

PROJECT MANUAL

for

Gateway Vertical Spire Signage


Laramie County Community College  
Cheyenne, Wyoming

Bid Set

April 16, 2015



**LARAMIE COUNTY  
COMMUNITY COLLEGE**  
Cheyenne, Wyoming

SET NO.	Project No. 1202.1
	 By Architectural Means, P.C.



## TITLE PAGE

**Date:** April 16, 2014

**Project:** **Laramie County Community College  
Gateway Vertical Spire Signage - Bid Set**  
Laramie County Community College  
Cheyenne, Wyoming

**Owner:** **Physical Plant:**  
Tim Macnamara  
Director, Physical Plant  
Laramie County Community College  
1400 E. College Dr.  
Cheyenne, WY 82007  
PH: (307) 778-1256  
F: (307) 778-1358

**Architect:** **By Architectural Means, P.C.**  
Principal: Sallie Means, AIA  
(smeans@byarchmeans.com)  
311 West 18<sup>th</sup> Street, Suite 300  
Cheyenne, WY 82001  
P.O. Box 766  
Cheyenne, WY 82003  
PH: (307) 637-7300  
F: (307) 637-7302

**Bid Date:** May 6, 2015

**Bid Time:** 4:00 PM

**Bid Location:** Laramie County Community College  
Contracts Office  
Administration Building  
1400 E. College Drive  
Cheyenne, Wyoming



**Laramie County Community College  
Cheyenne, Wyoming  
Bid Set**

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**DIVISION 00  
BIDDING AND  
CONTRACT REQUIREMENTS**

Refer to Laramie County Community College

INVITATION FOR BID – CONSTRUCTION SERVICES

PROJECT: Gateway Vertical Spire Signage Project

BID No.: IFB15-15000





**DIVISION 01**  
**GENERAL REQUIREMENTS**



**SECTION 01 10 00**  
**SUMMARY**

**PART 1 GENERAL**

**1.01 PROJECT**

- A. Project Name: LCCC Gateway Vertical Spire Signage
- B. Owner's Name: Laramie County Community College.
- C. Architect's Name: By Architectural Means
- D. The Project consists of the fabrication and install of the addition of vertical spire signage to four existing stone monument sign bases located at the west and east entrances to the LCCC campus. The installation will include the aluminum frame and LED lit signage elements on the existing stone sign bases.

**1.02 CONTRACT DESCRIPTION**

- A. Contract Type: A single prime contract based on Guaranteed Maximum Price as described in the Contract.

**1.03 DESCRIPTION OF ALTERATIONS WORK**

- A. Scope of aluminum signage structure, aluminum panel, three dimensional letters and LED lighting as shown or indicated on the drawings and technical specifications.
- B. Scope of alterations work is shown on drawings.
- C. Electrical Power: Alter existing system and add new construction, keeping existing in operation.

**1.04 OWNER OCCUPANCY**

- A. Owner intends to continue to occupy adjacent existing buildings and properties during the entire construction/installation period. Specifically the Owner will have another contractor working to construct a new facility on a nearby property to the LCCC East Gateway. Note that the campus service road will be under construction in proximity to the East Gateway to the campus.
- B. Owner and the LCCC students intend to continue to occupy the site during the entire construction period.
- C. Cooperate with Owner to minimize conflict and to facilitate Owner's operations.
- D. Schedule the Work to accommodate Owner occupancy.

**1.05 CONTRACTOR USE OF SITE**

- A. Construction Operations: Limited to areas noted on Drawings. All staging will be within approximately 200 feet of the existing sign bases.
- B. Arrange use of site to allow:
  - 1. Owner occupancy.
  - 2. Use of site by the public.
- C. Provide access to and from site as required by law and by Owner:
  - 1. Emergency Building Exits During Construction: Keep all exits required by code open during construction period; provide temporary exit signs if exit routes are temporarily altered.
  - 2. Do not obstruct roadways, sidewalks, or other public ways without permit.
  - 3. At no time shall the Contractor reduce the traffic lanes on the adjacent campus roadway to less than one lane.
  - 4. Any activity that would cause the Contractor to close one lane shall be completed by dusk and the Contractor shall open the drive lane back for traffic. There shall not be any lane closure that extends over night.

5. Owner reserves the right to request the Contractor to modify time of construction activity to not interfere with campus activities.
- D. Utility Outages and Shutdown:
1. Do not disrupt or shut down systems, without 7 days' notice to Owner.
  2. Limit shutdown of utility services to 4 hours at a time during off-hours of campus, arranged at least 24 hours in advance with Owner.
  3. Prevent accidental disruption of utility services to other facilities.

#### **1.06 WORK SEQUENCE**

- A. Coordinate construction schedule and operations with LCCC Owner's Representative
- B. Contractor shall participate in a pre-construction conference call scheduled by the Owner's Representative.
- C. Contractor shall participate in a pre-installation meeting on site 10 days prior to the installation start. Coordinate schedule of meeting with the Architect and the Owner's Representative.
- D. Contractor shall install the vertical spire signage at the east campus gateway entry drive first and then at the west campus gateway entry drive.

#### **1.07 SPECIFICATION SECTIONS APPLICABLE TO ALL CONTRACTS**

- A. Unless otherwise noted, all provisions of the sections listed below apply to all contracts. Specific items of work listed under individual contract descriptions constitute exceptions.
- B. Section 01 20 00 - Price and Payment Procedures.
- C. Section 01 30 00 - Administrative Requirements.
- D. Section 01 40 00 - Quality Requirements.
- E. Section 01 50 00 - Temporary Facilities and Controls.
- F. Section 01 60 00 - Product Requirements.
- G. Section 01 70 00 - Execution and Closeout Requirements.
- I. Section 01 78 00 - Closeout Submittals.

**END OF SECTION**

**SECTION 01 30 00**  
**ADMINISTRATIVE REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Preconstruction meeting.
- B. Pre-installation (Site mobilization) meeting.
- C. Progress meetings.
- D. Construction progress schedule.
- E. Submittals for review, information, and project closeout.
- F. Number of copies of submittals.
- G. Submittal procedures.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 70 00 - Execution and Closeout Requirements: Additional coordination requirements.
- B. Section 01 78 00 - Closeout Submittals: Project record documents.

**1.03 PROJECT COORDINATION**

- A. Make the following types of submittals to Architect:
  - 1. Requests for interpretation.
  - 2. Requests for substitution.
  - 3. Shop drawings, product data, and samples.
  - 4. Inspection reports.
  - 5. Manufacturer's instructions and field reports.
  - 6. Applications for payment and change order requests.
  - 7. Progress schedules.
  - 8. Coordination drawings.
  - 9. Closeout submittals.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PRECONSTRUCTION MEETING**

- A. Architect will assist the Owner in scheduling a conference call meeting after Notice of Award.
- B. Attendance Required:
  - 1. Owner.
  - 2. Architect.
  - 3. Contractor.
- C. Agenda:
  - 1. Designation of personnel representing the parties to Contract, Owner and Architect.
  - 2. Procedures and processing of field decisions, submittals, substitutions, applications for payments, proposal request, Change Orders, and Contract closeout procedures.
  - 3. Scheduling.
  - 4. Review of Contractor's plans for site mobilization, staging and traffic control measures.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

**3.02 PRE-INSTALLATION (SITE MOBILIZATION) MEETING**

- A. Architect will schedule a Pre-installation meeting at the Project site prior to Contractor occupancy.
- B. Attendance Required:

1. Contractor.
  2. Owner.
  3. Architect.
  4. Contractor's Superintendent.
  5. Major Subcontractors.
- C. Agenda:
1. Use of premises by Owner and Contractor.
  2. Owner's requirements .
  3. Construction facilities and controls provided by Owner.
  4. Temporary utilities provided by Contractor.
  5. Security and housekeeping procedures.
  6. Schedules.
  7. Application for payment procedures.
  8. Procedures for testing.
  9. Procedures for maintaining record documents.
- D. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

### **3.03 PROGRESS MEETINGS**

- A. Schedule and administer meetings throughout progress of the Work at weekly intervals.
- B. Make arrangements for meetings, prepare agenda with copies for participants, preside at meetings.
- C. Attendance Required: Job superintendent, major Subcontractors and suppliers, Owner, Architect, as appropriate to agenda topics for each meeting.
- D. Agenda:
1. Review minutes of previous meetings.
  2. Review of Work progress.
  3. Field observations, problems, and decisions.
  4. Identification of problems that impede, or will impede, planned progress.
  5. Review of off-site fabrication and delivery schedules.
  6. Maintenance of progress schedule.
  7. Corrective measures to regain projected schedules.
  8. Planned progress during succeeding work period.
  9. Maintenance of quality and work standards.
  10. Effect of proposed changes on progress schedule and coordination.
  11. Other business relating to Work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

### **3.04 CONSTRUCTION PROGRESS SCHEDULE**

- A. Within 10 days after date of the Agreement, submit preliminary schedule .
- B. If preliminary schedule requires revision after review, submit revised schedule within 10 days.
- C. Within 14 days after review of preliminary schedule, submit draft of proposed complete schedule for review.
1. Include written certification that major contractors have reviewed and accepted proposed schedule.
- D. Within 10 days after joint review, submit complete schedule.
- E. Submit updated schedule with each Application for Payment.

### **3.05 SUBMITTALS FOR REVIEW**

- A. When the following are specified in individual sections, submit them for review:
1. Product data.

2. Shop drawings.
  3. Samples for selection.
  4. Samples for verification.
- B. Submit to Architect for review for the limited purpose of checking for conformance with information given and the design concept expressed in the contract documents.
  - C. Samples will be reviewed only for aesthetic, color, or finish selection.
  - D. After review, provide copies and distribute in accordance with SUBMITTAL PROCEDURES article below and for record documents purposes described in Section 01 78 00 - CLOSEOUT SUBMITTALS.

### **3.06 SUBMITTALS FOR INFORMATION**

- A. When the following are specified in individual sections, submit them for information:
  1. Design data.
  2. Certificates.
  3. Test reports.
  4. Inspection reports.
  5. Manufacturer's instructions.
  6. Manufacturer's field reports.
  7. Other types indicated.
- B. Submit for Architect's knowledge as contract administrator or for Owner. No action will be taken.

### **3.07 SUBMITTALS FOR PROJECT CLOSEOUT**

- A. When the following are specified in individual sections, submit them at project closeout:
  1. Project record documents.
  2. Operation and maintenance data.
  3. Warranties.
  4. Bonds.
  5. Other types as indicated.
- B. Submit for Owner's benefit during and after project completion.

### **3.08 NUMBER OF COPIES OF SUBMITTALS**

- A. Documents for Review:
  1. Small Size Sheets, Not Larger Than 8-1/2 x 11 inches: Submit one copy; the Contractor shall make his own copies from original returned by the Architect after making his own file copy.
  2. Larger Sheets, Not Larger Than 36 x 48 inches: Submit one reproducible transparency and one opaque reproduction.
- B. Documents for Information: Submit two copies.
- C. Documents for Project Closeout: Make one reproduction of submittal originally reviewed. Submit one extra of submittals for information.
- D. Samples: Submit the number specified in individual specification sections; one of which will be retained by Architect.
  1. After review, produce duplicates.
  2. Retained samples will not be returned to Contractor unless specifically so stated.

### **3.09 SUBMITTAL PROCEDURES**

- A. Transmit each submittal with a copy of approved submittal form.
- B. Transmit each submittal with approved form.
- C. Sequentially number the transmittal form. Revise submittals with original number and a sequential alphabetic suffix.

- D. Identify Project, Contractor, Subcontractor or supplier; pertinent drawing and detail number, and specification section number, as appropriate on each copy.
- E. Apply Contractor's stamp, signed or initialed certifying that review, approval, verification of Products required, field dimensions, adjacent construction Work, and coordination of information is in accordance with the requirements of the Work and Contract Documents.
- F. Deliver submittals to Architect at business address.
- G. Schedule submittals to expedite the Project, and coordinate submission of related items.
- H. For each submittal for review, allow 14 days excluding delivery time to and from the Contractor.
- I. Identify variations from Contract Documents and Product or system limitations that may be detrimental to successful performance of the completed Work.
- J. Provide space for Contractor and Architect review stamps.
- K. When revised for resubmission, identify all changes made since previous submission.
- L. Distribute reviewed submittals as appropriate. Instruct parties to promptly report any inability to comply with requirements.
- M. Submittals not requested will not be recognized or processed.

**END OF SECTION**



**SECTION 01 40 00**  
**QUALITY REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. References and standards.
- B. Quality assurance submittals.
- C. Control of installation.
- D. Tolerances.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 30 00 - Administrative Requirements: Submittal procedures.
- B. Section 01 60 00 - Product Requirements: Requirements for material and product quality.

**1.03 REFERENCE STANDARDS**

- A. ASTM E329 - Standard Specification for Agencies Engaged Construction Inspection and/or Testing; 2011.

**1.04 SUBMITTALS**

- A. Design Data: Submit to the Owner (LCCC) and Architect for the limited purpose of assessing conformance with information given and the design concept expressed in the contract documents.
- B. Certificates: When specified in individual specification sections, submit certification by the manufacturer and Contractor or installation/application subcontractor to Architect, in quantities specified for Product Data.
  - 1. Indicate material or product conforms to or exceeds specified requirements. Submit supporting reference data, affidavits, and certifications as appropriate.
  - 2. Certificates may be recent or previous test results on material or product, but must be acceptable to Architect.

**1.05 REFERENCES AND STANDARDS[]**

- A. For products and workmanship specified by reference to a document or documents not included in the Project Manual, also referred to as reference standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.
- B. Conform to reference standard of date of issue current on date of Contract Documents, except where a specific date is established by applicable code.
- C. Obtain copies of standards where required by product specification sections.
- D. Maintain copy at project site during submittals, planning, and progress of the specific work, until Substantial Completion.
- E. Should specified reference standards conflict with Contract Documents, request clarification from Architect before proceeding.
- F. Neither the contractual relationships, duties, or responsibilities of the parties in Contract nor those of Architect shall be altered from the Contract Documents by mention or inference otherwise in any reference document.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 CONTROL OF INSTALLATION**

- A. Monitor quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce Work of specified quality.
- B. Comply with manufacturers' instructions, including each step in sequence.

- C. Should manufacturers' instructions conflict with Contract Documents, request clarification from Architect before proceeding.
- D. Comply with specified standards as minimum quality for the Work except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.
- E. Have Work performed by persons qualified to produce required and specified quality.
- F. Verify that field measurements are as indicated on shop drawings or as instructed by the manufacturer.
- G. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, physical distortion, and disfigurement.

### **3.02 TOLERANCES**

- A. Monitor fabrication and installation tolerance control of products to produce acceptable Work. Do not permit tolerances to accumulate.
- B. Comply with manufacturers' tolerances. Should manufacturers' tolerances conflict with Contract Documents, request clarification from Architect before proceeding.
- C. Adjust products to appropriate dimensions; position before securing products in place.

### **3.03 DEFECT ASSESSMENT**

- A. Replace Work or portions of the Work not conforming to specified requirements.
- B. If, in the opinion of Architect, it is not practical to remove and replace the Work, Architect will direct an appropriate remedy or adjust payment.

**END OF SECTION**

**SECTION 01 50 00**  
**TEMPORARY FACILITIES AND CONTROLS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Temporary sanitary facilities.
- B. Temporary Controls: Barriers, enclosures, and fencing.
- C. Security requirements.
- D. Vehicular access and parking.
- E. Waste removal facilities and services.

**1.02 BARRIERS**

- A. Provide barriers to prevent unauthorized entry to construction areas, to prevent access to areas that could be hazardous to workers or the public, to allow for owner's use of site and to protect existing facilities and adjacent properties from damage from construction operations and demolition.
- B. Provide barricades required by governing authorities for public rights-of-way and for public access to existing buildings.
- C. Protect existing stone monument base and walls along with precast caps and existing signage to remain.
- D. Provide protection for plants designated to remain. Replace damaged plants.
- E. Protect non-owned vehicular traffic, stored materials, site, and structures from damage.

**1.03 FENCING**

- A. Construction: Commercial grade chain link fence.
- B. Provide 6 foot high fence around required areas for the construction as deemed necessary by the contractor; equip with vehicular gates with locks

**1.04 VEHICULAR ACCESS AND PARKING**

- A. Comply with regulations relating to use of streets and sidewalks, access to emergency facilities, and access for emergency vehicles.
- B. Coordinate access and haul routes with governing authorities and Owner.
- C. Provide and maintain access to fire hydrants, free of obstructions.
- D. Designated existing on-site roads may be used for construction traffic.
- E. Provide temporary parking areas to accommodate construction personnel.
- F. Do not allow vehicle parking on existing pavement.

**1.05 WASTE REMOVAL**

- A. Provide waste removal facilities and services as required to maintain the site in clean and orderly condition.
- B. Provide containers with lids. Remove trash from site periodically.
- C. If materials to be recycled or re-used on the project must be stored on-site, provide suitable non-combustible containers; locate containers holding flammable material outside the structure unless otherwise approved by the authorities having jurisdiction.

**1.06 REMOVAL OF UTILITIES, FACILITIES, AND CONTROLS**

- A. Remove temporary utilities, equipment, facilities, materials, prior to Substantial Completion inspection.
- B. Clean and repair damage caused by installation or use of temporary work.
- C. Restore existing facilities used during construction to original condition.

**PART 2 PRODUCTS - NOT USED**  
**PART 3 EXECUTION - NOT USED**

**END OF SECTION**

**SECTION 01 60 00**  
**PRODUCT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. General product requirements.
- B. Transportation, handling, storage and protection.
- C. Product option requirements.
- D. Substitution limitations and procedures.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 10 00 - Summary
- B. Section 01 40 00 - Quality Requirements: Product quality monitoring.

**1.03 REFERENCE STANDARDS**

- A. NFPA 70 - National Electrical Code; National Fire Protection Association; Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

**1.04 SUBMITTALS**

- A. Product Data Submittals: Submit manufacturer's standard published data. Mark each copy to identify applicable products, models, options, and other data. Supplement manufacturers' standard data to provide information specific to this Project.
- B. Shop Drawing Submittals: Prepared specifically for this Project; indicate utility and electrical characteristics, utility connection requirements, and location of utility outlets for service for functional equipment and appliances.
- C. Sample Submittals: Illustrate functional and aesthetic characteristics of the product, with integral parts and attachment devices. Coordinate sample submittals for interfacing work.
  - 1. For selection from standard finishes, submit samples of the full range of the manufacturer's standard colors, textures, and patterns.

**PART 2 PRODUCTS**

**2.01 NEW PRODUCTS**

- A. Provide new products unless specifically required or permitted by the Contract Documents.
- B. Where all other criteria are met, Contractor shall give preference to products that:
  - 1. Are extracted, harvested, and/or manufactured closer to the location of the project.
  - 2. Have longer documented life span under normal use.
  - 3. Result in less construction waste.

**2.02 PRODUCT OPTIONS**

- A. Products Specified by Reference Standards or by Description Only: Use any product meeting those standards or description.
- B. Products Specified by Naming One or More Manufacturers: Use a product of one of the manufacturers named and meeting specifications, no options or substitutions allowed.
- C. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not named.

**PART 3 EXECUTION**

**3.01 SUBSTITUTION PROCEDURES**

- A. Instructions to Bidders specify time restrictions for submitting requests for substitutions during the bidding period. Comply with requirements specified in this section.

- B. Architect will consider Requests for Substitutions only within 7 days prior to date of Bid Opening. No Substitution Requests will be reviewed after that deadline. Provide substitution request on the attached Project Substitution Request Form.
- C. Substitutions will not be considered when a product becomes unavailable through no fault of the Contractor.
- D. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.
- E. A request for substitution constitutes a representation that the submitter:
  - 1. Has investigated proposed product and determined that it meets or exceeds the quality level of the specified product.
  - 2. Will provide the same warranty for the substitution as for the specified product.
  - 3. Will coordinate installation and make changes to other Work that may be required for the Work to be complete with no additional cost to Owner.
  - 4. Waives claims for additional costs or time extension that may subsequently become apparent.
  - 5. Will reimburse Owner and Architect for review or redesign services associated with re-approval by authorities.
- F. Substitutions will not be considered when they are indicated or implied on shop drawing or product data submittals, without separate written request, or when acceptance will require revision to the Contract Documents.
- G. Substitution Submittal Procedure:
  - 1. Submit three copies of request for substitution for consideration. Limit each request to one proposed substitution.
  - 2. Submit shop drawings, product data, and certified test results attesting to the proposed product equivalence. Burden of proof is on proposer.
  - 3. The Architect will notify Contractor in writing of decision to accept or reject request.

### **3.02 TRANSPORTATION AND HANDLING**

- A. Coordinate schedule of product delivery to designated prepared areas in order to minimize site storage time and potential damage to stored materials.
- B. Transport and handle products in accordance with manufacturer's instructions.
- C. Transport materials in covered trucks to prevent contamination of product and littering of surrounding areas.
- D. Promptly inspect shipments to ensure that products comply with requirements, quantities are correct, and products are undamaged.
- E. Provide equipment and personnel to handle products by methods to prevent soiling, disfigurement, or damage.

### **3.03 STORAGE AND PROTECTION**

- A. Designate receiving/storage areas for incoming products so that they are delivered according to installation schedule and placed convenient to work area in order to minimize waste due to excessive materials handling and misapplication.
- B. Store and protect products in accordance with manufacturers' instructions.
- C. Store with seals and labels intact and legible.
- D. Store sensitive products in weather tight, climate controlled, enclosures in an environment favorable to product.
- E. For exterior storage of fabricated products, place on sloped supports above ground.
- F. Prevent contact with material that may cause corrosion, discoloration, or staining.
- G. Provide equipment and personnel to store products by methods to prevent soiling, disfigurement, or damage.

- H. Arrange storage of products to permit access for inspection. Periodically inspect to verify products are undamaged and are maintained in acceptable condition.

**END OF SECTION**





SUBSTITUTION REQUEST FORM

TO: By Architectural Means, PC  
Attn: Sallie Means  
311 West 18<sup>th</sup> St., Suite 300  
Cheyenne, WY 82001

PROJECT NAME: Laramie County Community College  
Gateway Vertical Spire Signage

SUPPLIER/SUBCONTRACTOR: \_\_\_\_\_

We hereby submit for consideration, the following product instead of specified item for above project:

SECTION	PARAGRAPH	SPECIFIED MATERIAL
_____	_____	_____

Proposed Substitution: \_\_\_\_\_

Substitution Requests will only be accepted within 10 days prior to the Bid Opening Date. No Substitution Requests will be reviewed after that deadline.

Attach complete dimensional information and technical data, including laboratory tests, if applicable.

Include complete information on changes to Drawings and/or Specifications which proposed substitution will require for its proper installation.

Submit with request all necessary samples and substantiating data to prove equal quality and performance to that which is specified. Clearly mark manufacturer's literature to indicate equality in performance. Differences in quality of materials and construction shall be indicated.

Fill in blanks below:

A. Does the substitution affect dimensions shown on Drawings:  
Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, clearly indicate changes. \_\_\_\_\_

B. Will the undersigned pay for changes to the building design, including engineering and detailing costs caused by the requested substitution: \_\_\_\_\_

C. What effect does the substitution have on other trades: \_\_\_\_\_

---

D. What effect does substitution have on applicable code requirements? \_\_\_\_\_

---

E. Differences between proposed substitution and specified item: \_\_\_\_\_

---

F. Manufacturer's guarantee of the proposed and specified items are:  
\_\_\_\_\_ Same \_\_\_\_\_ Different (explain) \_\_\_\_\_

---

CERTIFICATION OF EQUAL PERFORMANCE AND ASSUMPTION  
OF LIABILITY FOR EQUAL PERFORMANCE

---

Submitted by: \_\_\_\_\_

---

Signature \_\_\_\_\_ Title \_\_\_\_\_

---

Firm \_\_\_\_\_

---

Address \_\_\_\_\_

---

Telephone \_\_\_\_\_ Date \_\_\_\_\_

Signature must be by person having authority to legally bind his firm to the above terms.  
Failure to provide legally binding signature will result in retraction of approval.

END OF SECTION

**SECTION 01 70 00**  
**EXECUTION AND CLOSEOUT REQUIREMENTS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Examination, preparation, and general installation procedures.
- B. Pre-installation meetings.
- C. Cutting and patching.
- D. Cleaning and protection.
- E. Closeout procedures, except payment procedures.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 10 00 - Summary: Limitations on working on the site; work sequence.
- B. Section 01 30 00 - Administrative Requirements: Submittals procedures.
- C. Section 01 40 00 - Quality Requirements: Inspection procedures.
- D. Section 01 50 00 - Temporary Facilities and Controls: Temporary exterior enclosures.
- E. Section 01 78 00 - Closeout Submittals: Project record documents, operation and maintenance data, warranties .

**1.03 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Cutting and Patching: Submit written request in advance of cutting or alteration that affects:
  - 1. Structural integrity of any element of Project.
  - 2. Integrity of weather exposed or moisture resistant element.
  - 3. Efficiency, maintenance, or safety of any operational element.
  - 4. Visual qualities of sight exposed elements.
  - 5. Work of Owner or separate Contractor.
  - 6. Include in request:
    - a. Identification of Project.
    - b. Location and description of affected work.
    - c. Necessity for cutting or alteration.
    - d. Description of proposed work and products to be used.
    - e. Alternatives to cutting and patching.
    - f. Effect on work of Owner or separate Contractor.
    - g. Written permission of affected separate Contractor.
    - h. Date and time work will be executed.
- C. Project Record Documents: Accurately record actual locations of capped and active utilities.

**1.04 COORDINATION**

- A. Coordinate scheduling, submittals, and work of the various sections of the Project Manual to ensure efficient and orderly sequence of installation of interdependent construction elements.
- B. Coordinate space requirements, supports, and installation of electrical work that are indicated diagrammatically on Drawings. Follow routing shown for conduit, as closely as practicable. Utilize spaces efficiently to maximize accessibility for other installations, for maintenance, and for repairs.
- C. In exposed areas except as otherwise indicated, conceal conduit and wiring within the construction. Coordinate locations of fixtures and outlets with finish elements.
- D. Coordinate completion and clean-up of work of separate sections.

## **PART 2 PRODUCTS**

### **2.01 PATCHING MATERIALS**

- A. New Materials: As specified in product sections; match existing products and work for patching and extending work.
- B. Type and Quality of Existing Products: Determine by inspecting and testing products where necessary, referring to existing work as a standard.
- C. Product Substitution: For any proposed change in materials, submit request for substitution described in Section 01 60 00.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that existing site conditions and substrate surfaces are acceptable for subsequent work. Start of work means acceptance of existing conditions.
- B. Examine and verify specific conditions described in individual specification sections.
- C. Take field measurements before confirming product orders or beginning fabrication, to minimize waste due to over-ordering or misfabrication.
- D. Verify that utility services are available, of the correct characteristics, and in the correct locations.
- E. Prior to Cutting: Examine existing conditions prior to commencing work, including elements subject to damage or movement during cutting and patching. After uncovering existing work, assess conditions affecting performance of work. Beginning of cutting or patching means acceptance of existing conditions.

### **3.02 PREPARATION**

- A. Clean substrate surfaces prior to applying next material or substance.
- B. Seal cracks or openings of substrate prior to applying next material or substance.
- C. Apply manufacturer required or recommended substrate primer, sealer, or conditioner prior to applying any new material or substance in contact or bond.

### **3.03 PREINSTALLATION MEETINGS**

- A. When required in individual specification sections, convene a preinstallation meeting at the site prior to commencing work of the section.
- B. Require attendance of parties directly affecting, or affected by, work of the specific section.
- C. Notify Architect ten days in advance of meeting date.
- D. Prepare agenda and preside at meeting:
  - 1. Review conditions of examination, preparation and installation procedures.
  - 2. Review coordination with related work.
- E. Record minutes and distribute copies within two days after meeting to participants, with two copies to Architect, Owner, participants, and those affected by decisions made.

### **3.04 GENERAL INSTALLATION REQUIREMENTS**

- A. Install products as specified in individual sections, in accordance with manufacturer's instructions and recommendations, and so as to avoid waste due to necessity for replacement.
- B. Make vertical elements plumb and horizontal elements level, unless otherwise indicated.
- C. Install equipment and fittings plumb and level, neatly aligned with adjacent vertical and horizontal lines, unless otherwise indicated.
- D. Make consistent texture on surfaces, with seamless transitions, unless otherwise indicated.
- E. Make neat transitions between different surfaces, maintaining texture and appearance.

### **3.05 CUTTING AND PATCHING**

- A. Whenever possible, execute the work by methods that avoid cutting or patching.
- B. Perform whatever cutting and patching is necessary to:
  - 1. Complete the work.
  - 2. Fit products together to integrate with other work.
  - 3. Provide openings for penetration of electrical and other services.
  - 4. Match work that has been cut to adjacent work.
  - 5. Repair areas adjacent to cuts to required condition.
  - 6. Repair new work damaged by subsequent work.
  - 7. Remove and replace defective and non-conforming work.
- C. Execute work by methods that avoid damage to other work and that will provide appropriate surfaces to receive patching and finishing. In existing work, minimize damage and restore to original condition.
- D. Employ skilled and experienced installer to perform cutting for weather exposed and moisture resistant elements, and sight exposed surfaces.
- E. Cut rigid materials using masonry saw or core drill. Pneumatic tools not allowed without prior approval.
- F. Restore work with new products in accordance with requirements of Contract Documents.
- G. Fit work tight to pipes, conduit, and other penetrations through surfaces.
- H. Patching:
  - 1. Finish patched surfaces to match finish that existed prior to patching. On continuous surfaces, refinish to nearest intersection or natural break. For an assembly, refinish entire unit.
  - 2. Match color, texture, and appearance.
  - 3. Repair patched surfaces that are damaged, lifted, discolored, or showing other imperfections due to patching work. If defects are due to condition of substrate, repair substrate prior to repairing finish.

### **3.06 PROGRESS CLEANING**

- A. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
- B. Collect and remove waste materials, debris, and trash/rubbish from site periodically and dispose off-site; do not burn or bury.

### **3.07 PROTECTION OF INSTALLED WORK**

- A. Protect installed work from damage by construction operations.
- B. Provide special protection where specified in individual specification sections.
- C. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.
- D. Remove protective coverings when no longer needed; reuse or recycle plastic coverings if possible.

### **3.08 FINAL CLEANING**

- A. Use cleaning materials that are nonhazardous.
- B. Remove all labels that are not permanent.
- C. Clean site; sweep paved areas, rake clean landscaped surfaces.
- D. Remove waste, surplus materials, trash/rubbish, and construction facilities from the site; dispose of in legal manner; do not burn or bury.

### **3.09 CLOSEOUT PROCEDURES**

- A. Make submittals that are required by governing or other authorities.

1. Provide copies to Architect.
- B. Notify Architect when work is considered ready for Substantial Completion.
- C. Submit written certification that Contract Documents have been reviewed, work has been inspected, and that work is complete in accordance with Contract Documents and ready for Architect's review.
- D. Correct items of work listed in executed Certificates of Substantial Completion.
- E. Notify Architect when work is considered finally complete.
- F. Complete items of work determined by Architect's final inspection.

**END OF SECTION**

**SECTION 01 78 00**  
**CLOSEOUT SUBMITTALS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Project Record Documents.
- B. Operation and Maintenance Data.
- C. Warranties and bonds.

**1.02 RELATED REQUIREMENTS**

- A. Section 01 30 00 - Administrative Requirements: Submittals procedures, shop drawings, product data, and samples.
- B. Section 01 70 00 - Execution and Closeout Requirements: Contract closeout procedures.
- C. Individual Product Sections: Specific requirements for operation and maintenance data.
- D. Individual Product Sections: Warranties required for specific products or Work.

**1.03 SUBMITTALS**

- A. Project Record Documents: Submit documents to Architect with claim for final Application for Payment.
- B. Operation and Maintenance Data:
  - 1. Submit two copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect will review draft and return one copy with comments.
  - 2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit completed documents within ten days after acceptance.
  - 3. Submit one copy of completed documents 15 days prior to final inspection. This copy will be reviewed and returned after final inspection, with Architect comments. Revise content of all document sets as required prior to final submission.
  - 4. Submit two sets of revised final documents in final form within 10 days after final inspection.
- C. Warranties and Bonds:
  - 1. Make other submittals within 10 days after Date of Substantial Completion, prior to final Application for Payment.
  - 2. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within 10 days after acceptance, listing the date of acceptance as the beginning of the warranty period.

**PART 2 PRODUCTS - NOT USED**

**PART 3 EXECUTION**

**3.01 PROJECT RECORD DOCUMENTS**

- A. Maintain on site one set of the following record documents; record actual revisions to the Work:
  - 1. Drawings.
  - 2. Specifications.
  - 3. Addenda.
  - 4. Change Orders and other modifications to the Contract.
  - 5. Reviewed shop drawings, product data, and samples.
  - 6. Manufacturer's instruction for assembly, installation, and adjusting.
- B. Ensure entries are complete and accurate, enabling future reference by Owner.
- C. Store record documents separate from documents used for construction.
- D. Record information concurrent with construction progress.
- E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:

1. Manufacturer's name and product model and number.
  2. Product substitutions or alternates utilized.
  3. Changes made by Addenda and modifications.
- F. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
1. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  2. Field changes of dimension and detail.
  3. Details not on original Contract drawings.

### **3.02 OPERATION AND MAINTENANCE DATA**

- A. Source Data: For each product or system, list names, addresses and telephone numbers of Subcontractors and suppliers, including local source of supplies and replacement parts.
- B. Product Data: Mark each sheet to clearly identify specific products and component parts, and data applicable to installation. Delete inapplicable information.
- C. Drawings: Supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams. Do not use Project Record Documents as maintenance drawings.
- D. Typed Text: As required to supplement product data. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.

### **3.03 OPERATION AND MAINTENANCE DATA FOR MATERIALS AND FINISHES**

- A. For Each Product, Applied Material, and Finish:
  1. Product data, with catalog number, size, composition, and color and texture designations.
  2. Information for re-ordering custom manufactured products.
- B. Instructions for Care and Maintenance: Manufacturer's recommendations for cleaning agents and methods, precautions against detrimental cleaning agents and methods, and recommended schedule for cleaning and maintenance.
- C. Moisture protection and weather-exposed products: Include product data listing applicable reference standards, chemical composition, and details of installation. Provide recommendations for inspections, maintenance, and repair.
- D. Additional information as specified in individual product specification sections.
- E. Where additional instructions are required, beyond the manufacturer's standard printed instructions, have instructions prepared by personnel experienced in the operation and maintenance of the specific products.

### **3.04 ASSEMBLY OF OPERATION AND MAINTENANCE MANUALS**

- A. Assemble operation and maintenance data into durable manuals for Owner's personnel use, with data arranged in the same sequence as, and identified by, the specification sections.
- B. Where systems involve more than one specification section, provide separate tabbed divider for each system.
- C. Binders: Commercial quality, 8-1/2 by 11 inch three D side ring binders with durable plastic covers; 2 inch maximum ring size. When multiple binders are used, correlate data into related consistent groupings.
- D. Cover: Identify each binder with typed or printed title OPERATION AND MAINTENANCE INSTRUCTIONS; identify title of Project; identify subject matter of contents.
- E. Project Directory: Title and address of Project; names, addresses, and telephone numbers of Architect, Consultants, Contractor and subcontractors, with names of responsible parties.
- F. Tables of Contents: List every item separated by a divider, using the same identification as on the divider tab; where multiple volumes are required, include all volumes Tables of Contents in each volume, with the current volume clearly identified.



- G. Dividers: Provide tabbed dividers for each separate product and system; identify the contents on the divider tab; immediately following the divider tab include a description of product and major component parts of equipment.
- H. Text: Manufacturer's printed data, or typewritten data on 20 pound paper.
- I. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
- J. Arrangement of Contents: Organize each volume in parts as follows:
  - 1. Project Directory.
  - 2. Table of Contents, of all volumes, and of this volume.
  - 3. Operation and Maintenance Data: Arranged by system, then by product category.
    - a. Source data.
    - b. Product data, shop drawings, and other submittals.
    - c. Operation and maintenance data.
    - d. Field quality control data.
    - e. Photocopies of warranties and bonds.
  - 4. Design Data: To allow for addition of design data furnished by Architect or others, provide a tab labeled "Design Data" and provide a binder large enough to allow for insertion of at least 20 pages of typed text.

### **3.05 WARRANTIES AND BONDS**

- A. Obtain warranties and bonds, executed in duplicate by responsible Subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work. Except for items put into use with Owner's permission, leave date of beginning of time of warranty until the Date of Substantial completion is determined.
- B. Verify that documents are in proper form, contain full information, and are notarized.
- C. Co-execute submittals when required.
- D. Retain warranties and bonds until time specified for submittal.
- E. Include originals of each in operation and maintenance manuals, indexed separately on Table of Contents.

**END OF SECTION**



**DIVISION 5**  
**METALS**



**SECTION 05 75 00**  
**DECORATIVE FORMED METAL**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Exterior fabrications made of formed metal sheet, secondary supports, and anchors to structure, including:
  - 1. Metal Sculpture at Entry Monuments with campus cast metal logo.
  - 2. Metal base.

**1.02 RELATED REQUIREMENTS**

- A. Sheet S-101: Additional Steel Specifications on Structural Drawings.
- B. Section 10 14 00 - Signage: Campus cast metal logo to be affixed to the metal sculpture.

**1.03 REFERENCE STANDARDS**

- A. ASTM B209 - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate; 2010.
- B. ASTM E488/E488M - Standard Test Methods for Strength of Anchors in Concrete and Masonry Elements; 2010.
- C. AWS D1.2/D1.2M - Structural Welding Code - Aluminum; 2008.
- D. SSPC-SP6 - Commercial Blast Cleaning.

**1.04 SUBMITTALS**

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Fabricator Qualifications.
- C. Product Data - Sheet Metal Material: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Storage and handling requirements and recommendations.
  - 3. Installation methods.
  - 4. Specimen warranty.
- D. Shop Drawings: Show layout and elevations, dimensions and thickness of panels, connections, details and location of joints, sealants and gaskets, method of anchorage, number of anchors, supports, reinforcement, trim, flashings, and accessories.
  - 1. Differentiate between shop and field fabrication.
  - 2. Indicate substrates and adjacent work with which the fabrications must be coordinated.
  - 3. Include large-scale details of anchorages and connecting elements.
- E. Selection Samples: For each finish product specified, color chips representing manufacturer's full range of available colors and patterns.
- F. Verification Samples: For each finish product specified, minimum size 12 inches square, representing actual product in color and texture.
- G. Installer's Qualifications.
- H. Certificate: Certify that the work results of this section meet or exceed specified requirements.
- I. Maintenance Data: Care of finishes and warranty requirements.

**1.05 QUALITY ASSURANCE**

- A. Fabricator Qualifications: Company specializing in fabricating products specified in this section.
  - 1. With not less than ten years of documented experience.
- B. Installer Qualifications: Company specializing in performing work of the type specified in this section.
  - 1. With minimum ten of documented experience.

- C. Coordinate the installation and attachment of the metal signage logo as specified in Section 10 14 00 Signage with the signage manufacturer.
- D. Mock-Up: Provide a mock-up for evaluation of fabrication workmanship.
  - 1. Locate where directed.
  - 2. Provide products finished as specified.
  - 3. Mock-up may remain as part of the Work.

#### **1.06 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver products in manufacturer's original, unopened, undamaged containers with identification labels intact.
  - 1. Protect finishes by applying heavy duty removable plastic film during production.
  - 2. Package for protection against transportation damage.
  - 3. Provide markings to identify components consistently with drawings.
  - 4. Exercise care in unloading, storing and installing panels to prevent bending, warping, twisting and surface damage.
- B. Store products protected from exposure to harmful weather conditions and at temperature conditions recommended by manufacturer.
  - 1. Protect from moisture and condensation with tarpaulins or other suitable weather tight covering installed to provide ventilation.
  - 2. Store at a slope to ensure positive drainage of any accumulated water.
  - 3. Avoid contact with any other materials that might cause staining, denting, or other surface damage.

### **PART 2 PRODUCTS**

#### **2.01 FORMED METAL FABRICATIONS - GENERAL**

- A. Shop Assembly: Preassemble items to greatest extent possible. Minimize field splices and field assembly. Disassemble only as necessary for transportation and handling. Mark items clearly for assembly and installation.
- B. Coordination: Match dimensions and attachment of formed metal items to adjacent construction. Produce integrated assemblies. Closely fit joints; align edges and flat surfaces unless indicated otherwise.
- C. Forming: Profiles indicated. Maximize lengths. Fold exposed edges to form hem indicated or ease edges to radius indicated with concealed stiffener. Provide flat, flush surfaces without cracking or grain separation at bends.
- D. Reinforcement: Increase metal thickness; use concealed stiffeners, backing materials or both. Provide stretcher leveled standard of flatness and stiffness required to maintain flatness and hold adjacent items in flush alignment.
- E. Anchors: Straps, plates and anchors as required to support and anchor items to adjacent construction.
- F. Supports: Miscellaneous framing, mounting, clips, sleeves, fasteners and accessories required for installation.
- G. Welding and Brazing: Weld or braze joints continuously. Grind, fill or dress to produce smooth, flush, exposed surfaces. Do not discolor metal.
- H. Performance Requirements:
  - 1. Thermal Movements:
    - a. Allow for thermal movements in exterior metal fabrications due to temperature changes. Prevent buckling, opening of joints, overstressing of components, failure of connections, and other detrimental effects.
    - b. Temperature Change Range: 120 degrees F, ambient; 180 degrees F, on material surfaces.
  - 2. Corrosion: Prevent galvanic action and other forms of corrosion by isolating metals and other materials from direct contact with incompatible materials.

## **2.02 FORMED METAL FABRICATIONS**

- A. Metal Base: Form metal base from type and thickness of metal indicated. Provide integral cove, reveals and other features shown on drawings.

## **2.03 MATERIALS**

- A. General: Provide sheet metal without pitting, seam marks, roller marks, stains, discolorations, or other imperfections exposed to view on finished units.
- B. Aluminum Sheet: ASTM B209209M, 5005-H32 minimum; alloy and temper recommended by aluminum producer and finisher for use and finish indicated.
- C. Anchors, Clips and Accessories: Use one of the following:
  - 1. Structural Anchors: Provide anchors where work is indicated to comply with design loads.
    - a. Type: Provide chemical or torque-controlled expansion anchors.
    - b. Capacity: When tested according to ASTM E488; six times the load imposed when installed in unit masonry and four times the load imposed when installed in concrete.
  - 2. Nonstructural Anchors: Provide powder-actuated fasteners of where work is not indicated to comply with design loads. Provide size and number required for load, installation and as recommended by manufacturer, unless indicated otherwise
- D. Fasteners, General: Same basic metal and alloy as formed metal sheet unless indicated otherwise. Do not use metals incompatible with the materials joined.

## **2.04 FINISHES**

- A. Aluminum Finishes:
  - 1. Color: As shown on the drawings.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify dimensions, tolerances, and interfaces with other work.
- B. Verify substrate on-site to determine that conditions are acceptable for product installation in accordance with manufacturer's written instructions.
- C. If substrate preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.
- D. Notify Architect in writing of conditions detrimental to proper and timely completion of work. Do not proceed with erection until unsatisfactory conditions have been corrected.

### **3.02 PREPARATION**

- A. Protect adjacent work areas and finish surfaces from damage during installation.
- B. Deliver anchorage items to be cast into concrete or built into masonry to appropriate installer(s) together with setting templates.
- C. Coat concrete and masonry surfaces that will be in contact with metal surfaces with bituminous coating.

### **3.03 INSTALLATION - METAL FABRICATIONS**

- A. Locate and place decorative formed sheet metal items level and plumb; align with adjacent construction. Cut, drill and fit as required to install.
- B. Do not cut or abrade sheet metal finishes that cannot be completely restored in the field. Return such items to manufacturer or fabricator for required alterations and refinishing or provide new items.
- C. Use concealed anchorages where possible.
  - 1. Provide metal caps to conceal bolts and nuts.
  - 2. Provide washers where needed on bolts or screws to protect metal surfaces and make weathertight connection.

- D. Form tight joints with exposed connections accurately fitted together. Provide reveals and openings for sealants and joint fillers indicated.
- E. Coordinate the installation of the Campus Logo metal casting as specified in 10 14 00 Signage.
- F. Corrosion Protection: Apply permanent separation materials on concealed surfaces where metals would otherwise be in direct contact with incompatible substrate materials. Prevent corrosion damage to material and finish.

**3.04 CLEANING**

- A. Remove temporary coverings and protection of adjacent work areas.
- B. Clean installed products in accordance with manufacturer's instructions.

**3.05 PROTECTION**

- A. Protect installed products from damage during construction.

**END OF SECTION**



**DIVISION 10**  
**SPECIALTIES**



## SECTION 10 14 00

### SIGNAGE

#### PART 1 GENERAL

##### 1.01 SECTION INCLUDES

- A. Exterior signage - vehicular directional

##### 1.02 RELATED REQUIREMENTS

- A. Section 26 05 53 - Lighting and Electrical.

##### 1.03 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Manufacturer's printed product literature for each type of sign, indicating sign styles, font, foreground and background colors, locations, overall dimensions of each sign.
- C. Engineered structural drawing for Aluminum structure with structural base plate designed to work iwth the existing anchor bolts with the structural capacity as noted in the drawings. Engineer shall be licensed Profesional Engineer in the State of Wyoming.
- D. Samples: Submit two samples of each type of sign, of size similar to that required for project, illustrating sign style, font, and method of attachment.
- E. Selection Samples: Where colors are not specified, submit two sets of color selection charts or chips.
- F. Verification Samples: Submit samples showing colors specified.
- G. Manufacturer's Installation Instructions: Include installation templates and attachment devices.

##### 1.04 QUALITY ASSURANCE

- A. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum ten years of documented experience.

##### 1.05 DELIVERY, STORAGE, AND HANDLING

- A. Package signs as required to prevent damage before installation.

#### PART 2 PRODUCTS

##### 2.01 MANUFACTURERS

- A. Dimensional Letter Signs:
  - 1. Cosco Industries: [www.coscoarchitecturalsigns.com](http://www.coscoarchitecturalsigns.com).
  - 2. Gemini Signs: [www.geminisignletters.com](http://www.geminisignletters.com)
  - 3. Substitutions: See Section 01 60 00 - Product Requirements.

##### 2.02 SIGNAGE APPLICATIONS

- A. Site Entrance Identification Signs:
  - 1. Use individual Formed Channel Low Profile LED letters.
  - 2. Mount on aluminum panel in location shown on Drawings.

##### 2.03 SIGN TYPES

- A. Color and Font: Unless otherwise indicated:
  - 1. Character Font: Helvetical Round.
  - 2. Character Case: Upper case only.
  - 3. Character Height: 12 inches.
  - 4. Character Color: illuminated white color.

##### 2.04 DIMENSIONAL LETTERS

- A. Plastic Letters:
  - 1. Material: Formed Channel Can and Formed Face Letters.
  - 2. Color: As selected.
  - 3. Mounting: Concealed or exposed screws.

## **2.05 CAST METAL CAMPUS LOGO**

- A. Cast Metal Logo - Artwork to be provided by Architect.
  - 1. Metals: To be selected by Architect.
  - 2. Finish: To be selected by Architect.
  - 3. Cast Thickness: Maximum 3 inches.
  - 4. Mounting: As indicated on Drawings; to be coordinated with Section 05 75 00 Decorative Formed Metal fabricator.

## **2.06 ACCESSORIES**

- A. Concealed Screws: Stainless steel, galvanized steel, chrome plated, or other non-corroding metal compatible with the sign letter metal.
- B. Exposed Screws: Chrome plated.

## **PART 3 EXECUTION**

### **3.01 EXAMINATION**

- A. Verify that substrate surfaces are ready to receive work.

### **3.02 INSTALLATION**

- A. Install in accordance with manufacturer's instructions.
- B. Install neatly, with horizontal edges level.
- C. Locate signs where indicated on drawings.
- D. Coordinate installation of cast metal logo with fabricator of the decorative formed metal sculptural elements.
- E. Protect from damage until Substantial Completion; repair or replace damage items.

**END OF SECTION**