## General Requirements Exhibit

## Cover Sheet and Instructions

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|  | APPROVED DOCUMENT – This document is approved by the Office of the President and Office of the General Counsel for use by the Facility and is available on computer diskette. |
|  |  |
| **PURPOSE OF DOCUMENT:** | Creates and details procedures that expand upon the contract requirements stated in the General and Supplementary Conditions. |
| **CROSS-REFERENCE TO FACILITIES MANUAL:** | None |
| **CONTENTS:** | General Requirements Exhibit |
| **FOR USE WITH:** | Design Build Agreement |
| **COMPLETED BY:** | √ | Filling in | √ | Adding Text |  | No Data Required |
| **ITS USE IS:** | √ | Required |  | Optional |

**NOTE:** To use the electronic file of this document, you must go to the “Tools” pull down menu in Microsoft Word, select “Options,” select the “View” tab, and then put a check in the box “Hidden text.” Most instructions and alternate language is displayed in hidden text. Do not print the hidden text for the final document.

**Completion Instructions:**

1. Notes, suggested text, instructions and other information is formatted using the following methods:
* Hidden text within brackets. {This is an example of the format.} Read the material within the brackets and take the appropriate action (usually inserting text or selecting from a choice of texts.) When printing this document, the default print property will not print the hidden text.
* Coded instruction within brackets. The instructions and shading will disappear when the required information is typed.
* Suggested text is shaded in gray without brackets (see Modification and Additions below.)

**Modifications and Additions:**

1. Areas shaded in gray, without brackets, represent suggested text that may be modified by the Facility to meet the needs of the Project. This is an example of the format. Ensure that any modified or added text is consistent with the Contract Documents.
2. Areas not highlighted in gray, without brackets, shall not be altered without approval of the Office of the President.

**Comments:**

The format of this exhibit uses the standard CSI three (3) part format e.g. “General,” “Products” and “Execution.” It is understood that many of the Sections will not have Products nor need to address Execution requirements, but in the interest of consistency and clarity they should generally be included followed by the words “not applicable.”

The three (3) parts include the following:

Part 1 General: Defines the specific administrative and procedural requirements unique to the section.

Part 2 Products: Lists and describes the quality of items that are required for incorporation into the project under the section.

Part 3 Execution: Describes, in detail, preparatory actions and how the products are to be incorporated into the project.

It is important to understand that the individual documents which form the Contract Documents are be complementary to one another, but without being redundant to the degree that one runs the risk of including contradictory information. The rule should be to say it once and say it clearly.

END OF COVERSHEET AND INSTRUCTIONS

 GENERAL REQUIREMENTS INDEX

|  |  |
| --- | --- |
| **Section Number** | Section Name |
| 01110 | Summary of The Work |
| 01140 | Work Restrictions |
| 01150 | Project Utilities Resources |
| 01210 | Allowances |
|  |  |
| 01230 | Value Analysis |
| 01250 | Payment Procedures |
| 01310 | Project Meetings and Coordination |
| 01320 | Construction Progress Documentation |
| 01325 | Schedules |
| 01330 | Submittal Procedures |
| 01340 | Special Procedures |
| 01350 | Partnering |
| 01420 | Abbreviations, Definitions and References |
| 01440 | Quality Control |
| 01510 | Temporary Utilities |
| 01520 | Construction Facilities |
| 01530 | Temporary Construction |
| 01560 | Temporary Barriers and Enclosures |
| 01570 | Temporary Controls |
| 01580 | Project Identification and Information |
| 01610 | Basic Product Requirements |
| 01630 | Product Options and Substitutions |
| 01640 | University Furnished Products |
| 01650 | Products Delivery Requirements |
| 01660 | Products Storage and Handling |
| 01710 | Examination of Existing Conditions |
| 01720 | Preparation |
| 01730 | Execution |
| 01740 | Cleaning |
| 01750 | Starting and Adjusting |
| 01760 | Protection of Installed Construction |
| 01770 | Closeout Procedures |
| 01780 | Closeout Submittals |
| 01790 | Guarantees, Warranties, Bonds, Service & Maintenance Contracts |
| 01810 | Commissioning |
| 01820 | Demonstration and Training |
| 01830 | Not Used |
| 01840 | Reconstruction |