

tech-check specs interiors | 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

- Find out right away the following:
 - if there is a GC on board.
 - If the project is LEED.
 - NOTIFY THE SPECIFIER ONE WAY OR ANOTHER
- 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.
 - 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.
- NOTIFY THE SPECIFIER one way or the other.

☐ **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 Gantt.
- 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 projec.
- 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**

- "Delegated Design Services" paragraph is included.

☐ **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.
- LEED PROJECTS: Check that the LEED paragraphs are included.

☐ **016000 - PRODUCT REQUIREMENTS**

- Check that the "Warranties" paragraph is included.
- Make sure the paragraphs describing "Basis of Design" selection of products is included.
- LEED PROJECTS: Check that the LEED paragraphs are included.

☐ **017300 - EXECUTION**

- 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 addition 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.

END OF TECH-CHECK LIST