

## SECTION 27 01 30 - ADMINISTRATIVE REQUIREMENTS

## PART 1 PRIOR TO PROJECT

## 1.1 SUBMITTALS

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

## 1.2 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.

## 1.3 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

### 2.1 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.

### 2.2 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, area's 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

### 3.1 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.

### 3.2 DOCUMENTATION

- A. As-Built's 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-Built's.

### 3.3 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 270100 for additional requirements.

END OF SECTION 27 01 30