

SECTION 010100 – SUMMARY OF WORK

Latest Update: 08-09-2020 See Underlined Text for Edits.

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Also turn off all “Under Lines”)

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Project consists of **<INSERT BRIEF PROJECT DESCRIPTION>**.
 1. Project Location: **<INSERT PROJECT LOCATION (STREET ADDRESS, CITY, AND STATE).>**
 2. Owner: University of Maryland, Baltimore.
- B. Contract Documents, dated **<INSERT DATE INDICATED IN THE CONTRACT DOCUMENTS>** were prepared for the Project by **<INSERT NAME AND ADDRESS OF THE PRIME DESIGN CONSULTANT AND ALL SUB-CONSULTANTS>**.
- C. The Work consists of **<INSERT AN ABBREVIATED SUMMARY OF THE PROJECT>**.

1.3 WORK UNDER OTHER CONTRACTS <APPLICABLE ONLY WHEN UNIVERSITY IS CONTRACTING DIRECTLY WITH ANOTHER SUPPLIER, VENDOR, ETC.>

- A. Separate Contract: UMB has awarded a separate contract for performance of certain construction operations at the site. Those operations are scheduled to be substantially complete before work under this Contract begins. The separate contract includes the following:
 1. Contract: A separate contract has been awarded to **<INSERT NAME OF SEPARATE CONTRACTOR>** to **<INSERT A BRIEF DESCRIPTION OF WORK PERFORMED UNDER THE SEPARATE CONTRACT>**.
- B. Separate Contract: The University has awarded a separate contract for performance of certain construction operations at the site. Those operations will be conducted simultaneously with work under this Contract. That Contract includes the following:

1. Contract: A separate contract has been awarded to **<INSERT NAME OF SEPARATE CONTRACTOR>** to **<INSERT A BRIEF DESCRIPTION OF WORK PERFORMED UNDER THE SEPARATE CONTRACT>**.
 - C. Cooperate fully with separate contractors so that work under those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.
- 1.4 FUTURE WORK **<APPLICABLE ONLY WHEN FUTURE CONTRACTS WILL BE AWARDED>**
- A. Future Contract: The University has awarded a separate contract for additional work to be performed at the site following Substantial Completion. Completion of that work depends on successful completion of preparatory work under this Contract. The Contract for future work includes the following:
 1. Contract: A separate contract has been awarded to **<INSERT NAME OF SEPARATE CONTRACTOR>** to **<INSERT A BRIEF DESCRIPTION OF WORK PERFORMED UNDER THE SEPARATE CONTRACT>**.
- 1.5 WORK SEQUENCE **<APPLICABLE FOR PHASED CONSTRUCTION ONLY>**
- A. The Work will be conducted in **<INSERT NUMBER OF PHASES>** phases.
 1. Phase **<INSERT PHASE NUMBER>**: **<BRIEFLY DESCRIBE WORK OF THIS PHASE.>** Work of this phase shall be substantially complete, ready for occupancy within **<INSERT TIME>** of commencement of construction.
 2. **<CONTINUE LIST AND DESCRIPTION FOR EACH PHASE>**
- 1.6 CONTRACTOR USE OF PREMISES
- A. General: During the construction period the Contractor shall have full use of the premises for construction operations, including use of the site. The Contractor's use of the premises is limited only by the University's right to perform work or to retain other contractors on portions of the Project.
 - B. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
 1. University Occupancy: Allow for University occupancy and use by the public.
 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the University, the University's employees, and emergency vehicles at

all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

- C. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

1.7 OCCUPANCY REQUIREMENTS **<CHOOSE ONE AND EDIT FOR PARTICULAR PROJECT>**

- A. Full University Occupancy: The University will occupy the site and existing building during the entire construction period. Cooperate with the University during construction operations to minimize conflicts and facilitate University usage. Perform the Work so as not to interfere with the University's operations.

<INCLUDE ALL REQUIREMENTS NECESSARY FOR WORK DURING OFF HOURS>.

- B. Partial University Occupancy: The University reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.

1. The University will conduct a punchout of the area to be occupied and prepare a punch list. If it is determined that the work is substantially complete, the University will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to University occupancy. A blank Certificate of Substantial completion is included at the end of this section.
2. Prior to partial University occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the University will operate and maintain mechanical and electrical systems serving occupied portions of the building.
3. Upon occupancy, the University will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.8 PRODUCTS ORDERED IN ADVANCE **<APPLICABLE ONLY FOR PROJECTS USING PRE-PURCHASED EQUIPMENT>**

- A. General: The University has negotiated purchase orders with suppliers of material and equipment to be incorporated into the Work. The Contractor shall make all arrangements to schedule and receive all such material and equipment from the suppliers. Costs for receiving, handling, storage, protection and installation shall be included in the Contract Sum.

1. The Contractor's responsibilities are the same as if the Contractor negotiated the purchase orders. If requested by the University, the Contractor shall renegotiate purchase and execute final purchase order agreements.
 2. A "Schedule of Products Ordered in Advance" is included at the end of this Section.
<INCLUDE SCHEDULE OF PRODUCTS ORDERED IN ADVANCE AS NECESSARY>
- 1.9 UNIVERSITY-FURNISHED PRODUCTS **<APPLICABLE ONLY WHEN UNIVERSITY WILL PROVIDE CONTRACTOR WITH MATERIALS TO INSTALL>**
- A. The University will furnish **<INSERT A BRIEF DESCRIPTION OF UNIVERSITY-FURNISHED PRODUCTS>**. The Work includes providing support systems to receive University's equipment, and mechanical and electrical connections.
1. The University will arrange for and deliver necessary shop drawings, product data, O&M Manuals, warranties and samples to the Contractor for review and inclusion in the operation and maintenance manual.
 2. The University will arrange and pay for delivery of University furnished items according to the Contractor's Construction Schedule.
 3. Following delivery, the University will inspect items delivered for damage.
 4. If University furnished items are damaged, defective, or missing, the University will arrange for replacement.
 5. The University will arrange for manufacturer's field services in accordance with the Contractor's construction schedule.
 6. The Contractor shall designate delivery dates of University furnished items in the Contractor's Construction Schedule.
 7. The Contractor shall review shop drawings, product data, and samples and return them to the University noting discrepancies or problems anticipated in use of the product.
 8. The Contractor is responsible for receiving, unloading, and handling University furnished items at the site.
 9. The Contractor is responsible for protecting University furnished items from damage, including damage from exposure to the elements. The Contractor shall repair or replace items damaged as a result of his operations or failure to adequately protect the item.
 10. A schedule of University finished products' is included at the end of this section.
- 1.10 PROTECTION OF EXISTING CONSTRUCTION AND FURNISHINGS
- A. The Contractor shall take all necessary precautions to protect the University's property and furnishings. The Contractor shall promptly remedy damage and loss to the University's property caused in whole or in part by the Contractor, a Subcontractor, a Sub-Subcontractor, or anyone

directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible.

PART 2 – PRODUCTS (Not Applicable)

PART 3 – EXECUTION

3.1 SCHEDULE OF PRODUCTS ORDERED IN ADVANCE

<INSERT SCHEDULE IF APPLICABLE>

3.2 SCHEDULE OF UNIVERSITY FURNISHED PRODUCTS

<INSERT SCHEDULE IF APPLICABLE>

END OF SECTION 010100