 784,693
Total Expenditures	\$ 126,018	\$ 63,854	\$ 66,666	\$ 74,147	\$ 83,092	\$ 231,666	\$ 66,118	\$ 69,589	\$ 72,598	\$ 61,836	\$ -	\$ -	\$ 915,584
Excess (Deficiency) of Revenues over Expenditures	\$ (124,782)	\$ 6	\$ 61,025	\$ 607,207	\$ 118,645	\$ (220,086)	\$ (53,472)	\$ (67,967)	\$ (66,860)	\$ (57,245)	\$ -	\$ -	\$ 196,470
Total Other Financing Sources/Uses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ (124,782)	\$ 6	\$ 61,025	\$ 607,207	\$ 118,645	\$ (220,086)	\$ (53,472)	\$ (67,967)	\$ (66,860)	\$ (57,245)	\$ -	\$ -	\$ 196,470

Bannon Lakes
Community Development District
Debt Service Fund Series 2016
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 740,176	\$ 740,176	\$ 742,328	\$ 2,152
Interest Income	30,000	25,000	27,675	2,675
Total Revenues	\$ 770,176	\$ 765,176	\$ 770,003	\$ 4,827
Expenditures:				
Interest - 11/01	\$ 254,050	\$ 254,050	\$ 254,050	\$ -
Principal - 11/01	230,000	230,000	230,000	-
Special Call - 11/01	-	-	25,000	(25,000)
Interest - 5/01	248,875	248,875	248,250	625
Special Call - 5/01	-	-	10,000	(10,000)
Total Expenditures	\$ 732,925	\$ 732,925	\$ 767,300	\$ (34,375)
Excess (Deficiency) of Revenues over Expenditures	\$ 37,251	\$ 32,251	\$ 2,703	\$ 39,202
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 37,251	\$ 32,251	\$ 2,703	\$ 39,202
Fund Balance - Beginning	\$ 660,772		\$ 1,066,682	
Fund Balance - Ending	\$ 698,023		\$ 1,069,385	

Bannon Lakes
Community Development District
Debt Service Fund Series 2021
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 416,052	\$ 416,052	\$ 418,218	\$ 2,166
Interest Income	15,000	12,500	12,865	365
Total Revenues	\$ 431,052	\$ 428,552	\$ 431,082	\$ 2,530
Expenditures:				
Interest - 11/01	\$ 124,138	\$ 124,138	\$ 124,138	\$ -
Special Call - 11/01	-	-	5,000	(5,000)
Principal - 5/01	165,000	165,000	165,000	-
Interest - 5/01	124,138	124,138	124,050	88
Special Call - 5/01	-	-	10,000	(10,000)
Total Expenditures	\$ 413,275	\$ 413,275	\$ 428,188	\$ (14,913)
Excess (Deficiency) of Revenues over Expenditures	\$ 17,777	\$ 15,277	\$ 2,895	\$ 17,443
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 17,777	\$ 15,277	\$ 2,895	\$ 17,443
Fund Balance - Beginning	\$ 198,003		\$ 412,316	
Fund Balance - Ending	\$ 215,781		\$ 415,210	

Bannon Lakes
Community Development District
Debt Service Fund Series 2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
Revenues:				
Special Assessments - Tax Roll	\$ 520,023	\$ 520,023	\$ 520,958	935
Special Assessments - Direct	-	-	-	-
Special Assessments -Prepayments	-	-	-	-
Interest Income	15,000	12,500	15,184	2,684
Total Revenues	\$ 535,023	\$ 532,523	\$ 536,143	\$ 3,619
Expenditures:				
Interest - 11/01	\$ 168,859	\$ 168,859	\$ 168,859	\$ -
Special Call - 11/01	-	-	5,000	(5,000)
Principal - 5/01	180,000	180,000	180,000	-
Interest - 5/01	168,859	168,859	168,759	100
Special Call - 5/01	-	-	-	-
Total Expenditures	\$ 517,719	\$ 517,719	\$ 522,619	\$ (4,900)
Excess (Deficiency) of Revenues over Expenditures	\$ 17,305	\$ 14,805	\$ 13,524	\$ 8,519
Other Financing Sources/(Uses):				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources/(Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 17,305	\$ 14,805	\$ 13,524	\$ 8,519
Fund Balance - Beginning	\$ 226,230		\$ 491,486	
Fund Balance - Ending	\$ 243,535		\$ 505,010	

Bannon Lakes
Community Development District
Capital Projects Fund Series 2021 and Series 2022
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Series	Series
	2021	2022
Revenues		
Interest Income	\$ 851	\$ 25,562
Total Revenues	\$ 851	\$ 25,562
Expenditures:		
Capital Outlay	\$ 15,400	\$ 75,825
Total Expenditures	\$ 15,400	\$ 75,825
Excess (Deficiency) of Revenues over Expenditures	\$ (14,549)	\$ (50,263)
Other Financing Sources/(Uses)		
Transfer In/(Out)	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -
Net Change in Fund Balance	\$ (14,549)	\$ (50,263)
Fund Balance - Beginning	\$ 34,593	\$ 898,707
Fund Balance - Ending	\$ 20,044	\$ 848,444

Bannon Lakes
Community Development District
Capital Reserve Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For The Period Ending July 31, 2026

	Adopted	Prorated Budget	Actual	
	Budget	Thru 07/31/26	Thru 07/31/26	Variance
Revenues				
Capital Reserve Transfer In	\$ 158,079	\$ 158,079	\$ 158,079	\$ -
Interest	2,500	2,083	2,415	332
Roof Warranty Proceeds	-	-	111,433	
Total Revenues	\$ 160,579	\$ 160,162	\$ 271,927	\$ 332
Expenditures:				
Capital Outlay	\$ -	\$ -	\$ -	\$ -
Repairs and Maintenance	10,000	8,333	-	8,333
Roof Replacement	80,000	48,021	48,021	-
Other Service Charges	840	700	666	34
Total Expenditures	\$ 90,840	\$ 57,054	\$ 48,687	\$ 8,368
Excess (Deficiency) of Revenues over Expenditures	\$ 69,739		\$ 223,240	
Other Financing Sources/(Uses)				
Transfer In/(Out)	\$ -	\$ -	\$ -	\$ -
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -
Net Change in Fund Balance	\$ 69,739		\$ 223,240	
Fund Balance - Beginning	\$ 34,977		\$ 26,630	
Fund Balance - Ending	\$ 104,716		\$ 249,870	

Bannon Lakes
Community Development District
Long Term Debt Report

Series 2016 Special Assessment Bonds	
Interest Rate:	4.5% -5.0%
Maturity Date:	11/1/2048
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$369,500
Reserve Fund Balance	369,500
 Bonds Outstanding - 1/31/16	 \$11,850,000
Less: May 1, 2016	\$0
Less: May 1, 2019 (Prepayment)	(\$50,000)
Less: November 1, 2019	(\$190,000)
Less: November 1, 2019 (Prepayment)	(\$45,000)
Less: May 1, 2020 (Prepayment)	(\$140,000)
Less: November 1, 2020	(\$190,000)
Less: November 1, 2020 (Prepayment)	(\$135,000)
Less: May 1, 2021	(\$30,000)
Less: November 1, 2021	(\$195,000)
Less: November 1, 2021 (Prepayment)	(\$25,000)
Less: May 1, 2022 (Prepayment)	(\$25,000)
Less: November 1, 2022	(\$200,000)
Less: May 1, 2023 (Prepayment)	(\$5,000)
Less: November 1, 2023	(\$210,000)
Less: November 1, 2024	(\$220,000)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025	(\$230,000)
Less: November 1, 2025 (Prepayment)	(\$25,000)
Less: May 1, 2026 (Prepayment)	(\$10,000)
Current Bonds Outstanding	\$9,920,000

Series 2021 Special Assessment Bonds	
Interest Rate:	2.5% -4.0%
Maturity Date:	5/1/1951
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$206,806
Reserve Fund Balance	206,806
 Bonds Outstanding - 1/20/21	 \$7,415,000
Less: May 1, 2022	(\$150,000)
Less: May 1, 2023	(\$155,000)
Less: November 1, 2023 (Prepayment)	(\$5,000)
Less: May 1, 2024	(\$155,000)
Less: May 1, 2025	(\$160,000)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025 (Prepayment)	(\$5,000)
Less: May 1, 2026	(\$165,000)
Less: May 1, 2026 (Prepayment)	(\$10,000)
Current Bonds Outstanding	\$6,605,000

Series 2022 Special Assessment Bonds	
Interest Rate:	2.875% -4.0%
Maturity Date:	5/1/1951
Reserve Fund Definition	50% of Maximum Annual Debt Service
Reserve Fund Requirement	\$259,300
Reserve Fund Balance	259,400
 Bonds Outstanding - 2/25/22	 \$9,135,000
Less: May 1, 2024	(\$170,000)
Less: May 1, 2024 (Prepayment)	(\$60,000)
Less: May 1, 2025	(\$175,000)
Less: May 1, 2025 (Prepayment)	(\$5,000)
Less: November 1, 2025 (Prepayment)	(\$5,000)
Less: May 1, 2026	(\$180,000)
Less: May 1, 2026 (Prepayment)	
Current Bonds Outstanding	\$8,540,000

Total Bonds Outstanding	\$25,065,000
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B.

Bannon Lakes Community Development District

FY26 Assessment Receipts

ASSESSED TO	# Units	SERIES 2016 DEBT SERVICE ASMNT	SERIES 2021 DEBT SERVICE ASMNT	SERIES 2022 DEBT SERVICE ASMNT	O&M ASMNT	TOTAL ASMTS
TAX ROLL ASSESSED	986	738,484.29	416,052.05	518,260.67	1,089,786.08	2,762,583.09

DUE / RECEIVED	BALANCE DUE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL RECEIPTS	(14,379.80)	742,328.26	418,217.67	520,958.32	1,095,458.66	2,776,962.89

TAX ROLL RECEIPTS

ST JOHNS COUNTY DISTRIBUTION	DATE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/04/25	3,670.91	2,068.14	2,576.21	5,417.20	13,732.46
2	11/20/25	14,320.13	8,067.77	10,049.72	21,132.30	53,569.92
3	11/24/25	25,101.69	14,141.95	17,616.11	37,042.74	93,902.49
4	12/17/25	46,126.32	25,986.94	32,370.98	68,068.91	172,553.15
5	12/24/25	39,849.82	22,450.85	27,966.19	58,806.65	149,073.51
6	01/14/26	459,606.35	258,936.00	322,547.01	678,244.09	1,719,333.45
INTEREST 1	01/26/26	1,609.02	906.50	1,129.20	2,374.45	6,019.17
7	02/20/26	135,292.82	76,222.14	94,947.10	199,652.49	506,114.55
8	03/16/26	6,090.40	3,431.25	4,274.18	8,987.64	22,783.47
INTEREST 2	04/09/26	648.92	365.60	455.41	957.62	2,427.55
9	04/24/26	6,513.59	3,669.67	4,571.17	9,612.15	24,366.59
10	06/19/26	2,427.02	1,367.35	1,703.26	3,581.57	9,079.21
11	07/01/26	1,071.24	603.52	751.78	1,580.83	4,007.37
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL TAX ROLL RECEIPTS		742,328.26	418,217.67	520,958.32	1,095,458.66	2,776,962.89

PERCENT COLLECTED TAX ROLL	100.52%	100.52%	100.52%	100.52%	100.52%
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**Commercial Revenue included in tax roll.

C.

Bannon Lakes
Community Development District
Check Run Summary

Date	Check Numbers	Amount	Amount
General Fund			
6/1/2026 - 6/30/26	2062-2091	\$73,689.24	
7/1/2026 - 7/31/26	2092-2116	73,313.40	
Total General Fund Checks			\$147,002.64
Autopayments			
6/1/26	SJC RollKall	\$580.12	
6/4/26	AT&T	\$74.90	
6/8/26	Republic Services	423.64	
6/16/26	SJC RollKall	477.75	
6/18/26	SJCUD	7,700.43	
6/18/26	AT&T	242.92	
6/24/26	IRS FICA Payment	122.40	
6/24/26	IRS FICA Payment	153.00	
6/24/26	FPL	3,017.95	
6/29/26	SJC RollKall	819.00	
6/29/26	WF CC Payment - J. Johnson	793.91	
6/29/26	WF CC Payment -E. Wright	589.05	
7/2/26	SJC RollKall	204.75	
7/7/26	AT&T	74.90	
7/7/26	Republic Services	422.81	
7/14/26	SJC RollKall	546.00	
7/20/26	SJCUD	6,982.96	
7/21/26	AT&T	242.92	
7/23/26	IRS FICA Payment	153.00	
7/27/26	SJC RollKall	409.50	
7/28/26	FPL	3,240.81	
7/28/26	WF CC Payment - J. Johnson	519.55	
7/28/26	WF CC Payment -E. Wright	670.26	
Total Paid Electronically			\$28,462.53
Total Paid Checks and Electronically			\$175,465.17

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
6/02/26	00030	5/26/26 1232713	202605 320-57200-54500	MAY PEST CONTROL	*	160.00	
		5/26/26 1232713	202605 320-57200-54500	MAY RODENT CONTROL	*	100.00	
				FREEDOM PEST CONTROL			260.00 002062
6/02/26	00128	6/01/26 267014	202606 320-57200-45300	JUN JANITORIAL SERVICES	*	847.00	
				HIGH TECH COMMERCIAL CLEANING			847.00 002063
6/02/26	00017	6/01/26 377637B	202606 330-53800-46800	JUN26 LAKE MAINTENANCE	*	820.00	
				THE LAKE DOCTORS INC			820.00 002064
6/02/26	00019	5/25/26 13129563	202605 320-57200-45210	MAY POOL CHEMICALS	*	1,801.80	
				POOLSURE			1,801.80 002065
6/02/26	00074	6/01/26 38918	202606 320-57200-54510	WILDLIFE MANAGEMENT-JUN26	*	249.00	
				QUICK CATCH INC			249.00 002066
6/10/26	00037	6/10/26 06102026	202606 300-20700-10200	4/9 SJC TAX DIST INT 2	*	648.92	
		6/10/26 06102026	202606 300-20700-10200	4/24 SJC TAX DIST INT 9	*	6,513.59	
				BANNON LAKES CDD C/O BANK OF NEW			7,162.51 002067
6/10/26	00076	6/10/26 06102026	202606 300-20700-10300	4/9 SJC TAX DIST INT 2	*	365.60	
		6/10/26 06102026	202606 300-20700-10300	4/24 SJC TAX DIST INT 9	*	3,669.67	
				BANNON LAKES CDD C/O BANK OF NEW			4,035.27 002068
6/10/26	00113	6/10/26 06102026	202606 300-20700-10400	4/9 SJC TAX DIST INT 2	*	455.41	
		6/10/26 06102026	202606 300-20700-10400	4/9 SJC TAX DIST INT 9	*	4,571.17	
				BANNON LAKES CDD C/O BANK OF NEW			5,026.58 002069
6/10/26	00122	6/01/26 769977	202606 320-57200-34500	VIDEO MONITORING - JUL26	*	574.59	
				HIDDEN EYES LLC			574.59 002070
6/10/26	00003	6/01/26 146	202606 310-51300-34000	JUN MANAGEMENT FEES	*	4,831.17	

BANL -BANNON LAKES- TLEE

CHECK DATE	VEND#	INVOICE DATE	EXPENSED TO INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	 #
		6/01/26	146 JUN WEBSITE ADMIN	2026	06	310-51300	53000			*	117.92		
		6/01/26	146 JUN INFORMATION TECH	2026	06	310-51300	35100			*	176.92		
		6/01/26	146 JUN DISSEMINATION SVCS	2026	06	310-51300	31600			*	835.75		
		6/01/26	146 OFFICE SUPPLIES	2026	06	310-51300	51000			*	.72		
		6/01/26	146 POSTAGE	2026	06	310-51300	42000			*	63.73		
		6/01/26	146 COPIES	2026	06	310-51300	42500			*	213.90		
		6/01/26	146 TELEPHONE	2026	06	310-51300	41000			*	21.00		
									GOVERNMENTAL MANAGEMENT SRVCS LLC			6,261.11	002071
6/10/26	00014	6/01/26	292 JUN POOL MAINTENANCE SVCS	2026	06	320-57200	45200			*	1,238.75		
		6/01/26	292 JUN FIELD OPS MANAGEMENT	2026	06	320-57200	46001			*	2,500.00		
		6/01/26	292 JUN FACILITY MANAGEMENT	2026	06	320-57200	34000			*	6,788.92		
									RIVERSIDE MANAGEMENT SERVICES INC			10,527.67	002072
6/10/26	00138	6/03/26	87923965 DRAIN CLEANING	2026	06	320-57200	60000			*	279.00		
									ROTO-ROOTER OF ST AUGUSTINE			279.00	002073
6/10/26	00136	5/31/26	7734105 NTC-RFP LANDSCAPE MAINT	2026	05	310-51300	48000			*	121.68		
		5/31/26	7734105 NOTICE OF MEETING-5/19	2026	05	310-51300	48000			*	67.28		
		5/31/26	7734105 MTC-QUALIFYING PD-BOS	2026	05	310-51300	48000			*	65.92		
									USA TODAY MEDIA CORP			254.88	002074
6/11/26	00139	6/10/26	55109970 FITNESS CENTER-SMOKE TEST	2026	06	320-57200	60100			*	785.00		
									DONOVAN ACQUISITION LLC			785.00	002075
6/16/26	00078	6/11/26	3760807 MAR GENERAL COUNSEL	2026	03	310-51300	31500			*	1,252.15		
		6/11/26	3760807 APR GENERAL COUNSEL	2026	04	310-51300	31500			*	1,122.50		
									KUTAK ROCK LLP			2,374.65	002076
									BANL -BANNON LAKES- TLEE				

CHECK DATE	VEND#	INVOICE DATE	INVOICE	EXPENSED TO YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
6/16/26	00013	6/01/26	1815	202606 330-53800-46200	JUN LANDSCAPE MAINTENANCE	*	15,743.00		
					LANDCARE GROUP INC			15,743.00	002077
6/16/26	00013	6/11/26	1840	202606 330-57200-46210	PALM PRUNING	*	2,755.00		
					LANDCARE GROUP INC			2,755.00	002078
6/16/26	00125	6/05/26	195258	202605 310-51300-31100	MAY ENGINEERING SERVICES	*	810.00		
					MATTHEWS DESIGN GROUP LLC			810.00	002079
6/16/26	00019	6/11/26	13129563	202606 320-57200-45210	POOL CHEMICALS - BLEACH	*	1,675.00		
		6/11/26	13129563	202606 320-57200-45210	JUN26 FUEL SURCHARGE	*	50.25		
					POOLSURE			1,725.25	002080
6/16/26	00014	5/31/26	293	202605 320-57200-34100	MAY FACILITY ASSISTANT	*	784.00		
					RIVERSIDE MANAGEMENT SERVICES INC			784.00	002081
6/23/26	00116	5/31/26	190026	202604 330-53800-46000	ANN MITIGATION MOITORING	*	1,600.00		
					BIO-TECH CONSULTING INC			1,600.00	002082
6/23/26	00116	5/31/26	190028	202605 330-53800-46000	QUARTERLY MAINT-PONDS	*	1,050.00		
					BIO-TECH CONSULTING INC			1,050.00	002083
6/23/26	00116	5/31/26	190027	202604 330-53800-46000	ANN MITIGATION MOITORING	*	2,400.00		
		5/31/26	190027.M	202605 330-53800-46000	BI-ANN MAINT-MITIGATION	*	2,400.00		
					BIO-TECH CONSULTING INC			4,800.00	002084
6/23/26	00139	6/22/26	56078237	202606 320-57200-60000	OUTDOOR DISCONNECT ISSUES	*	110.00		
					DONOVAN ACQUISITION LLC			110.00	002085
6/23/26	00126	6/22/26	100350	202606 330-53800-46100	PET WASTE BAGS/LINERS	*	151.00		
					DOODYCALLS OF JACKSONVILLE FL			151.00	002086
6/23/26	00030	6/18/26	1237021	202606 320-57200-54500	JUN PEST CONTROL	*	160.00		

BANL -BANNON LAKES- TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
		6/18/26 1237021	202606 320-57200-54500		*	100.00	
		JUN RODENT CONTROL		FREEDOM PEST CONTROL			260.00 002087
6/23/26 00013		5/31/26 1843	202605 330-53800-46400		*	871.93	
		IRRIGATION REPAIRS-MAY26		LANDCARE GROUP INC			871.93 002088
6/23/26 00062		6/16/26 0023225	202606 320-57200-60000		*	321.00	
		INSTAL NEW CONNECTIONS		THIGPEN HEATING AND COOLING INC.			321.00 002089
6/23/26 00062		6/17/26 0023263	202606 320-57200-60000		*	199.00	
		RESET SYSTEM		THIGPEN HEATING AND COOLING INC.			199.00 002090
6/23/26 00116		2/28/26 188649	202601 330-53800-46000		*	1,250.00	
		CLEARING-MITIGATION AREAS		BIO-TECH CONSULTING INC			1,250.00 002091
TOTAL FOR BANK A						73,689.24	
TOTAL FOR REGISTER						73,689.24	

BANL -BANNON LAKES- TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
7/01/26	00128	7/01/26 267787	202607 320-57200-45300	JUL JANITORIAL SERVICES	*	847.00	
				HIGH TECH COMMERCIAL CLEANING			847.00 002092
7/01/26	00072	3/02/26 07112026	202607 320-57200-49400	POOL PARTY - JULY 11TH	*	375.00	
				KENNETH BAXLEY			375.00 002093
7/01/26	00074	7/01/26 38969	202607 320-57200-54510	WILDLIFE MANAGEMENT-JUL26	*	249.00	
				QUICK CATCH INC			249.00 002094
7/01/26	00014	6/17/26 294	202605 320-57200-45100	FACILITY MAINTENANCE-MAY	*	3,333.00	
		6/17/26 294	202605 330-53800-46100	GROUPS MAINTENANCE-MAY	*	1,633.00	
		6/17/26 294	202605 320-57200-60000	REPAIRS & MAINTENANCE-MAY	*	2,234.00	
				RIVERSIDE MANAGEMENT SERVICES INC			7,200.00 002095
7/08/26	00122	7/01/26 771126	202607 320-57200-34500	VIDEO MONITORING - AUG26	*	574.59	
				HIDDEN EYES LLC			574.59 002096
7/08/26	00003	7/01/26 147	202607 310-51300-34000	JUL MANAGEMENT FEES	*	4,831.17	
		7/01/26 147	202607 310-51300-53000	JUL WEBSITE ADMIN	*	117.92	
		7/01/26 147	202607 310-51300-35100	JUL INFORMATION TECH	*	176.92	
		7/01/26 147	202607 310-51300-31600	JUL DISSEMINATION SVCS	*	835.75	
		7/01/26 147	202607 310-51300-51000	OFFICE SUPPLIES	*	1.20	
		7/01/26 147	202607 310-51300-42000	POSTAGE	*	105.30	
		7/01/26 147	202607 310-51300-42500	COPIES	*	152.40	
		7/01/26 147	202607 310-51300-41000	TELEPHONE	*	29.22	
				GOVERNMENTAL MANAGEMENT SRVCS LLC			6,249.88 002097
7/08/26	00017	7/01/26 386399B	202607 330-53800-46800	JUL26 LAKE MAINTETNANCE	*	820.00	
				THE LAKE DOCTORS INC			820.00 002098

BANL -BANNON LAKES- TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
7/08/26	00014	7/01/26 295	202607 320-57200-45200		*	1,238.75	
		JUL POOL MAINTENANCE SVCS					
		7/01/26 295	202607 320-57200-46001		*	2,500.00	
		JUL FIELD OPS MANAGEMENT					
		7/01/26 295	202607 320-57200-34000		*	6,788.92	
		JUL FACILITY MANAGEMENT					
				RIVERSIDE MANAGEMENT SERVICES INC			10,527.67 002099
7/08/26	00136	6/30/26 7778717	202606 310-51300-48000		*	71.36	
		NOTICE OF WORKSHOP-6/16					
		6/30/26 7778717	202606 310-51300-48000		*	99.92	
		NTC OF RULE DEVELOPMENT					
		6/30/26 7778717	202606 310-51300-48000		*	157.04	
		NOTICE OF RULE MAKING					
		6/30/26 7778717	202606 310-51300-48000		*	222.32	
		NOTICE OF BUDGET HEARING					
				USA TODAY MEDIA CORP			550.64 002100
7/14/26	00037	7/13/26 07132026	202607 300-20700-10200		*	2,427.02	
		6/19 SJC TAX DIST 10					
		7/13/26 07132026	202607 300-20700-10200		*	1,071.24	
		7/1 SJC TAX DIST 11					
				BANNON LAKES CDD C/O BANK OF NEW			3,498.26 002101
7/14/26	00076	7/13/26 0713026	202607 300-20700-10300		*	1,367.35	
		6/19 SJC TAX DIST 10					
		7/13/26 0713026	202607 300-20700-10300		*	603.52	
		7/1 SJC TAX DIST 11					
				BANNON LAKES CDD C/O BANK OF NEW			1,970.87 002102
7/14/26	00113	7/13/26 07132026	202607 300-20700-10400		*	1,703.26	
		9/19 SJC TAX DIST 10					
		7/13/26 07132026	202607 300-20700-10400		*	751.78	
		7/1 SJC TAX DIST 11					
				BANNON LAKES CDD C/O BANK OF NEW			2,455.04 002103
7/14/26	00019	7/06/26 13129563	202607 320-57200-45210		*	1,836.85	
		JUL26 POOL CHEMICALS					
		7/06/26 13129563	202607 320-57200-45210		*	55.11	
		JUL26 FUEL SURCHARGE					
				POOLSURE			1,891.96 002104
7/14/26	00074	7/08/26 38983	202607 320-57200-54510		*	1,200.00	
		(8) HOG REMOVALS					
				QUICK CATCH INC			1,200.00 002105
				BANL -BANNON LAKES- TLEE			

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK.... AMOUNT #
7/27/26	00016	7/07/26 377151	202607 310-51300-32200	AUDIT FYE 9/30/2025	*	4,015.00	
				BERGER TOOMBS ELAM GAINES & FRANK			4,015.00 002106
7/27/26	00044	8/08/26 08082026	202607 320-57200-49400	BACK TO SCHOOL EVT - 8/8	*	1,500.00	
				BOUNCERS SLIDES AND MORE INC			1,500.00 002107
7/27/26	00107	7/15/26 BC07119	202607 320-57200-60100	PREVENTATIVE MAINT VISIT	*	350.00	
				COMMERCIAL FITNESS PRODUCTS INC			350.00 002108
7/27/26	00030	7/23/26 1241088	202607 320-57200-54500	JUL26 PEST CONTROL	*	160.00	
		7/23/26 1241088	202607 320-57200-54500	JUL26 RODENT CONTROL	*	100.00	
				FREEDOM PEST CONTROL			260.00 002109
7/27/26	00013	6/30/26 1956	202606 330-53800-46400	IRRIGATION REPAIRS-JUN26	*	2,434.17	
				LANDCARE GROUP INC			2,434.17 002110
7/27/26	00013	7/01/26 1918	202607 330-53800-46200	JUL LANDSCAPE MAINTENANCE	*	15,743.00	
				LANDCARE GROUP INC			15,743.00 002111
7/27/26	00081	7/22/26 4310	202608 320-57200-49400	BACK TO SCHOOL EVT - 8/8	*	500.00	
				MICHAEL A GIBERTI			500.00 002112
7/27/26	00014	6/30/26 296	202606 320-57200-34100	JUN26 FACILITY ASSISTANT	*	1,689.80	
				RIVERSIDE MANAGEMENT SERVICES INC			1,689.80 002113
7/27/26	00014	6/30/26 297	202606 320-57200-49400	JUN SPECIAL EVT ASSISTANT	*	233.52	
				RIVERSIDE MANAGEMENT SERVICES INC			233.52 002114
7/27/26	00014	7/17/26 298	202606 320-57200-45100	FACILITY MAINTENANCE-JUN	*	3,333.00	
		7/17/26 298	202606 330-53800-46100	GROUNDS MAINTENANCE-JUN	*	1,633.00	
		7/17/26 298	202606 320-57200-60000	REPAIRS & MAINTENANCE-JUN	*	2,954.00	
				RIVERSIDE MANAGEMENT SERVICES INC			7,920.00 002115

BANL -BANNON LAKES- TLEE

CHECK DATE	VEND#	INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK..... AMOUNT #
7/27/26	00118	7/21/26 176650	202607 320-57200-34500		*	258.00	
		NO POWER - GYM/POOL GATES		SUNBELT GATED ACCESS SYSTEMS OF FL			258.00 002116

TOTAL FOR BANK A						73,313.40	
TOTAL FOR REGISTER						73,313.40	

BANL -BANNON LAKES- TLEE

**FREEDOM
PEST CONTROL**



3600 Peoria Rd. Ste 205 | Orange Park, FL 32065
904-272-2847 | info@freedompestcontrolfl.com

Service Slip/Invoice

INVOICE: 1232713
DATE: 05/26/2026
ORDER: 1232713

Bill To: [106210]
Bannon Lakes CDD
Bannon Lakes Resident's Club
435 B Bannon Lakes Blvd
St. Augustine, FL 32092

Work Location: [106210] 904-907-1100
Bannon Lakes CDD
Bannon Lakes Resident's Club
435 B Bannon Lakes Blvd
St. Augustine, FL 32092

Work Date	Time	Target Pest	Technician		Time In
05/26/2026			2COLTON	Colton Summers	09:28 AM
Purchase Order	Terms	Last Service	Map Code		Time Out
	DUE UPON RECEIPT	05/26/2026		Lic:JE222132	11:07 AM

Service	Description	Price
MONTHLY	Monthly Pest Control	\$160.00
RODENT	Rodent Control	\$100.00
SUBTOTAL		\$260.00
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$260.00

RECEIVED

By Tara Lee at 1:50 pm, May 26, 2026

AMOUNT DUE \$260.00

Approved 5/26/26
Jeff Johnson
Pest Control
1.320.57200.54500

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.



HIGH TECH

COMMERCIAL CLEANING

Invoice

Date

Invoice #

6/1/2026

267014

Bill To

Bannon Lakes CDD
Attn: Jeff Johnson
435 Bannon Lakes Blvd
St Augustine, FL 32095

Please Remit Payment To:

NewVenture of Jacksonville, Inc.
DBA High Tech Commercial Cleaning
8130 Baymeadows Circle W., #306
Jacksonville, FL 32256-1837

Questions about billing?

904-224-0770, 904-507-5020 fax, accounting@htccleaning.com

Questions about service?

Jacksonville area 904-732-7270 ~ Daytona area 386-760-2677

TERMS: NET 10

Quantity	Description	Rate	Amount
	FEE FOR JANITORIAL SERVICE: Month of June 2026 Bannon Lakes CDD 435 Bannon Lakes Blvd St Augustine, FL 32259 FL DR-14 85-8017166046C-0 Expires 01/31/2027 Billing on behalf of High Tech Commercial Cleaning franchisee, Everett Weatherspoon Approved 5/20/26 Jeff Johnson Janitorial Maintenance 1.320.57200.45300 RECEIVED <i>By Tara Lee at 1:51 pm, May 24, 2026</i>	847.00	847.00
Thank you for your business.		Total	\$847.00

MAKE CHECK PAYABLE TO:



Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER

EXP. DATE

SIGNATURE

AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

BANNON LAKES CDD
Diana Lambert
475 W Town Place
Suite 114
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
723475	6/1/2026	\$820.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

00000000116522001000000037763700000008200065

Please return this invoice with your payment and
notify us of any changes to your contact information.

BANNON LAKES CDD

435 Bannon Lakes Blvd, St Augustine, FL

St Augustine, FL 32092

Invoice Due Date 6/11/2026

Invoice 377637B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
6/1/2026	Water Management - Monthly		\$820.00	\$0.00	\$820.00

Please remit payment for this month's invoice.

Approved 6/1/26
Jeff Johnson
Lake Maintenance
1.330.53800.46800

RECEIVED**By Tara Lee at 10:10 am, Jun 01, 2026**

Please provide remittance information when submitting payments,
otherwise payments will be applied to the oldest outstanding invoices.

Credits \$0.00

Adjustment \$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$820.00

This Invoice Total:

\$820.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 723475
Portal Registration #: 0F4EFD82
Customer E-mail(s): jjohnson@rmsnf.com
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Sallsbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 5/25/2026
Invoice # 131295635660

Terms	Net 20
Due Date	6/14/2026
PO #	
Delivery Ticket #	Sales Order #1357793
Delivery Date	5/22/2026
Delivery Location	Bannon Lakes Pool
Customer #	13BAN025

Bill To	Ship To
Riverside Management Services Bannon Lakes CDD 9655 Florida Minning Blvd West bldg 300 suite 305 Jacksonville FL 32257	Bannon Lakes CDD 435 Bannon Lakes Blvd St. Augustine FL 32095

THANK YOU FOR YOUR BUSINESS!

Item ID	Item	Quantity	Units	Rate	Amount
115-300	Bleach Minibulk Delivered	495	gal	\$3.35	\$1,658.25
160-050	Pool Acid bulk by Gallon	45	gal	\$3.19	\$143.55

Subtotal \$1,801.80

Tax \$0.00

Total \$1,801.80

Amount Paid/Credit Applied \$0.00

Balance Due \$1,801.80

Approved 5/26/26
Jeff Johnson
Pool Chemicals
1 .320.57200.45210

[Click Here to Pay Now](#)



RECEIVED

By Tara Lee at 8:41 am, May 27, 2026



131295635660

INVOICE

QUICK CATCH INC

12627 San Jose Blvd Suite 205
Jacksonville, FL 32223

admin@quick-catch.com

+1 (904) 859-6585

www.quick-catch.com



Bill to

Bridge Bay at Bannan Lakes c/o Bannan
Lakes CDD
2695 Dobbs Road St. Augustine, FL 32086

Ship to

Bridge Bay at Bannan Lakes c/o Bannan
Lakes CDD
2695 Dobbs Road St. Augustine, FL 32086

Invoice details

Invoice no.: 38918

Terms: Net 14

Invoice date: 06/01/2026

Due date: 06/15/2026

P.O. Number: OSKX

Approved 6/1/26

Jeff Johnson

Nuisance Animal Control

1.320.57200.54510

#	Date	Product or service	Description	Qty	Rate	Amount
1.		WILDLIFE MANAGEMENT	-Continuous hog removal program to include use of traps, archery equipment, and discreet suppressed rifle use (when needed) -Deer management program (only during deer season Sept 19th-Jan 24th) discreet removal of excess deer to maintain proper herd health using archery equipment -Misc. non target animal trapping when interfering with our bait/trap sites -Any animal trapped under the management plan. There is a per animal removal fee \$95	1	\$249.00	\$249.00

Total

\$249.00

Ways to pay



Note to customer

Bridge Bay Sales Center
Terri Fawcett
23 Bridge Oak Lane
Saint Augustine, FL 32095

[View and pay](#)

RECEIVED

By Tara Lee at 9:59 am, Jun 01, 2026

**Bannon Lakes
COMMUNITY DEVELOPMENT DISTRICT**

General Fund

Check Request

Date	Amount	Authorized By
June 10, 2026	\$4,035.27	Sheryl Fulks

Payable to:

Bannon Lakes CDD c/o BNY Mellon #76 DS 2021

Date Check Needed:

Budget Category:

ASAP	1-300-20700-10300
------	-------------------

Intended Use of Funds Requested:

4/9/26 SJC TAX DIST INTEREST 2	365.60
4/24/26 SJC TAX DIST INTEREST 9	3,669.67
	4,035.27

(Attach supporting documentation for request. Overnight via Fedex with deposit letter from Accountant)

General Fund

Date	Amount	Authorized By
June 10, 2026	\$5,026.58	Sheryl Fulks

Bannon Lakes CDD c/o BNY Mellon #113 DS 2022

ASAP	1-300-20700-10400
------	-------------------

[illegible]

**Bannon Lakes Community Development District
FY26 Assessment Receipts**

ASSESSED TO	# Units	SERIES 2016 DEBT SERVICE ASMNT	SERIES 2021 DEBT SERVICE ASMNT	SERIES 2022 DEBT SERVICE ASMNT	O&M ASMNT	TOTAL ASMTS
TAX ROLL ASSESSED	986	738,484.28	416,062.05	518,260.67	1,088,786.08	2,762,583.09

DUE / RECEIVED	BALANCE DUE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL RECEIPTS	(1,293.22)	738,830.00	416,246.80	518,503.28	1,080,296.25	2,763,876.31

TAX ROLL RECEIPTS

ST JOHNS COUNTY DISTRIBUTION	DATE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/04/25	3,870.91	2,088.14	2,576.21	5,417.20	13,732.46
2	11/20/25	14,320.13	8,087.77	10,049.72	21,132.30	53,569.92
3	11/24/25	25,101.69	14,141.95	17,616.11	37,042.74	93,902.49
4	12/17/25	46,126.32	25,986.94	32,370.98	68,068.91	172,553.15
5	12/24/25	39,849.82	22,450.85	27,966.19	58,806.65	149,073.51
6	01/14/26	459,606.35	258,936.00	322,547.01	678,244.09	1,719,333.45
INTEREST 1	01/26/26	1,609.02	906.50	1,129.20	2,374.45	6,019.17
7	02/20/26	135,292.82	76,222.14	94,947.10	199,652.49	506,114.55
8	03/16/26	6,090.40	3,431.25	4,274.18	8,987.64	22,783.47
INTEREST 2	04/09/26	648.92	365.60	456.41	957.82	2,427.55
9	04/24/26	6,513.58	3,669.67	4,571.17	9,612.15	24,366.59
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL TAX ROLL RECEIPTS		738,830.00	416,246.80	518,503.28	1,080,296.25	2,763,876.31

PERCENT COLLECTED TAX ROLL	100.05%	100.05%	100.05%	100.05%	100.05%
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**Commercial Revenue included in tax roll.

Envera
4724 Lena Rd.
Bradenton, FL 34211
(941) 556-7066

Approved 6/2/26
Jeff Johnson
Security
1.320.57200.34500

RECEIVED

By Tara Lee at 12:10 pm, Jun 02, 2026

Invoice

Invoice Number
769977

Date
06/01/2026

Customer Number
400558

Due Date
07/01/2026

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Bannon Lakes CDD	400558		06/01/2026	07/01/2026

Quantity	Description	Months	Rate	Amount
3047 - CCTV - Bannon Lakes CDD - Bannon Lakes Blvd, Saint Augustine, FL				
1.00	Active Video Monitoring 07/01/2026 - 07/31/2026	1.00	\$206.00	\$206.00
1.00	Passive Standard Camera 07/01/2026 - 07/31/2026	1.00	\$128.75	\$128.75
1.00	Service & Maintenance 07/01/2026 - 07/31/2026	1.00	\$239.84	\$239.84
Subtotal:				\$574.59
Tax				\$0.00
Payments/Credits Applied				\$0.00
Invoice Balance Due:				\$574.59

Date	Invoice #	Description	Amount	Balance Due
6/1/2026	769977	Monitoring Services	\$574.59	\$574.59

Envera
4724 Lena Rd.
Bradenton, FL 34211
(941) 556-7066

Invoice

Invoice Number
769977

Date
06/01/2026

Customer Number
400558

Due Date
07/01/2026

Net Due: \$574.59

Amount Enclosed: _____

Bannon Lakes CDD
C/O Governmental Mgmt Serv
475 W Town Pl., Ste 114
Saint Augustine, FL 32092

REMIT TO:

Envera
PO Box 2086
Hicksville, NY 11802

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 146

Invoice Date: 6/1/26

Due Date: 6/1/26

Case:

P.O. Number:

Bill To:

Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL

Description	Hours/Qty	Rate	Amount
Management Fees - June 2026		4,831.17	4,831.17
Website Administration - June 2026		117.92	117.92
Information Technology - June 2026		176.92	176.92
Dissemination Agent Services - June 2026		835.75	835.75
Office Supplies		0.72	0.72
Postage		63.73	63.73
Copies		213.90	213.90
Telephone		21.00	21.00
Total			\$6,261.11

RECEIVED

By Tara Lee at 1:12 pm, Jun 09, 2026

Total	\$6,261.11
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Payments/Credits	\$0.00
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Balance Due	\$6,261.11
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Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 292
Invoice Date: 6/1/2026
Due Date: 6/1/2026
Case:
P.O. Number:

Bill To:

Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.320.57200.45200 - Pool Maintenance Services - June 2026		1,238.75	1,238.75
1.320.57200.46001 - Contract Administration - June 2026		2,500.00	2,500.00
1.320.57200.34000 - Facility Management - Bannon Lakes - June 2026		6,788.92	6,788.92
Alison Moxing 6-9-26			

RECEIVED

By Tara Lee at 8:00 am, Jun 10, 2026

Total \$10,527.67

Payments/Credits \$0.00

Balance Due \$10,527.67



Roto-Rooter of St. Augustine
2750 Juarez Ave
St. Augustine FL 32086
Phone: 904-824-1836
rotorooterst.aug@gmail.com
License: RF11067927

Invoice 87923965
Invoice Date 6/3/2026
Completed Date
Technicians 3. Malachi
9-2 Cory
Customer PO
Payment Term Due Upon Receipt

Billing Address
Bannon Lakes
435 Bannon Lakes Boulevard
St. Augustine, FL 32095 USA

Job Address
Bannon Lakes
435 Bannon Lakes Boulevard
St. Augustine, FL 32095 USA

Description of Work

Arrived 8:58

1. Called out for sewer smell in service closet.
2. Found trap primer for floor drain not working properly. Unable to perform smoke test unable to locate cleanout and roof pitch to steep opened manhole found line to fitness center and main clubhouse completely blocked. Ran 3/4 cable up lines and cleared debris from manhole.
3. Recommend pouring 5gal water down floor drain weekly.
4. No other requests.

Task #	Description	Quantity	Your Price	Your Total
Drain Cleaning - Main Sewer; Tank Line, In-Fall/Out- Fall - Up To 120'	Drain Cleaning: Main Sewer Line Up To 120'	1.00	\$279.00	\$279.00

Approved 6/3/26
Jeff Johnson
Repairs and Maintenance
1.320.57200.60000

Potential Savings	\$0.00
Sub-Total	\$279.00
Tax	\$0.00
Total Due	\$279.00
Balance Due	\$279.00

Roto Rooter offers a warranty on all work unless otherwise specified. Please call Roto Rooter immediately for any workmanship or part defect. Roto Rooter's Warranty is void and Roto Rooter cannot be held liable monetarily or for any damage if another plumber is called to repair our warranty work. I authorize Roto-Rooter of St. Augustine to perform the described services and I agree to pay the amounts indicated upon completion. Additional/unforeseen work required are performed on a time and material basis unless quoted. Roto-Rooter is not responsible for unmarked, buried or concealed wires, pipes and sprinkler systems or landscaping, ceiling, wall and floor repairs, leaks and damages from defective or improper drains during drain cleaning. I agree to the terms listed on the authorization page.

This is to acknowledge completion of the above described work which has been done to my complete satisfaction and acknowledgement to the terms listed.

RECEIVED

By Tara Lee at 1:18 pm, Jun 03, 2026

USA TODAY CO.



ACCOUNT NAME		ACCOUNT #	INV DATE
Bannon Lakes Cdd - Gms		764131	05/31/26
INVOICE #	INVOICE PERIOD	CURRENT INVOICE TOTAL	
0007734105	May 1- May 31, 2026	\$254.88	
PREPAY (Memo Info)	UNAPPLIED (Included in amt due)	TOTAL CASH AMT DUE*	
\$0.00	\$0.00	\$254.88	

BILLING ACCOUNT NAME AND ADDRESS	PAYMENT DUE DATE: JUNE 30, 2026
Bannon Lakes Cdd - Gms 475 W Town Place, Ste 114 Saint Augustine, FL 32092	Legal Entity: USA TODAY Media Corp. Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited. All funds payable in US dollars.
BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com	
FEDERAL ID 47-2390983	
Save A Tree! USA TODAY Co. is going paperless. Enjoy the convenience of accessing your billing information anytime and pay online. To avoid missing an invoice, sign up today by going to https://gcil.my.site.com/financialservicesportal/s/ .	

Date	Description	Amount
5/1/26	Balance Forward	\$71.36
5/11/26	PAYMENT - THANK YOU	-\$71.36

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
5/5/26	12285823	SAG St Augustine Record	RFP Landscape Maint	RFP Landscape Maint	\$121.68
5/11/26	12272814	SAG St Augustine Record	Bannon Lakes May Mtg	Bannon Lakes May Mtg	\$67.28
5/14/26	12325102	SAG St Augustine Record	NOTICE OF QUALIFYING PERIOD FOR CANDIDATES		\$65.92

RECEIVED

By Tara Lee at 9:47 am, Jun 03, 2026

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$254.88
Service Fee 3.99%	\$10.17
*Cash/Check/ACH Discount	-\$10.17
*Payment Amount by Cash/Check/ACH	\$254.88
Payment Amount by Credit Card	\$265.05

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME		ACCOUNT NUMBER		INVOICE NUMBER		AMOUNT PAID
Bannon Lakes Cdd - Gms		764131		0007734105		
CURRENT DUE	30 DAYS PAST DUE	60 DAYS PAST DUE	90 DAYS PAST DUE	120+ DAYS PAST DUE	UNAPPLIED PAYMENTS	TOTAL CASH AMT DUE*
\$254.88	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$254.88
REMITTANCE ADDRESS (Include Account# & Invoice# on check)				TO PAY BY PHONE PLEASE CALL:		TOTAL CREDIT CARD AMT DUE
USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244				1-877-736-7612		\$265.05
				To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/		

0000764131000000000000077341050002548867173

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Bannon Lakes Cdd - Gms
475 W Town Place, Ste 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Govt Bids & Proposals, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 05/05/2026

SAG staugustine.com 05/05/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 05/05/2026

Legal Clerk/

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$121.68

Tax Amount: \$0.00

Payment Cost: \$121.68

Order No: 12285823

Customer No: 764131

PO #: RFP Landscape Maint

of Copies:

1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES AND NOTICE OF PUBLIC MEETING TO OPEN RFP RESPONSES

Notice is hereby given that Bannon Lakes Community Development District ("District") will accept proposals from all qualified companies interested in providing landscape and irrigation maintenance services. The project manual ("Project Manual") will be available beginning May 6, 2026, at 9:00 a.m. (EST). Please contact Katelyn Beach, District Recording Secretary, at kbeach@gmsnl.com for the project manual.

There will be a mandatory pre-proposal meeting on May 14, 2026 at 1:00 p.m. at the District's Amenity Center. Failure to attend will preclude the District's consideration of a proposal submitted by a non-attending proposer.

In order to submit a proposal, each proposer must (1) be authorized to do business in Florida, (2) hold all required state and federal licenses, including those with St. John County, in good standing, and (3) have at least three (3) years' experience with similar in size landscape maintenance projects. All proposers should acquire a copy of the Project Manual prior to the mandatory pre-proposal meeting.

Firms desiring to submit proposals must submit six (6) hard copies of the required proposal and one (1) Adobe PDF file on a flash drive, by hand delivery, UPS or FEDEX ONLY, no later than 1:00 p.m. (EST) on Monday, June 8, 2026, to the District Manager, c/o Governmental Management Services LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 ("District Manager's Office"). Proposals shall be submitted in a sealed package, shall bear the name of the proposer on the outside of the package and shall clearly identify the project as "Bannon Lakes Community Development District - Landscape and Irrigation Maintenance Services Proposal."

All proposals will be publicly opened at 1:05 p.m. (EST) on Monday, June 8, 2026, at the District Manager's Office. No official action will be taken at this meeting. It is held for the limited purpose of opening the proposals. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. Any person requiring special accommodations at this meeting should contact the District Manager's Office at (904) 940-5850 at least five calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Manager's Office.

All questions relative to this request for proposals shall be only directed in writing to Matt Blagetti at mblagetti@gmsnl.com and Katelyn Beach at kbeach@gmsnl.com. Questions must be submitted before 3:00 p.m. on Tuesday, May 18, 2026 (EST).

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Bannon Lakes Cdd - Gms
475 W Town Place, Ste 114

Saint Augustine FL 32092

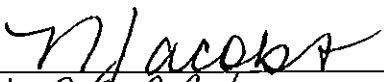
STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

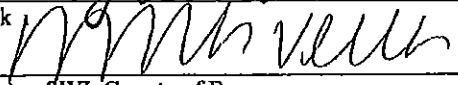
SAG St Augustine Record 05/11/2026
SAG staugustine.com 05/11/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 05/11/2026



Legal Clerk



Notary, State of WI, County of Brown

8.25.26

My commission expires

Publication Cost:	\$67.28	
Tax Amount:	\$0.00	
Payment Cost:	\$67.28	
Order No:	12272814	# of Copies:
Customer No:	764131	1
PO #:	Bannon Lakes May Mtg	

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF MEETING BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Bannon Lakes Community Development District will be held on **Tuesday, May 19, 2026 at 6:00 p.m. at the Bannon Lakes Amenity Center 435 Bannon Lakes Blvd, St. Augustine, Florida 32092**. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
James Oliver
District Manager

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Katelyn Beach
Bannon Lakes Cdd - Gms
475 W Town Place, Ste 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Govt Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 05/14/2026
SAG staugustine.com 05/14/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 05/14/2026

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$65.92
Tax Amount: \$0.00
Payment Cost: \$65.92
Order No: 12325102
Customer No: 764131

of Copies:
1

PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF QUALIFYING PERIOD FOR CANDIDATES FOR THE BOARD OF SUPERVISORS OF THE BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

Notice is hereby given that the qualifying period for candidates for the office of Supervisor of the Bannon Lakes Community Development District will commence at noon on June 8, 2026, and close at noon on June 12, 2026. Candidates must qualify for the office of Supervisor with the St. Johns County Supervisor of Elections located at 4455 Avenue A, Suite 101 St. Augustine, Florida 32095, Phone (904) 823-2238. All candidates shall qualify for individual seats in accordance with Section 99.061, Florida Statutes, and must also be a "qualified elector" of the District, as defined in Section 190.003, Florida Statutes. A "qualified elector" is any person at least 18 years of age who is a citizen of the United States, a legal resident of the State of Florida and of the District, and who is registered to vote with the St. Johns County Supervisor of Elections. Campaigns shall be conducted in accordance with Chapter 106, Florida Statutes. The Bannon Lakes Community Development District has three (3) seats up for election, specifically seats 2, 4 and 5. Each seat carries a four-year term of office. Elections are nonpartisan and will be held at the same time as the general election on November 3, 2026, and in the manner prescribed by law for general elections. For additional information, please contact the St. Johns County Supervisor of Elections.



Donovan Air, Electric & Plumbing
315 6th Avenue South
Jacksonville Beach, FL 32250
www.DonovanAC.com
904-241-3785

BILL TO

Bannon Lakes CDD Amenities Center
435 Bannon Lakes Boulevard
St. Augustine, FL 32095 USA

Approved 6/11/26
Jeff Johnson
Fitness center repairs
1.320.57200.60100

PROJECT
551099707

INVOICE DATE
Jun 10, 2026

JOB ADDRESS

Bannon Lakes CDD Amenities Center
435 Bannon Lakes Boulevard
St. Augustine, FL 32095 USA

Estimate number(s) 549092636
Completed Date: 6/9/2026

DESCRIPTION OF WORK

Spoke to Jeff about issue in fitness center. Said they have a really strong sewer gas odor Roto-Rooter was out and was supposed to do a smoke test, but their smoke machine does not work. He wanted to get a second opinion and see if smoke test was necessary. Upon entering fitness center there's a very strong smell of sewer gas. There is a men's and women restroom, both with floor drains and a utility room with a floor drain and mop sink. Smell is very strong in the utility room. No cleanout is present. Smoke test will have to be performed from the roof down the stack on the left side of the building. Emailed estimate to get approval for smoke test. Scheduled for June 10 12 to 4.

Returned and performed smoke test on fitness center clean out was located on left side of fitness center. Smoke test was performed from clean out. Started went inside and checked for smoke. Found none of the drains in the building were compromised. There was no smoke coming out of the stack while we were running. The machine opened up the attic access and found that the smoke was in the attic upon inspection found that the vent stack going out of the roof was never glued into the 2 inch PVC 90. Glued PVC stack in attic and continued to smoke test. Found no other issues with the vents or the drain. Emailed invoice for payment. PAYMENT DUE BY 06/19/26.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
PLMB-SMK	Smoke Test Drains and Vents *Repairs Not Included	1.00	\$785.00	\$785.00

RECEIVED

By Tara Lee at 10:12 am, Jun 11, 2026

POTENTIAL SAVINGS	\$118.00
SUB-TOTAL	\$785.00
TOTAL DUE	\$785.00
BALANCE DUE	\$785.00

Thank You For Choosing Donovan!
CUSTOMER AUTHORIZATION

This estimated price \$785.00 does not cover unforeseen parts or labor which may be needed after the work begins. Written customer authorization will be obtained before beginning any additional work. I authorize the performance of the work described herein. This invoice, including any applicable taxes, is due and payable upon completion of job.

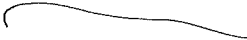


Sign here

Date 6/10/2026

CUSTOMER ACKNOWLEDGEMENT

I find and agree that all work performed by Donovan Air, Electric & Plumbing has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.



Sign here

Date 6/10/2026

KUTAK ROCK LLP**TALLAHASSEE, FLORIDA**

Telephone 404-222-4600

Facsimile 404-222-4654

Federal ID 47-0597598

June 11, 2026

Check Remit To:

Kutak Rock LLP

PO Box 30057

Omaha, NE 68103-1157

Mr. Jim Oliver
Bannon Lakes CDD
Governmental Management Services – St. Augustine
Suite 114
475 West Town Place
St. Augustine, FL 32092

Invoice No. 3760807
2723-1

Re: General Counsel

For Professional Legal Services Rendered

03/08/26	G. Lovett	0.50	140.00	Monitor legislative process relating to matters impacting special districts
03/09/26	W. Haber	0.50	137.50	Prepare demand letter regarding damage to CDD property
03/10/26	W. Haber	0.30	82.50	Confer with Biagetti regarding revisions to demand letter; review and revise same
03/17/26	W. Haber	1.50	412.50	Prepare for and participate in Board meeting
03/20/26	K. Jusevitch	0.10	12.50	Correspond with district manager regarding budget and election schedule
03/21/26	L. Whelan	0.50	192.50	Monitor legislative process relating to matters impacting special districts
03/25/26	A. Cox	0.50	62.50	Prepare resolution approving FY 2027 proposed budget and setting hearing
03/30/26	A. Cox	0.80	100.00	Prepare resolution approving FY 2027 proposed budget and setting hearing and resolution adopting FY 2027 budget

KUTAK ROCK LLP

Bannon Lakes CDD

June 11, 2026

Client Matter No. 2723-1

Invoice No. 3760807

Page 2

04/07/26	W. Haber	0.20	55.00	Review agenda for April meeting
04/10/26	A. Cox	0.40	50.00	Review and revise resolution approving FY 2027 proposed budget and setting hearing
04/21/26	W. Haber	2.70	742.50	Prepare for and participate in Board meeting
04/24/26	W. Haber	0.70	192.50	Review and revise RFP for landscape maintenance; confer with Biagetti regarding same
04/24/26	W. Haber	0.30	82.50	Review and respond to inquiry regarding assessment on commercial property

TOTAL HOURS 9.00

TOTAL FOR SERVICES RENDERED \$2,262.50

DISBURSEMENTS

Freight and Postage	44.61
Meals	7.97
Reproduction Costs	0.80
Travel Expenses	58.77

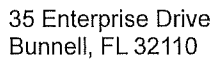
TOTAL DISBURSEMENTS 112.15

TOTAL CURRENT AMOUNT DUE \$2,374.65

UNPAID INVOICES:

February 26, 2026 Invoice No. 3703066 3,490.22

TOTAL DUE \$5,864.87



INVOICE

Invoice Number	1815
Invoice Date	06/01/26
Payment Terms	Net 30
PO Number	
Sales Rep	David Jackson

Bannon Lakes CDD
Bannon Lakes CDD
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Bannon Lakes CDD
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Description	Qty / UOM	Rate	Ext. Price	Amount
#376 - Landscape Maintenance 2025 June 2026				\$15,743.00
		Subtotal:		\$15,743.00
		Sales Tax:		\$0.00
		Invoice Total:		\$15,743.00
		Credits/Payments:		(\$0.00)
		Balance Due:		\$15,743.00

RECEIVED
By Tara Lee at 10:29 am, Jun 01, 2026

RECEIVED
By Tara Lee at 10:29 am, Jun 01, 2026

\$15,743.00

\$0.00

\$0.00

\$0.00

\$0.00



35 Enterprise Drive
Bunnell, FL 32110

INVOICE

Invoice Number 1840
Invoice Date 06/11/26
Payment Terms Net 30
PO Number
Sales Rep David Jackson

Approved 6/12/26
Jeff Johnson
Landscape Contingency
1.330.57200.46210

Bill To

Bannon Lakes CDD
Bannon Lakes CDD
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Property Address

Bannon Lakes CDD
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Description	Qty / UOM	Rate	Ext. Price	Amount
Prune palms and remove loose boots throughout the property.				
Palm Pruning - 06/11/2026				\$2,755.00
Palm Pruning, Medjools (Sub)	8.00 Each	\$125.00	\$1,000.00	
Palm Pruning, Sylvester (Sub)	3.00 Each	\$125.00	\$375.00	
Palm Pruning, Sabals (Sub)	23.00 Each	\$60.00	\$1,380.00	

RECEIVED

By Tara Lee at 7:51 am, Jun 12, 2026

Subtotal:	\$2,755.00
Sales Tax:	\$0.00
Invoice Total:	\$2,755.00
Credits/Payments:	(\$0.00)
Balance Due:	\$2,755.00

Current

\$18,498.00

1-30 Days
Past Due

\$0.00

31-60 Days
Past Due

\$0.00

61-90 Days
Past Due

\$0.00

90+ Days
Past Due

\$0.00

Project Manager Ivan Lamos

Matthews | **DCCM**

Engineering - Architecture - Planning - Surveying

Bannon Lakes CDD Government Management Services
Bernadette Peregrino
475 West Town Place
St. Augustine, FL 32092

June 05, 2026

Invoice # 195258

Project 0000002619.0000 24264.00 - Bannon Lakes CDD

This invoice includes charges for tasks performed for your project, including:

- CDD Coordination
- Traffic coordination meeting

Please call Ivan Lamos if you have any questions or concerns regarding your project.
For billing inquiries, please contact our Accounting Department.

Professional Services through May 31, 2026

Phase 0001 Engineering Services

	Hours	Rate	Amount	
Professional Engineer 1	4.50	180.00	810.00	
Total Labor				810.00
Total Due:				810.00

Billed to Date

	Current Due	Prior Billed	Billed to Date
Labor	810.00	15,043.75	15,853.75
Totals	810.00	15,043.75	15,853.75

RECEIVED

By Tara Lee at 10:24 am, Jun 11, 2026



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 6/11/2026
Invoice # 131295635931

Terms	Net 20
Due Date	7/1/2026
PO #	
Delivery Ticket #	Sales Order #1358038
Delivery Date	6/11/2026
Delivery Location	Bannon Lakes Pool
Customer #	13BAN025

Bill To
Riverside Management Services Bannon Lakes CDD 9655 Florida Minning Blvd West bldg 300 suite 305 Jacksonville FL 32257

Ship To
Bannon Lakes CDD 435 Bannon Lakes Blvd St. Augustine FL 32095

THANK YOU FOR YOUR BUSINESS!

Item ID	Item	Quantity	Units	Rate	Amount
115-300	Bleach Minibulk Delivered	500	gal	\$3.35	\$1,675.00
Fuel Surcharge	Fuel/EFS	1	ea	\$50.25	\$50.25

Approved 6/15/26
Jeff Johnson
Pool Chemicals
1.320.57200.45210

Subtotal \$1,725.25
Tax \$0.00
Total \$1,725.25
Amount Paid/Credit Applied \$0.00
Balance Due \$1,725.25

[Click Here to Pay Now](#)



RECEIVED
By Tara Lee at 8:19 am, Jun 15, 2026



131295635931



1707 Townhurst Drive
Houston, Texas 77043
800.858.7665
www.poolsure.com

05/18/2026

Dear Valued Customer,

As part of our ongoing commitment to maintaining consistent service levels and avoiding mid-year rate increases, we have worked diligently to absorb the majority of rising fuel costs since February. However, due to continued increases in operating fuel expenses, effective June 1st, 2026, Poolsure will implement a minor temporary fuel surcharge on deliveries and monthly water management/maintenance invoices.

This adjustment is necessary to help maintain the reliable service, responsiveness, and support our customers expect from our team.

Please know this surcharge is strictly temporary and will be removed as fuel costs stabilize.

We sincerely appreciate your continued trust, partnership, and understanding.

Sincerely,

Vincent Flaviani
Vice President of Sales

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 293
Invoice Date: 5/31/2026
Due Date: 5/31/2026
Case:
P.O. Number:

Bill To:
Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Assistant through May 2026 1.320.57200.34100	28	28.00	784.00
Alison Moring 6-15-26			

RECEIVED

By Tara Lee at 9:29 am, Jun 15, 2026

Total \$784.00

Payments/Credits \$0.00

Balance Due \$784.00

BANNON LAKES CDD

**RIVERSIDE MANAGEMENT SERVICES, INC.
FACILITY ASSISTANT INVOICE DETAIL**

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
28	Facility Assistant	\$ 28.00	\$ 784.00
	Covers May 2026		
	TOTAL DUE:		<u>\$ 784.00</u>

Facility Assistant 1.320.57200.34100

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
RIVERSIDE MANAGEMENT SERVICES, INC.
FACILITY ASSISTANT BILLABLE HOURS
THROUGH MAY 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/8/26	8.02	L.H.	Completed daily checklist and returned calls and emails
5/17/26	1.08	S.S.	Completed daily checklist and returned calls and emails
5/22/26	0.78	E.M.	Completed daily checklist and returned calls and emails
5/23/26	6	E.M.	Completed daily checklist and returned calls and emails
5/24/26	6.05	E.M.	Completed daily checklist and returned calls and emails
5/31/26	6.07	S.S.	Completed daily checklist and returned calls and emails
TOTAL	<u>28</u>		



Bio-Tech Consulting

An EnviroTrac Company

3025 E. South Street | Orlando, FL 32803
(407) 894-5969 | info@btc-inc.com
(877) 894-5969 | www.bio-techconsulting.com

Invoice

Invoice #: 190026

Invoice Date: 5/31/2026

Project Manager: JM

Project #: 979-01 Ban...

Contract #: 23-834

Bill To:

Bannon Lakes CDD
475 West Town Place
#114
St. Augustine, FL 32092

Project Name: Bannon Lakes
(23-834)

Terms:

Net 30

Date	Item #	Description	Contrac...	Prev Amt	Rate	Qty	Total %	Amount
4/23/2026	50-00	Baseline Mitigation Monitoring	2,800.00	2,800.00	2,800.00	0	100.00%	0.00
	50-01	Baseline Mitigation Monitoring Report	1,600.00	1,600.00	1,600.00	0	100.00%	0.00
	50-04	Annual Mitigation Monitoring	4,800.00	1,600.00	1,600.00	1	66.67%	1,600.00
	50-06	Annual Mitigation Monitoring Report	3,600.00	1,200.00	1,200.00	0	33.33%	0.00
	20-11	SJR WMD - On Site Meeting	4,800.00	1,200.00	1,200.00	0	25.00%	0.00
	65-00	General Coordination	3,200.00	1,200.00	3,200.00	0	37.50%	0.00

Invoice Total \$1,600.00

Payments/Credits \$0.00

Current Charges \$1,600.00

Outstanding Balance \$1,600.00

We appreciate your business!

RECEIVED

By Tara Lee at 9:47 am, Jun 22, 2026



3025 E. South Street | Orlando, FL 32803
(407) 894-5969 | info@btc-inc.com
(877) 894-5969 | www.bio-techconsulting.com

Contract #: 24-1403

Terms: Net 30

Outstanding Balance \$1,050.00

By Tara Lee at 9:55 am, Jun 22, 2026



Bio-Tech Consulting

An EnviroTrac Company

3025 E. South Street | Orlando, FL 32803

(407) 894-5969 | info@btc-inc.com

(877) 894-5969 | www.bio-techconsulting.com

Invoice

Invoice #: 190027

Invoice Date: 5/31/2026

Project Manager: JM

Project #: 979-01 Ban...

Contract #: 23-861

Bill To:

Bannon Lakes CDD
475 W. Town Pl
Suite 114
St Augustine, FL 32092

Project Name: Bannon Lakes Mon & Maint
(23-861)

Terms:

Net 30

Date	Item #	Description	Contrac...	Prev Amt	Rate	Qty	Total %	Amount
	77-04	Planting - Upland Buffers	15,000.00	15,000.00	15,000.00	0	100.00%	0.00
4/23/2026	50-04	Annual Mitigation Monitoring	12,000.00	4,800.00	2,400.00	1	60.00%	2,400.00
	50-06	Annual Mitigation Monitoring Report	9,000.00	3,600.00	1,800.00	0	40.00%	0.00
	75-21	Quarterly Maintenance - Mitigation Areas	21,600.00	21,600.00	5,400.00	0	100.00%	0.00
5/12/2026	75-22	Bi-Annual Maintenance - Mitigation Areas	19,200.00	4,800.00	2,400.00	1	37.50%	2,400.00
	20-11	SJR WMD - On Site Meeting	6,000.00	2,400.00	1,200.00	0	40.00%	0.00
	26-43	ACOE - On Site Meeting	1,200.00		1,200.00	0	0.00%	0.00
	65-00	General Coordination	0.00			0		0.00

Invoice Total \$4,800.00

Payments/Credits \$0.00

Current Charges \$4,800.00

Outstanding Balance \$4,800.00

We appreciate your business!

RECEIVED

By Tara Lee at 9:49 am, Jun 22, 2026



Donovan Air, Electric & Plumbing
315 6th Avenue South
Jacksonville Beach, FL 32250
www.DonovanAC.com
904-241-3785

Approved 6/23/26
Jeff Johnson
Repairs and Maintenance
1.320.57200.60000

BILL TO

Bannon Lakes CDD Amenities Center
435 Bannon Lakes Boulevard
St. Augustine, FL 32095 USA

INVOICE
560782376

INVOICE DATE
Jun 22, 2026

JOB ADDRESS

Bannon Lakes CDD Amenities Center
435 Bannon Lakes Boulevard
St. Augustine, FL 32095 USA

Completed Date: 6/22/2026
Payment Term: Due Upon Receipt
Due Date: 6/22/2026

DESCRIPTION OF WORK

Arrived and was greeted by Jeff that showed me location of equipment and he mentioned that when he got on site just before me, he found the outdoor disconnect shut off and he flipped it on.

We turned the system on, and I checked operation and found that it is running fine. Jeff explained that they have had ongoing issues every year with all of the other systems except for the one that I looked at. We both believe that the issue today was the disconnect being off. Jeff said the other systems are working fine at this time and he would like us to be the main company that comes out and takes care of everything when necessary. System is running normal at this time. Also checked filter filters and drain while on site.

TASK	DESCRIPTION	QTY	PRICE	TOTAL
Residential Dispatch Fee	Residential Dispatch Fee	1.00	\$110.00	\$110.00

RECEIVED
By Tara Lee at 9:47 am, Jun 23, 2026

POTENTIAL SAVINGS	\$51.00
SUB-TOTAL	\$110.00
TOTAL DUE	\$110.00
BALANCE DUE	\$110.00

Thank You For Choosing Donovan!

CUSTOMER AUTHORIZATION

This estimated price \$110.00 does not cover unforeseen parts or labor which may be needed after the work begins. Written customer authorization will be obtained before beginning any additional work. I authorize the performance of the work described herein. This invoice, including any applicable taxes, is due and payable upon completion of job.

Sign here

Date 6/22/2026

CUSTOMER ACKNOWLEDGEMENT

I find and agree that all work performed by Donovan Air, Electric & Plumbing has been completed in a satisfactory and workmanlike manner. I have been given the opportunity to address concerns and/or discrepancies in the work provided, and I either have no such concerns or have found no discrepancies or they have been addressed to my satisfaction. My signature here signifies my full and final acceptance of all work performed by the contractor.

Sign here

Date 6/22/2026

By Tara Lee at 12:53 pm, Jun 22, 2026

**FREEDOM
PEST CONTROL**



3600 Peoria Rd. Ste 205 | Orange Park, FL 32065
904-272-2847 | info@freedompestcontrol.com

Approved 6/18/26
Jeff Johnson
Pest Control
1.320.57200.54500

Service Slip/Invoice

INVOICE: 1237021
DATE: 06/18/2026
ORDER: 1237021

Bill To: [106210]

Bannon Lakes CDD
Bannon Lakes Resident's Club
435 B Bannon Lakes Blvd
St. Augustine, FL 32092

Work

Location: [106210] 904-907-1100

Bannon Lakes CDD
Bannon Lakes Resident's Club
435 B Bannon Lakes Blvd
St. Augustine, FL 32092

Work Date	Time	Target Pest	Technician	Time In
06/18/2026			2MARCUS	08:41 AM
			Marcus Lopez	
Purchase Order	Terms	Last Service	Map Code	Time Out
	DUE UPON RECEIPT	06/18/2026		10:12 AM
			Lic:JE278424	

Service	Description	Price
MONTHLY	Monthly Pest Control	\$160.00
RODENT	Rodent Control	\$100.00
SUBTOTAL		\$260.00
TAX		\$0.00
AMT. PAID		\$0.00
TOTAL		\$260.00
AMOUNT DUE		\$260.00

RECEIVED

By Tara Lee at 1:35 pm, Jun 18, 2026

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.



35 Enterprise Drive
Bunnell, FL 32110

INVOICE

Invoice Batch Number 1843
Invoice Date 05/31/26
Payment Terms Net 30
PO Number
Sales Rep David Jackson

Approved 6/20/26
Jeff Johnson
Irrigation Repairs
1.330.53800.46400

Bill To

Bannon Lakes CDD
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

RECEIVED

By Tara Lee at 9:56 am, Jun 22, 2026

Description	Qty / UOM	Rate	Ext. Price	Amount
Service Location: Bannon Lakes CDD				
Irrigation system repairs.				
Leak @ the Tennis Courts called in by Jeff Johnson				
Irrigation Repair- Capped both sides of drip line where it was leaking				
Scott Martin 05/08/2026 11:53 AM				
Billable Irrigation - 05/08/2026				
Labor - 05/08/26	2.90 Hrs	\$45.00	\$130.50	
Rain Bird XF Coupling 17 mm (Material)	2.00 ea	\$0.48	\$0.95	
Sch 40 PVC Cap 1/2 in. FIPT (Material)	2.00 ea	\$0.99	\$1.99	
Irrigation system repairs.				
Sprinkler Repairs at Amenity Center				
Rowan Graham 05/13/2026 10:13 AM				
Billable Irrigation - 05/13/2026				
Labor - 05/13/26	0.79 Hrs	\$45.00	\$35.55	

Hunter PRO Nozzle 12 ft. Radius Half Circle 12 ft. 180 Degree (Material)	2.00	ea	\$1.20	\$2.41
Rain Bird 1806 Spray Body NSI 6 in. Pop Up No Side Inlet (Material)	2.00	ea	\$5.60	\$11.20
Hunter MP Rotator MP3000 Nozzle 22 ft. - 30 ft. 210 Degree - 270 Degree (Material)	1.00	ea	\$8.30	\$8.30
Rain Bird 5004 Part-Circle Non-Potable Rotor 4 in. Riser (Material)	1.00	ea	\$19.73	\$19.73
Irrigation system repairs.				
Repair main line break @ valves				
Scott Martin 05/14/2026 1:19 PM				
Billable Irrigation - 05/14/2026				
Labor - 05/14/26	1.33	Hrs	\$45.00	\$59.85
Rowan Graham 05/14/2026 1:19 PM				
Billable Irrigation - 05/14/2026				
Labor - 05/14/26	1.32	Hrs	\$45.00	\$59.40
Irrigation system repairs.				
Repair on valve				
Rowan Graham 05/15/2026 7:55 AM				
Billable Irrigation - 05/29/2026				
Labor - 05/15/26	1.33	Hrs	\$45.00	\$59.85
Scott Martin 05/15/2026 3:08 PM				

Turn meter back on for mainline. Check for leaks and ran flower zone. Controller back on

Scott Martin 05/15/2026 3:07 PM

Billable Irrigation - 05/15/2026

Labor - 05/15/26	1.44	Hrs	\$45.00	\$64.80
Sch 40 PVC Male Adapter 2 in. MIPT x Socket (Material)	1.00	ea	\$1.78	\$1.78
Sch 40 PVC 90 Degree Elbow 2 in. Socket (Material)	3.00	ea	\$2.76	\$8.27
PVC Pipe 2 in. x 20 ft. Schedule 40 Bell End (Priced per ft.) (Material)	4.00	FT	\$1.34	\$5.38

Irrigation system repairs. Installing

valve box at Bannon Lakes

Rowan Graham 05/18/2026 9:53 AM

Billable Irrigation - 05/18/2026

Labor - 05/18/26	0.47	Hrs	\$45.00	\$21.15
NDS Standard Valve Box Black Box/Purple Lld Retangle 14 in. x 19 in. x 12 in. Overlapping RW (Material)	1.00	ea	\$56.17	\$56.17

Irrigation system repairs.

Repairs on entry way

Rowan Graham 05/18/2026 10:24 AM

Billable Irrigation - 05/18/2026

Labor - 05/18/26	0.68	Hrs	\$45.00	\$30.60
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Rowan Graham 05/19/2026 11:08 AM

Billable Irrigation - 05/19/2026

Labor - 05/19/26	3.31	Hrs	\$45.00	\$148.95
Hunter Pro-Spray 6 in. Pop Up No Side Inlet (Material)	9.00	ea	\$5.00	\$44.98

Hunter MP Rotator MP3000 Nozzle 22 ft. - 30 ft. 210 Degree - 270 Degree (Material)	3.00	ea	\$8.30	\$24.91	
Hunter MP Rotator MP2000 Nozzle 13 ft. - 21 ft. Radius 90 Degree - 210 Degree 13 ft. - 21 ft. 90 Degree - 210 Degree (Material)	7.00	ea	\$8.30	\$58.11	
Irrigation system repairs.					
Repair at Amenity Center					
Rowan Graham 05/26/2026 11:27 AM					
Billable Irrigation - 05/26/2026					
Labor - 05/26/26	0.38	Hrs	\$45.00	\$17.10	
Total for Bannon Lakes CDD					\$871.93
				Invoice Subtotal:	\$871.93
				Sales Tax:	\$0.00
				Invoice Total:	\$871.93
				Credits/Payments:	\$0.00
				Balance Due:	\$871.93



HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.

2801 Dawn Road, Jacksonville FL 32207

Phone: 904-448-1962 Website: www.thigpenac.com

License # CACO56726 | CACO56729 | CN208226

INVOICE : 0023225

Bill To : 122663
Bannon Lakes Amenity Center 435 Bannon Lakes Blvd Saint Augustine, FL 32095

Invoice Date : 06/16/2026	Install Date : 06/26/2017
Service Order : 048277	Page : 1 of 1
Serviced At : 122663	
Bannon Lakes Amenity Center 435 Bannon Lakes Blvd Saint Augustine, FL 32095	

Contact	Telephone	Call Type	Customer PO	Terms
Jeff Johnson	(904)660-3669	CSVC		DUE UPON RECEIPT

Service Comments :

06/12/2026, P.R. On arrival found TRANE M/N TWE090E300AA S/N 17033NJABA. Not cooling. No call for cooling. Found broken spade terminal inside air handler, powering control module. put new connections on control module. System is running at this time.

Description	Mfg Name	Model	Serial No
Air Handler	MISC	TWE090E300AA	17033NJABA
Total Labor for Unit			0.00
Qty	Description	Price	Extended
1	Commercial Diagnostic	179.00	179.00
1	Commercial Environmental Fee	20.00	20.00
1	LOCATE HIGH/LOW VOLTAGE SHORT/OPEN LEVEL 1	122.00	122.00
Total Parts for Unit			321.00

Approved 6/17/26
Jeff Johnson
Repairs & Maintenance
1.320.57200.60000

RECEIVED
By Tara Lee at 3:41 pm, Jun 17, 2026

PLEASE REMIT TO:

Thigpen Heating & Cooling, Inc

2801 Dawn Road

Jacksonville, FL 32207

Materials:	321.00
Misc:	0.00
Trip Charge:	0.00
Labor:	0.00
Subtotal:	321.00
Sales Tax:	0.00
Total:	321.00 USD
Balance Due:	321.00 USD

THIGPEN

HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.

2801 Dawn Road, Jacksonville FL 32207

Phone: 904-448-1962 Website: www.thigpenac.com

License # CACO56726 | CACO56729 | CN208226

INVOICE : 0023263

Bill To : 122663
Bannon Lakes Amenity Center 435 Bannon Lakes Blvd Saint Augustine, FL 32095

Invoice Date : 06/17/2026	Install Date : 06/26/2017
Service Order : 048233	Page : 1 of 2
Serviced At : 122663	
Bannon Lakes Amenity Center 435 Bannon Lakes Blvd Saint Augustine, FL 32095	

Contact	Telephone	Call Type	Customer PO	Terms
Jeff Johnson	(904)660-3669	CSVC		DUE UPON RECEIPT

Service Comments :

6/11/26 TK- Found unit tripped on low pressure. Reset system and operations were normal. Paul has been fighting this issue for a while and finally caught the fitness center when it failed. He determined that the blower delay on relay was intermittently failing. Bypassed delay on relay and cycled blower on and off several times. Operations are normal at this time.

Description	Mfg Name	Model	Serial No
Condenser	MISC	14HPX036-230-21	1917B03797

Description	Mfg Name	Model	Serial No
Air Handler	MISC	CBX25UH-036-230-10	1717B34977

Qty	Description	Price	Extended
1	Commercial Diagnostic	179.00	179.00
1	Commercial Environmental Fee	20.00	20.00
	Total Parts for Unit		199.00
	Total Labor for Unit		0.00

APPROVED
Jeff Johnson
Repairs and Maintenance
1.320.57200.60000

RECEIVED

By Tara Lee at 12:54 pm, Jun 18, 2026

See Over < 2 >

THIGPEN

HEATING & COOLING, INC.

Since 1962

Please remit payment to:

Thigpen Heating and Cooling, Inc.
 2801 Dawn Road, Jacksonville FL 32207
 Phone: 904-448-1962 Website: www.thigpenac.com
 License # CACO56726 | CACO56729 | CN208226

INVOICE : 0023263

Bill To : 122663
Bannon Lakes Amenity Center 435 Bannon Lakes Blvd Saint Augustine, FL 32095

Invoice Date : 06/17/2026	Install Date : 06/26/2017
Service Order : 048233	Page : 2 of 2
Serviced At : 122663	
Bannon Lakes Amenity Center 435 Bannon Lakes Blvd Saint Augustine, FL 32095	

Contact	Telephone	Call Type	Customer PO	Terms
Jeff Johnson	(904)660-3669	CSVC		DUE UPON RECEIPT

PLEASE REMIT TO: Thigpen Heating & Cooling, Inc 2801 Dawn Road Jacksonville, FL 32207
--

Materials:	199.00
Misc:	0.00
Trip Charge:	0.00
Labor:	0.00
Subtotal:	199.00
Sales Tax:	0.00
Total:	199.00 USD
Balance Due:	199.00 USD



Bio-Tech Consulting

An EnviroTrac Company

3025 E. South Street | Orlando, FL 32803
(407) 894-5969 | info@btc-inc.com
(877) 894-5969 | www.bio-techconsulting.com

Invoice

Invoice #: 188649

Invoice Date: 2/28/2026

Project Manager: JM

Project #: 979-01 Ban...

Contract #: 26-043

Bill To:

Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Project Name: Bannon Lakes
(26-043)

Terms:

Net 30

Date	Item #	Description	Contrac...	Prev Amt	Rate	Qty	Total %	Amount
1/14/2026	76-04	Clearing - Mitigation Areas	1,250.00		1,250.00	1	100.00%	1,250.00

Invoice Total \$1,250.00

Payments/Credits \$0.00

Current Charges \$1,250.00

Outstanding Balance \$1,250.00

We appreciate your business!

RECEIVED

By Tara Lee at 3:04 pm, Jun 23, 2026



HIGH TECH

COMMERCIAL CLEANING

Invoice

Date

Invoice #

7/1/2026

267787

Bill To

Bannon Lakes CDD
Attn: Jeff Johnson
435 Bannon Lakes Blvd
St Augustine, FL 32095

Please Remit Payment To:

NewVenture of Jacksonville, Inc.
DBA High Tech Commercial Cleaning
8130 Baymeadows Circle W., #306
Jacksonville, FL 32256-1837

Questions about billing?

904-224-0770, 904-507-5020 fax, accounting@htccleaning.com

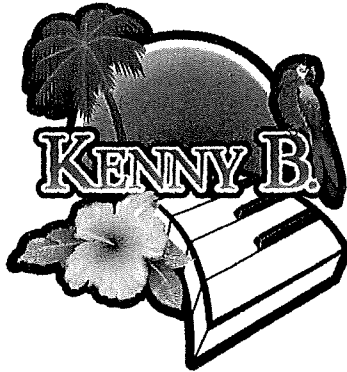
Questions about service?

Jacksonville area 904-732-7270 ~ Daytona area 386-760-2677

TERMS: NET 10

Quantity	Description	Rate	Amount
	FEE FOR JANITORIAL SERVICE: Month of July 2026 Bannon Lakes CDD 435 Bannon Lakes Blvd St Augustine, FL 32259 FL DR-14 85-8017166046C-0 Expires 01/31/2027 Billing on behalf of High Tech Commercial Cleaning franchisee, Everett Weatherspoon Approved 6/19/26 Jeff Johnson Janitorial Maintenance 1.320.57200.45300 RECEIVED <i>By Tara Lee at 8:44 am, Jun 22, 2026</i>	847.00	847.00
Thank you for your business.		Total	\$847.00

(Pool Party) Special Events
1.320.57200.49400
Approved Emily Wright 6.9.26



March 2, 2026

Invoice #07112026

Bill To: Bannon CDD
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Contact: Emily Wright
904-907-1100

Date of Service: July 11th, 2026, "Pool Party"

Location: Bannon Lakes
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

11 am – 2 pm (Saturday)

Amount Due: \$375.00
(Net 7 from date of service)

Payable To: Kenneth Baxley
Mailing: 118 Minwill Cir
Georgetown, FL 32139

RECEIVED

By Tara Lee at 7:53 am, Jun 12, 2026

INVOICE

QUICK CATCH INC

12627 San Jose Blvd Suite 205
Jacksonville, FL 32223

admin@quick-catch.com
+1 (904) 859-6585
www.quick-catch.com

Approved 7/1/26
Jeff Johnson
Nuisance Animal Control
1.320.57200.54510



Bill to

Bridge Bay at Bannan Lakes c/o Bannan
Lakes CDD
2695 Dobbs Road St. Augustine, FL 32086

Ship to

Bridge Bay at Bannan Lakes c/o Bannan
Lakes CDD
2695 Dobbs Road St. Augustine, FL 32086

Invoice details

P.O. Number: OSKX

Invoice no.: 38969

Terms: Net 14

Invoice date: 07/01/2026

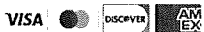
Due date: 07/15/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		WILDLIFE MANAGEMENT	-Continuous hog removal program to include use of traps, archery equipment, and discreet suppressed rifle use (when needed) -Deer management program (only during deer season Sept 19th-Jan 24th) discreet removal of excess deer to maintain proper herd health using archery equipment -Misc. non target animal trapping when interfering with our bait/trap sites -Any animal trapped under the management plan. There is a per animal removal fee \$95	1	\$249.00	\$249.00

Total

\$249.00

Ways to pay



Note to customer

Bridge Bay Sales Center
Terri Fawcett
23 Bridge Oak Lane
Saint Augustine, FL 32095

RECEIVED

By Tara Lee at 8:28 am, Jul 01, 2026

[View and pay](#)

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 294
Invoice Date: 6/17/2026
Due Date: 6/17/2026
Case:
P.O. Number:

Bill To:
Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance May 1 - May 31, 2026	160	45.00	7,200.00
Approved 6/22/26 Jeff Johnson Facility Maintenance 1.320.57200.45100 \$3333.00 Grounds Maintenance 1.330.53800.46100 \$1633.00 Repairs and Maintenance 1.320.57200.60000 \$2234.00			
Alison Morsing 6-24-26			

Total \$7,200.00

Payments/Credits \$0.00

Balance Due \$7,200.00

RECEIVED

By Tara Lee at 12:06 pm, Jun 24, 2026

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MAY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/1/26	8	T.W.	Cleaned event field, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, checked all emergency equipment, checked pool water levels and chemicals, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, restocked fitness center and pool bathrooms, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/4/26	8	T.W.	Event field maintenance, checked pool water levels and chemicals straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, walkways and courts, restocked the bathrooms, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/5/26	8	T.W.	Pressure washed clubhouse walkways, event field maintenance, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, blew leaves and debris off pool deck, patio, courts, walkways and parking lot, checked pool water levels and chemicals, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, raked cart park and playground
5/6/26	8	T.W.	Fixed broken pool gate, washed and straightened and organized pool deck and patio furniture, raked playground and cart park area, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, checked pool water levels and chemicals, removed debris for roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/7/26	8	T.W.	Reworked pond banks, fixed clubhouse entrance door hinges, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, straightened and organized pool deck and patio furniture, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemical
5/8/26	8	T.W.	Removed wasp nest from playground, level pot holes in event field, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, raked the playground and cart park, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/11/26	8	T.W.	Straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemicals

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MAY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/12/26	8	T.W.	Clubhouse equipment bathrooms, pool and fitness bathroom walls wiped down, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, restocked bathrooms in fitness center and pool, checked pool water levels and chemicals, raked playground and cart park, removed debris from pond and street, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/13/26	8	T.W.	Built portable library for clubhouse, golf cart maintenance, organized and washed pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemicals
5/14/26	8	T.W.	Replaced lights at clubhouse, sprayed building for spiders, straightened and organized pool deck and patio furniture, raked cart park and playground, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water level and chemicals, reset fitness center and clubhouse, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/15/26	8	T.W.	Fixed patio fan and clubhouse air conditioner unit, repair damage in men's and women's pool bathroom, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, raked playground and cart park, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/18/26	8	T.W.	Began installing new dog gate screens, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, restocked fitness center and pool bathrooms, raked playground and cart park, checked pool water levels and chemicals, removed debris for roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/19/26	8	T.W.	Moped men's bathroom floor, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, restocked fitness center and pool bathrooms, raked playground and cart park, checked pool water levels and chemicals, removed debris for roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/20/26	8	T.W.	Rebuilt clubhouse handrails, washed all furniture on pool deck and patio, blew leaves and debris off parking lot, courts, walkways, pool deck and patio, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, checked pool water levels and chemicals, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed all trash receptacles, emptied and restocked dog waste receptacles

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF MAY 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
5/21/26	8	T.W.	Sprayed building for spiders and mold, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels chemicals, raked playground and cart park, restocked bathrooms at pool and fitness center, removed debris around pond and roadways, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/22/26	8	T.W.	Sprayed the grounds with pest repellent, fixed clubhouse house lighting, blew leaves and debris off parking lot, courts, walkways, pool deck and patio, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, checked pool water levels and chemicals, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed all trash receptacles, emptied and restocked dog waste receptacles
5/26/26	8	T.W.	Washed, organized and straightened pool deck and patio furniture, reset clubhouse and fitness center, raked cart park and playground, blew leaves and debris off pool deck, patio, courts and walkways, restocked pool and fitness center bathrooms, checked pool water levels and chemicals, removed smell from fitness center, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/27/26	8	T.W.	Fixed pool bathroom lights, fixed fitness center drain problem, cleaned fitness center, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, blew leaves and debris off pool deck, patio, courts and walkways
5/28/26	8	T.W.	Removed three deceased ducks, washed doors and walls in clubhouse and bathrooms, washed, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, raked playground and cart park, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
5/29/26	8	T.W.	Washed clubhouse windows, washed fitness center walls, washed, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, checked pool water levels and chemicals, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles

TOTAL 160

MILES 0

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-

Envera

4724 Lena Rd.
Bradenton, FL 34211
(941) 556-7066

Approved 7/1/26
Jeff Johnson
Security
1.320.57200.34500

Invoice

Invoice Number 771126	Date 07/01/2026
Customer Number 400558	Due Date 08/01/2026

Page: 1

Customer Name	Customer Number	PO Number	Invoice Date	Due Date
Bannon Lakes CDD	400558		07/01/2026	08/01/2026

Quantity	Description	Months	Rate	Amount
<i>3047 - CCTV - Bannon Lakes CDD - Bannon Lakes Blvd, Saint Augustine, FL</i>				
1.00	Active Video Monitoring 08/01/2026 - 08/31/2026	1.00	\$206.00	\$206.00
1.00	Passive Standard Camera 08/01/2026 - 08/31/2026	1.00	\$128.75	\$128.75
1.00	Service & Maintenance 08/01/2026 - 08/31/2026	1.00	\$239.84	\$239.84
Subtotal:				\$574.59
Tax				\$0.00
Payments/Credits Applied				\$0.00
Invoice Balance Due:				\$574.59

RECEIVED*By Tara Lee at 8:26 am, Jul 02, 2026*

Date	Invoice #	Description	Amount	Balance Due
7/1/2026	771126	Monitoring Services	\$574.59	\$574.59

Envera

4724 Lena Rd.
Bradenton, FL 34211
(941) 556-7066

Invoice

Invoice Number 771126	Date 07/01/2026
Customer Number 400558	Due Date 08/01/2026

Net Due: \$574.59**Amount Enclosed:** _____

Bannon Lakes CDD
C/O Governmental Mgmt Serv
475 W Town Pl., Ste 114
Saint Augustine, FL 32092

REMIT TO:

Envera
PO Box 2086
Hicksville, NY 11802

Governmental Management Services, LLC

475 West Town Place, Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 147

Invoice Date: 7/1/26

Due Date: 7/1/26

Case:

P.O. Number:

Bill To:

Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL

Description	Hours/Qty	Rate	Amount
Management Fees - July 2026		4,831.17	4,831.17
Website Administration - July 2026		117.92	117.92
Information Technology - July 2026		176.92	176.92
Dissemination Agent Services - July 2026		835.75	835.75
Office Supplies		1.20	1.20
Postage		105.30	105.30
Copies		152.40	152.40
Telephone		29.22	29.22

Total \$6,249.88**Payments/Credits** \$0.00**Balance Due** \$6,249.88**RECEIVED***By Tara Lee at 11:44 am, Jul 08, 2026*

MAKE CHECK PAYABLE TO:


The Lake Doctors, Inc.
Aquatic Management Services
Post Office Box 162134
Altamonte Springs, FL 32716
(904) 262-5500

PLEASE FILL OUT BELOW IF PAYING BY CREDIT CARD



CARD NUMBER	EXP. DATE
SIGNATURE	AMOUNT PAID

ADDRESSEE

☐ Please check if address below is incorrect and indicate change on reverse side

BANNON LAKES CDD
Diana Lambert
475 W Town Place
Suite 114
St Augustine, FL 32092

ACCOUNT NUMBER	DATE	BALANCE
723475	7/1/2026	\$820.00

The Lake Doctors
Post Office Box 162134
Altamonte Springs, FL 32716

0000000011652200100000003863990000008200065

Please return this invoice with your payment and
notify us of any changes to your contact information.

BANNON LAKES CDD

435 Bannon Lakes Blvd, St Augustine, FL St Augustine, FL 32092

Invoice Due Date 7/11/2026

Invoice 386399B

PO #

Invoice Date	Description	Quantity	Amount	Tax	Total
7/1/2026	Water Management - Monthly		\$820.00	\$0.00	\$820.00

Please remit payment for this month's invoice.

Approved 7/1/26
Jeff Johnson
Lake Maintenance
1.330.53800.46800

RECEIVED

By Tara Lee at 11:23 am, Jul 01, 2026

Please provide remittance information when submitting payments,
otherwise payments will be applied to the oldest outstanding invoices.

Credits	\$0.00
Adjustment	\$0.00

AMOUNT DUE

Total Account Balance including this invoice:

\$820.00

This Invoice Total:

\$820.00

Click the "Pay Now" link to submit payment by ACH

Customer #: 723475
Portal Registration #: 0F4EFD82
Customer E-mail(s): jjohnson@rmsnf.com
Customer Portal Link: www.lakedoctors.com/contact-us/

Corporate Address
4651 Salisbury Rd, Suite 155
Jacksonville, FL 32256

Set Up Customer Portal to pay invoices online, set up recurring payments, view payment history, and edit contact information

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 295
Invoice Date: 7/1/2026
Due Date: 7/1/2026
Case:
P.O. Number:

Bill To:

Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
1.320.57200.45200 - Pool Maintenance Services - July 2026		1,238.75	1,238.75
1.320.57200.46001 - Contract Administration - July 2026		2,500.00	2,500.00
1.320.57200.34000 - Facility Management - Bannon Lakes - July 2026		6,788.92	6,788.92
Alison Moring 7-6-26			

Total \$10,527.67

Payments/Credits \$0.00

Balance Due \$10,527.67

RECEIVED

By Tara Lee at 11:29 am, Jul 07, 2026

USA TODAY CO.



ACCOUNT NAME Bannon Lakes Cdd - Gms		ACCOUNT # 764131	INV DATE 06/30/26
INVOICE # 0007778717	INVOICE PERIOD Jun 1- Jun 30, 2026	CURRENT INVOICE TOTAL \$550.64	
PREPAY (Memo Info) \$0.00	UNAPPLIED (included in amt due) \$0.00	TOTAL CASH AMT DUE* \$550.64	

BILLING ACCOUNT NAME AND ADDRESS
Bannon Lakes Cdd - Gms
475 W Town Place, Ste 114
Saint Augustine, FL 32092

PAYMENT DUE DATE: JULY 31, 2026

Legal Entity: USA TODAY Media Corp.
Terms and Conditions: Past due accounts are subject to interest at the rate of 18% per annum or the maximum legal rate (whichever is less). Advertiser claims for a credit related to rates incorrectly invoiced or paid must be submitted in writing to Publisher within 30 days of the invoice date or the claim will be waived. Any credit towards future advertising must be used within 30 days of issuance or the credit will be forfeited.
All funds payable in US dollars.

BILLING INQUIRIES/ADDRESS CHANGES 1-877-736-7612 or smb@usatodayco.com **FEDERAL ID** 47-2390983

Immediate Action Required: Enroll in E-Invoicing. USA TODAY Co. has discontinued mailed invoices as we move to paperless billing.
If you received this by mail, enroll today to avoid invoice delivery interruption:
<https://gcil.my.site.com/financialservicesportal/s/e-invoicing>.

Date	Description	Amount
6/1/26	Balance Forward	\$254.88
6/16/26	PAYMENT - THANK YOU	-\$254.88

Package Advertising:

Start-End Date	Order Number	Product	Description	PO Number	Package Cost
6/8/26	12372632	SAG St Augustine Record	Notice of Meeting & Workshop		\$71.36
6/9/26	12372491	SAG St Augustine Record	Notice of Rule Development		\$99.92
6/16/26	12372570	SAG St Augustine Record	Notice of Rule Making		\$157.04
6/23/26-6/30/26	12372661	SAG St Augustine Record	Notice of Budget Hearing		\$222.32

RECEIVED

By Tara Lee at 1:18 pm, Jul 07, 2026

As an incentive for customers, we provide a discount off the total invoice cost equal to the 3.99% service fee if you pay with Cash/Check/ACH. Pay by Cash/Check/ACH and Save!

Total Cash Amount Due	\$550.64
Service Fee 3.99%	\$21.97
*Cash/Check/ACH Discount	-\$21.97
*Payment Amount by Cash/Check/ACH	\$550.64
Payment Amount by Credit Card	\$572.61

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

ACCOUNT NAME Bannon Lakes Cdd - Gms		ACCOUNT NUMBER 764131		INVOICE NUMBER 0007778717		AMOUNT PAID
CURRENT DUE \$550.64	30 DAYS PAST DUE \$0.00	60 DAYS PAST DUE \$0.00	90 DAYS PAST DUE \$0.00	120+ DAYS PAST DUE \$0.00	UNAPPLIED PAYMENTS \$0.00	TOTAL CASH AMT DUE* \$550.64
REMITTANCE ADDRESS (Include Account# & Invoice# on check) USA TODAY Media Corp. PO Box 631244 Cincinnati, OH 45263-1244				TO PAY BY PHONE PLEASE CALL: 1-877-736-7612		TOTAL CREDIT CARD AMT DUE \$572.61
				To sign up for E-mailed invoices and online payments please go to https://gcil.my.site.com/financialservicesportal/s/		

0000764131000000000000077787170005506467179

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Bannon Lakes Cdd - Gms
Bannon Lakes Cdd - Gms
475 W Town Place, Ste 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 06/08/2026
SAG staugustine.com 06/08/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/08/2026

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$71.36	
Tax Amount:	\$0.00	
Payment Cost:	\$71.36	
Order No:	12372632	# of Copies:
Customer No:	764131	1
PO #:		

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF MEETING BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Bannon Lakes Community Development District will hold a workshop on **Tuesday, June 16, 2026 at 5:00 p.m. at the Bannon Lakes Amenity Center 435 Bannon Lakes Blvd, St. Augustine, Florida 32092.** Immediately following will be with regular meeting of the Board of Supervisors. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, at 475 West Town Place, Suite 114, St. Augustine, FL 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based. Matthew Biagetti
District Manager
Pub: June 8, 2026; #12372632

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Bannon Lakes Cdd - Gms
Bannon Lakes Cdd - Gms
475 W Town Place, Ste 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 06/09/2026
SAG staugustine.com 06/09/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/09/2026

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$99.92	
Tax Amount:	\$0.00	
Payment Cost:	\$99.92	
Order No:	12372491	# of Copies:
Customer No:	764131	1
PO #:		

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Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF RULE DEVELOPMENT BY THE

**BANNON LAKES COMMUNITY
DEVELOPMENT DISTRICT**
In accordance with Chapters 120 and 190, Florida Statutes, the Bannon Lakes Community Development District ("District") hereby gives notice of its intention to develop revised Rules of Procedure to govern the operations of the District. The proposed rule number is 2026-1.

The revised Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings, competitive purchase including procedure under the Consultants' Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the revised Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. The specific grant of rulemaking authority for the adoption of the proposed revised Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes. The specific laws implemented in the proposed revised Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.31446, 112.3145, 119.07, 119.0701, 120.54, 120.542, 120.5435, 120.56, 120.69, 120.81, 189.053, 189.069, 190.006, 190.007, 190.008, 190.011, 190.033, 190.035, 218.33, 218.39, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.012, 286.0113, 286.0114, 287.017, 287.055, and 287.084, Florida Statutes.

A copy of the proposed revised Rules of Procedure and the related incorporated documents, if any, may be obtained by contacting the District Manager, c/o Governmental Management Services, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092, (904) 540-5850 (the "District Manager's Office").

Matt Blagetti, District Manager
Bannon Lakes Community Development District
Pub: June 9, 2026; #12372491

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Bannon Lakes Cdd - Gms
Bannon Lakes Cdd - Gms
475 W Town Place, Ste 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 06/16/2026
SAG staugustine.com 06/16/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/16/2026

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$157.04

Tax Amount: \$0.00

Payment Cost: \$157.04

Order No: 12372570

Customer No: 764131

PO #:

of Copies:

1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

NOTICE OF RULEMAKING
REGARDING THE REVISED RULES
OF PROCEDURE OF THE
BANNON LAKES COMMUNITY
DEVELOPMENT DISTRICT
In accordance with Chapters 120
and 190, Florida Statutes, the
Bannon Lakes Community Develop-
ment District (the "District")
hereby gives the public notice of its
intent to adopt its proposed
revised Rules of Procedure (the
"Proposed Rule"). The Proposed
Rule number is 2026-1. Prior notice
of rule development relative to the
Proposed Rule was published in the
St. Augustine Record on June 9,
2026.

A public hearing will be conducted
by the Board of Supervisors (the
"Board") District on July 21, 2026,
at 6:00 p.m. at Bannon Lakes
Amstally Center, 425 Bannon Lakes
Boulevard, St. Augustine, Florida
32095 relative to the adoption of
the Proposed Rule. Pursuant to
Sections 190.011(5) and
190.012(3), Florida Statutes, the
Proposed Rule will not require
legislative ratification.

The summary of purpose and
effect of the revised Rules of
Procedure is to provide for efficient
and effective District operations
and to ensure compliance with
recent changes to Florida law. The
specific grant of rulemaking
authority for the adoption of the
Proposed Rule includes Sections
190.011(5), 190.011(15) and
190.012, Florida Statutes. The
specific laws implemented in the
Proposed Rule include, but are not
limited to, Sections 112.09,
112.3143, 112.3146, 112.3149,
118.07, 118.0701, 120.54, 120.542,
120.5435, 120.56, 120.69, 120.81,
189.053, 189.069, 190.009,
190.009, 190.009, 190.011,
190.033, 190.035, 218.33, 218.391,
235.05, 235.0510, 255.035,
255.20, 266.0103, 266.011,
266.012, 266.013, 266.014,
267.019, 267.055, and 267.054,
Florida Statutes.

A statement of estimated regula-
tory costs, as defined in Section
120.541(1), Florida Statutes, has
not been prepared relative to the
Proposed Rule. Any person who
wishes to provide the District with
a proposal for a lower cost regula-
tory alternative as provided by
Section 120.541(1), Florida
Statutes, must do so in writing
within twenty-one (21) days after
publication of this notice to the
District Manager's Office.

For more information regarding the
public hearing, the Proposed Rule,
or for a copy of the Proposed Rule
and the related incorporated docu-
ments, if any, please contact the
District Manager c/o Governmental
Management Services, LLC, 475
West Town Place, Suite 114, St.
Augustine, Florida 32092, (904)
940-6550, info@staugustine.com
(the "District Manager's Office").
This public hearing may be contin-
ued (a date, time, and place to be
specified on the record at the hear-
ing) without additional notice. If
anyone chooses to appeal any deci-
sion of the Board with respect to
any matter considered at the public
hearing, such person will need a
record of the proceedings and
should accordingly ensure that a
verbal record of the proceedings
is made which includes the testi-
mony and evidence upon which
such appeal is to be based. At the
public hearing, staff or Supervisors
may participate in the public hear-
ing by speaker telephone.

Pursuant to the provisions of the
Americans with Disabilities Act, any
person requiring special accommo-
dations at this public hearing
because of a disability or physical
impairment should contact the
District Manager's Office at least
forty-eight (48) hours prior to the
public hearing if you are hearing or
speech impaired, please contact
the Florida Relay Service at 1-800-
855-8771 or 1-800-955-0770 for aid
in contacting the District Manager's
Office.

Mari B. Bagnall, District Manager
Bannon Lakes Community Develop-
ment District
Pub: June 16, 2026; #12372570

USA TODAY CO.



PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

Bannon Lakes Cdd - Gms
Bannon Lakes Cdd - Gms
475 W Town Place, Ste 114

Saint Augustine FL 32092

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Coordinator of the St Augustine Record, published in St Johns County, Florida; that the attached copy of advertisement, being a Public Notices, was published on the publicly accessible website of St Johns County, Florida, or in a newspaper by print in the issues of, on:

SAG St Augustine Record 06/23/2026, 06/30/2026
SAG staugustine.com 06/23/2026, 06/30/2026

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.
Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 06/30/2026

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$222.32
Tax Amount: \$0.00
Payment Cost: \$222.32
Order No: 12372661 # of Copies: 1
Customer No: 764131
PO #:

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

MARIAH VERHAGEN
Notary Public
State of Wisconsin

BANNON LAKES COMMUNITY
DEVELOPMENT DISTRICT
NOTICE OF PUBLIC HEARING TO
CONSIDER THE ADOPTION OF THE
FISCAL YEAR 2027 PROPOSED
BUDGET(S) AND NOTICE OF
REGULAR BOARD OF SUPERVI-
SORS' MEETING.

The Board of Supervisors ("Board")
of the Bannon Lakes Community
Development District ("District")
will hold a public hearing and regu-
lar meeting as follows:

DATE: July 21, 2026

TIME: 6:00 pm

LOCATION: Bannon Lakes Amenity
Center

435 Bannon Lakes Boulevard
St. Augustine, Florida 32095

The purpose of the public hearing
is to receive comments and objec-
tions on the adoption of the
District's proposed budget(s) for
the fiscal year beginning October 1,
2025, and ending September 30,
2027 ("Proposed Budget"). A regu-
lar Board meeting of the District
will also be held at the above time
where the Board may consider any
other business that may properly
come before it. A copy of the
agenda and Proposed Budget may
be obtained at the offices of the
District Manager, c/o Governmental
Management Services, 475 West
Town Place, Suite 114, St. Augus-
tine, Florida 32092, (904) 940-6850
("District Manager's Office"),
during normal business hours, or by
visiting the District's website at
<https://bannonlakescd.com>.

The public hearing and meeting are
open to the public and will be
conducted in accordance with the
provisions of Florida law. The public
hearing and/or meeting may be
continued in progress to a date,
time certain, and place to be speci-
fied on the record at the public
hearing and/or meeting. There may
be occasions when Board Supervi-
sors or District Staff may partici-
pate by speaker telephone.

Any person requiring special
accommodations at the public
hearing or meeting because of a
disability or physical impairment
should contact the District
Manager's Office at least forty-
eight (48) hours prior to the public
hearing and meeting. If you are
hearing or speech impaired, please
contact the Florida Relay Service by
dialing 7-1-1, or 1-800-955-8771
(TTY) / 1-800-955-8770 (Voice), for
aid in contacting the District
Manager's Office.

Each person who decides to appeal
any decision made by the Board
with respect to any matter consid-
ered at the public hearing or meet-
ing is advised that person will need
a record of proceedings and that
accordingly, the person may need
to ensure that a verbatim record of
the proceedings is made, including
the testimony and evidence upon
which such appeal is to be based.

Matt Blagetti
District Manager
Pub: 6/23 & 6/30/26; #12372661

(Attach supporting documentation for request. Overnight via Fedex with deposit letter from Accountant)

(Attach supporting documentation for request. Overnight via Fedex with deposit letter from Accountant)

General Fund

Date	Amount	Authorized By
July 13, 2026	\$2,455.04	Sheryl Fulks

Bannon Lakes CDD c/o BNY Mellon #113 DS 2022

ASAP	1-300-20700-10400
------	-------------------

6/19/26	SJC TAX DIST 10	\$ 1,703.26
7/1/26	SJC TAX DIST 11	\$ 751.78
		2,455.04
<i>(Attach supporting documentation for request.)</i>		

**Bannon Lakes Community Development District
FY26 Assessment Receipts**

ASSESSED TO	# Units	SERIES 2016 DEBT SERVICE ASMNT	SERIES 2021 DEBT SERVICE ASMNT	SERIES 2022 DEBT SERVICE ASMNT	O&M ASMNT	TOTAL ASMTS
TAX ROLL ASSESSED	986	738,484.29	416,052.05	518,260.67	1,089,786.08	2,762,583.09

DUE / RECEIVED	BALANCE DUE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
TAX ROLL RECEIPTS	(14,379.80)	742,328.26	418,217.67	520,958.32	1,095,458.66	2,776,962.89

TAX ROLL RECEIPTS

ST JOHNS COUNTY DISTRIBUTION	DATE	SERIES 2016 DEBT SERVICE RECEIVED	SERIES 2021 DEBT SERVICE RECEIVED	SERIES 2022 DEBT SERVICE RECEIVED	O&M RECEIVED	TOTAL RECEIVED
1	11/04/25	3,670.91	2,068.14	2,576.21	5,417.20	13,732.46
2	11/20/25	14,320.13	8,067.77	10,049.72	21,132.30	53,569.92
3	11/24/25	25,101.69	14,141.95	17,616.11	37,042.74	93,902.49
4	12/17/25	46,126.32	25,986.94	32,370.98	68,068.91	172,553.15
5	12/24/25	39,849.82	22,450.85	27,966.19	58,806.65	149,073.51
6	01/14/26	459,606.35	258,936.00	322,547.01	678,244.09	1,719,333.45
INTEREST 1	01/26/26	1,609.02	906.50	1,129.20	2,374.45	6,019.17
7	02/20/26	135,292.82	76,222.14	94,947.10	199,652.49	506,114.55
8	03/16/26	6,090.40	3,431.25	4,274.18	8,987.64	22,783.47
INTEREST 2	04/09/26	648.92	365.60	455.41	957.62	2,427.55
9	04/24/26	6,513.59	3,669.67	4,571.17	9,612.15	24,366.59
10	06/19/26	2,427.02	1,367.35	1,703.26	3,581.57	9,079.21
11	07/01/26	1,071.24	603.52	751.78	1,580.83	4,007.37
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
TOTAL TAX ROLL RECEIPTS		742,328.26	418,217.67	520,958.32	1,095,458.66	2,776,962.89

PERCENT COLLECTED TAX ROLL	100.52%	100.52%	100.52%	100.52%	100.52%
-----------------------------------	---------	---------	---------	---------	---------

**Commercial Revenue included in tax roll.



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 7/6/2026
Invoice # 131295636441

Terms	Net 20
Due Date	7/26/2026
PO #	
Delivery Ticket #	Sales Order #1358343
Delivery Date	7/1/2026
Delivery Location	Bannon Lakes Pool
Customer #	13BAN025

Bill To
Riverside Management Services Bannon Lakes CDD 9655 Florida Minning Blvd West bldg 300 suite 305 Jacksonville FL 32257

Ship To
Bannon Lakes CDD 435 Bannon Lakes Blvd St. Augustine FL 32095

THANK YOU FOR YOUR BUSINESS!

Item ID	Item	Quantity	Units	Rate	Amount
115-300	Bleach Minibulk Delivered	500	gal	\$3.35	\$1,675.00
160-050	Pool Acid bulk by Gallon	15	gal	\$3.19	\$47.85
135-010	Sodium Bicarbonate 50# bag	3		\$38.00	\$114.00
Fuel Surcharge	Fuel/EFS	1	ea	\$55.11	\$55.11

Approved 7/9/26
Jeff Johnson
Pool Chemicals
1.320.57200.45210

Subtotal \$1,891.96
Tax \$0.00
Total \$1,891.96
Amount Paid/Credit Applied \$0.00
Balance Due \$1,891.96

[Click Here to Pay Now](#)



RECEIVED

By Tara Lee at 10:37 am, Jul 09, 2026



131295636441

INVOICE

QUICK CATCH INC

12627 San Jose Blvd Suite 205
Jacksonville, FL 32223

admin@quick-catch.com
+1 (904) 859-6585
www.quick-catch.com

Approved 7/9/26
Jeff Johnson
Nuisance Animal Control
1.320.57200.54510



Bill to

Bridge Bay at Bannon Lakes c/o Bannon
Lakes CDD
2695 Dobbs Road St. Augustine, FL 32086

Ship to

Bridge Bay at Bannon Lakes c/o Bannon
Lakes CDD
2695 Dobbs Road St. Augustine, FL 32086

Invoice details

P.O. Number: OSKX

Invoice no.: 38983

Terms: Net 14

Invoice date: 07/08/2026

Due date: 07/22/2026

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Hog Removal Up to 100 lbs	Hog Removal Up to 100 lbs	8	\$150.00	\$1,200.00

Total

\$1,200.00

Ways to pay



Note to customer

242 Orchard Lane
1 sow 90lbs
7 pigs 25lbs

RECEIVED
By Tara Lee at 10:51 am, Jul 09, 2026

[View and pay](#)



**Berger, Toombs, Elam,
Gaines & Frank**

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120
FAX: 772/468-9278

*BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
475 WEST TOWN PLACE, STE 114
ST. AUGUSTINE, FL 32092*

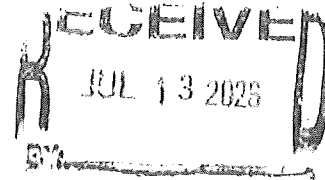
Invoice No. 377151
Date 07/07/2026
Client No. 20667

Services rendered in connection with the audit of the Basic Financial Statements
as of and for the year ended September 30, 2025.

Total Invoice Amount \$ 4,015.00

RECEIVED

By Tara Lee at 12:16 pm, Jul 26, 2026



You can pay online at: <https://treasurecoastcpas.com> or

Scan to Pay

Berger, Toombs, Elam, Gaines, Frank,
McGuire & Gonano CPAs PL
Invoice Payment



POWERED BY
CPACHARGE

We accept major credit cards.
A 3% fee will be applied.

Please enter client number on your check.

Finance charges are calculated on balances over 30 days old at an annual percentage rate of 18%.

(Back to School) Operation
 1.320.572000.49400
 Approved Emily Wright 7.22.2026

		Bouncers, Slides, and More Inc. 1915 Bluebonnet Way Fleming Island, FL 32003		Invoice		
				Date: August 8th, 2026 Invoice Number: 08082026.18		
<u>Name / Address</u> Attn: Emily Wright Bannon Lakes 435 Bannon Lakes Blvd. St Augustine, FL 32092 BannonManager@RMSNF.c		<u>Additional Details:</u>				
	<u>Description</u>	<u>Quantity</u>	<u>Rate</u>	<u>Discount</u>	<u>Subtotal</u>	<u>Extended</u>
1	31ft Mobile Rockwall	1	\$1,250.00			\$1,500.00
2	Foam Cannon w/ Attendant (3 hrs)	1				
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
<u>Comments:</u>		Subtotal				\$1,500.00
		Sales Tax (0.0%)				N/A
		Total				\$1,500.00

RECEIVED

By Tara Lee at 12:13 pm, Jul 26, 2026

CommercialFitnessProducts

Invoice

Commercial Fitness Products, Inc

5034 N Hiatus Road 954-747-5128 Phone
Sunrise, FL 33351 954-747-5131 Fax

Date	Invoice #
7/15/2026	BC07119

Sold To	Ship To
---------	---------

Bannon Lakes
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Bannon Lakes
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Rep	Account #	Sales Order No.	Ship Date	Purchase Order #	Terms	Due Date
JL	BL435	WO#6772	7/15/2026	Verbal	Net 30	8/14/2026
Qty	Item Code	Description			Price Each	Amount
1	Preventative Maintenance	Preventative Maintenance Visit Approved 7/16/25 Jeff Johnson Fitness Center Maintenance 1.320.57200.60100			350.00	350.00

Thank you for your business!

Total	\$350.00
Payments/Credits	\$0.00
Balance Due	\$350.00

www.commfitnessproducts.com

RECEIVED

By Tara Lee at 7:48 am, Jul 17, 2026

**FREEDOM
PEST CONTROL**



3600 Peoria Rd. Ste 205 | Orange Park, FL 32065
904-272-2847 | info@freedompestcontrolfl.com

Approved 7/23/26
Jeff Johnson
Pest Control
1.320.57200.54500

Service Slip/Invoice

INVOICE: 1241088
DATE: 07/23/2026
ORDER: 1241088

Bill To: [106210]

Bannon Lakes CDD
Bannon Lakes Resident's Club
435 B Bannon Lakes Blvd
St. Augustine, FL 32092

Work

Location: [106210] 904-907-1100

Bannon Lakes CDD
Bannon Lakes Resident's Club
435 B Bannon Lakes Blvd
St. Augustine, FL 32092

Work Date	Time	Target Pest	Technician		Time In
07/23/2026			2MARCUS	Marcus Lopez	11:32 AM
Purchase Order	Terms	Last Service	Map Code		Time Out
	DUE UPON RECEIPT	07/23/2026		Lic:JE276424	12:56 PM

Service

Description

Price

MONTHLY	Monthly Pest Control	\$160.00
RODENT	Rodent Control	\$100.00

SUBTOTAL	\$260.00
TAX	\$0.00
AMT. PAID	\$0.00
TOTAL	\$260.00

RECEIVED

By Tara Lee at 12:27 pm, Jul 26, 2026

AMOUNT DUE \$260.00

Balances outstanding over 30 days from the date of service may be subject to a late fee of the lesser of 1.5% per month (18% per year) or the maximum allowed by law. Customer agrees to pay accrued expenses in the event of collection.

I hereby acknowledge the satisfactory completion of all services rendered, and agree to pay the cost of services as specified above.



35 Enterprise Drive
Bunnell, FL 32110

INVOICE

Invoice Number 1956
Invoice Date 06/30/26
Payment Terms Net 30
PO Number
Sales Rep David Jackson

Bill To

Bannon Lakes CDD
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Approved 7/15/26
Jeff Johnson
Irrigation Repairs
1.330.53800.46400

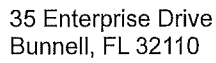
RECEIVED

By Tara Lee at 3:24 pm, Jul 15, 2026

Description	Qty / UOM	Rate	Ext. Price	Amount
Service Location: Bannon Lakes CDD				
Irrigation system repairs.				
Irrigation repair at Mail Kiosk				
Rowan Graham 06/09/2026 12:10 PM				
Billable Irrigation - 06/09/2026				
Labor - 06/09/26	0.59 Hrs	\$45.00	\$26.55	
Rain Bird 5004 Part-Circle Non-Potable Rotor 4 in. Riser (Material)	1.00 ea	\$19.73	\$19.73	
Irrigation system repairs.				
Repairs at Amenity Center				
Rowan Graham 06/10/2026 7:44 AM				
Billable Irrigation - 06/10/2026				
Labor - 06/10/26	1.39 Hrs	\$45.00	\$62.55	
Hunter Pro-Spray 6 in. Pop Up No Side Inlet (Material)	2.00 ea	\$5.00	\$10.00	
Hunter MP Rotator MP2000 Nozzle 13 ft. - 21 ft. Radius 90 Degree - 210 Degree 13 ft. - 21 ft. 90 Degree - 210 Degree (Material)	2.00 ea	\$8.30	\$16.60	
Irrigation system repairs.				
Repairs at Front Entry				
Rowan Graham 06/10/2026 9:11 AM				
Billable Irrigation - 06/10/2026				
Labor - 06/10/26	0.45 Hrs	\$45.00	\$20.25	

Hunter Pro-Spray 6 in. Pop Up No Side Inlet (Material)	1.00	ea	\$5.00	\$5.00
Irrigation System Repairs.				
Repairs at Bannon Lakes Blvd.				
Rowan Graham 06/15/2026 7:44 AM				
Billable Irrigation - 06/15/2026				
Labor - 06/15/26	1.04	Hrs	\$45.00	\$46.80
Hunter Pro-Spray 6 in. Pop Up No Side Inlet (Material)	9.00	ea	\$5.00	\$44.98
Hunter MP Rotator MP2000 Nozzle 13 ft. - 21 ft. Radius 90 Degree - 210 Degree 13 ft. - 21 ft. 90 Degree - 210 Degree (Material)	9.00	ea	\$8.30	\$74.72
Irrigation system repairs.				
Labor Hours locating valve 16. Not working, showing bad decoder and/ or solenoid				
Scott Martin 06/17/2026 1:20 PM				
Billable Irrigation - 6/11/2026 - 06/25/2026				
Labor - 06/11/26	2.04	Hrs	\$45.00	\$91.80
Labor - 06/17/26	4.20	Hrs	\$45.00	\$189.00
Labor - 06/18/26	7.44	Hrs	\$45.00	\$334.80
Labor - 06/19/26	9.61	Hrs	\$45.00	\$432.45
Labor - 06/22/26	6.28	Hrs	\$45.00	\$282.60
Labor - 06/23/26	9.57	Hrs	\$45.00	\$430.65
Labor - 06/24/26	2.79	Hrs	\$45.00	\$125.55
Labor - 06/25/26	0.39	Hrs	\$45.00	\$17.55
Irrigation system repairs.				
Short in 2 wire system. Attempted to run a wire from controller to the 2-wire system at the Front Entry where we dug up the main line. Unable to run wire due to main line underwater. Needs to dry out before attaching wires.				
Scott Martin 06/29/2026 1:15 PM				
Billable Irrigation - 06/29/2026				
Labor - 06/29/26	0.89	Hrs	\$45.00	\$40.05
Irrigation system repairs.				

Short in 2 wire system. Dug up main line closer to controller to tie into 2 wire.				
Scott Martin 06/30/2026 2:17 PM				
Billable Irrigation - 07/07/2026				
Labor - 06/30/26	2.13 Hrs	\$45.00	\$95.85	
Rain Bird Maxi Wire Blue 14 Gauge Shielded 2 Conductor 500 ft. (Priced per ft.) (Material)	40.00 FT	\$0.92	\$36.96	
KF Black IPS Flex Pipe PVC 1/2 in. x 100 ft. (Sold per ft.) (Material)	20.00 FT	\$1.05	\$21.00	
Pro-Trade Black/Gray Wire Connector (Material)	8.00 PC	\$1.09	\$8.74	
Total for Bannon Lakes CDD				\$2,434.17
		Invoice Subtotal:		\$2,434.17
		Sales Tax:		\$0.00
		Invoice Total:		\$2,434.17
		Credits/Payments:		\$0.00
		Balance Due:		\$2,434.17



(Back to School) Special Events
1.320.57200.49400
Approved Emily Wright 7.22.2026

MAGNETIX

DJ SERVICES

'YOUR ENTERTAINMENT CONNEXION'

P.O. Box 23766
Jacksonville, FL. 32241
(904) 607-7111

INVOICE

INVOICE #4310

TO:
Bannon Lakes CDD
475 W. Town Place
Ste 114
St. Augustine, FL 32092

FOR:
MC/DJ Member Event Back To
School

Attn: Emily Wright
904-907-1100

DESCRIPTION	HOURS	RATE	AMOUNT
08/08/2026 MC/DJ Member Back to School Bash Jeffrey to MC/DJ	10am-1pm		\$500.00
TOTAL			\$500.00

Make all checks payable to **Magnetix DJ Services.**

Thank you for your business!

RECEIVED

By Tara Lee at 12:09 pm, Jul 26, 2026

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 296
Invoice Date: 6/30/2026
Due Date: 6/30/2026
Case:
P.O. Number:

Bill To:
Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Assistant through June 2026 1.320.57200.34100	60.35	28.00	1,689.80
Alison Moring 7-14-26			

RECEIVED

By Tara Lee at 3:26 pm, Jul 14, 2026

Total \$1,689.80

Payments/Credits \$0.00

Balance Due \$1,689.80

BANNON LAKES CDD

RIVERSIDE MANAGEMENT SERVICES, INC.
FACILITY ASSISTANT INVOICE DETAIL

Quantity	Description	Rate	Amount
60.35	Facility Assistant	\$ 28.00	\$ 1,689.80
	Covers June 2026		
	TOTAL DUE:		<u>\$1,689.80</u>
Facility Assistant 1.320,57200.34100			

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
RIVERSIDE MANAGEMENT SERVICES, INC.
FACILITY ASSISTANT BILLABLE HOURS
THROUGH JUNE 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/6/26	7.65	S.S.	Completed daily checklist and returned calls and emails
6/7/26	6.37	S.S.	Completed daily checklist and returned calls and emails
6/13/26	7.95	E.M.	Completed daily checklist and returned calls and emails
6/14/26	5.92	C.V.	Completed daily checklist and returned calls and emails
6/19/26	7.99	L.H.	Completed daily checklist and returned calls and emails
6/20/26	6.12	E.M.	Completed daily checklist and returned calls and emails
6/21/26	6.04	C.V.	Completed daily checklist and returned calls and emails
6/27/26	6.14	S.S.	Completed daily checklist and returned calls and emails
6/28/26	6.17	S.S.	Completed daily checklist and returned calls and emails
 TOTAL	 <u>60.35</u>		

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 297
Invoice Date: 6/30/2026
Due Date: 6/30/2026
Case:
P.O. Number:

Bill To:
Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Special Event Attendant through June 2026 1.320.57200.49400	8.34	28.00	233.52
Alison Moring 7-14-26			

RECEIVED

By Tara Lee at 3:27 pm, Jul 14, 2026

Total \$233.52

Payments/Credits \$0.00

Balance Due \$233.52

BANNON LAKES CDD

**RIVERSIDE MANAGEMENT SERVICES, INC.
SPECIAL EVENT ASSISTANT INVOICE DETAIL**

Quantity	Description	Rate	Amount
8.34	Special Event Assistant	\$ 28.00	\$ 233.52
	Covers June 2026		
	TOTAL DUE:		<u>\$ 233.52</u>

Special Event Assistant 1.320.57200.49400

BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
RIVERSIDE MANAGEMENT SERVICES, INC.
SPECIAL EVENT ASSISTANT BILLABLE HOURS
THROUGH JUNE 2026

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/6/26	4.17	T.W.	Summer Kick Off Event - set up, assist and clean up
6/6/26	4.17	E.M.	Summer Kick Off Event - set up, assist and clean up
TOTAL	<u>8.34</u>		

Riverside Management Services, Inc
475 West Town Place
Suite 114
St. Augustine, FL 32092

Invoice

Invoice #: 298
Invoice Date: 7/17/2026
Due Date: 7/17/2026
Case:
P.O. Number:

Bill To:

Bannon Lakes CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Facility Maintenance June 1 - June 30, 2026	176	45.00	7,920.00
Approved 7/20/26 Jeff Johnson Facility Maintenance 1.320.57200.45100 \$3333.00 Grounds Maintenance 1.330.53800.46100 \$1633.00 Repairs and Maintenance 1.320.57200.60000 \$2954.00 Alison Moring 7-20-26			

Total \$7,920.00

Payments/Credits \$0.00

Balance Due \$7,920.00

RECEIVED

By Tara Lee at 12:23 pm, Jul 26, 2026

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JUNE 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/1/26	8	T.W.	Inspected emergency equipment, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, checked all emergency equipment, checked pool water levels and chemicals, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, restocked fitness center and pool bathrooms, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/2/26	8	T.W.	Worked fitness drain issue, checked pool water levels and chemicals, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, walkways and courts, restocked the bathrooms, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/3/26	8	T.W.	Washed, organized and straightened pool deck and patio furniture, reset clubhouse and fitness center, raked cart park and playground, blew leaves and debris off pool deck, patio, courts and walkways, restocked pool and fitness center bathrooms, checked pool water levels and chemicals, removed smell from fitness center, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/4/26	8	T.W.	Repaired damaged tables, repair and replaced area lights, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, straightened and organized pool deck and patio furniture, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemical, restocked pool and fitness bathrooms, removed animals and pests from the area
6/5/26	8	T.W.	Set up area for weekend event, golf cart maintenance, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, washed, straightened and organized pool deck and patio furniture, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemical, restocked pool and fitness bathrooms
6/8/26	8	T.W.	Replaced fitness men's restroom light switch, cleaned fitness center floors, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, restocked pool and fitness center bathrooms, raked the playground and cart park, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/9/26	8	T.W.	Organized and washed the pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond,

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JUNE 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/10/26	8	T.W.	checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemicals Pressure washed patio deck and pool furniture, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, restocked bathrooms in fitness center and pool, checked pool water levels and chemicals, raked playground and cart park, removed debris from pond and street, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/11/26	8	T.W.	Fixed broken tennis court gate, painted clubhouse window frames, organized and washed pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemicals
6/12/26	8	T.W.	Cleaned and painted area signs, straightened and organized pool deck and patio furniture, raked cart park and playground, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water level and chemicals, reset fitness center and clubhouse, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/15/26	8	T.W.	Straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, raked playground and cart park, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/16/26	8	T.W.	Repaired windscreens on courts, set up bird repellant, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, restocked fitness center and pool bathrooms, raked playground and cart park, checked pool water levels and chemicals, removed debris for roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/17/26	8	T.W.	Fixed broken playground gate, disposed of several deceased geese, organized and washed pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemicals
6/18/26	8	T.W.	Replaced playground swings, removed spiders from all buildings, organized and washed pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles,

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JUNE 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/19/26	8	T.W.	emptied and restocked dog waste receptacles, checked pool water levels and chemicals Fixed broken street lamp, reset broken windscreens in courts, organized and washed pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemicals
6/22/26	8	T.W.	Straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, raked playground and cart park, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/23/26	8	T.W.	Painted bike racks, painted doorway light covers, brushed spiderwebs from buildings, organized and washed pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, checked pool water levels and chemicals
6/24/26	8	T.W.	Fixed storm damaged window shutters, fixed court windscreens, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, raked cart park and playground, checked pool water levels and chemicals, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, blew leaves and debris off pool deck, patio, courts and walkways
6/25/26	8	T.W.	Repaired windscreens on courts, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, raked cart park and playground, checked pool water levels and chemicals, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles, blew leaves and debris off pool deck, patio, courts and walkways
6/26/26	8	T.W.	Reset animal control items, checked pool water levels and chemicals, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, walkways and courts, restocked the bathrooms, raked cart park and playground, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles
6/29/26	8	T.W.	Repaired playground fence, fixed clubhouse window shutter, straightened and organized pool deck and patio furniture, reset clubhouse and fitness center, blew leaves and debris off pool deck, patio, courts and walkways, checked pool water levels and chemicals, raked playground and cart park, restocked pool and fitness center bathrooms, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked

**BANNON LAKES COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF JUNE 2026**

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
6/30/26	8	T.W.	dog waste receptacles Painted clubhouse walls, doors and trim, sprayed ground with bird repellent, straightened and organized pool deck and patio furniture, blew leaves and debris off pool deck, patio, courts and walkways, reset clubhouse and fitness center, raked cart park and playground, restocked pool and fitness center bathrooms, checked pool water levels and chemicals, removed debris from roadways and pond, checked and changed trash receptacles, emptied and restocked dog waste receptacles

TOTAL	<u>176</u>
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MILES	<u>0</u>
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9774 Florida Mining Blvd W, Suite 701
Jacksonville, FL 32257
904-354-7060

Approved 7/22/26
Jeff Johnson
Security
1.320.57200.34500

Bill To

Bannon Lakes
435 Bannon Lakes Blvd.
St. Augustine, FL 32095

Invoice 176650

Jul 21, 2026

Job Number

J-253237

Payment Terms

Net Due on Receipt

Total Due

\$258.00

Due Date

Jul 21, 2026

CUSTOMER NAME

Bannon Lakes

PROPERTY NAME

Bannon Lakes

PROPERTY ADDRESS

435 Bannon Lakes Blvd
St. Augustine, FL 32095

AUTHORIZED BY

CUSTOMER WO

NTE

Invoice Summary

7/21/26: Arrived at the site, located the Doorking 1838 and associated trackers, went to the affected doors, and assessed the problem. Found no power to the pool gates and gym doors. Went to the maintenance closet, tightened all connections, then disconnected the Altronix. We waited several minutes to power cycle the system, then restored power and tested all doors. All doors are working as expected.

Labor

Date	Labor Name	Description	Taxable	Hours	Rate	Price Subtotal
Jul 21, 2026	REPAIR LABOR-	Repair Labor per hour	No	0.4	\$145.00	\$58.00
Jul 21, 2026	OSC-FIRSTCOAST-BO	Base Charge for Onsite Service Call - Baker, Clay, Nassau or St Johns County	No	1	\$200.00	\$200.00
				1.4		\$258.00

RECEIVED

By Tara Lee at 12:18 pm, Jul 26, 2026

Subtotal	\$258.00
Service Fees	\$0.00
Discount	\$0.00
Subtotal After Discount/Fees	\$258.00
Taxable Subtotal	\$0.00
Sales Tax Rate	\$0.00
Tax Amount	\$258.00
Total	\$0.00
Amount Paid	\$258.00
Balance	

Terms of Service

www.sunbeltsys.com