

SECTION 27 01 30 - ADMINISTRATIVE REQUIREMENTS

PART 1 - PRIOR TO PROJECT

1.01 SUBMITTALS

- A. Plans and One-Line Drawing
- B. Product Data and Samples
- C. References and Certifications
- D. Name and Phone Number of Project Manager for project.
- E. Submit three complete sets of Submittals as described in Section 27 01 00.

1.02 WALK-THROUGH

- A. Pre-bid walk-through may be mandatory for bidding.
- B. Your name must appear on the "Sign In Form" at the walk-through in order to bid.
- C. If you are using a Subcontractor and they do not attend the walk-through you will be responsible for them receiving the information. Only names on the list will receive updates on the project.

1.03 BIDDING

- A. All conditions in the Division 27 specifications must be met in order to bid on this project, in addition to conditions set in Division 1.
- B. Other Bidding requirements may be set by Architect.

PART 2 - DURING CONSTRUCTION

2.01 PROJECT MANAGEMENT

- A. A Project Manager is to be present at ALL construction meetings to answer questions of progress, discuss scheduling and resolve any issues that may arise.
- B. When construction has started but the Contractor is not onsite actively working. The Project Manager, when requested, will be onsite within 24 hours from time of request.
- C. The Project Manager will be the single point of contact, for the Architect, General Contractor, and Owner Representative, so the flow of information will be as efficient as possible.

2.02 MEETINGS

- A. Contractor is to have job-site meetings with technicians informing them of scheduling and any safety issues that may have come up in the construction meetings. Items to be covered are over-head dangers, open trenches, areas that may be off limits due to safety issues or work in progress, and locations of all items on job-site.
- B. Project Manager is to conduct all meetings with technicians.
- C. If the Project Manager needs to call a meeting with Architect, General Contractor, or Owner

Representative allow 48 hours from time of notice before meeting is to begin.

PART 3 - PROJECT COMPLETION

3.01 JOB SITE

- A. All materials, storage container, job shacks, and dumpsters must be removed from job-site by final or when customer begins to occupy the space which ever may come first.
- B. All labeling must be completed to customer's satisfaction by the final.
- C. All repairs must be completed by the final.

3.02 DOCUMENTATION

- A. As-Builts to be delivered within 2 weeks of final.
- B. Test results are to be delivered within 2 weeks from test date.
- C. All manuals and warranty information are to be delivered with the As-Builts.

3.03 RECORD DOCUMENTS

- A. As-built plans will be completed by the contractor showing the location of all racks with elevation of rack layout.
- B. As-built plans completed by contractor will show port number for all installed data outlets (wall, ceiling, Wireless Access Points, floor box, etc.)
- C. As-built plans completed by contractor will show major cables routes used for low voltage cabling.
- D. As-built plans completed by contractor will show cable route for tie cable and backbone cable at all locations (interior, exterior, or overhead).
- E. See Section 27 01 00 for additional requirements.
- F. As-built drawings need to be submitted as hard copy and electronic format. Electronic format shall be ACAD 2007 or later, using the same scale as used on the bid set.
- G. Symbols used shall match the symbols used on the Bid Set or provide symbol list describing all symbols used.

END OF SECTION