

tech-check specs architectural | Division 01

This is a template, so some items will apply to your project, and others won't or will be missing. When using the list, make the changes needed for your project.

The content of the Tech-Check Lists is based on our specs and MASTERSPEC®.

DIVISION 01 - GENERAL REQUIREMENTS

□ GENERAL FOR ALL SECTIONS

- LARGE PROJECTS or PUBLIC WORK or clients that are LARGE INSTITUTIONS (i.e.Stanford):
 - Ask the OM or Principal if there is a CM involved and what their tasks are (refer to the Owner/RMW contract if necessary.)
 - For public agency projects, ask for their master specs in time. Some agencies will require that the project specs are in their format, others will not (like the National Laboratories, who will sometimes approve a better format.)
- Find out right away if the contract is going to be assigned through bidding, or there is a GC on board.
- Send out the form for Owner's requirements for "Extra Materials" (coordinate with Owner's facility manager.)

□ SECTION 011000 - SUMMARY

- Check that the following is correct and included:
 - Project name and Address.
 - Owner's legal name and address (check with Google).
 - Issue Number, Description (Issue for Bid, Addendum A, etc.) and date of issue.
 - Brief description of work matches Cover Sheet.
 - Project data matches Cover Sheet.
 - Owner's requirements for use of the site are recorded, if any.
 - Non-smoking provision is included.
 - Statement of conditions of use of our files is included.
 - Requirements for occupied building are included.
 - Information on Geotechnical report is included.
 - Owner's requirements for security are included, if any.
 - Project directory is the latest edition.
- LEED PROJECTS: A sentence describing that the project is seeking LEED certification and type of LEED is included.

□ 011200 - DELEGATED DESIGN WORK

- This section is RMW's and should be included ALWAYS!.
- Except for listing the information of parameters for structural calculations (ask the structural engineer for these) DO NOT CHANGE; it should be included always!

□ 012500 - SUBSTITUTIONS PROCEDURES

- Check that the following is included:
 - The procedure for submitting Requests for Substitution is correct and the image of the Substitution Request is included.
 - There is a clause stating that RMW will consider additional services the review of a Request for Substitution more than two times.
 - Requests for Substitution are submitted as PDF's, completed, and signed by the Contractor or will be rejected.
- LEED PROJECTS: Check that the LEED paragraphs are included.

☐ **012600 - CONTRACT MODIFICATION PROCEDURES**

- This section is RMW's and should be edited to match RMW's Bulletin Form procedures.
- Make sure the image of the Bulletin is included.

☐ **012900 - PAYMENT PROCEDURES**

- Ask PM if we are managing Applications for Payment and, if so, how.
- Make adjustments as necessary.

☐ **013100 - PROJECT MANAGEMENT AND COORDINATION**

- Make sure all paper submittals are requested in PDF format.
- The section has an article on coordination drawings. Please read and see if it matches the project requirements.
- Check that the following articles are included:
 - RFIs procedures
 - Architect's digital files procedures.
- LEED PROJECTS: Requirements for LEED Coordination Meeting requirements and required LEED submittals throughout are included.

☐ **013200 - CONSTRUCTION PROGRESS DOCUMENTATION**

- Contractor's Construction Schedule is either Gantt or CPM, as applicable to the Project.
- Project reports regarding schedule are as applicable to the Project.

☐ **013300 - SUBMITTAL PROCEDURES**

- Requirement for a Submittal Schedule is included and format matches project type.
- Procedure for handling Architect's Digital Data Files is included and coordinated with Josh.
- Deadline for review of submittals is given in working days and time for reviewing is applicable to the project.
- Requirement for submitting before 1:00 PM is included.
- Descriptions of submittals are edited for the project type.
- "Delegated Design Services" paragraph is included.
- MSDS no-review clause is included.
- LEED PROJECTS: Check that the LEED paragraphs are included.

☐ **014000 - QUALITY REQUIREMENTS**

- Requirements for testing and such are edited for project type.
- "Delegated Design Services" paragraph is included.
- Owner's and Contractor's responsibilities have been checked with the Owner or CM.

☐ **014200 - REFERENCES**

- Section is edited as applicable to Project (references not applicable deleted, etc.).
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☐ END O	015000 - TEMPORARY FACILITIES AND CONTROLS
	• Payment for utilities charges is coordinated with Owner or CM. • Requirements for temporary facilities are minimum requirement and coordinated with the Project. • Requirements for building exterior are deleted from interiors projects. • Moisture control is edited for (E) buildings. • LEED PROJECTS: Check that the LEED paragraphs are included.
☐	015639 - TEMPORARY TREE AND PLANT PROTECTION
	• Section is either supplied by, or coordinated with, the Landscape Consultant.
☐	016000 - PRODUCT REQUIREMENTS
	• Check that the "Warranties" paragraph is included. • Make sure the paragraphs describing "Basis of Design" selection of products is included. • Check that the introductory paragraph to Part 2 is the same for all the sections. • LEED PROJECTS: Check that the LEED paragraphs are included.
☐	017300 - EXECUTION
	• Make sure the section is edited for project type applicable. • Check that section paragraphs referencing building construction are deleted for interiors. • LEED PROJECTS: Check that the LEED paragraphs are included.
☐	017419 - CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL AND FORMS
	• Check that requirements Waste Management Plan is included. • Check that sample forms are included. • LEED PROJECTS: Check that the LEED paragraphs are included.
☐	017000 - CLOSEOUT PROCEDURES
	• Check that the Substantial Completion and Final completion are included. • Check that the paragraphs that additional inspections will be charged as additional services. • NOTE that the CONTRACTOR prepares the PUNCH LIST to be edited by us. We can prepare our know if you prefer, but is better if the contractor does it.
☐	017823 - OPERATION AND MAINTENACE DATA
	• Make sure operation and maintenance data is submitted in electronic format in addtion to paper (paper only if requested by Owner.
☐	012839 - PROJECT RECORD DOCUMENTS
	• Check what we are required to do (i.e. pick-up the "as built" mark-us from the contractor). • Check the form of submittal is PDF unless otherwise directed by Owner.
☐	017900 - DEMONSTRATION AND TRAINING
	• Coordinate all the requirements with Owner or CM so they can organize the training events they want. • Coordinate with technical reps to include special requirement in the respective sections.