

November 11, 2025

**Request for Bids
Lansing School District
Purchasing Department
519 West Kalamazoo
Lansing, MI 48933**

This is not an order

Sealed proposals for the furnishing of items and services listed on the sheets attached to the bid proposal documents that are available on our web-site will be received in the Lansing School District Purchasing Office, 519 W. Kalamazoo St., Lansing, Michigan 48933 until

December 9, 2025, 2:00 PM local time.

At this time and place bids will be opened publicly and read aloud.

One (1) original and Two (2) copies of the bid are to be submitted on the forms furnished by the Lansing School District in a sealed envelope and clearly marked:

Bid SO-1847 Averill Elementary Classroom Renovations

BID DOCUMENTS WILL BE POSTED BY November 17, 2025

To obtain a copy of this request for bid please visit our web site at:

www.lansingschools.net

(Click on Quicklinks at the top and click on Vendors (Bid Info), scroll down to Current Requests for Bids or Proposals) or the bid documents are also posted on the State of Michigan's procurement system SIGMA. If you need assistance, please contact the Lansing School District Purchasing Department at 517-755-3030.

No faxed, telephone or e-mailed bids will be accepted. Late submittals will not be considered.

All questions must be in writing and should be directed to Jon Laing, Director of Procurement at:

Projects@lansingschools.net, no later than 12:00 PM on Wednesday, December 3, 2025. Addendums will be posted on the Lansing School District's web-site and SIGMA as they are issued.

All bids/proposals must be accompanied by a 5% bid bond and a sworn and notarized statement disclosing any familial relationship with the Board of Education and selected staff. Bids must include the completed statement to be accepted or considered.

All bids shall be submitted in accordance with the attached instructions and shall remain firm for a period of ninety (90) days after the opening of bids.

A bid bond is required with this bid in the amount of 5% of the total bid amount. Certified payrolls are required with each invoice or pay application. A performance, labor and materials bond will be required to cover 100% of the project.

The Lansing School District reserves the right to reject any or all bids in whole or in part and to accept the proposal or portion of the proposal that, in their opinion, best serves the interests of the Lansing School District.

Lansing School District

Jon Laing
Director of Procurement

PRE-BID INFORMATION

There will be a Pre-Bid Meeting held Monday, December 1, 2025 at 4:15 PM at Averill Elementary, 3201 Averill Dr, Lansing, MI. Attendance is HIGHLY RECOMMENDED.



SECTION 00 11 13: ADVERTISEMENT FOR BIDS

The Lansing School District will receive proposals from qualified contractors for the Averill Elementary Renovation Project.

Work includes CSI division: 01, 02, 03, 06, 07, 08, 09, 10, 11, 26, 27, 28, 31, 32

Proposals may be mailed or delivered in person to:

Lansing School District
Attn. Todd Coe
519 W. Kalamazoo
Lansing, MI 48933

Proposals must be received prior to **1:30 PM Tuesday, December 9, 2025**. All proposals will be open publicly and read aloud at that time at the Lansing School District Administration Office, 519 W. Kalamazoo, Lansing, MI 48933. Proposals received after this time will not be accepted.

All proposals must be sealed in envelopes, plainly labeled "**Proposal for Averill Elementary Renovations, Bid Division: __**".

Any questions or RFI's should be submitted in writing to David Beckering; email: djb@beckering.com

A Pre-Bid Meeting is scheduled for Monday, December 1, 2025 at 4:15 PM at Averill Elementary School, 3201 Averill Drive, Lansing, MI 48911. Attendance is strongly recommended.

A bid security in the amount of 5% of the bid in the form of a bid bond, certified or cashiers' check is required and payable to Lansing School District.

Performance, labor and material bond costs (which cover 100% of the value of the project) should be bid separately on the line provided on the bid form. Do not include the cost of PLM Bonds in your base bid.

Applicable Michigan sales and use tax apply to this project.

Prevailing wages DO NOT apply to this project.

Bidding Documents may be examined **after Monday, November 17, 2025** at:

Beckering Construction Inc.	650 - 44th Street SE, Grand Rapids MI 49548	(616) 532-8191
Colliers Engineering & Design	560 5 th Street NW, Unit 305, Grand Rapids, MI 49504	
Builders Exchange	678 Front Ave. NW, Suite 330, Grand Rapids, MI 49504	
Builders Exchange	1240 E Saginaw Street, Lansing MI 48906	
Builders Exchange	3431 E Kilgore, Kalamazoo MI 49002	
McGraw-Hill Dodge	401 Hall Street SW, Grand Rapids, MI 49503	
CAM Room	43636 Woodward Ave, Bloomfield Hills, MI 48302	

Bidding documents are also available using the following link below:

<https://www.dropbox.com/scl/fo/c2xvzbaxrs5acivqn55g1/ABmeEXOuMcyMpy7RJupXVX4?rlkey=htmmx26fk5r89qxcbkd9fkb3&st=t4znktvk&dl=0>

The Owner reserves the right to accept or reject any or all bids and to waive any irregularities in proposals. Proposals shall remain firm for sixty (60) days from date of bid opening.



650 - 44th Street SE
Grand Rapids, MI 49548
ph: 616.532.8191
www.beckering.com

Date: November 14, 2025

To: All Bidders

From: David J. Beckering

Re: Lansing School District
Averill Elementary 2026 Renovations

Beckering Construction is the Construction Manager for Lansing School District and we are soliciting bids for the Averill Elementary 2026 Renovation project. I have attached the Bid Advertisement and Instructions to Bidders for your review. There will be a Pre-Bid Meeting at 4:15 PM on December 1, 2025 and the Public Bid Opening will be held on December 9, 2025 at 1:30 PM. If you have any questions, please contact me at 616-532-8191 or djb@beckering.com.



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Applicable Michigan sales and use tax apply to this project.

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The Owner reserves the right to accept or reject any or all bids and to waive any irregularities in proposals. Proposals shall remain firm for sixty (60) days from date of bid opening.



SECTION 00 21 13: INSTRUCTIONS TO BIDDERS

The following format and descriptions for the above project is to help each bidder understand, as a guide only, their specific bid division. Bidders should include all material, plus labor etc., unless it is specifically stated to furnish material only. The contents of this bidding guide are to be used as a guide only and will not alleviate the bidding contractors from errors or omissions due to the lack of bidding investigation, both in field checking or contract documents.

Prevailing wages DO NOT apply to this project.

A Sworn Statement of Familial Relationship must be submitted with your bid form. Failure to provide this document will result in the rejection of your bid, pursuant to Section 1267 of the Revised School Code - MCL 380.1267.

All proposals shall be accompanied by Affidavit of Compliance – Iran Economic Sanctions Act in compliance with “Iran linked business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012. Proposals that are not accompanied by this Affidavit of Compliance will not be accepted.

Bids will be awarded on a lump sum basis and will be assigned as subcontractors to Beckering Construction Inc.

A 5% bid bond or certified check in the amount of 5% of the bid is required for this project. Performance, labor, and material bond costs should be bid separately on the line provided on the bid form. Do not include the cost of PLM Bonds in your base bid. If your bid amount is less than \$50,000, it is not necessary to provide an amount for the PLM Bond. If bonds are required, they must be written by companies which are authorized to do business in and are in good standing with the State of Michigan.

Please refer to specifications and plans for detailed scope of each division. All bidders are required to comply with Division 01 – General Requirements, as it relates to their scope of work.

RFI's are to be submitted in writing to djb@beckering.com. RFI's will typically be answered by addendum.

Base Bids and Alternate Bids shall be based on the Bidding Documents including approved substitutions, and on the Bidders' evaluations of the Project Site. However, the Owner invites Voluntary Alternates or Value Engineering suggestions consistent with the intent of the Bidding Documents. Such alternates and suggestions, if submitted, shall be listed in the spaces provided on the Proposal Forms.

All subcontractors will be required to follow state and federal regulations including OSHA and MIOSHA requirements. Safety will be enforced and safety meetings for on-site people will be required. It is the responsibility of all contractors to make sure that their employees on site are trained on how to handle asbestos.

Testing work will be completed and paid for by the Owner. Contractors will be required to schedule and coordinate testing with the testing company where it occurs in relation to their division in the specifications.



All contractors are required to provide continuous housekeeping and clean-up. Beckering Construction will provide a dumpster for removal of miscellaneous debris. All contractors must plan to clean up their debris and move the debris to the dumpster. Major debris should be hauled away by the subcontractor that created the trash or spoils. Beckering Construction will not allow masonry or drywall debris to be placed in the dumpsters. All contractors must remove their own pallets from the jobsite.

All contractors are responsible for the entire set of plans and specifications including tables, schedules, notes and elevations. Bidders shall use complete sets of bidding documents in preparing proposals. Bidders are responsible for ascertaining that the bidding documents upon which their proposals are based are complete sets. Requests from bidders for clarification or interpretation of the bidding documents will be received by the Project Team until 3 days before the bids are due. Changes and corrections to the bidding documents will be made by Addendum and distributed to the bidders by email and/or fax.

Coordination between bid divisions is vital to the success of this project. Beckering Construction will assist with coordinating the contractors, but each bidder must familiarize themselves with the work scopes of all bid divisions which interface with their own. They shall consider that the work of their Bid Division(s) may follow the work of another Division, and that other contractors may perform work after the work of their Bid Division(s), and that other Contractors may work simultaneously with the work of their own Bid Divisions(s). Each Bidder shall include provisions for such interfaces and for cooperation with interfacing Contractors in his proposal.

The bid documents include the following specification sections that all contractors must abide by:

Section 01 25 00	Substitution Procedures
Section 01 40 00	Quality Requirements
Section 01 33 00	Submittal Procedures
Section 01 77 00	Close Out Procedures

The School District recently added a new Close Out Requirement. In addition to the standard paperwork noted in Division 017700, each contractor must prepare and submit a single flash drive with all close-out documents organized by folders for client use.

Bidders in contention for contract awards will be asked to attend a post-bid interview and submit post-bid information such as financial statements, list of similar size projects, foreman resumes and cost saving suggestions.

The project will proceed per the following tentative schedule:

Pre-Bid Meeting 4:15 PM	December 1, 2025
Bids Due 1:30 PM	December 9, 2025
Post Bid Interviews	December 11-12, 2025
Board of Education Approval	December 18, 2025
Pre-Construction Meeting	April 28, 2026
Exterior Work Begins	May 4, 2026
Interior Work Begins	June 8, 2026
Substantial Completion Date	August 7, 2026
Punch List	August 10-14, 2026
Final Inspections	August 17, 2026
Owner Occupancy	August 18, 2026



SECTION 00 24 13: BID DIVISIONS / SCOPE OF WORK

Bid Division A	Sitework / Concrete / Rotomilling / Paving
Bid Division B	General Trades
Bid Division C	Aluminum / Glass
Bid Division D	Drywall / Acoustical
Bid Division E	Painting
Bid Division F	Flooring
Bid Division G	Electrical / Data / Access Control



BID DIVISIONS / SCOPE OF WORK

Bid Package #1 includes sitework, foundations, floors, miscellaneous steel, studs, drywall, acoustical ceilings, insulation, hard lid ceilings, aluminum / glass, wood blocking, doors, frames, hardware, painting, floor covering, electrical, selective demolition, site demolition, excavation / backfill for entry foundations, milling and repaving work, pavement lines, signs and curb repairs.

Bidders are to include all necessary labor, material and equipment, etc. to complete their scope of work unless it is specifically stated to furnish material only. The contents of this bidding guide are to be used as a guide only and will not alleviate the bidding contractors from errors or omissions due to the lack of bidding investigation, both in field checking and contract documents. All bidders are responsible for reviewing the entire set of plans and specifications and all bid divisions to include the necessary coordination between the bid divisions. All bidders must review Sections: 012500, 013300, 014000 and 017700 and comply with these sections of the specifications.

Bid Division A **Site / Roto Milling / Repaving / Concrete**

Section	02 22 00	Existing Conditions Assessment
	02 41 19	Selective Demo (Site)
	03 30 00	Cast In Place Concrete
	07 21 00	Thermal Insulation
	31 20 00	Grading, Excavation and Fill
	32 01 26	Roto Milling
	32 13 13	Concrete Paving
	32 17 23	Painted Pavement Markings
	32 92 19	Seeding Repair

Testing will be paid for by the owner. However, this bid division is responsible for coordination of all testing work that applies to this bid division. This includes contacting the testing consultant when it is time for testing work to be performed. If re-testing is required and it is the fault of this contractor, the cost for re-testing will be paid by this contractor.

Any testing required by the technical specifications must be performed in compliance with the supplementary conditions as noted in the front end of the specifications. Soil compaction testing under the footings and floors is to be coordinated by this bid division.

This contract includes all site demolition work as noted on the site drawings. This includes removal of site concrete, fencing, existing slab at new vestibule, dumpster pad, various pieces of broken curb, basketball equipment and other miscellaneous items noted on the drawings. Demolition of existing dumpster enclosure, pipe bumpers and concrete pads is included in this contract.

Excavation and backfill for the new entry foundations, grading / compaction of sand fill to 4" below finished floor is included in this contract.

Staking and layout for the main building lines will be performed by a professional engineer with costs paid by the Owner. All other layout and staking is to be paid by the subcontractor requiring the work.



All necessary machine excavation and fill for concrete foundations and flatwork is included in this division. Compaction under and around foundations is included in this division.

This contractor will be responsible for the Soil Erosion Permit and supply and maintenance of barricades.

This division includes curbs and installation of all footings, pads, foundation walls, piers, concrete floors, dumpster slab and gaga ball pit slab as detailed in the drawings. All specified re-steel is included in this contract.

This contract also includes lawn repairs and new seeding in areas where the site is disturbed.

Demolition of the existing dumpster enclosure, concrete pad and pipe bumpers are included in this contract. Removal and replacement of concrete curbs as noted is included in this division. Grading, concrete foundations, installation of new pipe bumpers and the new concrete dumpster pad is included in this contract. The General Trades Contractor will provide the steel bumper posts for installation by Division A.

This division includes roto milling approximately 1 ½" of existing asphalt in the parking lots, driveways and playground surfaces and repaving these areas as noted on the drawings and specifications. All joint areas must be treated with bonding material and installed with care to avoid humps. This division includes the required layout to ensure that existing sheet drainage is maintained.

This division includes the following painted pavement markings: white parking lot lines, blue handicap parking spaces, white basketball lines on the new playground surface and white four square lines as detailed on the drawings.

This contractor is responsible for all required layout, continuous housekeeping and clean up.



Bid Division B **General Trades**

Section	02 41 19	Selective Demolition
	05 50 00	Miscellaneous Metals
	06 10 00	Rough Carpentry
	07 84 00	Firestopping
	07 92 00	Joint Sealers
	08 11 13	Hollow Metal Doors and Frames
	08 14 16	Flush Wood Doors
	08 31 13	Access Doors and Panels
	08 71 00	Door Hardware
	10 11 00	Visual Display Units
	10 28 13	Toilet Accessories
	11 68 00	Playground Equipment

This Bid Division must include the following allowances:

Temporary Enclosures and MIOSHA work:	\$5,000.00
Clean-up work:	\$7,500.00
Carpet Protection:	\$6,000.00

This division includes labor, material and equipment to install all rough carpentry, finish carpentry and miscellaneous items required for the project, including but not restricted to, framing, blocking, roof blocking, wood furring, plywood backing, and any finish millwork detailed on the drawings.

This division includes furnishing and installation of all rough lumber, as noted on the drawings and as required for backing for architectural items. Electrical trades will provide and install wood blocking that is required for their work and not specifically shown on the architectural drawings.

This division includes all selective demolition work including doors, frames, walls, ceilings, new openings in existing walls both interior and exterior, saw cutting, removal of concrete floors, removal of existing flooring and base and any other selective demo as detailed in the bid documents. The General Trades Contractor must provide his own dumpster.

This division includes supply and erection of the steel angle welded to the existing joist as noted in Detail 7/A301. Bumper posts are provided by General Trades Division 'B' and installed by Site Division 'A.'

This division includes labor, material and equipment to furnish and install caulking and sealants, including but not limited to all exterior wall joints, access panels, hollow metal frames, caulking where concrete meets building as shown and/or specified, caulking counter tops and backsplash areas as shown and/or specified and typical joints between dissimilar materials. Caulking of aluminum / glass is by Division C Aluminum / Glass.

This division includes labor, materials and equipment for delivery, unloading, protection and installation of the hollow metal doors and frames, wood doors and finish hardware as noted on the plans and detailed in the specifications. This includes closures, plates, all required layout and verification of frame sizes, related louvers and light openings with associated metal frames and delivery of all items with identification to the installing contractor in accordance with the project schedule. This division includes final hardware cylinders with 'A' keyways and seven pin cores. Wood doors must be pre-machined and factory stained and finished. This contractor will be responsible to notify the Construction Manager, in writing, of any rated opening conflicts prior to ordering materials.



Finish hardware for the aluminum doors will be supplied by this division and installed by the Aluminum / Glass / Glazing contractor. Lock cylinders are included in this bid division.

Note: All hollow metal doors and frames must have borrowed lite stops pre-drilled and fastened at time of shipment. Installation of wood stops for windows in wood doors and metal frames in hollow metal doors is covered in this contract. If the hollow metal frames require on site welded connections, then that welding work is included in this contract.

This division includes furnishing and installation of the display boards including marker boards and tackboards as noted on the drawings and detailed in the specifications.

This division includes exterior play equipment including basketball equipment with (2) draper heavy duty fixed height posts with acrylic backboards (Draper #506995).

Any toilet accessories noted in the contract documents are part of this division, including material and installation.

This division includes supply and installation of the custom metal fence for the dumpster enclosure. The fencing, gates, steel bumper posts and hardware are covered by the General Trades division. Bumper posts are supplied by Division B and installed by Division A – Site / Concrete Paving.

All required layout, field measurements and coordination are a part of this contract. Continuous housekeeping and clean-up are also part of this contract.

Please provide an hourly rate adjustment for 2nd shift labor that may be required. See line item on Bid Form.



Bid Division C **Aluminum / Glass / Glazing**

Section	07 92 00	Joint Sealers
	08 41 13	Aluminum Entrances & Storefronts
	08 71 00	Door Hardware (Installation Only)
	08 80 00	Glazing
	08 87 17	Safety & Security Glazing Films

The scope of this division includes the new storefront system at the new vestibule #001 and glazing for doors and sidelites. This Contractor must carefully review the drawings for new windows or borrowed lights in existing walls, new doors in existing openings, interior firelite glass in corridor doors, sidelites and borrowed lites, etc.

This division includes labor, material and equipment for delivery, unloading, protection and installation of all aluminum windows, glass and glazing, aluminum doors, frames, entrances, store fronts, curtain walls, interior glass, flashings, glazing sealants, accessories and security films on certain glazed areas as shown and/or specified.

This contract also includes: Installation of finish hardware into this trades work (The General Trades division will supply the hardware), adjustment for all aluminum doors prior to facility opening, glass and glazing for all interior vision lights in various doors and hollow metal frames, and mirrored glass that is NOT specifically noted in other divisions.

This contract includes installation of any power assist operated door assemblies as noted on the drawings and specifications.

Any flashings that are embedded into masonry walls must be supplied to the masonry contractor in a timely manner. Any exterior metal sill flashings at windows, curtain walls or other related details are included in this contract.

This division includes caulking the perimeter at the interior and exterior of all openings where this contractor installs aluminum frames including doors, entrances, windows, storefronts, curtain walls, etc. This contractor is to install all necessary insulation and backer rod as needed for the proper installation of the caulk at the perimeter of the frames.

This contractor is required to submit timely shop drawings and expedite material deliveries in order to closely follow the construction schedule.

This contractor is responsible for all required layout, housekeeping and clean-up including a thorough washing of all glass and aluminum frames before final turnover.



Bid Division D

Drywall & Acoustical

Section	07 84 00	Firestopping
	09 21 16	Gypsum Board Assemblies
	09 22 16	Non-Structural Metal Framing
	09 51 00	Acoustical Ceilings
	09 84 33	Sound-Diffusing Wall Panels

This division includes labor, material and equipment for delivery, unloading, protection and installation of all metal studs, gypsum drywall, plastering, all batt insulation, all grid, trim, pads and accessories, all firesafing, all metal support systems, etc. as shown and/or specified.

This contract includes supply and installation of all acoustical ceiling and wall panels as shown and/or specified. This contract includes any insulation that is installed in these walls or laid above these ceilings. Any metal furring and associated rigid insulation is part of this contract. Wood furring is by the general trades division, but if rigid insulation is used with wood furring the insulation is included in the drywall division.

This division includes supply and installation of any access doors shown on the drawings that are installed in substrates supplied by this division. Access doors that are required by other trades, but not detailed on the drawings, must be supplied by the trade requiring it and installed by this division.

This division includes supply and installation of metal framing, insulation and gypboard for all bulkheads, soffit systems and the new hard lid ceiling in Vestibule 001. This division includes any bulkheads over folding partitions or over masonry walls. These bulkheads may extend into attic areas and to the roof line with appropriate fire separations.

This division includes supply and installation of all control/expansion joints as shown and/or recommended by industry standards.

This contractor is responsible for all required layout, housekeeping and clean-up.

Please provide an hourly rate adjustment for 2nd shift labor that may be required. See line item on Bid Form.



Bid Division E **Painting**

Section 09 90 00 Painting and Coatings

This division includes labor, material and equipment for supply and installation of all painting and staining, including surface prep and painting and finishing of exposed interior and exterior items and surfaces.

Wood doors will be prefinished in the factory but check drawings carefully for custom woodwork that will require finishing by this contract.

This division includes any wall coverings as noted on the drawings and in the specifications.

This division includes: Filling of nail sets at all woodwork, staining and finishing of all woodwork, official acceptance of all surfaces prior to application of base coats, all necessary prep for exposed structural steel work and protection of finished or prefinished materials.

This division will include any multi-color ceiling painting in exposed ceiling areas. This contract also includes all graphics and stripes in custom colors if required.

If the drawings show any canopies with exposed structural steel or soffits this division must include painting for these areas.

This contract includes concrete floor sealer in janitor closets and storage areas as noted on the drawings.

This division also includes touch-up after Owner occupancy.

This contractor is responsible for layout, housekeeping and clean-up.



Bid Division F

Flooring

Section	09 30 00	Tiling
	09 65 13	Resilient Base & Accessories
	09 65 19	Resilient Tile Flooring
	09 68 13	Tile Carpeting
	09 68 16	Walk Off Carpet

This bid division is responsible for scheduling a preconstruction meeting with the Construction Manager to discuss quality control and prep work before any work proceeds on the job site. When the preconstruction meeting is held, the flooring contractor will be directed to review the condition of all rooms scheduled for their finishes and then submit a not-to-exceed estimate for all of their proposed prep work no later than 10 calendar days after the preconstruction meeting.

The General Trades Contractor is responsible for protection of existing carpet.

This division includes labor, material and equipment for installation of new carpet material, including adhesives, and divider strips, control joints, floor prep, underlayment, resilient base and accessories, aluminum base, threshold and transition strips as shown and/or specified.

The owner desires to keep the existing floor covering for Corridor 205 and Classrooms 207 and 209. Existing resilient base will be removed by the General Trades Contractor and the Flooring Contractor will install new base at Classrooms and Corridor.

At Classrooms 206 and 208, the General Trades Contractor will remove all existing flooring and base and Flooring Contractor will prep floors and install new flooring and base.

This division includes walk-off carpet and resilient base for New Vestibule #001.

This contractor is responsible for the prompt ordering and shipment of all flooring materials and the immediate inspection of all products upon arrival in order to avoid installation delays due to factory errors.

This division also includes final cleaning and vacuuming of all new carpet prior to Owner occupancy.

This contractor is responsible for all required layout, housekeeping and clean-up.

Please provide an hourly rate adjustment for 2nd shift labor that may be required. See line item on Bid Form.



<u>Bid Division G</u>	<u>Electrical</u>
Section	07 84 00 Firestopping
	15 00 00 Thermostats
	26 00 00 Electrical Scope of Work
	26 05 05 Selective Electrical Demo
	26 05 13 Medium Voltage Cables
	26 05 19 Low-Voltage Electrical Power Conductors & Cables
	26 05 23 Control-Voltage Electrical Power Cables
	26 05 26 Grounding & Bonding for Electrical Systems
	26 05 29 Hangers & Supports for Electrical Systems
	26 05 34 Conduit for Electrical Systems, Data System, Access Control System
	26 05 35 Surface Raceways for Electrical Systems
	26 05 37 Boxes for Electrical Systems
	26 05 53 Identification for Electrical Systems
	26 05 83 Equipment Wiring Connections
	26 09 23 Lighting Control Devices
	26 09 43 Network Lighting Controls
	26 24 16 Panelboards
	26 27 26 Wiring Devices
	26 28 16 Enclosed Switches and Circuit Breakers
	26 29 13 Enclosed Motor Controllers
	26 51 19 LED Interior Lighting
	27 05 28 Pathways for Communications Systems
	27 05 36 Cable Trays for Communications Systems
	27 10 00 Cabling for Data Intercom and Clock System
	28 46 00 Fire Detection and Alarm System

This division includes labor, material and equipment to furnish and install all electrical systems including: All conduit, panels, wiring devices, disconnects, circuit breakers, switch gear, all conduit raceways, transformers, light fixtures, dimmer devices, controls, etc., as shown and/or specified.

This division includes rough-in, conduit, cable trays, surface raceway and cabling for the access control system, the data / technology system, the intercom system and the clock system.

This bid division includes installation of firestopping at all conduits including the ends of any unused conduits or sleeves.

This contract includes supply, installation and maintenance of temporary power and temporary lighting inside the building. Temporary electricity usage will be paid for by the Construction Manager.

The Fire Alarm system is an important part of this bid division, including timely submission of the system design to the State for Approval.

This division includes supply and installation of new thermostats for the existing unit vents in Rooms 206, 207, 208 and 209. Contact the Lansing School District Temperature Control Contractor – SC Technologies 15729 Peacock Rd., Haslett, MI. Phone 616-575-0090, to get a quote for the new stats.

Please provide an hourly rate adjustment for 2nd shift labor that may be required. See line item on Bid Form.



SECTION 00 41 00: BID FORM

BID DIVISION _____ DESCRIPTION _____

BIDDER'S NAME _____

LEGAL ADDRESS _____

PHONE (____) _____ FAX (____) _____ EMAIL _____

PROJECTS: Lansing School District - 2026 Sinking Fund Projects

Averill Elementary Renovations
3201 Averill Drive
Lansing, MI 48911

TO: Lansing School District
Attn: Todd Coe
519 W. Kalamazoo
Lansing, MI 48933

The undersigned, having carefully examined drawings and thoroughly perused specifications for the above named project; further, having visited the construction site to become fully familiar with all conditions affecting the work required by those drawings and specifications, prepared by Colliers Engineering & Design; hereby proposes to provide all materials, labor, services, etc., required thereby for the base bid sum of

1. BASE BID:

_____ Dollars (\$_____).

TAXES: Bid sum includes all applicable taxes.

ADDENDA: Following addenda have been received, are hereby acknowledged, and their execution is included in bid sums listed herein.

No. ____ DATED _____ No. ____ DATED _____ No. ____ DATED _____

BID SECURITY: A bid security in the form of a bid bond or certified check, will be accepted. The amount of the bid security shall be 5% of the total bid.

PAYMENT AND PERFORMANCE BOND: Cost of payment and performance bond is not to be included in base price. Provide add price for payment and performance bond.

ADD _____



VOLUNTARY ALTERNATES: It is understood that the following voluntary alternates for materials and/or equipment specified, if accepted by Owner, will be added to, or deducted from base bid. (Attach additional page if required.)

ITEM	ADD	DEDUCT
_____	_____	_____
_____	_____	_____
_____	_____	_____

FEES FOR ADDITIONAL WORK: For any additional work performed upon authorization of Owner, following fees will be used:

1. There will be a fee of 10% applied to total cost of labor. (Total cost of labor includes hourly wage rate plus all insurance, taxes, health and welfare contributions and other benefits.)
2. There will be a fee of 10% applied to total cost (less all discounts) of material. (6% sales tax is not to be included in 10% fee.)
3. There will be a fee of 7½% applied to quote of a subcontractor.

CREDIT FOR WORK DELETED: Should any work be deleted from Contract by order of Owner, full cost savings realized thereby will be credited to Owner.

PROPOSED SCHEDULE DATES:

Shop Drawing Submittals	_____
Begin Material Fabrication	_____
Material Delivery	_____
Begin Installation	_____
Complete Installation	_____

CONTRACT NUMBERS: Fill in applicable Unit Prices.

Basic labor rates: Journeyman: \$_____/hr Laborer: \$_____/hr

Additional Cost per hour for 2nd shift work \$_____/hr



AGREEMENT: Undersigned agree(s) to execute an agreement for work covered by this proposal on subcontract agreement form and bound in the specifications, and in accordance with the General Conditions Document and other contract documents, provided he be notified of proposal's acceptance within sixty (60) days after due date of opening. Undersigned further agrees that this proposal shall remain open during such sixty (60) day period. Undersigned acknowledges that Owner reserves right to accept or reject any and all bids with or without cause, and/or to waive informalities in bidding.

FIRM NAME _____

BY _____

TITLE _____

DATE _____

SUBMIT THREE (3) COPIES OF BID FORM AND RETAIN ONE (1) COPY FOR YOUR RECORDS.



AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Lansing School District (the "School District") advertisement of the construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) and any employee of Lansing Schools and any member of the Board of Education of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

Date: _____

STATE OF _____)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 2025,
by _____.

_____, Notary

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____



SECTION 00 72 00: GENERAL CONDITIONS

FORM OF GENERAL CONDITIONS

- 1.01 The General Conditions applicable to this contract are included by reference.

RELATED REQUIREMENTS

- 2.01 Beckering Construction Subcontract Agreement.
- 2.02 AIA Document A232TM – 2009 – General Conditions of the Contract for Construction with notifications, included by reference, is the General Conditions between the Owner and Contractor.

END OF DOCUMENT

SECTION 012500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.

1.2 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required to meet other Project requirements but may offer advantage to Contractor or Owner.

1.3 ACTION SUBMITTALS

- A. Substitution Requests: Submit documentation identifying product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: ***Use form at end of this section.***
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation method cannot be provided, if applicable.
 - b. Coordination of information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitutions with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes, such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects, with project names and addresses as well as names and addresses of architects and owners.

- h. Material test reports from a qualified testing agency, indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitutions with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents, except as indicated in substitution request, is compatible with related materials and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
- 3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor through Construction Manager of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.4 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.5 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

1.6 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.

1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Substitution request is fully documented and properly submitted.
 - c. Requested substitution will not adversely affect Contractor's construction schedule.
 - d. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - e. Requested substitution is compatible with other portions of the Work.
 - f. Requested substitution has been coordinated with other portions of the Work.
 - g. Requested substitution provides specified warranty.
 - h. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.

B. Substitutions for Convenience: Not allowed.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

Substitution Request (Post-Bid Period)

To:	Date:
Attn:	Project No.:
Email:	Project Name:
Phone:	Municipality/State:
Cc:	Reference:

Specification Title:

Description:

Article or Paragraph/Section/Page:

Proposed Substitution:

Manufacturer:

Address:

Phone:

Trade Name:

Model No.:

History: ☐ New Product ☐ 1-4 years ☐ 5-10 years ☐ > 10 years

Differences between proposed substitution and specified product:

☐ Point-by-Point comparative data attached ***REQUIRED BY A/E***

Reason for not providing specified item:

Similar Installation:

Project: **Architect:**

Address: **Owner:**

Date Installed:

Proposed substitution affects other parts of Work:☐ No ☐ Yes; explain:**Savings to Owner for accepting substitution:**

(\$ _____)

Proposed substitution changes Contract Time:☐ No ☐ Yes:☐ [Add] ☐ [Deduct] _____ days

Attached data includes product description, specifications, drawings, photographs, and performance and test data adequate for evaluation of the request; applicable portions of the data are clearly identified.

Attached data also includes a description of changes to the Contract Documents that the proposed substitution will require for its proper installation.

The Undersigned certifies:

- Proposed substitution has been fully investigated and determined to be equal or superior in all respects to specified product.
- Same warranty will be furnished for proposed substitution as for specified product.
- Same maintenance service and source of replacement parts, as applicable, is available.
- Proposed substitution will have no adverse effect on other trades and will not affect or delay progress schedule.
- Proposed substitution does not affect dimensions and functional clearances.
- Payment will be made for changes to building design, including A/E design, detailing, and construction costs caused by the substitution.

Submitted By:**Signed By:****Firm:****Address:****Phone:****Email:**

Response on next page

A/E's REVIEW AND ACTION

- ☐ **SUBSTITUTION APPROVED - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures**
- ☐ **SUBSTITUTION APPROVED AS NOTED - Make submittals in accordance with Specification Section 01 25 00 Substitution Procedures**
- ☐ **SUBSTITUTION REJECTED - Use specified materials**
- ☐ **SUBSTITUTION REQUEST RECEIVED TOO LATE - Use specified materials**

Signed by:

Date: _____

SUPPORTING DATA ATTACHED:

☐ Drawings ☐ Product Data ☐ Samples ☐ Tests ☐ Reports ☐ _____

Please call if you have any questions.

Reviewed By:

If enclosures are not as noted, please notify us at once.

SECTION 013300 - SUBMITTAL PROCEDURES

1.1 SUMMARY

A. Section Includes:

1. Submittal schedule requirements.
2. Administrative and procedural requirements for submittals.

B. Related Requirements:

1. Section 013100 "Project Management and Coordination" for submitting coordination drawings and subcontract list and for requirements for web-based Project software.
2. Section 014000 "Quality Requirements" for submitting test and inspection reports, and schedule of tests and inspections.
3. Section 017700 "Closeout Procedures" for submitting closeout submittals and maintenance material submittals.

1.2 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's and Construction Manager's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's and Construction Manager's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."

1.3 SUBMITTAL SCHEDULE

- A. Submittal Schedule: Submit, as an action submittal, a list of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and Construction Manager and additional time for handling and reviewing submittals required by those corrections.
1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 2. Initial Submittal Schedule: Submit concurrently with startup construction schedule. Include submittals required during the first 30 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 3. Final Submittal Schedule: Submit concurrently with the first complete submittal of Contractor's construction schedule.

- a. Submit revised submittal schedule as required to reflect changes in current status and timing for submittals.
4. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal Category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Architect's and Construction Manager's final release or approval.

1.4 SUBMITTAL FORMATS

- A. Submittal Information: Include the following information in each submittal:
 1. Project name.
 2. Date.
 3. Name of Architect.
 4. Name of Construction Manager.
 5. Name of Contractor.
 6. Name of firm or entity that prepared submittal.
 7. Names of subcontractor, manufacturer, and supplier.
 8. Unique submittal number, including revision identifier. Include Specification Section number with sequential alphanumeric identifier and alphanumeric suffix for resubmittals.
 9. Category and type of submittal.
 10. Submittal purpose and description.
 11. Number and title of Specification Section, with paragraph number and generic name for each of multiple items.
 12. Drawing number and detail references, as appropriate.
 13. Indication of full or partial submittal.
 14. Location(s) where product is to be installed, as appropriate.
 15. Other necessary identification.
 16. Remarks.
 17. Signature of transmitter.
- B. Options: Identify options requiring selection by Architect.
- C. Deviations and Additional Information: On each submittal, clearly indicate deviations from requirements in the Contract Documents, including minor variations and limitations; include relevant additional information and revisions, other than those requested by Architect and Construction Manager on previous submittals. Indicate by highlighting on each submittal or noting on attached separate sheet.
- D. Electronic Submittals: Prepare submittals as PDF package, incorporating complete information into each PDF file. Name PDF file with submittal number.

- E. Submittals Utilizing Web-Based Project Software: Prepare submittals as PDF files or other format indicated by Project management software.

1.5 SUBMITTAL PROCEDURES

- A. Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
 - 1. Email: Prepare submittals as PDF package and transmit to Architect by sending via email. Include PDF transmittal form. Include information in email subject line as requested by Architect.
 - a. Architect, through Construction Manager, will return annotated file. Annotate and retain one copy of file as a digital Project Record Document file.
 - 2. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project management software website. Enter required data in web-based software site to fully identify submittal.
- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
 - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 - 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 - 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 - 4. Coordinate transmittal of submittals for related parts of the Work specified in different Sections, so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
 - 1. Initial Review: Allow 10 business days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 - 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 - 3. Resubmittal Review: Allow 10 business days for review of each resubmittal.

4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 20 business days for initial review of each submittal.
 - a. Division 22 and 23 Submittals.
5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 business days for review of each submittal. Submittal will be returned through Architect before being returned to Contractor.
 - a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect and Construction Manager.
- D. Resubmittals: Make resubmittals in same form and number of copies as initial submittal.
 1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block, and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked with approval notation from Architect's and Construction Manager's action stamp.
- E. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- F. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's and Construction Manager's action stamp.

1.6 SUBMITTAL REQUIREMENTS

- A. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
 1. If information must be specially prepared for submittal because standard published data are unsuitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.
 - f. Application of testing agency labels and seals.

- g. Notation of coordination requirements.
 - h. Availability and delivery time information.
 - 4. For equipment, include the following in addition to the above, as applicable:
 - a. Wiring diagrams that show factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
 - 5. Submit Product Data before Shop Drawings, and before or concurrently with Samples.
- B. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data unless submittal based on Architect's digital data drawing files is otherwise permitted.
 - 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
- C. Samples: Submit Samples for review of type, color, pattern, and texture for a check of these characteristics with other materials.
 - 1. Transmit Samples that contain multiple, related components, such as accessories together in one submittal package.
 - 2. Identification: Permanently attach label on unexposed side of Samples that includes the following:
 - a. Project name and submittal number.
 - b. Generic description of Sample.
 - c. Product name and name of manufacturer.
 - d. Sample source.
 - e. Number and title of applicable Specification Section.
 - f. Specification paragraph number and generic name of each item.
 - 3. Email Transmittal: Provide PDF transmittal. Include digital image file illustrating Sample characteristics and identification information for record.
 - 4. Web-Based Project Management Software: Prepare submittals in PDF form, and upload to web-based Project software website. Enter required data in web-based software site to fully identify submittal.

5. Paper Transmittal: Include paper transmittal, including complete submittal information indicated.
6. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
 - a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
7. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units, showing the full range of colors, textures, and patterns available.
 - a. Number of Samples: Submit one full set(s) of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect, through Construction Manager, will return submittal with options selected.
8. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
 - a. Number of Samples: Submit three sets of Samples. Architect and Construction Manager will retain two Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record Sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- D. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
 1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 2. Manufacturer and product name, and model number if applicable.
 3. Number and name of room or space.

4. Location within room or space.
- E. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.
- F. Design Data: Prepare and submit written and graphic information indicating compliance with indicated performance and design criteria in individual Specification Sections. Include list of assumptions and summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Number each page of submittal.
- G. Certificates:
 1. Certificates and Certifications Submittals: Submit a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity. Provide a notarized signature where indicated.
 2. Installer Certificates: Submit written statements on manufacturer's letterhead, certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.
 3. Manufacturer Certificates: Submit written statements on manufacturer's letterhead, certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.
 4. Material Certificates: Submit written statements on manufacturer's letterhead, certifying that material complies with requirements in the Contract Documents.
 5. Product Certificates: Submit written statements on manufacturer's letterhead, certifying that product complies with requirements in the Contract Documents.
 6. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of AWS B2.1/B2.1M on AWS forms. Include names of firms and personnel certified.
- H. Test and Research Reports:
 1. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for substrate preparation and primers required.
 2. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
 3. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

4. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
5. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
6. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - a. Name of evaluation organization.
 - b. Date of evaluation.
 - c. Time period when report is in effect.
 - d. Product and manufacturers' names.
 - e. Description of product.
 - f. Test procedures and results.
 - g. Limitations of use.

1.7 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 1. If criteria indicated are insufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit digitally signed PDF file and three (3) paper copies of certificate, signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.
 1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

1.8 CONTRACTOR'S REVIEW

- A. Action Submittals and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect and Construction Manager.

- B. Contractor's Approval: Indicate Contractor's approval for each submittal with a uniform approval stamp indication in web-based Project management software. Include name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents.
 - 1. Architect and Construction Manager will not review submittals received from Contractor that do not have Contractor's review and approval.

1.9 ARCHITECT'S AND CONSTRUCTION MANAGER'S REVIEW

- A. Action Submittals: Architect and Construction Manager will review each submittal, indicate corrections or revisions required, and return.
 - 1. PDF Submittals: Architect and Construction Manager will indicate, via markup on each submittal, the appropriate action, as follows:
 - a. <Insert description of each action indicated on Architect's (and Construction Manager's) stamp>.
 - 2. Submittals by Web-Based Project Management Software: Architect and Construction Manager will indicate, on Project management software website, the appropriate action.
 - a. Actions taken by indication on Project management software website have the following meanings:
 - 1) <Insert description of each action indicated on Architect's (and Construction Manager's) stamp>.
- B. Informational Submittals: Architect and Construction Manager will review each submittal and will not return it, or will return it if it does not comply with requirements. Architect and Construction Manager will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect and Construction Manager.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Architect and Construction Manager will discard submittals received from sources other than Contractor.
- F. Submittals not required by the Contract Documents will be returned by Architect without action.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 014000 - QUALITY REQUIREMENTS

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 SUMMARY

- A. Section includes administrative and procedural requirements for quality assurance and quality control.
- B. Testing and inspection services are required to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with the Contract Document requirements.
 - 1. Specific quality-assurance and quality-control requirements for individual work results are specified in their respective Specification Sections. Requirements in individual Sections may also cover production of standard products.
 - 2. Specified tests, inspections, and related actions do not limit Contractor's other quality-assurance and quality-control procedures that facilitate compliance with the Contract Document requirements.
 - 3. Requirements for Contractor to provide quality-assurance and quality-control services required by Architect, Owner, Commissioning Authority, Construction Manager, or authorities having jurisdiction are not limited by provisions of this Section.
- C. Related Requirements:
 - 1. Section 012100 "Allowances" for testing and inspection allowances.

1.3 DEFINITIONS

- A. Experienced: When used with an entity or individual, "experienced," unless otherwise further described, means having successfully completed a minimum of three (3) previous projects similar in nature, size, and extent to this Project; being familiar with special requirements indicated; and having complied with requirements of authorities having jurisdiction.
- B. Field Quality-Control Tests and Inspections: Tests and inspections that are performed on-site for installation of the Work and for completed Work.

- C. Installer/Applicator/Erector: Contractor or another entity engaged by Contractor as an employee, subcontractor, or sub-subcontractor, to perform a particular construction operation, including installation, erection, application, assembly, and similar operations.
 - 1. Use of trade-specific terminology in referring to a Work result does not require that certain construction activities specified apply exclusively to specific trade(s).
- D. Mockups: Physical assemblies of portions of the Work constructed to establish the standard by which the Work will be judged. Mockups are not Samples.
 - 1. Mockups are used for one or more of the following:
 - a. Verify selections made under Sample submittals.
 - b. Demonstrate aesthetic effects.
 - c. Demonstrate the qualities of products and workmanship.
 - d. Demonstrate successful installation of interfaces between components and systems.
 - e. Perform preconstruction testing to determine system performance.
 - 2. Product Mockups: Mockups that may include multiple products, materials, or systems specified in a single Section.
 - 3. In-Place Mockups: Mockups constructed on-site in their actual final location as part of permanent construction.
- E. Preconstruction Testing: Tests and inspections performed specifically for Project before products and materials are incorporated into the Work, to verify performance or compliance with specified criteria. Unless otherwise indicated, copies of reports of tests or inspections performed for other than the Project do not meet this definition.
- F. Product Tests: Tests and inspections that are performed by a nationally recognized testing laboratory (NRTL) according to 29 CFR 1910.7, by a testing agency accredited according to NIST's National Voluntary Laboratory Accreditation Program (NVLAP), or by a testing agency qualified to conduct product testing and acceptable to authorities having jurisdiction, to establish product performance and compliance with specified requirements.
- G. Source Quality-Control Tests and Inspections: Tests and inspections that are performed at the source (e.g., plant, mill, factory, or shop).
- H. Testing Agency: An entity engaged to perform specific tests, inspections, or both. The term "testing laboratory" has the same meaning as the term "testing agency."
- I. Quality-Assurance Services: Activities, actions, and procedures performed before and during execution of the Work, to guard against defects and deficiencies and substantiate that proposed construction will comply with requirements.

- J. Quality-Control Services: Tests, inspections, procedures, and related actions during and after execution of the Work, to evaluate that actual products incorporated into the Work and completed construction comply with requirements. Contractor's quality-control services do not include contract administration activities performed by Architect or Construction Manager.

1.4 DELEGATED DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated Design Services Statement: Submit a statement signed and sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional, indicating that the products and systems are in compliance with performance and design criteria indicated. Include list of codes, loads, and other factors used in performing these services.

1.5 CONFLICTING REQUIREMENTS

- A. Conflicting Standards and Other Requirements: If compliance with two or more standards or requirements is specified and the standards or requirements establish different or conflicting requirements for minimum quantities or quality levels, inform the Architect regarding the conflict and obtain clarification prior to proceeding with the Work. Refer conflicting requirements that are different, but apparently equal, to Architect for clarification before proceeding.
- B. Minimum Quantity or Quality Levels: The quantity or quality level shown or specified is the minimum provided or performed. The actual installation may comply exactly with the minimum quantity or quality specified, or it may exceed the minimum within reasonable limits. To comply with these requirements, indicated numeric values are minimum or maximum, as appropriate, for the context of requirements. Refer uncertainties to Architect for a decision before proceeding.

1.6 ACTION SUBMITTALS

- A. Mockup Shop Drawings:
 - 1. Include plans, sections, elevations, and details, indicating materials and size of mockup construction.
 - 2. Indicate manufacturer and model number of individual components.
 - 3. Provide axonometric drawings for conditions difficult to illustrate in two dimensions.

1.7 INFORMATIONAL SUBMITTALS

- A. Contractor's Quality-Control Plan: For quality-assurance and quality-control activities and responsibilities.
- B. Qualification Data: For Contractor's quality-control personnel.
- C. Contractor's Statement of Responsibility: When required by authorities having jurisdiction, submit copy of written statement of responsibility submitted to authorities having jurisdiction before starting work on the following systems:
 - 1. Seismic-force-resisting system, designated seismic system, or component listed in the Statement of Special Inspections.
 - 2. Primary wind-force-resisting system or a wind-resisting component listed in the Statement of Special Inspections.
- D. Testing Agency Qualifications: For testing agencies specified in "Quality Assurance" Article to demonstrate their capabilities and experience. Include proof of qualifications in the form of a recent report on the inspection of the testing agency by a recognized authority.
- E. Schedule of Tests and Inspections: Prepare in tabular form and include the following:
 - 1. Specification Section number and title.
 - 2. Entity responsible for performing tests and inspections.
 - 3. Description of test and inspection.
 - 4. Identification of applicable standards.
 - 5. Identification of test and inspection methods.
 - 6. Number of tests and inspections required.
 - 7. Time schedule or time span for tests and inspections.
 - 8. Requirements for obtaining samples.
 - 9. Unique characteristics of each quality-control service.
- F. Reports: Prepare and submit certified written reports and documents as specified.
- G. Permits, Licenses, and Certificates: For Owner's record, submit copies of permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, correspondence, records, and similar documents established for compliance with standards and regulations bearing on performance of the Work.

1.8 CONTRACTOR'S QUALITY-CONTROL PLAN

- A. Quality-Control Plan, General: Submit quality-control plan within ten (10) days of Notice to Proceed, and not less than five (5) days prior to preconstruction conference. Submit in format acceptable to Architect. Identify personnel, procedures, controls, instructions, tests, records, and forms to be used to carry out Contractor's quality-assurance and quality-control responsibilities and to coordinate Owner's quality-assurance and quality-control activities. Coordinate with Contractor's Construction Schedule.

- B. Quality-Control Personnel Qualifications: Engage qualified personnel trained and experienced in managing and executing quality-assurance and quality-control procedures similar in nature and extent to those required for Project.
 - 1. Project quality-control manager may also serve as Project superintendent
 - 2. <Insert qualifications appropriate to Project>.
- C. Submittal Procedure: Describe procedures for ensuring compliance with requirements through review and management of submittal process. Indicate qualifications of personnel responsible for submittal review.
- D. Testing and Inspection: In quality-control plan, include a comprehensive schedule of Work requiring testing or inspection, including the following:
 - 1. Contractor-performed tests and inspections, including subcontractor-performed tests and inspections. Include required tests and inspections and Contractor-elected tests and inspections. Distinguish source quality-control tests and inspections from field quality-control tests and inspections.
 - 2. Special inspections required by authorities having jurisdiction and indicated on the Statement of Special Inspections.
 - 3. Owner-performed tests and inspections indicated in the Contract Documents, including tests and inspections indicated to be performed by Commissioning Authority.
- E. Continuous Inspection of Workmanship: Describe process for continuous inspection during construction to identify and correct deficiencies in workmanship in addition to testing and inspection specified. Indicate types of corrective actions to be required to bring the Work into compliance with standards of workmanship established by Contract requirements and approved mockups.
- F. Monitoring and Documentation: Maintain testing and inspection reports, including log of approved and rejected results. Include Work Architect has indicated as nonconforming or defective. Indicate corrective actions taken to bring nonconforming Work into compliance with requirements. Comply with requirements of authorities having jurisdiction.

1.9 REPORTS AND DOCUMENTS

- A. Test and Inspection Reports: Prepare and submit certified written reports specified in other Sections. Include the following:
 - 1. Date of issue.
 - 2. Project title and number.
 - 3. Name, address, telephone number, and email address of testing agency.
 - 4. Dates and locations of samples and tests or inspections.
 - 5. Names of individuals making tests and inspections.
 - 6. Description of the Work and test and inspection method.
 - 7. Identification of product and Specification Section.
 - 8. Complete test or inspection data.
 - 9. Test and inspection results and an interpretation of test results.

10. Record of temperature and weather conditions at time of sample-taking and testing and inspection.
 11. Comments or professional opinion on whether tested or inspected Work complies with the Contract Document requirements.
 12. Name and signature of laboratory inspector.
 13. Recommendations on retesting and reinspecting.
- B. Manufacturer's Technical Representative's Field Reports: Prepare written information documenting manufacturer's technical representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of technical representative making report.
 2. Statement on condition of substrates and their acceptability for installation of product.
 3. Statement that products at Project site comply with requirements.
 4. Summary of installation procedures being followed, whether they comply with requirements and, if not, what corrective action was taken.
 5. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 6. Statement of whether conditions, products, and installation will affect warranty.
 7. Other required items indicated in individual Specification Sections.
- C. Factory-Authorized Service Representative's Reports: Prepare written information documenting manufacturer's factory-authorized service representative's tests and inspections specified in other Sections. Include the following:
1. Name, address, telephone number, and email address of factory-authorized service representative making report.
 2. Statement that equipment complies with requirements.
 3. Results of operational and other tests and a statement of whether observed performance complies with requirements.
 4. Statement of whether conditions, products, and installation will affect warranty.
 5. Other required items indicated in individual Specification Sections.
- 1.10 QUALITY ASSURANCE
- A. Qualifications paragraphs in this article establish the minimum qualification levels required; individual Specification Sections specify additional requirements.
- B. Manufacturer Qualifications: A firm experienced in manufacturing products or systems similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units. As applicable, procure products from manufacturers able to meet qualification requirements, warranty requirements, and technical or factory-authorized service representative requirements.
- C. Fabricator Qualifications: A firm experienced in producing products similar to those indicated for this Project and with a record of successful in-service performance, as well as sufficient production capacity to produce required units.

- D. Installer Qualifications: A firm or individual experienced in installing, erecting, applying, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with a record of successful in-service performance.
- E. Professional Engineer Qualifications: A professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for installations of the system, assembly, or product that is similar in material, design, and extent to those indicated for this Project.
- F. Specialists: Certain Specification Sections require that specific construction activities be performed by entities who are recognized experts in those operations. Specialists will satisfy qualification requirements indicated and engage in the activities indicated.
 - 1. Requirements of authorities having jurisdiction supersede requirements for specialists.
- G. Testing and Inspecting Agency Qualifications: An NRTL, an NVLAP, or an independent agency with the experience and capability to conduct testing and inspection indicated, as documented in accordance with ASTM E329, and with additional qualifications specified in individual Sections; and, where required by authorities having jurisdiction, that is acceptable to authorities.
- H. Manufacturer's Technical Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to observe and inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- I. Factory-Authorized Service Representative Qualifications: An authorized representative of manufacturer who is trained and approved by manufacturer to inspect, demonstrate, repair, and perform service on installations of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
- J. Preconstruction Testing: Where testing agency is indicated to perform preconstruction testing for compliance with specified requirements for performance and test methods, comply with the following Contractor's responsibilities, including the following:
 - 1. Provide test specimens representative of proposed products and construction.
 - 2. Submit specimens in a timely manner with sufficient time for testing and analyzing results to prevent delaying the Work.
 - 3. Provide sizes and configurations of test assemblies, mockups, and laboratory mockups to adequately demonstrate capability of products to comply with performance requirements.
 - 4. Build site-assembled test assemblies and mockups, using installers who will perform same tasks for Project.
 - 5. When testing is complete, remove test specimens and test assemblies, and mockups; do not reuse products on Project.

6. Testing Agency Responsibilities: Submit a certified written report of each test, inspection, and similar quality-assurance service to Architect and Commissioning Authority, through Construction Manager, with copy to Contractor. Interpret tests and inspections, and state in each report whether tested and inspected Work complies with or deviates from the Contract Documents.
- K. Mockups: Before installing portions of the Work requiring mockups, build mockups for each form of construction and finish required to comply with the following requirements, using materials indicated for the completed Work:
1. Build mockups of size indicated.
 2. Build mockups in location indicated or, if not indicated, as directed by Architect or Construction Manager.
 3. Notify Architect and Construction Manager seven (7) business days in advance of dates and times when mockups will be constructed.
 4. Employ supervisory personnel who will oversee mockup construction. Employ workers who will be employed to perform same tasks during the construction at Project.
 5. Demonstrate the proposed range of aesthetic effects and workmanship.
 6. Obtain Architect's and Construction Manager's approval of mockups before starting corresponding Work, fabrication, or construction.
 - a. Allow seven business days days for initial review and each re-review of each mockup.
 7. Promptly correct unsatisfactory conditions noted by Architect's preliminary review, to the satisfaction of the Architect, before completion of final mockup.
 8. Approval of mockups by the Architect does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
 9. Maintain mockups during construction in an undisturbed condition as a standard for judging the completed Work.
 10. Demolish and remove mockups when directed unless otherwise indicated.

1.11 QUALITY CONTROL

- A. Owner Responsibilities: Where quality-control services are indicated as Owner's responsibility, Owner will engage a qualified testing agency to perform these services.
1. Owner will furnish Contractor with names, addresses, and telephone numbers of testing agencies engaged and a description of types of testing and inspection they are engaged to perform.
 2. Payment for these services will be made from testing and inspection allowances specified in Section 012100 "Allowances," as authorized by Change Orders.
 3. Costs for retesting and reinspecting construction that replaces or is necessitated by Work that failed to comply with the Contract Documents will be charged to Contractor, and the Contract Sum will be adjusted by Change Order.

- B. Contractor Responsibilities: Tests and inspections not explicitly assigned to Owner are Contractor's responsibility. Perform additional quality-control activities, whether specified or not, to verify and document that the Work complies with requirements.
1. Unless otherwise indicated, provide quality-control services specified and those required by authorities having jurisdiction. Perform quality-control services required of Contractor by authorities having jurisdiction, whether specified or not.
 2. Engage a qualified testing agency to perform quality-control services.
 - a. Contractor will not employ same entity engaged by Owner, unless agreed to in writing by Owner.
 3. Notify testing agencies at least twenty-four (24) hours in advance of time when Work that requires testing or inspection will be performed.
 4. Where quality-control services are indicated as Contractor's responsibility, submit a certified written report, in duplicate, of each quality-control service.
 5. Testing and inspection requested by Contractor and not required by the Contract Documents are Contractor's responsibility.
 6. Submit additional copies of each written report directly to authorities having jurisdiction, when they so direct.
- C. Retesting/Reinspecting: Regardless of whether original tests or inspections were Contractor's responsibility, provide quality-control services, including retesting and reinspecting, for construction that replaced Work that failed to comply with the Contract Documents.
- D. Testing Agency Responsibilities: Cooperate with Architect, Commissioning Authority, Construction Manager, and Contractor in performance of duties. Provide qualified personnel to perform required tests and inspections.
1. Notify Architect, Commissioning Authority, Construction Manager, and Contractor promptly of irregularities or deficiencies observed in the Work during performance of its services.
 2. Determine the locations from which test samples will be taken and in which in-situ tests are conducted.
 3. Conduct and interpret tests and inspections, and state in each report whether tested and inspected Work complies with or deviates from requirements.
 4. Submit a certified written report, in duplicate, of each test, inspection, and similar quality-control service through Contractor.
 5. Do not release, revoke, alter, or increase the Contract Document requirements or approve or accept any portion of the Work.
 6. Do not perform duties of Contractor.
- E. Manufacturer's Field Services: Where indicated, engage a factory-authorized service representative to inspect field-assembled components and equipment installation, including service connections. Report results in writing as specified in Section 013300 "Submittal Procedures."

- F. Manufacturer's Technical Services: Where indicated, engage a manufacturer's technical representative to observe and inspect the Work. Manufacturer's technical representative's services include participation in preinstallation conferences, examination of substrates and conditions, verification of materials, observation of Installer activities, inspection of completed portions of the Work, and submittal of written reports.
- G. Contractor's Associated Requirements and Services: Cooperate with agencies and representatives performing required tests, inspections, and similar quality-control services, and provide reasonable auxiliary services as requested. Notify agency sufficiently in advance of operations to permit assignment of personnel. Provide the following:
 - 1. Access to the Work.
 - 2. Incidental labor and facilities necessary to facilitate tests and inspections.
 - 3. Adequate quantities of representative samples of materials that require testing and inspection. Assist agency in obtaining samples.
 - 4. Facilities for storage and field curing of test samples.
 - 5. Delivery of samples to testing agencies.
 - 6. Preliminary design mix proposed for use for material mixes that require control by testing agency.
 - 7. Security and protection for samples and for testing and inspection equipment at Project site.
- H. Coordination: Coordinate sequence of activities to accommodate required quality-assurance and quality-control services with a minimum of delay and to avoid necessity of removing and replacing construction to accommodate testing and inspection.
 - 1. Schedule times for tests, inspections, obtaining samples, and similar activities.
- I. Schedule of Tests and Inspections: Prepare a schedule of tests, inspections, and similar quality-control services required by the Contract Documents as a component of Contractor's quality-control plan. Coordinate and submit concurrently with Contractor's Construction Schedule. Update and submit with each Application for Payment.
 - 1. Schedule Contents: Include tests, inspections, and quality-control services, including Contractor- and Owner-retained services, commissioning activities, and other Project-required services paid for by other entities.
 - 2. Distribution: Distribute schedule to Owner, Architect, Commissioning Authority, Construction Manager, testing agencies, and each party involved in performance of portions of the Work where tests and inspections are required.

1.12 SPECIAL TESTS AND INSPECTIONS

- A. Special Tests and Inspections: Owner will engage a qualified testing agency to conduct special tests and inspections required by authorities having jurisdiction as the responsibility of Owner, as indicated in the Statement of Special Inspections attached to this Section, and as follows:

1. Verifying that manufacturer maintains detailed fabrication and quality-control procedures, and reviewing the completeness and adequacy of those procedures to perform the Work.
2. Notifying Architect, Commissioning Authority, Construction Manager, and Contractor promptly of irregularities and deficiencies observed in the Work during performance of its services.
3. Submitting a certified written report of each test, inspection, and similar quality-control service to Architect and Commissioning Authority, through Construction Manager, with copy to Contractor and to authorities having jurisdiction.
4. Submitting a final report of special tests and inspections at Substantial Completion, which includes a list of unresolved deficiencies.
5. Interpreting tests and inspections, and stating in each report whether tested and inspected Work complies with or deviates from the Contract Documents.
6. Retesting and reinspecting corrected Work.
7. <Insert requirements>.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 TEST AND INSPECTION LOG

- A. Test and Inspection Log: Prepare a record of tests and inspections. Include the following:
 1. Date test or inspection was conducted.
 2. Description of the Work tested or inspected.
 3. Date test or inspection results were transmitted to Architect.
 4. Identification of testing agency or special inspector conducting test or inspection.
- B. Maintain log at Project site. Post changes and revisions as they occur. Provide access to test and inspection log for Architect's, Commissioning Authority's, and Construction Manager's and authorities' having jurisdiction reference during normal working hours.
 1. Submit log at Project closeout as part of Project Record Documents.

3.2 REPAIR AND PROTECTION

- A. General: On completion of testing, inspection, sample-taking, and similar services, repair damaged construction and restore substrates and finishes.
 1. Provide materials and comply with installation requirements specified in other Specification Sections or matching existing substrates and finishes. Restore patched areas and extend restoration into adjoining areas with durable seams that are as invisible as possible. Comply with the Contract Document requirements for cutting and patching in Section 017300 "Execution."

- B. Protect construction exposed by or for quality-control service activities.
- C. Repair and protection are Contractor's responsibility, regardless of the assignment of responsibility for quality-control services.

END OF SECTION



SECTION 01 73 29 – CUTTING AND PATCHING

PART 1 – GENERAL

1.1 SUMMARY

- A. Work Included: This Section establishes general requirements pertaining to cutting (including excavating), fitting, and patching of the work required to:
 - 1. Make the several parts fit properly.
 - 2. Uncover work to provide for installation, inspection, or both, of ill-timed work.
 - 3. Remove and replace work not conforming to requirements of the Contract Documents.
 - 4. Remove and replace defective work.
- B. Related Work Described Elsewhere:
 - 1. In addition to other requirements specified, upon the Owner's request, uncover work to provide for inspection by the Owner's Representative of covered work, and remove samples of installed materials for testing.
 - 2. Do not cut or alter work performed under separate contract without the Owner's written permission.

1.2 SUBMITTALS

- A. Request For the Owner's Consent:
 - 1. Prior to cutting which affects structural safety, submit written request to the Owner for permission to proceed with cutting.
 - 2. Should conditions of the work, or schedule, indicate a required change of materials or methods for cutting and patching, so notify the Owner and secure his written permission prior to proceeding.

1.3 QUALITY ASSURANCE

- A. Perform all cutting and patching in strict accordance with pertinent requirements of these Specifications and, in the event no such requirements are determined, in conformance with the Owner's written direction.

PART 2 – PRODUCTS

2.1 MATERIALS

- A. For replacement of work removed, use materials and methods which comply with the pertinent Sections of these Specifications. Where new finish materials are not noted or shown on drawings match adjoining surfaces with like materials and colors to match existing. Provide samples for color selection.



PART 3 – EXECUTION

3.1 CONDITIONS

- A. Inspection:
 - 1. Inspect existing conditions, including elements subject to movement or damage during cutting, excavating, backfilling, and patching.
 - 2. After uncovering the work, inspect conditions affecting installation of new work.
- B. Discrepancies: If uncovered conditions are not as anticipated, immediately notify the Owner and secure needed directions.
- C. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.

3.2 PREPARATION PRIOR TO CUTTING

- A. Provide all required protection including, but not necessarily limited to, shoring, bracing, and support to maintain structural integrity of the work.
- B. All spaces and Owner's equipment within and outside of the immediate area of demolition shall be protected.

3.3 PERFORMANCE

- A. Perform all required excavating and backfilling as required under pertinent Sections of these Specifications.
- B. Perform cutting and removal by methods which will prevent damage to other portions of the work and will provide proper surfaces to receive installation of repair and new work.
- C. Patching requires filling in and restoration to match adjoining construction and surfaces with materials per Part 2 of this section.

END OF SECTION

SECTION 017700 - CLOSEOUT PROCEDURES

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 SUMMARY

- A. Section includes administrative and procedural requirements for Contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
- B. Related Requirements:
 - 1. Section 012900 "Payment Procedures" for requirements for Applications for Payment for Substantial Completion and Final Completion.
 - 2. Section 017823 "Operation and Maintenance Data" for additional operation and maintenance manual requirements.
 - 3. Section 017839 "Project Record Documents" for submitting Record Drawings, Record Specifications, and Record Product Data.
 - 4. Section 017900 "Demonstration and Training" for requirements to train the Owner's maintenance personnel to adjust, operate, and maintain products, equipment, and systems.

1.3 DEFINITIONS

- A. List of Incomplete Items: Contractor-prepared list of items to be completed or corrected, prepared for the Architect's use prior to Architect's inspection, to determine if the Work is substantially complete.

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of cleaning agent.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.5 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.
- C. Field Report: For pest-control inspection.

1.6 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items required by other Sections.

1.7 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's "punch list"), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of ten (10) business days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction, permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including Project Record Documents, operation and maintenance manuals, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Construction Manager. Label with manufacturer's name and model number.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Owner's signature for receipt of submittals.
 - 5. Submit testing, adjusting, and balancing records.
 - 6. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.

- C. Procedures Prior to Substantial Completion: Complete the following a minimum of ten (10) business days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
1. Advise Owner of pending insurance changeover requirements.
 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 3. Complete startup and testing of systems and equipment.
 4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Section 017900 "Demonstration and Training."
 6. Advise Owner of changeover in utility services.
 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements.
 10. Touch up paint and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. Results of completed inspection will form the basis of requirements for Final Completion.

1.8 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining Final Completion, complete the following:
1. Submit a final Application for Payment in accordance with Section 012900 "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
 4. Submit pest-control final inspection report.

5. Submit Final Completion photographic documentation.

B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the Work will be completed and ready for final inspection and tests. On receipt of request, Architect and Construction Manager will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.

1. Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.9 LIST OF INCOMPLETE ITEMS

A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction.

1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor, listed by room or space number.
2. Organize items applying to each space by major element, including categories for ceilings, individual walls, floors, equipment, and building systems.
3. Include the following information at the top of each page:

- a. Project name.
- b. Date.
- c. Name of Architect and Construction Manager.
- d. Name of Contractor.
- e. Page number.

4. Submit list of incomplete items in the following format:

- a. MS Excel Electronic File: Architect, through Construction Manager, will return annotated file.
- b. PDF Electronic File: Architect, through Construction Manager, will return annotated file.
- c. Web-Based Project Software Upload: Utilize software feature for creating and updating list of incomplete items (punch list).
- d. Three Paper Copies: Architect, through Construction Manager, will return two copies.

1.10 SUBMITTAL OF PROJECT WARRANTIES

A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where warranties are indicated to commence on dates other than date of Substantial Completion, or when delay in submittal of warranties might limit Owner's rights under warranty.

- B. Partial Occupancy: Submit properly executed warranties within fifteen (15) business days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
- D. Warranty Electronic File: Provide warranties and bonds in PDF format. Assemble complete warranty and bond submittal package into a single electronic PDF file with bookmarks enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
 - 1. Submit on digital media acceptable to Architect by email to Architect.
- E. Warranties in Paper Form & Flash Drive:
 - 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
 - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
- F. Provide additional copies of each warranty to include in operation and maintenance manuals.
- G. **In addition to the above, provide all close out documentation on a single flash drive (organized by folders) to be issued to the client**

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.
 - 1. Use cleaning products that comply with Green Seal's GS-37, or if GS-37 is not applicable, use products that comply with the California Code of Regulations maximum allowable VOC levels.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site of rubbish, waste material, litter, and other foreign substances.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are not planted, mulched, or paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited-access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Clean flooring, removing debris, dirt, and staining; clean according to manufacturer's recommendations.
 - i. Vacuum and mop concrete.
 - j. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - k. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.
 - l. Remove labels that are not permanent.
 - m. Wipe surfaces of mechanical and electrical equipment[, elevator equipment, and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - n. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - o. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.

- p. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
 - 1) Clean HVAC system in compliance with NADCA ACR. Section 230130.52 "Existing HVAC Air-Distribution System Cleaning." Provide written report on completion of cleaning.
 - q. Clean luminaires, lamps, globes, and reflectors to function with full efficiency.
 - r. Clean strainers.
 - s. Leave Project clean and ready for occupancy.
- C. Pest Control: Comply with pest control requirements
- D. Construction Waste Disposal: Comply with waste-disposal requirements
- 3.2 REPAIR OF THE WORK
- A. Complete repair and restoration operations required by Section 017300 "Execution" before requesting inspection for determination of Substantial Completion.

END OF SECTION



SECTION 02 22 00 – EXISTING CONDITIONS ASSESSMENT

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. section Includes
 - 1. This section outlines required familiarization and field verification of project site existing conditions, including but not limited to topography, structures, underground utilities, trees/vegetation, etc.

1.3 COORIDINATION

- A. Coordinate all work with job site superintendent and all applicable trades.

PART 2 – NOT USED

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Site Conditions/Field Verification:
 - 1. All contractors shall examine the site of the construction for ground structures and all other pertinent conditions under which work is to be performed.
 - 2. Exercise extreme caution while performing work in the area of existing underground utility services and/or recently installed underground work.
 - 3. Locate all underground utilities by careful hand excavation and provide all necessary and proper protection from damage during construction operations.
 - 4. Should uncharted or incorrectly charted piping or other utilities be encountered during excavation, consult the Owner immediately for directions as to procedure. Cooperate with the Owner, and public and private utility companies in keeping their respective services and facilities in operation. Repair damaged utilities to the satisfaction of the utility Owner.
 - 5. Under no circumstances shall existing trees or site improvements be damaged or removed without the consent of the Owner, or as indicated on the Drawings. Damaged drives, parking areas, walks and other existing site improvements shall be patched to match.
 - 6. Checking Lines and Levels:
 - a. All Contractors shall thoroughly examine the existing conditions and be familiar with work to be performed as hereinafter specified and as outlines on Drawings.



- b. Each Contractor shall compare all levels given on drawings with actual levels and shall call attention to discrepancies if any occur.
- c. Each Contractor shall verify and document with the Architect / Engineer all lines and levels and be responsible for the proper location of all their work.

END OF SECTION



SECTION 02 32 00 – SUBSURFACE CONDITIONS

PART 1 – GENERAL

1.1 RELATED DOCUMENTS

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

1.2 SUMMARY

- A. section Includes
 - 1. Bidders should visit the site and acquaint themselves with all existing conditions. Prior to bidding, bidders may make their own subsurface investigations to satisfy themselves as to site and subsurface conditions, but all such investigations shall be performed only under time schedules and arrangements approved in advance by the Owner and the Architect/Engineer.

1.3 COORIDINATION

- A. Coordinate all work with job site superintendent and all applicable trades.

1.4 QUALITY ASSURANCE

- A. Soils Engineer will be retained by the Owner to observe performance of work in connection with excavating, trenching, filling, backfilling, and grading.
- B. Adjustment of Work: Readjust all work performed that does not meet technical or design requirements but make no deviations from the Contract Documents without specific and written approval from the Owner and/or Architect/Engineer.

1.5 FIELD CONDITIONS

- A. Preliminary Investigations: The Contractor shall visit the site and make his own interpretation of conditions, based on his investigation of existing conditions and on soil conditions. Where underground services, utilities, structures, etc. are located on the drawings or given at the site, they are based on available records, but are not guaranteed to be complete or correct. They are merely available for assistance.

END OF SECTION

LANSING SCHOOL DISTRICT
PURCHASING DEPARTMENT
519 W. KALAMAZOO ST., ROOM 200
LANSING MI 48933
(517) 755-3030
FAX (517) 755-3019

SUPPLIER/VENDOR APPLICATION
(Please type or print)

PURFR016 – 7/7/08 – Version 5

MARK ONE:

- ☐ New Application
☐ Update

Date: _____

W-9 form attached? ☐ YES ☐ NO

DUN & BRADSTREET RATING (if available)

NAME OF COMPANY		FEDERAL ID NUMBER (OR) SOCIAL SECURITY NUMBER Submit copy of W-9 form with application	
ADDRESS TO WHICH BIDDING FORMS AND PURCHASE ORDERS ARE TO BE MAILED – STREET NO., CITY, STATE, ZIP CODE			
ADDRESS TO WHICH PAYMENTS ARE TO BE MAILED – STREET NO., CITY, STATE, ZIP CODE			
PARENT COMPANY AND ADDITIONAL OFFICE LOCATIONS IN MICHIGAN (May attach separate sheet)			
E-MAIL ADDRESS: For Purchase orders to be emailed		WEB SITE:	
TYPE OF ORGANIZATION ☐ Individual ☐ Partnership ☐ Corporation		TELEPHONE #: _____ FACSIMILIE #: _____	
PERSONS TO CONTACT AND THOSE AUTHORIZED TO SIGN BIDS AND CONTRACTS IN YOUR NAME (if agent, so specify)			
Name	Official Capacity	Telephone No.	
PLEASE LIST ON THE REVERSE SIDE CLASSES OF EQUIPMENT, SUPPLIES, MATERIALS, AND/OR SERVICES ON WHICH YOU DESIRE TO BID. ☐ Do you require a hard copy of verbal orders? Yes ____ No ____ Do you accept Procurement Cards? Yes ____ No ____ ☐ Electronic Disk Catalog ☐ Electronic Ordering			
Please complete the following: STANDARD PAYMENT TERMS: _____ PROMPT PAY DISCOUNT: _____ STANDARD DELIVERY TIME: _____			
PLEASE COMPLETE BELOW Please list percentage and circle category that applies: MINORITY OWNED: ____% Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian American WOMEN OWNED: ____% White Native-American Asian-Pacific American African-American Hispanic-American Asian-Indian American DISABLED: ____% SMALL BUSINESS: Yes ____ No ____ Business located within LANSING SCHOOL District Yes ____ No ____ Are you certified? If so, list agencies _____ _____ _____ _____ Certificate Number: _____ _____ _____ _____			
SIGNATURE OF PERSON AUTHORIZED TO SIGN THIS APPLICATION _____ NAME AND TITLE OF PERSON SIGNING (Please type or print) _____ _____			

COMMODITY LIST

Please place a checkmark (✓) by the appropriate code and provide a detailed description of the commodities and/or services offered. If the complete NAICS Code is known please include this number in the description area.
Website URL address for NAICS is: <http://www.census.gov/epcd/www/naics.html>

NAICS CODE	DESCRIPTION
____11 – Agriculture, Forestry, Fishing and Hunting	
____21 – Mining	
____22 – Utilities	
____23 – Construction	
____31-33 – Manufacturing	
____42 – Wholesale Trade	
____44-45 – Retail Trade	
____48-49 – Transportation and Warehousing	
____51 – Information	
____52 – Finance and Insurance	
____53 – Real Estate and Rental and Leasing	
____54 – Professional, Scientific and Technical Services	
____55 – Management of Companies and Enterprises	
____56 – Administrative & Support, Waste Management & Remediation Services	
____61 – Educational Services	
____62 – Health Care and Social Assistance	
____71 – Arts, Entertainment and Recreation	
____72 – Accommodation and Foodservices	
____81 – Other Services (except Public Administration)	
____92 – Public Administration	
____99 – Unclassified Establishments	

CATEGORY (Check below the category which applies to the applicant)

- ☐ (A) Manufacturer or Producer ☐ (B) Wholesaler ☐ (C) Retailer ☐ (D) Mfg'r Agent ☐ (E) Distributor
☐ (F) Service Establishment



Committed to Quality

STATEMENT OF NO BID

NOTE: IF YOU DO NOT INTEND TO BID, PLEASE RETURN THIS FORM ONLY TO:

Lansing School District
519 W KALAMAZOO ST
LANSING, MI 48933

BID NO: # _____

PHONE: 517-755-3030
FAX: 517-755-3019

We, the undersigned, have declined to bid on the above noted bid for the following reasons:

_____ Insufficient time to respond to the invitation to Bid.

_____ Request for Proposal is unclear.

_____ Do not offer this product or service.

_____ Our schedule will not permit us to perform.

_____ Unable to meet the specifications

_____ Specifications are unclear (Please explain below)

_____ Remove us from your Bidder Mailing List

_____ Other (Please specify below)

REMARKS:

Company Name: _____

Signature: _____

Date: _____ Telephone: _____ Fax: _____

AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____(the “Bidder), pursuant to the familial disclosure requirement provided in the _____(the “School District”) advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)ss.
COUNTY OF _____)

This instrument was acknowledged before me on the _____ day of _____, 20____, by
_____.

, Notary Public

_____ County, Michigan

My Commission Expires: _____

Acting in the County of: _____



Book	Policy Manual
Section	3000 Professional Staff
Title	NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY
Code	po3122
Status	Active
Adopted	November 1, 2016
Last Revised	June 22, 2023

3122 - **NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY**

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

Definitions:

Words used in this policy shall have those meanings defined herein; words not defined herein shall be construed according to their plain and ordinary meanings.

Race is inclusive of traits historically associated with race, including, but not limited to, hair texture and protective hairstyles. For purposes of this definition, "protective hairstyles" includes, but is not limited to, such hairstyles as braids, locks, and twists.

Complainant is the individual who alleges, or is alleged, to have been subjected to unlawful discrimination/retaliation, regardless of whether the person files a formal complaint or is pursuing an informal resolution to the alleged discrimination/retaliation.

Respondent is the individual who has been alleged to have engaged in unlawful discrimination/retaliation, regardless of whether the Reporting Party files a formal complaint or is seeking an informal resolution to the alleged discrimination/retaliation.

School District community means students and Board employees (i.e., administrators, and professional and classified staff), as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

Third Parties include, but are not limited to, guests and/or visitors on School District property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School District community at school-related events/activities (whether on or off District property).

Day(s): Unless expressly stated otherwise, the term "day" or "days" as used in this policy means a business day(s) (i.e., a day(s) that the Board office is open for normal operating hours, Monday - Friday, excluding State-recognized holidays).

For purposes of this policy, "military status" refers to a person's status in the uniformed services, which includes the performance of duty, on a voluntary basis, or involuntary basis, in a uniformed service including active duty, active duty for training, initial active duty for training, inactive duty for training, full-time National Guard duty. It also includes the period of time for which a person is absent from employment for the purpose of an examination to determine the fitness of the person to perform any such duty as listed above.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators") (hereinafter referred to as the "COs").

Darin Walter
Title IX - Public Safety
517-755-2037
519 W Kalamazoo
Lansing, MI 48933
darin.walter@lansingschools.net

Erin Miracle
Human Resources Manager
517-755-2010
519 W Kalamazoo
Lansing, MI 48933
Erin.miracle@lansingschools.net

The names, titles, and contact information of these individuals will be published annually on the School District's website and in the staff handbooks, and in the School District Annual Report to the public

The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination/retaliation or denial of equal access. The COs shall also verify that proper notice of nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act of 1975 is provided to staff members and the general public. A copy of each of the Acts and regulations on which this notice is available upon request from the CO.

Reports and Complaints of Unlawful Discrimination and Retaliation

Employees are required to report incidents of unlawful discrimination and/or retaliation to an administrator, supervisor, or other District-level official so that the Board may address the conduct. Any administrator, supervisor, or other District-level official who receives such a report shall file it with the CO within two (2) days.

Employees who believe they have been unlawfully discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The COs will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. COs shall accept reports of unlawful discrimination/retaliation directly from any member of the School District community or a Third Party, or received reports that are initially filed with another Board employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation), or the CO will designate a specific individual to conduct such a process. The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the School District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) business days of learning of the incident/conduct.

Any Board employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) business days. Additionally, any Board employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Board employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO or designee must contact the Complainant within two (2) business days to advise of the Board's intent to investigate the alleged wrongdoing.

Investigation and Complaint Procedure (See Form 3122 F2)

Except for sex discrimination and/or Sexual Harassment that is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, any employee who alleges to have been subjected to unlawful discrimination or retaliation may seek resolution of the complaint through the procedures described below. The formal complaint procedures

involve an investigation of the individual's claims of discrimination/retaliation and a process for rendering a decision regarding whether the charges are substantiated.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines are flexible for initiating the complaint process; however, individuals are encouraged to file a complaint within thirty (30) days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful discrimination or retaliation with the United States Department of Education Office for Civil Rights or Equal Employment Opportunity Commission ("EEOC").

Informal Complaint Procedure

The goal of the informal complaint procedure is to promptly stop inappropriate behavior and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for an employee who alleges unlawful discrimination or retaliation. This informal procedure is not required as a precursor to the filing of a formal complaint. The informal process is only available in those circumstances where the Complainant and the Respondent mutually agree to participate in it.

The Complainant may proceed immediately to the formal complaint process and individuals who participate in the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a District employee or any other adult member of the School District community and a student will be formally investigated.

As an initial course of action, if a Complainant feels comfortable and safe doing so, the individual should tell or otherwise inform the Respondent that the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The Complainant should address the alleged misconduct as soon after it occurs as possible. The COs are available to support and counsel the Complainant when taking this initial step or to intervene on behalf of the individual if requested to do so. A Complainant who is uncomfortable or unwilling to directly approach the Respondent about the inappropriate conduct may file an informal or a formal complaint. In addition, with regard to certain types of unlawful discrimination (e.g., sex discrimination), the CO may advise against the use of the informal complaint process.

A Complainant who alleges unlawful discrimination/retaliation may make an informal complaint, either orally or in writing: 1) to a building administrator; 2) directly to one of the COs; and/or 3) to the Superintendent or other District-level employee.

All informal complaints must be reported to one of the COs who will either facilitate an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The School District's informal complaint procedure is designed to provide the Complainant with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the Complainant, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the Complainant about how to communicate concerns to the Respondent.
- B. Distributing a copy of Policy 3122 – Nondiscrimination and Equal Employment Opportunity to the individuals in the school building or office where the Respondent works.
- C. If both parties agree, the CO may arrange and facilitate a meeting or mediation between the Complainant and the Respondent to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the CO or designee is directed to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. If the Complainant is dissatisfied with the informal complaint process, the Complainant may proceed to file a formal complaint and, as stated above, either party may request that the informal process be terminated at any time to move to the formal complaint process.

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the Complainant, from the outset, elects to file a formal complaint, or the Compliance Officer(s) determines the allegations are not appropriate for resolution through the informal process, the formal complaint process shall be implemented.

A Complainant may file a formal complaint, either orally or in writing, with a principal, the CO, Superintendent, or other District official. Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a formal complaint within thirty (30) days after the conduct occurs. If a Complainant informs a principal, Superintendent, or other District official, either orally or in writing, about any complaint of discrimination/retaliation, that employee must report such information to the CO/designee within two (2) business days.

Throughout the course of the process, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent known: the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter, the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a formal complaint, the CO will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of work assignment or schedule for the Complainant and/or the Respondent. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO may still take whatever actions deemed appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the CO or designee will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the CO will inform the Respondent that a formal complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including Policy 3122 - Nondiscrimination and Equal Employment Opportunity. The Respondent must also be informed of the opportunity to submit a written response to the formal complaint within five (5) days.

Although certain cases may require additional time, the CO or a designee will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint. The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who may reasonably be expected to have any information relevant to the allegations;
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the CO/designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Respondent has engaged in unlawful harassment/retaliation of the Complainant. The CO's recommendations must be based upon the totality of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used. The CO may consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the CO or the designee, the Superintendent must either issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above.

If the Superintendent determines the Respondent engaged in unlawful discrimination/retaliation toward the Complainant, the Superintendent must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the

specific situation.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the employee alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

Privacy/Confidentiality

The District will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed. Additionally, the Respondent must be provided with the Complainant's identity.

During the course of a formal investigation, the CO or designee will instruct each person who is interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that is learned or provided during the course of the investigation.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful discrimination/retaliation by taking appropriate action reasonably calculated to stop and prevent further misconduct. While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s). When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter. In those cases where unlawful discrimination/retaliation is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s).

Where the Board becomes aware that a prior remedial action has been taken against an employee, all subsequent sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effect.

Retaliation

Retaliation against a person who makes a report or files a complaint alleging unlawful harassment/retaliation or participates as a witness in an investigation is prohibited. Neither the Board nor any other person may intimidate, threaten, coerce or interfere with any individual because the person opposed any act or practice made unlawful by any Federal or State civil rights law, or because that individual made a report, formal complaint, testified, assisted or participated or refused to participate in any manner in an investigation, proceeding, or hearing under those laws and/or this policy, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by those laws and/or this policy.

Retaliation against a person for making a report of discrimination, filing a formal complaint, or participating in an investigation or meeting is a serious violation of this policy that can result in the imposition of disciplinary sanctions/consequences and/or other appropriate remedies.

Formal complaints alleging retaliation may be filed according to the internal complaint process set forth above.

The exercise of rights protected under the First Amendment of the United States Constitution does not constitute retaliation prohibited under this policy.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information provided regarding the Board's policy and discrimination in general, will be age and content appropriate.

Retention of Investigatory Records and Materials

The Compliance Officer(s) is responsible for overseeing the retention of all records that must be maintained pursuant to this policy. All individuals charged with conducting investigations under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and/or received as part of an investigation, which may include but not be limited to:

- A. all written reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- B. any narratives that memorialize oral reports/allegations/complaints/grievances/statements/responses pertaining to an alleged violation of this policy;
- C. any documentation that memorializes the actions taken by District personnel or individuals contracted or appointed by the Board to fulfill its responsibilities related to the investigation and/or the District's response to the alleged violation of this policy;
- D. written witness statements;
- E. narratives, notes from, or audio, video, or digital recordings of witness interviews/statements;
- F. e-mails, texts, or social media posts that directly relate to or constitute evidence pertaining to an alleged violation of this policy (i.e., not after-the-fact commentary about or media coverage of the incident);
- G. notes or summaries prepared contemporaneously by the investigator in whatever form made (e.g., handwritten, keyed into a computer or tablet, etc.), but not including transitory notes whose content is otherwise memorialized in other documents;
- H. written disciplinary sanctions issued to students or employees and other documentation that memorializes oral disciplinary sanctions issued to students or employees for violations of this policy;
- I. dated written determinations/reports (including summaries of relevant exculpatory and inculpatory evidence) and other documentation that memorializes oral notifications to the parties concerning the outcome of the investigation, including any consequences imposed as a result of a violation of this policy;
- J. documentation of any supportive measures offered and/or provided to the Complainant and/or Respondent, including no-contact orders issued to both parties, the dates the no-contact orders were issued, and the dates the parties acknowledged receipt of the no-contact orders;
- K. documentation of all actions taken, both individual and systemic, to stop the discrimination or harassment, prevent its recurrence, eliminate any hostile environment, and remedy its discriminatory effects;
- L. copies of the Board policy and/or procedures/guidelines used by the District to conduct the investigation, and any documents used by the District at the time of the alleged violation to communicate the Board's expectations to students and staff with respect to the subject of this policy (e.g., Student Codes of Conduct and/or Employee Handbooks);
- M. copies of any documentation that memorializes any formal or informal resolutions to the alleged discrimination or harassment.

The documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal (e.g., FERPA, ADA) and/or State law – e.g., student records and confidential medical records.

The documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, and Policy 8330 for not less than three (3) years, but longer if required by the District's records retention schedule.

Revised 10/19/17

Revised 11/15/18

T.C. 3/8/21

Revised 12/02/21

T.C. 6/22/23

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Legal

M.C.L. 37.2101 et seq., 37.1101 et seq.

20 U.S.C. Section 1681, Title IX of Education Amendment Act

20 U.S.C. Section 1701 et seq., Equal Educational Opportunities Act of 1974

20 U.S.C. Section 7905, Boy Scouts of America Equal Access Act

29 C.F.R. Part 1635

29 U.S.C. 701 et seq., Rehabilitation Act of 1973 as amended

34 C.F.R. Part 110 (7/27/93)

42 U.S.C. 2000e et seq., Civil Rights Act of 1964

42 U.S.C. 2000ff et seq., The Genetic Information Nondiscrimination Act

42 U.S.C. 6101 et seq., Age Discrimination Act of 1975

42 U.S.C. 12101 et seq., The Americans with Disabilities Act of 1990, as amended

Fourteenth Amendment, U.S. Constitution

NON-DISCRIMINATION IN EMPLOYMENT CERTIFICATION

Lansing School District Certificate of Intent to Comply with “NON-DISCRIMINATION IN EMPLOYMENT” POLICY

I have read Lansing School District’s Policy #3122, including paragraph #13 and hereby state my intent to comply with the terms and conditions contained therein. Further I agree to furnish the Michigan Civil Rights Commission with such data and records concerning employment as may be requested by that agency in determining compliance with the policy.

Print or type name of Contact Person:

Signed: _____

Title: _____

Company: _____

Date: _____

AFFIDAVIT OF BIDDER - NON-COLLUSION

Lansing School District
AFFIDAVIT OF BIDDER
SWORN STATEMENT
“Non-Collusion”

DATE: _____

The Bidder, by its officers and agents or representatives, present at the time of filing this bid, being duly sworn, on their oaths, say that neither they nor any of them, have in any way, directly or indirectly, entered into any arrangement or agreement with any other Bidder, whereby such affiant or affiants or either of them has paid or is to pay to such other Bidder any sum of money, or has given, or is to give, to such other Bidder anything of value whatever, or such affiant or affiants or either of them has not, directly or indirectly, entered into any arrangement or agreement with any other Bidder or Bidders, which tends to or does lessen or destroy free competition in the letting of the Contract sought for by the attached bids; that no inducement of any form or character other than that which appears upon the face of the bid, will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid or awarding of the Contract, nor has this Bidder any agreement or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds of the Contract sought by this bid.

IN TESTIMONY WHEREOF, the Bidder (an authorized individual) has agrees to the above:

(Company Name)

By: _____
(Authorized Signer)

Print or type Name and Title of Signer

Address: _____

Notary Public: _____

Subscribed and sworn to before me on this _____ day of _____, 20__

County of: _____ My Commission expires: _____

Telephone number: _____

IRAN ECONOMIC SANCTIONS ACT CERTIFICATE

In accordance with the Iran Economic Sanctions Act, Michigan 2012 PA 517, effective April 1, 2013, (MCL 129.311, *et seq.*), (the "Act"), the undersigned certifies in support of its bid or proposal that it is not an Iran linked business as such is defined in the Act.

Contractor: _____

By: _____

Dated: _____

Name: _____

Title: _____

Act No. 517
Public Acts of 2012
Approved by the Governor
December 28, 2012
Filed with the Secretary of State
December 28, 2012
EFFECTIVE DATE: April 1, 2013

**STATE OF MICHIGAN
96TH LEGISLATURE
REGULAR SESSION OF 2012**

Introduced by Senators Kahn, Marleau, Brandenburg, Anderson, Green and Booher

ENROLLED SENATE BILL No. 1024

AN ACT to prohibit persons who have certain economic relationships with Iran from submitting bids on requests for proposals with this state, political subdivisions of this state, and other public entities; to require bidders for certain public contracts to submit certification of eligibility with the bid; to require reports; and to provide for sanctions for false certification.

The People of the State of Michigan enact:

Sec. 1. This act shall be known and may be cited as the "Iran economic sanctions act".

Sec. 2. As used in this act:

- (a) "Energy sector of Iran" means activities to develop petroleum or natural gas resources or nuclear power in Iran.
- (b) "Investment" means 1 or more of the following:
 - (i) A commitment or contribution of funds or property.
 - (ii) A loan or other extension of credit.
 - (iii) The entry into or renewal of a contract for goods or services.
- (c) "Investment activity" means 1 or more of the following:
 - (i) A person who has an investment of \$20,000,000.00 or more in the energy sector of Iran.
 - (ii) A financial institution that extends \$20,000,000.00 or more in credit to another person, for 45 days or more, if that person will use the credit for investment in the energy sector of Iran.
- (d) "Iran" means any agency or instrumentality of Iran.
- (e) "Iran linked business" means either of the following:
 - (i) A person engaging in investment activities in the energy sector of Iran, including a person that provides oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied natural gas for the energy sector of Iran.
 - (ii) A financial institution that extends credit to another person, if that person will use the credit to engage in investment activities in the energy sector of Iran.
- (f) "Person" means any of the following:
 - (i) An individual, corporation, company, limited liability company, business association, partnership, society, trust, or any other nongovernmental entity, organization, or group.
 - (ii) Any governmental entity or instrumentality of a government, including a multilateral development institution, as defined in section 1701(c)(3) of the international financial institutional act, 22 USC 262r(c)(3).

(iii) Any successor, subunit, parent company, or subsidiary of, or company under common ownership or control with, any entity described in subparagraph (i) or (ii).

(g) "Public entity" means this state or an agency or authority of this state, school district, community college district, intermediate school district, city, village, township, county, public authority, or public airport authority.

Sec. 3. (1) Beginning April 1, 2013, an Iran linked business is not eligible to submit a bid on a request for proposal with a public entity.

(2) Beginning April 1, 2013, a public entity shall require a person that submits a bid on a request for proposal with the public entity to certify that it is not an Iran linked business.

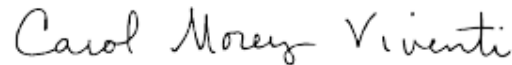
Sec. 4. If a public entity determines, using credible information available to the public, that a person has submitted a false certification under section 3(2), the public entity shall provide the person with written notice of its determination and of the intent not to enter into or renew a contract with the person. The notice shall include information on how to contest the determination and specify that the person may become eligible for a future contract with the public entity if the person ceases the activities that cause it to be an Iran linked business. The person shall have 90 days following receipt of the notice to respond in writing and to demonstrate that the determination of false certification was made in error. If a person does not make that demonstration within 90 days after receipt of the notice, the public entity may terminate any existing contract and shall report the name of the person to the attorney general together with information supporting the determination.

Sec. 5. The attorney general may bring a civil action against any person reported under section 4. If a civil action results in a finding that the person submitted a false certification, the person is responsible for a civil penalty of not more than \$250,000.00 or 2 times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the public entity's investigation, and reasonable attorney fees, in addition to the fine. A person who submitted a false certification shall be ineligible to bid on a request for proposal for 3 years from the date the public entity determines that the person has submitted the false certification.

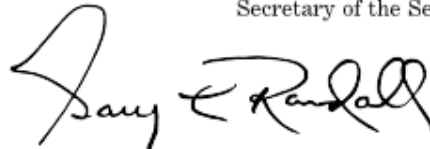
Sec. 6. The provisions of this act are effective only if Iran is a state sponsor of terror as defined under section 2 of the divestment from terror act, 2008 PA 234, MCL 129.292.

Enacting section 1. This act takes effect April 1, 2013.

This act is ordered to take immediate effect.



Secretary of the Senate



Clerk of the House of Representatives

LEGAL STATUS OF BIDDER

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.

The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offences enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has been, within a three-year period preceding this date, been listed on the Excluded Parties List System website (EPLS).

Vendor/contractor will notify the Lansing School District Purchasing Office immediately upon becoming suspended or debarred if there is any current or ongoing contract or agreement in place between the district and the vendor/contractor.

Firm Name:

Address:

Phone &

E-mail:

Name, title and signature of individual duly authorized to execute contracts:

The Owner, Principal, or Corporate Office of the responding firm is also attesting that all the information provided within this response is true.

Name:

Title:

Signature:

**A Corporation organized and existing under the laws of the
State of _____**

General Conditions and Instructions to Bidders

1. Proposals shall be submitted on forms furnished by the owner. The proposal shall be in accordance with the specifications listed, which are available at the Lansing School District Purchasing Office.

Any variance from the specifications shall be fully explained in writing by the bidder and all prices quoted shall be on a unit price basis.

2. MAILING OF PROPOSALS:

Proposals shall be mailed in an opaque, sealed envelope and shall be clearly marked describing the project upon which the bid is made.

3. No oral, telegraphic facsimile, or electronic mail proposals or modifications will be considered.

4 WITHDRAWAL OF BIDS:

Any bidder may withdraw their bid at any time prior to the scheduled time of opening the bids upon the presentation of proper identification. After the opening of the bids, no proposal shall be withdrawn for a period of ninety (90) days.

5. PROPOSAL FORMS AND SIGNATURES:

Proposals shall be made on the proper forms provided by the owner. All spaces shall be properly filled in with ink or typewriter. The signatures shall be in longhand in ink by an authorized representative.

6. BRANDS:

The naming of a manufacturer, brand or model number shall not be considered as excluding other brands or models. Specifically, similar products with comparable construction, material and workmanship shall be considered as equal. However, the Board of Education of the Lansing School District shall evaluate the merits of all bids submitted and reserves the right to accept or reject any or all bids.

It is the intent of the attached specifications to define the minimum quality of equipment acceptable. The product lines of nationally recognized manufacturers who regularly advertise, promote and distribute catalog products to the school market are required.

7. SAMPLES:

Samples shall be submitted upon request at the expense of each bidder. These samples will be retained as control items until the completion of the delivery and installation.

8. AGENDA:

Any modifications of contract documents will be issued in the form of an addendum.

All addenda issued during the bidding time shall become part of the specifications. A copy of the addendum shall be sent to all bidders. No verbal statements by the owner shall be considered as authoritative. No request for explanations can be processed within four (4) days immediately prior to the bid opening date.

9. VARIATIONS FROM MATERIALS SPECIFIED:

All variations from the specified material or equipment shall be fully explained and included with the bid. Manufacturer numbers shall be used in all cases.

10. ROYALTIES AND PATENTS:

The contract shall pay for all royalties and patents, and shall defend all suits for claims or infringements on patent rights and save the owner harmless from loss on account thereof.

11. CLEAN-UP:

The contractor shall at all times, keep the premises free from accumulations of waste materials or same caused by the work; and upon completing the work, shall remove all work related rubbish from and about the building and shall leave the work broom clean, or it equivalent. In the case of dispute, the owner may remove the rubbish and charge the cost to the contractor, as the owner shall determine.

12. FEDERAL, STATE AND MUNICIPAL TAXES:

Each proposal submitted shall include, and the contractor shall pay, all taxes which are levied by the Federal, State and Municipal Governments, on labor, and for materials entering into the work. The owner reserves the right to require evidence of payment of such taxes prior to final payment. The school district is exempt from Federal Excise Tax.

General Conditions and Instructions to Bidders

13. QUALIFICATIONS OF BIDDERS:

The owner may request any or all bidders to submit any of the following information before the award of the contracts.

- A. A bidder's performance record
- B. The address and description of bidder's equipment, plant or permanent place of business.
- C. An itemized list of the bidder's equipment, plant and personnel.
- D. A bidder's financial statement.
- E. A description of any project which the bidder has completed.
- F. Such additional information as will satisfy the owner that the bidder is adequately prepared to fulfill the contract.
- G. Description of work which will be done simultaneously with the owner's project.

14. NOTICE OF AWARD:

The contracts shall be deemed as having been awarded when the formal notice of acceptance of their proposal has been duly served upon the intended awardees (normally by purchase order) by some officer or agent of the owner duly authorized to give such notice.

15. GUARANTEE:

Each contract shall furnish the owner a written guarantee running for one (1) year, or longer as required herein, after the final payment covering all work in the contract. Any defects in workmanship or materials for which a claim is submitted within this period shall be corrected.

16. DOCUMENTS:

The Proposals submitted shall be based upon the specifications contained herein.

17. RIGHTS OF ACCEPTANCE OR REJECTION:

The Board of Education of the Lansing School District reserves the right to reject any or all bids in whole or in part and to accept the bid or portion of bid that, in their opinion, best serves the interest of the School District.

18. Contractors and subcontractors are required not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract, with respect to hire, tenure, terms, conditions or privileges of employment because of race, color, religion, national origin, or ancestry or also because of age or sex, except based on a bona fide occupational qualification. Breach of this covenant of purchasing agreement as provided in the Michigan Fair Employment Practices Act and may be processed there under. See Policy 6320.

policy

**BOARD OF EDUCATION
LANSING SCHOOL DISTRICT**

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PURCHASING

Procurement of all supplies, materials, equipment, and services paid for from District funds shall be made in accordance with all applicable Federal and State statutes, Board policies, and administrative procedures. Standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award, and administration of contracts are established in Policy 1130, Policy 3110, and Policy 4110 – Conflict of Interest.

All procurement transactions shall be conducted in a manner that encourages full and open competition and in accordance with good administrative practice and sound business judgement.

Each year the State of Michigan informs the School of the legal amount for purchases which require a formal bidding process of a single item.

It is the policy of the Board that the Superintendent adhere to the following:

- A. Seek informal price quotations on purchases in excess of \$3,000.
- B. When the purchase of, and contract for, single items of supplies, materials, or equipment is less than the amount allowed by State statute, but exceeds \$10,000 the Superintendent shall whenever possible, require three (3) competitive price quotations.

Purchases in a single transaction that are in excess of the dollar amount permitted by State statute shall require competitive bids and, whenever possible, have at least three (3) such bids for substantiation of purchase and shall require approval of the Board prior to purchase.

policy

**BOARD OF EDUCATION
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Competitive Bids

Competitive bids are not required for items purchased through the cooperative bulk purchasing program operated by the Michigan Department of Management and Budget pursuant to M.C.L. 18.1263.

Competitive bids are not required for food purchases, unless food purchased in a single transaction costs \$100,000 or more.

When food purchased in a single transaction exceeds \$100,000, the Superintendent shall, whenever possible, require three (3) competitive price quotations.

Bids shall be sealed and shall be opened by the Director of Purchasing in the presence of at least one (1) witness. All orders or contracts should be awarded to the lowest responsible bidder; however, consideration can be given to:

- A. the quality of the item(s) to be supplied;
- B. its conformity with specifications;
- C. suitability to the requirements of the school;
- D. delivery terms;
- E. past performance of vendor.

In addition to the factors above, the Board may consider and provide a preference to bidders

- A. which use a Michigan-based business as the primary contractor.
- B. which use one (1) or more Michigan-based business as subcontractors.

policy

BOARD OF EDUCATION LANSING SCHOOL DISTRICT

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For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

- A. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
- B. have filed a Michigan income tax return showing income generated in or attributed to Michigan
- C. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

The Board reserves the right to reject any and all bids.

Contracts may be awarded by the Superintendent without Board approval for any single item or group of identical items costing less than the dollar amount permitted by State Statute. All other contracts require Board approval prior to purchase.

Bid Protest

A bidder who wishes to file a bid protest must file such notice and follow procedures prescribed by the Request For Proposals (RFP) or the individual bid specifications package, for resolution. Bid protests must be filed in writing with the Office of the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

policy

BOARD OF EDUCATION LANSING SCHOOL DISTRICT

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General Provisions

The Superintendent is authorized to purchase all items within budget allocations.

The Board should be advised, for prior approval, of all purchases of equipment, materials, and services when the purchase

- A. was not contemplated during the budgeting process.
- B. exceeds the previously Board approved amount by ten percent (10%).

The Superintendent is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the school in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

In order to promote efficiency and economy in the operation of the school, the Board requires that the Superintendent periodically estimate requirements for standard items or classes of items and make quantity purchases on a bid basis to procure the lowest cost consistent with good quality.

Whenever storage facilities or other conditions make it impractical to receive total delivery at any one time, the total quantity to be shipped but with staggered delivery dates, shall be made a part of the bid specifications.

Before placing a purchase order, the Superintendent shall check as to whether the proposed purchase is subject to bid, whether sufficient funds exist in the budget, and whether the material might be available elsewhere in the school. All purchase orders shall be numbered consecutively.

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**BOARD OF EDUCATION
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The Superintendent shall determine the amount of purchase which shall be allowed without a properly signed purchase order. Employees may be held personally responsible for anything purchased without a properly signed purchase order or authorization.

The Board may acquire office equipment as defined in law by lease, by installment payments, by entering into lease-purchase agreements, or by lease with an option to purchase, provided the contract sets forth the terms of such a purchase.

Procurement – Federal Grants

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (34 CFR 80.36) for the administration and management of Federal grants and federally-funded programs. The District shall maintain a compliance system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of this policy and administrative guidelines (AG 6320).

M.C.L. 380.1267, 380.1274 et seq.

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policy

**BOARD OF EDUCATION
LANSING SCHOOL DISTRICT**

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NEW SCHOOL CONSTRUCTION, RENOVATION

Before beginning construction of a new school building, or an addition, repair or renovation of an existing school building, except emergency repairs, the Board of Education, shall obtain competitive bids on all the material and labor required for the complete construction of a proposed new building or addition to or repair or renovation of an existing school building which exceeds the State statutory limit.

This policy does not apply to buildings, renovations, or repairs costing less than the statutory limit or to repair work normally performed by District employees.

The Board shall advertise for the bids required under subsection:

- A. By placing an advertisement for bids at least once in a newspaper of general circulation in the area where the building or addition is to be constructed or where the repair or renovation of an existing building is to take place and by posting an advertisement for bids for at least two (2) weeks on the Department of Management and Budget website on a page on the website maintained for this purpose or on a website maintained by a school organization and designated by the Department of Management and Budget for this purpose.
- B. By submitting the request for bids for placement on the Michigan Department of Management and Budget's website for school organizations, including a link to the District's website.
- C. The advertisement for bids shall do all of the following:
 - 1. specify the date and time by which all bids must be received by the Board at a designated location;
 - 2. state that the Board will not consider or accept a bid received after the date and time specified for bid submission;
 - 3. identify the time, date, and place of a public meeting at which the Board or its designee will open and read aloud each bid received by the Board by the date and time specified in advertisement;

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**BOARD OF EDUCATION
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4. state that the bid shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Board or the Superintendent of the District. A Board shall not accept a bid that does not include this sworn and notarized disclosure statement.
- D. The Board shall require each bidder for a contract under this policy, to file with the Board security in an amount not less than 1/20 of the amount of the bid conditioned to secure the District from loss or damage by reason of the withdrawal of the bid or by the failure of the bidder to enter a contract for performance, if the bid is accepted by the Board.
- E. The Board shall not open, consider, or accept a bid that the Board receives after the date and time specified for bid submission in the advertisement for bids as described in subsection C of this policy.
- F. At a public meeting identified in the advertisement for bids described in subsection C of this policy, the Board or its designee shall open and read aloud each bid that the Board received at or before the time and date for bid submission specified in the advertisement for bids. The Board may reject any or all bids, and if all bids are rejected, shall readvertise in the manner required by this policy.

The Board may consider and provide a preference to bidders:

1. which use a Michigan-based business as the primary contractor.
2. which use one (1) or more Michigan-based business(es) as subcontractors.

policy

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For purposes of this preference a Michigan-based business means a business that would qualify for a Michigan preference for procurement contracts under M.C.L. 18.1268, which requires that the businesses certify that since inception or during the last twelve (12) months it has done one of the following:

1. have filed a Michigan business tax return showing an allocation of income tax base to Michigan
2. have filed a Michigan income tax return showing income generated in or attributed to Michigan
3. withheld Michigan income tax from compensation paid to the bidder's owners and remitted the tax to the Michigan Department of Treasury

This preference shall not apply to any procurement or project using Federal funds, nor shall it be used if it would violate any Federal law or requirements.

- G. The competitive bid threshold amount specified in this policy (\$20,959 for 2009) is adjusted each year by multiplying the amount for the immediately preceding year by the percentage by which the average consumer price index for all items for the twelve (12) months ending August 31st of the year in which the adjustment is made differs from that index's average for the twelve (12) months ending on August 31st of the immediately preceding year and adding that product to the maximum amount that applied in the immediately preceding year, rounding to the nearest whole dollar. The current exempt amount must be confirmed with the Michigan Department of Education prior to issuing contracts for construction, renovation, or repair which exceed the amount listed in this policy.

M.C.L. 380.1267

NEW POLICY - VOL. 30, NO. 2

PROCUREMENT – FEDERAL GRANTS/FUNDS

Procurement of all supplies, materials, equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, Board of Education policies, and administrative procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall conform to the provisions of the District's documented general purchasing Policy 6320 and AG 6320.

All District employees, officers, and agents who have purchasing authority shall abide by the standards of conduct covering conflicts of interest and governing the actions of its employees, officers, and agents engaged in the selection, award, and administration of contracts as established in Policy 1130, Policy 3110 and Policy 4110 – Conflict of Interest.

The District will avoid acquisition of unnecessary or duplicative items. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

Competition

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor

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performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

- A. unreasonable requirements on firms in order for them to qualify to do business;
- B. unnecessary experience and excessive bonding requirements;
- C. noncompetitive contracts to consultants that are on retainer contracts;
- D. organizational conflicts of interest;
- E. specification of only a “brand name” product instead of allowing for an “*or equal*” product to be offered and describing the performance or other relevant requirements of the procurement; and
- F. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; or (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list includes enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list annually.

Solicitation Language

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

Procurement Methods

The District shall utilize the following methods of procurement:

Micro-purchases

Procurement by micropurchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$3000. To the extent practicable, the District shall distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

Small Purchases

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold established annually by the State. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to the amount allowed by Michigan statute and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed the amount allowed by Michigan statute.

In order for sealed bidding to be feasible, the following conditions shall be present:

1. a complete, adequate, and realistic specification or purchase description is available;
2. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
3. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

When sealed bids are used, the following requirements apply:

1. Bids shall be solicited in accordance with the provisions of State law and Policy 6320. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
2. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
3. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.

4. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
5. The Board reserves the right to reject any or all bids for sound documented reason.

Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

1. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
2. Proposals shall be solicited from an adequate number of sources.
3. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.

4. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E that firms are a potential source to perform the proposed effort.

Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

1. the item is available only from a single source
2. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation
3. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District
4. after solicitation of a number of sources, competition is determined to be inadequate

Contract/Price Analysis

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications. A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

Time and Materials Contracts

The District uses a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

Suspension and Debarment

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the nonprocurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (2 CFR Part 180 Subpart G)

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (2 CFR Part 180 Subpart H)

The District shall not subcontract with or award subgrants to any person or company who is debarred or suspended. For contracts over \$25,000, the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management, which maintains a list of such debarred or suspended vendors at www.sam.gov; collecting a certification from the vendor; or adding a clause or condition to the covered transaction with that vendor. (2 CFR Part 180 Subpart C)

Bid Protest

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

Maintenance of Procurement Records

The District maintains records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price (including a cost or price analysis).

Applicable laws and regulations:
2 C.F.R. 200.317 - .326

policy

**BOARD OF EDUCATION
LANSING SCHOOL DISTRICT**

FINANCES
6350/page 1 of 1

PREVAILING WAGE COORDINATOR

It is the purpose of this policy to comply with State and Federal regulations concerning prevailing wage rate.

The Michigan Department of Consumer and Industry Services; Wage and Hour Division will determine the prevailing wage rate in the locality where the work is to be performed.

The Superintendent shall designate a Prevailing Wage Coordinator for this District.

The Prevailing Wage Coordinator will submit to the Superintendent, for Board of Education approval, procedures for monitoring compliance with prevailing wage laws. S/He will request the Michigan Department of Consumer and Industry Services; Wage and Hour Division to establish the prevailing wage rate in this District for school construction or renovation projects. A schedule of those wages must be attached to the specifications for the work, and printed on any bidding blanks. A copy of the bidding blank must be filed with the Michigan Department of Consumer and Industry Services; Wage and Hour Division prior to the award of any contract. Thereafter, any contract which is awarded must include a provision that each laborer, workman, or mechanic employed by the contractor will be paid at a rate not less than the prevailing wage rate. On the first pay date, the contractors and subcontractors must provide each employee with written notification of his/her job classification and the prevailing wage rate for his/her job classification, unless the employee is covered by a collective bargaining agreement.

M.C.L. 408.551 et seq.

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policy

**BOARD OF EDUCATION
LANSING SCHOOL DISTRICT**

FINANCES
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COOPERATIVE PURCHASING

The Board of Education recognizes the advantages of centralized purchasing in that volume buying tends to maximize value for each dollar spent. The Board, therefore, encourages the administration to seek advantages in savings that may accrue to this District through joint agreements for the purchase of supplies, equipment, or services with the governing body(ies) of other governmental units.

The Board authorizes the Business Manager to negotiate such joint purchase agreements for services, supplies, and equipment which may be determined to be required from time to time by the Board and which the Board may otherwise lawfully purchase for itself, with governmental contracting units as may be appropriate in accordance with State law, the policies of this Board, and the dictates of sound purchasing procedures.

Cooperative or joint purchases require an agreement approved by the Board and the participating contracting body(ies) which shall specify the categories of equipment and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Such agreements are subject to all legal bidding requirements.

M.C.L. 124.1 et seq.

policy

**BOARD OF EDUCATION
LANSING SCHOOL DISTRICT**

FINANCES
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LOCAL PURCHASING

The Board of Education recognizes its position as a major purchaser in this community, and while it is the intention of the Board to purchase materials and supplies of quality at the lowest possible cost through widespread competition, if all other considerations are equal, the Board prefers to purchase within the District from established local merchants.

The Board authorizes the Superintendent to award purchases placed in accordance with law, this policy, and all policies of the Board otherwise applicable to local merchants when

- A. their quotation is competitive, within a percentage determined by the Board,
- B. freight charges are a factor,
- C. maintenance service may be required,
- D. promptness of delivery is a consideration,

provided that all statutes pertaining to public purchasing are duly observed.

policy

**BOARD OF EDUCATION
LANSING SCHOOL DISTRICT**

FINANCES
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VENDOR RELATIONS

The Board of Education shall not enter a contract knowingly with any supplier of goods or services to this District under which any Board member or officer, employee, or agent of this School District has any pecuniary or beneficial interest, direct or indirect, unless the person has not solicited the contract or participated in the negotiations leading up to the contract. This prohibition shall not prevent any person from receiving royalties upon the sale of any textbook of which s/he is the author and which has been properly approved for use in the schools of this District.

For the purpose of this policy "beneficial interest" shall be determined in accordance with M.C.L. 15.321 et seq.

Board members and school personnel shall not accept any gifts or favors from vendors which might, in any way, influence their recommendations on the eventual purchase of equipment, supplies, or services.

All sales persons, regardless of product, shall clear with the Superintendent's Office before contacting any teachers, students, or other personnel of the School District. Purchasing personnel shall not show any favoritism to any vendor. Each order shall be placed in accordance with policies of the Board on the basis of quality, price, and delivery with past service a factor if all other considerations are equal.

M.C.L. 15.321 et seq.



In order to maintain the public trust, your local school district Board of Education should consider and adopt a resolution containing at least some, if not all, of the factors listed below.

Each factor should be discussed thoroughly by school board members, the architects and construction managers involved in any school construction because of the potential impact they will have on a project.

Your construction manager and design professional will then include these factors in the construction bid documents so all bidders know that in addition to price these items will be considered when construction bids are reviewed.



EXPERIENCE. Institutional building projects are expected to last 50-75 years. Therefore school board members should review the past experience of all construction professionals to ensure that they have pertinent experience on similar institutional projects. In so doing, the board members can evaluate whether local contractors should be considered for the project and only if they have the required experience should they be considered.



REFERENCES. School board members should investigate the references of their construction professionals from past clients doing similar institutional work. Construction professionals must supply pertinent references from their past clients, including information regarding performance and jobsite cooperation.





FINANCIAL CONDITION. A good financial rating means stability on the job and all through the project. Construction professionals must show they are financially prepared to perform the work they are bidding on. School boards must obtain information concerning a bidder's financial capability, any outstanding claims against them and bank references. A poor financial condition can affect the quality of materials, equipment and workers used on the project. It also can result in substantial project delays and unsafe schools.



SAFETY & ACCIDENTS. Construction professionals with a good safety and EMR record will be more productive. An employer has an obligation according to the Michigan Occupational Safety and Health Act (MIOSHA) to provide a place of employment free from recognized hazards likely to cause death or serious physical harm. Every employee has the right to a safe and healthy workplace. An employer must provide training in the recognition and avoidance of hazards and specific training called for in the MIOSHA standards.



RESUME OF SUPERVISORY PERSONNEL. Beyond a construction professional's experience with similar institutional projects, it is important for board members to evaluate the resumes of the supervisory personnel of all construction professionals on their project. All supervisory personnel should have pertinent experience and adequate education and training to complete your project.



INSURANCE & SURETY BONDING. Construction professionals must show proof of adequate and relevant insurance coverage for a particular project and must prove their compliance with workers' compensation statutes. School boards must set minimum standards for insurance coverage. Construction professionals that cannot provide proper coverage may be unable to fulfill project obligations. A measure of a construction professional's stability is shown in the ability to secure the required bonding.



USE OF A TRAINED LOCAL WORKFORCE. Employing local construction professionals and skilled craft workers on a project can be an attractive goal for school boards. Local craft workers, their friends and family, in all probability use those schools. However, it is necessary to determine if the construction professional has ready access to a qualified, experienced workforce to build your project.



PREVAILING WAGE. Use of prevailing wage requirements ensures that school boards secure the best qualified construction professionals to perform work on their projects. Construction professionals should compete for projects on the basis of their management practices, not by paying sub-standard wages. Utilization of prevailing wage will allow the construction professional to pay locally determined wages and benefits to attract qualified skilled craft workers.



EMPLOYEE HEALTH INSURANCE & PENSION BENEFITS. School districts can maintain and promote their community's health care and craft employees by requiring the construction professional to use prevailing wage, which includes health insurance and pension benefits. Construction professionals who provide such benefits to their craft personnel demonstrate a commitment to developing a stable workforce, which is a key component to a quality project and to the health of the community.



WORKFORCE SOURCE & PROPER EMPLOYEE CLASSIFICATION. School boards can ensure that their project will be built by qualified construction professionals by ensuring contractor access to a skilled workforce. School districts should examine carefully the source of building trades craft employees. School districts should ask prospective construction professionals to identify the source of the workforce they intend to use on the project. Construction professionals who staff the project with personnel hired from help-wanted ads or employment agencies might not have sufficient competence and ability to complete a quality project on schedule.



REGISTERED UNITED STATES DEPARTMENT OF LABOR, BUREAU OF

APPRENTICESHIP & TRAINING PROGRAMS. School boards know the value of high quality training and education. Responsible contractors know that better training equals better buildings. Bureau of Apprenticeship and Training (BAT) approved training programs create more productive craft workers. A construction professional's ability to staff a school construction project with qualified trades' workers is the key to success. Contractors, who bid on school construction projects should maintain, participate in and contribute to bona fide apprentice training programs recognized by the U.S. D.O.L./B.A.T. Trained craft workers promote cost effectiveness, timeliness, safety and quality on school construction work. Companies who employ skilled and trained workers, educated in their trade, deliver exceptional work. Moreover, every registered U.S. D.O.L./B.A.T., program must meet twenty-two standards of apprenticeship regulated and audited by the U.S. D.O.L./B.A.T., as outlined in 29 CFR 29.5.



LICENSING. School boards get a better building when highly competent construction professionals and tradespersons build it to code. State law establishes licensing requirements for

electrical, mechanical, plumbing, boiler and elevator contractors, and electrical,

elevator and plumbing craft workers. Proper licensing and certification,

when applicable, show school boards that construction

professionals bidding the job have been tested and are

competent to perform the work. All responsible construction

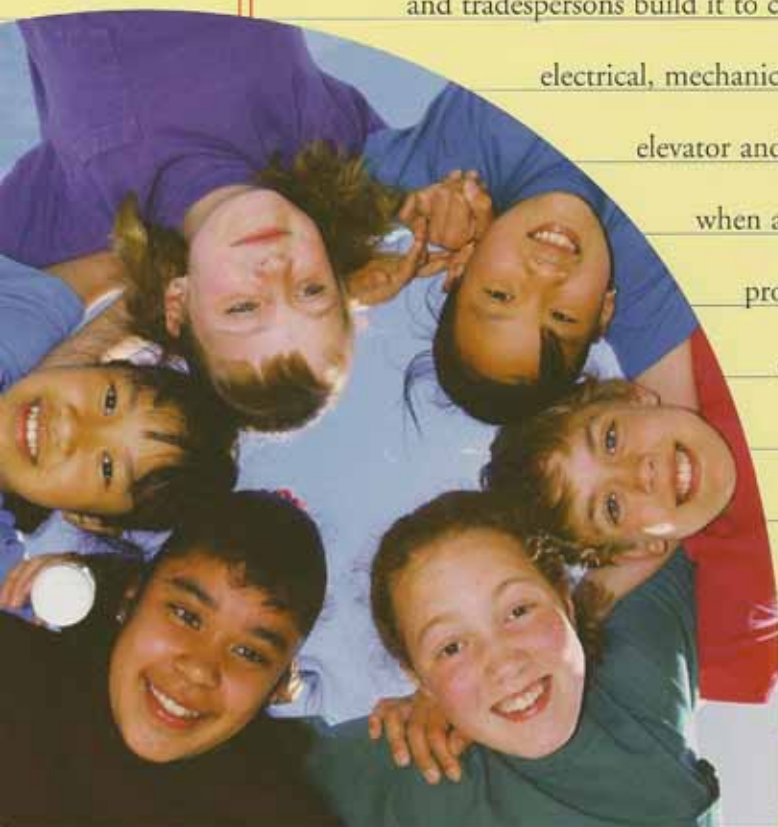
professionals must provide documented proof of licensing

and certification. This will allow school boards to contact

licensing and certification agencies to verify the bidder's

history and determine if any complaints or judgments

have been filed against them.





COMPLIANCE WITH REGULATORY AGENCIES. School boards get a higher quality building when local, state and federal regulations are followed. Compliance with the EPA, MIOSHA, OSHA and other agencies helps school boards evaluate the construction professional's willingness to follow rules. It also ensures that the bidding contractors are aware of the policies that affect them. Contractor adherence to wage and hour standards, record keeping guidelines, child labor regulations and other components of the Fair Labor Standards Act are good indicators of a stable workforce. Construction craft workers who are treated fairly and receive proper pay and benefits are more likely to produce high quality work which helps ensure a safe learning environment for Michigan children.



CIVIL SUITS/ARBITRATION/HISTORY. A school board will have their building projects completed without costly legal entanglements if they select a responsible contractor with a 'clean' legal history. School boards should contract with construction professionals that build according to contract – not in spite of the contract. School districts should carefully examine a contractor's litigation history and the final disposition of any arbitration claims brought against him/her. A contractor with an unusually high level of adverse claims might indicate that the school board should disqualify the contractor.



Michigan Association for Responsible Contracting

phone: 1-866-YES-MARC • fax: 517-372-0402 • www.miarc.org

Colliers

Engineering
& Design

560 5th St. NW // Suite 305 // Grand Rapids, MI 49504
616.827.4270

www.colliersengineering.com



AVERILL ELEMENTARY RENOVATION
SO-1847

3201 AVERILL DR, LANSING,
MI 48911

AVERILL ELEMENTARY
(INTERIOR RENOVATION)

11/14/2025

PROJECT CONTACT LIST



OWNER:
- LANSING SCHOOL DISTRICT
- 519 W KALAMAZOO LANSING, MI
- CONTACT: TODD COE
- PHONE: 517-755-3818



ARCHITECT:
- COLLIERS ENGINEERING & DESIGN
- 560 5TH ST, SUITE 305 GRAND RAPIDS, MI
- CONTACT: BUDDY HUYLER
- PHONE: 616-848-6969

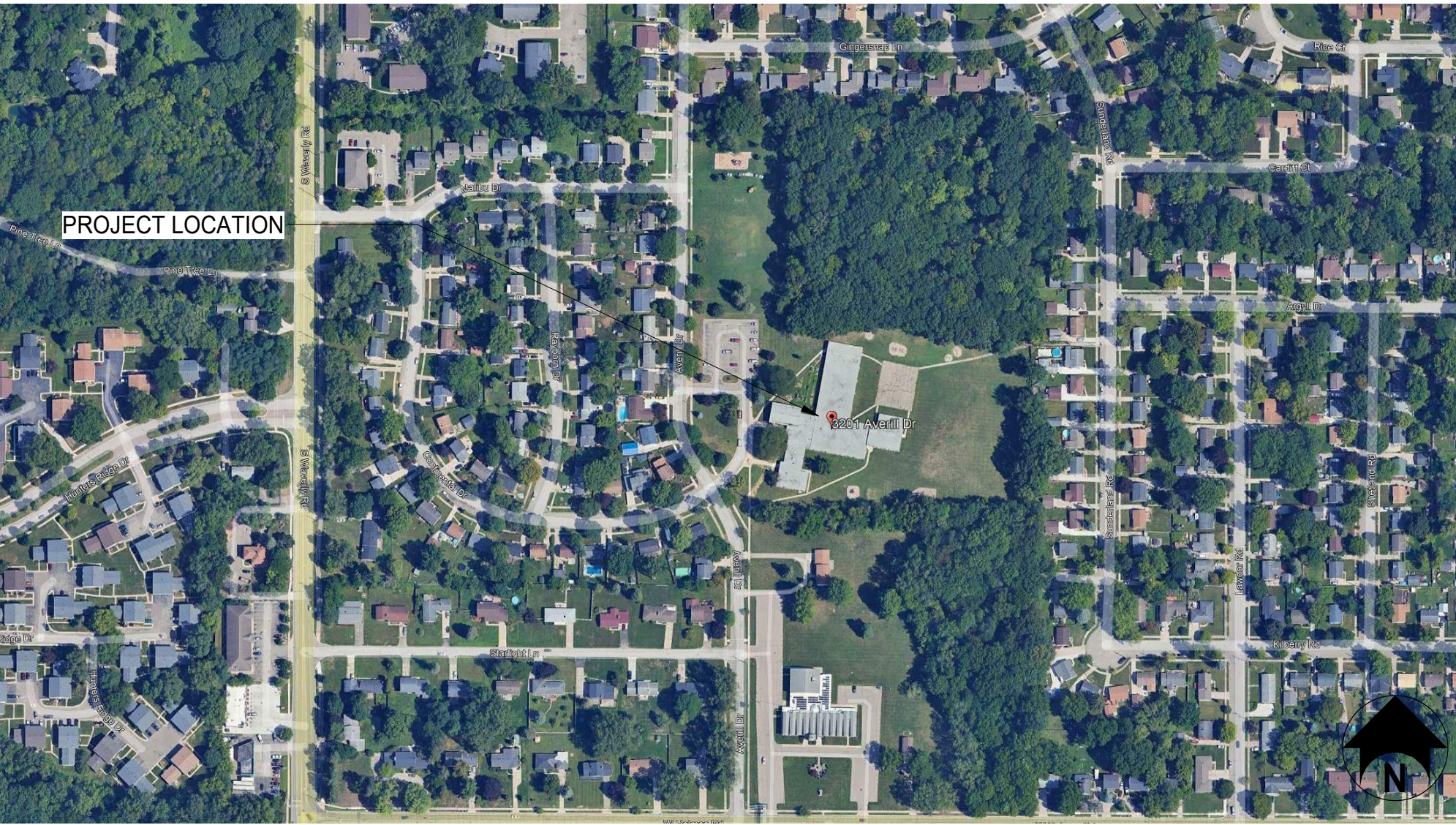


CONTRACTOR:
- BECKERING CONSTRUCTION
- 650 44TH ST SE GRAND RAPIDS, MI 49548
- CONTACT: DAVID BECKERING
- PHONE: 616-532-8191



MECHANICAL & ELECTRICAL ENGINEER:
- CLASSIC ENGINEERING, LLC
- 100 GRANDVILLE, SUITE 400 GRAND RAPIDS, MI
- CONTACT: LARRY WOOD & CINDY LADEWIG

PROJECT LOCATION MAP



DRAWING INDEX

- 00 - GENERAL
 - G000 COVER SHEET
 - G001 CODE COMPLIANCE & LIFE SAFETY PLANS
- 04 - ARCHITECTURAL
 - A001 GENERAL NOTES AND LEGENDS
 - A002 GENERAL REQUIREMENTS
 - A003 SPECIFICATIONS
 - AD010 SITE DEMO PLAN
 - AD101 DEMOLITION PLANS
 - A010 SITE
 - A011 SITE DETAILS
 - A101 FLOOR PLANS
 - A121 CEILING PLANS
 - A141 FINISH PLANS
 - A301 SECTIONS & DETAILS
- 05 - MECHANICAL
 - M100 HVAC NOTES & SYMBOLS
 - M101 HVAC DEMOLITION PLAN
 - M102 HVAC FLOOR PLAN
- 08 - ELECTRICAL
 - E100 DETAILS, SYMBOL LEGENDS AND SPECIFICATIONS
 - ED100 FLOOR PLAN - DEMOLITION
 - EL100 FLOOR PLAN - LIGHTING
 - EL101 FLOOR PLAN - PHOTOMETRICS
 - EP100 FLOOR PLAN - POWER
- 09 - TECHNOLOGY
 - TC101 CABLING SCHEDULES, LEGENDS & DETAILS
 - TC102 CABLING DETAILS
 - TC103 CABLING & COMM ROOM DETAILS
 - TC104 AV SCHEDULES, LEGENDS, & DETAILS
 - TC105 SECURITY SCHEDULES, LEGENDS, & DETAILS
 - TC106 SECURITY DETAILS
 - TC201 TECHNOLOGY PLANS
 - TR101 RACEWAY SCHEDULES, LEGENDS, AND DETAILS
 - TR102 RACEWAY DETAILS
 - TR201 RACEWAY PLAN

CODE SUMMARY

PROJECT SCOPE
THE PROJECT CONSISTS OF A NEW SECURED ENTRY UNDERNEATH THE EXISTING CANOPY WITH A NEW STOREFRONT SYSTEM AND REMOLDING EXSITING LIBRARY SPACE INTO FOUR SEPARATE CLASSROOMS AT AVERILL ELEMENTARY SCHOOL. SITE WORK INVOLVES MILLING EXISTING PARKING LOT, DRIVES AND PLAYGROUND WITH NEW STRIPING, AND NEW DUMPSTER ENCLOSER.

APPLICABLE BUILDING CODES

BUILDING CODE: 2021 MICHIGAN BUILDING CODE
2021 MICHIGAN REHABILITATION CODE

BUILDING CODE (MI FIRE SAFETY STATE RULES): 2016 SCHOOL FIRE SAFETY RULES, CHAPTER 14
NFPA 101, LIFE SAFETY CODE, 2012 EDITION

MECHANICAL CODE: 2021 MICHIGAN MECHANICAL CODE
PLUMBING CODE: 2021 MICHIGAN PLUMBING CODE
ELECTRICAL CODE: 2023 NATIONAL ELECTRICAL CODE
2023 MICHIGAN PART 8, ELECTRICAL CODE RULES

BUILDING DATA

TOTAL BUILDING AREA: 34,760 SQ FT
TOTAL RENOVATION AREA: 4,054 SQ FT
BUILDING STORIES/HT 1 STORY
CONSTRUCTION TYPE II-A NON-COMBUSTIBLE
NON-SPRINKLERED
ALTERATIONS: LEVEL 2 - (CHAPTER 8)

USE AND OCCUPANCY

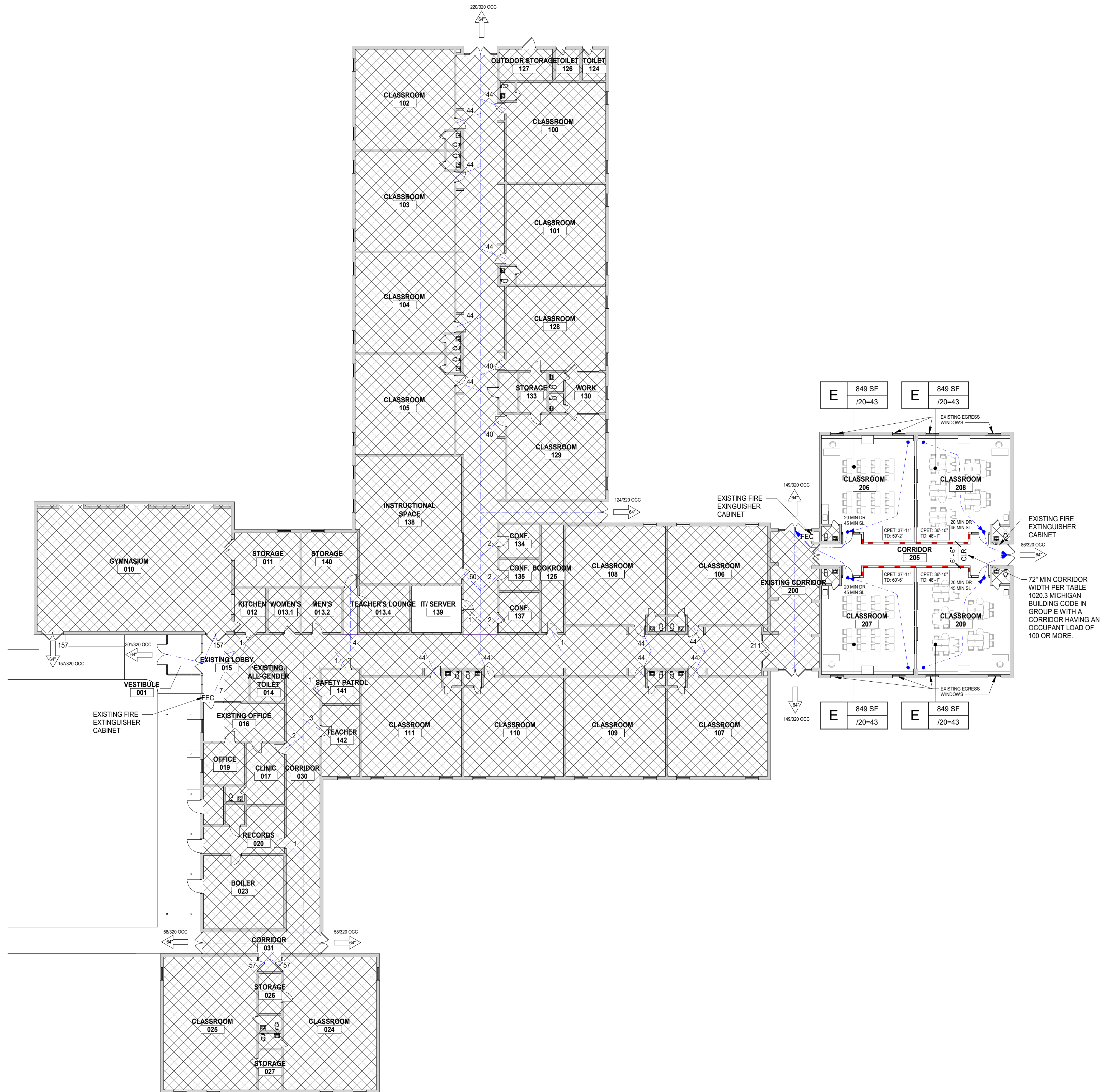
BUILDING IS CLASSIFIED AS MIXED USE GROUP "E" AND "A-3"

DATE	DESCRIPTION
11/14/2025	BIDS & PERMITS



DRAWING NUMBER

G000

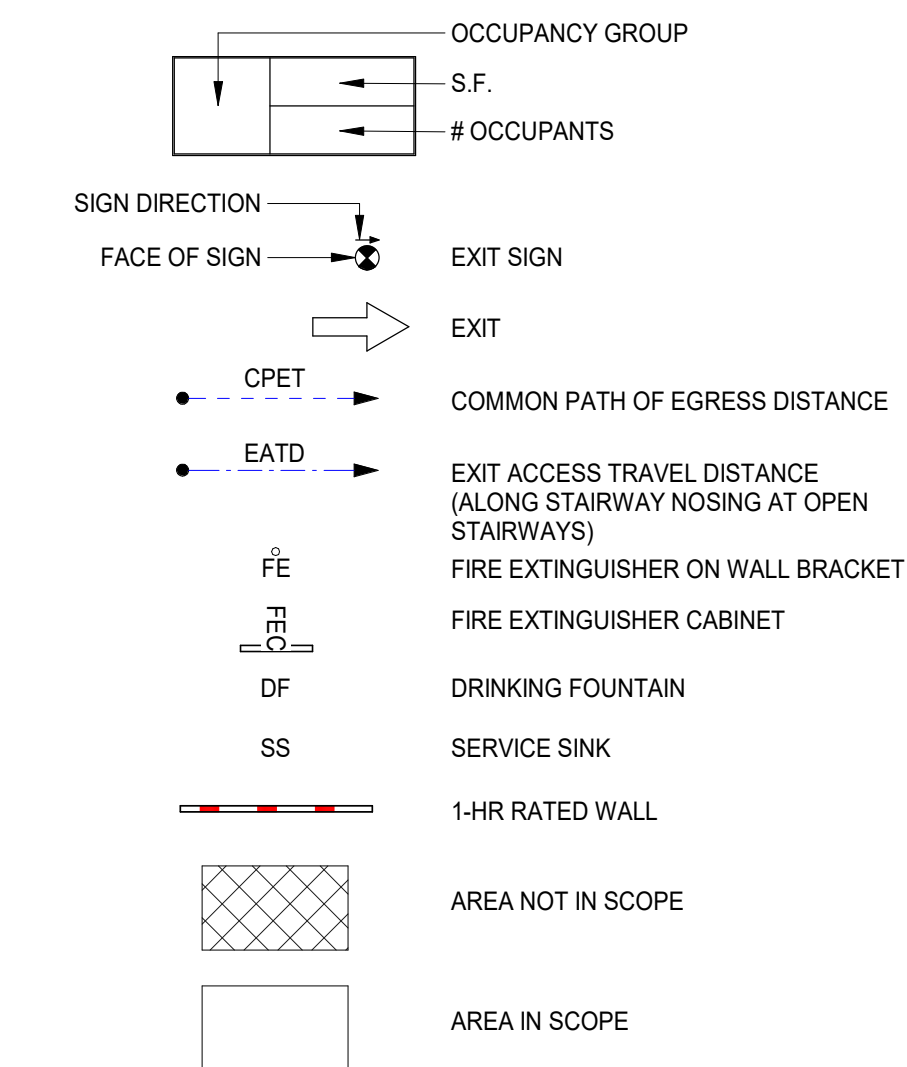


1 CODE COMPLIANCE DIAGRAM - FIRST FLOOR
SCALE : 1/16" = 1'-0"

GENERAL NOTES

1. APPLICABLE CODES:
 - A. WORK SHALL CONFORM TO FEDERAL, STATE AND LOCAL CODES AS INTERPRETED BY THE AUTHORITY HAVING JURISDICTION.
 - 2021 MICHIGAN BUILDING CODE
 - ACCESSIBILITY AND USABLE BUILDINGS AND FACILITIES (ICC/ANSI A117.1 2009).
 - 2021 MICHIGAN MECHANICAL CODE
 - 2021 MICHIGAN PLUMBING CODE
 - 2023 NATIONAL ELECTRICAL CODE (NEC) WITH PART 8 STATE AMENDMENTS
 - 2018 INTERNATIONAL FIRE CODE
 - 2024 NFPA 101 LIFE SAFETY CODE
2. COMPLIANCE:
 - A. PROVIDE FIRE EXTINGUISHERS IN CONFORMANCE WITH THE INTERNATIONAL FIRE CODE SECTION 906 AND COORDINATE WITH FIRE MARSHALL PRIOR TO INSTALLATION. DO NOT INSTALL FIRE EXTINGUISHERS UNTIL LOCATIONS HAVE BEEN REVIEWED AND APPROVED BY THE AUTHORITY HAVING JURISDICTION.
 - B. OBTAIN ALL REQUIRED PERMITS AND PAYMENT OF PERMIT AND APPLICATION FEES FOR THE WORK.
3. CERTIFICATIONS:
 - A. THE ARCHITECT'S CERTIFICATION IS ONLY FOR THE WORK SHOWN TO BE DONE. IT DOES NOT CONSTITUTE APPROVAL OF PRE-EXISTING CONDITIONS OR REVIEW OF THOSE CONDITIONS FOR CODE COMPLIANCE.

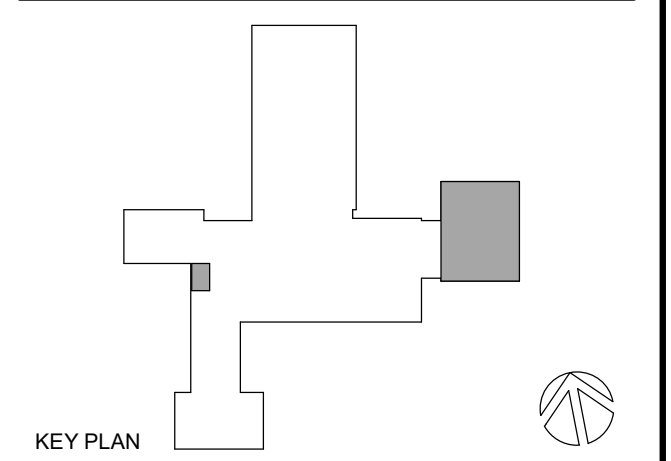
LEGEND



Colliers Engineering & Design

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REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS



LANSING SCHOOL DISTRICT

AVERILL ELEMENTARY RENOVATION SO-1847

3201 AVERILL DR
LANSING, MI 48911

MI ARCHITECTURE
FIRM LICENSE # NLP000605

Colliers
Engineering
& Design
GRAND RAPIDS
560 5th St. NW
Suite 305
Grand Rapids, MI 49504
Phone: 616.827.4270
Colliers Engineering & Design,
Architecture, Landscape Architecture,
Surveying, CT P.C.

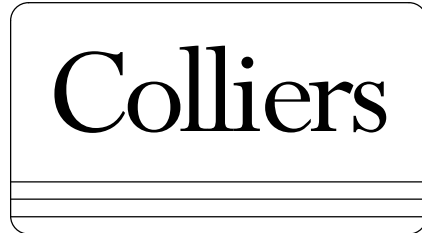
PROJECT MANAGER:	DISCIPLINE LEAD:
B. HUYLER	C. NORRIS
DESIGNER:	REVIEWER:
C. NORRIS	B. HUYLER
DATE ISSUED:	PROJECT NUMBER:
11/14/2025	25013568A
SHEET NAME:	

CODE COMPLIANCE & LIFE SAFETY PLANS

DRAWING NUMBER:
G001

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

GENERAL ARCHITECTURAL SYMBOLS		ABBREVIATIONS		GENERAL NOTES			
VIEW TITLE DETAIL # VIEW NAME SCALE : 1/8" = 1'-0" DETAIL CALLOUT DETAIL # SIM DRAWING # SECTION MARKER SECTION # A101 DRAWING # DETAIL SECTION DETAIL # A101 DRAWING # ACCESSORY MARKER 1 DOOR MARKER 101 WINDOW TYPE MARKER XX Room name 101 ROOM TAG XX SCHEDULED DOOR 8'-0" EXISTING DOOR 8'-0" ELEVATION MARKER ELEVATION # A000 DRAWING # Ref 1 1 Ref 1 1 Ref 1 1 BREAK MARKER N NORTH ARROW (SHOWN IN KEYPLAN) XXX NEW COLUMN ID XXX EXISTING COLUMN ID 1 KEYNOTE # KEYNOTE (REMOVALS) XX EQUIPMENT TAG 8'-0" CEILING HEIGHT		" # & ' (E), EXST (ER) (N) (R) (RE) @ Ø, DIA A A/C ACP AESS AFF AHU AHU ALT ALUM AOR APPROX ARCH ATTN B B/, BO BD BLDG BLKG BTWN C CANT CG CJ CL CLG CLR CM CMT CMU COL CONC CONT CORR CT CTB D D DF DIA, Ø DIM DWG DWGS E EA EIFS EL ELEC ELEV EXP EXP EXP BT EXT F FCO FD FE FEC FFE FLG FLR FPR FR FRT FT FT FTG G GA GALV GC GRC GRG GWB H HB HC HDR HM HORIZ HPC HW HWD HWT I ID IN WG INSUL INT INV J JAN CL JT L LAM LAV LBS LF LLH LLV LMC LT LTL LVR LVT M MAX MECH MEZZ MFR MIN MO MTD MTL N NIC NTS O OC OPP OSB P PCC PCF PL PLF PLM PLYWD PNEJ PMF PP PSF PSI PT PTD PTWD Q QT QTY R RB RCP RD REBAR REINFC REINFC REINFC REQD REQMTS RESIL RF RM RO RTU S SC SCHED SCL SF, SQFT SIM SMS SOG SPCS SPEC SS SSL SST STC STD STL STRUCT SYS T T T&G TEMP TH TL TR TYP U UNO UPH UR V VAR VB VCT VERT VEST VIF VWC W W W/ W/O WB WC WCV WD WDT WF WOM WP WT LAVATORY POUNDS LINEAR FEET LONG LEG HORIZONTAL LONG LEG VERTICAL LINEAR METAL CEILING LIGHT LINTEL LOUVER LUXURY VINYL TILE MAXIMUM MECHANICAL MEZZANINE MANUFACTURER MINIMUM MASONRY OPENING MOUNTED METAL NOT IN CONTRACT NOT TO SCALE ON CENTER OPPOSITE ORIENTED STRAND BOARD PRECAST CONCRETE POUNDS PER CUBIC FOOT PLATE POUNDS PER LINEAR FOOT PLYWOOD PRE MOLDED EXPANSION JOINT PRE MOLDED FILLER PLASTIC PANELING POUNDS PER SQUARE FOOT POUNDS PER SQUARE INCH PORCELAIN TILE PAINTED PRESERVATIVE-TREATED WOOD QUARRY TILE QUANTITY RISER RUBBER BASE REFLECTED CEILING PLAN ROOF DRAIN REINFORCING BAR REINFORCED, REINFORCING, REINFORCEMENT REQUIRED REQUIREMENTS RESILIENT RESILIENT FLOORING ROOM ROUGH OPENING ROOF TOP UNIT SQUARE FEET SIMILAR SHEET METAL SCREW SLAB ON GRADE / GROUND SPACES SPECIFICATION SOLID SURFACE SHORT SLOTTED STAINLESS STEEL SOUND TRANSMISSION CLASS STANDARD STEEL STRUCTURAL, STRUCTURE SYSTEM TREAD TONGUE AND GROOVE TEMPORARY THRESHOLD TWIST LOCK TRANSITION TYPICAL UNLESS NOTED OTHERWISE UPHOLSTERY URINAL VARIES VINYL BASE VINYL COMPOSITION TILE VERTICAL VESTIBULE VERIFY IN FIELD VINYL WALL COVERING WIDE, WIDTH WITH WITHOUT WOOD BASE WATER CLOSET WALL COVERING WOOD WINDOW TREATMENT WOOD FLOORING WALKOFF MAT WATERPROOF WALL TILE		ALL GENERAL NOTES PERTAIN TO ALL ARCHITECTURAL (A-SERIES) DRAWINGS IN THIS SET GENERAL 1. DEFINITIONS: "PROVIDE" MEANS FURNISH AND INSTALL. SUPPLY LABOR AND MATERIALS TO RESULT IN A FINISHED AND/OR OPERABLE SYSTEM. 2. CONTRACTOR RESPONSIBILITIES: A. MATERIALS, CONSTRUCTION METHODS INCLUDING BUT NOT LIMITED TO LAYOUT, COORDINATION, SCHEDULE AND CONSTRUCTION SITE ACCESS AND WORK. B. DAILY CLEANING: KEEP SITE FREE FROM WASTE, RUBBISH, AND DEBRIS, ALL OF WHICH SHALL BE REMOVED AND DISPOSED OF PROPERLY DAILY. C. FINAL CLEANING: PRIOR TO PUNCHLIST INSPECTION, BROOM CLEAN ALL HARD SURFACE FLOORS; VACUUM ALL CARPETING; AND WIPE DOWN ALL HORIZONTAL AND GLASS SURFACES, THEREBY PROVIDING DUST FREE SURFACES. D. TEMPORARY PROTECTION IS REQUIRED TO MAINTAIN ONGOING BUILDING OPERATIONS, EXITING PATHS, DUST CONTROL AND OCCUPANT SAFETY. IDENTIFY THE REQUIREMENTS FOR TEMPORARY PROTECTION AND PROJECT PHASING. COORDINATE WITH OWNER FOR OTHER REQUIREMENTS. E. COORDINATE STARTUP AND ADJUSTING OF EQUIPMENT AND OPERATING COMPONENTS. START EQUIPMENT AND OPERATING COMPONENTS AND TEST TO CONFIRM PROPER OPERATION AND CONTROL. REMOVE MALFUNCTIONING UNITS, REPLACE WITH NEW UNITS, AND RETEST. F. CLOSEOUT DOCUMENTS, CERTIFICATE OF RELEASE FROM THE AUTHORITY OF JURISDICTION AND INSURANCE FOR CONTINUING COVERAGE, WARRANTIES, TEST & INSPECTION RESULTS AND OPERATION, EMERGENCY & MAINTENANCE MANUALS. 3. CONTRACT DOCUMENTS: A. PLANS, ELEVATIONS, SECTIONS, DETAILS AND SCHEDULES ARE COMPLEMENTARY. PLAN DRAWINGS WILL TAKE PRECEDENCE OVER ELEVATION, SECTION AND DETAILS DRAWINGS IN ANY CONFLICTS OF HORIZONTAL DIMENSIONS. DETAIL PLAN DRAWINGS WILL TAKE PRECEDENCE OVER LARGER SCALE PLANS IN ANY CONFLICTS WITH HORIZONTAL DIMENSIONS. WALL AND BUILDING SECTIONS WILL TAKE PRECEDENCE OVER PLAN DRAWING AND DETAILS IN ANY CONFLICTS WITH VERTICAL DIMENSIONS. DETAILS AND WALL SECTIONS WILL TAKE PRECEDENCE OVER ELEVATION AND PLAN DRAWINGS IN ANY CONFLICTS WITH MATERIAL DESCRIPTION. SCHEDULES WILL TAKE PRECEDENCE OVER OTHER ARCHITECTURAL DRAWINGS IN AND CONFLICTS WITH WALL, FLOOR AND CEILING FINISHES AND DOOR, DOOR HARDWARE AND FENESTRATION INFORMATION. B. DRAWINGS AND SPECIFICATIONS PREPARED BY THE ARCHITECT ARE INSTRUMENTS OF THE ARCHITECT'S SERVICE FOR USE SOLELY WITH RESPECT TO THIS PROJECT AND, UNLESS OTHERWISE PROVIDED, BERGMANN SHALL BE DEEMED THE AUTHOR OF THESE DOCUMENTS AND RETAIN ALL COMMON LAW, STATUTORY AND OTHER RESERVED RIGHTS, INCLUDING THE COPYRIGHT. C. WHERE REFERENCE IS MADE TO VARIOUS TEST STANDARDS FOR MATERIALS, SUCH STANDARDS SHALL BE THE LATEST EDITION AND/OR ADDENDUM. FINISHES 1. GENERAL: FINISHED FLOORS EXTEND INTO TOE SPACES, CLOSETS, DOOR REVEALS AND SIMILAR OPENINGS. 2. PRODUCTS: A. PAINT DESIGNATIONS INDICATE COLOR ONLY, REFER TO SPECIFICATION FOR FINISH TYPE. B. PROVIDE SELF LEVELING TROWELABLE UNDERLAYMENT WHERE REQUIRED TO OBTAIN FINISH MANUFACTURER'S REQUIRED SUBFLOOR CONDITION. C. PROVIDE THE REQUIRED TRANSITIONS BASED ON TYPES IDENTIFIED ON DRAWINGS AT EACH FINISH TRANSITION LOCATION. ENERGY CODE STATEMENT: TO THE BEST OF THE REGISTERED DESIGN PROFESSIONAL'S KNOWLEDGE, BELIEF AND PROFESSIONAL JUDGEMENT, THESE PLANS AND/OR SPECIFICATIONS ARE IN COMPLIANCE WITH THE APPLICABLE CODES. UNIFORM CODE STATEMENT: TO THE BEST OF THE REGISTERED DESIGN PROFESSIONAL'S KNOWLEDGE, BELIEF AND PROFESSIONAL JUDGEMENT, THESE PLANS AND/OR SPECIFICATIONS ARE IN COMPLIANCE WITH THE APPLICABLE CODES.		<u>WALLS</u> A. DIMENSIONS: a. STUD WALLS ARE TO FACE OF STUD, UNLESS OTHERWISE INDICATED IN A.c. OR A.d. BELOW. b. MASONRY WALLS ARE TO FACE OF MASONRY. c. EXISTING CONSTRUCTION ARE TO FINISHED FACE OF CONSTRUCTION. d. WHERE NOTED AS "CLR" DIMENSIONS ARE TO FINISHED SURFACE AND ARE CRITICAL FOR ACCESSIBILITY REQUIREMENTS OR BUILT-IN FURNISHINGS. B. TYPES: a. WALLS NOT INDICATED WITH A WALL TYPE SHALL BE TYPE M60. b. COLUMN ENCLOSURES, CHASES AND ENCLOSED UNINHABITABLE SPACES SHALL BE WALL TYPE M31, UNLESS NOTED OTHERWISE. c. BRACING: PROVIDE CHANNEL COLD ROLLED STEEL (CRSS) BRACING AT ALL METAL STUD WALLS. INSTALL TWO ROWS OF BRACING 4'-0" O.C. FOR WALLS UP TO 13'-0" HIGH. d. PROVIDE (2) #10-716" HEX HEAD SHEET METAL SCREWS AT EACH STUD/TRACK CONNECTION AT ALL WALLS, BULK HEADS & SOFFITS NOT EXTENDING FLOOR TO DECK. e. PROVIDE DEFLECTION TRACK OR CLIP AT TOP OF METAL STUD WALLS THAT EXTEND TO THE UNDERSIDE OF STRUCTURAL MEMBERS OR FLOOR/ ROOF DECK. f. METAL STUD WALLS IN WHICH STUDS DO NOT EXTEND TO DECK ABOVE SHALL BE Laterally Braced AT 45 DEGREES TO THE STRUCTURE ABOVE WITH 3/8" x 20 GA. STUDS @ 48" O.C. MAX., AND AT ENDS OF SUCH WALLS WHICH DO NOT INTERSECT OTHER WALLS. g. PROVIDE FULL HEIGHT DOUBLE STUDS AT DOOR AND WINDOW JAMBS. h. FIRE-RESISTANT JOINT SYSTEMS: AT FIRE-RESISTANT RATED WALLS, FLOORS OR FLOOR/CEILING ASSEMBLIES, AND ROOFS OR ROOF/CEILING ASSEMBLIES, PROVIDE AN APPROVED TESTED JOINT ASSEMBLY PROVIDING THE MINIMUM TIME AND TEMPERATURE RISE AT THE WALL, FLOOR, OR ROOF SUITABLE FOR THE CONSTRUCTION WHERE THE SYSTEM IS TO BE INSTALLED. i. THE BOTTOM EDGE OF GYPSUM WALL BOARD SHALL BE INSTALLED 3/8" ABOVE THE FLOOR AND SEALED AS NOTED IN WALL TYPES. C. RATINGS: a. SMOKE WALLS AND SMOKE BARRIERS: SMOKE WALLS AND SMOKE BARRIERS MUST FORM A COMPLETE BARRIER TO LIMIT THE TRANSFER OF SMOKE, INCLUDING PERIMETER DETAILS, PENETRATIONS, AND AS REQUIRED BETWEEN WALLS AND DOOR JAMBS, OR SIDELIGHT FRAMES. THE MEMBRANE IS TO BE CONTINUOUS THROUGH ALL CONCEALED SPACES. 1. RECESSED CABINETS, OUTLET BOXES, AND OTHER PENETRATIONS MUST BE SEALED 2. OPENINGS AROUND PENETRATIONS ARE TO BE SEALED. 3. ALL EXPOSED JOINTS, ANGLES, AND ABUTMENTS IN THE SYSTEM, INCLUDING FLOOR AND ABOVE CEILING MUST BE TAPED AND FINISHED. 4. SEAL THE INTERFACE BETWEEN WALLS AND DOOR JAMBS, OR SIDELIGHT FRAMES. b. FIRE WALLS AND FIRE BARRIERS: FIRE WALLS AND FIRE BARRIERS MUST BE SIMILARLY CONSTRUCTED AS A COMPLETE BARRIER TO RESIST THE SPREAD OF SMOKE AND FIRE. PENETRATIONS MUST BE SEALED AND LABELED WITH AN APPROVED FIRE RESISTANT JOINT SYSTEM. INSTALL A FIRE RESISTANT JOINT SYSTEM AT THE HEAD AND FLOOR CONDITION OF FIRE RATED WALLS AND BARRIERS. c. FIRE AND SMOKE WALL / BARRIER / WALLS LABELING: 1. WHERE THERE IS AN ACCESSIBLE CONCEALED FLOOR, FLOOR-CEILING, OR ATTIC SPACE, FIRE WALLS, FIRE BARRIERS, FIRE PARTITIONS, SMOKE BARRIERS, AND SMOKE PARTITIONS OR ANY OTHER WALL REQUIRED TO HAVE PROTECTED OPENINGS OR PENETRATIONS SHALL BE EFFECTIVELY AND PERMANENTLY IDENTIFIED WITH SIGNS OR STENCILING IN THE CONCEALED SPACE. SUCH IDENTIFICATION SHALL: A. BE LOCATED WITHIN 15 FEET (4572 MM) OF THE END OF EACH WALL AND AT INTERVALS NOT EXCEEDING 30 FEET (9144 MM) MEASURED HORIZONTALLY ALONG THE WALL OR PARTITION. B. INCLUDE LETTERING NOT LESS THAN 3 INCHES (76 MM) IN HEIGHT WITH A MINIMUM 3/8-INCH (9.5 MM) STROKE IN A CONTRASTING COLOR INCORPORATING THE SUGGESTED WORDING, "FIRE AND/OR SMOKE BARRIER - PROTECT ALL OPENINGS," OR OTHER WORDING. d. ACOUSTICAL WALLS: WALLS INDICATED WITH ACOUSTICAL BATT, AND/OR A GIVEN AN STC RATING, SHALL BE CONSTRUCTED TO MINIMIZE SOUND TRANSMISSION AS FOLLOWS: 1. PROVIDE ACOUSTICAL SEALANT AT ALL FLOOR AND HEAD LEVELS, EACH SIDE OF THE WALLS. 2. SET TRACK IN 3 CONTINUOUS BEADS OF ACOUSTICAL SEALANT. 3. EXTEND SOUND BATTS THOROUGH ANY INTERSECTING WALLS. 4. STAGGER OUTLETS A MINIMUM OF 24 INCHES HORIZONTAL. DO NOT INSTALL MORE THAN ONE OUTLET IN A COMMON STUD CAVITY. SEAL JOINTS AROUND OUTLETS WITH ACOUSTICAL SEALANT. D. GYPSUM BOARD WALL COMPONENTS AND ACCESSORIES: a. WALL TYPES DO NOT INDICATE FINAL FINISHES. REFER TO FINISH PLANS AND FINISH SCHEDULE. b. GYPSUM BOARD SHALL BE TYPE "X" FIRE RATED WITH: 1. LEVEL 1 FINISH AT JOINTS WHICH WILL REMAIN CONCEALED. PROVIDE GALVANIZED STEEL CORNER BEADS AT CORNERS. 2. LEVEL 3 FINISH WHERE WALLS EXPOSED TO VIEW SCHEDULED FOR PAINT IN SERVICE SPACES (eg. TELE / DATA CLOSETS, MECHANICAL ROOMS, JANITOR CLOSETS, STORAGE ROOMS). 3. LEVEL 4 FINISH WHERE EXPOSED TO VIEW UPON PROJECT COMPLETION U.N.O. 4. LEVEL 5 FINISH AT GRAPHIC CORRIDOR, AS WELL AS DRY ERASE AND CHALK BOARD PAINTED AREAS. REFER TO FINISH LOCATION ON PLANS, AND COORDINATE WITH DESIGNER IN THE FIELD. c. PROVIDE MOISTURE/ MOLD / ABUSE RESISTANT GYPSUM BOARD AT WALLS IN TOILET ROOMS, JANITORS CLOSETS AND ANY ROOM WHERE MOISTURE CONDITIONS WILL OCCUR AND NOT RECEIVING TILE FINISH. d. PROVIDE GLASS MATT GYPSUM BOARD AT WALLS DIRECTLY ADJACENT TO LIVING WALL ELEMENT AND AT ALL WET AREAS (SHOWER ROOMS, COMMUNAL KITCHEN/DISHWASHER, ETC.) GLASS MAT GYPSUM BOARD SHALL RECEIVE FIBERGLASS TAPE AND FINISH AS RECOMMENDED BY MANUFACTURER. e. METAL TRIM: 1. EXPOSED METAL J-TRIM TO BE COMPLETELY COVERED WITH SKIM COAT 2. NON-METALIC J-TRIM OR OTHER SHAPES ARE NOT ACCEPTABLE, UNLESS OTHERWISE NOTED f. LOCATIONS WHERE GYPSUM BOARD WALLS TERMINATE AT DISSIMILAR MATERIALS, PROVIDE A FINISH-ABLE METAL END TRIM AND A 1/4" GAP BETWEEN TRIM AND ADJACENT MATERIAL. FILL GAP WITH BACKER ROD AND SEALANT. g. PROVIDE SOLID FIRE TREATED WOOD BLOCKING IN WALL AND CEILING CONSTRUCTION AS REQUIRED TO SUPPORT WALL MOUNTED MILLWORK AND CASEWORK, FURNISHINGS, RAILINGS, GRAB BARS, TOILET & BATH ACCESSORIES OR ANY OTHER WALL MOUNTED ITEMS INDICATED ON THESE DRAWINGS REQUIRING BLOCKING.	



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REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS

LANSING SCHOOL DISTRICT

AVERILL ELEMENTARY RENOVATION SO-1847

3201 AVERILL DR
LANSING, MI 48911

MI ARCHITECTURE
FIRM LICENSE # NLP000605



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Colliers Engineering & Design,
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Surveying, CT P.C.

PROJECT MANAGER:	DISCIPLINE LEAD:
B. HUYLER	C. NORRIS
DESIGNER:	REVIEWER:
C. NORRIS	B. HUYLER
DATE ISSUED:	PROJECT NUMBER:
11/14/2025	25013568A
SHEET NAME:	

GENERAL NOTES AND LEGENDS

DRAWING NUMBER:

A001

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

GENERAL REQUIREMENTS:
UNIT PRICES:

- A. UNIT PRICE IS AN AMOUNT INCORPORATED INTO THE AGREEMENT, APPLICABLE DURING THE DURATION OF THE WORK AS A PRICE PER UNIT OF MEASUREMENT FOR MATERIALS, EQUIPMENT, OR SERVICES, OR A PORTION OF THE WORK, ADDED TO OR DEDUCTED FROM THE CONTRACT SUM BY APPROPRIATE MODIFICATION, IF THE SCOPE OF WORK OR ESTIMATED QUANTITIES OF WORK REQUIRED BY THE CONTRACT DOCUMENTS ARE INCREASED OR DECREASED.
- B. UNIT PRICES INCLUDE ALL NECESSARY MATERIAL, PLUS COST FOR DELIVERY, INSTALLATION, INSURANCE, **APPLICABLE TAXES**, OVERHEAD, AND PROFIT.
- C. MEASUREMENT AND PAYMENT: SEE QUANTITY ALLOWANCE FOR WORK THAT REQUIRES ESTABLISHMENT OF UNIT PRICES. UNITS OF MEASUREMENT AND PAYMENT FOR UNIT PRICES ARE LISTED IN THAT SECTIONS.
- D. OWNER RESERVES THE RIGHT TO REJECT CONTRACTOR'S MEASUREMENT OF WORK-IN-PLACE THAT INVOLVES USE OF ESTABLISHED UNIT PRICES AND TO HAVE THIS WORK MEASURED, AT OWNER'S EXPENSE, BY AN INDEPENDENT SURVEYOR ACCEPTABLE TO CONTRACTOR.
- E. UNIT PRICE NO. 1 -- PROVIDE COST PER UNIT LISTED FOR ADDING TO OR DEDUCTING **ASPHALT** FROM THE CONTRACT AMOUNT.
- F. UNIT PRICE NO. 2 -- PROVIDE COST PER UNIT LISTED FOR ADDING TO OR DEDUCTING ASPHALT **SUBBASE** FROM THE CONTRACT AMOUNT.
- G. UNIT PRICE NO. 3 -- PROVIDE COST PER UNIT LISTED FOR ADDING TO OR DEDUCTING **CONCRETE CURB PATCHING** FROM THE CONTRACT AMOUNT.

ALTERNATES:

- A. ALTERNATE: AN AMOUNT PROPOSED BY BIDDERS AND STATED ON THE BID FORM FOR CERTAIN WORK DEFINED IN THE BIDDING REQUIREMENTS THAT MAY BE ADDED TO OR DEDUCTED FROM THE BASE BID AMOUNT IF THE OWNER DECIDES TO ACCEPT A CORRESPONDING CHANGE EITHER IN THE AMOUNT OF CONSTRUCTION TO BE COMPLETED OR IN THE PRODUCTS, MATERIALS, EQUIPMENT, SYSTEMS, OR INSTALLATION METHODS DESCRIBED IN THE CONTRACT DOCUMENTS.
- B. INCLUDE AS PART OF EACH ALTERNATE, MISCELLANEOUS DEVICES, ACCESSORY OBJECTS, AND SIMILAR ITEMS INCIDENTAL TO OR REQUIRED FOR A COMPLETE INSTALLATION WHETHER INDICATED AS PART OF ALTERNATE. EXECUTE ACCEPTED ALTERNATES UNDER THE SAME CONDITIONS AS OTHER WORK OF THE CONTRACT.

SUBSTITUTION PROCEDURES:

- A. SUBSTITUTIONS FOR CAUSE: CHANGES PROPOSED BY CONTRACTOR THAT ARE REQUIRED DUE TO CHANGED PROJECT CONDITIONS, SUCH AS UNAVAILABILITY OF PRODUCT, REGULATORY CHANGES, OR UNAVAILABILITY OF REQUIRED WARRANTY TERMS.
- B. SUBSTITUTIONS FOR CONVENIENCE: CHANGES PROPOSED BY CONTRACTOR OR OWNER THAT ARE NOT REQUIRED IN ORDER TO MEET OTHER PROJECT REQUIREMENTS BUT MAY OFFER ADVANTAGE TO CONTRACTOR OR OWNER. SUBSTITUTIONS FOR CONVENIENCE ARE ALLOWED ONLY BY APPROVAL OF THE OWNER OR OWNER'S AGENT.
- C. SUBMIT REQUEST FOR CONSIDERATION, IDENTIFY PRODUCT OR FABRICATION OR INSTALLATION METHOD TO BE REPLACED. INCLUDE PRODUCT, MATERIAL OR SYSTEM NAME AND AFFECTED DRAWING NUMBERS AND TITLES.
- D. EXECUTE ACCEPTED SUBSTITUTIONS UNDER THE SAME CONDITIONS AS OTHER WORK OF THE CONTRACT.
- E. DOCUMENTATION: SHOW COMPLIANCE WITH REQUIREMENTS FOR SUBSTITUTIONS AND THE FOLLOWING, AS APPLICABLE:
- COST INFORMATION, INCLUDING A PROPOSAL OF CHANGE, IF ANY, IN THE CONTRACT SUM.
 - CONTRACTOR'S CERTIFICATION THAT PROPOSED SUBSTITUTION COMPLIES WITH REQUIREMENTS IN THE CONTRACT DOCUMENTS, EXCEPT AS INDICATED IN SUBSTITUTION REQUEST, IS COMPATIBLE WITH RELATED MATERIALS AND IS APPROPRIATE FOR APPLICATIONS INDICATED.
 - STATEMENT INDICATING WHY SPECIFIED PRODUCT OR FABRICATION, OR INSTALLATION METHOD CANNOT BE PROVIDED, IF APPLICABLE.
 - COORDINATION OF INFORMATION, INCLUDING A LIST OF CHANGES OR REVISIONS NEEDED TO OTHER PARTS OF THE WORK AND TO CONSTRUCTION PERFORMED BY OWNER AND SEPARATE CONTRACTORS THAT WILL BE NECESSARY TO ACCOMMODATE PROPOSED SUBSTITUTION.
 - PRODUCT DATA, INCLUDING DRAWINGS AND DESCRIPTIONS OF PRODUCTS AND FABRICATION AND INSTALLATION PROCEDURES. INCLUDE DETAILED COMPARISON OF SIGNIFICANT QUALITIES OF PROPOSED SUBSTITUTIONS WITH THOSE OF THE WORK SPECIFIED. SIGNIFICANT QUALITIES MAY INCLUDE ATTRIBUTES, SUCH AS PERFORMANCE, WEIGHT, SIZE, DURABILITY, VISUAL EFFECT, SUSTAINABLE DESIGN CHARACTERISTICS, WARRANTIES, AND SPECIFIC FEATURES AND REQUIREMENTS INDICATED. INDICATE DEVIATIONS, IF ANY, FROM THE WORK SPECIFIED
 - CONTRACTOR'S WAIVER OF RIGHTS TO ADDITIONAL PAYMENT OR TIME THAT MAY SUBSEQUENTLY BECOME NECESSARY BECAUSE OF FAILURE OF PROPOSED SUBSTITUTION TO PRODUCE INDICATED RESULTS.
- F. ARCHITECT'S ACTION: IF NECESSARY, ARCHITECT WILL REQUEST ADDITIONAL INFORMATION OR DOCUMENTATION FOR EVALUATION WITHIN 7 DAYS OF RECEIPT OF A REQUEST FOR SUBSTITUTION. ARCHITECT WILL NOTIFY CONTRACTOR OF ACCEPTANCE OR REJECTION OF PROPOSED SUBSTITUTION WITHIN **14** DAYS OF RECEIPT OF REQUEST, OR 7 DAYS OF RECEIPT OF ADDITIONAL INFORMATION OR DOCUMENTATION.
- G. ARCHITECT WILL CONSIDER CONTRACTOR'S REQUEST FOR SUBSTITUTION WHEN THE LISTED REQUIREMENTS ARE SATISFIED. IF THE LISTED REQUIREMENTS ARE NOT SATISFIED, ARCHITECT WILL RETURN REQUESTS WITHOUT ACTION, EXCEPT TO RECORD NONCOMPLIANCE WITH LISTED REQUIREMENTS.
- H. FORMS OF ACCEPTANCE: CHANGE ORDER, CONSTRUCTION CHANGE DIRECTIVE, OR ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS FOR MINOR CHANGES IN THE WORK.

SUBMITTAL REQUIREMENTS:

- A. PREPARE SUBMITTAL SCHEDULE: SUBMIT, AS AN ACTION SUBMITTAL, A LIST OF SUBMITTALS, ARRANGED IN CHRONOLOGICAL ORDER BY DATES REQUIRED BY CONSTRUCTION SCHEDULE. INCLUDE TIME REQUIRED FOR REVIEW, ORDERING, MANUFACTURING, FABRICATION, AND DELIVERY WHEN ESTABLISHING DATES. INCLUDE ADDITIONAL TIME REQUIRED FOR MAKING CORRECTIONS OR REVISIONS TO SUBMITTALS NOTED BY ARCHITECT AND CONTRACTOR OR **CONSTRUCTION MANAGER** AND ADDITIONAL TIME FOR HANDLING AND REVIEWING SUBMITTALS REQUIRED BY THOSE CORRECTIONS.
- B. PREPARE AND SUBMIT SUBMITTALS AS INCLUDED IN THE SUBMITTAL SCHEDULED.
- C. EMAIL: PREPARE SUBMITTALS AS PDF PACKAGE AND TRANSMIT TO ARCHITECT BY SENDING VIA EMAIL. INCLUDE PDF TRANSMITTAL FORM. INCLUDE INFORMATION IN EMAIL SUBJECT LINE AS REQUESTED BY ARCHITECT.
- D. WEB-BASED PROJECT MANAGEMENT SOFTWARE: PREPARE SUBMITTALS IN PDF FORM, AND UPLOAD TO WEB-BASED PROJECT MANAGEMENT SOFTWARE WEBSITE. ENTER REQUIRED DATA IN WEB-BASED SOFTWARE SITE TO FULLY IDENTIFY SUBMITTAL.
- E. ACTION SUBMITTALS AND INFORMATIONAL SUBMITTALS: REVIEW EACH SUBMITTAL AND CHECK FOR COORDINATION WITH OTHER WORK OF THE CONTRACT AND FOR COMPLIANCE WITH THE CONTRACT DOCUMENTS. NOTE CORRECTIONS AND FIELD DIMENSIONS. MARK WITH APPROVAL STAMP BEFORE SUBMITTING TO ARCHITECT.
- F. USE FOR CONSTRUCTION: RETAIN COMPLETE COPIES OF SUBMITTALS ON PROJECT SITE. USE ONLY FINAL ACTION SUBMITTALS THAT ARE MARKED WITH APPROVAL NOTATION FROM ARCHITECT'S AND CONTRACTOR'S OR **CONSTRUCTION MANAGER'S** ACTION STAMP.
- G. SUBMITTAL INFORMATION: INCLUDE THE FOLLOWING INFORMATION IN EACH SUBMITTAL:
- PROJECT NAME, DATE AND INDICATION OF FULL OR PARTIAL SUBMITTAL.
 - ARCHITECT'S AND CONTRACTOR'S AND/OR CONSTRUCTION MANAGER'S, FIRM OR ENTITY THAT PREPARED SUBMITTAL AND SUBCONTRACTOR, MANUFACTURER, AND SUPPLIER NAMES.
 - NUMBER AND TITLE OF SPECIFICATION SECTION, WITH PARAGRAPH NUMBER AND GENERIC NAME FOR EACH OF MULTIPLE ITEMS
 - MATERIAL OR SYSTEM NAME AND DRAWING NUMBER AND DETAIL REFERENCES, AS APPROPRIATE.
 - IDENTIFY OPTIONS REQUIRING SELECTION BY ARCHITECT.
 - LOCATION(S) WHERE PRODUCT IS TO BE INSTALLED, AS APPROPRIATE AND OTHER NECESSARY INFORMATION.
 - ON EACH SUBMITTAL, CLEARLY INDICATE DEVIATIONS FROM REQUIREMENTS IN THE CONTRACT DOCUMENTS, INCLUDING MINOR VARIATIONS AND LIMITATIONS, INCLUDE RELEVANT ADDITIONAL INFORMATION AND REVISIONS, OTHER THAN THOSE REQUESTED BY ARCHITECT AND CONTRACTOR OR **CONSTRUCTION MANAGER** ON PREVIOUS SUBMITTALS. INDICATE BY HIGHLIGHTING ON EACH SUBMITTAL OR NOTING ON ATTACHED SEPARATE SHEET.
- H. INCOMPLETE SUBMITTALS ARE UNACCEPTABLE, WILL BE CONSIDERED NONRESPONSIVE, AND WILL BE RETURNED FOR RESUBMITTAL WITHOUT REVIEW.
- I. ARCHITECT'S ACTION: ARCHITECT WILL REVIEW INFORMATION OR DOCUMENTATION NOTIFY CONTRACTOR OF ACCEPTANCE REQUEST FOR MORE INFORMATION OR REJECTION WITHIN **14** DAYS OF RECEIPT. ARCHITECT WILL REVIEW RESUBMITTAL WITHIN 7 DAYS OF RECEIPT.
- J. SUBMITTALS NOT REQUIRED BY THE CONTRACT DOCUMENTS WILL BE RETURNED BY ARCHITECT WITHOUT ACTION.

QUALITY REQUIREMENTS:

- A. CONFLICTING STANDARDS AND OTHER REQUIREMENTS: IF COMPLIANCE WITH TWO OR MORE STANDARDS OR REQUIREMENTS IS SPECIFIED AND THE STANDARDS OR REQUIREMENTS ESTABLISH DIFFERENT OR CONFLICTING REQUIREMENTS FOR MINIMUM QUANTITIES OR QUALITY LEVELS, INFORM THE ARCHITECT REGARDING THE CONFLICT AND OBTAIN CLARIFICATION PRIOR TO PROCEEDING WITH THE WORK. REFER CONFLICTING REQUIREMENTS THAT ARE DIFFERENT, BUT APPARENTLY EQUAL, TO ARCHITECT FOR CLARIFICATION BEFORE PROCEEDING.
- B. PREPARE AND SUBMIT CERTIFIED WRITTEN REPORTS REQUIRED. INCLUDE THE FOLLOWING:
- PROJECT TITLE AND NUMBER AND DATE OF ISSUE, RECORD OF TEMPERATURE AND WEATHER CONDITIONS AT TIME OF SAMPLE TAKING AND TESTING AND INSPECTION. NAME AND SIGNATURE OF LABORATORY INSPECTOR.
 - NAME, ADDRESS, TELEPHONE NUMBER, AND EMAIL ADDRESS OF TESTING AGENCY
 - DATES AND LOCATIONS OF SAMPLES AND TESTS OR INSPECTIONS.
 - TEST AND INSPECTION RESULTS AND AN INTERPRETATION OF TEST RESULTS. COMMENTS OR PROFESSIONAL OPINION ON WHETHER TESTED OR INSPECTED WORK COMPLIES WITH THE CONTRACT DOCUMENT REQUIREMENTS. RECOMMENDATIONS ON RETESTING AND REINSPECTING.
- C. MANUFACTURER QUALIFICATIONS: A FIRM EXPERIENCED IN MANUFACTURING PRODUCTS OR SYSTEMS SIMILAR TO THOSE INDICATED FOR THIS PROJECT AND WITH A RECORD OF SUCCESSFUL IN-SERVICE PERFORMANCE, AS WELL AS SUFFICIENT PRODUCTION CAPACITY TO PRODUCE REQUIRED UNITS. AS APPLICABLE, PROCURE PRODUCTS FROM MANUFACTURERS ABLE TO MEET QUALIFICATION REQUIREMENTS, WARRANTY REQUIREMENTS, AND TECHNICAL OR FACTORY-AUTHORIZED SERVICE REPRESENTATIVE REQUIREMENTS.
- D. FABRICATOR QUALIFICATIONS: A FIRM EXPERIENCED IN PRODUCING PRODUCTS SIMILAR TO THOSE INDICATED FOR THIS PROJECT AND WITH A RECORD OF SUCCESSFUL IN-SERVICE PERFORMANCE, AS WELL AS SUFFICIENT PRODUCTION CAPACITY TO PRODUCE REQUIRED UNITS.
- E. INSTALLER QUALIFICATIONS: A FIRM OR INDIVIDUAL EXPERIENCED IN INSTALLING, ERECTING, APPLYING, OR ASSEMBLING WORK SIMILAR IN MATERIAL, DESIGN, AND EXTENT TO THAT INDICATED FOR THIS PROJECT, WHOSE WORK HAS RESULTED IN CONSTRUCTION WITH A RECORD OF SUCCESSFUL IN-SERVICE PERFORMANCE.
- F. TESTING AND INSPECTING AGENCY QUALIFICATIONS: AN NRTL, AN NVLAP, OR AN INDEPENDENT AGENCY WITH THE EXPERIENCE AND CAPABILITY TO CONDUCT TESTING AND INSPECTION INDICATED, AS DOCUMENTED ACCORDING TO **ASTM E2299 - INSERT STANDARD**; AND WITH ADDITIONAL QUALIFICATIONS REQUIRED BY THE CONSTRUCTION DOCUMENTS; AND, WHERE REQUIRED BY AUTHORITIES HAVING JURISDICTION, THAT IS ACCEPTABLE TO AUTHORITIES.
- G. PRECONSTRUCTION TESTING: WHERE TESTING AGENCY IS INDICATED TO PERFORM PRECONSTRUCTION TESTING FOR COMPLIANCE WITH SPECIFIED REQUIREMENTS FOR PERFORMANCE AND TEST METHODS, COMPLY WITH THE FOLLOWING:
- CONTRACTOR RESPONSIBILITIES INCLUDE THE FOLLOWING: PROVIDE TEST SPECIMENS REPRESENTATIVE OF PROPOSED PRODUCTS AND CONSTRUCTION. SUBMIT SPECIMENS IN A TIMELY MANNER WITH SUFFICIENT TIME FOR TESTING AND ANALYZING RESULTS TO PREVENT DELAYING THE WORK. WHEN TESTING IS COMPLETE, REMOVE TEST SPECIMENS AND TEST ASSEMBLIES, AND MOCKUPS UNLESS NOTED OTHERWISE; DO NOT REUSE PRODUCTS ON PROJECT.
 - TESTING AGENCY RESPONSIBILITIES: SUBMIT A CERTIFIED WRITTEN REPORT OF EACH TEST, INSPECTION, AND SIMILAR QUALITY-ASSURANCE SERVICE TO ARCHITECT, CONTRACTOR OR **CONSTRUCTION MANAGER** AND **COMMISSIONING AUTHORITY**. INTERPRET TESTS AND INSPECTIONS AND STATE IN EACH REPORT WHETHER TESTED AND INSPECTED WORK COMPLIES WITH OR DEVIATES FROM THE CONTRACT DOCUMENTS.
- H. MOCKUPS: BEFORE INSTALLING PORTIONS OF THE WORK REQUIRING MOCKUPS, BUILD MOCKUPS FOR EACH FORM OF CONSTRUCTION AND FINISH REQUIRED TO COMPLY WITH THE FOLLOWING REQUIREMENTS, USING MATERIALS INDICATED FOR THE COMPLETED WORK, TO SIZE AND LOCATION INDICATED. DEMONSTRATE THE PROPOSED RANGE OF AESTHETIC EFFECTS AND WORKMANSHIP. NOTIFY ARCHITECT, CONTRACTOR AND **CONSTRUCTION MANAGER** 7 DAYS IN ADVANCE OF DATES AND TIMES WHEN MOCKUPS WILL BE CONSTRUCTED AND ALLOW 7 DAYS FOR REVIEW AND APPROVAL. OBTAIN THE APPROVAL FROM ARCHITECT, CONTRACTOR AND **CONSTRUCTION MANAGER** BEFORE STARTING CORRESPONDING WORK. FABRICATION, OR CONSTRUCTION: MAINTAIN MOCKUPS DURING CONSTRUCTION IN AN UNDISTURBED CONDITION AS A STANDARD FOR JUDGING THE COMPLETED WORK. DEMOLISH AND REMOVE MOCKUPS WHEN DIRECTED UNLESS OTHERWISE INDICATED.
- I. QUALITY CONTROL:
- CONTRACTOR RESPONSIBILITIES: TESTS AND INSPECTIONS ARE CONTRACTOR'S RESPONSIBILITY. PERFORM ADDITIONAL QUALITY-CONTROL ACTIVITIES, WHETHER SPECIFIED OR NOT, TO VERIFY AND DOCUMENT THAT THE WORK COMPLIES WITH REQUIREMENTS. ENGAGE A QUALIFIED TESTING AGENCY TO PERFORM QUALITY-CONTROL SERVICES. NOTIFY TESTING AGENCIES AT LEAST **(72)** HOURS IN ADVANCE OF TIME WHEN WORK THAT REQUIRES TESTING OR INSPECTION WILL BE PERFORMED. COOPERATE WITH AGENCIES AND REPRESENTATIVES PERFORMING REQUIRED TESTS, INSPECTIONS, AND SIMILAR QUALITY-CONTROL SERVICES, AND PROVIDE REASONABLE AUXILIARY SERVICES AS REQUESTED.
 - TESTING AGENCY RESPONSIBILITIES: COOPERATE WITH ARCHITECT, CONTRACTOR OR CONSTRUCTION MANAGER AND **COMMISSIONING AUTHORITY** IN PERFORMANCE OF DUTIES. PROVIDE QUALIFIED PERSONNEL TO PERFORM REQUIRED TESTS AND INSPECTIONS. INTERPRET TESTS AND INSPECTIONS AND STATE IN EACH REPORT WHETHER TESTED AND INSPECTED WORK COMPLIES WITH OR DEVIATES FROM REQUIREMENTS. NOTIFY ARCHITECT, CONTRACTOR OR CONSTRUCTION MANAGER AND **COMMISSIONING AUTHORITY** PROMPTLY OF IRREGULARITIES OR DEFICIENCIES OBSERVED IN THE WORK DURING PERFORMANCE OF ITS SERVICES.
 - CONTRACTOR AND TESTING AGENCY SHALL COORDINATE SEQUENCE OF ACTIVITIES TO ACCOMMODATE REQUIRED QUALITY-ASSURANCE AND QUALITY-CONTROL SERVICES WITH A MINIMUM OF DELAY AND TO AVOID NECESSITY OF REMOVING AND REPLACING CONSTRUCTION TO ACCOMMODATE TESTING AND INSPECTION.
- J. SPECIAL TESTS AND INSPECTIONS: OWNER WILL ENGAGE A QUALIFIED **TESTING AGENCY** OR **SPECIAL INSPECTOR** TO CONDUCT SPECIAL TESTS AND INSPECTIONS REQUIRED BY AUTHORITIES HAVING JURISDICTION AS THE RESPONSIBILITY OF OWNER AS INDICATED IN THE STATEMENT OF SPECIAL INSPECTIONS, AND AS FOLLOWS:
- VERIFYING THAT MANUFACTURER MAINTAINS DETAILED FABRICATION AND QUALITY-CONTROL PROCEDURES AND REVIEWING THE COMPLETENESS AND ADEQUACY OF THOSE PROCEDURES TO PERFORM THE WORK.
 - NOTIFY ARCHITECT, CONTRACTOR OR CONSTRUCTION MANAGER AND **COMMISSIONING AUTHORITY** PROMPTLY OF IRREGULARITIES OR DEFICIENCIES OBSERVED IN THE WORK DURING PERFORMANCE OF ITS SERVICES.
 - SUBMITTING A CERTIFIED WRITTEN REPORT OF EACH TEST, INSPECTION, AND SIMILAR QUALITY-CONTROL SERVICE TO ARCHITECT, CONTRACTOR OR CONSTRUCTION MANAGER AND **COMMISSIONING AUTHORITY** WITH COPY TO CONTRACTOR AND TO AUTHORITIES HAVING JURISDICTION. SUBMIT A FINAL REPORT OF SPECIAL TESTS AND INSPECTIONS AT SUBSTANTIAL COMPLETION, WHICH INCLUDES A LIST OF UNRESOLVED DEFICIENCIES.
 - RETESTING AND REINSPECTING CORRECTED WORK.
- K. ALL RETESTING/REINSPECTING, REGARDLESS OF WHETHER ORIGINAL TESTS OR INSPECTIONS WERE CONTRACTOR'S RESPONSIBILITY OR THE OWNER'S SPECIAL INSPECTIONS, PROVIDE QUALITY-CONTROL SERVICES, INCLUDING RETESTING AND REINSPECTING, FOR CONSTRUCTION THAT REPLACED WORK THAT FAILED TO COMPLY WITH THE CONTRACT DOCUMENTS.

CONSTRUCTION WASTE MANAGEMENT:

- A. DEVELOP A WASTE MANAGEMENT PLAN AND SUBMIT PLAN FOR APPROVAL WITHIN 14 DAYS OF DATE ESTABLISHED FOR COMMENCEMENT OF THE WORK.
- B. DISTRIBUTE AND IMPLEMENT APPROVED WASTE MANAGEMENT PLAN. PROVIDE HANDLING, CONTAINERS, STORAGE, SIGNAGE, TRANSPORTATION, AND OTHER ITEMS AS REQUIRED TO IMPLEMENT WASTE MANAGEMENT PLAN DURING THE ENTIRE DURATION OF THE CONTRACT.
- C. TRAIN WORKERS, SUBCONTRACTORS, AND SUPPLIERS ON PROPER WASTE MANAGEMENT PROCEDURES, AS APPROPRIATE FOR THE WORK.
- D. SITE ACCESS AND TEMPORARY CONTROLS: CONDUCT WASTE MANAGEMENT OPERATIONS TO ENSURE MINIMUM INTERFERENCE WITH ROADS, STREETS, WALKS, WALKWAYS, AND OTHER ADJACENT OCCUPIED AND USED FACILITIES. DESIGNATE AND LABEL SPECIFIC AREAS ON PROJECT SITE NECESSARY FOR SEPARATING MATERIALS THAT ARE TO BE SALVAGED AND RECYCLED.

CLOSEOUT PROCEDURES:

- A. CONTRACTOR'S LIST OF INCOMPLETE ITEMS: PREPARE AND SUBMIT A LIST OF ITEMS TO BE COMPLETED AND CORRECTED (CONTRACTOR'S "PUNCH LIST"), INDICATING THE VALUE OF EACH ITEM ON THE LIST AND REASONS WHY THE WORK IS INCOMPLETE.
- B. SUBMITTALS PRIOR TO SUBSTANTIAL COMPLETION: COMPLETE THE FOLLOWING A MINIMUM OF **10** DAYS PRIOR TO REQUESTING INSPECTION FOR DETERMINING DATE OF SUBSTANTIAL COMPLETION.
- SUBMIT A FINAL APPLICATION FOR PAYMENT.**
 - CERTIFICATE OF INSURANCE: SUBMIT EVIDENCE OF FINAL, CONTINUING INSURANCE COVERAGE.
 - CERTIFIED LIST OF INCOMPLETE ITEMS: SUBMIT CERTIFIED COPY OF ARCHITECT'S SUBSTANTIAL COMPLETION INSPECTION LIST OF ITEMS TO BE COMPLETED OR CORRECTED (PUNCH LIST), ENDORSED AND DATED BY ARCHITECT. CERTIFIED COPY OF THE LIST SHALL STATE THAT EACH ITEM HAS BEEN COMPLETED OR OTHERWISE RESOLVED FOR ACCEPTANCE.
 - CERTIFICATES OF RELEASE: OBTAIN AND SUBMIT RELEASES FROM AUTHORITIES HAVING JURISDICTION, PERMITTING OWNER UNRESTRICTED USE OF THE WORK AND ACCESS TO SERVICES AND UTILITIES. INCLUDE OCCUPANCY PERMITS, OPERATING CERTIFICATES, AND SIMILAR RELEASES.
 - SUBMIT CLOSEOUT SUBMITTALS AS REQUIRED, INCLUDING SPECIFIC WARRANTIES, WORKMANSHIP BONDS, MAINTENANCE SERVICE AGREEMENTS, FINAL CERTIFICATIONS, AND SIMILAR DOCUMENTS.
 - SUBMIT MAINTENANCE MATERIAL SUBMITTALS SPECIFIED IN INDIVIDUAL SECTIONS, INCLUDING TOOLS, SPARE PARTS, EXTRA MATERIALS, AND SIMILAR ITEMS, AND DELIVER TO LOCATION DESIGNATED BY OWNER OR OWNER'S AGENT. LABEL WITH MANUFACTURER'S NAME AND MODEL NUMBER.
 - SUBMIT TESTING, ADJUSTING, AND BALANCING RECORDS.
 - SUBMIT CHANGEOVER INFORMATION RELATED TO OWNER'S OCCUPANCY, USE, OPERATION, AND MAINTENANCE
 - ALL CLOSE OUT DOCUMNETS TO BE SUBMITTED TO OWNER COMBINED ON A SINGLE THUMB DRIVE.

C. FINAL CLEANING

- EMPLOY EXPERIENCED WORKERS OR PROFESSIONAL CLEANERS FOR FINAL CLEANING. CLEAN EACH SURFACE OR UNIT TO CONDITION EXPECTED IN AN AVERAGE COMMERCIAL BUILDING CLEANING AND MAINTENANCE PROGRAM. COMPLY WITH MANUFACTURER'S WRITTEN INSTRUCTIONS.
- USE CLEANING PRODUCTS THAT COMPLY WITH GREEN SEAL'S GS-37, OR IF GS-37 IS NOT APPLICABLE, USE PRODUCTS THAT COMPLY WITH THE CALIFORNIA CODE OF REGULATIONS MAXIMUM ALLOWABLE VOC LEVELS.
- CLEAN EXPOSED EXTERIOR AND INTERIOR HARD-SURFACED FINISHES TO A DIRT-FREE CONDITION, FREE OF STAINS, FILMS, AND SIMILAR FOREIGN SUBSTANCES. AVOID DISTURBING NATURAL WEATHERING OF EXTERIOR SURFACES. RESTORE REFLECTIVE SURFACES TO THEIR ORIGINAL CONDITION.
- VACUUM CARPET AND SIMILAR SOFT SURFACES, REMOVING DEBRIS AND EXCESS NAP; CLEAN ACCORDING TO MANUFACTURER'S RECOMMENDATIONS IF VISIBLE SOIL OR STAINS REMAIN.
- CLEAN TRANSPARENT MATERIALS, INCLUDING MIRRORS AND GLASS IN DOORS AND WINDOWS. REMOVE GLAZING COMPOUNDS AND OTHER NOTICEABLE, VISION-OBSCURING MATERIALS. POLISH MIRRORS AND GLASS, TAKING CARE NOT TO SCRATCH SURFACES.
- CLEAN PLUMBING FIXTURES TO A SANITARY CONDITION, FREE OF STAINS, INCLUDING STAINS RESULTING FROM WATER EXPOSURE.

OPERATIONS AND MAINTENANCE DATA:

- A. SUBMIT EACH MANUAL IN FINAL FORM PRIOR TO REQUESTING INSPECTION FOR SUBSTANTIAL COMPLETION AND AT LEAST **10** DAYS BEFORE COMMENCING DEMONSTRATION AND TRAINING.
- B. CORRECT OR REVISE EACH MANUAL TO COMPLY WITH ARCHITECT'S **AND COMMISSIONING AUTHORITY'S** COMMENTS. SUBMIT COPIES OF EACH CORRECTED MANUAL WITHIN 10 DAYS OF RECEIPT OF ARCHITECT'S **AND COMMISSIONING AUTHORITY'S** COMMENTS AND PRIOR TO COMMENCING DEMONSTRATION AND TRAINING.
- C. SUBMIT ON DIGITAL MEDIA ACCEPTABLE TO ARCHITECT BY UPLOADING TO WEB-BASED PROJECT SOFTWARE SITE OR BY EMAIL TO ARCHITECT, IF WEB-BASED SOFTWARE IS NOT UTILIZED. ENABLE REVIEWER COMMENTS ON DRAFT SUBMITTALS.
- ELECTRONIC FILES: USE ELECTRONIC FILES PREPARED BY MANUFACTURER WHERE AVAILABLE. WHERE SCANNING OF PAPER DOCUMENTS IS REQUIRED, CONFIGURE SCANNED FILE FOR MINIMUM READABLE FILE SIZE.
 - BOOKMARK INDIVIDUAL DOCUMENTS BASED ON FILE NAMES. NAME DOCUMENT FILES TO CORRESPOND TO SYSTEM, SUBSYSTEM, AND EQUIPMENT NAMES USED IN MANUAL DIRECTORY AND TABLE OF CONTENTS. GROUP DOCUMENTS FOR EACH SYSTEM AND SUBSYSTEM INTO INDIVIDUAL COMPOSITE BOOKMARKED FILES, THEN CREATE COMPOSITE MANUAL, SO THAT RESULTING BOOKMARKS REFLECT THE SYSTEM, SUBSYSTEM, AND EQUIPMENT NAMES IN A READILY NAVEGATED FILE TREE. CONFIGURE ELECTRONIC MANUAL TO DISPLAY BOOKMARK PANEL ON OPENING FILE.
- D. ORGANIZATION OF MANUALS: UNLESS OTHERWISE INDICATED, ORGANIZE EACH MANUAL INTO A SEPARATE SECTION FOR EACH SYSTEM AND SUBSYSTEM, AND A SEPARATE SECTION FOR EACH PIECE OF EQUIPMENT NOT PART OF A SYSTEM. PROVIDE A TITLE PAGE AND TABLE OF CONTENTS.
- TITLE PAGE SHALL INCLUDE:
 - SUBJECT MATTER INCLUDED IN MANUAL.
 - DATE OF SUBMITTAL.
 - NAME AND CONTACT INFORMATION FOR CONTRACTOR AND CONSTRUCTION MANAGER WHEN APPLICABLE.
 - NAME AND CONTACT INFORMATION FOR COMMISSIONING AUTHORITY.
 - EMERGENCY MANUAL: ASSEMBLE A COMPLETE SET OF EMERGENCY INFORMATION INDICATING PROCEDURES FOR USE BY EMERGENCY PERSONNEL AND BY OWNER'S OPERATING PERSONNEL FOR TYPES OF EMERGENCIES INDICATED.
 - SYSTEMS AND EQUIPMENT OPERATION MANUAL: ASSEMBLE A COMPLETE SET OF DATA INDICATING OPERATION OF EACH SYSTEM, SUBSYSTEM, AND PIECE OF EQUIPMENT NOT PART OF A SYSTEM. INCLUDE INFORMATION REQUIRED FOR DAILY OPERATION AND MANAGEMENT, OPERATING STANDARDS, AND ROUTINE AND SPECIAL OPERATING PROCEDURES.
 - SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS: ASSEMBLE A COMPLETE SET OF DATA INDICATING MAINTENANCE OF EACH SYSTEM, SUBSYSTEM, AND PIECE OF EQUIPMENT NOT PART OF A SYSTEM. INCLUDE MANUFACTURERS' MAINTENANCE DOCUMENTATION, PREVENTIVE MAINTENANCE PROCEDURES AND FREQUENCY, REPAIR PROCEDURES, WIRING AND SYSTEMS DIAGRAMS, LISTS OF SPARE PARTS, AND WARRANTY INFORMATION.
 - PRODUCT MAINTENANCE MANUAL: ASSEMBLE A COMPLETE SET OF MAINTENANCE DATA INDICATING CARE AND MAINTENANCE OF EACH PRODUCT, MATERIAL, AND FINISH INCORPORATED INTO THE WORK.

PROJECT RECORD DOCUMENTS:

- A. RECORD PRINTS: MAINTAIN ONE SET OF MARKED-UP PAPER COPIES OF THE CONTRACT DRAWINGS AND SHOP DRAWINGS, INCORPORATING NEW AND REVISED DRAWINGS AS MODIFICATIONS ARE ISSUED.
- B. MAINTAIN ONE COPY OF EACH SUBMITTAL DURING THE CONSTRUCTION PERIOD FOR PROJECT RECORD DOCUMENT PURPOSES. POST CHANGES AND REVISIONS TO PROJECT RECORD DOCUMENTS AS THEY OCCUR; DO NOT WAIT UNTIL END OF PROJECT.
- C. RECORD DIGITAL DATA FILES: IMMEDIATELY BEFORE INSPECTION FOR CERTIFICATE OF SUBSTANTIAL COMPLETION, REVIEW MARKED-UP RECORD DOCUMENTS WITH ARCHITECT, CONTRACTOR AND/OR **CONSTRUCTION MANAGER**. WHEN AUTHORIZED, PREPARE A FULL SET OF CORRECTED DIGITAL DATA FILES OF THE CONTRACT DOCUMENTS. SEE OPERATIONS AND MAINTENANCE DATA SECTION ABOVE FOR SUBMISSION FORMAT REQUIREMENTS.

DEMONSTRATION AND TRAINING:

- A. FACILITATOR: CONTRACTOR OR CONSTRUCTION MANAGER SHALL PREPARE INSTRUCTION PROGRAM AND TRAINING MODULES, TO COORDINATE INSTRUCTORS, AND TO COORDINATE BETWEEN CONTRACTOR AND OWNER FOR NUMBER OF PARTICIPANTS, INSTRUCTION TIMES, AND LOCATION.
- B. ENGAGE QUALIFIED INSTRUCTORS TO INSTRUCT OWNER'S PERSONNEL TO ADJUST, OPERATE, AND MAINTAIN SYSTEMS, SUBSYSTEMS, AND EQUIPMENT NOT PART OF A SYSTEM.
- C. PROVIDE INSTRUCTION AT MUTUALLY AGREED-ON TIMES, FOR EQUIPMENT THAT REQUIRES SEASONAL OPERATION, PROVIDE SIMILAR INSTRUCTION AT START OF EACH SEASON.
- D. TRAINING LOCATION AND REFERENCE MATERIAL: CONDUCT TRAINING ON-SITE IN THE COMPLETED AND FULLY OPERATIONAL FACILITY USING THE ACTUAL EQUIPMENT IN-PLACE. CONDUCT TRAINING USING FINAL OPERATION AND MAINTENANCE DATA SUBMITTALS.
- E. EVALUATION: AT CONCLUSION OF EACH TRAINING MODULE, ASSESS AND DOCUMENT EACH PARTICIPANT'S MASTERY OF MODULE BY USE **A DEMONSTRATION** PERFORMANCE-BASED TEST.
- F. COLLECT USED AND LEFTOVER EDUCATIONAL MATERIALS AND **GIVE TO OWNER**. REMOVE INSTRUCTIONAL EQUIPMENT. RESTORE SYSTEMS AND EQUIPMENT TO CONDITION EXISTING BEFORE INITIAL TRAINING USE.

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REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS

LANSING SCHOOL DISTRICT

AVERILL ELEMENTARY RENOVATION SO-1847

3201 AVERILL DR
LANSING, MI 48911

MI ARCHITECTURE
FIRM LICENSE # NLP000605

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Colliers Engineering & Design,
Architecture, Landscape Architecture,
Surveying, C/P/C

PROJECT MANAGER:	DISCIPLINE LEAD:
B. HUYLER	C. NORRIS
DESIGNER:	REVIEWER:
C. NORRIS	B. HUYLER
DATE ISSUED:	PROJECT NUMBER:
11/14/2025	25013568A
SHEET NAME:	

GENERAL REQUIREMENTS

DRAWING NUMBER:

A002

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

SPECIFICATIONS:

084113 - ALUMINUM FRAMED ENTRANCES AND STOREFRONTS:

- A. MANUFACTURER: TUBELITE OR APPROVED EQUAL (KAWNEER, CMI ARCHITECTURAL PRODUCTS INC. OLDCASTLE BUILDING ENVELOPE (OBE)).
- a. OBTAIN ALL COMPONENTS OF ALUMINUM-FRAMED ENTRANCE AND STOREFRONT SYSTEM, INCLUDING FRAMING AND ACCESSORIES, FROM SINGLE MANUFACTURER.
- B. PRODUCTS:
- a. TUBELITE T14000 (4-1/2" FRAME).
- C. FRAMING MEMBERS: EXTERIOR FRAMING TO BE THERMALLY BROKEN. INTERIOR VESTIBULE FRAMING TO BE NONTHERMAL.
- D. FINISH: CLEAR ANODIC FINISH AAMA 611, AA-M12C22A41, CLASS II, MINIMUM 0.4 MIL THICKNESS.
- E. INFILL: 1" INSULATED AT EXTERIOR
- F. FABRICATION METHOD: FIELD FABRICATED STICK SYSTEM.
- G. ALUMINUM-FRAMED ENTRANCE SYSTEM:
- a. ENTRANCE DOORS: MANUFACTURER'S STANDARD GLAZED ENTRANCE DOORS FOR MANUAL-SWING OR AUTOMATIC OPERATION.
- DOOR CONSTRUCTION: 1-3/4" OVERALL THICKNESS, WITH MINIMUM 0.125" THICK EXTRUDED-ALUMINUM TUBULAR RAIL AND STYLE MEMBERS.
- MECHANICALLY FASTEN CORNERS WITH REINFORCING BRACKETS THAT ARE DEEPLY PENETRATED AND FILLET WELDED OR THAT INCORPORATE CONCEALED TIE RODS.
- THERMAL CONSTRUCTION: HIGH-PERFORMANCE PLASTIC CONNECTORS SEPARATE ALUMINUM MEMBERS EXPOSED TO THE EXTERIOR FROM MEMBERS EXPOSED TO THE INTERIOR.
- DOOR DESIGN: AS INDICATED.
- GLAZING STOPS AND GASKETS: SQUARE, SNAP-ON, EXTRUDED-ALUMINUM STOPS AND PREFORMED GASKETS. PROVIDE NONREMOVABLE GLAZING STOPS ON OUTSIDE OF DOOR.
- FINISH: MATCH ADJACENT STOREFRONT FRAMING FINISH.

088000/08813 - GLAZING AND FIRE-RESISTANT GLAZING:

- A. MONOLITHIC GLASS:
- a. HEAT STRENGTHENED FULLY TEMPERED FLOAT GLASS.
- b. MINIMUM 6 MM THICK.
- c. LOCATION: INTERIOR, NON-FIRE RATED LOCATIONS UNLESS OTHERWISE NOTED.
- B. FIRE RESISTANCE-RATED GLAZING:
- a. LISTED AND LABELED BY A TESTING AGENCY ACCEPTABLE TO AUTHORITIES HAVING JURISDICTION, FOR FIRE-RESISTANCE RATING INDICATED, BASED ON TESTING IN ACCORDANCE WITH ASTM E119 OR UL 263.
- PERMANENT LABEL SHALL INDICATE MANUFACTURER'S NAME, TEST STANDARD, WHETHER GLAZING IS PERMITTED TO BE USED IN DOORS OR OPENINGS, IF PERMITTED IN OPENINGS, WHETHER GLAZING HAS PASSED HOSE-STREAM TEST; WHETHER GLAZING MEETS 450 DEG F TEMPERATURE-RISE LIMITATION; AND FIRE-RESISTANCE RATING IN MINUTES.
1. FIRE-PROTECTION RATED GLAZING REQUIRED TO HAVE A FIRE-PROTECTION RATING OF 20 MINUTES SHALL BE EXEMPT FROM HOSE-STREAM TEST.
- b. FRAMING AND DOORS: FIRE-RESISTANCE RATED GLAZING WITH 60, 90, OR 120-MINUTE RATINGS AS SCHEDULED. FRAMING AND DOORS FROM GLASS SUPPLIER, TESTED AS AN ASSEMBLY COMPLYING WITH ASTM E119 OR UL 263.
- c. LAMINATED GLASS WITH INTUMESCENT INTERLAYERS: LAMINATED GLASS MADE FROM MULTIPLE PLIES OF UNCOATED, CLEAR FLOAT GLASS; WITH INTUMESCENT INTERLAYERS, COMPLYING WITH 16 CFR 1201, CATEGORY II.
- MANUFACTURERS: SAFTI FIRST FIRE RATED GLAZINGSOLUTIONS, TECHNICAL GLASS PRODUCTS, OR VETROTECH SAINT-GOBAIN.
- d. GLAZING ACCESSORIES: GLAZING GASKETS, GLAZING TAPES, SETTING BLOCKS, SPACERS, EDGE BLOCKS, AND OTHER GLAZING ACCESSORIES THAT ARE COMPATIBLE WITH GLAZING PRODUCTS AND EACH OTHER AND ARE APPROVED BY TESTING AGENCIES THAT LISTED AND LABELED FIRE-RESISTANT GLAZING PRODUCTS WITH WHICH PRODUCTS ARE USED FOR APPLICATIONS AND FIRE-PROTECTION RATINGS INDICATED.
- e. GLAZING SEALANTS FOR FIRE-RATED GLAZING PRODUCTS: NEUTRAL-CURING SILICONE GLAZING SEALANT COMPLYING WITH ASTM C920, TYPE S, GRADE NS, CLADD 50, USE NT.
- MANUFACTURERS: GE CONSTRUCTION SEALANTS, THE DOW CHEMICAL COMPANY, OR TREMCO INCORPORATED.
- C. INSULATED GLASS - VISION:
- a. CONFORMANCE: ASTM E 2190.
- b. BASIS OF DESIGN: GUARDIAN GLASS, SUNGUARD SN 86.
- c. OVERALL THICKNESS: 1".
- d. MINIMUM THICKNESS OF EACH GLASS LITE: 6 MM.
- e. OUTDOOR LITE: HEAT-STRENGTHENED FLOAT GLASS.
- f. INTERSPACE CONTENT: AIR OR ARGON AS REQUIRED TO MEET SPECIFIED U-FACTOR.
- g. INDOOR LITE: CLEAR FLOAT GLASS.
- h. LOW-E COATING: SPUTTERED ON NO. 2 SURFACE.
- i. WINTER NIGHTTIME U-FACTOR: 0.29 MAXIMUM.
- j. SUMMER DAYTIME U-FACTOR: 0.28 MAXIMUM.
- k. VISIBLE LIGHT TRANSMITTANCE: 68 PERCENT.
- l. LOCATIONS: EXTERIOR UNLESS OTHERWISE INDICATED.

081113 - HOLLOW METAL FRAMES:

- A. ACCEPTABLE MANUFACTURERS: CECO DOOR; ASSA ABLOY; CURRIES COMPANY; ASSA ABLOY. CUSTOM METAL PRODUCTS. LAFORCE INC. NATIONAL CUSTOM HOLLOW METAL DOORS & FRAMES.
- B. FIRE-RATED, BORROWED-LITE ASSEMBLIES: ASSEMBLIES COMPLYING WITH NFPA 80 AND LISTED AND LABELED BY A QUALIFIED TESTING AGENCY ACCEPTABLE TO AUTHORITIES HAVING JURISDICTION, FOR FIRE-PROTECTION RATINGS INDICATED, BASED ON TESTING ACCORDING TO NFPA 257 OR UL9.
- C. INTERIOR STANDARD STEEL DOORS AND FRAMES:
- a. EXTRA-HEAVY-DUTY DOORS AND FRAMES: ANSI/SDI A250.8; ANSI/SDI A250.4, LEVEL A.
- FRAMES:
1. TYPE: AS INDICATED IN THE DOOR SCHEDULE.
2. MATERIALS: UNCOATED STEEL SHEET, MINIMUM THICKNESS OF 0.053"/
3. CONSTRUCTION: FULL PROFILE WELDED.
4. EXPOSED FINISH: PRIME. PAINTED FINISH IN FIELD; PROVIDE SAMPLES TO ARCHITECT AND OWNER TO MATCH EXISTING HM FRAME PAINT COLOR.
- D. FRAME ANCHORS:
- a. JAMB ANCHORS:
- TYPE: ANCHORS OF MINIMUM SIZE AND TYPE REQUIRED BY APPLICABLE DOOR AND FRAME STANDARD, AND SUITABLE FOR PERFORMANCE LEVEL INDICATED.
- QUANTITY: MINIMUM OF 3 ANCHORS PER JAMB, WITH ONE ADDITIONAL ANCHOR FOR FRAMES WITH NO FLOOR ANCHOR. PROVIDE ONE ADDITIONAL ANCHOR FOR EACH 24" OF FRAME HEIGHT ABOVE 7'.
- POST-INSTALLED EXPANSION ANCHOR: MINIMUM 3/8"-DIAMETER BOLTS WITH EXPANSION SHIELDS OR INSERTS, WITH MANUFACTURER'S STANDARD PIPE SPACER.
- b. MATERIAL: ASTM A879/A879M, COMMERCIAL STEEL (CS), 04Z COATING DESIGNATION; MILL PHOSPHATIZED.
- FOR ANCHORS BUILT INTO EXTERIOR WALLS, STEEL SHEET COMPLYING WITH ASTM A1008/A1008M OR A1011/A1011M; HOT-DIP GALVANIZED ACCORDING TO ASTM A153/A153M, CLASS B.
- E. STEEL FINISHES:
- a. PRIME FINISH: CLEAN, PRETREAT, AND APPLY MANUFACTURER'S STANDARD PRIMER.
- SHOP PRIMER: MANUFACTURER'S STANDARD, FASTCURING, LEAD- AND CHROMATE-FREE PRIMER COMPLYING WITH ANSISDI A250.10; RECOMMENDED BY PRIMER MANUFACTURER FOR SUBSTRATE; COMPATIBLE WITH SUBSTRATE AND FIELD-APPLIED COATINGS DESPITE PROLONGED EXPOSURE.
- F. INSTALLATION:
- a. INSTALL HOLLOW-METAL FRAMES PLUMB, RIGID, PROPERLY ALIGNED, AND SECURELY FASTENED IN PLACE. COMPLY WITH REVIEWED SHOP DRAWINGS AND WITH MANUFACTURER'S WRITTEN INSTRUCTIONS.
- b. HOLLOW-METAL FRAMES: COMPLY WITH ANSISDI A250.11.
- SET FRAMES ACCURATELY IN POSITION; PLUMBED, ALIGNED, AND BRACED SECURELY UNTIL PERMANENT ANCHORS ARE SET. AFTER WALL CONSTRUCTION IS COMPLETE, REMOVE TEMPORARY BRACED WITHOUT DAMAGE TO COMPLETED WORK.
1. WHERE FRAMES ARE FABRICATED IN SECTIONS, FIELD SPLICE AT APPROVED LOCATIONS BY WELDING FACE JOINT CONTINUOUSLY; GRIND, FILE, DRESS, AND MAKE SPLICE SMOOTH, FLUSH, AND INVISIBLE ON EXPOSED FACES. TOUCH-UP FINISHES.
2. INSTALL FRAMES WITH REMOVABLE STOPS LOCATED ON SECURE SIDE OF OPENING.
- FIRE-RATED OPENINGS: INSTALL FRAMES ACCORDING TO NFPA 80.
- FLOOR ANCHORS: SECURE WITH POST-INSTALLED EXPANSION ANCHORS.
1. FLOOR ANCHORS MAY BE SET WITH POWER-ACTUATED FASTENERS INSTEAD OF POST-INSTALLED EXPANSION ANCHORS IF SO INDICATED AND REVIEWED ON SHOP DRAWINGS.
- SOLIDLY PACK MINERAL-FIBER INSULATION INSIDE FRAMES WHERE INDICATED.
- INSTALLATION TOLERANCES: ADJUST HOLLOW-METAL FRAMES TO THE FOLLOWING TOLERANCES:
1. SQUARENESS: PLUS OR MINUS 1/16", MEASURED AT DOOR RABBIT ON A LINE 90 DEGREES FROM JAMB PERPENDICULAR TO FRAME HEAD.
2. ALIGNMENT: PLUS OR MINUS 1/16", MEASURED AT JAMBS ON A HORIZONTAL LINE PARALLEL TO PLANE OF WALL.
3. TWIST: PLUS OR MINUS 1/16", MEASURED AT OPPOSITE FACE CORNERS OF JAMBS ON PARALLEL LINES, AND PERPENDICULAR TO PLANE OF WALL.
4. PLUMBNESS: PLUS OR MINUS 1/16", MEASURED AT JAMBS AT FLOOR.
- 081416 - FLUSH WOOD DOORS:
- A. ACCEPTABLE MANUFACTURERS: EGGERS INDUSTRIES, OSHKOSH DOOR COMPANY, AND VT INDUSTRIES.
- B. INTERIOR DOORS: SOLID-CORE FIVE-PLY FLUSH WOOD VENEER-FACED DOORS FOR TRANSPARENT FINISH.
- a. PERFORMANCE GRADE: ANSIWDMA I.S. 1A EXTRA HEAVY DUTY.
- b. FACES: PROVIDE SAMPLES TO ARCHITECT AND OWNER TO MATCH EXISTING WOOD DOOR SPECIES/CUT.
- c. EXPOSED VERTICAL AND TOP EDGES: SAME SPECIES AS FACES. ARCHITECTURAL WOODWORK STANDARDS EDGE TYPE A.
- d. FIRE RATED DOORS: PROVIDE EDGE CONSTRUCTION WITH INTUMESCENT SEALS CONCEALED BY OUTER STYLE.
- e. CORE FOR FIRE-RATED DOORS: AS REQUIRED TO ACHIEVE FIRE-PROTECTION RATING INDICATED ON SCHEDULE.
- C. FINISH: FACTORY FINISH, TRANSPARENT, SATIN, STAIN COLOR TO BE SELECTED BY ARCHITECT FROM MANUFACTURER'S STANDARD COLORS.

087100 - DOOR HARDWARE:

- A. MANUFACTURERS/PRODUCTS
- a. HINGES: IVES 56B SERIES. ALSO ACCEPTABLE: HAGER BB11911279 SERIES OR MCKINNEY TB SERIES.
- b. CONTINUOUS HINGES: IVES. ALSO ACCEPTABLE: SELECT OR PEMKO.
- c. ELECTRIC POWER TRANSFER: VON DUPRIN EPT-10. ALSO ACCEPTABLE: SECURITRON CEPT-10.
- d. MORTISE LOCKS: SCHLAGE L9000 SERIES. ALSO ACCEPTABLE: SARGENT 8200 SERIES.
- WARRANTY: 10 YEARS.
- e. EXIT DEVICES: VON DUPRIN 98/35A SERIES. ALSO ACCEPTABLE: SARGENT 19-43-GL-80 SERIES.
- WARRANTY: 10 YEARS. ELECTRICAL WARRANTY: 3 YEARS.
- f. ELECTRIC STRIKES: VON DUPRIN 6000 SERIES. ALSO ACCEPTABLE: FOLGER ADAM 300 SERIES OR HES 1006 AND 9500 SERIES.
- g. POWER SUPPLIES: SCHLAGE/VON DUPRIN PS900 SERIES. ALSO ACCEPTABLE: SECURITRON BPS SERIES OR SECURITY DOOR CONTROLS 600 SERIES.
- h. CYLINDERS: BEST. NO SUBSTITUTION. PROVIDE INTERCHANGEABLE CYLINDERS/CORES TO MATCH OWNER'S EXISTING KEY SYSTEM. COMPLIANT WITH ANSIBHMA A156.5, LATEST REVISION.
- i. DOOR CLOSERS: LCN 4040XP SERIES. ALSO ACCEPTABLE: SARGENT 281 SERIES.
- WARRANTY: 30 YEARS.
- j. PROTECTION PLATES: IVES. ALSO ACCEPTABLE: TRIMCO OR ROCKWOOD.
- k. OVERHEAD STOPS AND OVERHEAD STOP/HOLDERS: GLYNN-JOHNSON. ALSO ACCEPTABLE: SARGENT OR A5H.
- l. DOOR STOPS AND HOLDERS: IVES. ALSO ACCEPTABLE: TRIMCO OR ROCKWOOD.
- m. THRESHOLDS, SEALS, DOOR SWEEPS, AUTOMATIC DOOR BOTTOMS, AND GASKETING: ZERO INTERNATIONAL. ALSO ACCEPTABLE: NATIONAL GUARD, REESE, OR PEMKO.
- n. DOOR POSITION SWITCHES: GE-INTERLOGIX.
- o. FINISHES: GENERALLY, SATIN CHROMIUM, BHMA 626/652 (US26D). PROVIDE FINISH FOR EACH ITEM AS INDICATED IN THE SETS.
- B. KEYING
- a. SCHEDULED SYSTEM:
- EXISTING FACTORY REGISTERED SYSTEM:
1. PROVIDE CYLINDERS/CORES 0-BITTED FOR OWNER'S EXISTING FACTORY REGISTERED KEYING SYSTEM. COMPLY WITH GUIDELINES IN ANSIBHMA A156.28.
- b. REQUIREMENTS:
- PERMANENT KEYING: PROVIDED BY OWNER.
- C. HARDWARE SET #01 (DOOR 001B)
- a. (1) CONT. HINGE - 112XY - FINISH 628 - MFR IVE
- b. (1) PANIC HARDWARE - 98-NL-OP-110MD - FINISH 626 - MFR VON
- c. (1) RM CYLINDER - 1E72 (LESS CORE) - FINISH 628 - MFR BES
- d. (1) STIC CONST CORE - 80-335 (AS REQ'D) - MFR SCH
- e. (1) PERMANENT CORE - CONTRACTOR SUPPLIED: TO BE COMBINATED BY OWNER - MFR BES
- f. (1) ELECTRIC STRIKE - 6300 FSE - FINISH 630 - MFR VON
- g. (1) FLUSH PULL - BY DOOR MANUFACTURER
- h. (1) OH STOP - 100S - FINISH 630 - MFR GLY
- i. (1) SURF. AUTO OPERATOR - 464Z - FINISH 689 - MFR LCN
- j. (1) WEATHER RING - 8310-801 - MFR LCN
- k. (1) ACTUATOR, WALL MOUNT - 8310-853T - MFR LCN
- ADDITIONAL EXISTING EXTERIOR ACTUATOR TO BE RELOCATED TO INTERIOR VESTIBULE PER PLAN
- l. (1) SURFACE MOUNT BOX - 8310-819S - MFR LCN
- m. (1) RELAYDOOR SEQUENCER - 8310-845 - MFR LCN
- n. (1) DOOR SWEEP - 8192AA - FINISH AA - MFR ZER
- o. (1) THRESHOLD - 566A - FINISH A - MFR ZER
- p. (1) CARD READER - PROVIDED BY ACCESS CONTROL CONTRACTOR
- q. (1) DOOR CONTACT - 1076D-G - FINISH GRY - MFR SER
- r. (1) POWER SUPPLY - PS902 900-4RL - MFR VON
- COORDINATE POWER SUPPLY REQUIREMENTS W/ SECURITY PROVIDER
- WEATHERSTRIP BY DOOR/FRAME MANUFACTURER
- s. OPERATIONAL DESCRIPTION: COORDINATE OPERATION AND COMPONENT LOCATIONS WITH THE OWNER, THE ARCHITECT, AND ALL RELATED TRADES.
- DOOR NORMALLY CLOSED AND LOCKED VIA ACCESS CONTROL SYSTEM, PRESENTING A VALID CREDENTIAL TO THE READER WILL MOMENTARILY UNLOCK THE ELECTRIC STRIKE (ALLOWING ACCESS) AND ACTIVATE EXTERIOR AUTO OPERATOR ACTUATOR, PUSHING EXTERIOR AUTO OPERATOR ACTUATOR AT THIS TIME WILL SIGNAL AUTO OPERATOR TO MOMENTARILY OPEN THE EXTERIOR VESTIBULE DOOR AND INTERIOR VESTIBULE DOOR IN SEQUENCE. PUSH INTERIOR ACTUATOR AT ANY TIME WILL MOMENTARILY UNLOCK THE ELECTRIC STRIKE AND SIGNAL AUTO OPERATOR TO MOMENTARILY OPEN THE EXTERIOR VESTIBULE DOOR. DOOR CONTACT MONITORS WHETHER THE DOOR IS OPENED, CLOSED OR HELD OPEN TOO LONG. DOOR TO REMAIN LOCKED UPON LOSS OF POWER OR ACTIVATION OF LOCKDOWN SYSTEM (PROVIDED BY OTHERS). FREE EGRESS AT ALL TIMES.
- D. HARDWARE SET #02 (DOOR 001A)
- a. (1) CONT. HINGE - 112XY - FINISH 628 - MFR IVE
- b. (1) PANIC HARDWARE - 98-EO - FINISH 626 - MFR VON
- c. (1) FLUSH PULL - BY DOOR MANUFACTURER
- d. (1) OH STOP - 100S - FINISH 630 - MFR GLY
- e. (1) SURFACE CLOSER - 4040XP EDA - FINISH 689 - MFR LCN
- f. (1) PA MOUNTING PLATE - 4040XP-18PA - FINISH 689 - MFR LCN
- g. (1) BLADE STOP SPACER - 4040XP-61 - FINISH 689 - MFR LCN
- h. (1) DOOR SWEEP - 8192AA - FINISH AA - MFR ZER
- i. (1) THRESHOLD - 566A - FINISH A - MFR ZER
- j. (1) DOOR CONTACT - 1076D-G - FINISH GRY - MFR SER
- WEATHERSTRIP BY DOOR/FRAME MANUFACTURER
- k. OPERATIONAL DESCRIPTION: COORDINATE OPERATION AND COMPONENT LOCATIONS WITH THE OWNER, THE ARCHITECT, AND ALL RELATED TRADES.
- DOOR CONTACT MONITORS WHETHER THE DOOR IS OPENED, CLOSED, OR HELD OPEN TOO LONG.
- E. HARDWARE SET #03 (DOORS 206, 207, 208, 209)
- a. (3) EA HINGE - 56B1HW 4.5 X 4.5 NRP - FINISH 652 - MFR IVE
- b. (1) EA STOREROOM LOCK - LV9080BD C3A - FINISH 626 - MFR SCH
- c. (1) EA PERMANENT CORE - CONTRACTOR SUPPLIED: TO BE COMBINATED BY OWNER - MFR BES
- d. (1) EA SURFACE CLOSER - 4040XP RW/PA TBSRT - FINISH 689 - MFR LCN
- e. (1) EA PA MOUNTING PLATE - 4040XP-18PA - FINISH 689 - MFR LCN
- f. (1) EA KICK PLATE - 8400 10" X 2" LDW B-CS - FINISH 630 - MFR IVE
- g. (1) EA WALL STOP - VS406/407CVX - FINISH 630 - MFR IVE
- h. (1) EA GASKETING - 488S - FINISH BK - MFR ZER
- i. OPERATIONAL DESCRIPTION: COORDINATE OPERATION AND COMPONENT LOCATIONS WITH THE OWNER, THE ARCHITECT, AND ALL RELATED TRADES.

285401 - FLAT PANEL VIDEO DISPLAYS:

- A. SYSTEM DESCRIPTION:
- a. THE WORDS SMART BOARD, LCD, DISPLAY, AND FLAT PANEL DISPLAY SHALL BE USED INTERCHANGEABLE AND SHALL REFER TO A FLAT PANEL DISPLAY THAT HAS LED OR OLED LIGHTING OR IS A DIRECT VIEW LED DISPLAY.
- b. EACH DISPLAY OR PROJECTOR SHALL BE INSTALLED SO THAT USERS CAN EASILY VIEW THE PICTURE BEING PRESENTED.
- c. THE VIDEO SYSTEMS SHALL BE INSTALLED TO PROVIDE THE EASIEST USER INTERFACE POSSIBLE.
- B. COORDINATION:
- a. COORDINATE THE LOCATION OF ALL DISPLAYS AND PROJECTORS WITH THE OWNER AND OTHER TRADES PRIOR TO FINAL INSTALLATION.
- b. COORDINATE WITH OTHER CONTRACTORS WHO ARE DOING WORK IN THE CEILING SPACE. COORDINATE THE INSTALLATION OF ALL CABLES, MONITORS, ETC., WITH THE LOCATIONS OF OTHER SERVICES.
- c. WORK WITH OTHER CONTRACTORS TO ENSURE THEY ARE INSTALLING BLOCKING IN THE WALLS FOR THE LCD PANELS AS REQUIRED TO SUPPORT THE WEIGHT OF EACH DISPLAY. WHERE NO BLOCKING IS AVAILABLE, PROVIDE AND INSTALL METAL STUD ANCHOR KITS FROM DISPLAY MOUNT CONTRACTOR.
- C. MANUFACTURER/PRODUCT: 75" DIAGONAL SHALL BE CLEVERTOUCH # IMPACT LUX VERSION 2
- D. DISPLAYS:
- a. LCD TOUCH PANEL. INTERACTIVE DISPLAY:
- LCD DISPLAY SHALL BE INSTALLED AS SHOWN ON THE DRAWINGS.
- DISPLAYS SHALL BE 16:9 AND SHALL INCLUDE SPEAKERS.
- DISPLAY SHALL BE AN LCD SCREEN.
- DISPLAY SHALL BE 3840 X 2160.
- VIDEO/AUDIO INPUT SHALL BE MINIMUM OF:
1. DISPLAY PORT
2. PC INPUT, 15-PIN D-SUB
3. PC AUDIO (3.5 MM)
4. HDMI INPUT, MINIMUM OF TWO (2)
- OUTPUT OF ANALOG AUDIO ON 3.5 MM CONNECTOR. SHALL BE VARIABLE LEVEL OUTPUT.
- CONTROL
1. SHALL HAVE AN RS-232 INPUT/OUTPUT FOR CONTROL.
2. SHALL BE EQUIPPED WITH ETHERNET 10/100 MBPS CONNECTION
3. USB FOR CONNECTION OF INTERACTIVE PC
- EQUIPPED WITH VESA COMPATIBLE MOUNTING HOLES
- DISPLAY SHALL BE NO THICKER THAN 4-1/2"
- EQUIPPED WITH INTERNAL AUDIO SPEAKERS, MINIMUM OF TWO (2)
- EACH DISPLAY SHALL INCLUDE A REMOTE CONTROL.
- INCLUDE WIFI DONGLE FOR EACH DISPLAY
- DISPLAY SHALL BE AN INTERACTIVE TOUCH PANEL THAT INCLUDES AT A MINIMUM:
1. SHALL WORK WITH WINDOWS PCs AND APPLE IOS.
2. TOUCH TECHNOLOGY SHALL BE ID LOCKING OR EQUAL.
3. SHALL ALLOW UP TO 10 POINTS OF CONTACT
4. SHALL BE ADAPTIVE TO WORK WITH FINGER TOUCH OR MFR. PENS.
5. INCLUDE INTERACTIVE SOFTWARE THAT IS ON THE DISPLAY AND CAN BE LOADED ON THE PC OR APPLE DEVICE.
- TOUCH PANEL DISPLAY MINIMUM 3-YEAR MFR WARRANTY.
- b. FLAT PANEL MOUNTS:
- ALL SUPPORTS FOR LCD PANELS AND MONITORS SHALL BE APPROPRIATELY SIZED AND CHOSEN FOR THE EXACT MODEL. DISPLAY TO BE SUPPORTED AND BE UL LISTED.
- CONTRACTOR SHALL MATCH THE WEIGHT OF THE DISPLAY TO THE RECOMMENDED WEIGHT RATING OF THE SUPPORT.
- CONTRACTOR SHALL REVIEW THE LOCATION WHERE THE SUPPORT IS TO BE MOUNTED. MATCH THE SURFACE TO WHICH THE DISPLAY IS TO BE MOUNTED WITH THE BEST ATTACHMENT HARDWARE AVAILABLE FOR THE SUPPORT.
- ALL SUPPORTS SHALL BE BY CHIEF CORPORATION OR EQUAL. CONTRACTOR SHALL SUBMIT EACH SUPPORT FOR REVIEW BY THE OWNER AND ENGINEER PRIOR TO INSTALLATION.
- WALL MOUNT SWING OUT
1. WALL MOUNT TILTING MOUNT SHALL BE
- A. CHIEF MFR #LTM1U FOR LARGE DISPLAYS
- B. INSTALL BASED ON MFR RECOMMENDATIONS, BASED ON SIZE OF DISPLAY.
- FLAT PANEL ACCESSORIES
1. COMPONENT STORAGE PANEL BEHIND DISPLAY
- A. AT EACH DISPLAY WHERE THERE ARE DEVICES TO BE INSTALLED BEHIND THE FLAT PANEL DISPLAY. INSTALL A COMPONENT STORAGE PANEL.
- B. HIDE PANEL AND ALL COMPONENTS BEHIND THE DISPLAY.
- C. SHALL BE CHIEF MFR #CSMPX012 OR EQUAL.

099123 - INTERIOR PAINTING:

- A. BASIS OF DESIGN MANUFACTURER: SHERWIN WILLIAMS. ALSO ACCEPTABLE: BENJAMIN MOORE AND PPG PAINTS.
- B. PAINT SYSTEMS:
- a. GYPSUM BOARD AND PLASTER: NEW & PREVIOUSLY PAINTED.
- PRIMER: PROMAR 200 ZERO VOC INTERIOR LATEX PRIMER, B28 SERIES.
- INTERMEDIATE COAT: MATCH TOPCOAT.
- TOPCOAT: PROMAR 200 ZERO VOC INTERIOR LATEX EG-SHEL, B20.
- b. CMU: PREVIOUSLY PAINTED.
- PRIMER: LOXON CONCRETE AND MASONRY PRIMER LX02 SERIES.
- INTERMEDIATE COAT: MATCH TOPCOAT.
- TOPCOAT: PROMAR 200 ZERO VOC INTERIOR LATEX EG-SHEL, B20.
1. CORRIDOR PAINT FINISH SHALL BE SEMI-GLOSS.
- C. HOLLOW METAL FRAMES:
- PRIMER: PRO INDUSTRIAL PRO CRYL UNIVERSAL PRIMER, B66 SERIES.
- INTERMEDIATE COAT: MATCH TOPCOAT.
- TOPCOAT: PRO INDUSTRIAL PRE CATALYZED WATERBASED EPOXY SEMI-GLOSS, K46 SERIES.

C. COLORS: REFER TO INTERIOR FINISH SCHEDULE.

099113 - EXTERIOR PAINTING:

- A. BASIS OF DESIGN MANUFACTURER: SHERWIN WILLIAMS. ALSO ACCEPTABLE: BENJAMIN MOORE AND PPG PAINTS.
- B. PAINT SYSTEMS:
- a. PORTLAND CEMENT PLASTER (STUCCO): NEW & PREVIOUSLY PAINTED.
- PRIMER: S-W LOXON CONCRETE & MASONRY PRIMER SEALER, A24W8300.
- INTERMEDIATE COAT: MATCH TOPCOAT.
- TOPCOAT: S-W A-100 EXTERIOR LATEX FLAT, A6 SERIES
1. VERIFY SHEEN TO MATCH EXISTING FINISH.

088700 - GLAZING SURFACE FILM:

- A. SECURITY/SAFETY WINDOW FILM
- a. BASIS OF DESIGN PRODUCT: 3M ULTRA 8800
- b. PRODUCT DESCRIPTION: OPTICALLY CLEAR, GLASS SHATTER RESISTANT AND ABRASION RESISTANT 8-MIL WINDOW FILM THAT, WHEN APPLIED AS INSTRUCTED TO THE GLASS SURFACE OF INTERIOR WINDOWS OR DOORS, HELPS TO HOLD BROKEN GLASS TOGETHER AND SIGNIFICANTLY REDUCED THE ULTRA-VIOLET LIGHT THAT NORMALLY WOULD ENTER THROUGH THE GLASS.
- c. PRODUCT MUST BE INSTALLED WITH 3M IMPACT PROTECTION ATTACHMENT (IPA) SEALANT FOR ALL WINDSTORM, BREAK AND ENTRY, AND EXPLOSION MITIGATION APPLICATIONS, AND FOR ALL SPONTANEOUS GLASS BREAKAGE APPLICATION ON SINGLE PANE TEMPERED GLASS.
- d. PRODUCT MUST BE INSTALLED STRICTLY IN ACCORDANCE WITH MFR SPECIFICATIONS AND 3M INSTRUCTION GUIDELINES.
- e. WET ATTACHMENT/CALLKING:
- 3M IMPACT PROTECTION ADHESIVE, BLACK
- STRUCTURAL ONE-COMPONENT SILICONE ADHESIVE WHICH BONDS THE GLASS AND FILM TO THE WINDOW FRAME FOR INCREASED SECURITY.
- B. REQUIREMENTS OF THE FILM
- a. FILM MATERIAL: OPTICALLY CLEAR POLYESTER FILM, COMPOSED OF CO-EXTRUDED MICRO-LAYERS, WITH A DURABLE ACRYLIC ABRASION RESISTANT COATING OVER ONE SURFACE, AND A UV STABILIZED PRESSURE SENSITIVE ADHESIVE ON THE OTHER.
- b. FILM COLOR: CLEAR.
- c. THICKNESS: NOMINALLY 8 MILS. TOTAL CONSTRUCTION INCLUDING ADHESIVE 9 MILS.
- d. TENSILE STRENGTH (ASTM D882): COATED FILM: 33,000 PSI (MD) / 30,000 PSI (TD)
- e. BREAK STRENGTH (ASTM D882): COATED FILM: 265 LBS/IN (MD) / 240 LBS/IN (TD)
- f. UNIFORMITY: NO NOTICEABLE PIN HOLES, STREAKS, THIN SPOTS, SCRATCHES, BANDING, OR OTHER OPTICAL DEFECTS.
- g. VARIATION IN TOTAL TRANSMISSION ACROSS THE WIDTH: LESS THAN 2% OVER THE AVERAGE AT ANY PORTION ALONG THE LENGTH.
- h. SOLAR PERFORMANCE PROPERTIES: FILM APPLIED TO 1/4" THICK CLEAR GLASS.
- VISIBLE LIGHT TRANSMISSION (ASTM E 903): 88%
- ULTRAVIOLET TRANSMISSION (ASTM E 903): LESS THAN 1% (300-380 NM)
- SOLAR HEAT GAIN COEFFICIENT (ASTM E 903): 0.80.
- i. IMPACT RESISTANCE FOR SAFETY GLAZING: TESTED ON 1/4" ANNEALED GLASS.
- SAFETY RATING (CPSC 16 CFR, PART 1201): CATEGORY I (400 FT-LBS)
- IMPACT RESISTANCE AND PRESSURE CYCLING ARE PERFORMANCE BASED TESTS FOR BUILDING ENVELOPE PROTECTION. MANUFACTURER SHALL PROVIDE 3RD PARTY TEST REPORTS SHOWING THE PRODUCT COMPLIES WITH THE IMPACT AND PRESSURE CYCLING REQUIREMENTS OF ASTM E1886/E1996. CONTACT 3M FOR SPECIFIC TEST DETAILS.
- C. REQUIREMENTS OF THE AUTHORIZED WINDOW FILM DEALER/INSTALLER
- a. DOCUMENTATION: THE 3M AUTHORIZED WINDOW FILM DEALER SHALL PROVIDE DOCUMENTATION THAT THE DEALER IS AUTHORIZED BY 3M TO INSTALL SAID WINDOW FILM AS PER 3MS SPECIFICATIONS AND INSTRUCTIONS, AS WELL AS IN ACCORDANCE WITH SPECIFIC REQUESTS AS TO BE DETERMINED AND AGREED TO BE THE CUSTOMER.
- b. VERIFICATION: AUTHORIZATION OF 3M AUTHORIZED WINDOW FILM DEALER MAY BE VERIFIED THROUGH THE COMPANY'S 3M ID NUMBER.
- c. REFERENCES: THE 3M AUTHORIZED WINDOW FILM DEALER WILL PROVIDE A COMMERCIAL BUILDING REFERENCE LIST OF AT LEAST TEN (10) PROPERTIES WHERE THE DEALER HAS INSTALLED THE WINDOW FILM.

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REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS

LANSING SCHOOL
DISTRICT

AVERILL ELEMENTARY
RENOVATION SO-1847

3201 AVERILL DR
LANSING, MI 48911

MI ARCHITECTURE
FIRM LICENSE # NLP000605

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Colliers Engineering & Design,
Architecture, Landscape Architecture,
Surveying, CT P.C.

PROJECT MANAGER:	DISCIPLINE LEAD:
B. HUYLER	C. NORRIS
DESIGNER:	REVIEWER:
C. NORRIS	B. HUYLER
DATE ISSUED:	PROJECT NUMBER:
11/14/2025	25013568A
SHEET NAME:	

SPECIFICATIONS

DRAWING NUMBER:

A003

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

KEYNOTES

- 1

2" ASPHALT MILL AND OVERLAY
- 2

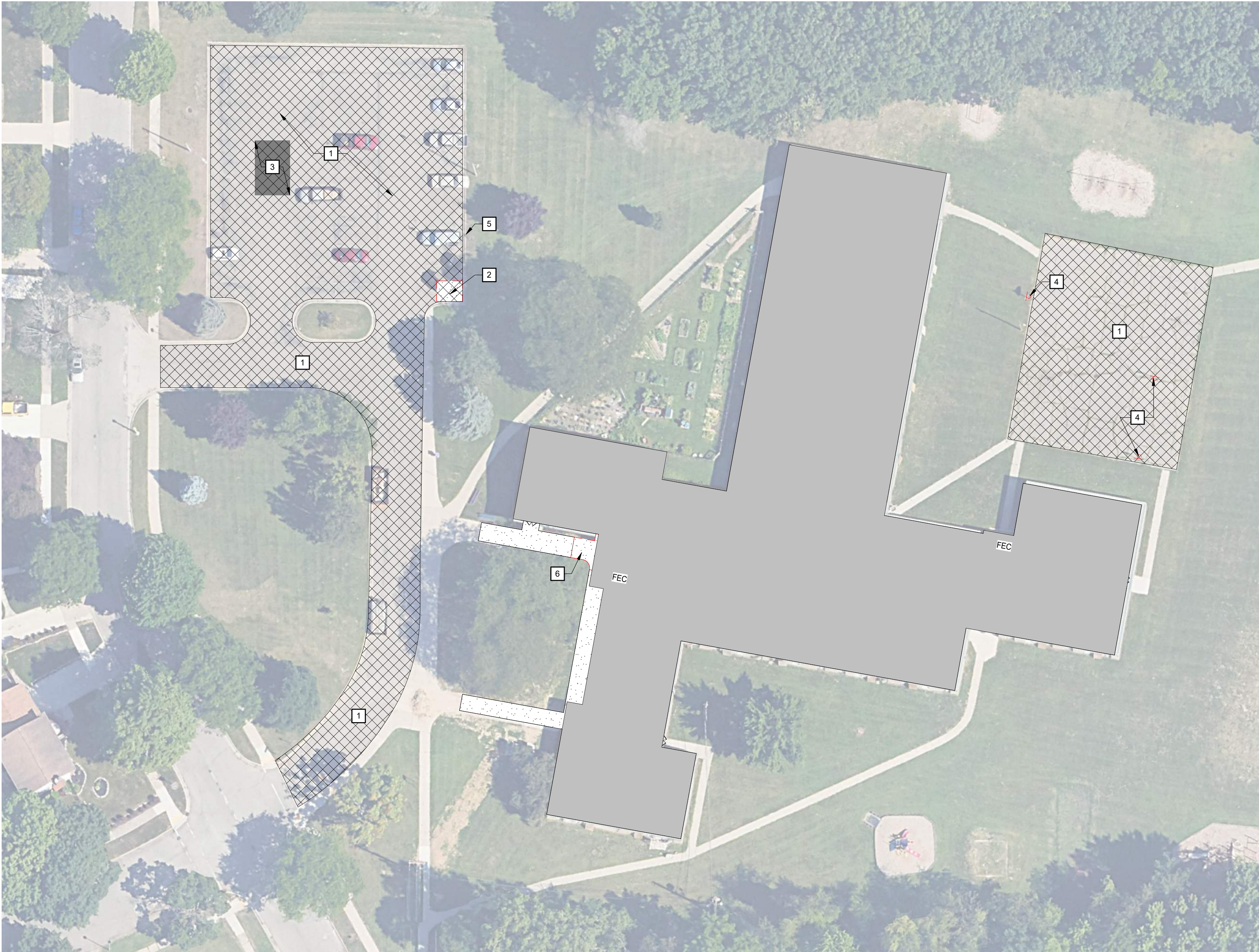
REMOVE EXISTING CONCRETE PAD AND SUBGRADE. PREP FOR NEW SUBGRADE AND ASPHALT.
- 3

AREA OF EXISTING ASPHALT TO BE REMOVED (APPROX 500SF) , REPLACED W/ LIKE MATERIAL. UNDERCUT AND COMPACT TO STABILIZE SUBGRADE AND ADD ADDITIONAL COMPACTED BASE STONE AS NEEDED TO RAISE AREA BACK TO ORIGINAL GRADE.
- 4

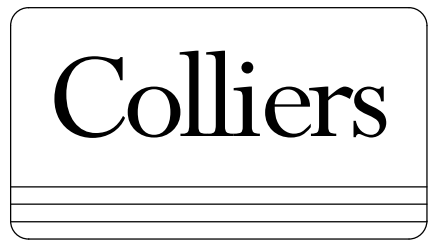
REMOVE EXISTING BASKETBALL HOOPS, POLES AND FOUNDATIONS.
- 5

REMOVE EXISTING ADA PARKING SIGN.
- 6

REMOVE EXISTING CONCRETE PAD AND SUBGRADE. PREP FOR NEW SUBGRADE AND CONCRETE. REFER TO ARCHITECTURAL FLOOR PLANS AND SECTIONS FOR MORE DETAIL.



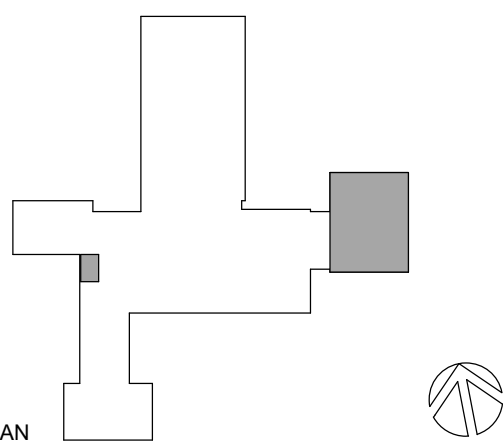
1 DEMO SITE PLAN
SCALE : 1" = 30'-0"



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REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS

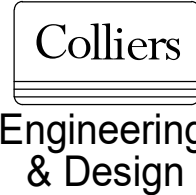


LANSING SCHOOL DISTRICT

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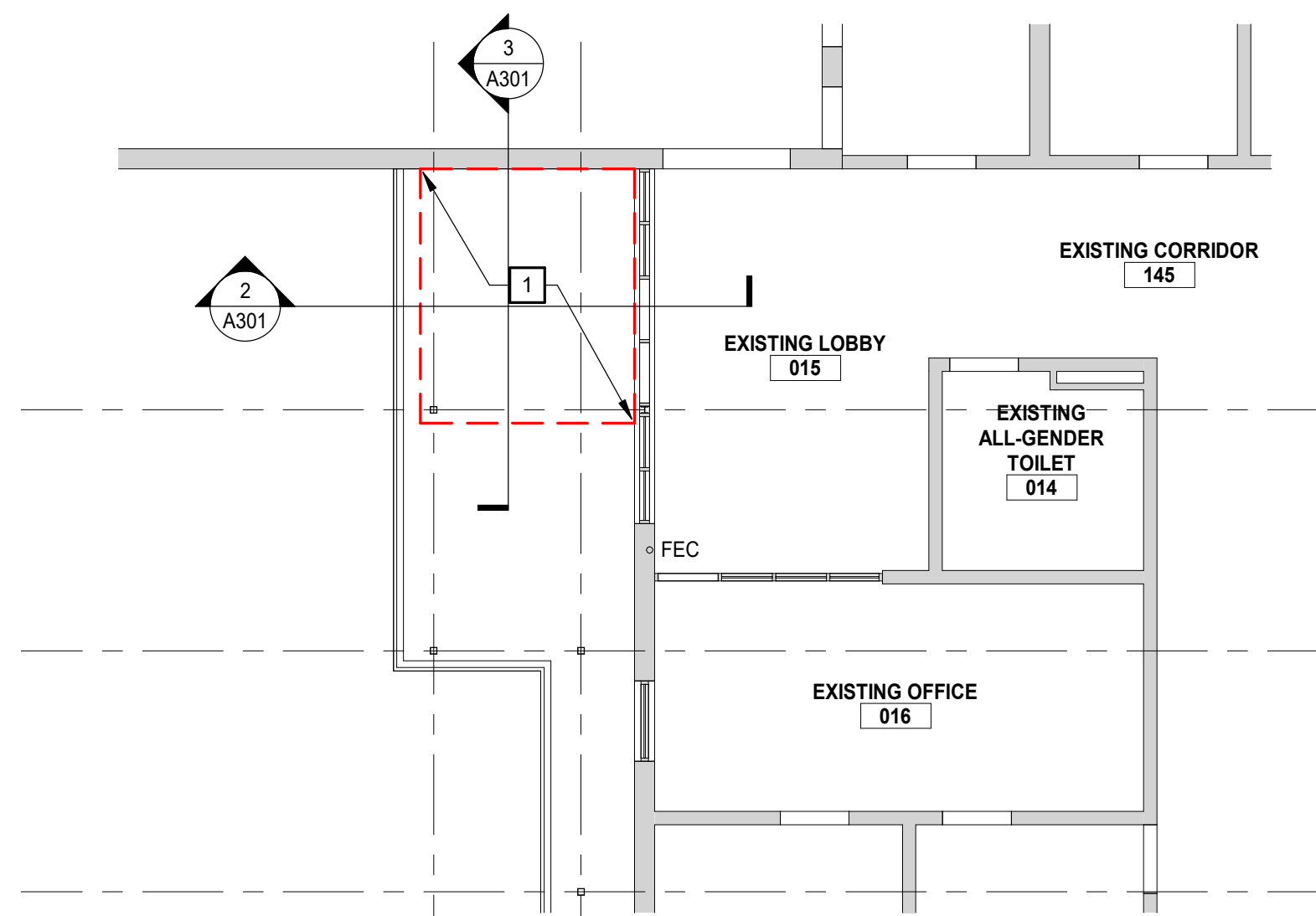
Colliers Engineering & Design,
Architecture, Landscape Architecture,
Surveying, CT P.C.

PROJECT MANAGER:	DISCIPLINE LEAD:
B. HUYLER	C. NORRIS
DESIGNER:	REVIEWER:
C. NORRIS	B. HUYLER
DATE ISSUED:	PROJECT NUMBER:
11/14/2025	25013568A
SHEET NAME:	

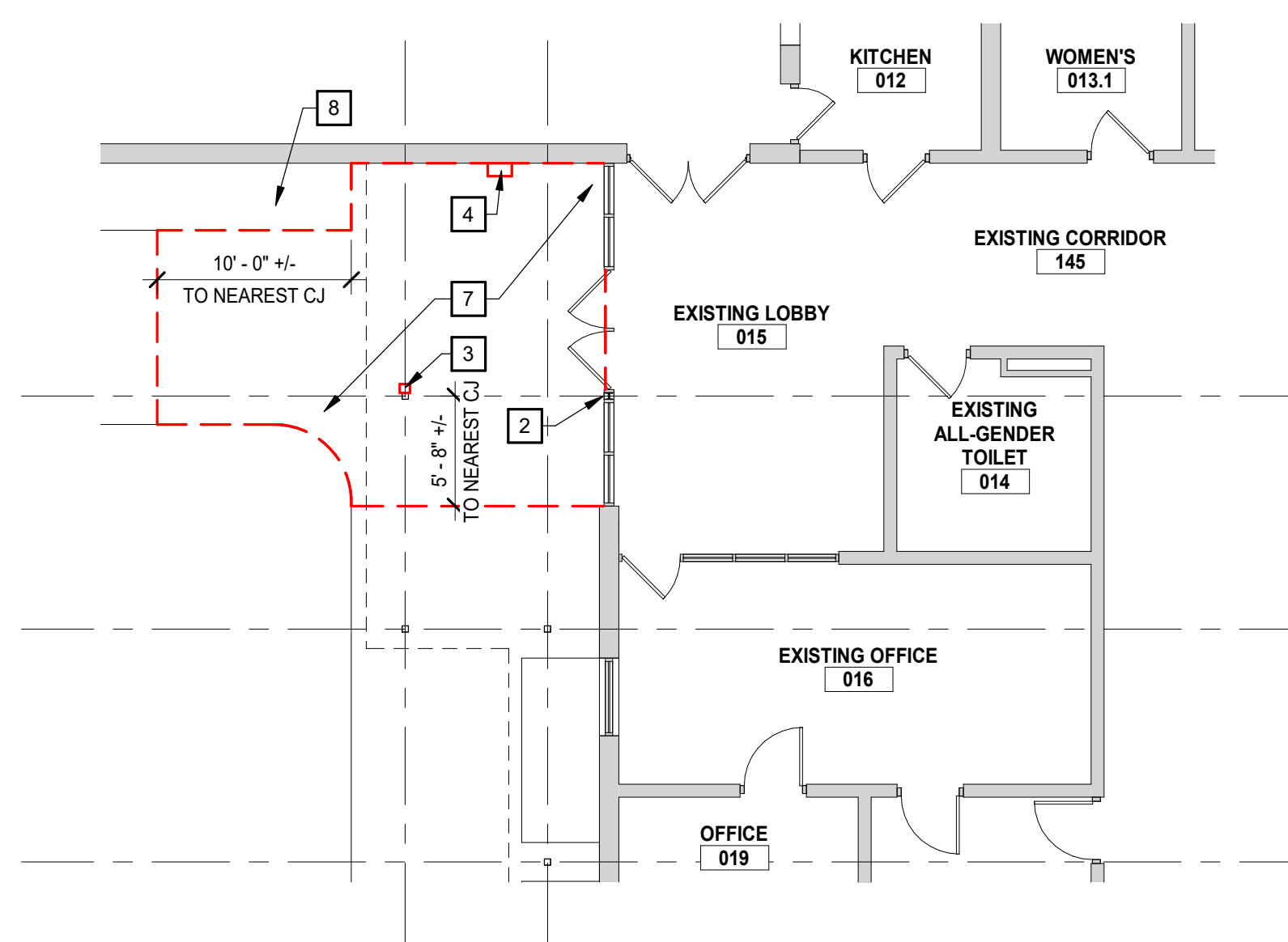
SITE DEMO PLAN

DRAWING NUMBER:
AD010

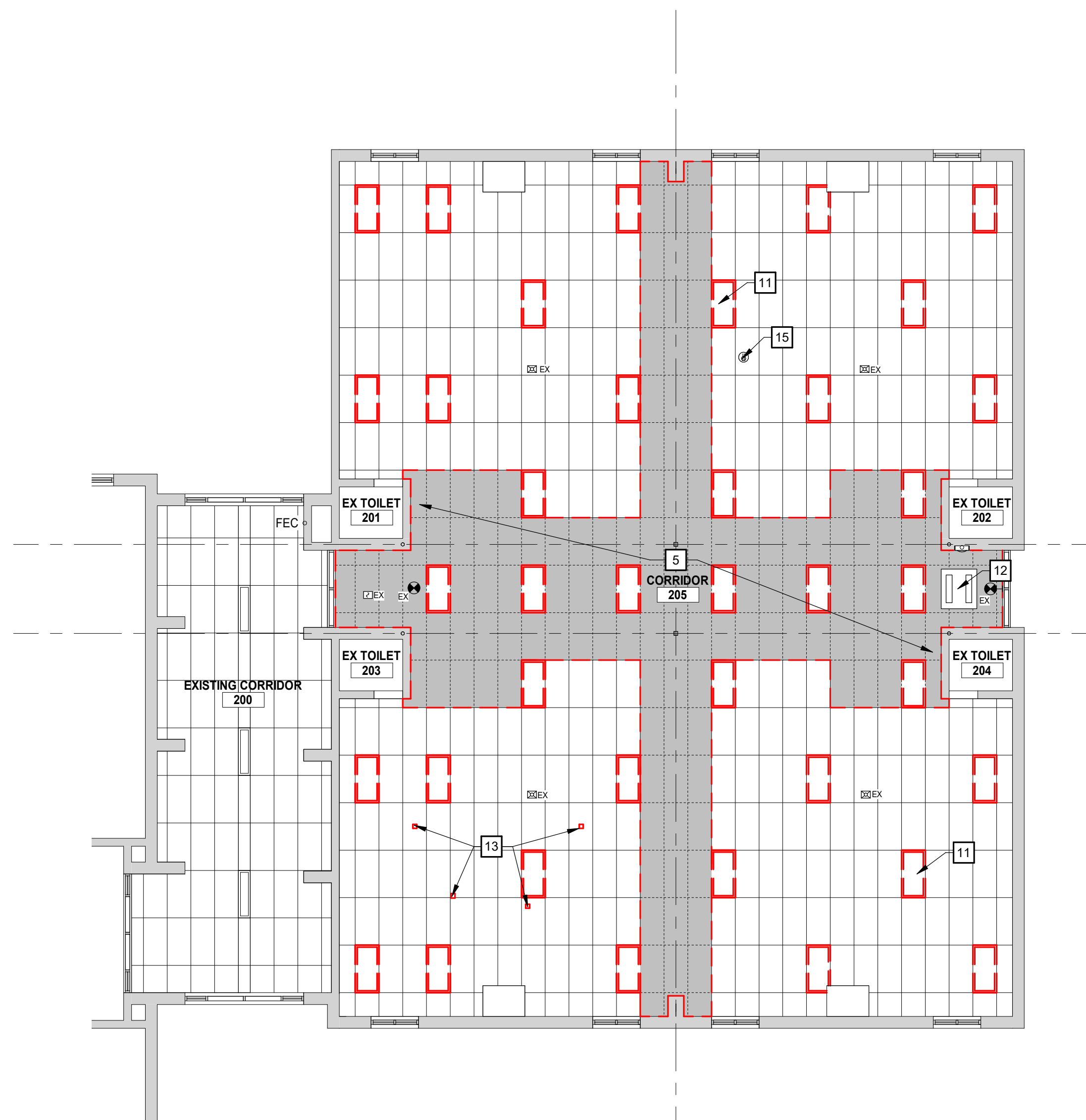
NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.



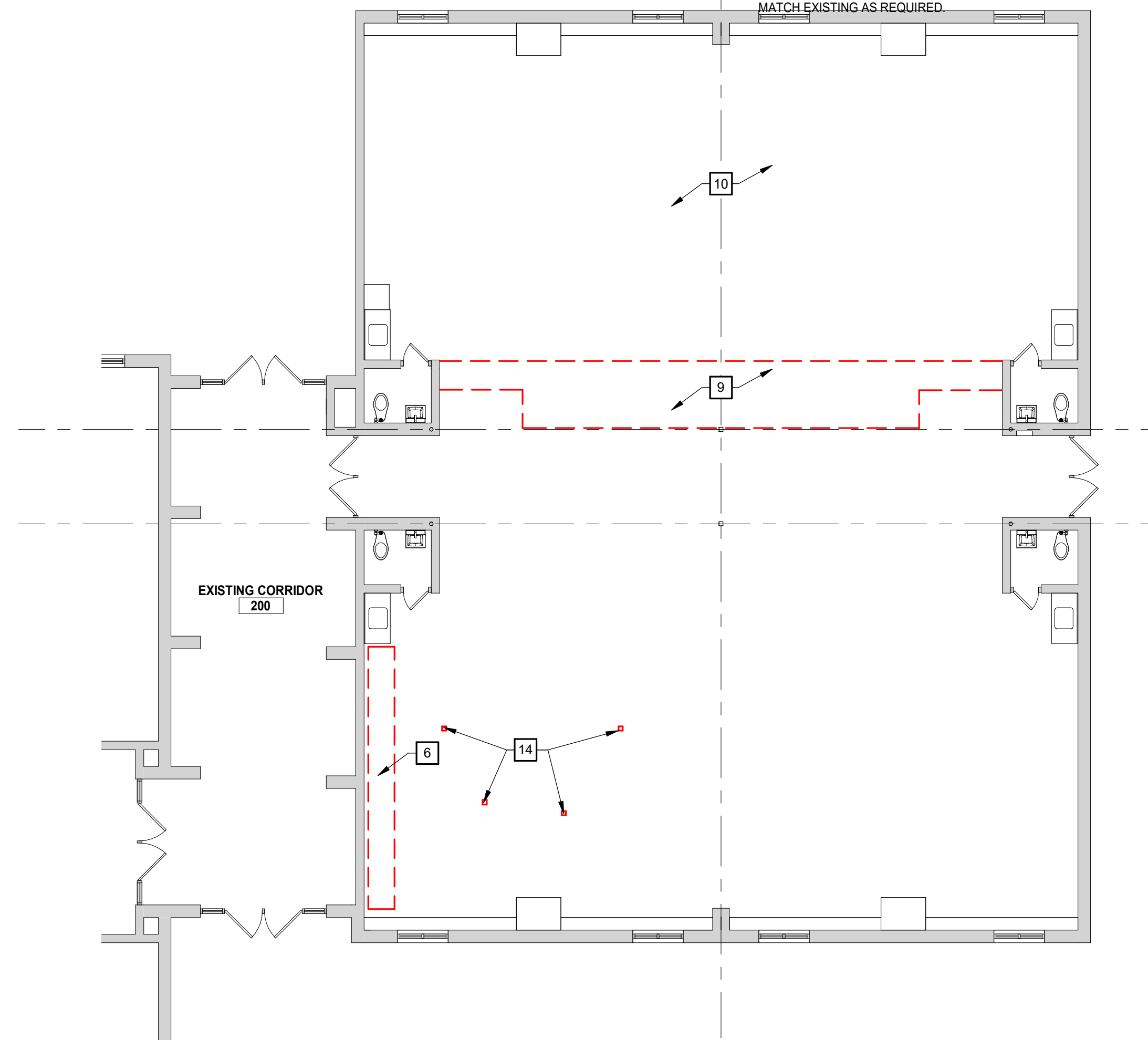
4 FIRST FLOOR VESTIBULE REFLECTED CEILING DEMOLITION PLAN
SCALE : 1/8" = 1'-0"



3 FIRST FLOOR VESTIBULE DEMOLITION PLAN
SCALE : 1/8" = 1'-0"



2 FIRST FLOOR CLASSROOM REFLECTED CEILING DEMOLITION PLAN
SCALE : 1/8" = 1'-0"



1 FIRST FLOOR CLASSROOM DEMOLITION PLAN
SCALE : 1/8" = 1'-0"

GENERAL NOTES

- CONTRACTOR SHALL COORDINATE REMOVAL OF FLOORS, WALLS AND CEILINGS WITH MECHANICAL, ELECTRICAL AND PLUMBING TRADES. ALL POWER, MECHANICAL AND PLUMBING LINES SHALL BE REMOVED BACK TO NEAREST MAIN BRANCH LINE OR PANEL.
- CONTRACTOR SHALL PROTECT EXISTING CONSTRUCTION AND EQUIPMENT NOTED TO REMAIN FROM DAMAGE RESULTING FROM DEMOLITION ACTIVITIES. ANY DAMAGE TO EXISTING PROPERTY RESULTING FROM DEMOLITION SHALL BE REPAIRED IMMEDIATELY AT THE CONTRACTOR'S EXPENSE.
- CONTRACTOR SHALL PROTECT ADJACENT SURFACES IN PREPARATION OF SAW CUTTING REQUIRED FOR DEMOLITION ACTIVITIES.

KEYNOTES

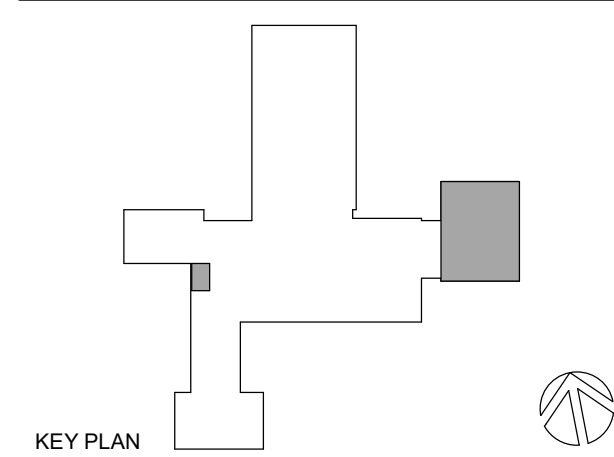
- REMOVE PORTION OF EXISTING PLASTER CEILING ALONG EXISTING COLUMN LINE FOR INSTALLATION OF NEW STOREFRONT. REFER TO DETAIL 4/A301 & 7/A301. REMOVE EXISTING LIGHTS ASSOCIATED WITH THIS AREA REFER TO ELECTRICAL DRAWINGS.
- REMOVE PORTION OF EXISTING ALUM COLUMN WRAP FOR NEW CONSTRUCTION. SEE DETAILS ON A301.
- REMOVE EXISTING ADA PUSH BUTTON AND SAVE FOR RELOCATION.
- REMOVE EXISTING INTERCOM AND CONDUIT. SAVE FOR RELOCATION. REFER TO TECHNOLOGY DRAWINGS FOR MORE INFORMATION.
- REMOVE PORTION OF EXISTING SUSPENDED CEILING GRID & TILES FOR INSTALLATION OF NEW WALLS. SAVE LIGHTS AND OTHER DEVICES IN CEILING FOR REINSTALLATION INTO NEW CEILING.
- REMOVE EXISTING WARDROBE UNITS AND RETURN TO OWNER.
- REMOVE PORTION OF EXISTING CONCRETE AS REQUIRED FOR NEW CONSTRUCTION. SAW CUT AT EXISTING CONTROL JOINTS.
- REMOVE PORTION OF EXISTING PLANTER AS REQUIRED FOR NEW CONSTRUCTION. PREP AREA TO RECEIVE NEW CONCRETE.
- REMOVE PORTION OF EXISTING CARPET & RUBBER BASE. PREP FOR NEW FINISHES.
- REMOVE EXISTING VCT TILE & RUBBER BASE. PREP FLOOR FOR NEW FINISHES.
- REMOVE AND SALVAGE LIGHTS FOR REUSE. EXISTING GRID AND PADS TO REMAIN IN THIS AREA. ADD NEW TILE WHERE LIGHTS ARE SWAPPED OUT. REFER TO ELECTRICAL DRAWINGS. TYP IN CLASSROOMS.
- UNIT HEATER TO REMAIN. REFER TO MECHANICAL DRAWINGS.
- REMOVE EXISTING POWER POLES AND REPLACE CEILING TILES AS REQUIRED.
- REMOVE EXISTING POWER POLES AND REPLACE CARPET TILES AS REQUIRED.
- REMOVE EXISTING OVERHEAD PROJECTOR. REPLACE CEILING TILE TO MATCH EXISTING AS REQUIRED.

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1	11/14/2025	BIDS & PERMITS



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LANSING, MI 48911

MI ARCHITECTURE
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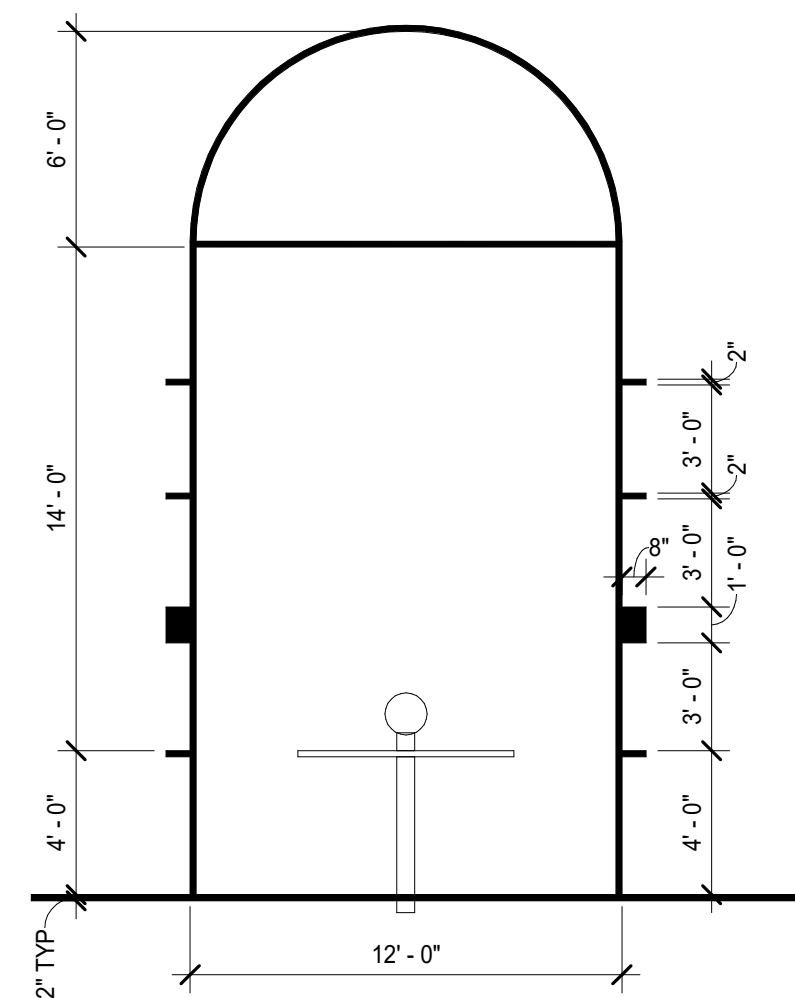
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PROJECT MANAGER:	DISCIPLINE LEAD:
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DESIGNER:	REVIEWER:
C. NORRIS	B. HUYLER
DATE ISSUED:	PROJECT NUMBER:
11/14/2025	25013568A
SHEET NAME:	

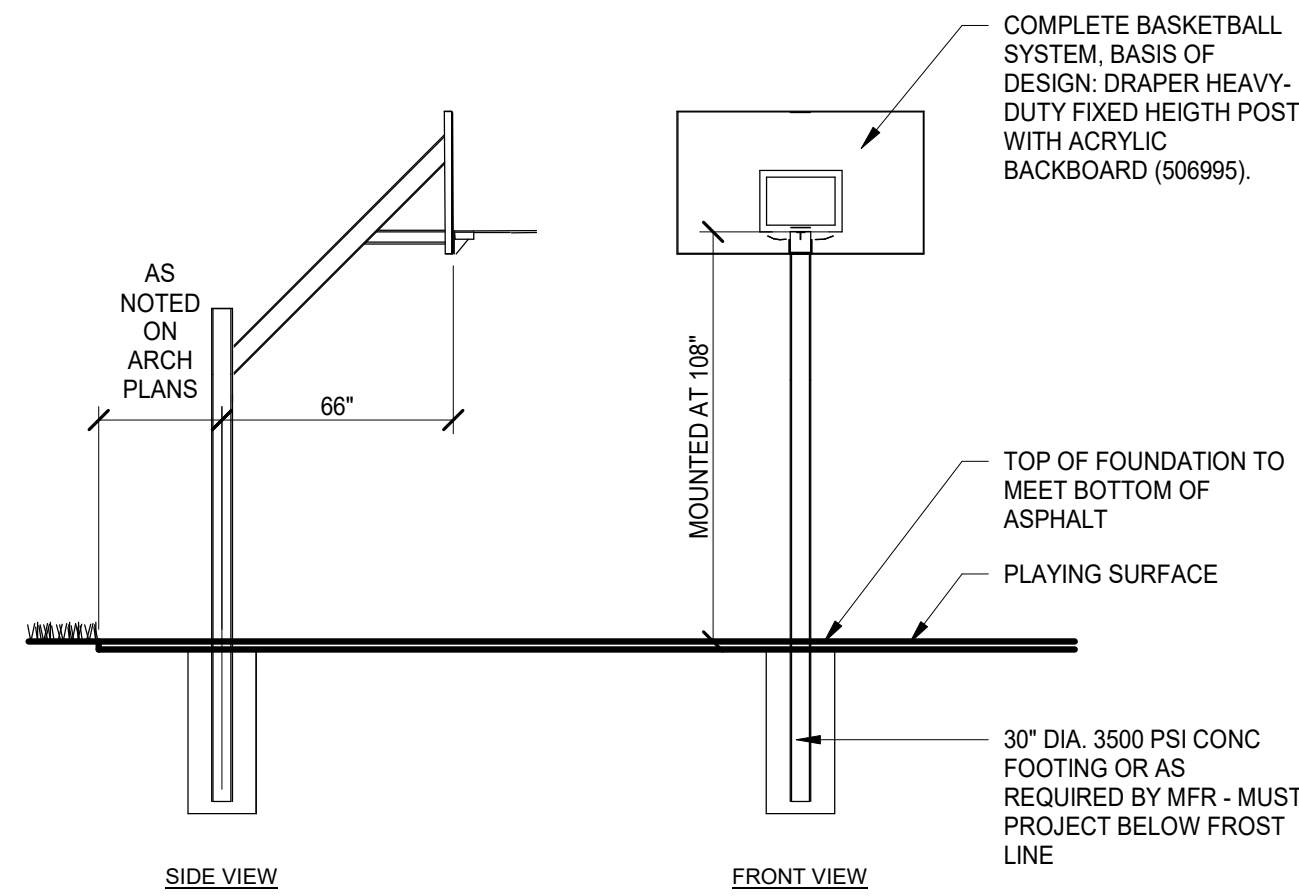
DEMOLITION PLANS

DRAWING NUMBER:
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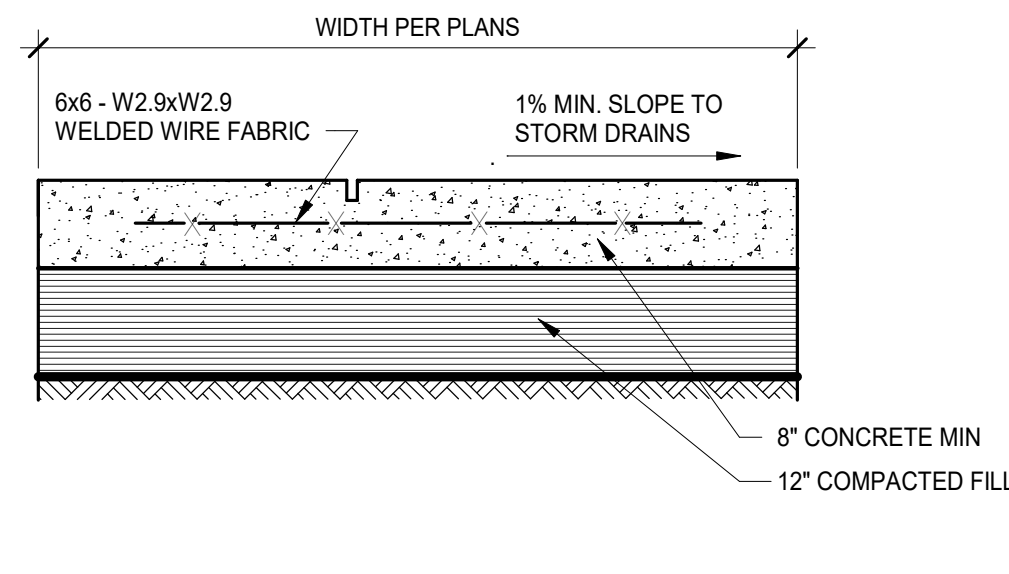
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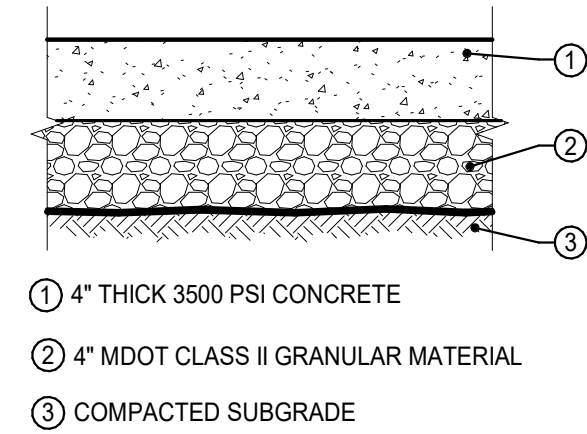
5 BASKETBALL - KEY LAYOUT
SCALE : NTS



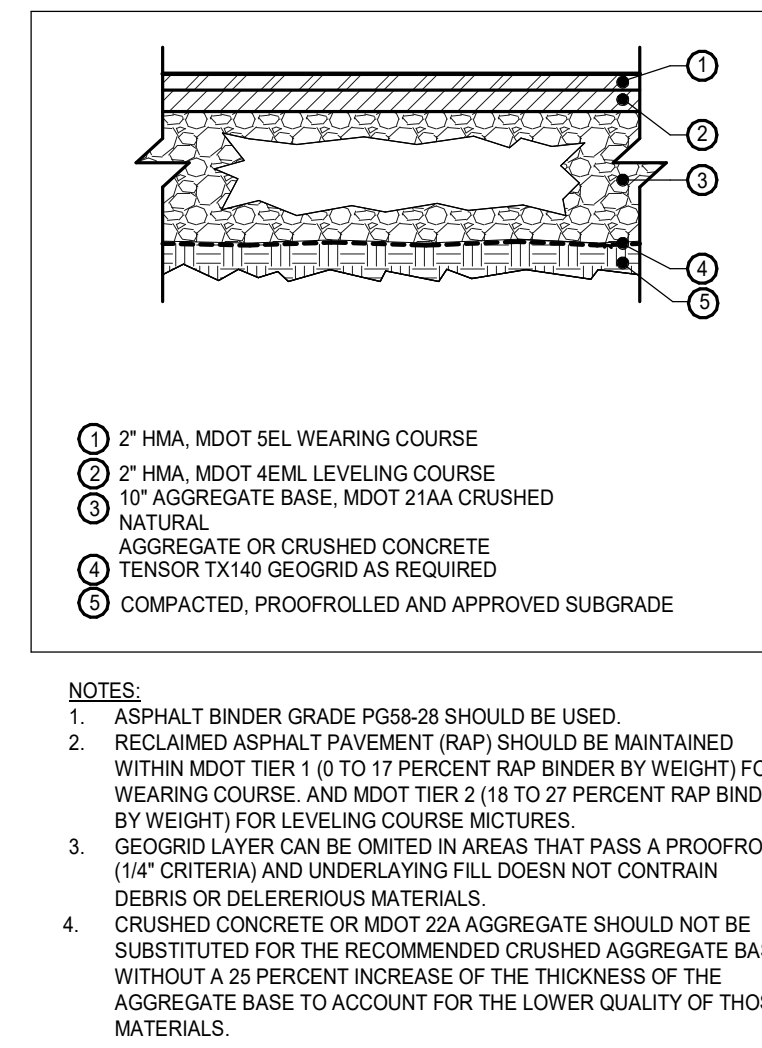
6 BASKETBALL - BACKSTOP DETAIL
SCALE : 12" = 1'-0"



4 SITE DETAIL - DUMPSTER CONCRETE
SCALE : 1" = 1'-0"



3 CONC PAVEMENT SECTION
SCALE : 1" = 1'-0"



2 HMA PAVEMENT SECTION
SCALE : NTS

KEYNOTES

- NEW BASKETBALL COURT LINES. 4" WHITE TYP. SEE DETAIL THIS SHEET.
- INSTALL NEW BASKETBALL HOOPS EACH END OF COURT. BASIS OF DESIGN: DRAPER HEAVY-DUTY FIXED HEIGHT POST WITH ACRYLIC BACKBOARD (506995). SEE DETAIL THIS SHEET.
- (3) FOUR SQUARE COURTS. 4" SOLID WHITE STRIPING.
- NEW 4" CONCRETE SLAB FOR GAGA PIT. REFER TO OWNER SUPPLIED EQUIPMENT PRIOR TO POOR TO CONFIRM DIAMETER DIMENSIONS. SEE DETAIL 3/A010 FOR CONC SECTION.
- NEW ADA PARKING SPACES. SEE TYP DETAIL THIS SHEET.
- PATCH AND REPAIR EXISTING CURB. TYP ALONG SIDEWALK EDGE (3) LOCATIONS @ 2'-0" EA. EPOXY AND DOWEL INTO EXISTING CONCRETE. PAINT CURB TRAFFIC YELLOW TO MATCH EXISTING.
- PARKING LAYOUT TO MATCH EXISTING USING TYPICAL SPACING WITH 4" TRAFFIC YELLOW LINES. EXCEPT FOR @ NEW ADA PARKING SPACES.
- NEW ASPHALT TOPPING. MAINTAIN POSITIVE DRAINAGE TO MATCH EXISTING.
- NEW CONC. REFER TO ARCHITECTURAL DETAILS FOR MORE INFORMATION.
- PAINT CURB TRAFFIC YELLOW. MATCH EXISTING HEIGHT AND WIDTH.
- FOLLOW TYPICAL SPACING WITH 4" WHITE LINES AFTER 2 ADA PARKING SPOTS.
- NEW PEDESTRIAN PAINT LINES TO MATCH EXISTING.

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PROJECT MANAGER: B. HUYLER	DISCIPLINE LEAD: C. NORRIS
DESIGNER: C. NORRIS	REVIEWER: B. HUYLER
DATE ISSUED: 11/14/2025	PROJECT NUMBER: 25013568A
SHEET NAME:	

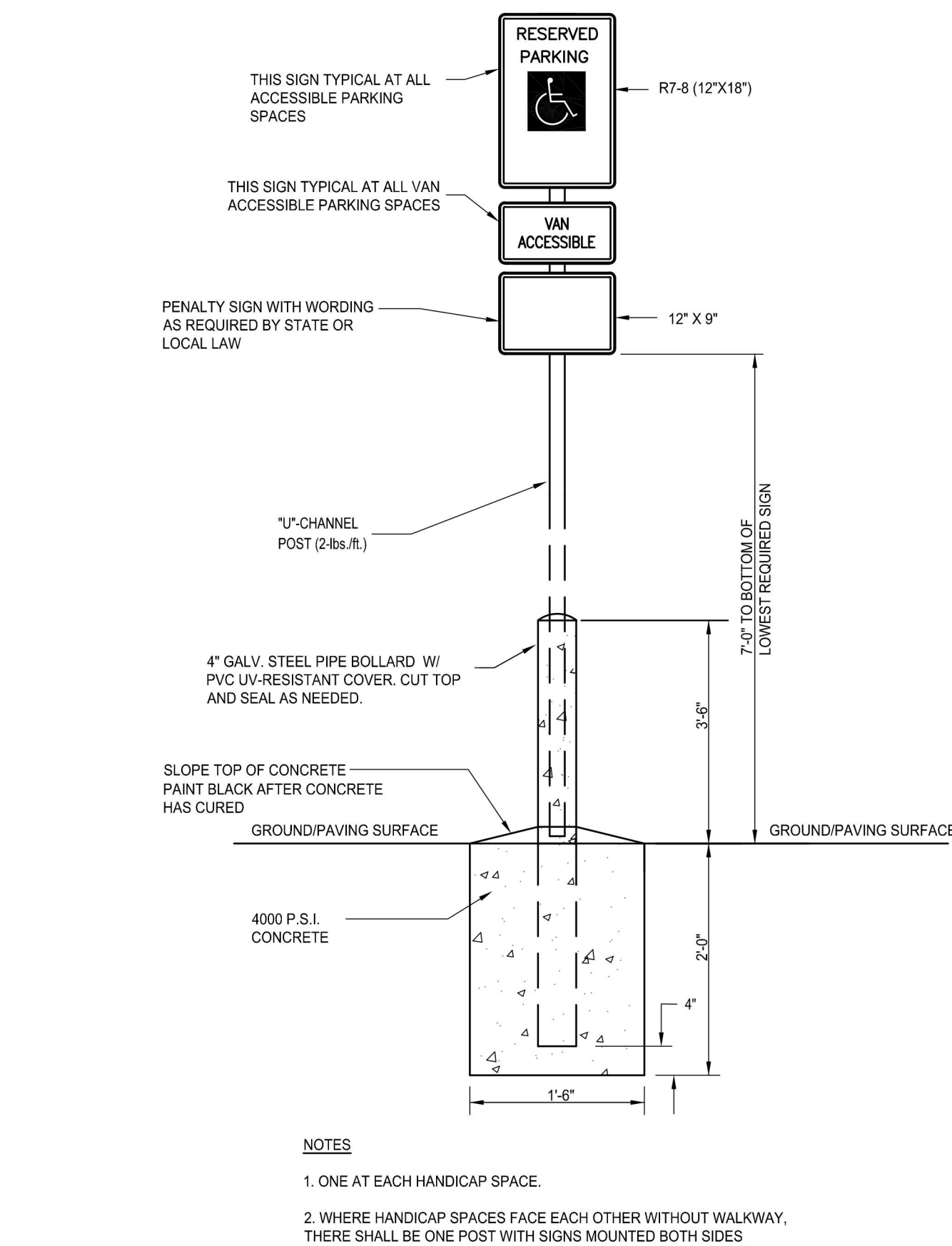
SITE

DRAWING NUMBER:
A010

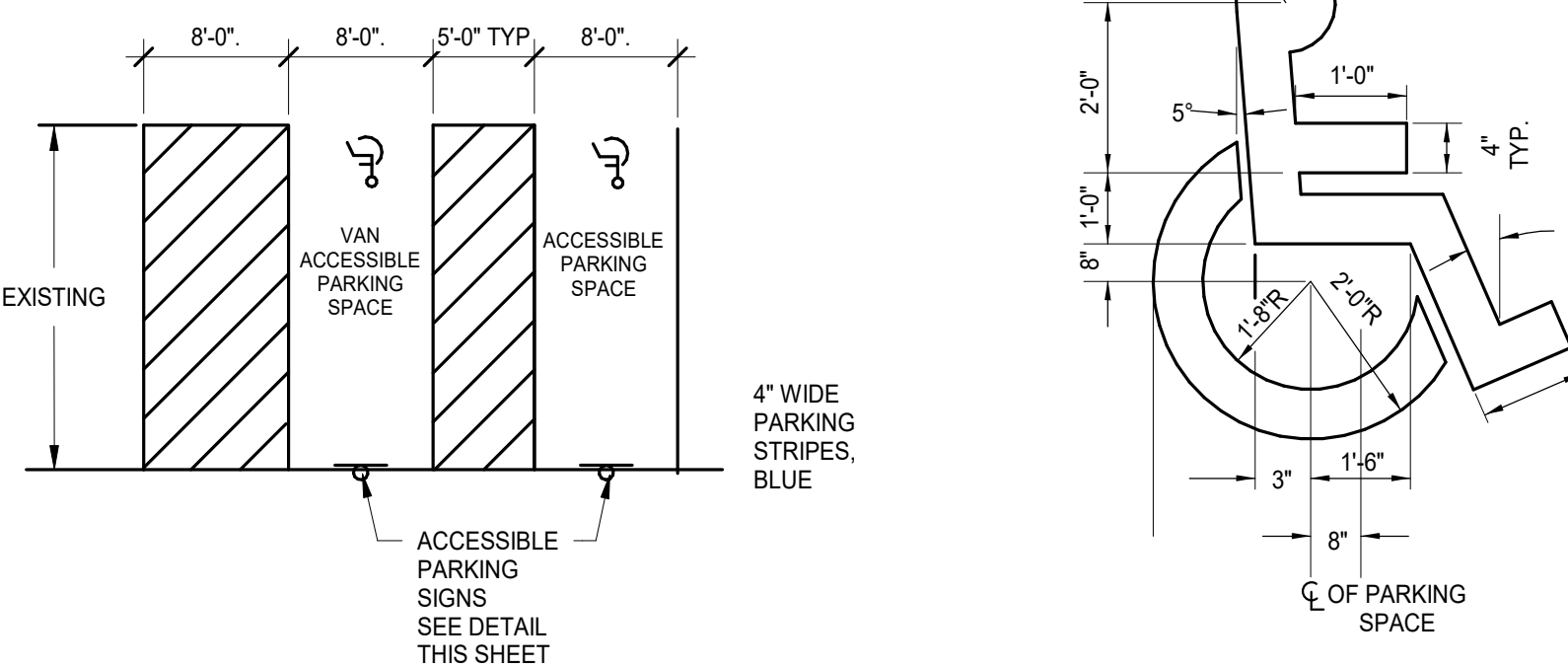
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1 SITE PLAN
SCALE : 1" = 30'-0"



8 ACCESSABLE PARK SIGN DETAIL
SCALE : 12" = 1'-0"

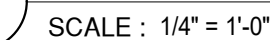
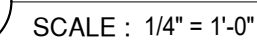
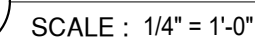
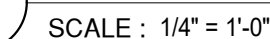
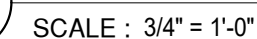
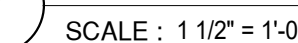


7 STD & ACCESSIBLE PARKING SPACES
SCALE : 12" = 1'-0"

MI ARCHITECTURE
FIRM LICENSE # NLP000605

A011

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION



WALL LEGEND

WALL MATERIAL - SEE BELOW

WALL SIZE - SEE BELOW

WALL TYPE - 0, 1, 2, 3 ETC.

WALL INFORMATION

M60

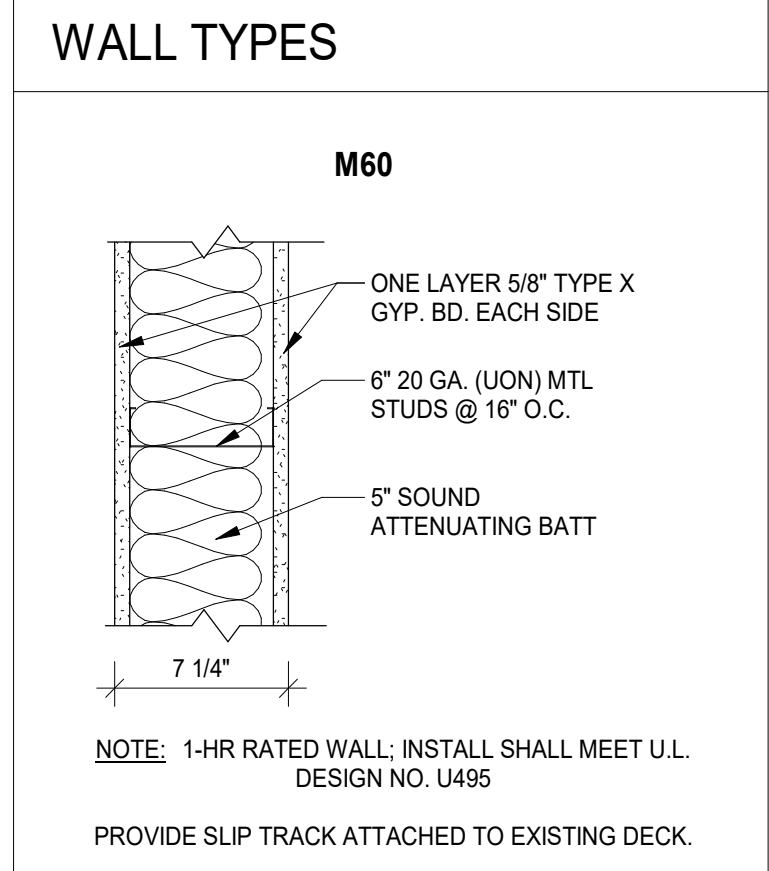
1

WALL MATERIAL	WALL SIZES
M = METAL STUD	1 = 1-5/8" METAL STUDS @ 16" O.C. 2 = 2-1/2" METAL STUDS @ 16" O.C. 3 = 3-5/8" METAL STUDS @ 16" O.C. 6 = 6" METAL STUDS @ 16" O.C.

WALL INFORMATION

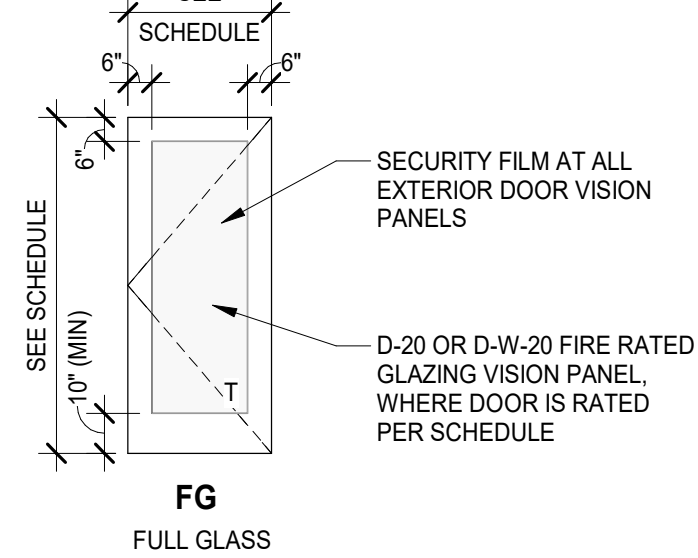
1 = WALL HEIGHT STUD FRAMING AND GYP BOARD FINISH TO DECK ABOVE

2 = SOUND ATTENUATION CAVITY BATT INSULATION FULL HEIGHT, FLOOR TO DECK

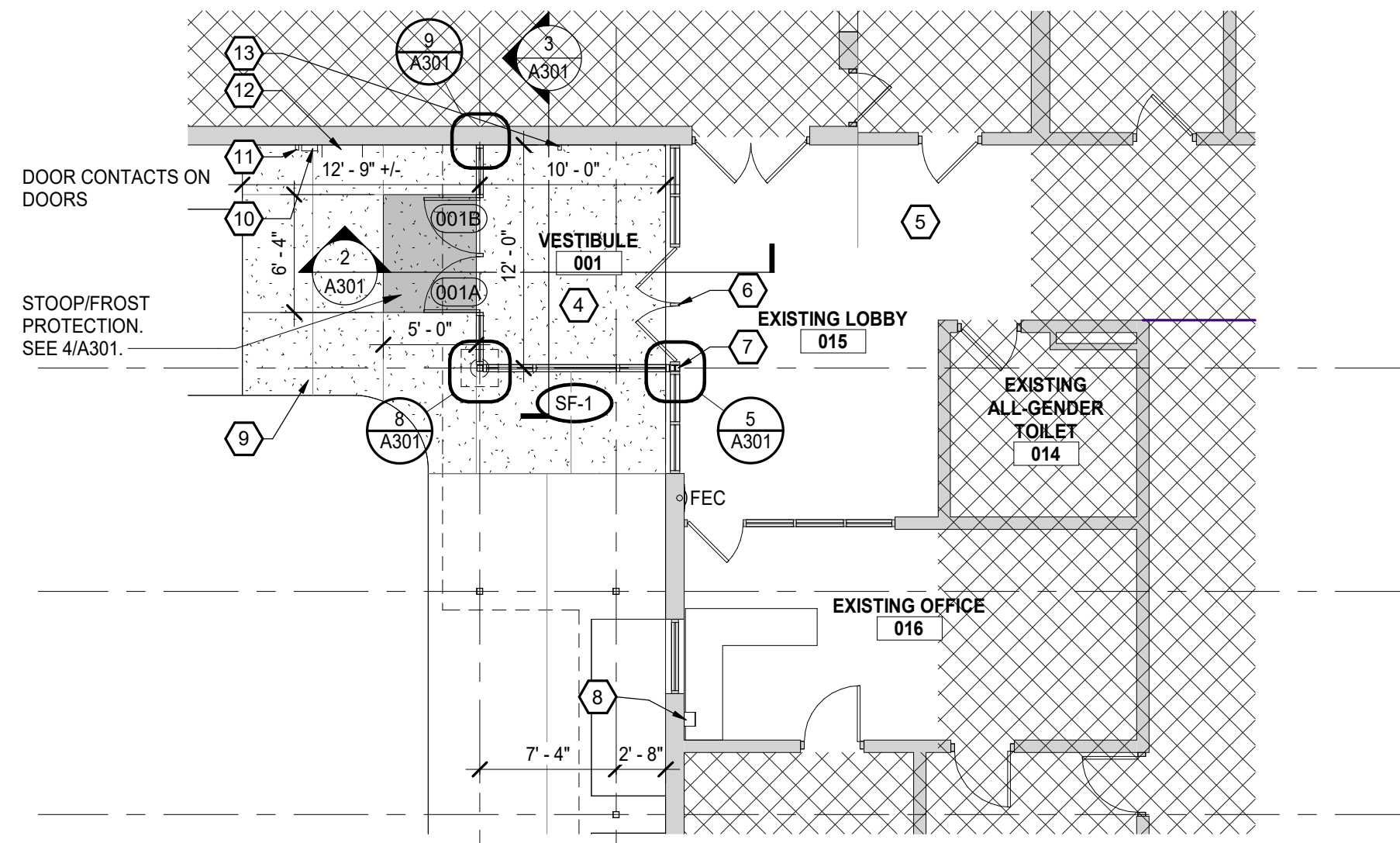


- ## GENERAL NOTES
- A. REFER TO A002 FOR WALL TYPES, DETAILS, AND ADDITIONAL INFORMATION.
 - B. REFER TO A120 SERIES DRAWINGS FOR REFLECTED CEILING PLANS AND DETAILS.
 - C. REFER TO A140 SERIES DRAWINGS FOR FINISH PLANS, SCHEDULES, AND DETAILS.
 - D. REFER TO A160 SERIES DRAWINGS FOR FURNITURE AND EQUIPMENT PLANS AND SCHEDULES.
 - E. REFER TO A600 SERIES DRAWINGS FOR DOOR SCHEDULE, WINDOW SCHEDULE, DETAILS, AND BASIS OF DESIGN.
 - F. ALL DOORS TO BE LOCATED 4" FROM DRYWALL ADJACENT WALL UNLESS OTHERWISE NOTED.
 - G. ALIGN FACES OF MASONRY AND STUD WALLS INDICATED IN THE SAME PLANE ON PLANS, U.O.N.

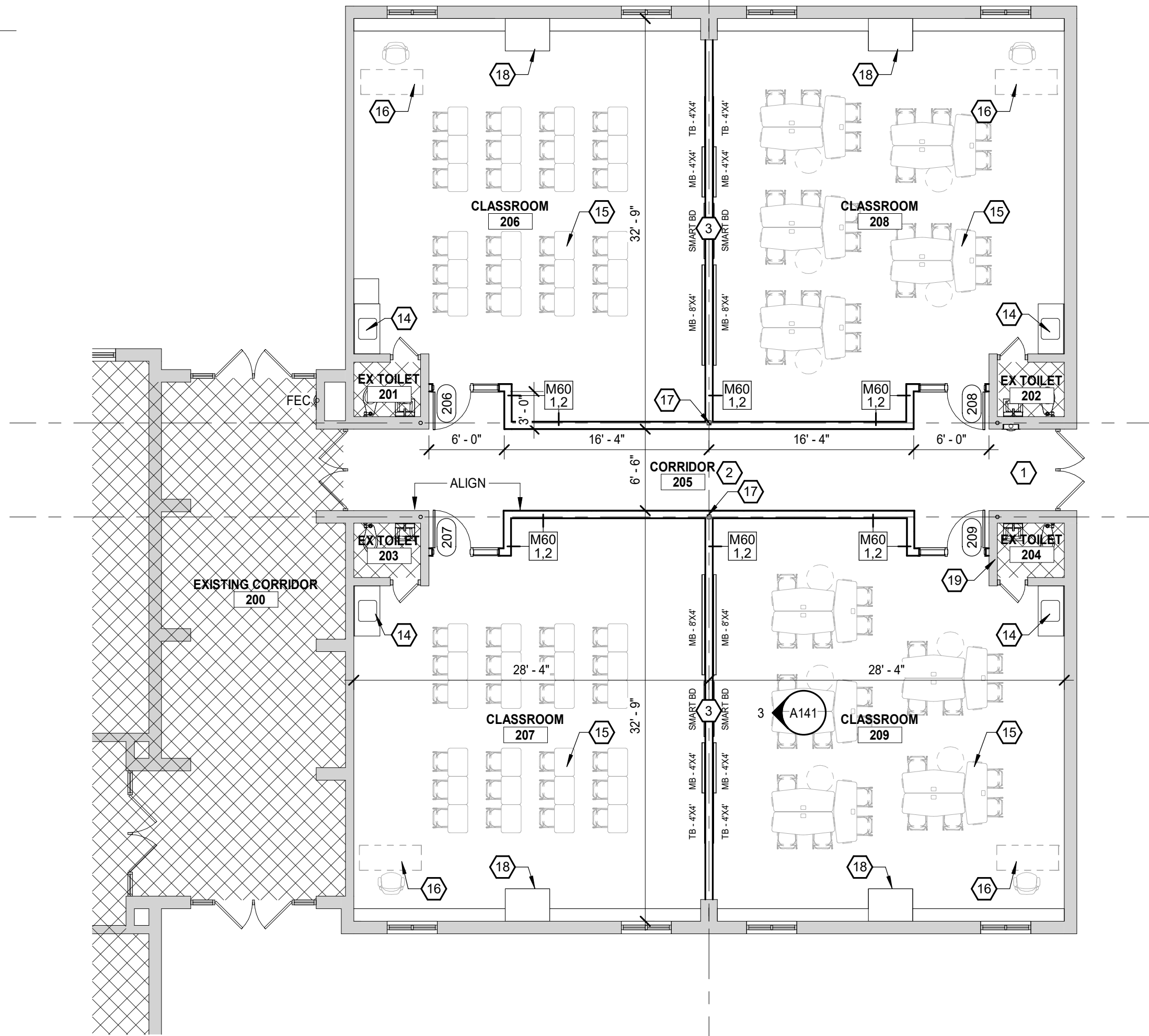
- 1 EXISTING MOTION SENSOR
- 2 ONE CAMERA, BOTH WAYS
- 3 SMART BOARD. SEE SPECIFICATIONS SHEET A003.
- 4 NEW CAMERA
- 5 EXISTING CAMERA
- 6 EXISTING CARD READER TO REMAIN ON EXISTING DOOR.
- 7 EXISTING PUSH BUTTON TO REMAIN.
- 8 CONTROL BOX, WALL MOUNT. WIRE MOLD DOWN FROM CEILING
- 9 NEW CONCRETE SLAB.
- 10 ADA PUSH BUTTON DOOR OPENER
- 11 CARD READER
- 12 RELOCATE INTERCOM SYSTEM
- 13 RELOCATED PUSH BUTTON
- 14 EXISTING COUNTER AND SINK TO REMAIN.
- 15 FURNITURE BY OWNER. SHOWN FOR REFERENCE ONLY.
- 16 TEACHERS STATION. REFER TO ELECTRICAL & TECHNOLOGY
DRAWINGS FOR POWER & DATA.
- 17 EXISTING COLUMN TO BE BURIED IN NEW METAL STUD WALL.
- 18 EXISTING MECHANICAL UNIT TO REMAIN.
- 19 ATTACH FRAME TO EXISTING MASONRY, TYP.



3 TYP HM DOOR DETAILS
SCALE : 1 1/2" = 1'-0"



1 FIRST FLOOR - CLASSROOM PLAN

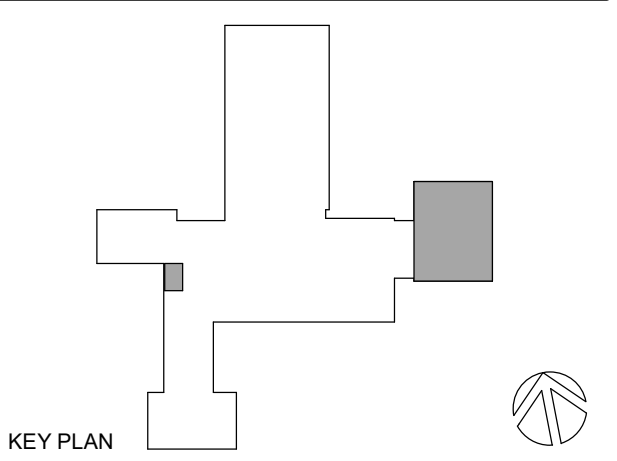


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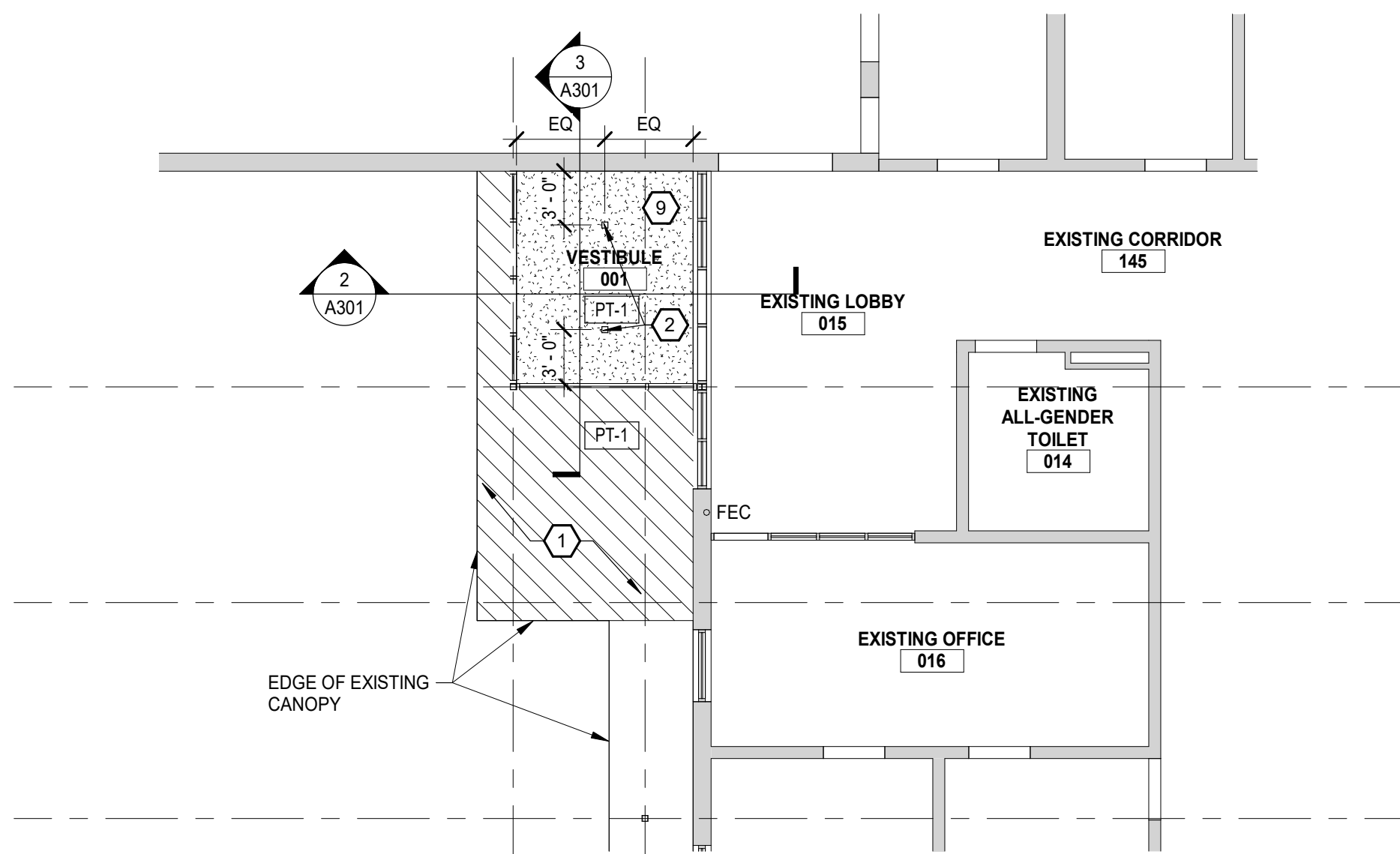
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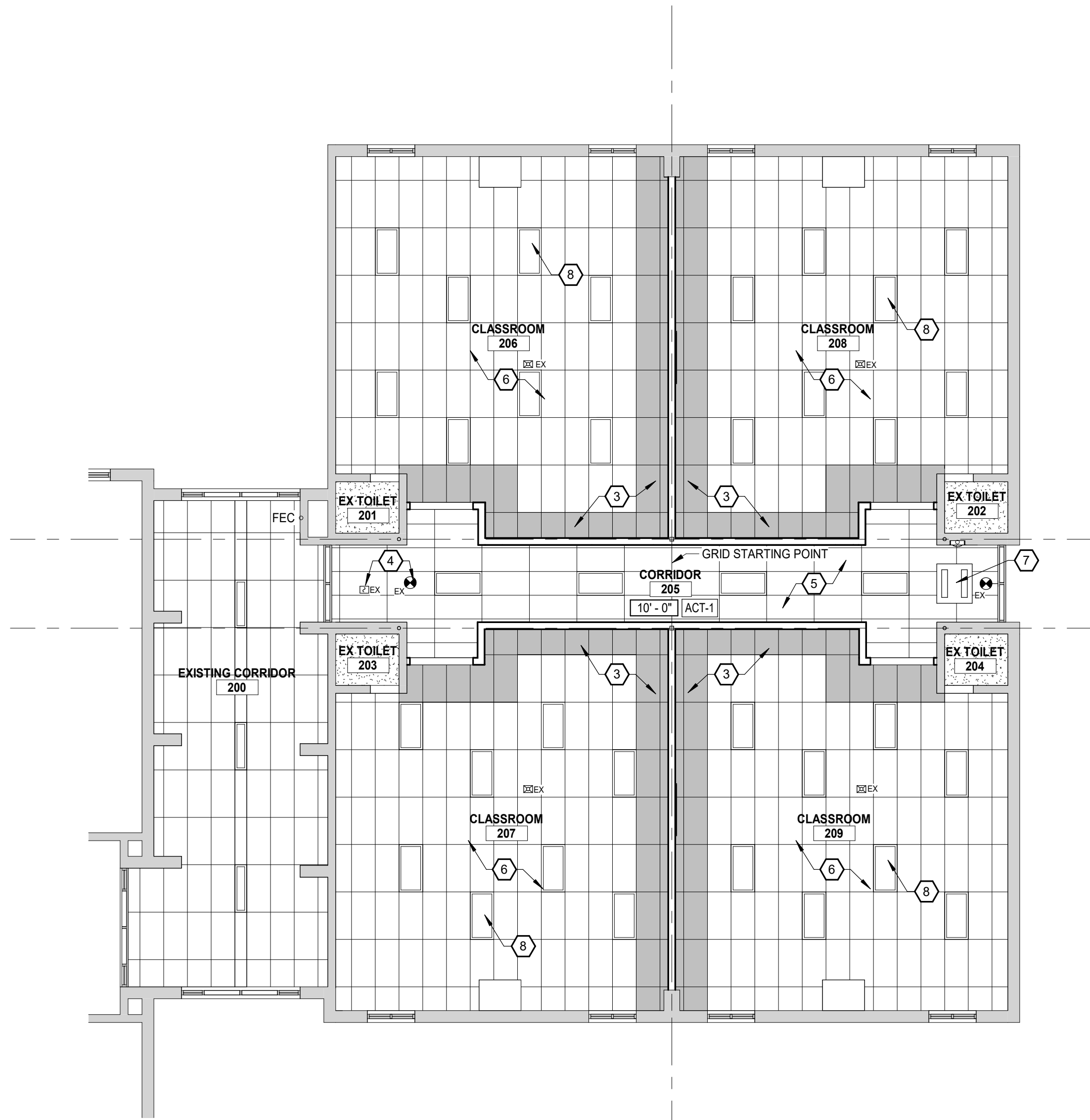
PROJECT MANAGER:	DISCIPLINE LEAD:
B. HUYLER	C. NORRIS
DESIGNER:	REVIEWER:
C. NORRIS	B. HUYLER
DATE ISSUED:	PROJECT NUMBER:
11/14/2025	25013568A
SHEET NAME:	

FLOOR PLANS

DRAWING NUMBER: A101



2 FIRST FLOOR REFLECTED CEILING PLAN
SCALE : 1/8" = 1'-0"



1 FIRST FLOOR REFLECTED CEILING PLAN
SCALE : 1/8" = 1'-0"

GENERAL NOTES

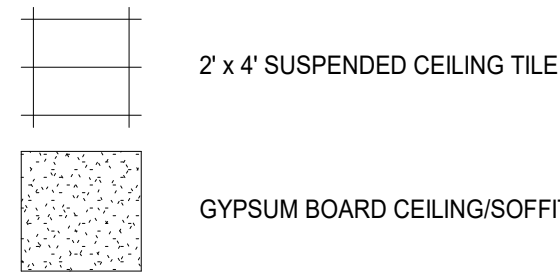
- REFER TO A002 FOR WALL TYPES, DETAILS, AND ADDITIONAL INFORMATION.
- REFER TO A120 SERIES DRAWINGS FOR REFLECTED CEILING PLANS AND DETAILS.
- REFER TO A140 SERIES DRAWINGS FOR FINISH PLANS, SCHEDULES, AND DETAILS.
- REFER TO A160 SERIES DRAWINGS FOR FURNITURE AND EQUIPMENT PLANS AND SCHEDULES.
- REFER TO A600 SERIES DRAWINGS FOR DOOR SCHEDULE, WINDOW SCHEDULE, DETAILS, AND BASIS OF DESIGN.
- ALL DOORS TO BE LOCATED 4" FROM DRYWALL ADJACENT WALL UNLESS OTHERWISE NOTED.
- ALIGN FACES OF MASONRY AND STUD WALLS INDICATED IN THE SAME PLANE ON PLANS, U.O.N.

KEYNOTES ①

- HATCHED AREA TO RECEIEVE NEW PAINT ON EXISTING CEMENT PLASTER. COLOR TO MATCH EXISTING.
- NEW RECESSED LIGHT FIXTURE REFER TO ELECTRICAL DRAWINGS.
- PATCH EXISTING CEILING SYSTEM AND GRID TO MATCH EXISTING AS REQUIRED.
- REINSTALL EXISTING DEVICES INTO NEW CEILING.TYP.
- NEW CEILING AND GRID SYSTEM. REINSTALL ALL DEVICES AND RELOCATED EXISTING LIGHTING.
- EXISTING CEILING GRID AND TILE WITH RELOCATED LIGHTING IN CLASSROOMS. REPLACE TILE AS REQUIRED FOR RELOCATING OF LIGHTING. INFILL WITH GRID AND TILE AS REQUIRED FOR NEW WALL (INDICATED IN GRAY).
- EXISTING CABINET HEATER TO REMAIN. PAINT WHITE.
- NRE FIXTURE LAYOUT IN EXISTING GRID AND TILE. INSTALL NEW TIELS WHERE LIGHTS ARE SWAPPED OUT AND RELOCATED.TYP. REFER TO ELECTRICAL DRAWINGS.
- NEW GYP BD CEILING.

CEILING LEGEND

NOTE: SEE OTHER DISCIPLINE DRAWINGS (E.G. MECHANICAL, PLUMBING AND ELECTRICAL DRAWINGS) FOR ASSOCIATED SYSTEMS AND INFORMATION ABOUT SYMBOLS NOT INDICATED IN THIS LEGEND.

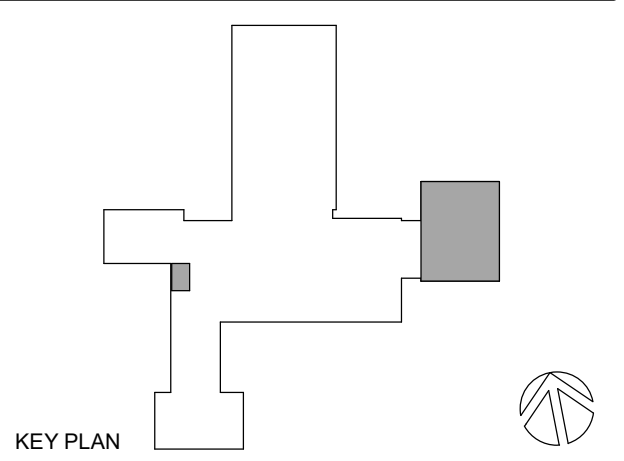


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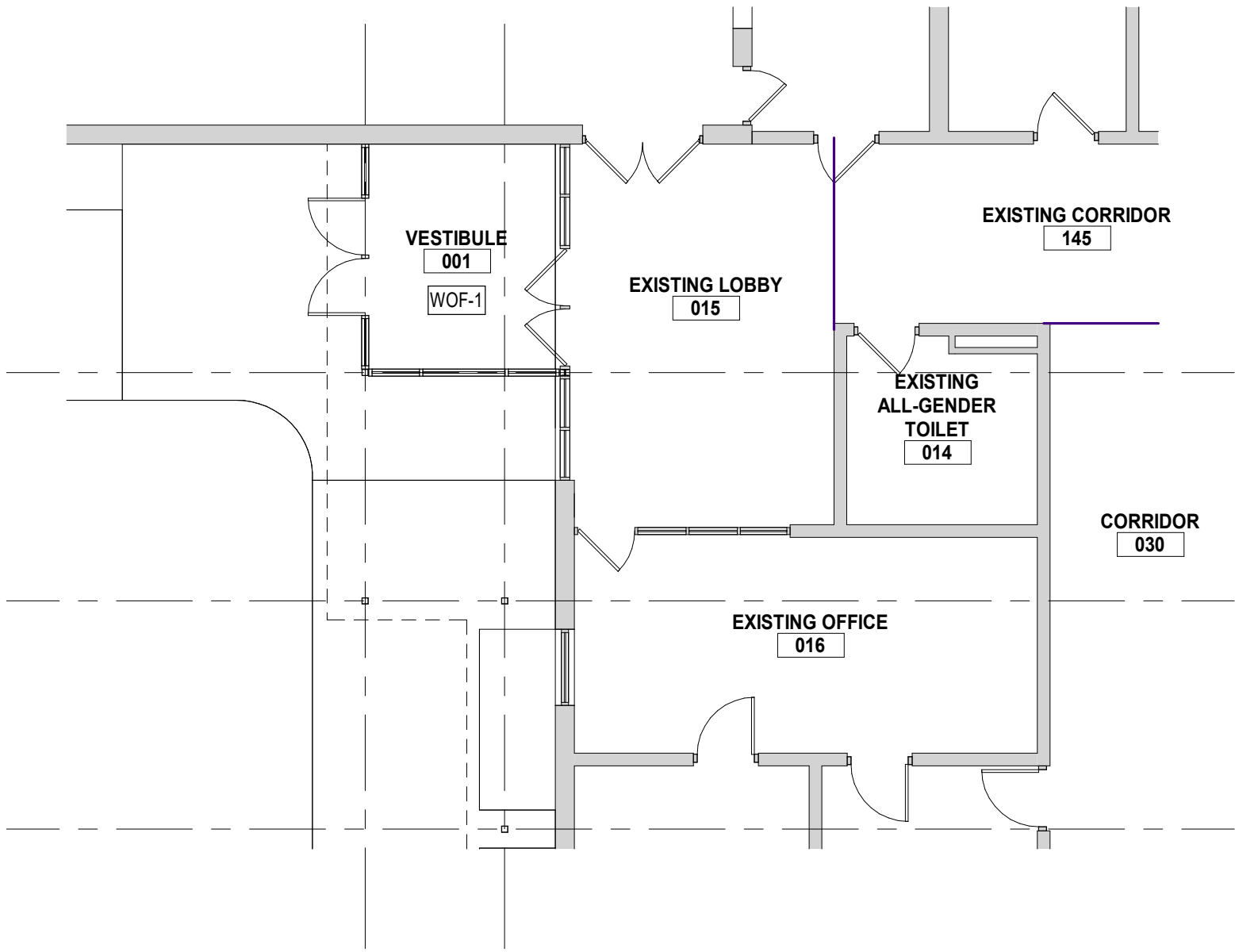
CEILING PLANS

DRAWING NUMBER:

A121

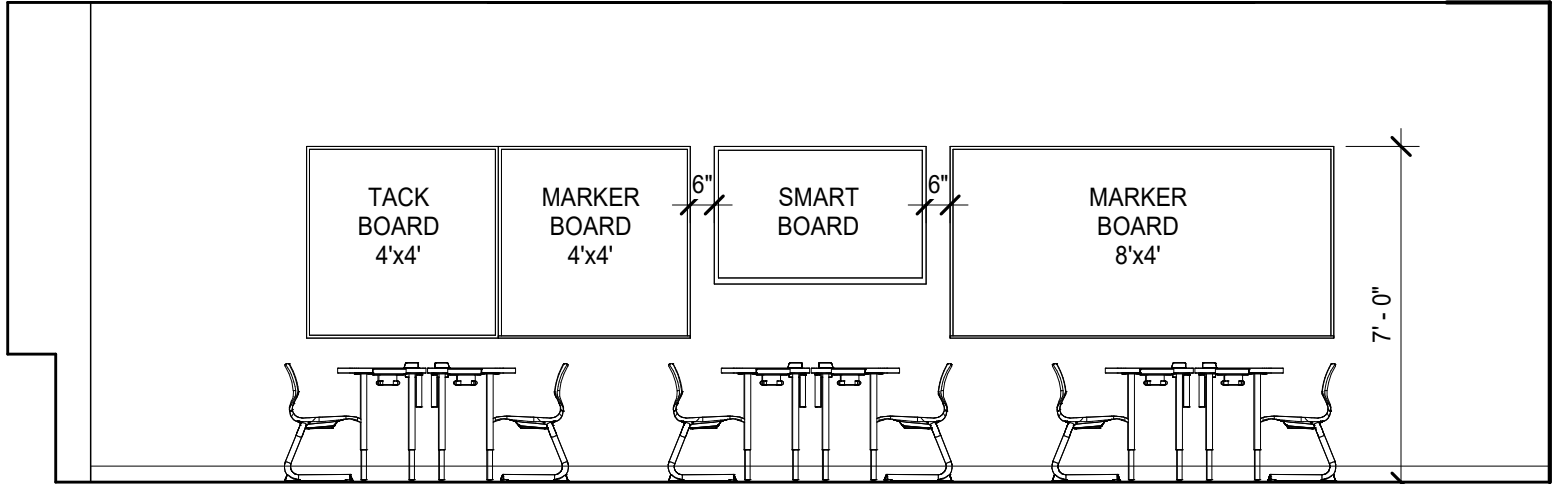
NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

BASIS OF DESIGN	
09 51 13 ACOUSTIC PANEL CEILINGS	
ACT-1 MATCH EXISTING OR	
MANUFACTURER:	ARMSTRONG
STYLE:	SCHOOL ZONE FINE FISSURED SQUARE LAY-IN
SIZE:	24" X 24"
COLOR:	WHITE
GRID:	15/16" PRELUDE - WHITE
PERIMETER TRIM:	AXIOM TRIM - WHITE
09 65 13 RESILIENT BASE AND ACCESSORIES	
RB-1 SIZE: 4" COVE COLOR: MATCH EXISTING	
09 68 13 TILE CARPETING	
WOF-1 MANUFACTURER: MILLIKEN STYLE: OBEX TILE CUT / GRAIN COLOR: GREY GRC235-27 SIZE: 9.84" X 39.37" INSTALL: ASHLAR	
CPT-1 MATCH EXISTING	
09 91 23 INTERIOR PAINTING	
PT-1 MANUFACTURER: SHERWIN WILLIAMS COLOR: MATCH EXISTING SOFIT COLOR FINISH: MATCH EXISTING LOCATION: GYP. CEILING/ EXISTING CEMENT PLASTER	
PT-2 MANUFACTURER: SHERWIN WILLIAMS COLOR: MATCH EXISTING FINISH: SEMI-GLOSS LOCATION: CORRIDOR	
PT-3 MANUFACTURER: SHERWIN WILLIAMS COLOR: MATCH EXISTING FINISH: EGGSHELL LOCATION: CLASSROOM COLOR	
10 26 00 WALL AND DOOR PROTECTION	
CG-1 MANUFACTURER: SURFACE MOUNT CORNER GUARD; COLLECTION: FULL HEIGHT 8"H, 2" WING, 90 DEGREE STYLE: INPRO COLOR: 2" LEG, 160BN BLUNOSE HIGH IMPACT LOCATION: TBD FROM STANDARD COLORS REFER TO FINISH PLAN	

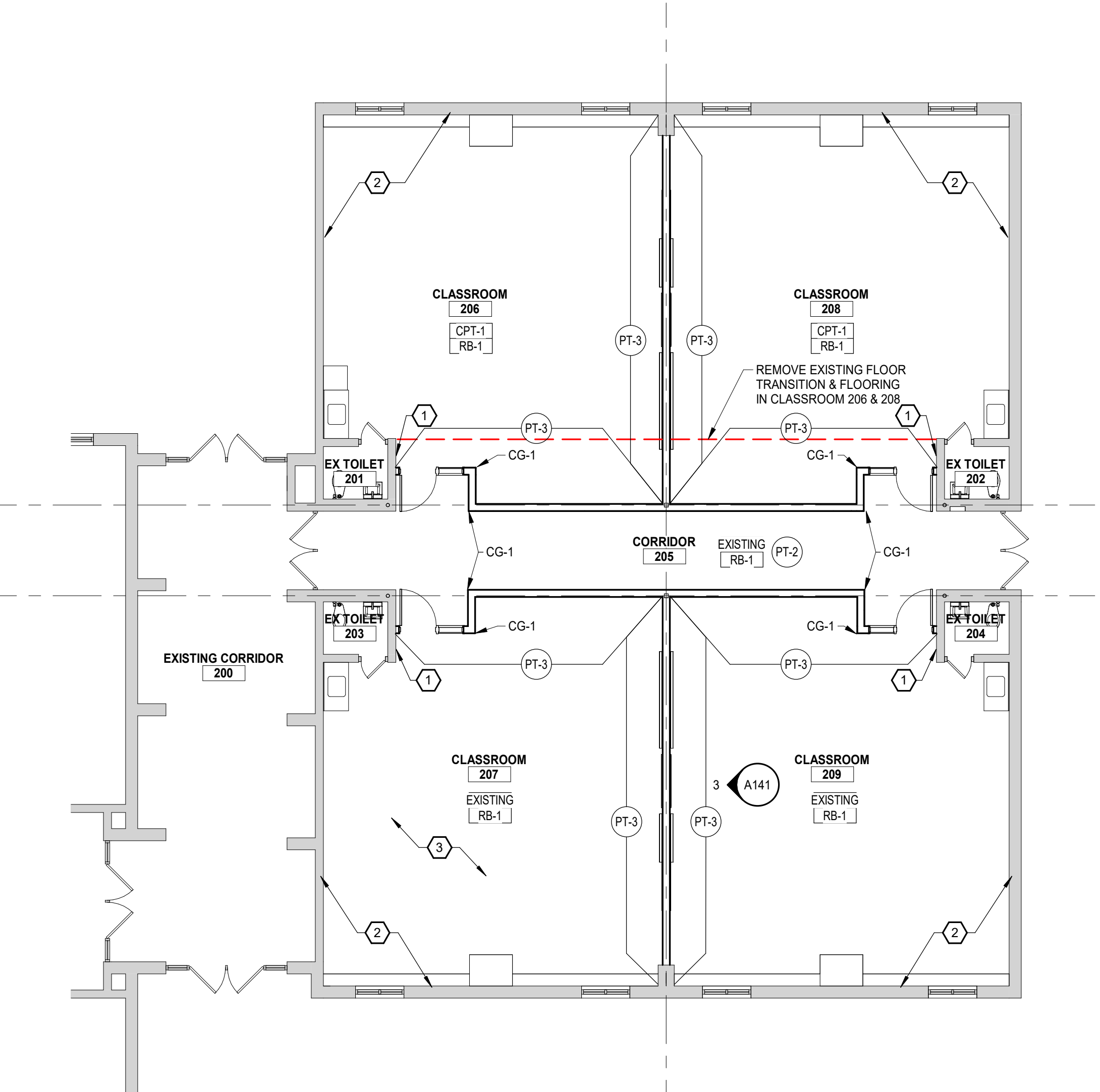


2 FIRST FLOOR VESTIBULE FFE PLAN
SCALE : 1/8" = 1'-0"

ROOM FINISH SCHEDULE									
ROOM		FLOOR	BASE	WALL FINISH				CEILING FINISH	REMARKS
NUMBER	NAME			NORTH	EAST	SOUTH	WEST		
FIRST FLOOR									
001	VESTIBULE	WOF-1	--	EXISTING	EXISTING	STOREFRONT	STOREFRONT	PT-1	
205	CORRIDOR	EXISTING	RB-1	PT-2	PT-2	PT-2	PT-2	ACT-1	
206	CLASSROOM	CPT-1	RB-1	EXISTING	PT-3	PT-3	EXISTING	EXISTING	
207	CLASSROOM	EXISTING	RB-1	PT-3	PT-3	EXISTING	EXISTING	EXISTING	
208	CLASSROOM	CPT-1	RB-1	EXISTING	EXISTING	PT-3	PT-3	EXISTING	
209	CLASSROOM	EXISTING	RB-1	PT-3	EXISTING	EXISTING	PT-3	EXISTING	



3 TYP CLASSROOM ELEVATION
SCALE : 1/4" = 1'-0"



1 FIRST FLOOR CLASSROOMS FFE PLAN
SCALE : 1/8" = 1'-0"

GENERAL NOTES

- COMPLY WITH MANUFACTURER'S RECOMMENDATIONS FOR PREPARING AND INSTALLING FINISHES.
- PROTECT ADJACENT WORK BY SUITABLY COVERING DURING WORK.
- REMOVE ADHESIVE OR PAINT SPOTS FROM FINISHED FLOORS, WALLS, GLASS OR OTHER SURFACES. FINISHES TO MEET OR EXCEED CODE REQUIREMENTS.
- INSTALL MATERIALS USING MANUFACTURER'S APPROVED ADHESIVES AND METHODS, U.O.N.
- FILL MINOR DRYWALL IRREGULARITIES WITH SPACKLING COMPOUND AND SAND TO A SMOOTH LEVEL SURFACE. EXERCISE CARE TO AVOID RAISING THE NAP OF PAPER.
- DO NOT PERFORM PAINTING AND OTHER FINISHING WORK UNDER CONDITIONS UNSUITABLE FOR EXECUTION OF PAINTING WORK. AIR SHALL BE FREE FROM DUST AND DIRT TO PREVENT LODGING OF FOREIGN MATTER IN FRESH PAINT. FLOORS MUST BE BROOM CLEAN BEFORE PAINTING IS STARTED.
- PAINT DESIGNATIONS INDICATE COLOR ONLY, REFER TO SPECIFICATION FOR FINISH TYPE.
- EDGES OF PAINT ADJOINING OTHER COLORS OR MATERIALS TO BE SHARP AND CLEAN WITHOUT OVERLAP.
- EXAMINE SURFACES TO RECEIVE PAINT CAREFULLY FOR DEFECTS. DO NOT PROCEED WITH WORK UNTIL DEFECTS ARE CORRECTED.
- WHENEVER NECESSARY TO OBTAIN REQUIRED RESULTS, REFINISH AN ENTIRE WALL RATHER THAN SPOT FINISHING WHERE A PORTION OF THE FINISH HAS BEEN DAMAGED OR IS UNSATISFACTORY.
- PREPARE FLOOR SURFACES INCLUDING, BUT NOT LIMITED TO, THE FOLLOWING:
 - PREPARE/PROPERLY REPAIR AND PATCH SUBFLOORS TO A SMOOTH AND LEVEL FINISH.
 - FLASH PATCH AS REQUIRED, READY TO RECEIVE NEW FINISH.
- PROVIDE SELF LEVELING TROWELABLE UNDERLAYMENT WHERE REQUIRED TO OBTAIN FINISH MANUFACTURER'S REQUIRED SUBFLOOR CONDITION.
- FOLLOW THE CARPET AND RUG INSTITUTE METHODS OF INSTALLATION.
- INSTALL TILE PER THE TILE COUNCIL OF NORTH AMERICA'S INSTALLATION SPECIFICATIONS.
- PROVIDE THE REQUIRED TRANSITIONS BASED ON TYPES IDENTIFIED ON DRAWINGS AT EACH FINISH TRANSITION LOCATION.
- CENTER FLOOR MATERIAL TRANSITIONS ON DOOR ABOVE.
- FINISHED FLOORS EXTEND INTO TOE SPACES, CLOSETS, DOOR REVEALS AND SIMILAR OPENINGS.
- REFER TO REFLECTED CEILING PLANS FOR CEILING FINISHES.
- REFER TO ELEVATIONS FOR MILLWORK FINISHES.

KEYNOTES

- PAINT EXISTING WALL AND NEW WIRE MOLD FOR RELOCATED THERMOSTAT TO MATCH EXISTING.
- EXISTING WALLS TO REMAIN AS IS.
- PATCH CARPET TILE AS REQUIRED AFTER REMOVAL OF POWER POLES.

FINISH HATCH LEGEND

- | | |
|--|-------------|
| | HATCH ONE |
| | HATCH TWO |
| | HATCH THREE |

FINISH SYMBOL LEGEND

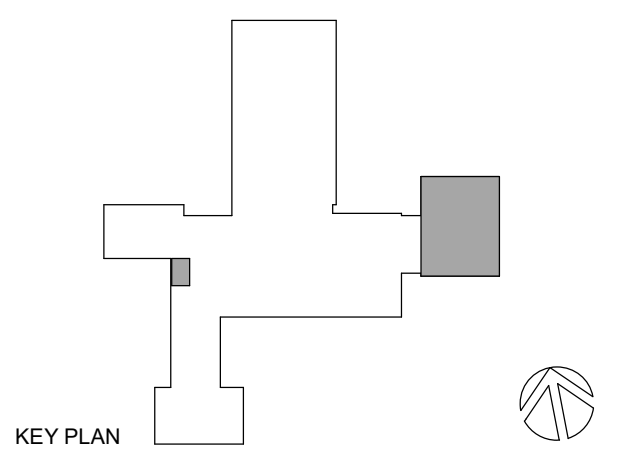
- | | |
|--|---------------------------------|
| | FLOOR FINISH |
| | WALL BASE FINISH |
| | FLOOR FINISH ONLY |
| | GENERAL WALL FINISH |
| | ACCENT WALL FINISH - TO EXTENTS |
| | WALL FINISH ABOVE WAINSCOT |
| | WAINSCOT FINISH |
| | WINDOW TREATMENT |
| | SIGNAGE TAG |

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REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS



LANSING SCHOOL
DISTRICT

AVERILL ELEMENTARY
RENOVATION SO-1847

3201 AVERILL DR
LANSING, MI 48911

MI ARCHITECTURE
FIRM LICENSE # NLP000605

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PROJECT MANAGER:	DISCIPLINE LEAD:
B. HUYLER	C. NORRIS
DESIGNER:	REVIEWER:
C. NORRIS	B. HUYLER
DATE ISSUED:	PROJECT NUMBER:
11/14/2025	25013568A
SHEET NAME:	

FINISH PLANS

DRAWING NUMBER:

A141

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS

KEY PLAN

LANSING SCHOOL
DISTRICTAVERILL ELEMENTARY
RENOVATION SO-18473201 AVERILL DR
LANSING, MI 48911MI ARCHITECTURE
FIRM LICENSE # NLP000605

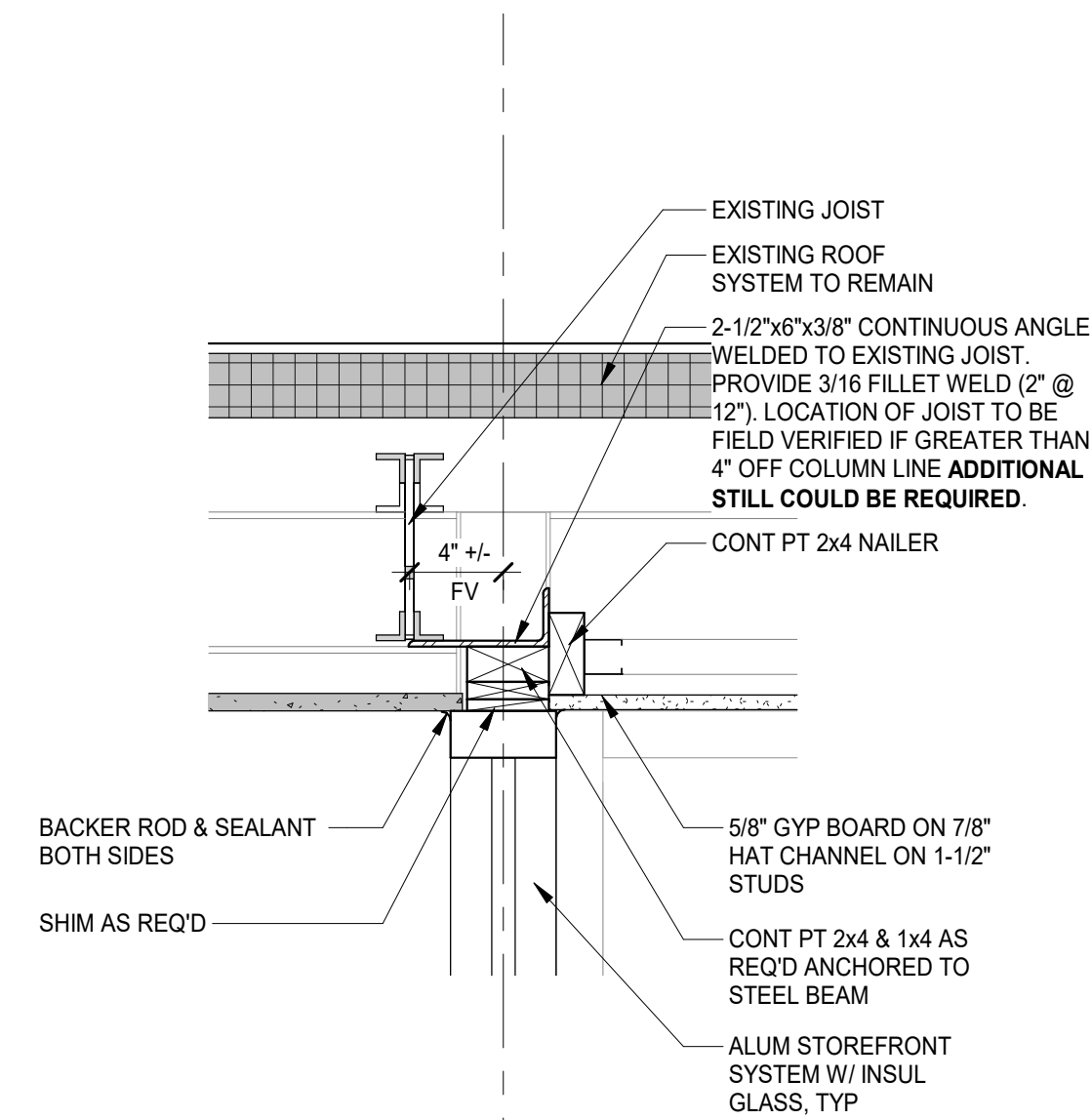
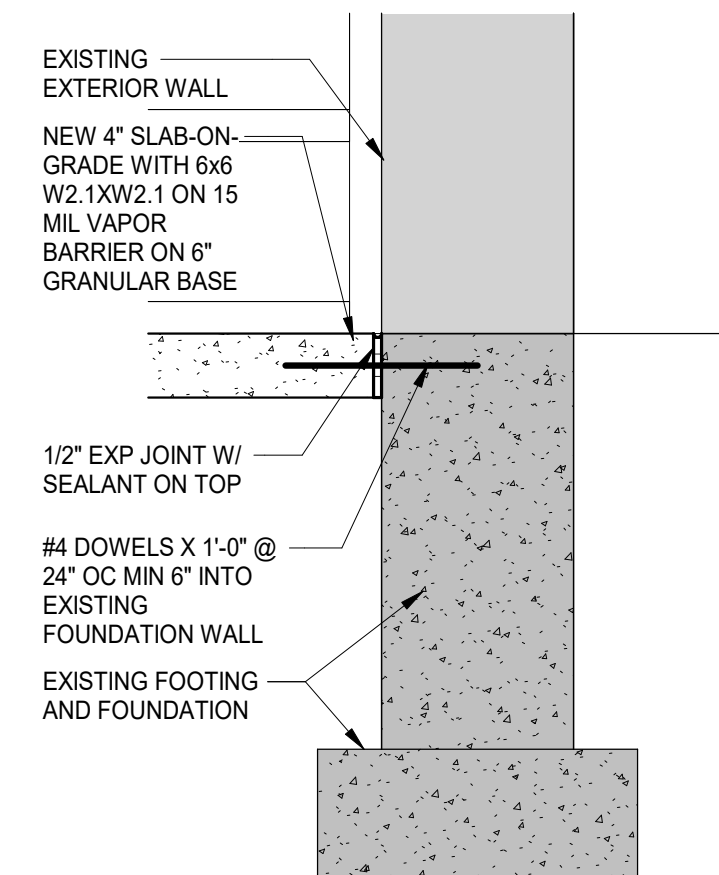
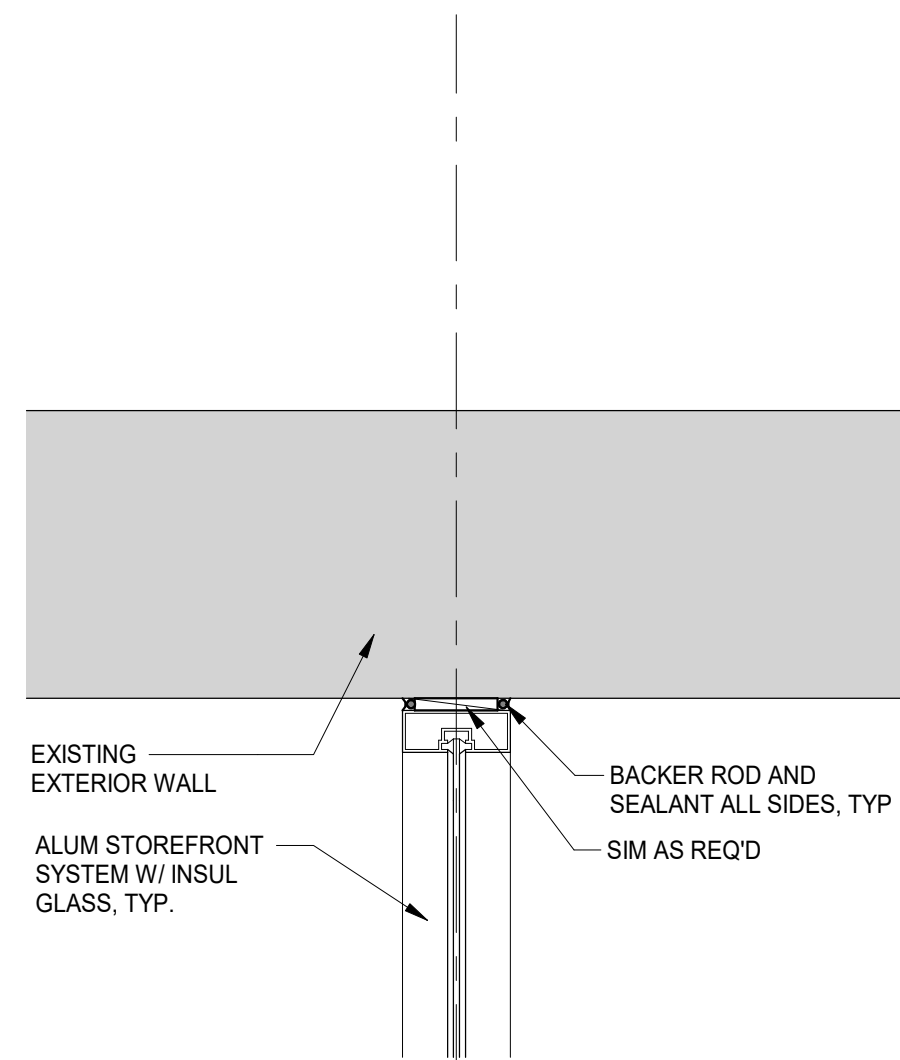
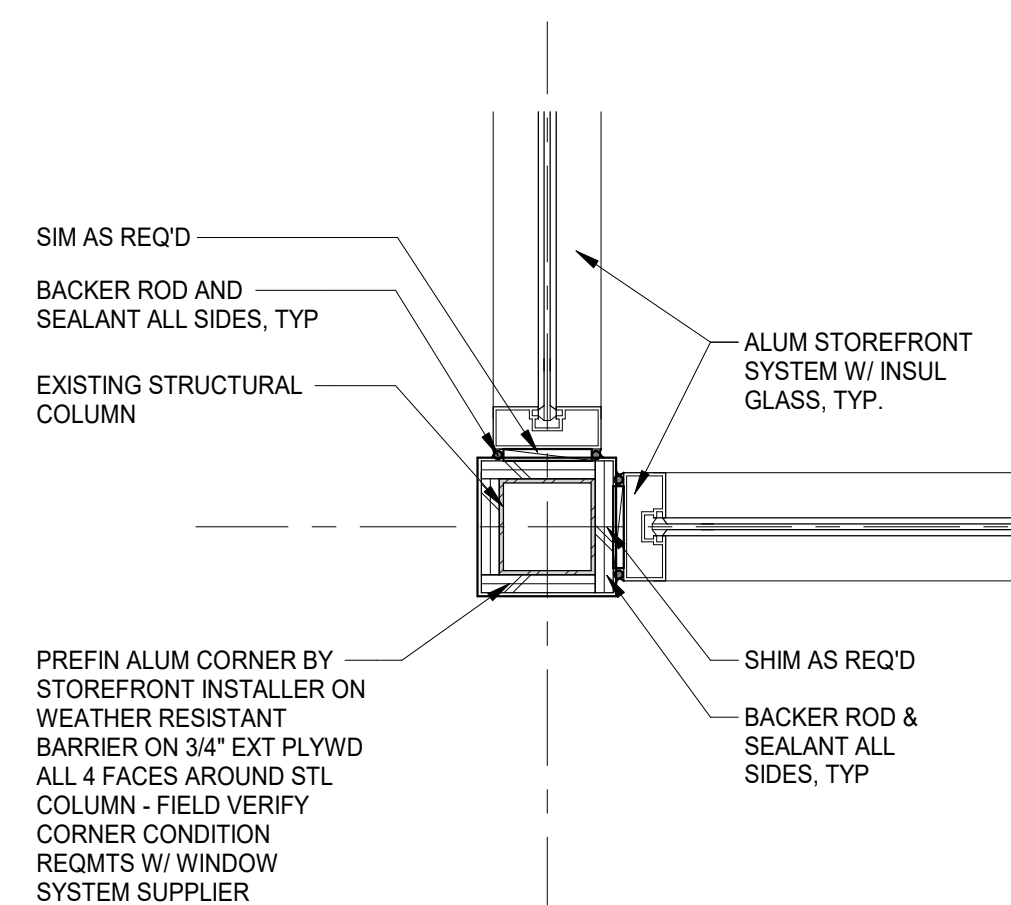
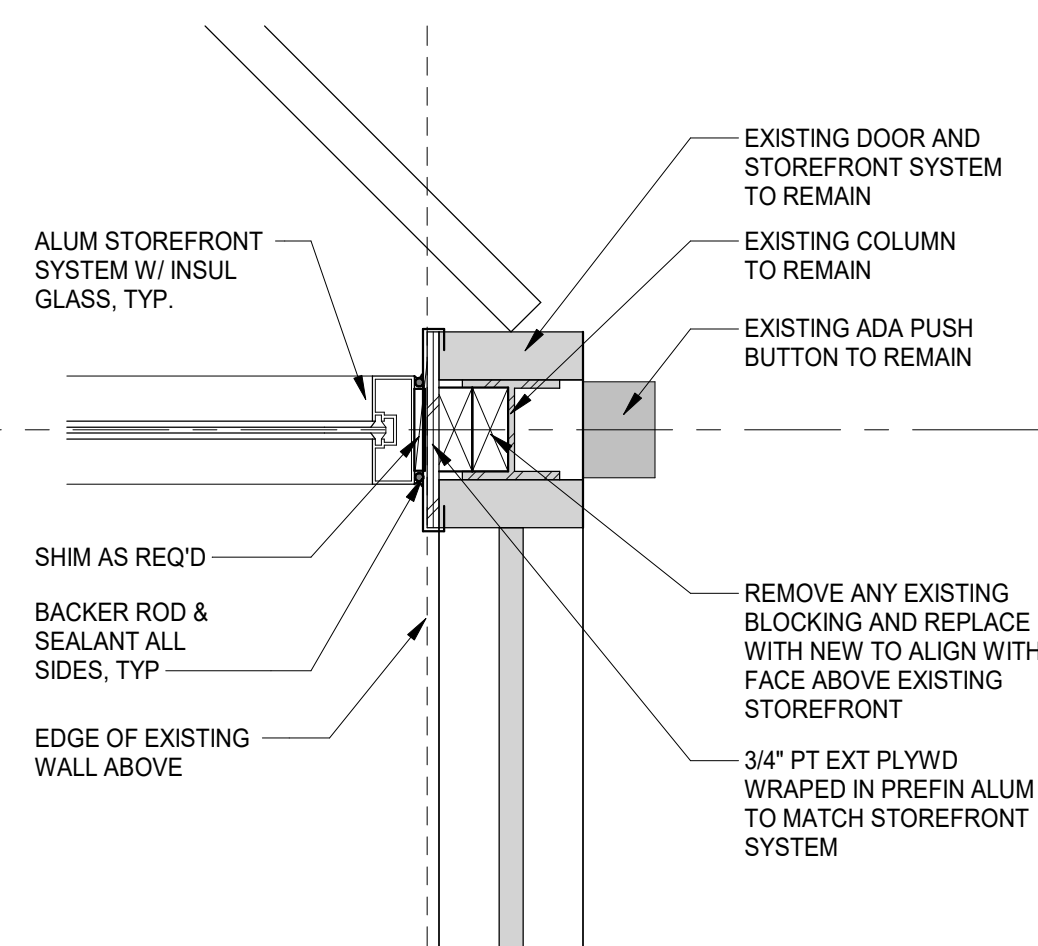
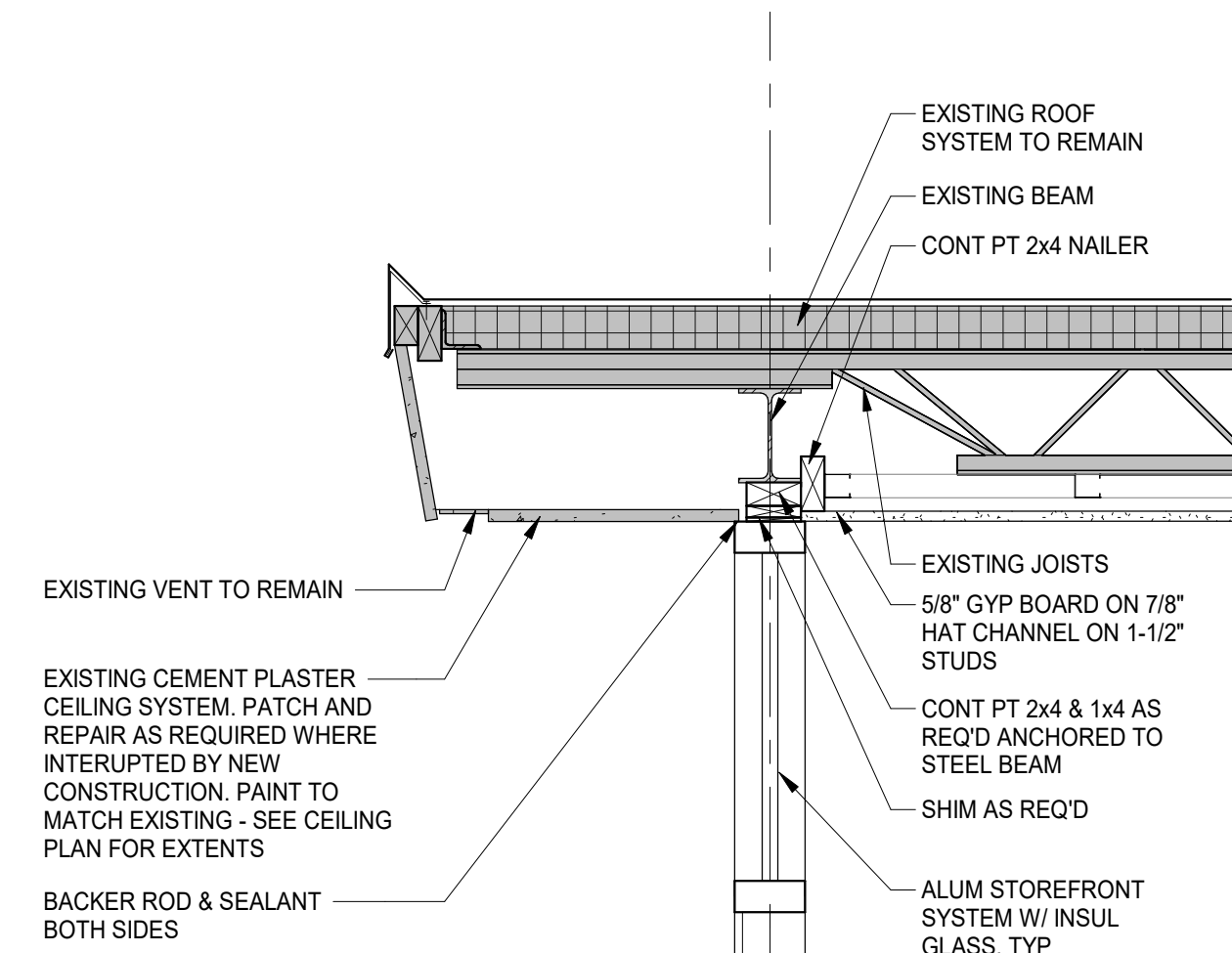
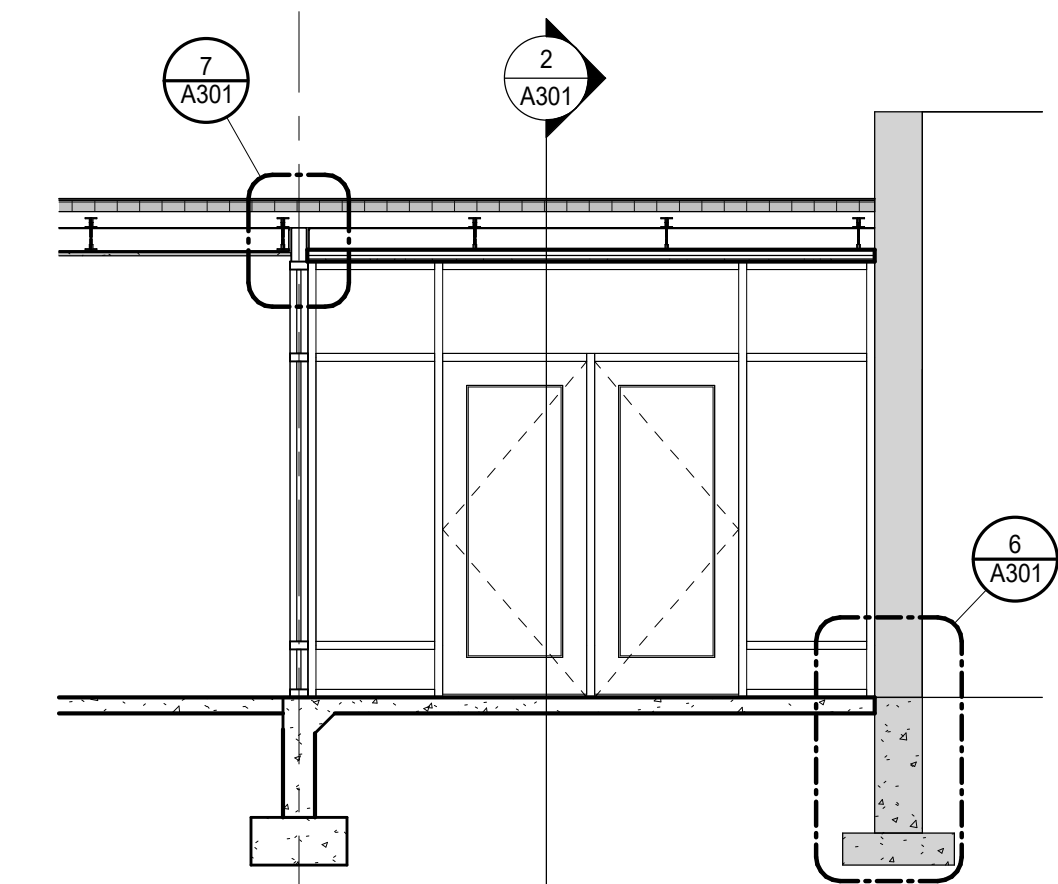
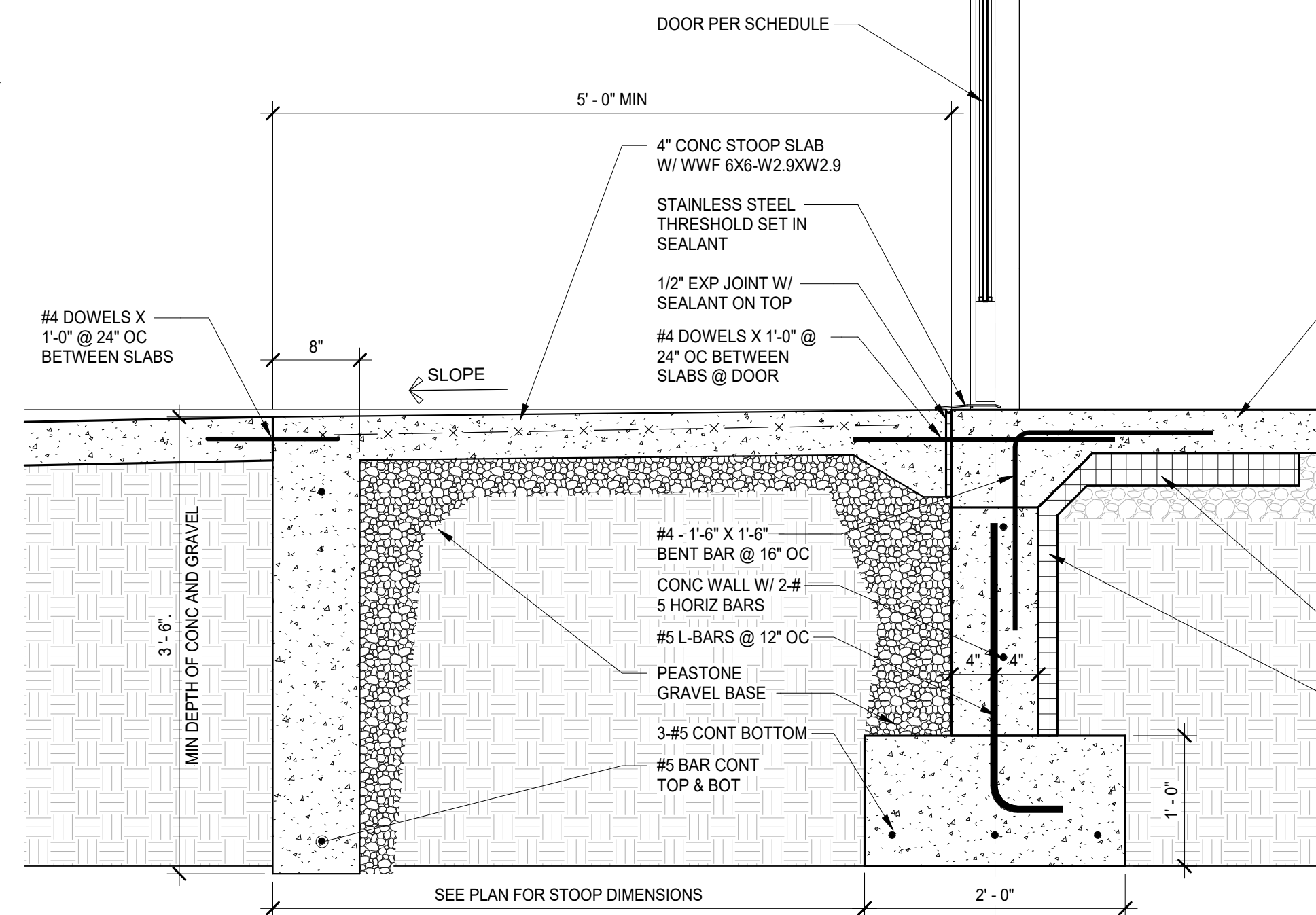
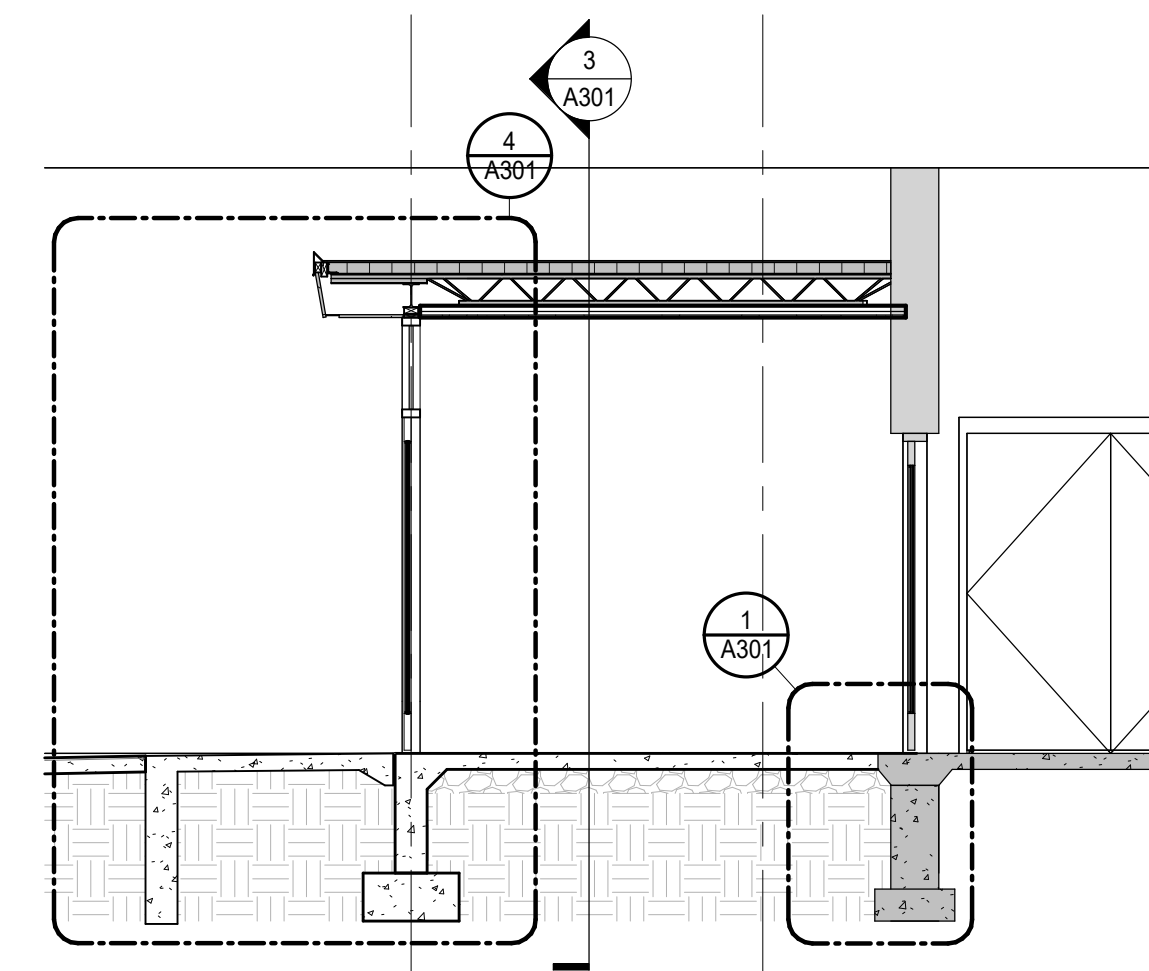
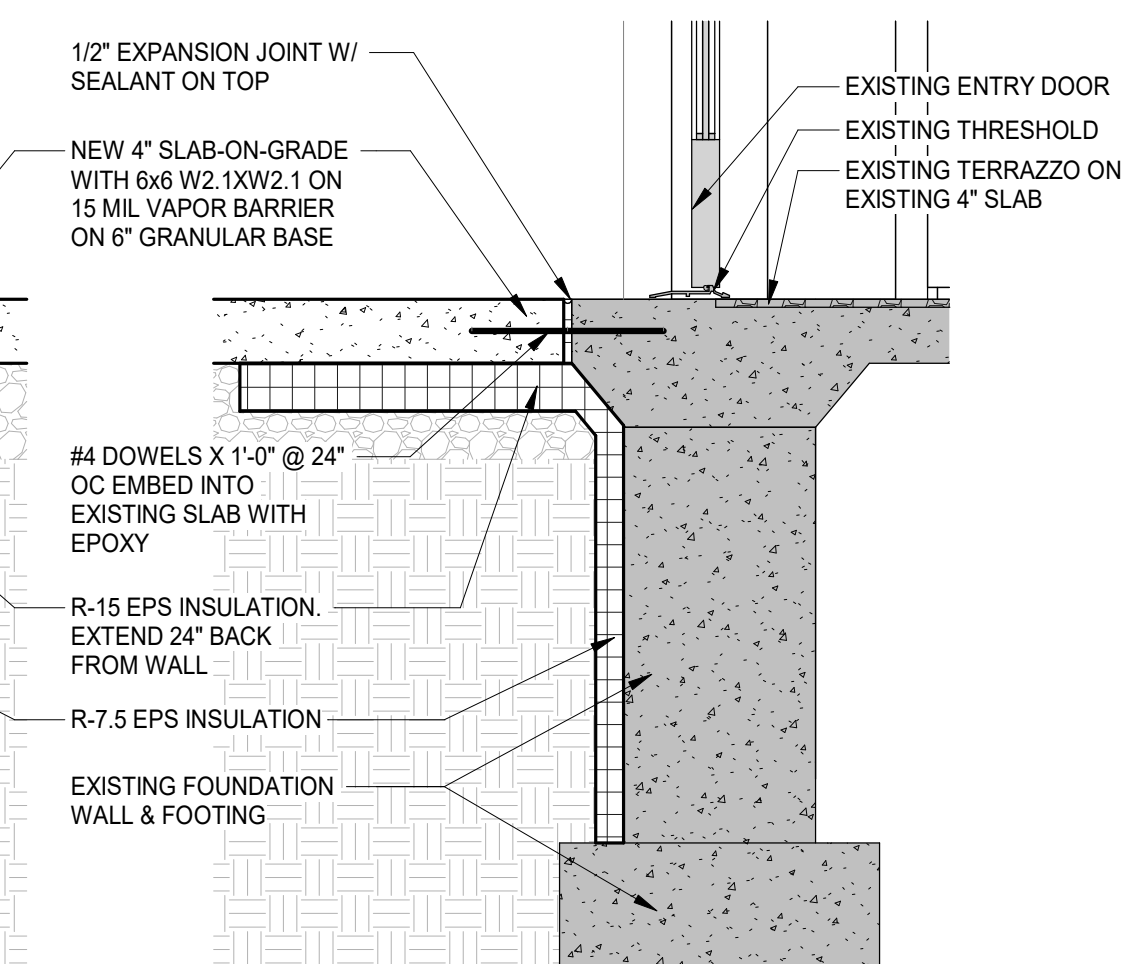
PROJECT MANAGER:	DISCIPLINE LEAD:
B. HUYLER	C. NORRIS
DESIGNER:	REVIEWER:
C. NORRIS	B. HUYLER
DATE ISSUED:	PROJECT NUMBER:
11/14/2025	25013568A
SHEET NAME:	

SECTIONS & DETAILS

DRAWING NUMBER:

A301

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

7 TOW VESTIBULE SECTION
SCALE : 1 1/2" = 1'-0"6 VESTIBULE SECTION @ EXISTING
SCALE : 1" = 1'-0"9 VESTIBULE PLAN DETAIL @ EX MASONRY WALL
SCALE : 1 1/2" = 1'-0"8 VESTIBULE PLAN DETAIL @ COLUMN
SCALE : 1 1/2" = 1'-0"5 VESTIBULE PLAN DETAIL @ EX STOREFRONT
SCALE : 1 1/2" = 1'-0"4 VESTIBULE WALL SECTION
SCALE : 1" = 1'-0"3 N/S SECTION @ VESTIBULE
SCALE : 1/4" = 1'-0"2 E/W SECTION @ VESTIBULE
SCALE : 1/4" = 1'-0"1 VESTIBULE THRESHOLD @ EXISTING
SCALE : 1" = 1'-0"

AIR SIDE SYMBOL LEGEND			
	SUPPLY, RETURN OR EXH. DUCT		THERMOSTAT
	LINED DUCTWORK		REVERSE ACTING THERMOSTAT
	WRAPPED DUCTWORK		SENSOR
	SUPPLY/OUTSIDE AIR DUCT UP		HUMIDISTAT
	SUPPLY/OUTSIDE AIR DUCT DN		CARBON MONOXIDE SENSOR
	RETURN/EXHAUST AIR DUCT UP		CARBON DIOXIDE SENSOR
	RETURN/EXHAUST AIR DUCT DOWN		STAT/SENSOR W/ VANDEL GUARD
	LAY-IN SUPPLY DIFFUSER		MOTORIZED CONTROL DAMPER
	SURFACE SUPPLY DIFFUSER		MANUAL CONTROL DAMPER
	RETURN OR EXHAUST GRILLE		VERTICAL FIRE DAMPER
	RETURN OR EXHAUST REGISTER		HORIZONTAL FIRE DAMPER
	SLOT DIFFUSER		VERTICAL SMOKE/FIRE DAMPER
	ROOF MOUNTED EXHAUST FAN		HORIZONTAL SMOKE/FIRE DAMPER
	INTAKE/RELIEF ROOF HOOD		AIRFLOW ARROW
	FLEXIBLE DUCT CONNECTION		TURNING VANES

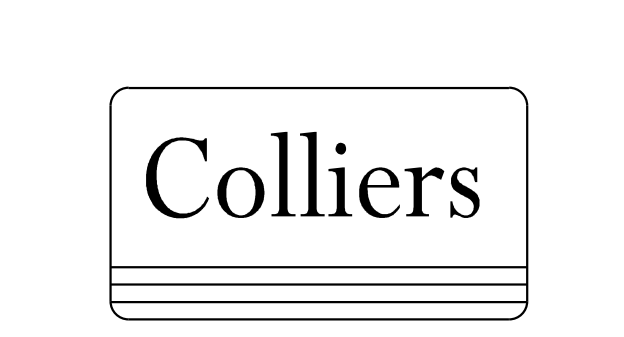
PIPING SYMBOL LEGEND			
	2-WAY CONTROL VALVE		INLINE PUMP (ARROW IS DIRECTION OF FLOW)
	3-WAY CONTROL VALVE		PIPE BREAK
	AIR VENT		PIPE ELBOW DOWN
	BALL VALVE		PIPE ELBOW UP
	CAPPED AND VALVE END		PIPE SLOPE (REFER TO PLANS FOR SLOPE)
	CHECK VALVE		PLUG VALVE
	CHILLED WATER SUPPLY		PRESSURE GAUGE
	CHILLED WATER RETURN		PRESSURE REDUCING VALVE
	CIRCUIT SETTER		RELIEF VALVE
	CONDENSATE		STEAM
	DIRECTION OF FLOW		STRAINER
	GAS		TEMPERATURE GAUGE
	GAS METER		THERMOMETER
	GATE VALVE		UNION
	HEAT PUMP SUPPLY		
	HEAT PUMP RETURN		
	HEATING HOT WATER SUPPLY		
	HEATING HOT WATER RETURN		

AIR SIDE SYSTEMS ABBREVIATIONS			
AC	AIR CONDITIONING	L	LOUVER
ACCU	AIR COOLED CONDENSING UNIT	LAT	LEAVING AIR TEMPERATURE
ACD	AUTOMATIC CONTROL DAMPER	MA	MIXED AIR
APD	AIR PRESSURE DROP	MAT	MIXED AIR TEMPERATURE
AT	AIR TERMINAL	MAU	MAKE-UP AIR UNIT
BDD	BACKDRAFT DAMPER	OA	OUTSIDE AIR
CD	CEILING DIFFUSER	OAI	OUTSIDE AIR INTAKE
CFM	CUBIC FEET PER MINUTE	OAT	OUTSIDE AIR TEMPERATURE
CV	CONSTANT VOLUME	OB	OPPOSED BLADE DAMPER
D	DIFFUSER	OED	OPEN ENDED DUCT
DX	DIRECT EXPANSION	PTAC	PACKAGE AIR CONDITIONER
EA	EXHAUST AIR	R	REGISTER
EAT	ENTERING AIR TEMPERATURE	RA	RETURN AIR
ECH	ELECTRIC CABINET HEATER	RAT	RETURN AIR TEMPERATURE
EF	EXHAUST FAN	REFRIG	REFRIGERANT OR REFRIGERATION
EFT	ELECTRIC FINITUBE	RH	RELIEF HOOD OR ROOF HOOD
EG	EXHAUST GRILLE	RTU	ROOF TOP UNIT
ELEC	ELECTRIC(AL)	SA	SUPPLY AIR
ESP	EXTERNAL STATIC PRESSURE	SAT	SUPPLY AIR TEMPERATURE
F	FURNACE	SEER	SEASON ENERGY EFF. RATIO
FA	FREE AREA	SP	STATIC PRESSURE
FC	FAN COIL	SS	STAINLESS STEEL
FO	FLAT OVAL	TAG	TRANSFER AIR GRILLE
FPI	FINS PER INCH	TSP	TOTAL STATIC PRESSURE
G	GRILLE	VAV	VARIABLE AIR VOLUME
IH	INTAKE HOOD	VTAC	VERTICAL AIR CONDITIONER

PIPING SYSTEMS ABBREVIATIONS			
AV	AUTOMATIC AIR VENT	HWR	HEATING WATER RETURN
BFV	BUTTERFLY VALVE	HWS	HEATING WATER SUPPLY
BV	BALL VALVE	ISV	ISOLATION VALVE
C	CONVECTOR	LDB	LEAVING DRY BULB
CC	COOLING COIL	LWB	LEAVING WET BULB
CHV	CHECK VALVE	LWT	LEAVING WATER TEMPERATURE
CT	COOLING TOWER	MAV	MANUAL AIR VENT
CUH	CABINET UNIT HEATER	NPSH	NET POSITIVE SUCTION HEAD
CV	FLOW COEFFICENT OR CONTROL VALVE	NPSHA	NET POSITIVE SUCTION HEAD AVAILABLE
EDB	ENTERING DRY BULB	NPSHR	NET POSITIVE SUCTION HEAD REQUIRED
EWB	ENTERING WET BULB	OS&Y	OUTSIDE STEM AND YOKE
EWT	ENTERING WATER TEMPERATURE	PG	PRESSURE GAUGE
FC	FAN COIL	PRV	PRESSURE REDUCING VALVE
FCV	FLOW CONTROL VALVE	RED	REDUCER
FM	FLOW METER	SMBH	SENSIBLE MBH
FPF	FINS PER FOOT	STM	STEAM
FPI	FINS PER INCH	STR	STRAINER
FV	FACE VELOCITY	SV	SOLENOID VALVE
G	NATURAL GAS	TDH	TOTAL DYNAMIC HEAD
GLV	GLOBE VALVE	TH	THERMOMETER
GPM	GALLONS PER MINUTE	TMBH	TOTAL MBH
GV	GATE VALVE	UH	UNIT HEATER
HC	HEATING COIL	UV	UNIT VENTILATOR
HD	HEAD	VAVB	VARIABLE AIR VOLUME BOX
HPR	HEAT PUMP RETURN	WB	WET BULB
HPS	HEAT PUMP SUPPLY	WPD	WATER PRESSURE DROP

GENERAL MECHANICAL ABBREVIATIONS			
*F	DEGREES FAHRENHEIT	L	LENGTH
ø	DIAMETER	LB	POUNDS
ABV	ABOVE	LF	LINEAR FOOT
AD	ACCESS DOOR	LVG	LEAVING
ADJ	ADJUSTABLE	MAX	MAXIMUM
AFF	ABOVE FINISH FLOOR	MBH	1,000 BTUH
AFG	ABOVE FINISH GRADE	MC	MECHANICAL CONTRACTOR
ARCH	ARCHITECT	MCA	MINIMUM CIRCUIT AMPACITY
BFF	BELOW FINISH FLOOR	MECH	MECHANICAL
BHP	BRAKE HORSEPOWER	MEZZ	MEZZANINE
BLDG	BUILDING	MFR	MANUFACTURER
BOD	BOTTOM OF DUCT	MIN	MINIMUM
BMS	BUILDING MANAGEMENT SYSTEM	MAX. OVERCURRENT PROTECTION	
BOP	BOTTOM OF PIPE	MTD	MOUNTED
BTM	BOTTOM	N/A	NOT APPLICABLE
BTU	BRITISH THERMAL UNIT	NC	NORMALLY CLOSED OR NOISE CRITERIA
BTUH	BRITISH THERMAL UNIT PER HOUR	NIC	NOT IN CONTRACT
CAP	CAPACITY	NO	NORMALLY OPEN OR NUMBER
CLG	CEILING	NOM	NOMINAL
CL	CENTERLINE	NTS	NOT TO SCALE
COL	COLUMN	OB	OCTAVE BAND
COP	COEFFICIENT OF PERFORMANCE	OC	ON CENTER
DB	DRY BULB TEMPERATURE	OV	OUTLET VELOCITY
DDC	DIRECT DIGITAL CONTROL	PC	PLUMBING CONTRACTOR
DIA	DIAMETER	PD	PRESSURE DROP
DIM	DIMENSION	PDU	POOL DEHUMIDIFICATION UNIT
DN	DOWN	PH	PHASE
DP	DIFFERENTIAL PRESSURE	POC	POINT OF CONNECTION
DWG	DRAWING	POS	POSITION OR POSSITIVE
EA	EACH	PSIG	POUNDS PER SQUARE INCH GAUGE
EC	ELECTRICAL CONTRACTOR	RC	ROOM CRITERIA (NOISE)
EFF	EFFICIENCY	RET	RETURN
ELEC	ELECTRICAL	RH	RELATIVE HUMIDITY
ELEV	ELEVATION	SC	SENSIBLE COOLING
ENT	ENTERING	SCH	SCHEDULE
EQUIP	EQUIPMENT	SEER	SEASON ENERGY EFF. RATIO
ETR	EXISTING TO REMAIN	SH	SENSIBLE HEAT
EXH	EXHAUST	SHT	SHEET
EXP	EXPANSION	SPEC	SPECIFICATION
FA	FIRE ALARM	SQ	SQUARE
FD	FLOOR DRAIN	SOFT	SQUARE FEET
FLR	FLOOR	SS	STAINLESS STEEL
FP	FIRE PROTECTION	STD	STANDARD
FPC	FIRE PROTECTION CONTRACTOR	SUP	SUPPLY
FPM	FEET PER MINUTE	TEMP	TEMPERATURE
FT	FEET OR FOOT	TOD	TOP OF DUCT
FT/SEC	FEET PER SECOND	TON	TONS OF REFRIGERATION
FURN	FURNISHED	TOP	TOP OF PIPE
G	GRILLE OR GAS	TYP	TYPICAL
GA	GAUGE	UNO	UNLESS NOTED OTHERWISE
GAL	GALLON	UTR	UP THRU ROOF
GALV	GALVANIZED	V	VENT
GC	GENERAL CONTRACTOR	VAV	VARIABLE AIR VOLUME
GPH	GALLONS PER HOUR	VEL	VELOCITY
GPM	GALLONS PER MINUTE	VFD	VARIABLE FREQUENCY DRIVE
H	HEIGHT	VTR	VENT THRU ROOF
HP	HORSEPOWER	W	WIDTH
ID	INSIDE DIAMETER	W/	WITH
IE	INVERT ELEVATION	W/O	WITHOUT
IN	INCHES	WB	WET BULB TEMPERATURE
		UTR	UP THRU ROOF

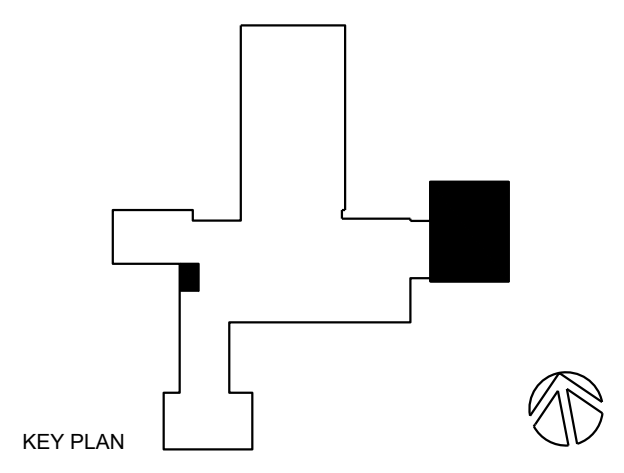
MECHANICAL GENERAL NOTES	
1. ALL WORK SHALL CONFORM TO THE REQUIREMENTS OF THE MOST RECENT EDITION OF THE MECHANICAL CODE ENFORCED IN THIS AREA. INCLUDING ALL STATE AND LOCAL AMENDMENTS. ARRANGE AND PAY FOR ALL PERMITS AND INSPECTIONS REQUIRED.	
2. COORDINATE THE ENTIRE MECHANICAL SYSTEM INSTALLATION WITH OTHER BUILDING COMPONENTS (ELECTRICAL, PLUMBING, STRUCTURAL, FIRE PROTECTION, ETC.).	
3. PROVIDE ALL VALVES, DAMPERS AND CONTROL DEVICES REQUIRED TO COMPLETE BALANCING OF SYSTEMS. IT SHALL BE UNDERSTOOD THAT ALL SYSTEMS INSTALLED SHALL COMPLY WITH INDUSTRY RECOGNIZED STANDARDS AND FEATURES. PROVIDE (3) SETS OF AIR AND WATER BALANCE REPORTS TO THE OWNER AT THE END OF THE PROJECT.	
4. INSTALL SYSTEMS, MATERIAL AND EQUIPMENT TO PROVIDE THE MAXIMUM HEADROOM POSSIBLE. INSTALL MECHANICAL EQUIPMENT TO FACILITATE SERVICING, MAINTENANCE AND REPAIR.	
5. INSTALL SYSTEMS, MATERIAL AND EQUIPMENT LEVEL AND PLUMB, PARALLEL AND PERPENDICULAR TO OTHER BUILDING SYSTEMS AND COMPONENTS.	
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROPERLY PROTECTING ANY PENETRATIONS OF A FIRE RATED ASSEMBLY. FIRE SEAL, CAULKING AND APPURTENANCES SHALL BE UL LISTED FOR THE ASSEMBLY RATING IT IS APPLIED TO AND SHALL BE INSTALLED PER THE MANUFACTURERS WRITTEN INSTRUCTIONS. ALL SUCH MATERIAL SHALL MEET STATE, LOCAL AND AUTHORITIES CODES AND STANDARDS. REFER TO ARCHITECTURAL DRAWINGS FOR ALL FIRE RATED ASSEMBLY LOCATIONS AND RATINGS.	
7. PENETRATIONS ARE PROHIBITED IN ANY STRUCTURAL MEMBERS (EXCEPT WHERE NOTED IN DRAWINGS) WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT/ENGINEER.	
8. ALL DUCTWORK TO BE GALVANIZED STEEL, CONSTRUCTED AND INSTALLED ACCORDING TO SMACNA'S "HVAC DUCT CONSTRUCTION STANDARDS-METAL AND FLEXIBLE".	
9. DUCTWORK IN AREAS OF HIGH HUMIDITY (POOLS, SHOWERS, LOCKER ROOMS, ETC.) TO BE ALUMINUM OR STAINLESS STEEL.	
10. COORDINATE DIFFUSER, REGISTER OR GRILLE LAYOUT WITH OTHER CEILING COMPONENTS (LIGHTS, FIRE PROTECTION SPRINKLERS, SPEAKERS, SENSORS, ETC.).	
11. ALL DUCT ELBOWS TO HAVE A CENTERLINE RADIUS OF 1.5 TIMES THE DIAMETER OF THE DUCT. SQUARE ELBOWS SHALL HAVE TURNING VANES.	
12. WHERE INTERIOR OF DUCT IS VISIBLE THROUGH GRILLES, REGISTERS OR DIFFUSERS, PAINT INSIDE OF DUCT WITH FLAT BLACK PAINT.	
13. INSTALL FLEXIBLE CONNECTORS IMMEDIATELY ADJACENT TO EQUIPMENT IN DUCTS ASSOCIATED WITH FANS AND MOTORIZED EQUIPMENT SUPPORTED BY VIBRATION ISOLATORS.	
14. ALL EQUIPMENT, DUCTWORK, PIPING AND MATERIAL INSTALLED OUTSIDE OF THE BUILDING OR OTHERWISE EXPOSED TO THE WEATHER SHALL BE COMPLETELY WEATHERPROOFED.	
15. CLEARLY LABEL ALL PIPING REGARDING USE AND DIRECTION OF FLOW.	
16. COORDINATE REQUIREMENTS FOR ACCESS PANELS AND DOORS WHERE MECHANICAL ITEMS REQUIRING ACCESS ARE CONCEALED BEHIND FINISHED SURFACES. THIS CONTRACTOR SHALL PROVIDE ACCESS PANELS OR DOORS OF SUFFICIENT SIZE TO ALLOW ACCESS TO THEIR WORK. ACCESS DOORS OR PANELS TO BE INSTALLED BY THE GENERAL CONTRACTOR.	
17. REFRIGERANT PIPING SHALL BE SIZED AND INSTALLED IN STRICT ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDATIONS. EXPOSED SOFT COPPER REFRIGERANT PIPING SHALL BE PROTECTED FROM POTENTIAL DAMAGE.	
18. CONTRACTOR HAS SOLE RESPONSIBILITY TO COORDINATE ANY SUBSTITUTIONS WITH ALL OTHER DISCIPLINES. EQUIPMENT OF GREATER POWER, DIMENSIONS, CAPACITIES, AND RATINGS MAY BE FURNISHED PROVIDED SUCH PROPOSED EQUIPMENT CONNECTING MECHANICAL AND ELECTRICAL SERVICES, CIRCUIT BREAKERS, CONDUIT, MOTORS, BASES AND EQUIPMENT SPACES ARE INCREASED. NO ADDITIONAL COSTS WILL BE APPROVED FOR THESE INCREASES.	
19. PROVIDE ALL NECESSARY FLASHING, SEALING, ETC. TO MAINTAIN THE WATERPROOF INTEGRITY OF THE BUILDING AS REQUIRED BY THE INSTALLATION OR REMOVAL OF ITEMS AS REQUIRED BY THIS SCOPE OF WORK.	
20. CONTRACTOR TO GUARANTEE ALL WORK FOR A PERIOD OF ONE YEAR FROM THE DATE OF SUBSTANTIAL COMPLETION.	
21. PROVIDE (3) SETS OF OPERATION AND MAINTENANCE MANUALS TO THE OWNER. THESE ARE TO INCLUDE ALL EQUIPMENT CUT-SHEETS, MANUFACTURERS RECOMMENDED MAINTENANCE PROCEDURES, MANUFACTURERS WARRANTEE INFORMATION AND CONTRACTORS WARRANTEE LETTER AND CONTACT INFORMATION.	
22. THIS CONTRACTOR SHALL PROVIDE AS-BUILT DRAWINGS TO THE OWNER FOR THEIR WORK ON THE ENTIRE PROJECT.	



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REV	DATE	DESCRIPTION
	11-14-2025	BIDS & PERMITS



LANSING SCHOOL DISTRICT

AVERILL ELEMENTARY RENOVATION

3201 AVERILL DR
LANSING, MI 48911

MI ARCHITECTURE
FIRM LICENSE # NLP000605



GRAND RAPIDS 560 5th St. NW Suite 305 Grand Rapids, MI 49504 Phone: 616.827.4270	
Colliers Engineering & Design, Architecture, Landscape Architecture, Surveying, CT P.C.	
LARRY WOOD	JACK FEISTRITZER
PROJECT MANAGER:	DISCIPLINE LEAD:
JACK FEISTRITZER	LARRY WOOD
DESIGNER:	REVIEWER:

DATE ISSUED: XX/XX/XX	PROJECT NUMBER: 2025352
---------------------------------	-----------------------------------

SHEET NAME:

HVAC NOTES & SYMBOLS

DRAWING NUMBER:

M100

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

PLAN KEY NOTES

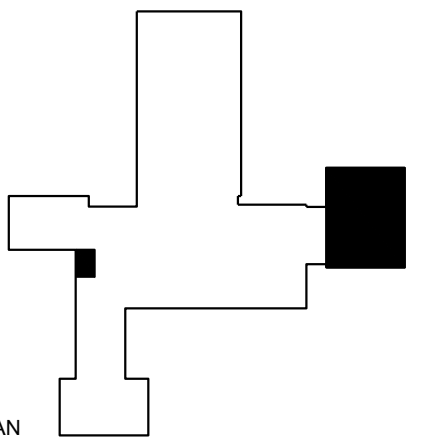
- 1 REMOVE THERMOSTAT AND ASSOCIATED CONDUIT FROM WALL. STORE THERMOSTAT SAFELY FOR RE-INSTALLATION. SEE SHEET M102 FOR NEW LOCATION.
- 2 REMOVE EXISTING CUH AND COORDINATE WITH NEW CEILING GRID FOR RE-INSTALLATION



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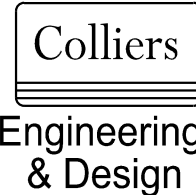
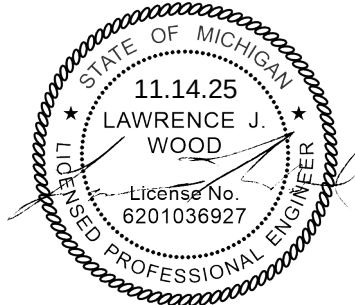


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Architecture, Landscape Architecture,
Surveying, C.T.P.C.

PROJECT MANAGER: DISCIPLINE LEAD:

DESIGNER: REVIEWER:

DATE ISSUED: 11-14-25 PROJECT NUMBER: 2025352

SHEET NAME:

HVAC
DEMOLITION
PLAN

DRAWING NUMBER:

M101

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

MICHIGAN MECHANICAL CODE 2021 VENTILATION REQUIREMENTS SCHEDULE								
ROOM NAME	FLOOR AREA	REQUIRED O.A. (CFM/SQ.FT.) (Ras)	POPULATION OF AREA SERVED (Ps)	REQUIRED O.A. (CFM/PERSON) (Rps)	AIR DISTRIBUTION EFFECTIVENESS (Ez)	VENTILATION SYSTEM EFF. (Ev)	REQUIRED OUTSIDE AIR (Vot)	DESIGN OUTSIDE AIR
CLASSROOM	850	0.12	25	10	1.0	0.98	352	360

PLAN KEY NOTES

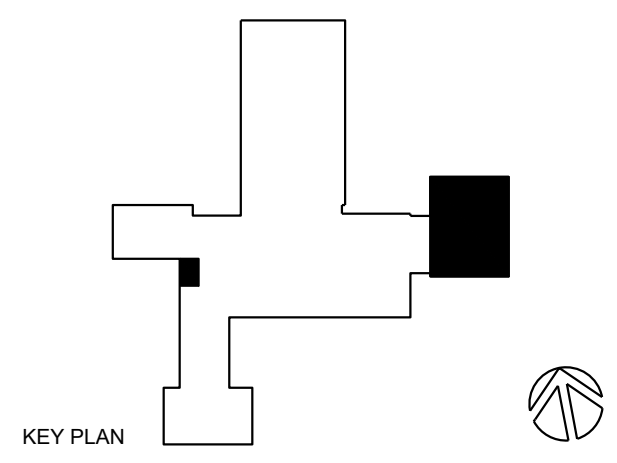
- 1
- REBALANCE EXISTING UV-1 OUTSIDE AIR INTAKE TO 360 CFM DURING OCCUPIED HOURS
- 2
- RELOCATE EXISTING THERMOSTAT ON WALL BETWEEN DOOR AND BATHROOM WALL CORNER. PROVIDE SURFACE MOUNTED CONDUIT.
- 3
- REINSTALL EXISTING CUH IN SAME APPROXIMATE LOCATION, COORDINATED WITH NEW LAY-IN CEILING



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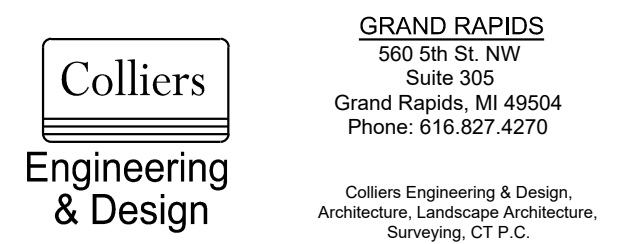


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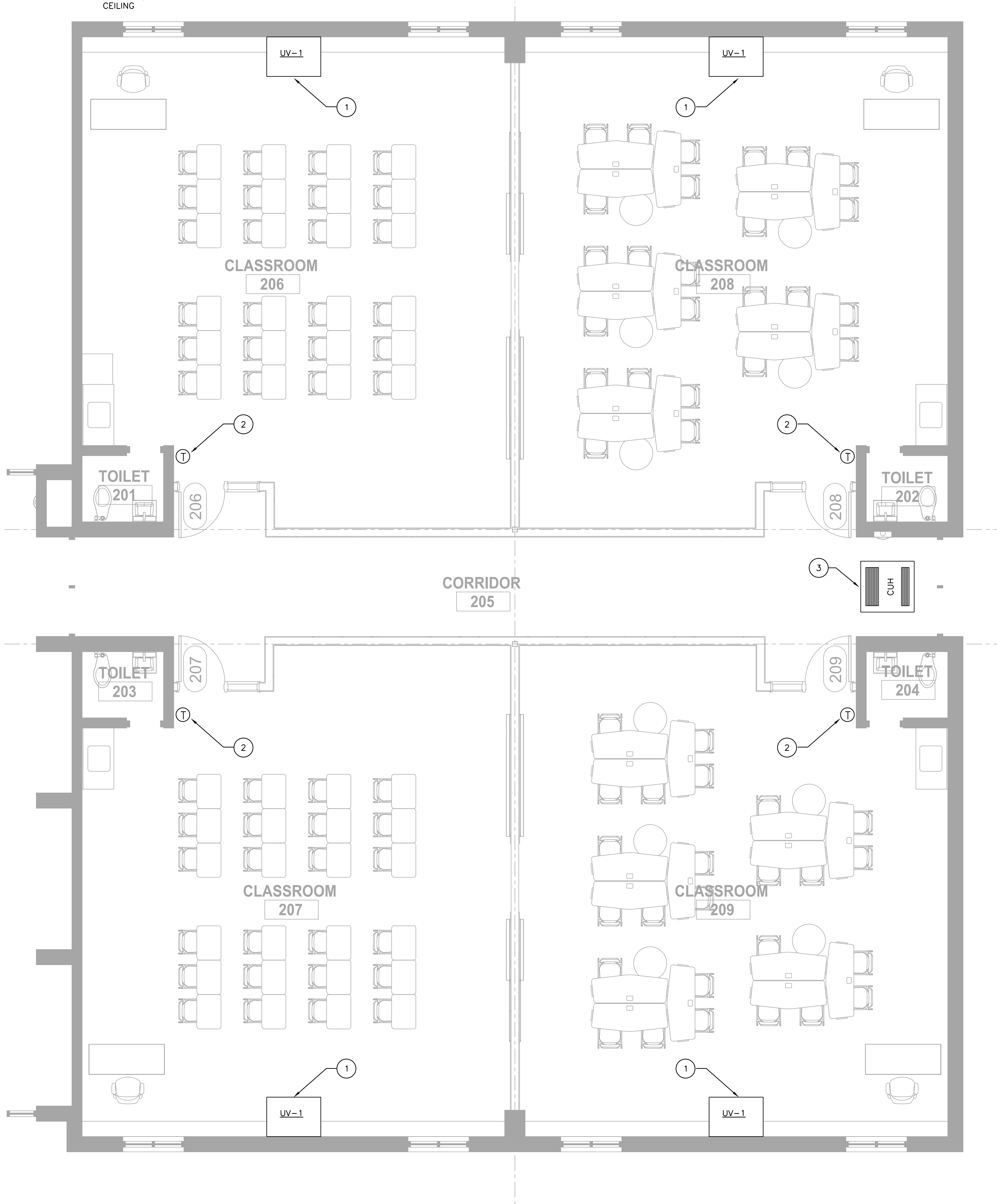


PROJECT MANAGER:	DISCIPLINE LEAD:
DESIGNER:	REVIEWER:
DATE ISSUED: 11-14-25	PROJECT NUMBER: 2025352
SHEET NAME:	

HVAC FLOOR PLAN

DRAWING NUMBER:
M102

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.



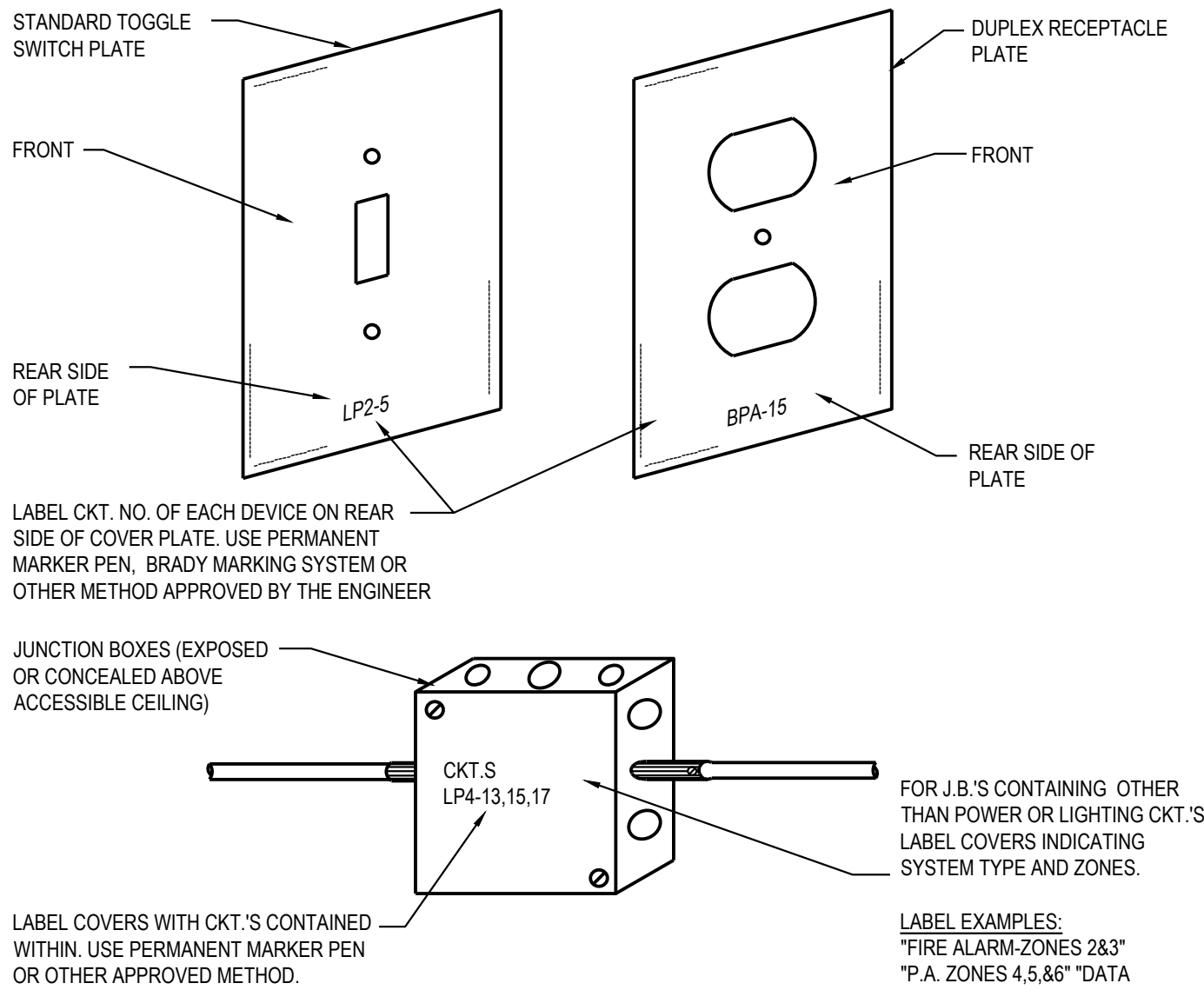
ELECTRICAL SYMBOL LEGEND		
SYMBOL	DESCRIPTION	MTG. HT. TO Ⓔ
S S3	SINGLE POLE OR 3-WAY SWITCH-SPECIFICATION GRADE	46"
S4	FOUR WAY SWITCH-SPEC. GRADE	46"
SK	KEY OPERATED SWITCH-SPEC. GRADE	46"
SD	DIMMER SWITCH	46"
SIR	IR SWITCH	46"
SIRD	IR SWITCH DIMMABLE	46"
SP	SWITCH WITH PILOT LIGHT	46"
SM	MANUAL MOTOR STARTER SWITCH	46"
OS	OCCUPANCY SENSOR	---
PC	PHOTO CELL	---
CS	CONTROL STATION	46"
DS	DAYLIGHT SENSOR	---
PP	POWER PACK	---
C	SPLIT WIRED RECEPTACLE C- DENOTES CONTROLLED VIA RELAY OR OCC SENSOR	18"
WR	WATER RESISTANT GROUND FAULT CIRCUIT INTERRUPTER WR-DENOTES WEATHERPROOF WHILE IN USE COVER	18"
Ⓢ	DUPLEX OUTLET-SPEC. GRADE CIRCLE AROUND SYMBOL= CEILING MOUNTED	18"
Ⓢ	(2) DUPLEX OUTLET-SPEC. GRADE CIRCLE AROUND SYMBOL= CEILING MOUNTED	18"
Ⓢ	SPECIAL SINGLE RECEPTACLE	18"
Ⓢ	SPECIAL OUTLET-CHARACTERISTICS AS NOTED ON PLANS	AS NOTED
EV	EV CHARGER F= FUTURE	---
▽	DATA OUTLET-4" SQ. BOX W/ 1 GANG RAISED COVER 1-1/4" C. UP WALL TO CLG. SPACE CIRCLE AROUND SYMBOL= CEILING MOUNTED	18"
Ⓢ	TV OUTLET-4" SQ. BOX W/ 1 GANG RAISED COVER. 1-1/4" C. UP WALL TO CLG. SPACE CIRCLE AROUND SYMBOL= CEILING MOUNTED	18"
▽	TELEPHONE OUTLET-4" SQ. BOX W/ 1 GANG RAISED COVER. 1-1/4" C. UP WALL TO CLG. SPACE	18"
▽	TELEPHONE/DATA OUTLET-4" SQ. BOX W/ 1 GANG RAISED COVER. 1-1/4" C. UP WALL TO CLG. SPACE	18"
△WN	WIRELESS ROUTER CIRCLE AROUND SYMBOL= CEILING MOUNTED	---
Ⓢ	FLOOR BOX 2 RECEPT. 2 DATA THOMAS & BETTS-# 665-SC 1-1/4" C TO FLOORBOX FOR DATA	---
Ⓢ	FLOOR BOX 1 RECEPT. 1 DATA - THOMAS & BETTS-# 664-SC 1-1/4" C TO FLOORBOX FOR DATA	---
TV	JUNCTION BOX - HUBBELL NSAV62M WITH RECEPTACLE KIT HUBBELL NSOKP. PROVIDE CONNECTOR PLATE FOR A/V	AS NOTED
○	JUNCTION BOX 4" SQ. BOX W/ 2 GANG RAISED COVER. 1" C. UP WALL TO CLG. SPACE UNLESS OTHERWISE NOTED	AS NOTED
Ⓢ	POWER POLE - SEE DRAWING FOR POWER - POWER/DATA SPECIFICATIONS	---
M	ELECTRIC UTILITY METER	---
Ⓢ	FUSED DISCONNECT SWITCH- FDS-HEAVY DUTY	46"
Ⓢ	NON-FUSED DISCONNECT SWITCH- NFDS-HEAVY DUTY	46"
Ⓢ	SW. AND PLUG/FUSE HOLDER- BUSSMANN "SSU" & FUSE/STAT FUSE	AT EQUIP.
Ⓢ	MAGNETIC MOTOR STARTER-MS	46"
Ⓢ	COMBINATION MAG. STARTER/ FUSED DISC. SWITCH - CS/FDS	46"
Ⓢ	COMBINATION MAG. STARTER/NON-FUSED DISC. SWITCH - CS/NFDS	46"
VFD	VARIABLE FREQUENCY DRIVE	---
Ⓢ	SINGLE PHASE ELECTRIC MOTOR	---
Ⓢ	THREE PHASE ELECTRIC MOTOR	---
Ⓢ	SURFACE OR FLUSH MTD. BRANCH CIRCUIT PANELBOARD	72" TO TOP
T	TRANSFORMER	---
Ⓢ	PUSH BUTTON	46"
Ⓢ	THERMOSTAT. E.C TO ROUGH-IN SINGLE GANG BOX AND 1/2" C. TO ACCESSIBLE CEILING SPACE.	46"
Ⓢ	HUMIDISTAT. E.C TO ROUGH-IN SINGLE GANG BOX AND 1/2" C. TO ACCESSIBLE CEILING SPACE.	46"
Ⓢ	RECESSED DOWNLIGHT LUMINAIRE	---
Ⓢ	RECESSED WALLWASH LUMINAIRE	---
○	SURFACE LUMINAIRE	---
○	PENDANT LUMINAIRE	---
○	WALL MOUNTED LUMINAIRE	---
○	SITE LIGHTING LUMINAIRE	---
Ⓢ	NIGHT LIGHT	---
I	STRIP LUMINAIRE	---
Ⓢ	LED ACCENT/UNDER CABINET LUMINAIRE	---
Ⓢ	RECESSED LUMINAIRE 2x4' OR 2x2'	---
Ⓢ	SURFACE LUMINAIRE 2x4' OR 2x2'	---
Ⓢ	TRACK LIGHTING LUMINAIRE	---
Ⓢ	PARTIALLY SHADED LUMINAIRE OR WITH "E" SUFFIX ARE EMERGENCY	---
Ⓢ	EXIT SIGN - WALL MOUNTED OR CEILING MOUNTED ARROWS INDICATE PATH OF EGRESS	---
Ⓢ	REMOTE EMERGENCY HEAD	---
Ⓢ	BATTERY EMERGENCY LUMINAIRE	---

SYMBOL NOTES:
1. "AC" DENOTES ABOVE COUNTER. COORDINATE HEIGHT WITH ARCHITECT.
2. "H" DENOTES HORIZONTAL MOUNTING OF DEVICE.
3. "B" DENOTES MOUNTED IN BASE.
4. "F" DENOTES MOUNTED IN FACE OF CABINETS.

SYSTEMS SYMBOL LEGEND		
SYMBOL	DESCRIPTION	MTG. HT. TO Ⓔ
F	FIRE ALARM PULL STATION	46"
WP	FIRE ALARM HORN/STROBE LIGHT (WP-DENOTES WEATHER PROOF)	80"
Ⓢ	AREA SMOKE DETECTOR-PHOTOELECTRIC	---
Ⓢ	VISUAL ONLY ALARM	80"
Ⓢ	AUDIO ONLY ALARM	---
Ⓢ	CEILING SPEAKER	---
Ⓢ	SPEAKER/STROBE LIGHT	---
CO	SMOKE/HORN BASE CO-DENOTES COMBO CARBON MONOXIDE/SMOKE.	---
DH	MAGNETIC DOOR HOLD OPEN	---
CO	CARBON MONOXIDE SENSOR. E.C TO ROUGH-IN SINGLE GANG BOX AND 1/2" C. TO ACCESSIBLE CEILING SPACE.	---
D	DUCT SMOKE DETECTOR	---
H	HEAT DETECTOR	---
TS	O.S.&Y TAMPER SWITCH	---
FS	WATER FLOW SWITCH	---
RT	REMOTE ALARM KEY TEST SWITCH	46"
CR	FIRE ALARM CONTROL RELAY	---
BD	BEAM DETECTOR	---
FSD	FIRE/SMOKE DAMPER	---
FACP	FIRE ALARM CONTROL PANEL	---
FAA	FIRE ALARM ANNUNCIATOR PANEL	---
Ⓢ	CEILING SPEAKER	---
Ⓢ	CARD READER	46"
Ⓢ	SECURITY DOOR CONTACT	AT DOOR HEAD
Ⓢ	SECURITY INTERCOM	46"
Ⓢ	SECURITY CAMERA - "W" DENOTES WALL MOUNTED CHEVRON INDICATES AIM LINE	TYPICALLY CLG MOUNTED
Ⓢ	SECURITY DOOR REQUEST TO EXIT	AT DOOR HEAD

F.A. NOTES:

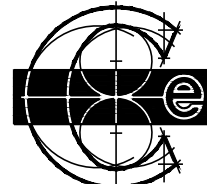
1. E.C. TO MATCH EXISTING SYSTEM.



A-1
E100
N.T.S.

ELECTRICAL IDENTIFICATION

EBCP 05 (EX)																				
BASED ON S.Q.D. I-LINE OR EQUAL																				
CKT NO.	VOLT AMPS					DESCRIPTION	CKT BRKR	L	CKT BRKR	DESCRIPTION	VOLT AMPS					CKT NO.				
	LTG.	HVAC	MTRS.	REC.	OTHER						LTG.	HVAC	MTRS.	REC.	OTHER					
1	1152					EX LIGHTS	20	A	20	EX REC				900		2				
3					1000	EX CIRCUIT	20	B	20	EX REST ROOM	20		0.5			4				
5	1100					EX LIGHTS	20	A	20	EX REC				900		6				
7					1000	EX CIRCUIT	20	B	20	EX REST ROOM	20		0.5			8				
9	1000					EX LIGHTS	20	A	20	EX REC				540		10				
11	900					EX EXTERIOR LIGHTS	20	B	20	EX REC				540		12				
13					540	EX REC	20	A	20	EX REC				900		14				
15					540	EX REC	20	B	20	EX REC				900		16				
17					900	EX REC	20	A	20	EX REC				900		18				
19					720	REC 1	20	B	20	REC 1				720		20				
21					360	REC 1	20	A	20	REC 1				360		22				
23					900	REC	20	B		SPACE						24				
SUBT	4152	0	0	3960	2000						40	0	1	8660	0	SUBT				
TOTAL LOAD						16,813 VA					DIVERSITY					120/240				
LTG =						4,192 VA					125%					5,240 VA				
HVAC =						0					100%					0				
MOTORS =						1 VA					113%					125%LRGST +100%				
*RECEPT =						10,620 VA					97%					50%>10kVA				
OTHER =						2,000 VA					100%					100A				
TOTAL DIV. LOAD =											17,551 VA									
LINE AMPS =						73														
LINE AMPS X 1.25 =						91 A														
NOTES:																				
1. FIELD VERIFY EXISTING CIRCUITS FEEDING POWER POLESE. REUSE FOR NEW RECEPTACLES																				



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Grand Rapids, Michigan 49503
Phone: 616-745-2810
Project # 2025352

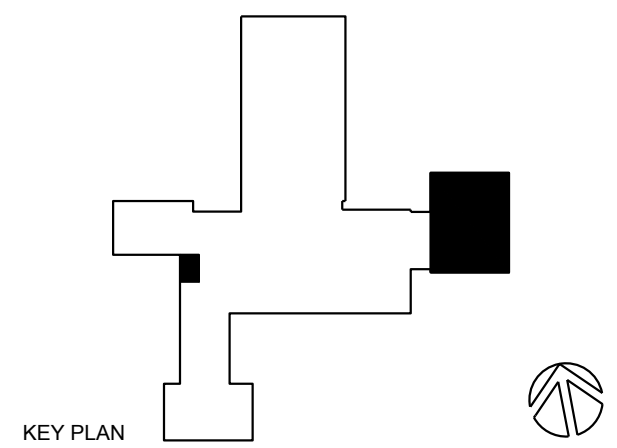
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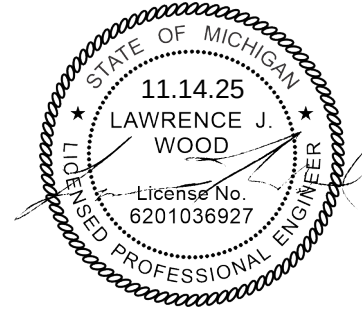


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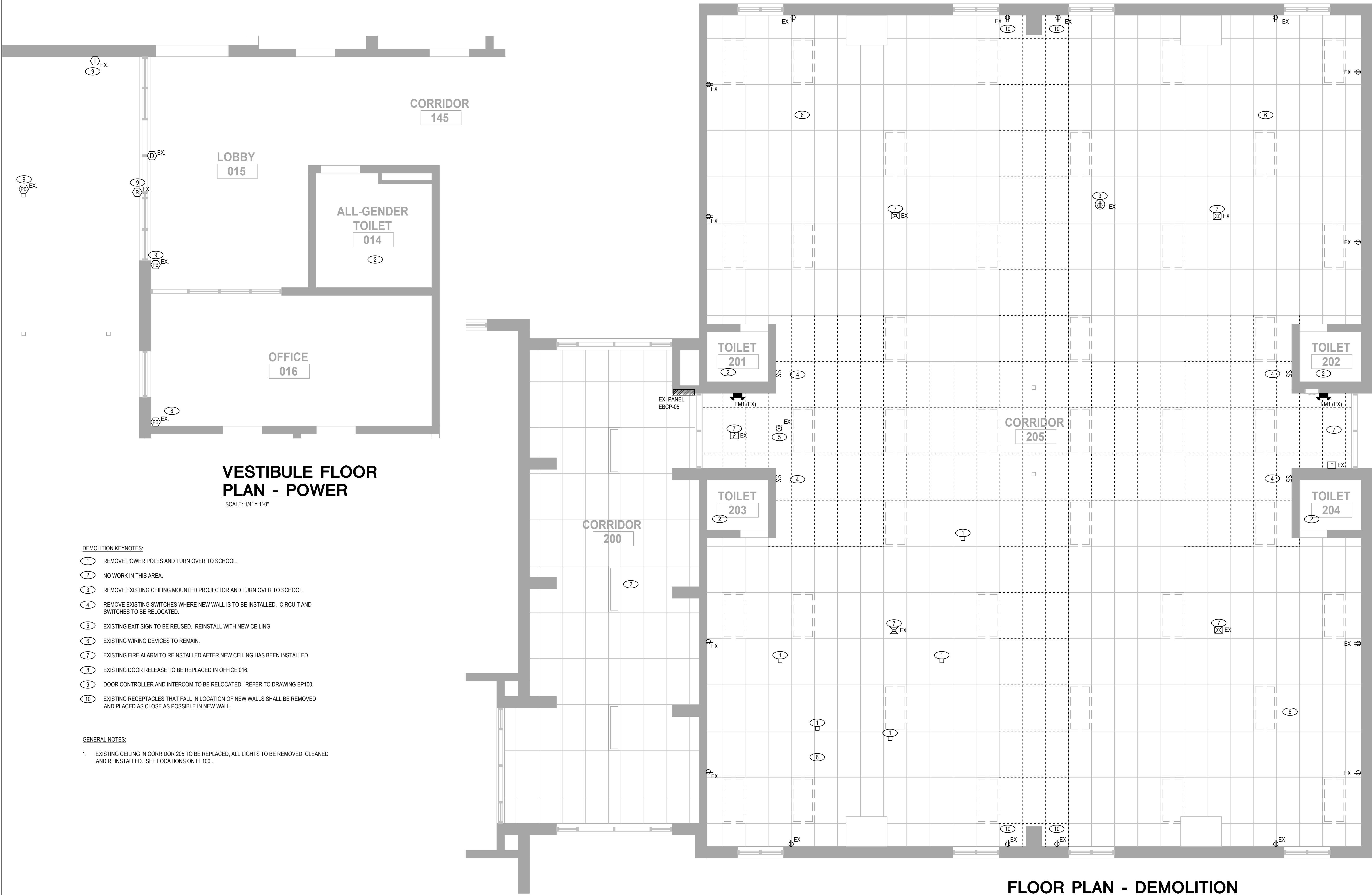
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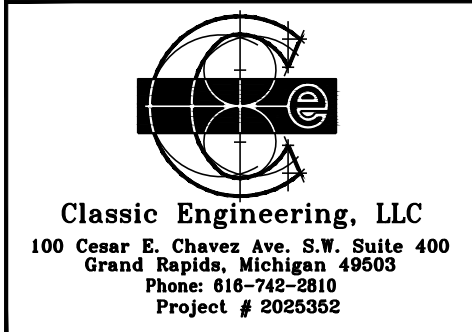
FLOOR PLAN -
DEMOLITION

DRAWING NUMBER:

ED100

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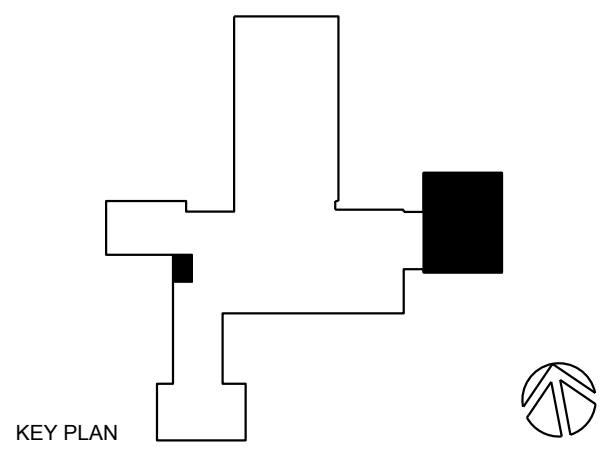


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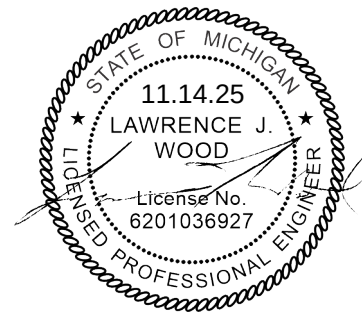


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MIKE DELORA DESIGNER:	CINDY LADEWIG REVIEWER:

DATE ISSUED: 11-14-25	PROJECT NUMBER: 2025352
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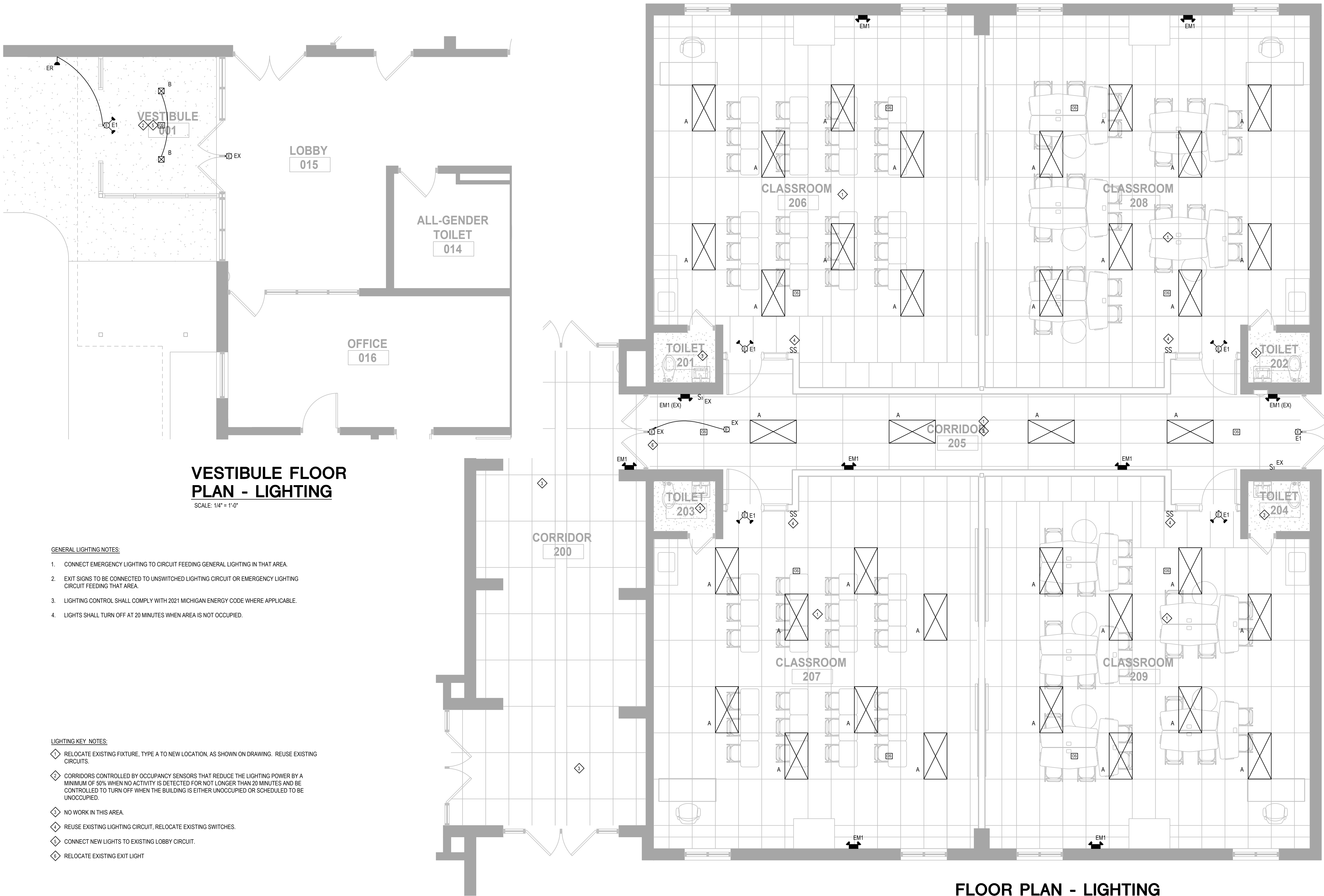
SHEET NAME:

FLOOR PLAN -
LIGHTING

DRAWING NUMBER:

EL100

NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.



VESTIBULE FLOOR
PLAN - LIGHTING

SCALE: 1/4" = 1'-0"

GENERAL LIGHTING NOTES:

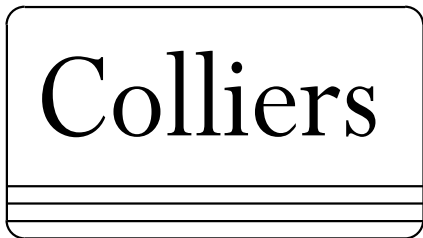
- CONNECT EMERGENCY LIGHTING TO CIRCUIT FEEDING GENERAL LIGHTING IN THAT AREA.
- EXIT SIGNS TO BE CONNECTED TO UNSWITCHED LIGHTING CIRCUIT OR EMERGENCY LIGHTING CIRCUIT FEEDING THAT AREA.
- LIGHTING CONTROL SHALL COMPLY WITH 2021 MICHIGAN ENERGY CODE WHERE APPLICABLE.
- LIGHTS SHALL TURN OFF AT 20 MINUTES WHEN AREA IS NOT OCCUPIED.

LIGHTING KEY NOTES:

- RELOCATE EXISTING FIXTURE, TYPE A TO NEW LOCATION, AS SHOWN ON DRAWING. REUSE EXISTING CIRCUITS.
- CORRIDORS CONTROLLED BY OCCUPANCY SENSORS THAT REDUCE THE LIGHTING POWER BY A MINIMUM OF 50% WHEN NO ACTIVITY IS DETECTED FOR NOT LONGER THAN 20 MINUTES AND BE CONTROLLED TO TURN OFF WHEN THE BUILDING IS EITHER UNOCCUPIED OR SCHEDULED TO BE UNOCCUPIED.
- NO WORK IN THIS AREA.
- REUSE EXISTING LIGHTING CIRCUIT, RELOCATE EXISTING SWITCHES.
- CONNECT NEW LIGHTS TO EXISTING LOBBY CIRCUIT.
- RELOCATE EXISTING EXIT LIGHT

FLOOR PLAN - LIGHTING

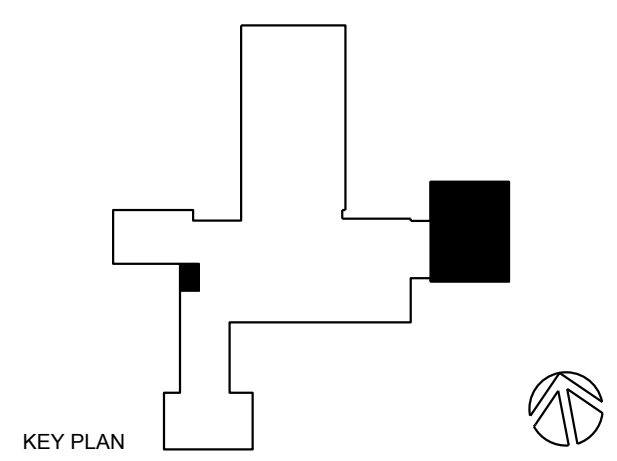
SCALE: 1/4" = 1'-0"



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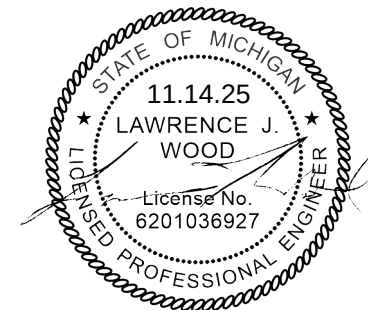


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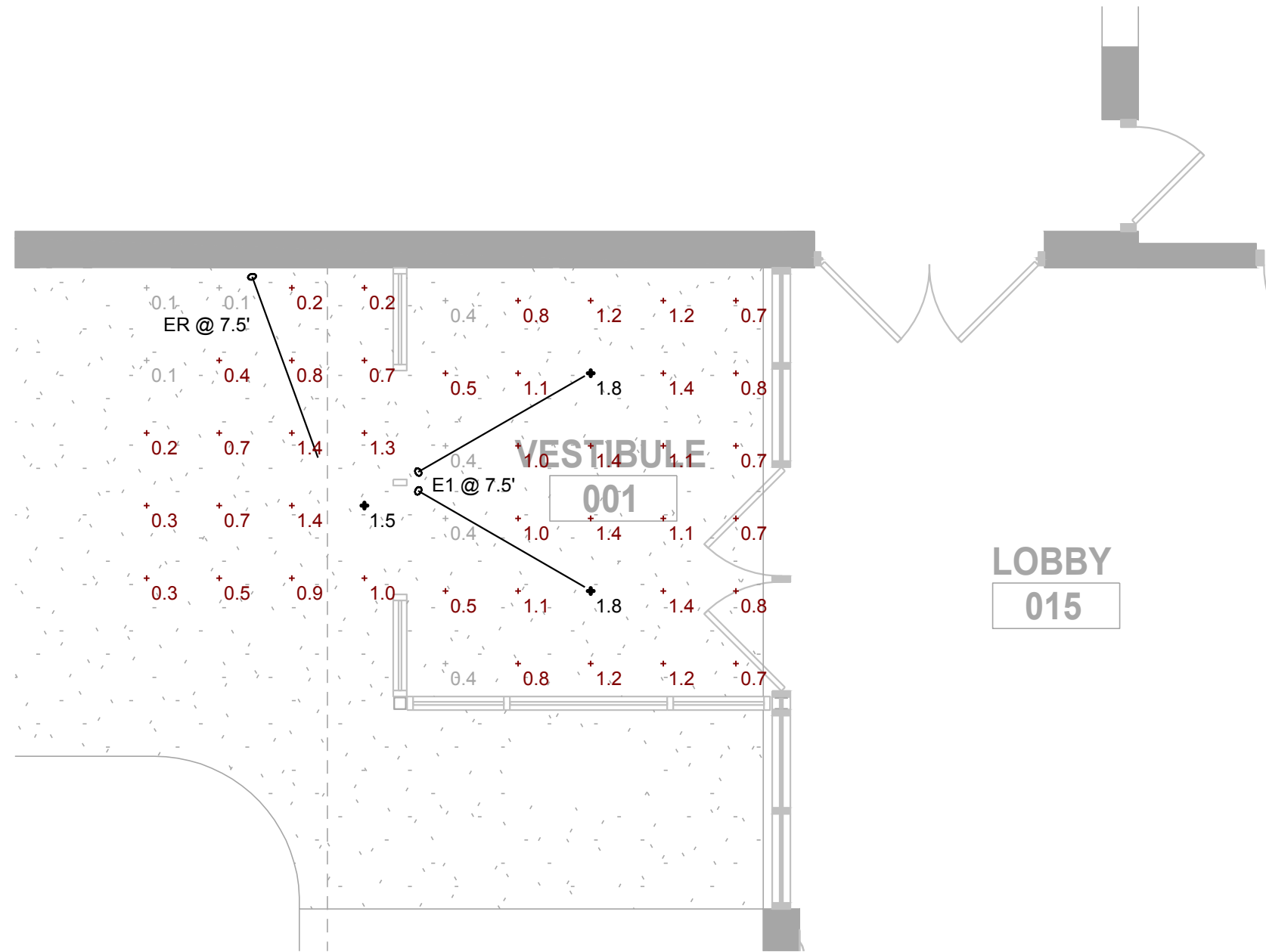
FLOOR PLAN - PHOTOMETRICS

DRAWING NUMBER:

EL101

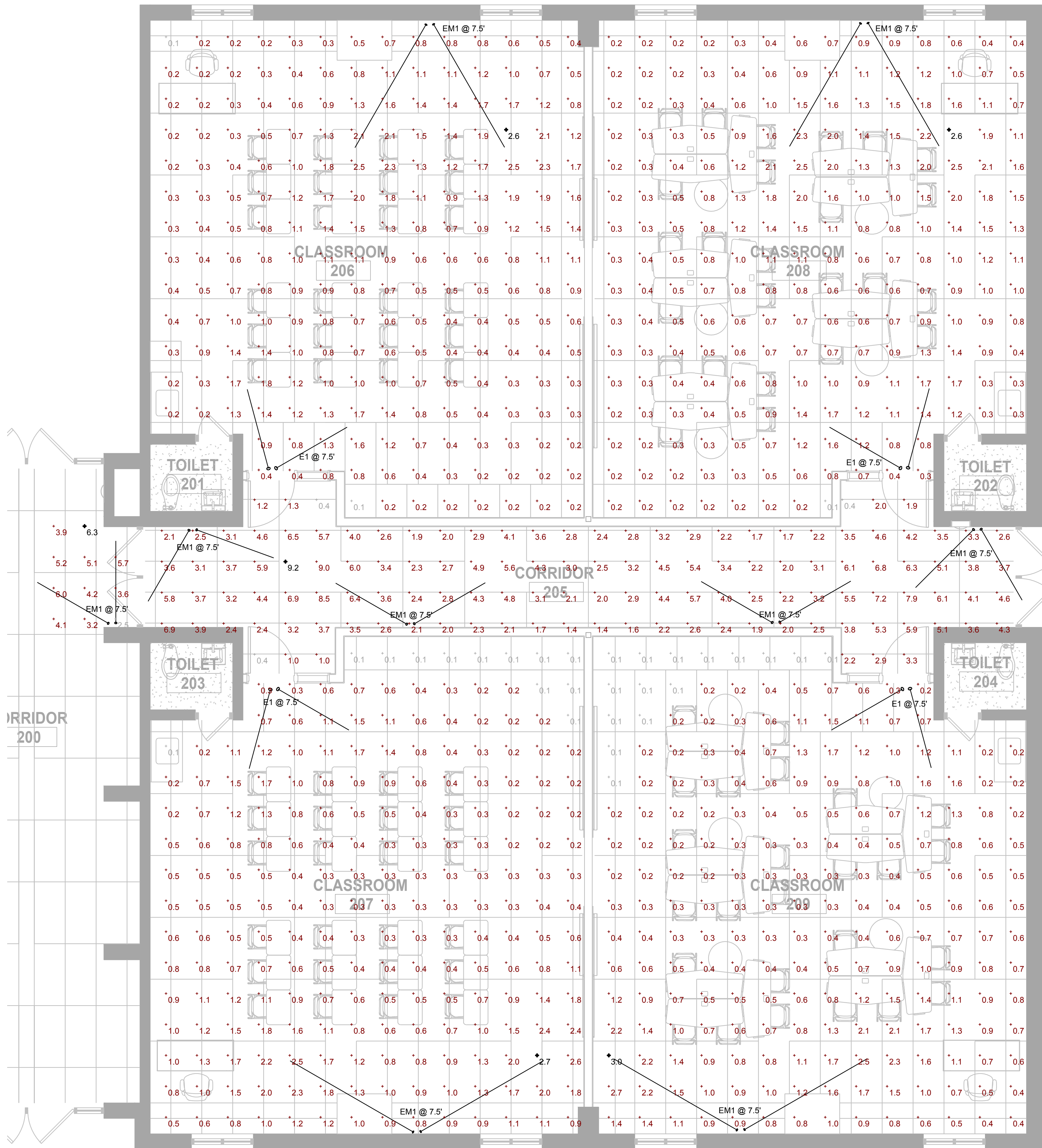
NOTE: DO NOT SCALE DRAWING FOR CONSTRUCTION.

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
VESTIBULE EXTERIOR	+	0.6 fc	1.5 fc	0.1 fc	15.0:1	6.0:1
VESTIBULE 001	+	1.0 fc	1.8 fc	0.4 fc	4.5:1	2.5:1



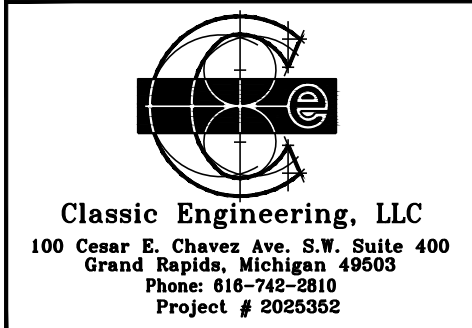
Schedule										
Symbol	Label	Image	QTY	Manufacturer	Catalog	Description	Number Lamps	Lamp Output Absolute	LLF	Input Power
○	E1		AS SHOWN	Lithonia Lighting	LHQM LED	QUANTUM LED EMERGENCY COMBO (ONE HEAD ONLY)	1		1	1.5
○	EM1		9	Lithonia Lighting	ELM4L	ELM4L SP640L	1	345	1	2.5
○	ER		1	Lithonia Lighting	ELA Q L0304	ELM2 LED REMOTE LAMP HEAD	1	80	1	0

Statistics						
Description	Symbol	Avg	Max	Min	Max/Min	Avg/Min
CLASSROOM 207	+	0.7 fc	2.7 fc	0.1 fc	27.0:1	7.0:1
CLASSROOM 208	+	0.8 fc	2.6 fc	0.1 fc	26.0:1	6.0:1
CLASSROOM 209	+	0.7 fc	3.0 fc	0.1 fc	30.0:1	7.0:1
CORRIDOR 200 AT PANEL	+	4.5 fc	6.3 fc	2.5 fc	2.5:1	1.8:1
CORRIDOR 205	+	3.6 fc	9.2 fc	0.4 fc	23.0:1	9.0:1
CLASSROOM 206	+	0.8 fc	2.6 fc	0.1 fc	26.0:1	6.0:1



FLOOR PLAN - PHOTOMETRICS

SCALE: 1/4" = 1'-0"



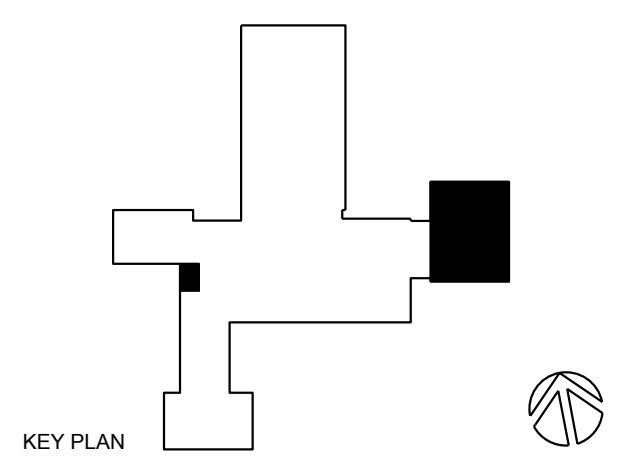
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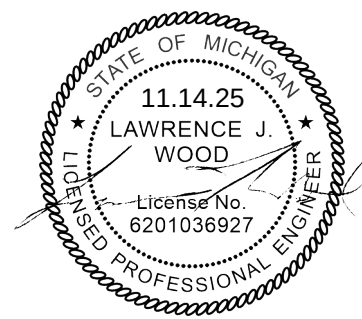


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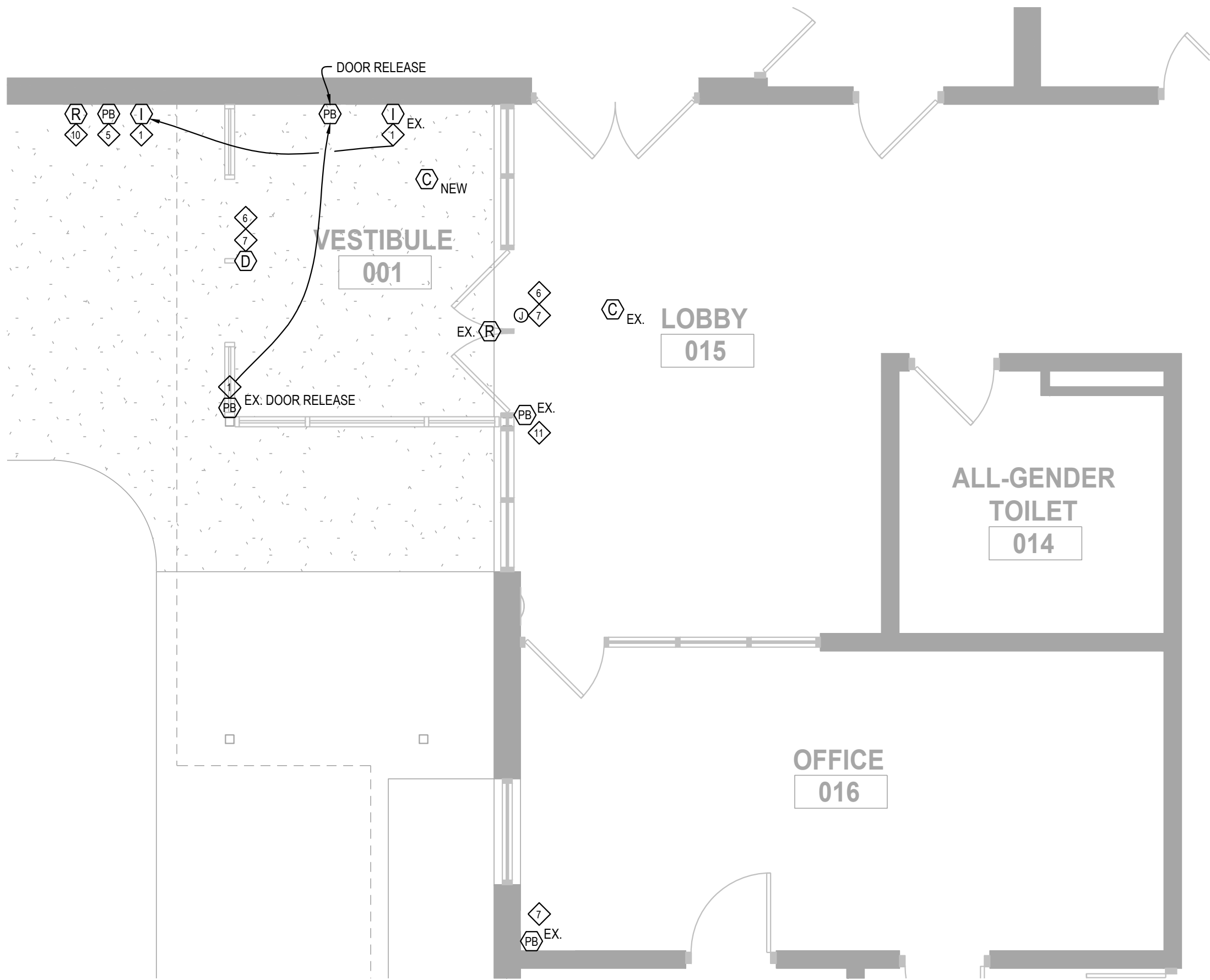
SHEET NAME:

FLOOR PLAN - POWER

DRAWING NUMBER:

EP100

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VESTIBULE FLOOR PLAN - POWER

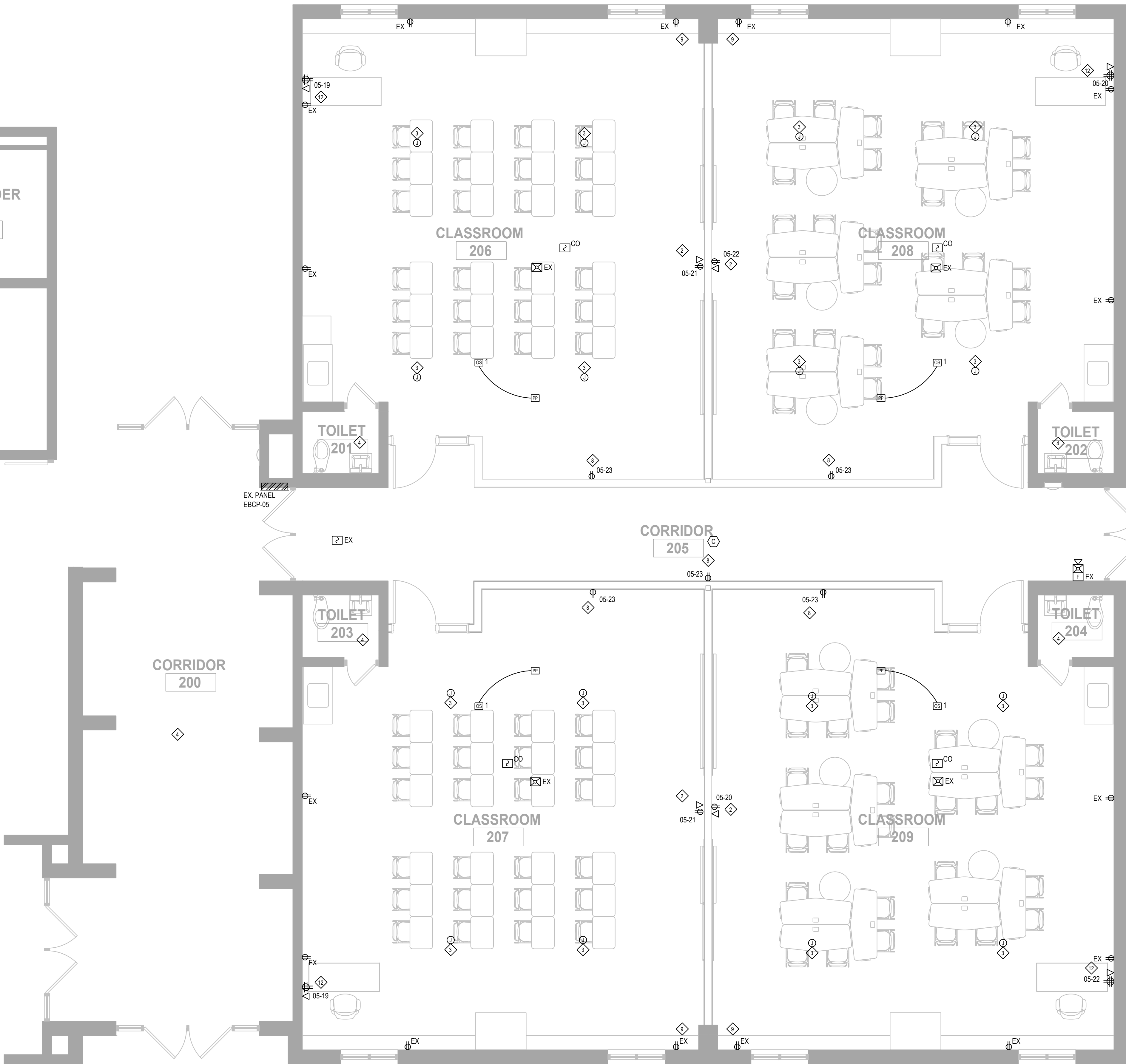
SCALE: 1/4" = 1'-0"

GENERAL POWER NOTES:

- ALL 15A & 20A 120V NON-LOCKING RECEPTACLES WITH PUBLIC SPACES WHERE CHILDREN CAN BE FOUND SHALL BE LISTED TAMPER RESISTANT PER NEC 406.12. THIS INCLUDES SCHOOLS, HOTELS, CLINICS, OUTPATIENT FACILITIES, PLACES OF WAITING AND ALL COMMON USE AREAS (CORRIDORS, GYM, MUSIC ETC.).
- MOUNT PANELS, TRANSFORMERS, DISCONNECT SWITCHES, AND COMBINATION MOTOR STARTERS WITH ADEQUATE CLEARANCES IN ACCORDANCE WITH NEC 110.
- FIRE ALARM, SECURITY AND ACCESS CONTROL DEVICES SHOWN FOR REFERENCE ONLY AND DO NOT REPRESENT COMPREHENSIVE SYSTEMS.
- NEW WIRING DEVICES SHALL COMPLY WITH 2023 NEC REQUIREMENTS AND 2021 MICHIGAN ENERGY CODE
- PP. POWER PACK RELAY, PLUG LOAD, BUS POWER. ACUITY NPP20 PL BP.
- OS1. LOW VOLTAGE CEILING MOUNT SENSOR, PASSIVE TECHNOLOGY, LARGE MOTION/EXTENDED RANGE 360° LENS, REAR RJ-45 PORTS. ACUITY NCM PDT 10 RUB.
- REFER TO DRAWINGS TC102 AND TC104 FOR DATA WIRING, CAMERA/SECURITY LOCATIONS AND INFORMATION.
- TEACHERS STATION, REFER TO DETAILS ON DRAWING TC104.

POWER KEYNOTES:

- RELOCATE INTERCOM DROP AND ADA PUSHBUTTON.
- COORDINATE LOCATIONS AND REQUIREMENTS FOR ELECTRIC WHITE BOARD PRIOR TO ROUGH-IN.
- SPEAKER PROVIDED BY SOUND CONSULTANT, COORDINATE LOCATION WITH SCHOOL PRIOR TO ROUGH-IN.
- NO WORK IN THIS AREA.
- NEW DOOR PUSH BUTTON TO CONTROL NEW HANDICAP DOOR RELEASE.
- UTILIZE SAME CIRCUIT OF EXISTING DOOR POWER FOR NEW EXTERIOR DOOR SYSTEMS.
- PROVIDE NEW POWER SURFACE MOUNT NEW DOOR RELEASE. CIRCUIT TO BE RUN IN WIREMOLD 500 SERIES, DOWN FROM CEILING.
- CONTROL OF WIRING DEVICES WITH VACANCY SENSORS WILL BE REQUIRED ON NEW DEVICES THAT DO NOT REQUIRE TO BE ON 24/7. PROVIDE AUTOMATIC CONTROL.
- EXISTING RECEPTACLES THAT FALL IN LOCATION OF NEW WALLS SHALL BE REMOVED AND PLACED AS CLOSE AS POSSIBLE IN NEW WALL.
- NEW CARD READER LOCATION.
- EXISTING PUSHBUTTON TO REMAIN.
- MOUNT CONDUIT ON SURFACE WITH WIREMOLD, DROP FROM CEILING.



FLOOR PLAN - POWER

SCALE: 1/4" = 1'-0"

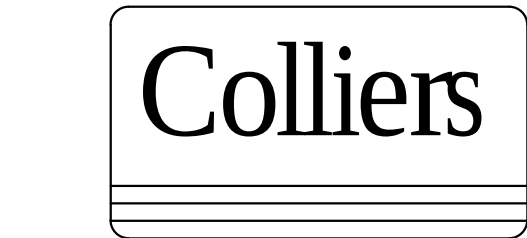
COMMUNICATION SYMBOL LEGEND	
SYMBOL	DESCRIPTION
	THIS SYMBOL WITH A NUMBER INSIDE REFERS TO KEYNOTES. REFER TO NOTES ON THE SHEET OR WITHIN THE DETAIL FOR ADDITIONAL INFORMATION
	EQUIPMENT SCHEDULE. THIS SYMBOL WITH LETTERS INSIDE REFERS EQUIPMENT SCHEDULES, SEE DETAILS AND EQUIPMENT SCHEDULES ON TC101, TC301, TC501 AND TC701.
	CABLE SCHEDULE. THIS SYMBOL WITH NUMBERS INSIDE REFERS EQUIPMENT SCHEDULES, SEE DETAILS AND EQUIPMENT SCHEDULES ON TC101, TC301, TC501 AND TC701.
	DATA COMMUNICATIONS OUTLET CONNECTIVITY CODE. X IS A 1 THRU 99. SEE TC1XX SHEETS FOR SPECIFIC REQUIREMENTS. XXXX NOTES THAT THE CABLE IS FOR A SPECIFIC USE
	TWO SIDED DIGITAL CLOCK. SEE CONNECTIVITY CODE FOR CLOCK TYPE.
	SINGLE SIDED DIGITAL CLOCK. SEE CONNECTIVITY CODE FOR CLOCK TYPE.

ABBREVIATIONS			
ABBREV.	DESCRIPTION	ABBREV.	DESCRIPTION
2G	TWO-GANG BOX – PROVIDED BY EC	NIC	NOT IN CONTRACT
AC	ABOVE COUNTER – INSTALL BACKBOX SAME HEIGHT AS OTHER ELECTRICAL OUTLETS ABOVE THE COUNTER.	PBO	PROVIDED BY OTHERS
AFF	ABOVE FINISHED FLOOR	PCO-1	PATCH CORD ORGANIZER – 1 UNIT HIGH
AFG	ABOVE FINISHED GROUND	PCO-2	PATCH CORD ORGANIZER – 2 UNITS HIGH
AWG	AMERICAN WIRE GAUGE	PET	PROTECTED ENTRANCE TERMINAL
EMT	EMT TYPE CONDUIT	QTY	QUANTITY
EC	ELECTRICAL CONTRACTOR	RR	REMOVE AND REINSTALL

CABLE SCHEDULE			
MARK	DESCRIPTION	MANUFACTURER	PART NO.
1	CAT-6 UTP CABLES. BLUE IN COLOR. SEE CONNECTIVITY CODES	MOHAWK	M58281
2	CAT-6 UTP CABLES. GREEN IN COLOR. SEE CONNECTIVITY CODES	MOHAWK	M58286
3	CAT-6 UTP CABLES. YELLOW IN COLOR. SEE CONNECTIVITY CODES	MOHAWK	M58283
4	CAT-6 UTP CABLES. BLACK IN COLOR. SEE CONNECTIVITY CODES	MOHAWK	M58289
5	12 STRAND SINGLEMODE FIBER CABLE, PLENUM RATED	OCC	DZ012TSLA9YP

IP CLOCK EQUIPMENT SCHEDULE			
MARK	DESCRIPTION	MANUFACTURER	PART NO.
TA	DIGITAL CLOCK, 2.5" GREEN DIGITS, WALL MOUNT.	SAPLING	SBP-31S-254-OG

COMMUNICATION EQUIPMENT SCHEDULE			
MARK	DESCRIPTION	MANUFACTURER	PART NO.
A	PATCH PANEL-24 PORT, EQUIPPED WITH 8-PIN MODULAR JACKS TO MATCH THE CABLE COLOR AND CABLE TYPE BEING TERMINATED. PROVIDE ONE MODULAR JACK FOR EACH CABLE BEING TERMINATED. SEE SPEC AND DRAWINGS FOR COLORS. EQUIP WITH REAR CABLE ORGANIZER	HUBBELL	PANEL: HPJ24 ORGANIZER: HPRCMB

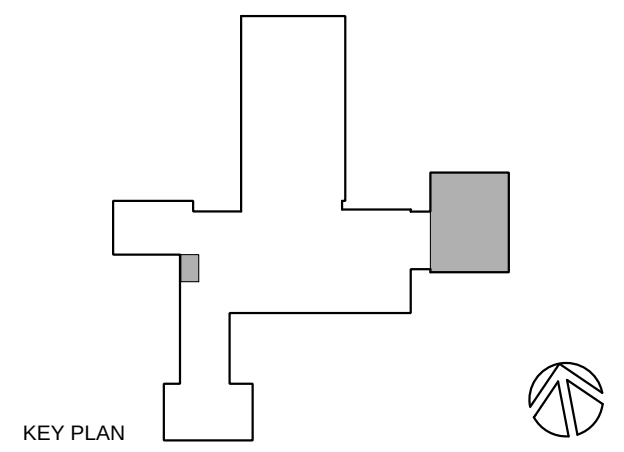


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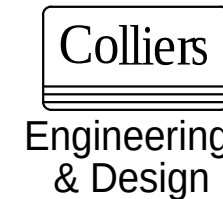


LANSING SCHOOL DISTRICT

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DESIGNER:	REVIEWER:
JMS	JMS
DATE ISSUED:	PROJECT NUMBER:
11/07/2025	25013568A
SHEET NAME:	

CABLING SCHEDULES, LEGENDS, & DETAILS

DRAWING NUMBER:

TC101

SEE TRXXX DRAWINGS

COMMUNICATION CABLE

SURFACE BOX

SINGLE SIDED CLOCK

CAT-6 PATCH CABLE

96" A.F.F. OR AS RACEWAY HEIGHT IS NOTED

TA

8

PARTS		CONNECTIVITY CODE	
QTY	DESCRIPTION	MANUFACTURER	PART #
1	SURFACE BOX	HUBBELL	HSB10W
1	CAT-6 CABLE-PURPLE	MOHAWK	M58290
1	CAT-6 JACK-PURPLE	HUBBELL	HXJ6P
1	IP CLOCK	SAPLING	SBP-31S-254-OG

NOTES:

- CONTRACTOR SHALL SUPPLY CAGE FOR CLOCK/SPEAKER IN GYMNASIUM.
- WHERE NOTED LARGE CLOCK ON FLOOR PLANS USE SAPLING #SBP-31S-404-OG W/COVER #SDG-CLR-COVER-40

WALL MOUNTED CLOCK

PROVIDE AND INSTALL ETHERNET SWITCH FOR CLOCKS. SEE SPEC 281705

8

CONNECTIVITY CODE

TC102

1" CONDUIT WITH A TWO-GANG BACKBOX & A SINGLE-GANG MUDRING BY E.C.

COMMUNICATION CABLES

WALL

FACEPLATE

±18" A.F.F.

LABEL

DATA

DATA

BLANK

DATA

DATA

LABEL

4

PARTS		CONNECTIVITY CODE	
QTY	DESCRIPTION	MANUFACTURER	PART #
1	FACEPLATE	PANDUIT	CFPL6WHY
4	CAT-6 CABLES	GENERAL	7131800
4	CAT-6 JACK	PANDUIT	CJ688TGWH
2	TWO-HOLE KEYSTONE	PANDUIT	CFFP4WH
1	BLANK KEYSTONE	PANDUIT	CHB2MWH-X

4

CONNECTIVITY CODE

TC102

INSTALLATION NOTES:

- REFER TO THESE NOTES FOR ALL CONNECTIVITY CODES. FOR SPECIALIZED NOTES SEE THE ACTUAL CONNECTIVITY CODE.
- ROUTE ALL USER CABLES FROM THE RACK OR CABINET, THROUGH THE CABLE TRAY IF SO PROVIDED, IF NO CABLE TRAY IS SHOWN INSTALL CABLES THROUGH "J" HOOKS. PROVIDE ALL "J" HOOKS.
- CABLES SHALL BE SUPPORTED NO LESS THAN EVERY 5 FEET.
- PROVIDE A SMALL LOOP OF CABLE ABOVE THE CEILING PRIOR TO INSTALLING THE CABLE INTO THE USER CONDUIT OR RACEWAY.
- ROUTE THE CABLE THROUGH THE CONDUIT OR RACEWAY AND TO THE WALLBOX, FLOORBOX OR SURFACE MOUNT BOX. PROVIDE ENOUGH EXTRA CABLE FOR TERMINATION AND MAINTENANCE.
- TERMINATE ALL CABLES WITH THE CORRECT CONNECTORS.
- ALL CONNECTORS SHALL BE INSERTED INTO THE KEYSTONE PLATES AND THEN THE KEYSTONE PLATES SHALL BE INSTALLED INTO THE FACEPLATES.
- INSTALL FACEPLATES TO THE BOXES OR DIRECTLY TO THE WALL OR FURNITURE IN THE CASE OF SURFACE MOUNT BOXES.
- EACH CABLE SHALL HAVE A LASER-PRINTED, SELF-LAMINATING WRAP-AROUND LABEL AT EACH END. SEE DETAILS ON TC101
- OUTLETS SHALL BE AT 18" AFF UNLESS NOTED ON THE CONNECTIVITY CODE OR PLAN DRAWINGS.
- LABEL EACH FACEPLATE WITH A LASER-PRINTED LABEL THAT IS INSTALLED BEHIND THE CLEAR PLASTIC LABEL STRIP. WHERE NO LABEL STRIP IS PROVIDED, THE CONTRACTOR SHALL INSTALL A LASER PRINTED ADHESIVE LABEL. WHERE SPECIFICALLY NOTED, THE CONTRACTOR SHALL INSTALL ENGRAVED LAMACOID LABELS.
- AFTER INSTALLATION, ALL CABLES SHALL BE TESTED. TEST TO cat-6 STANDARDS
- SEE DRAWINGS AND SPECS FOR DETAILS ON LABELING PLATES AND PANELS IN THE COMM ROOMS
- PROVIDE RED-LINED AS BUILT DRAWINGS AND TEST RESULTS AS PART OF THE CLOSEOUT OF THE PROJECT

N

CONNECTIVITY CODE

MOHAWK NOTE

TC102

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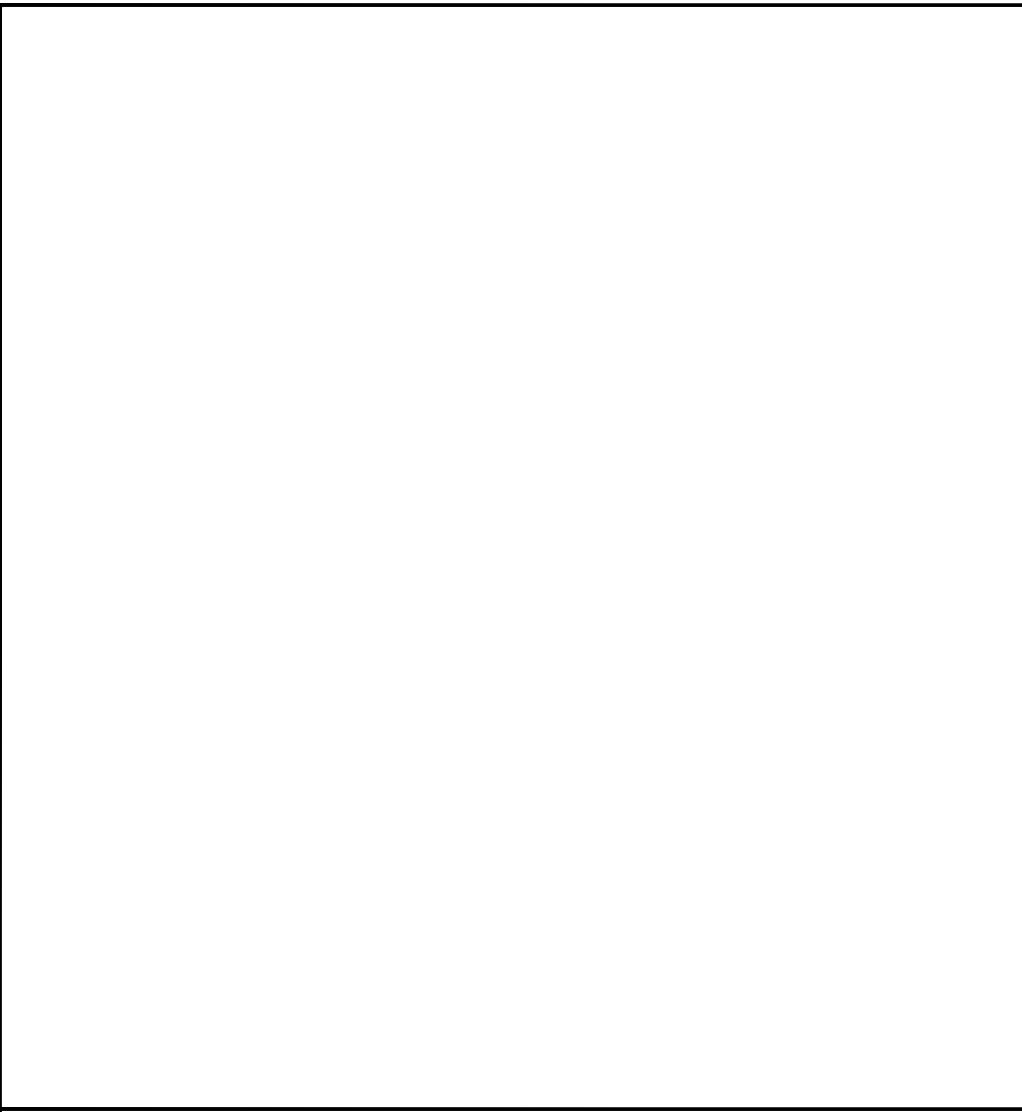
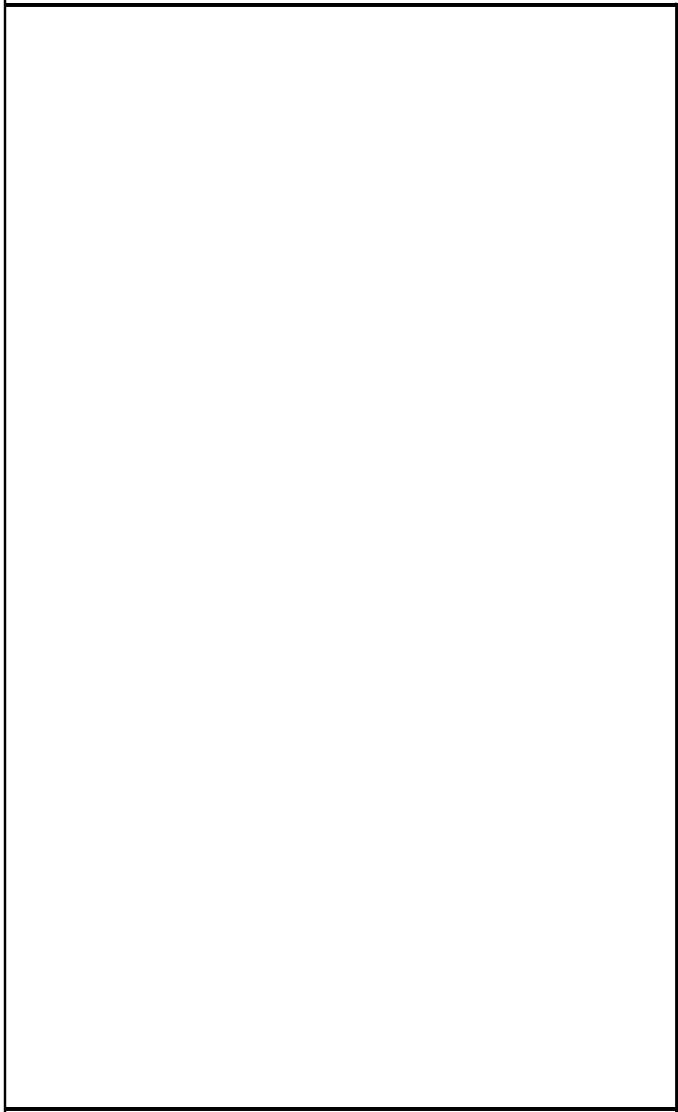
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REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS



15' COIL OF CABLE

CAT-6 CABLE

CAT-6 PATCH BY OTHERS

CAT-6 SURFACE BOX

CAMERA

ABOVE DROP CEILING INSTALLATION

CAT-6 SURFACE BOX

15' COIL OF CABLE

PENDANT CAMERA

SURFACE MOUNTED CAMERA

OPEN CEILING INSTALLATION

SECURITY CAMERA -CEILING MOUNTED

5

PARTS		CONNECTIVITY CODE	
QTY	DESCRIPTION	MANUFACTURER	PART #
1	SURFACE BOX	HUBBELL	HSB10W
1	CAT-6 CABLE-GREEN	MOHAWK	M58286
1	CAT-6 JACK	HUBBELL	HXJ6GN

INSTALLATION NOTES:

- PROVIDE A SURFACE MOUNT BOX TO THE BUILDING STRUCTURE NEAR THE SECURITY CAMERA LOCATION.
- SEE FLOORPLAN FOR LOCATION.
- SEE ARCHITECTURAL REFLECTED CEILING PLAN FOR TYPE

5

CONNECTIVITY CODE

TC102

1" CONDUIT WITH A TWO-GANG BACKBOX & A SINGLE-GANG MUDRING BY E.C.

COMMUNICATION CABLES

WALL

FACEPLATE

±18" A.F.F.

LABEL

DATA

BLANK

BLANK

BLANK

LABEL

1

PARTS		CONNECTIVITY CODE	
QTY	DESCRIPTION	MANUFACTURER	PART #
1	FACEPLATE	PANDUIT	CFPL6WHY
1	CAT-6 CABLES	GENERAL	7131800
1	CAT-6 JACK	PANDUIT	CJ688TGWH
1	TWO-HOLE KEYSTONE	PANDUIT	CFFP4WH
1	UNIT BLANK	PANDUIT	CMBWH-X
2	BLANK KEYSTONE	PANDUIT	CHB2MWH-X

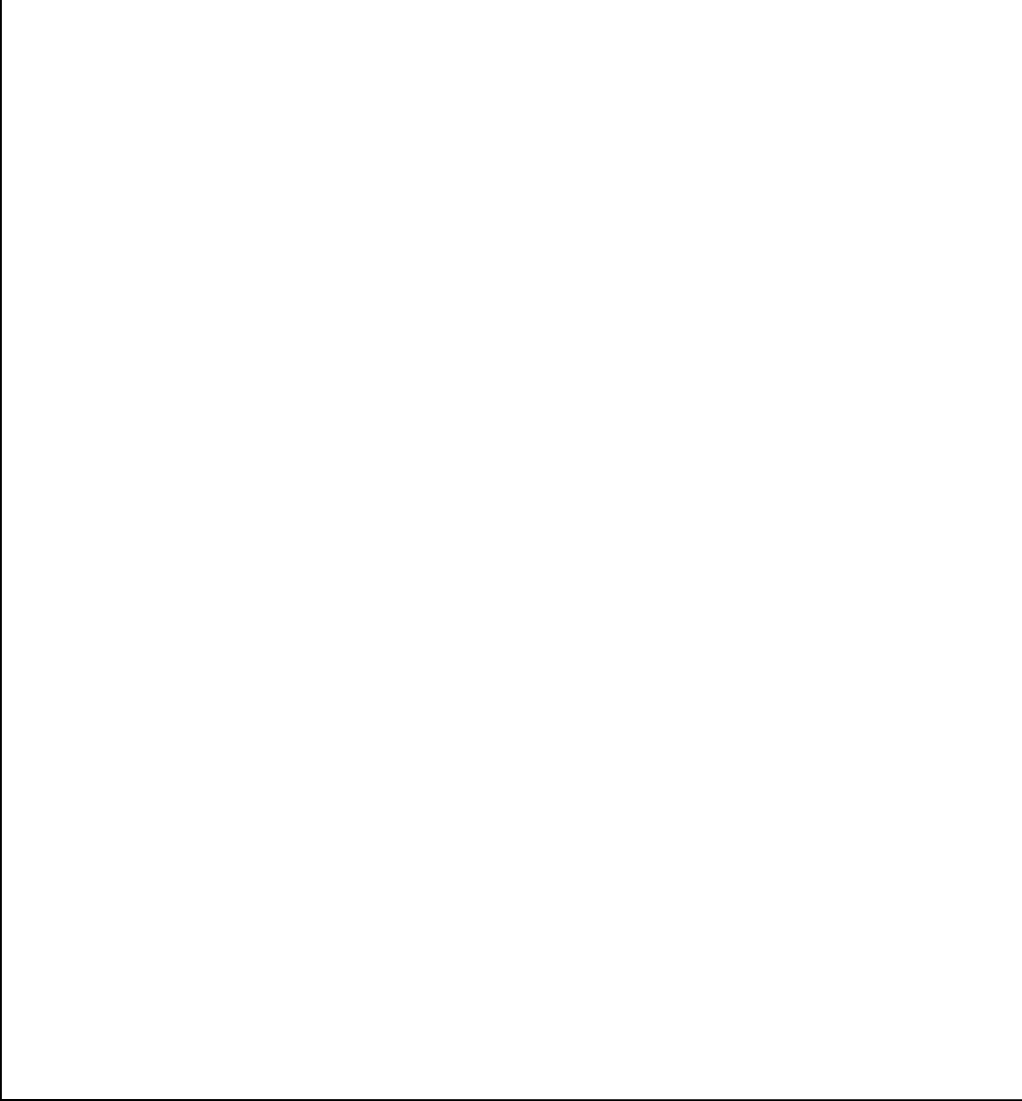
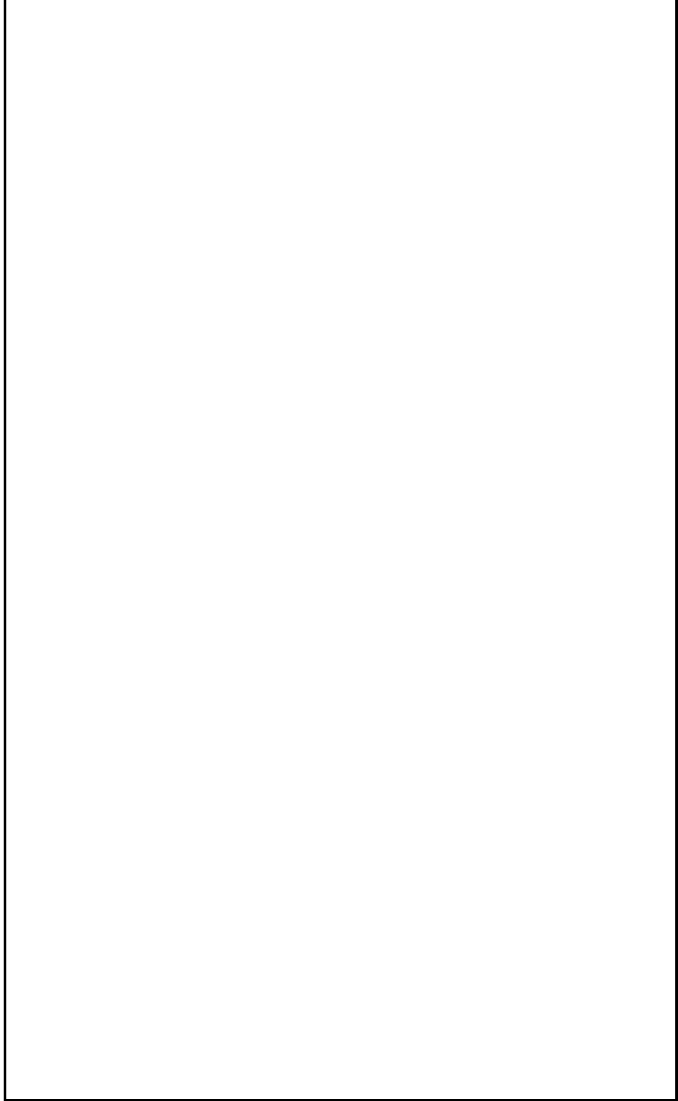
1

CONNECTIVITY CODE

TC102

KEY PLAN

LANSING SCHOOL DISTRICT



POWER CONDUIT

COMMUNICATION CABLE

SEE TRXXX DRAWINGS

LCD DISPLAY

SURFACE BOX

CONCRETE FLOOR

6

PARTS		CONNECTIVITY CODE	
QTY	DESCRIPTION	MANUFACTURER	PART #
1	SURFACE BOX	PANDUIT	CBX2WH-A
1	CAT-6 CABLE,	GENERAL	7131800
1	CAT-6 JACK	PANDUIT	CJ6X8BTGYL

INSTALLATION NOTES:

- LABEL CABLE AND SURFACE BOX WITH CABLE NUMBER
- COIL DATA CABLE AND MOUNT SURFACE MOUNT BOX TO SIDE OF THE IN-WALL BACKBOX.

6

CONNECTIVITY CODE

TC102

1" CONDUIT WITH A TWO-GANG BACKBOX & A SINGLE-GANG MUDRING BY E.C.

COMMUNICATION CABLES

WALL

FACEPLATE

±18" A.F.F.

LABEL

DATA

DATA

BLANK

BLANK

BLANK

LABEL

2

PARTS		CONNECTIVITY CODE	
QTY	DESCRIPTION	MANUFACTURER	PART #
1	FACEPLATE	PANDUIT	CFPL6WHY
2	CAT-6 CABLES	GENERAL	7131800
2	CAT-6 JACK	PANDUIT	CJ688TGWH
1	TWO-HOLE KEYSTONE	PANDUIT	CFFP4WH
2	BLANK KEYSTONE	PANDUIT	CHB2MWH-X

2

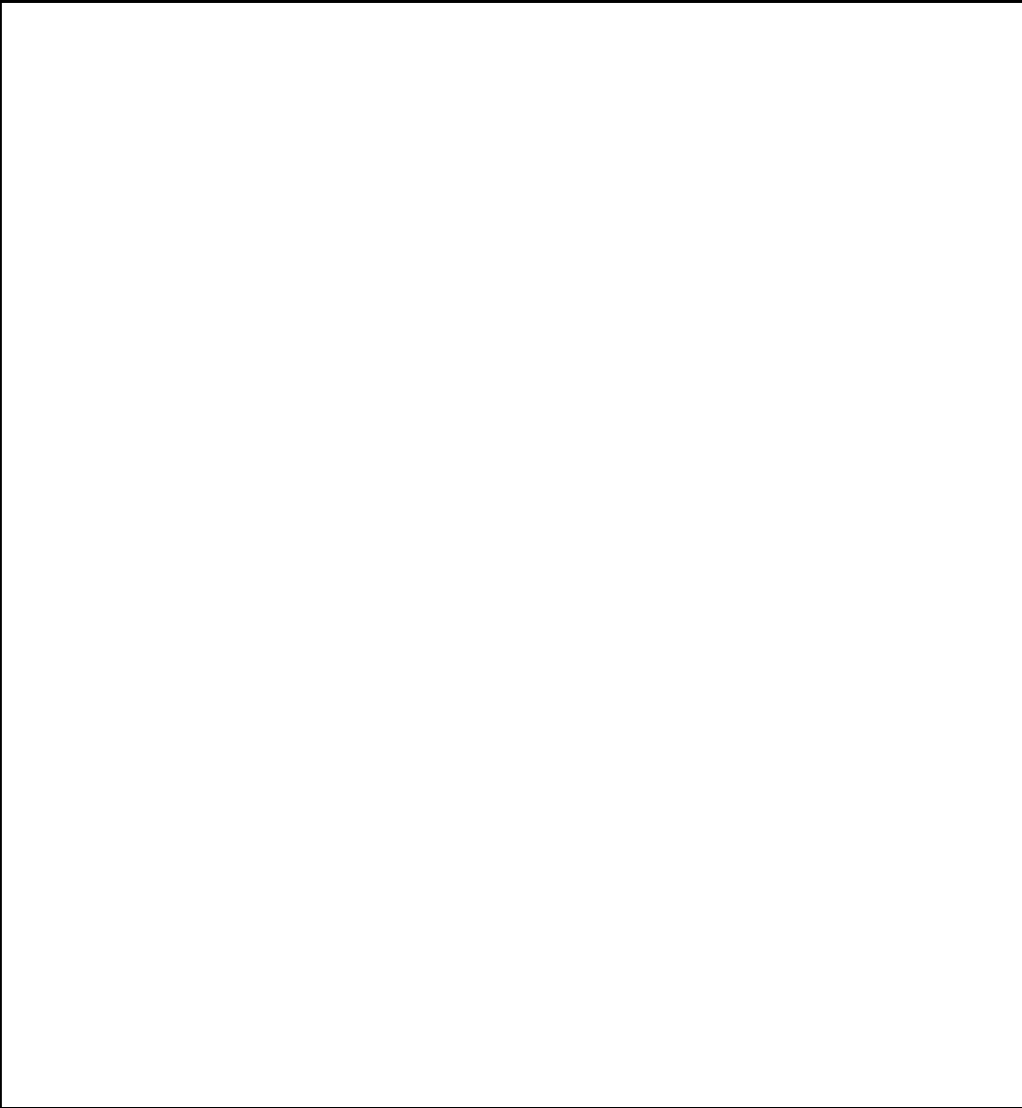
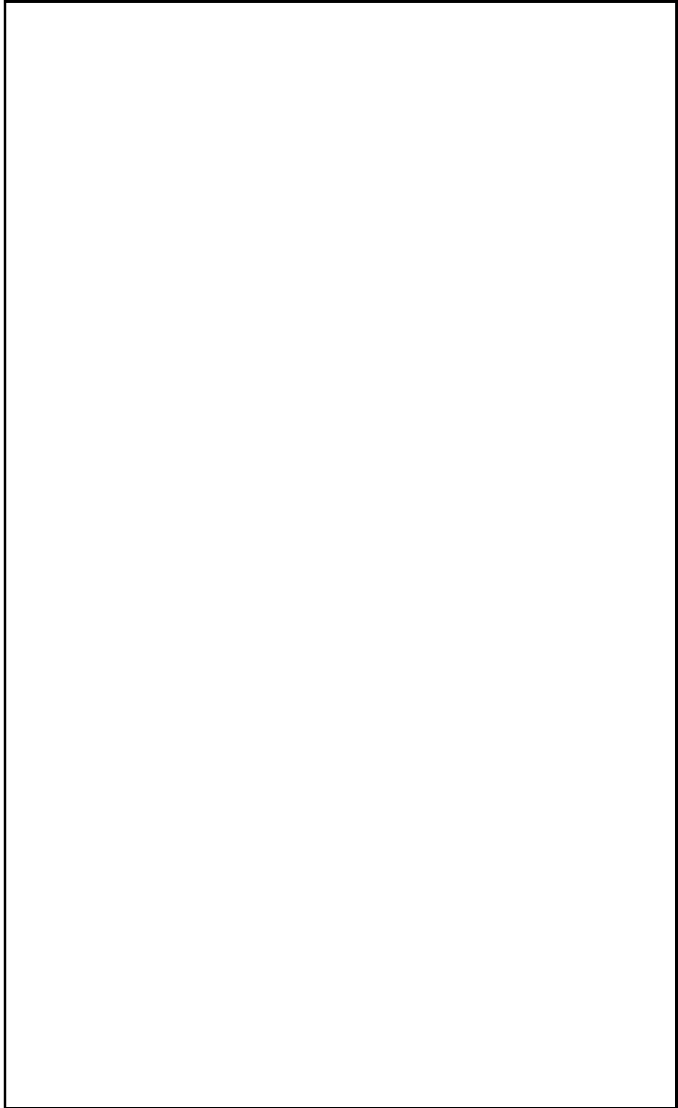
CONNECTIVITY CODE

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15' COIL OF CABLE

CAT-6 CABLE

CAT-6 PATCH BY OTHERS

CABLE LABEL

WIRELESS ACCESS POINT

ABOVE DROP CEILING INSTALLATION

CAT-6 SURFACE BOX

15' COIL OF CABLE

CAT-6 CABLE

WIRELESS ACCESS POINT

OPEN CEILING INSTALLATION

CAT-6 PATCH BY OTHERS

WIRELESS ACCESS POINT, CAT-6

7

PARTS		CONNECTIVITY CODE	
QTY	DESCRIPTION	MANUFACTURER	PART #
1	SURFACE BOX	HUBBELL	HSB10W
1	CAT-6 CABLES-YELLOW	MOHAWK	M58283
1	CAT-6 JACK	HUBBELL	HXJ6Y

INSTALLATION NOTES:

- PROVIDE A SURFACE MOUNT BOX TO THE BUILDING STRUCTURE NEAR THE ACCESS POINT LOCATION.
- SEE FLOORPLAN FOR LOCATION.
- SEE ARCHITECTURAL REFLECTED CEILING PLAN FOR TYPE
- INSTALL A LASER PRINTED CABLE LABEL ON THE CEILING WHERE THE CABLE TERMINATES. THIS WILL ALLOW THE FUTURE USER TO FIND THE CABLE TO EVENTUALLY INSTALL WIRELESS ACCESS POINT.

7

CONNECTIVITY CODE

TC102

1" CONDUIT WITH A TWO-GANG BACKBOX & A SINGLE-GANG MUDRING BY E.C.

COMMUNICATION CABLES

WALL

FACEPLATE

±18" A.F.F.

LABEL

DATA

DATA

BLANK

DATA

BLANK

LABEL

3

PARTS		CONNECTIVITY CODE	
QTY	DESCRIPTION	MANUFACTURER	PART #
1	FACEPLATE	PANDUIT	CFPL6WHY
3	CAT-6 CABLES	GENERAL	7131800
3	CAT-6 JACK	PANDUIT	CJ688TGWH
3	TWO-HOLE KEYSTONE	PANDUIT	CFFP4WH
1	UNIT BLANK	PANDUIT	CMBWH-X
1	BLANK KEYSTONE	PANDUIT	CHB2MWH-X

3

CONNECTIVITY CODE

TC102

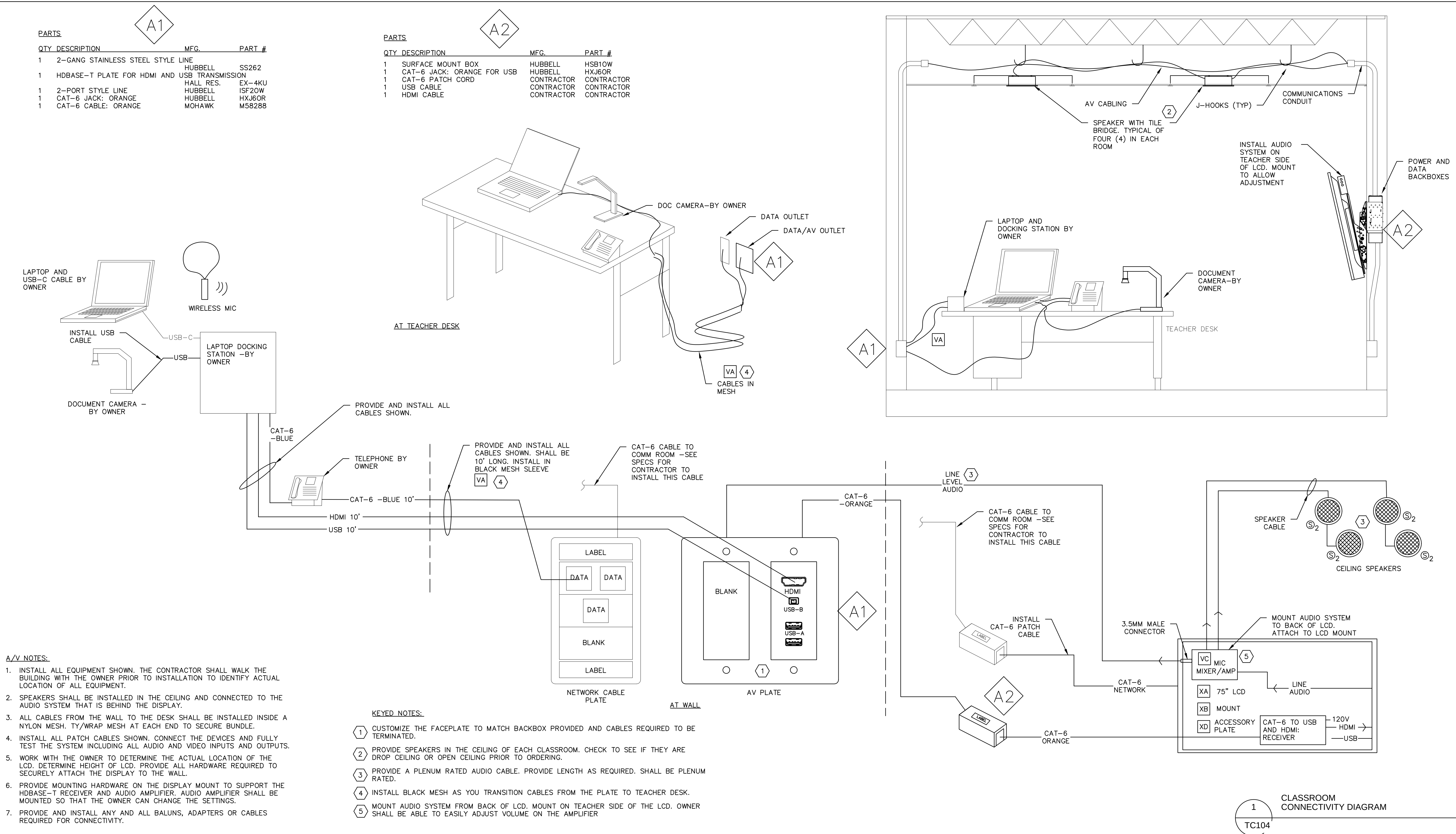
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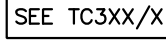
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	BWE
DESIGNER:	REVIEWER:
JMS	JMS
DATE ISSUED:	PROJECT NUMBER:
11/07/2025	25013568A
SHEET NAME:	
CABLING DETAILS	
DRAWING NUMBER:	
TC102	



AUDIO VIDEO SYMBOL LEGEND	
SYMBOL	DESCRIPTION
	THIS SYMBOL WITH A NUMBER INSIDE REFERS TO KEYNOTES. REFER TO NOTES ON THE SHEET OR WITHIN THE DETAIL FOR ADDITIONAL INFORMATION
	EQUIPMENT SCHEDULE. THIS SYMBOL WITH LETTERS INSIDE REFERS EQUIPMENT SCHEDULES, SEE DETAILS AND EQUIPMENT SCHEDULES ON TC101, TC301, TC501 AND TC701.
	CABLE SCHEDULE. THIS SYMBOL WITH NUMBERS INSIDE REFERS EQUIPMENT SCHEDULES, SEE DETAILS AND EQUIPMENT SCHEDULES ON TC101, TC301, TC501 AND TC701.
	AUDIO/VIDEO COMMUNICATIONS OUTLET. REFER TO THE ASSOCIATED AV SYSTEM DETAIL FOR REQUIREMENTS. ZZ REFERS TO HEIGHT OF OUTLET. 18" UNLESS OTHER WISE NOTED.
	AV SYSTEM DETAIL. REFER TO THIS SHEET AND DETAIL NUMBER FOR THE REQUIREMENTS OF THE AUDIO/VIDEO SYSTEM IN THIS ROOM
	SPEAKERS. SEE SPEAKER SCHEDULE ON TC301. "X" REFERS TO SPEAKER TYPE. "ZZ" REFERS TO SPEAKER ZONE IF THIS IS A PAGING SPEAKER.
	VIDEO PROJECTOR CEILING MOUNTED LOCATION. REMOVE THIS FROM THE BUILDING
	PROJECTION SCREEN. REMOVE THIS FROM THE BUILDING

SPEAKER SCHEDULE			
MARK	DESCRIPTION	MANUFACTURER	PART NO.
⑤ ₁	PAGING SYSTEM SPEAKER FOR DROP CEILING INSTALLATION. EQUIP WITH WHITE GRILL AND MULTI TAPS. PROVIDE T-BAR AND BACKBOX	ATLAS IED	SD72WV
⑤ ₂	CLASSROOM AUDIO SPEAKER. OPEN CEILING MOUNTED OR WALL MOUNTED. INSTALL ALL THREAD TO MOUNT SPEAKERS NO HIGHER THAN 14' AFF	LIGHTSPEED	WMQ

AUDIO AND VIDEO EQUIPMENT SCHEDULE			
MARK	DESCRIPTION		PART NO.
VA	PLASTIC MESH CABLE PROTECTOR AND WRAP. SAMSUNG #HT4044 CABLE FLEXWRAP		F6NXX
VB	AUDIO PAGING AND BELL SYSTEM		SEE SPECS
VC	CLASSROOM AUDIO AMP WITH WIRELESS MIC		T-25

FLAT PANEL DISPLAY EQUIPMENT SCHEDULE			
MARK	DESCRIPTION	MANUFACTURER	PART NO.
XA	75" FLAT PANEL, TOUCH ENABLED. EQUIP WITH A MOUNT. VERIFY MOUNT PRIOR TO ORDERING.	CLEVERTOUCH	IMPACT LUX GEN 2
XB	TILT WALL MOUNT FOR FLAT PANEL 65" TO 75" DIAGONAL	CHIEF	LTM1U
XC	PULL OUT MOUNT FOR FLAT PANEL 65" AND 75"	CHIEF	TS525TU
XD	AT EACH DISPLAY WHERE THERE ARE DEVICES TO BE INSTALLED BEHIND THE FLAT PANEL DISPLAY, INSTALL A COMPONENT STORAGE PANEL	CHIEF	CSPM9X12

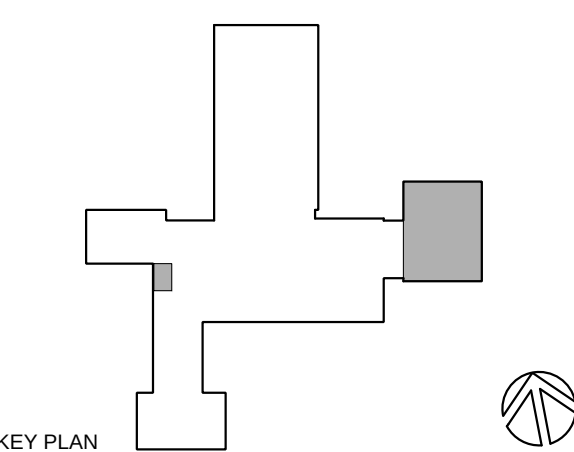
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REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS



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PROJECT MANAGER:

DISCIPLINE LEAD:

DESIGNER:

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DATE ISSUED:

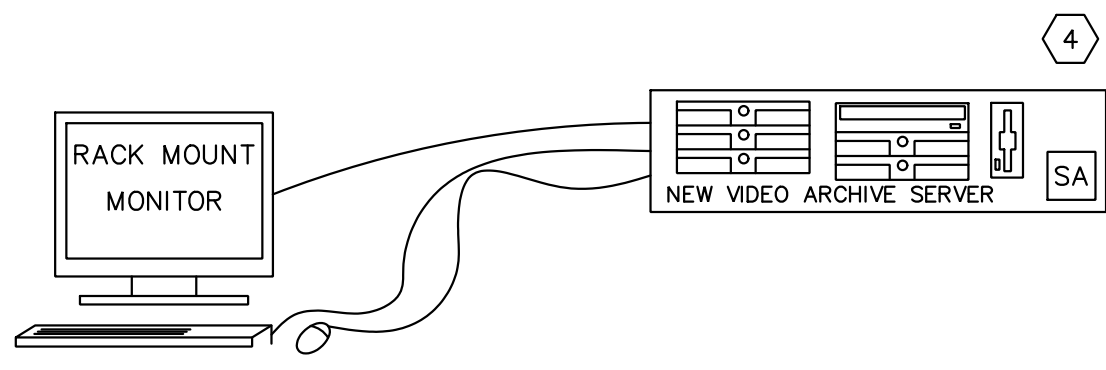
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SHEET NAME:

AV SCHEDULES, LEGENDS, & DETAILS

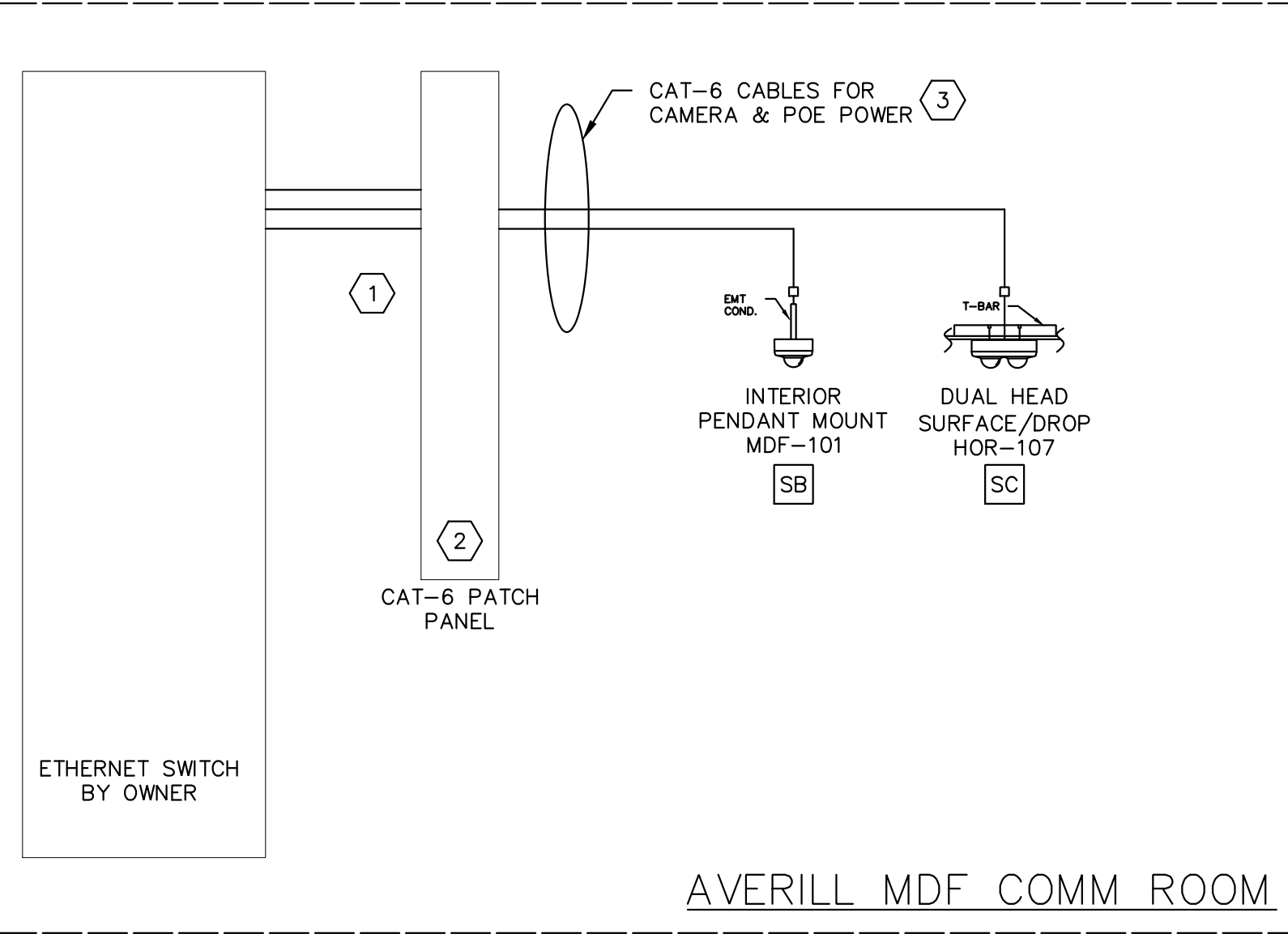
DRAWING NUMBER:

TC104



GENERAL VIDEO SECURITY NOTES:

- CONTRACTOR SHALL PROVIDE ALL PATCH CABLES AT THE CAMERA AND AT THE COMM ROOM. MATCH COLOR OF CAMERA CABLE. 12" LONG AT SWITCH. 10' AT THE CAMERA
- THE CONTRACTOR SHALL SUPPLY ANY & ALL BALUNS, COUPLERS ADAPTERS & CONVERTERS THAT ARE REQUIRED FOR THE INTER-CONNECTION OF ALL THE SECURITY COMPONENTS.
- CONTRACTOR SHALL PROVIDE THE CORRECT CAMERA MOUNT BASED ON CAMERA LOCATION AND STRUCTURE AVAILABLE. VERIFY CAMERA LOCATION PRIOR TO ORDERING MOUNTS AND CAMERAS.
- CAMERAS IN DROP CEILINGS,. PROVIDE BACKPLATE OR T-BAR FOR SUPPORT FROM GRID, NOT JUST THE TILE.
- WHERE THE CAMERA IS NOT INSTALLED INTO A DROP CEILING THE CONTRACTOR SHALL PROVIDE A MOUNT AND HOUSING. PROVIDE WEATHERPROOF MOUNTS ON EXTERIOR CAMERAS.
- EXTERIOR CAMERAS SHALL BE RATED FOR OUTDOOR INSTALLATION AND SHALL PROVIDE THEIR OWN HEAT.
- CONTRACTOR SHALL MEET WITH THE OWNER AND DETAIL ALL THE CAPABILITIES OF THE SYSTEM. THE CONFIGURATION OF THE RECORDER AND CAMERAS SHALL BE BASED ON THESE MEETINGS WITH THE OWNER. TAKE NOTES DURING THE MEETINGS. SUBMIT WITH AS-BUILTS
- ALL CAMERAS SHALL CONNECT TO THE IP NETWORK SWITCH IN THE COMMUNICATIONS ROOM. CONTRACTOR SHALL WORK WITH THE OWNER ON CONFIGURATION OF THE ETHERNET SWITCH.
- PRIOR TO CAMERA INSTALLATION THE CONTRACTOR SHALL CONDUCT A "GREEN-TAPE" WALK-THRU OF THE SITES WITH THE OWNER AND IDENTIFY ALL CAMERA LOCATIONS AND INSTALL TAPE AT EACH CAMERA LOCATION.
- NETWORK VIDEO RECORDER(S) (NVR) ARE EXISTING AND AT THE LANSING SCHOOL DISTRICT DATA CENTER



ETHERNET SWITCH BY OWNER

CAT-6 PATCH PANEL

CAT-6 CABLES FOR CAMERA & POE POWER

INTERIOR PENDANT MOUNT MDF-101

DUAL HEAD SURFACE/DROP HOR-107

AVERILL MDF COMM ROOM

REFER TO THE PLANS FOR CAMERA LOCATIONS

VIDEO SECURITY DIAGRAM WEXFORD ADDITION

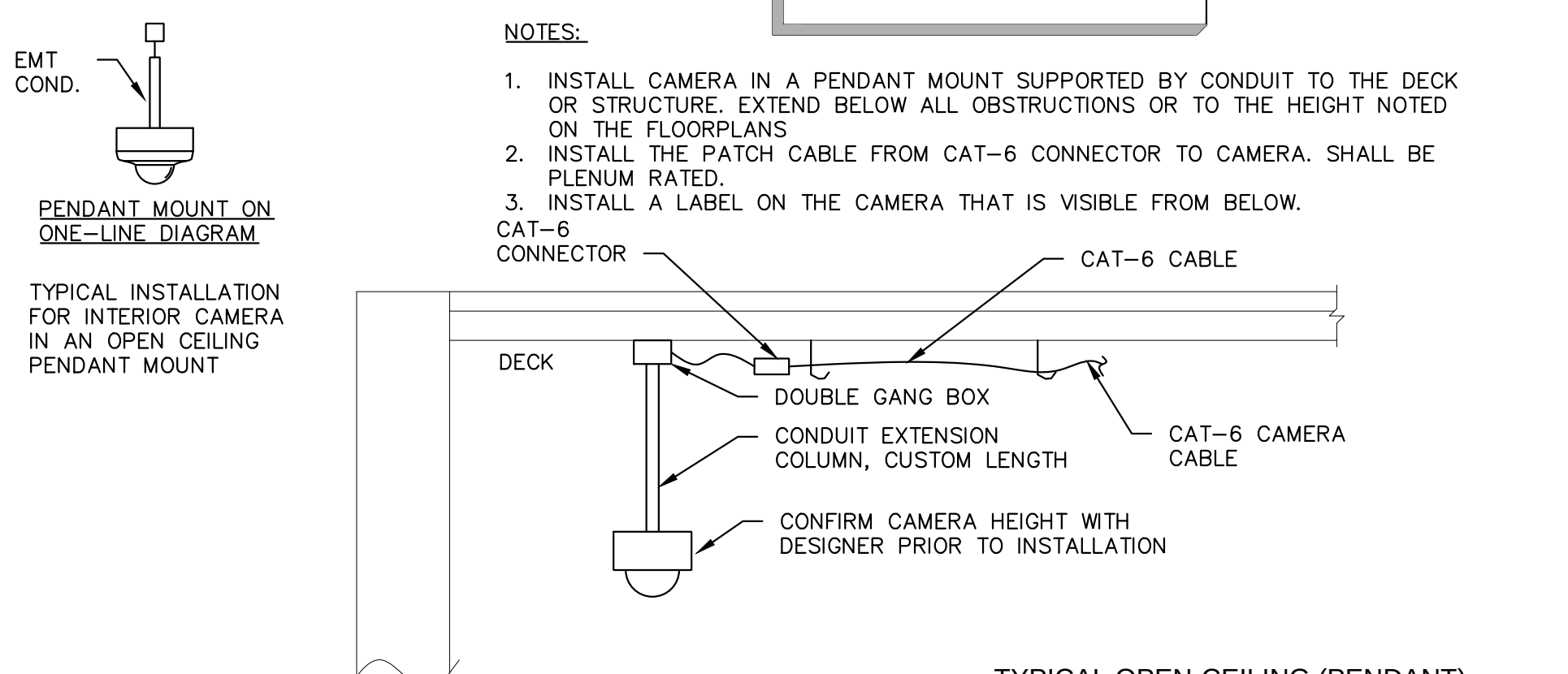
KEYED VIDEO SECURITYNOTES:

- PROVIDE ALL PATCH CABLES REQUIRED FOR CONNECTION OF ALL CAMERAS AT THE CAMERA AND AT THE NETWORK SWITCH. ALL PATCH CABLES SHALL BE MATCH CABLE COLOR
- LABEL THE CAT-6 PATCH PANEL WITH THE CAMERA NUMBER THE CABLE CONNECTS TO. SHALL BE LASER PRINTED. SEE SPECS
- SEE SPECIFICATIONS AND BID SCOPES TO DETERMINE WHICH CONTRACTOR IS TO INSTALL AND TERMINATE THE CAT-6 CABLES USED FOR SECURITY CAMERAS.
- THE SERVER IS EXISTING AND SHALL BE USED TO RECORD THE CAMERAS. SETUP THE SYSTEM TO SUPPORT THE TWO NEW CAMERAS.

SECURITY SYMBOL LEGEND	
SYMBOL	DESCRIPTION
	THIS SYMBOL WITH A NUMBER INSIDE REFERS TO KEYNOTES. REFER TO NOTES ON THE SHEET OR WITHIN THE DETAIL FOR ADDITIONAL INFORMATION
	EQUIPMENT SCHEDULE. THIS SYMBOL WITH LETTERS INSIDE REFERS EQUIPMENT SCHEDULES, SEE DETAILS AND EQUIPMENT SCHEDULES ON TC101, TC301, TC501 AND TC701.
	CABLE SCHEDULE. THIS SYMBOL WITH NUMBERS INSIDE REFERS EQUIPMENT SCHEDULES, SEE DETAILS AND EQUIPMENT SCHEDULES ON TC101, TC301, TC501 AND TC701.
	ACCESS CONTROL SYMBOL. "XX" IS LETTERS. SEE DETAILS ON TC1XX SHEETS FOR EQUIPMENT, CABLING AND RACEWAY DETAILS.
	EXISTING ACCESS CONTROL SYMBOL. "XX" IS LETTERS THAT COORDINATE WITH ACCESS CONTROL SYMBOL LETTERING.
	DOOR NUMBER
	SECURITY PANEL. PROVIDE PANEL AND CONNECT AS SHOWN ON FLOORPLANS AND IN THE SPECIFICATIONS.
	SECURITY CAMERA WITH 360 DEGREE VIEWING, SINGLE-IMAGER. PROVIDE AND INSTALL A NEW SECURITY CAMERA. SEE DETAILS ON TC5XX SHEETS.
	SECURITY CAMERA DUAL-HEAD. PROVIDE AND INSTALL A NEW SECURITY CAMERA. SEE DETAILS ON TC5XX SHEETS.

ACCESS CONTROL EQUIPMENT SCHEDULE			
MARK	DESCRIPTION	MANUFACTURER	PART NO.
CA	ACCESS CONTROL SYSTEM, SOFTWARE AND ASSOCIATED/REQUIRED SERVERS	CONTINENTAL ACCESS	SPECS
CB	ACCESS CONTROL ENCLOSURE. BACKPLATE AND LOCKABLE PANEL	ALTRONIX	TROVE 1/2/3
CC	POWER SUPPLY FOR ACCESS CONTROL EQUIPMENT. EQUIP WITH ETHERNET CONNECTIVITY MODULE	ALTRONIX	E-FLOW SERIES W/ LINQ2 ENET MOD.
CD	POWER DISTRIBUTION BOARD AND VOLTAGE REGULATOR. POWERS OTHER BOARDS IN THE ACCESS CTRL PANEL	ALTRONIX	PDS8 SERIES WITH VR6 REGULATOR
CE	ACCESS POWER CONTROLLER	ALTRONIX	ACMS8 OR EQUAL
CF	DOOR ACCESS CONTROL MODULE. IP ATTACHED. QTY AS REQUIRED	MERCURY	LP SERIES OR EQUAL
CG	DOOR ACCESS CONTROL MODULE. RS-485 ATTACHED. QTY AS REQUIRED	MERCURY	MR SERIES OR EQUAL
CH	BATTERY FOR ACCESS CONTROL PANEL	SEE SPECS	SEE SPECS
	NOTE THAT THE DEVICES HERE ARE BASED AROUND MERCURY PANELS. SINCE THE OWNER USES A CONTINENTAL ACCESS SYSTEM THESE DEVICES CAN BE DIRECT CROSSED TO CONTINENTAL ACCESS PARTS.		

CAMERA EQUIPMENT SCHEDULE			
MARK	DESCRIPTION	MANUFACTURER	PART NO.
SA	VIDEO SECURITY NVR SERVER AND RECORDING SOFTWARE. PROVIDE AND INSTALL A SERVER OR SERVERS WITH THE PROCESSING AND STORAGE TO MEET THE OWNERS NEED AS DETAILED ON THE DRAWINGS AND SPECS.	EXISTING	MILESTONE
SB	360 DEGREE CAMERA-SINGLE IMAGER. INTERIOR/EXTERIOR. 12 MEGAPIXEL.-OBJECT ANALYTIC, INTEGRATED WITH THE VMS FOR DETECTING AND SEARCHING BASED UPON SPECIFICS SUCH AS PERSON/VEHICLE/COLOR OF CLOTHES AND COLOR OF VEHICLE	AXIS	M4308-PLF
SC	INTERIOR/EXTERIOR IP CAMERA. 5 MP RESOLUTION. MOUNT AS DETAILED. SEE DETAILS AND SPECIFICATIONS. SEAL AROUND CONDUIT AND MOUNT. -OBJECT ANALYTIC, INTEGRATED WITH THE VMS FOR DETECTING AND SEARCHING BASED UPON SPECIFICS SUCH AS PERSON/VEHICLE/COLOR OF CLOTHES AND COLOR OF VEHICLE	AXIS	P4707-PLVE



PENDANT MOUNT IN OPEN CEILING

NOTES:

- INSTALL CAMERA IN A PENDANT MOUNT SUPPORTED BY CONDUIT TO THE DECK OR STRUCTURE. EXTEND BELOW ALL OBSTRUCTIONS OR TO THE HEIGHT NOTED ON THE FLOORPLANS
- INSTALL THE PATCH CABLE FROM CAT-6 CONNECTOR TO CAMERA. SHALL BE PLENUM RATED.
- INSTALL A LABEL ON THE CAMERA THAT IS VISIBLE FROM BELOW.

CAT-6 CONNECTOR

CAT-6 CABLE

DOUBLE GANG BOX

CONDUIT EXTENSION COLUMN, CUSTOM LENGTH

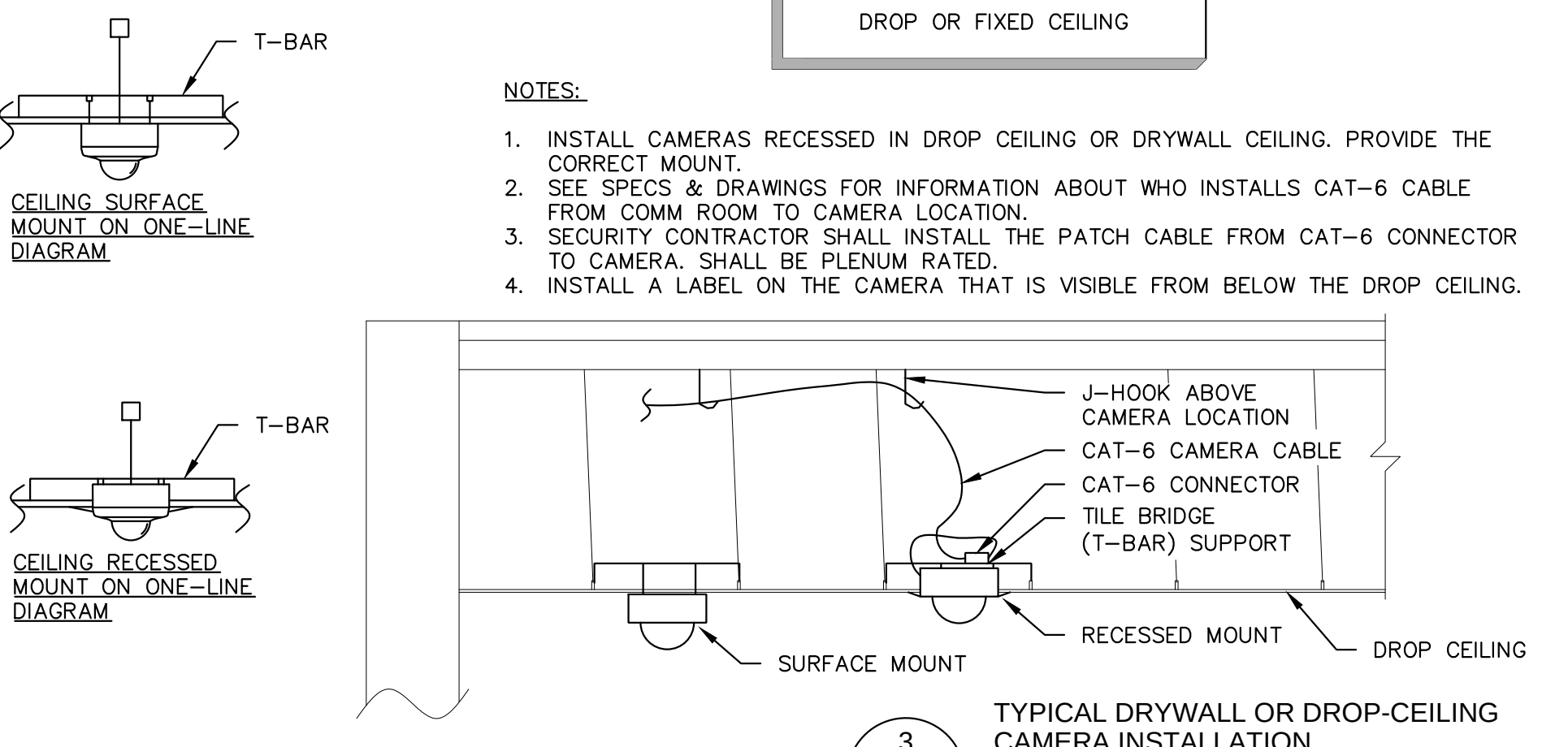
CAT-6 CAMERA CABLE

CONFIRM CAMERA HEIGHT WITH DESIGNER PRIOR TO INSTALLATION

TYPICAL OPEN-CEILING (PENDANT) CAMERA INSTALLATION

TC105

NOT TO SCALE



DROP OR FIXED CEILING

NOTES:

- INSTALL CAMERAS RECESSED IN DROP CEILING OR DRYWALL CEILING. PROVIDE THE CORRECT MOUNT.
- SEE SPECS & DRAWINGS FOR INFORMATION ABOUT WHO INSTALLS CAT-6 CABLE FROM COMM ROOM TO CAMERA LOCATION.
- SECURITY CONTRACTOR SHALL INSTALL THE PATCH CABLE FROM CAT-6 CONNECTOR TO CAMERA. SHALL BE PLENUM RATED.
- INSTALL A LABEL ON THE CAMERA THAT IS VISIBLE FROM BELOW THE DROP CEILING.

J-HOOK ABOVE CAMERA LOCATION

CAT-6 CAMERA CABLE

CAT-6 CONNECTOR

TILE BRIDGE (T-BAR) SUPPORT

SURFACE MOUNT

RECESSED MOUNT

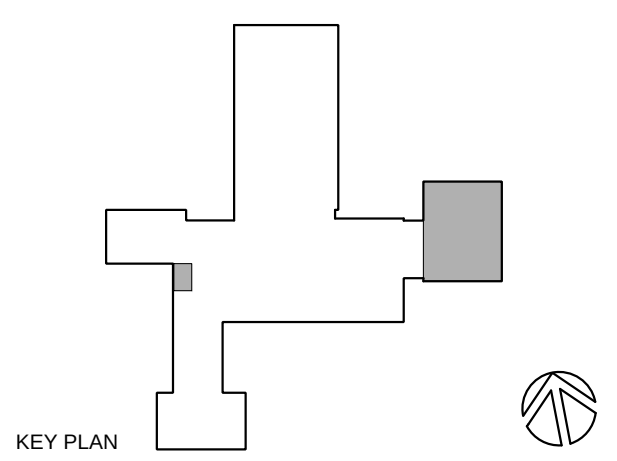
DROP CEILING

TYPICAL DRYWALL OR DROP-CEILING CAMERA INSTALLATION

TC105

NOT TO SCALE

REV	DATE	DESCRIPTION
1	11/14/2025	BIDS & PERMITS



LANSING SCHOOL DISTRICT

AVERILL ELEMENTARY RENOVATION

3201 AVERILL DR
LANSING, MI 48911

MI ARCHITECTURE
FIRM LICENSE # NLP000605

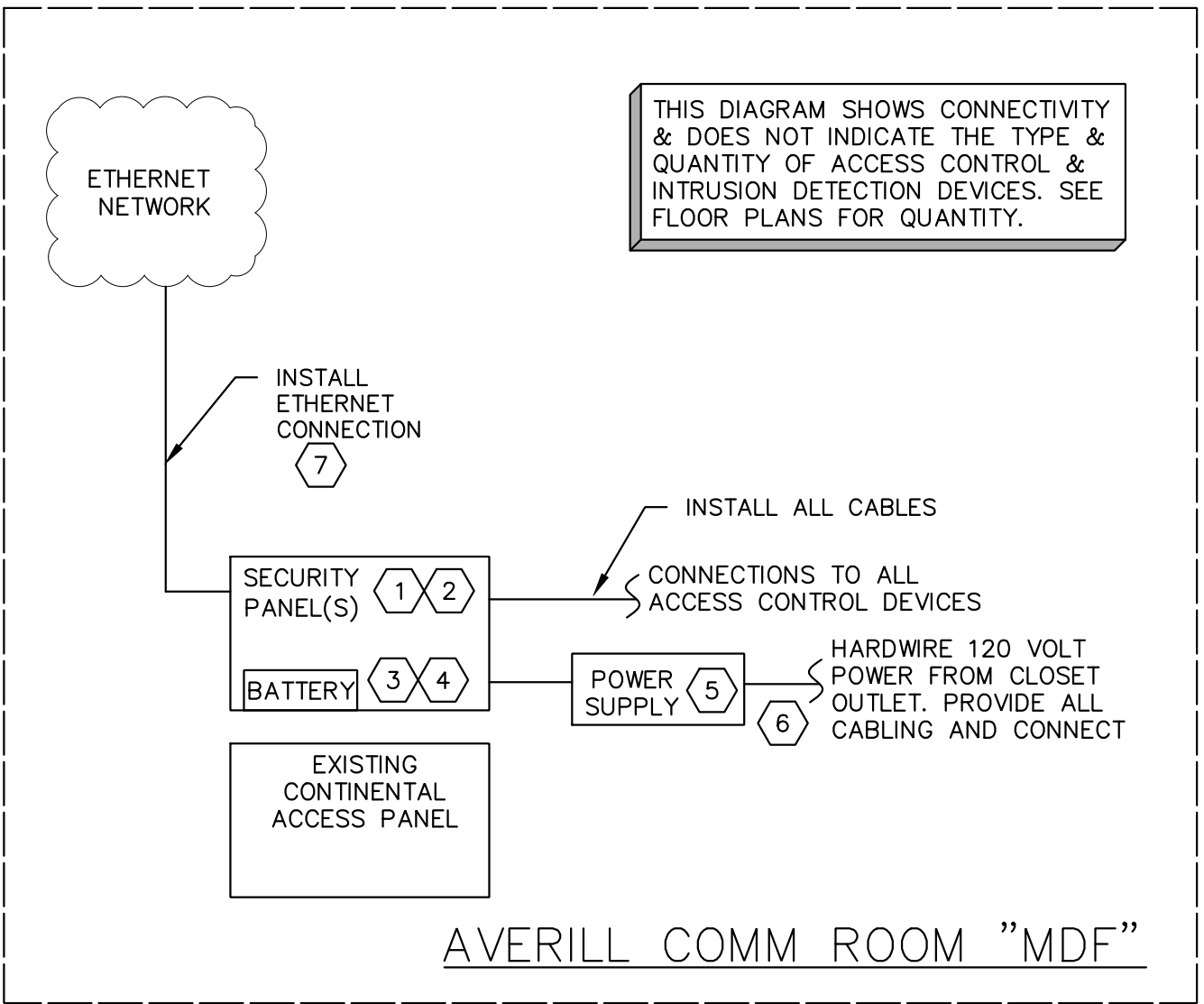
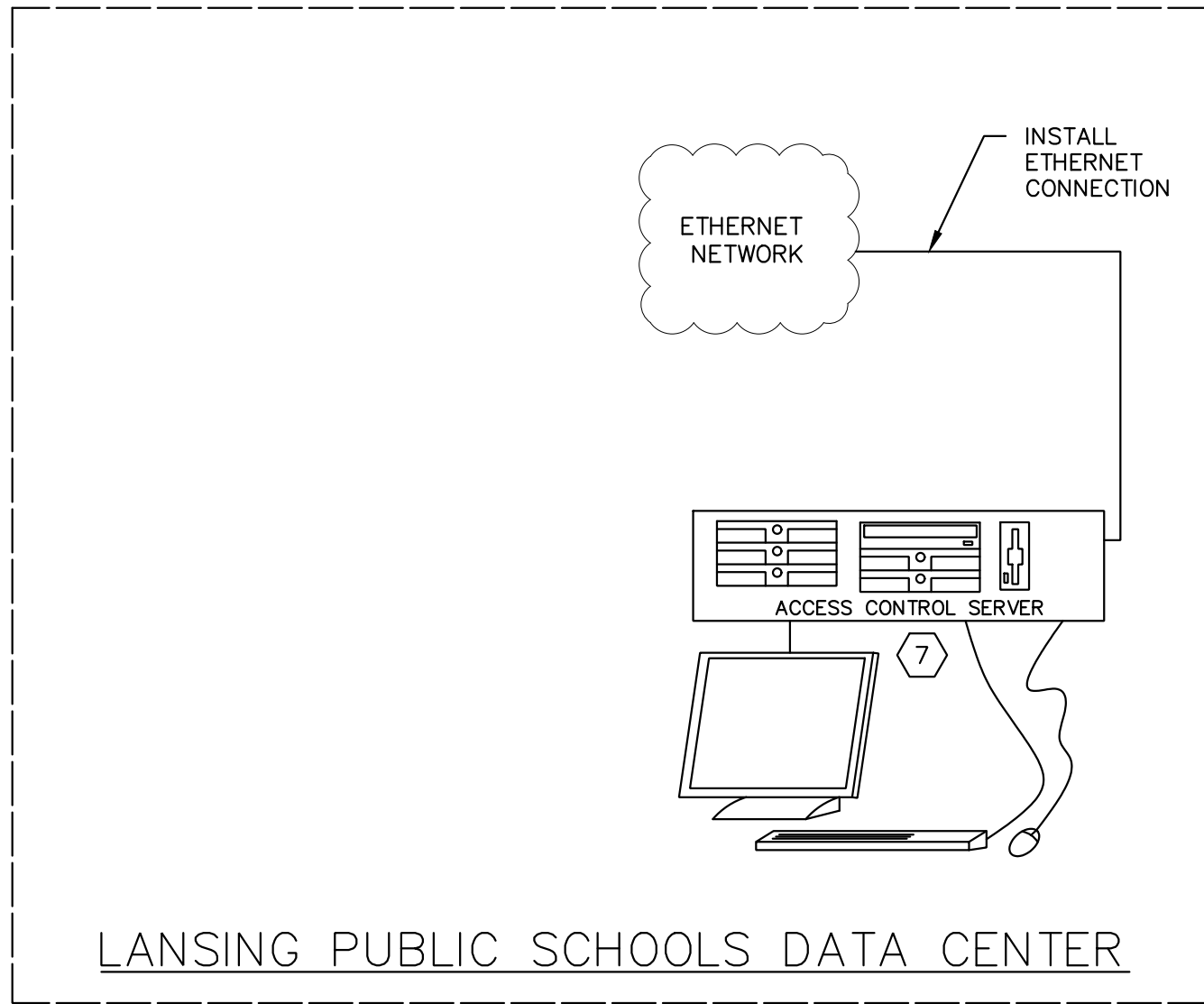
PROJECT MANAGER:	DISCIPLINE LEAD:
DESIGNER:	BWE
JMS	REVIEWER:
JMS	JMS
DATE ISSUED:	PROJECT NUMBER:
11/07/2025	25013568A

SHEET NAME:

SECURITY SCHEDULES, LEGENDS, & DETAILS

DRAWING NUMBER:

TC105



CONNECTIVITY NOTES:

1. PROVIDE THE QUANTITY OF EACH ITEM AS SHOWN ON THE DRAWINGS.
2. THE COMMUNICATIONS CONTRACTOR SHALL WORK WITH THE OWNER TO CONFIGURE THE SYSTEM TO MEET THE OWNERS REQUIREMENTS.
3. CABLES FOR CONNECTION FROM THE ACCESS CONTROL PANELS SHALL BE PLENUM RATED.
4. CONTRACTOR SHALL PROVIDE ALL CABLING FOR CONNECTION OF NEW SECURITY DEVICES. THE CABLES SHALL BE THE SAME COLOR. COORDINATE CABLE COLOR WITH OTHER CONTRACTORS SO THAT THE SECURITY CABLES ARE A UNIQUE COLOR.
5. ALL CABLES SHALL BE LABELED AT EACH END. LABEL THEM WITH THE DOOR NUMBER AND THEN FOR THE DEVICE TO WHICH THEY CONNECT. IN EXAMPLE: P124-DC.
6. THE CONTRACTOR SHALL INCLUDE SUFFICIENT TIME INTO THE PROJECT TO CUSTOM CONFIGURE THE ACCESS CONTROL SYSTEM TO INTERFACE AND CONTROL EACH SYSTEM SHOWN ON THE DIAGRAM AND DESCRIBED IN THE SPECIFICATIONS.
7. EXPAND THE EXISTING CONTINENTAL ACCESS SYSTEM THAT IS IN PLACE AT THE BUILDING.

KEYED NOTES:

- 1 ACCESS CONTROL PANELS SHALL BE LOCATED WHERE SHOWN ON THE DRAWINGS. CONNECT ALL DEVICES TO THESE PANELS. ALSO PROVIDE CABLING TO CONNECT THE PANELS TO THE ETHERNET SWITCHES IN THE RACKS.
- 2 WHERE MORE THAN ONE PANEL IS AT THE SAME LOCATION, THE CONTRACTOR CAN CONNECT ONE PANEL TO THE ETHERNET NETWORK AND CONNECT THE OTHER PANELS TO THE ETHERNET CONNECTED PANEL.
- 3 SEE THE FLOORPLANS FOR SUGGESTED PANEL LOCATIONS. INSTALL PANELS AS NOTED AND AS REQUIRED FOR COMPLETE CONNECTIVITY. CONNECT TO THE DATA NETWORK AND OTHER ACCESS CONTROL PANELS.
- 4 INSTALL BATTERY BACKUP TO EACH PANEL TO SUPPORT DURING A SHORT POWER OUTAGE. SEE SPECIFICATIONS FOR BATTERY BACKUP REQUIREMENTS.
- 5 THE CONTRACTOR SHALL PROVIDE A POWER SUPPLY IN THE COMMUNICATIONS ROOM TO POWER ALL THE DOOR HARDWARE.
- 6 CONTRACTOR SHALL BE RESPONSIBLE FOR CONNECTING THE PANELS TO 120 VOLT POWER. CONNECT WITH A HARDWIRED CONNECTION. PROVIDE CABLING AND CONDUIT/BOXES FOR CONNECTIVITY
- 7 CONNECT PANEL TO NETWORK AND CONFIGURE THE ACCESS CONTROL SYSTEM ON THE EXISTING SYSTEM.

ACCESS CONTROL READER DETAILS

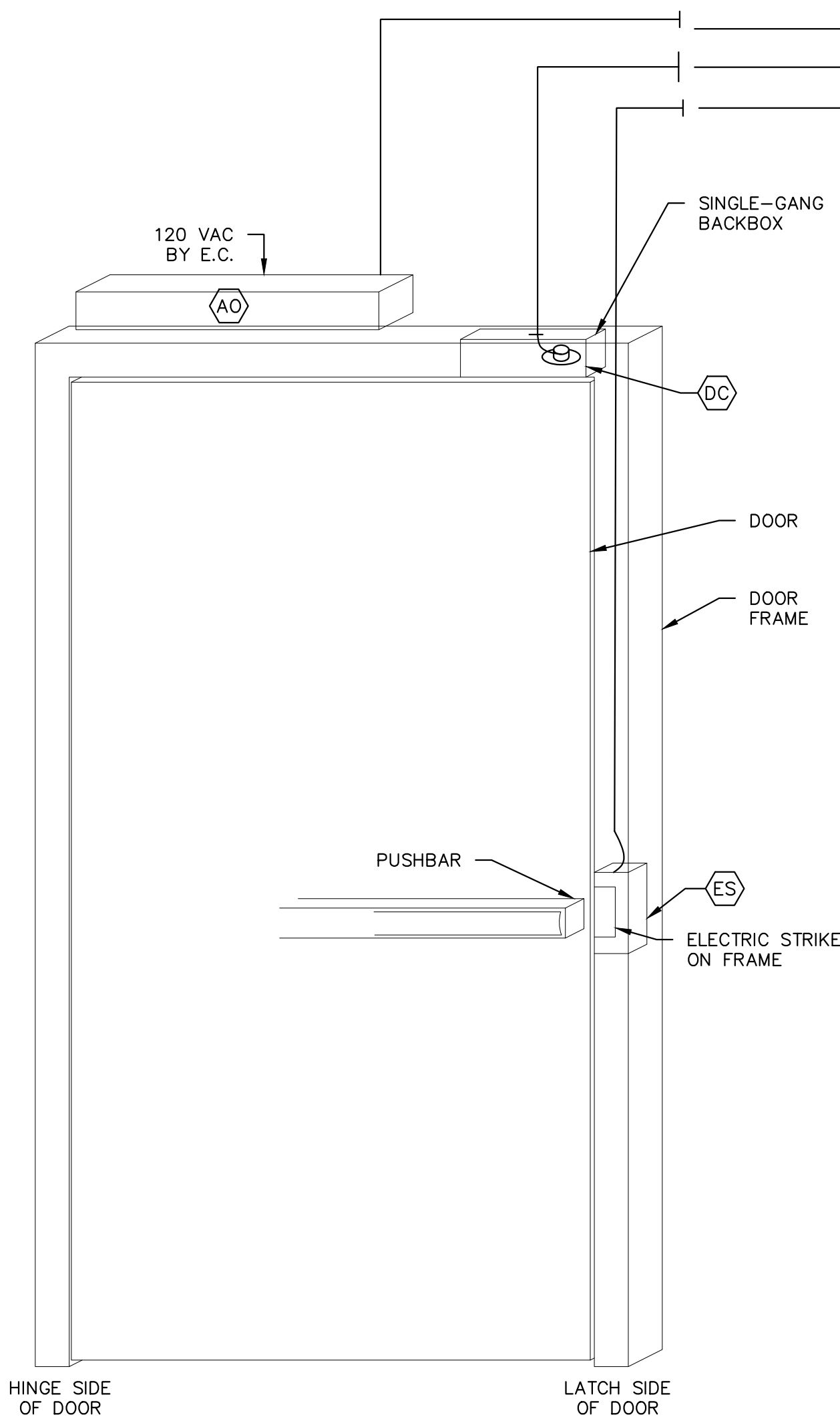
CR CARD READER – INSTALL TO THE BACKBOX OR IN THE DOOR FRAME. COORDINATE IN FIELD PRIOR TO ORDERING. WIRE TO SECURITY SYSTEM

ACCESS CONTROL LOCK DETAILS

ES ELECTRIC STRIKE – STRIKE IS PROVIDED AND INSTALLED BY DOOR CONTRACTOR. WIRE FROM THIS DEVICE TO SECURITY PANEL. PROVIDE POWER SUPPLY IN COMM ROOM.

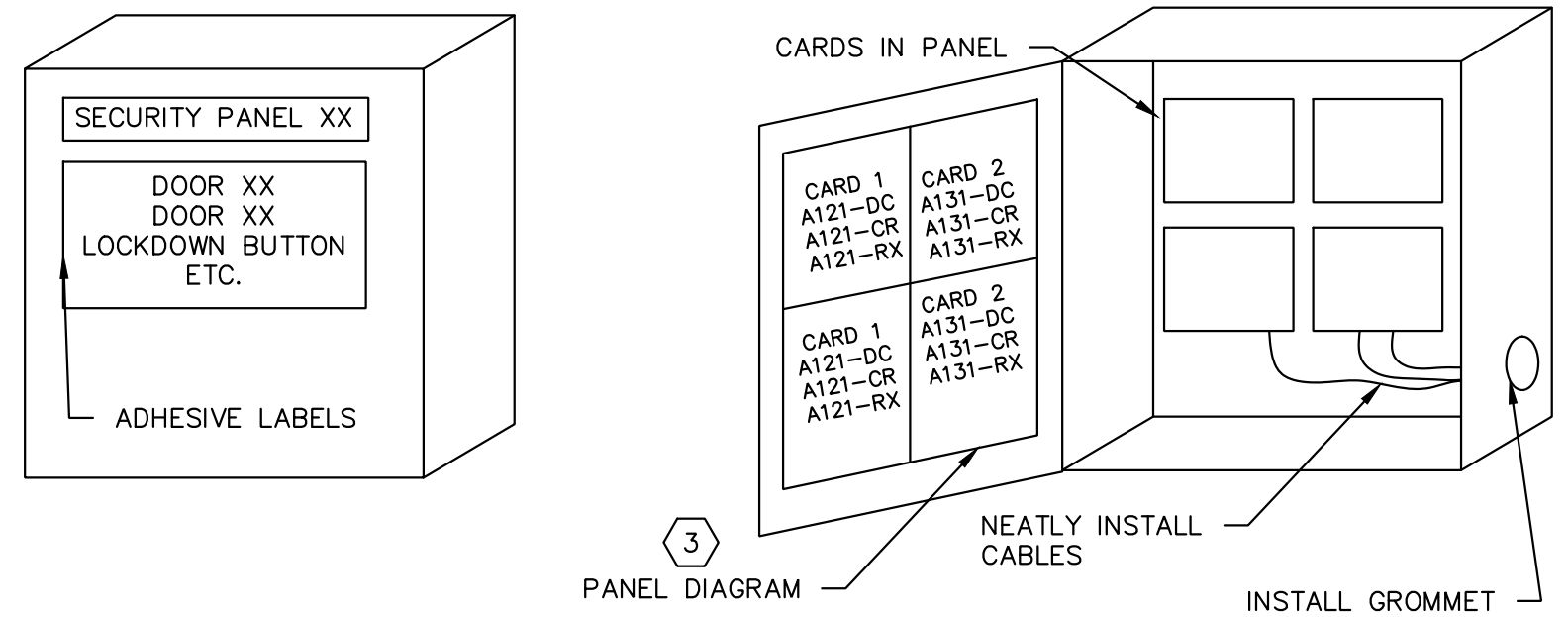
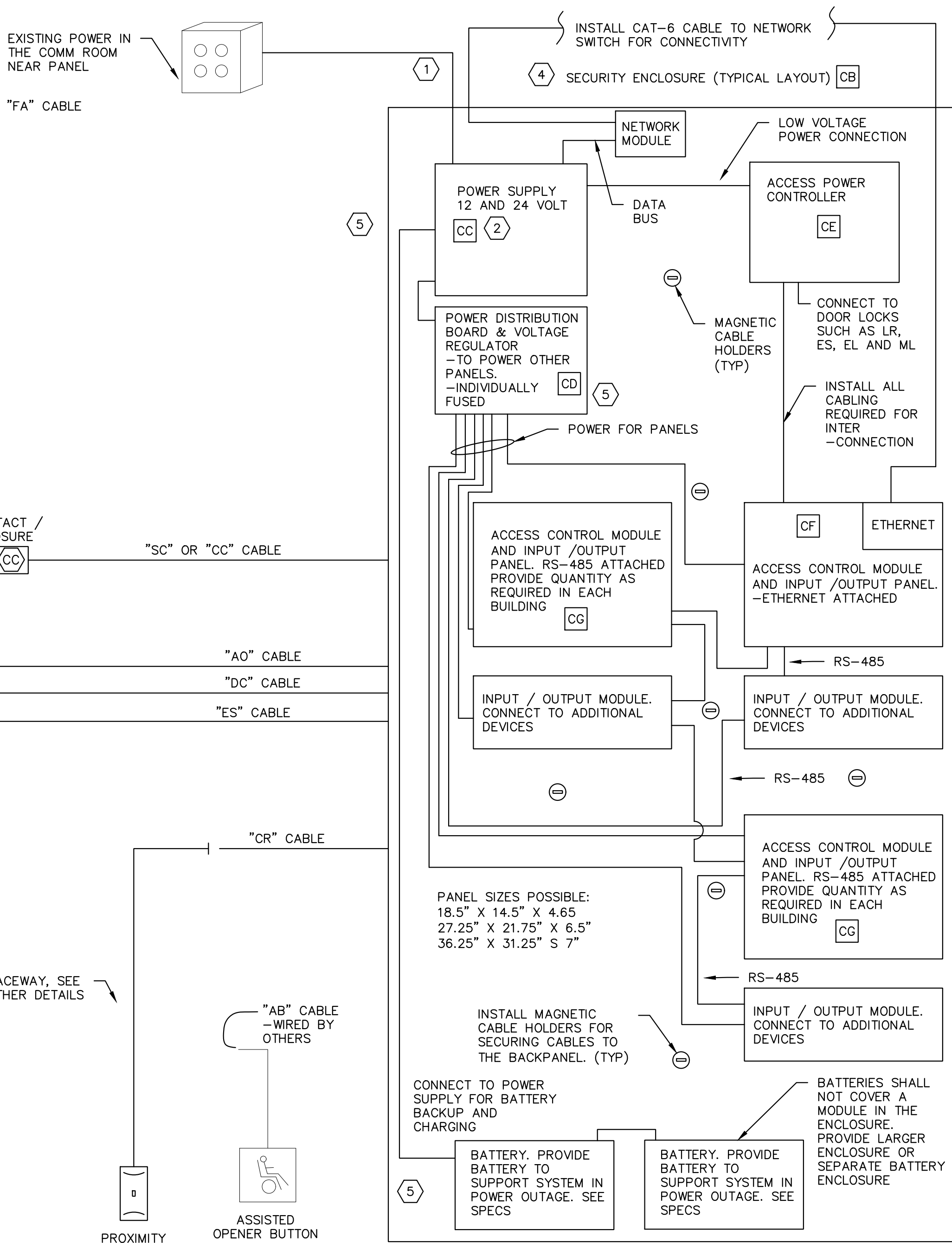
ACCESS CONTROL AT DOOR DETAILS

MX MOTION SENSOR REQUEST TO EXIT – MOUNT ABOVE THE DOOR. WIRE TO SECURITY SYSTEM/ACCESS CONTROL SYSTEM TO SHUNT DOOR CONTACT WHEN EXITING BLDG.
RX REQUEST TO EXIT IN LOCK – THIS IS A SWITCH THAT IS PROVIDED WITH THE DOOR LOCKING DEVICE. WIRE TO SECURITY PANEL TO SHUNT DOOR CONTACT WHEN EXITING BLDG.
DC DOOR CONTACT – MOUNT ABOVE THE DOOR. WIRE TO SECURITY SYSTEM/INTRUSION DETECTION SYSTEM TO TRIGGER AN ALARM



GENERAL NOTES:

1. SEE OTHER DETAILS FOR RACEWAY REQUIREMENTS FOR ALL CABLING AND DEVICES. REFER TO THE PLAN DRAWINGS FOR THE SPECIFIC FIELD DEVICE AND WHERE IT IS TO BE INSTALLED.
2. AT SOME LOCATIONS THE CARD READER WILL HAVE TO BE INSTALLED INTO THE DOOR FRAME. PROVIDE A FRAME TYPE READER AT THESE LOCATIONS. VERIFY PRIOR TO ORDERING EQUIPMENT.
3. ALL SECURITY DEVICES SHALL BE WIRED DIRECTLY BACK TO THE SECURITY SYSTEM (ACCESS CONTROL) PANELS OR INTRUSION DETECTION PANEL. LOCATE PANELS ON THE WALLS OF COMMUNICATIONS ROOMS OR AS SHOWN ON THE FLOOR PLANS. SEE OTHER DETAILS FOR MOUNTING AND RACEWAY REQUIREMENTS FOR CABLING.
4. PROVIDE ALL SECURITY CABLES AND ALL SECURITY PANELS REQUIRED FOR CONNECTIVITY OF THE SYSTEM. SHALL BE PLENUM RATED IN PLENUM AREAS.
5. LABEL THE OUTSIDE OF THE PANEL FOR THE DOORS AND DEVICES THAT ARE CONNECTED INSIDE THE PANEL. PROVIDE A PANEL DIAGRAM INSIDE THE PANEL THAT SHOWS THE CARDS AND WHAT IS CONNECTED TO EACH PORT ON THE CARDS.
6. PROVIDE MAGNETIC CABLE SUPPORTS THROUGHOUT THE PANEL FOR SUPPORT OF CABLES AS THEY ROUTE BETWEEN CARDS IN THE PANEL.
7. INCLUDE NYLON OR PLASTIC GROMMETS IN THE PANELS WHERE CABLES ROUTE INTO THE PANELS.
8. CONNECT BATTERIES TO THE PANEL TO SUPPORT THE PANEL AND DEVICES FOR A SHORT POWER OUTAGE.



TYPICAL ACCESS CONTROL PANEL LABELING

KEYED ACCESS CONTROL NOTES:

- 1 CONTRACTOR SHALL EXTEND POWER FROM EXISTING OUTLET TO THE POWER SUPPLIES ON THE WALL/IN THE PANEL. PROVIDE ALL RACEWAY AND WIRING FOR EXTENSION OF POWER. MAKE ALL CONNECTIONS
- 2 PROVIDE A POWER SUPPLY TO SUPPORT THE SECURITY PANELS AND ALL END USER DEVICES SUCH AS LOCKS, STROBES, REQUEST TO EXIT DEVICES, ALARMS ETC.
- 3 AFFIX A CUSTOM SHEET OF PAPER INSIDE THE PANEL DOOR THAT SHOWS WHAT DOORS OR DEVICES ARE CONNECTED TO EACH PANEL. LAMINATE OR INSTALL IN A PLASTIC SLEEVE.
- 4 CUT HOLE IN PANEL TO SUPPORT CABLE INSTALLATION. INSTALL A NYLON OR PLASTIC GROMMET IN THE PANEL.
- 5 CONNECT ALL CABLES AND DEVICES TO THE CONTROLLERS/BOARDS WITHIN THE PANEL THAT IS REQUIRED FOR CONNECTIVITY AND SYSTEM OPERATION. PROVIDE A COIL OF 5' OF CABLE ABOVE THE PANEL ON THE WALL.



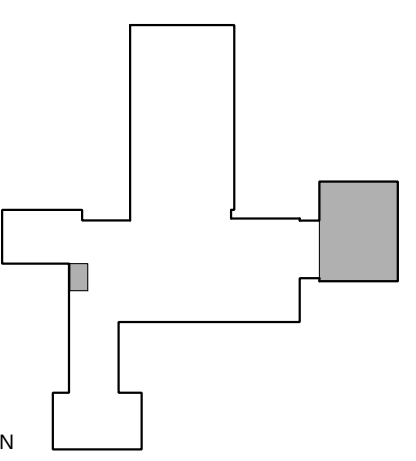
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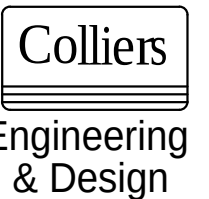


LANSING SCHOOL DISTRICT

AVERILL ELEMENTARY RENOVATION

3201 AVERILL DR
LANSING, MI 48911

MI ARCHITECTURE
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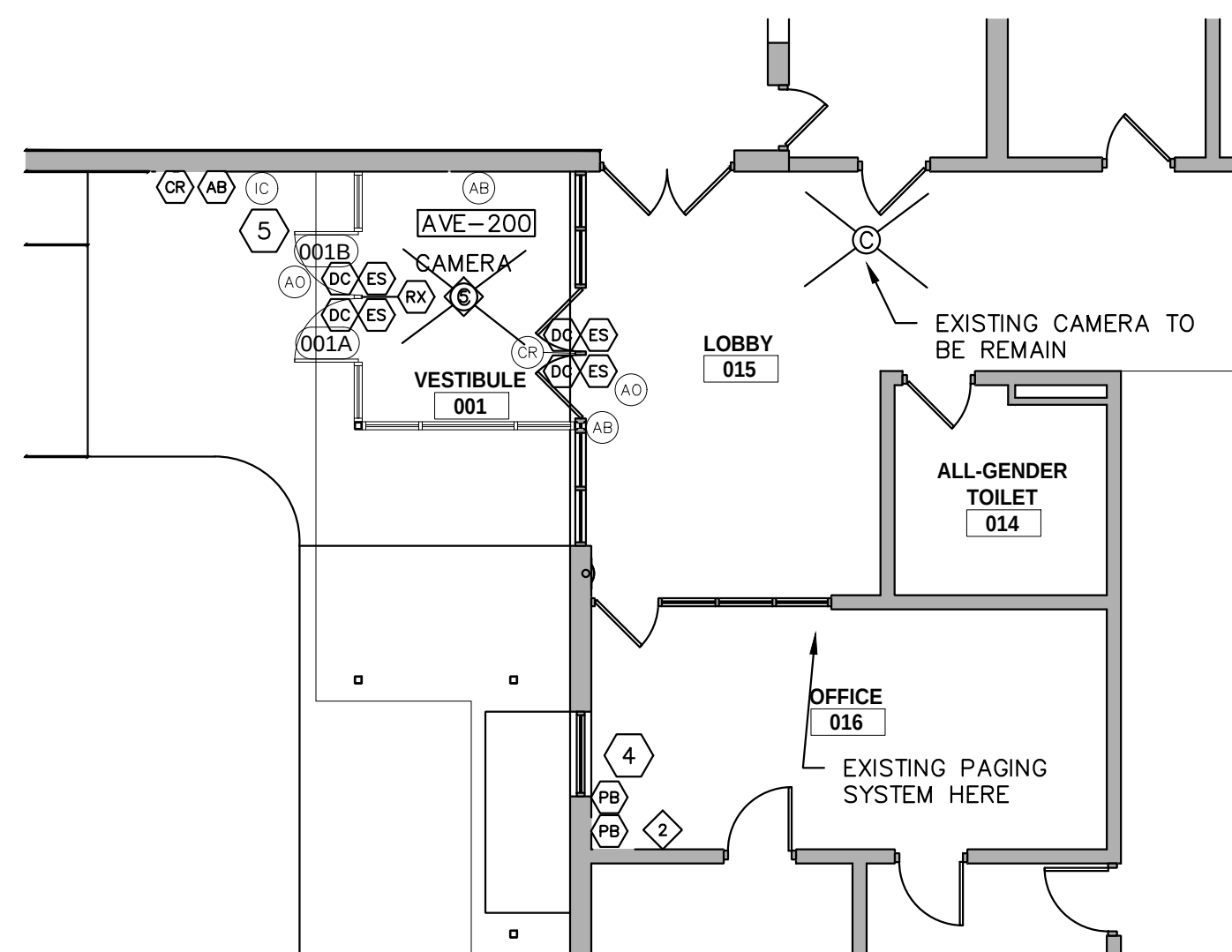
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JMS	JMS
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11/07/2025	25013568A
SHEET NAME:	

SECURITY DETAILS

DRAWING NUMBER:

TC106



1
TC201

AVERILL ELEMENTARY
VESTIBULE CABLING FLOOR PLAN

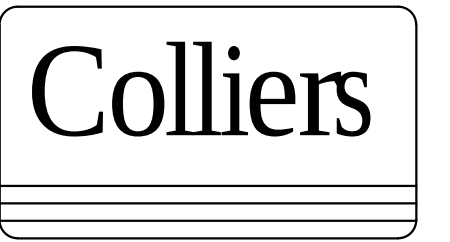
1/8"=1'-0" 0 1'

GENERAL TECH NOTES

1. CONTRACTOR SHALL INSTALL ANY PASS-THRU'S REQUIRED FOR ROUTING CABLES AROUND THE BUILDING
2. CONTRACTOR SHALL COMPLETE A WALK-THRU OF THE SITE DURING CONSTRUCTION AND SHALL VERIFY ALL CONDUITS AND PASS THRU'S ARE INSTALLED FOR CABLES.
3. ALL CABLES SHALL BE SUPPORTED ABOVE THE DROP CEILING BY J-HOOKS. HOOKS SHALL BE LOCATED NO LESS THAN EVERY 5 FEET.
4. REMOVE EXISTING EQUIPMENT NOTED AND PROVIDE TO THE OWNER.
5. INSTALL CABLING, AV SYSTEMS AND SECURITY SYSTEMS
6. EXPAND EXISTING CONTINENTAL ACCESS SYSTEM FOR ACCESS CONTROL
7. EXPAND EXISTING MILESTONE VIDEO SECURITY CAMERAS WITH AXIS CAMERAS WHERE SHOWN. RECORDING IS AT THE LANSING SCHOOL DISTRICT DATA CENTER AND IS EXISTING

KEYED TECH NOTES

- ① REMOVE EXISTING PROJECTOR, PROJECTOR CABLING AND SCREEN. PROVIDE TO THE OWNER. RECYCLE CABLING.
- ② RE-USE DATA CABLING WHERE POSSIBLE. DO NOT PLAN ON ANY EXISTING CABLING BEING RE-USED AS PART OF THE BID. FOR ALL CABLES RE-USE PROVIDE A DEDUCT TO THE OWNER DURING INSTALLATION.
- ③ INSTALL NEW PAGING SPEAKER INTO THE CLASSROOM. RE-USE EXISTING SPEAKER CABLE FROM EXISTING SPEAKER. EXTEND TO SPEAKER IN EACH ROOM AND HALLWAY. TEST ON EXISTING PAGING SYSTEM
- ④ INSTALL THE PUSH BUTTON TO MOMENTARILY RELEASE THE LOCKED FRONT DOOR. INSTALL ON WALL OR UNDER DESK.
- ⑤ MOVE EXISTING INTERCOM AND ASSISTED OPENER BUTTON TO THE NEW LOCATION



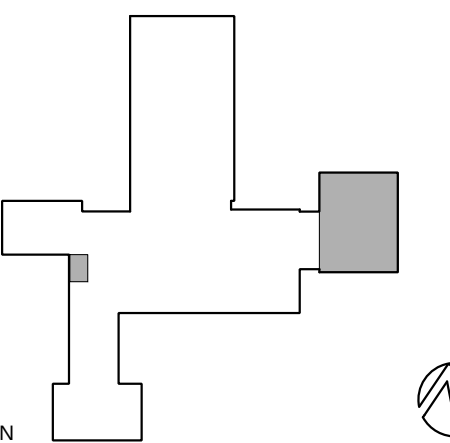
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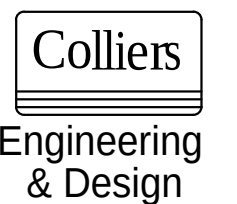


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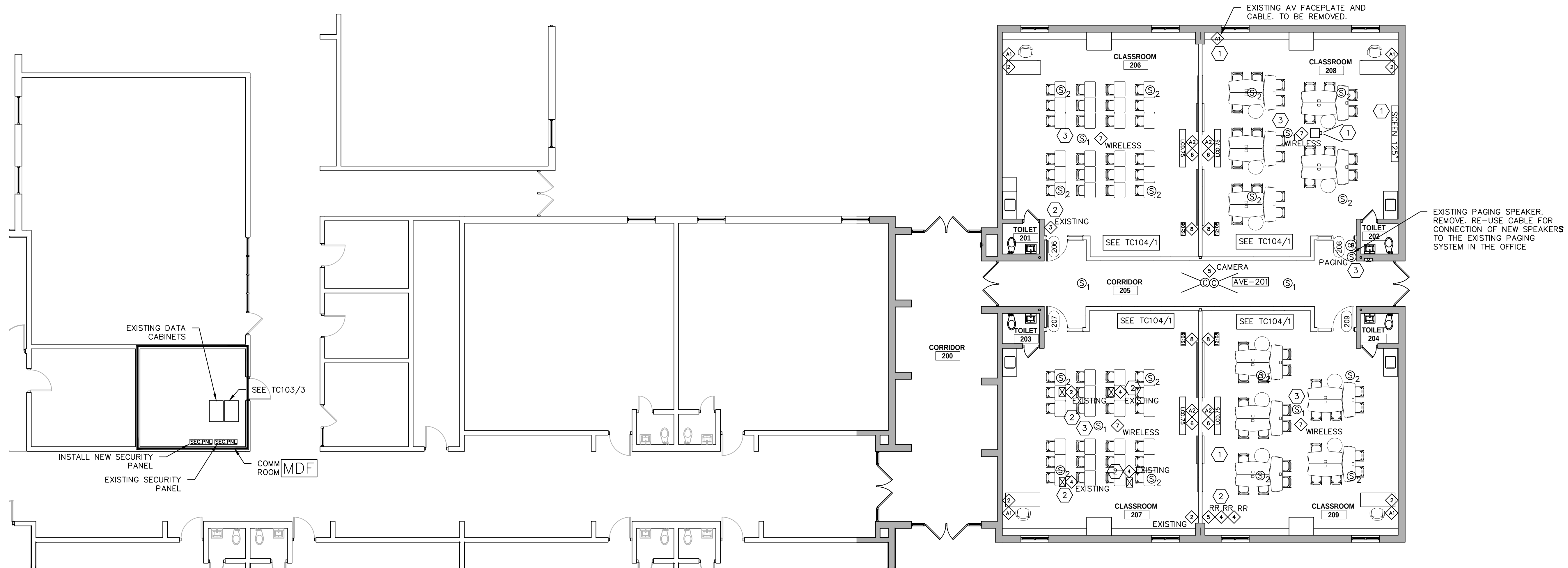
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DESIGNER:	BWE
JMS	REVIEWER:
DATE ISSUED:	JMS
11/07/2025	PROJECT NUMBER:
	25013568A

TECHNOLOGY PLANS

DRAWING NUMBER:

TC201

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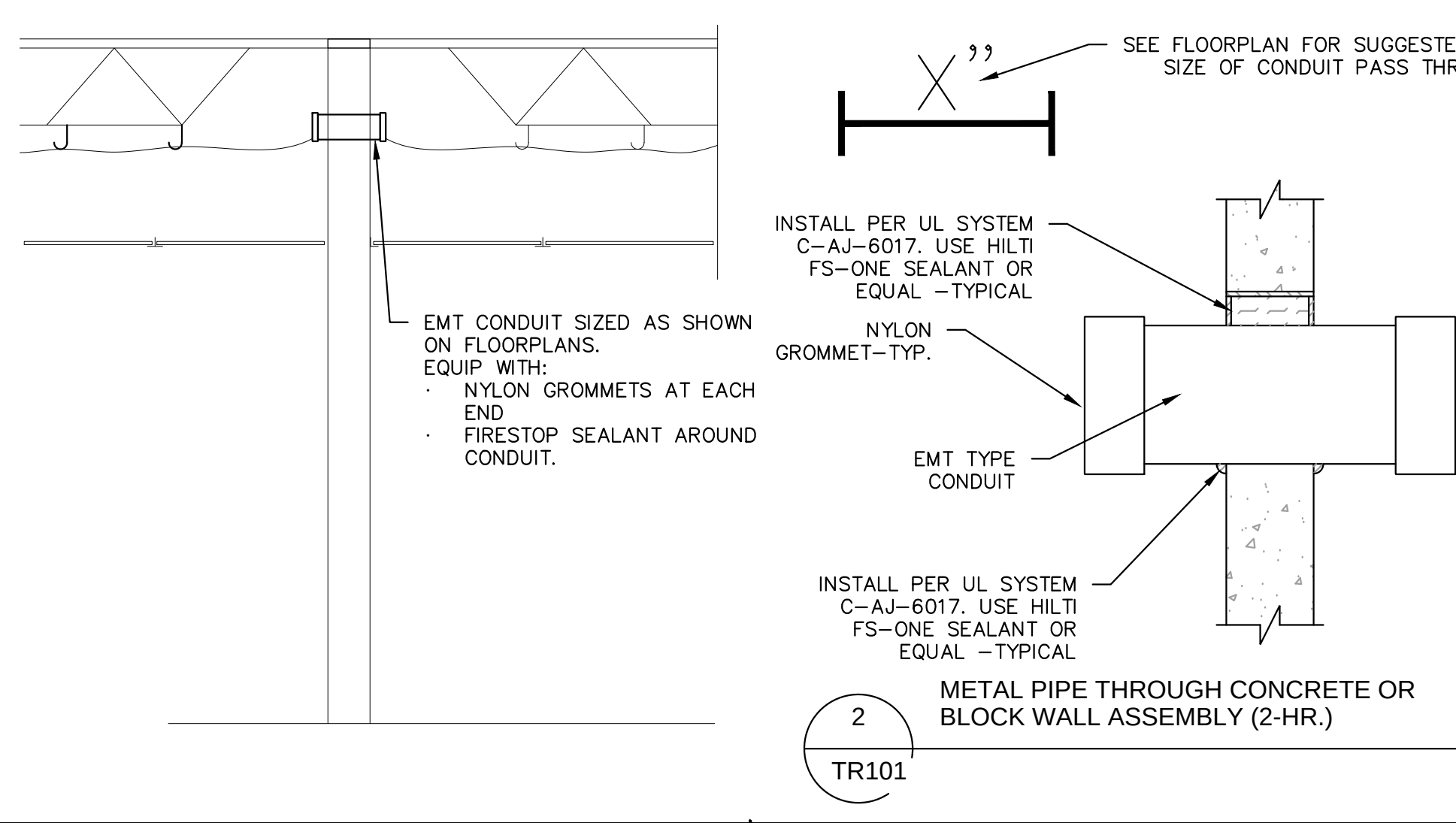
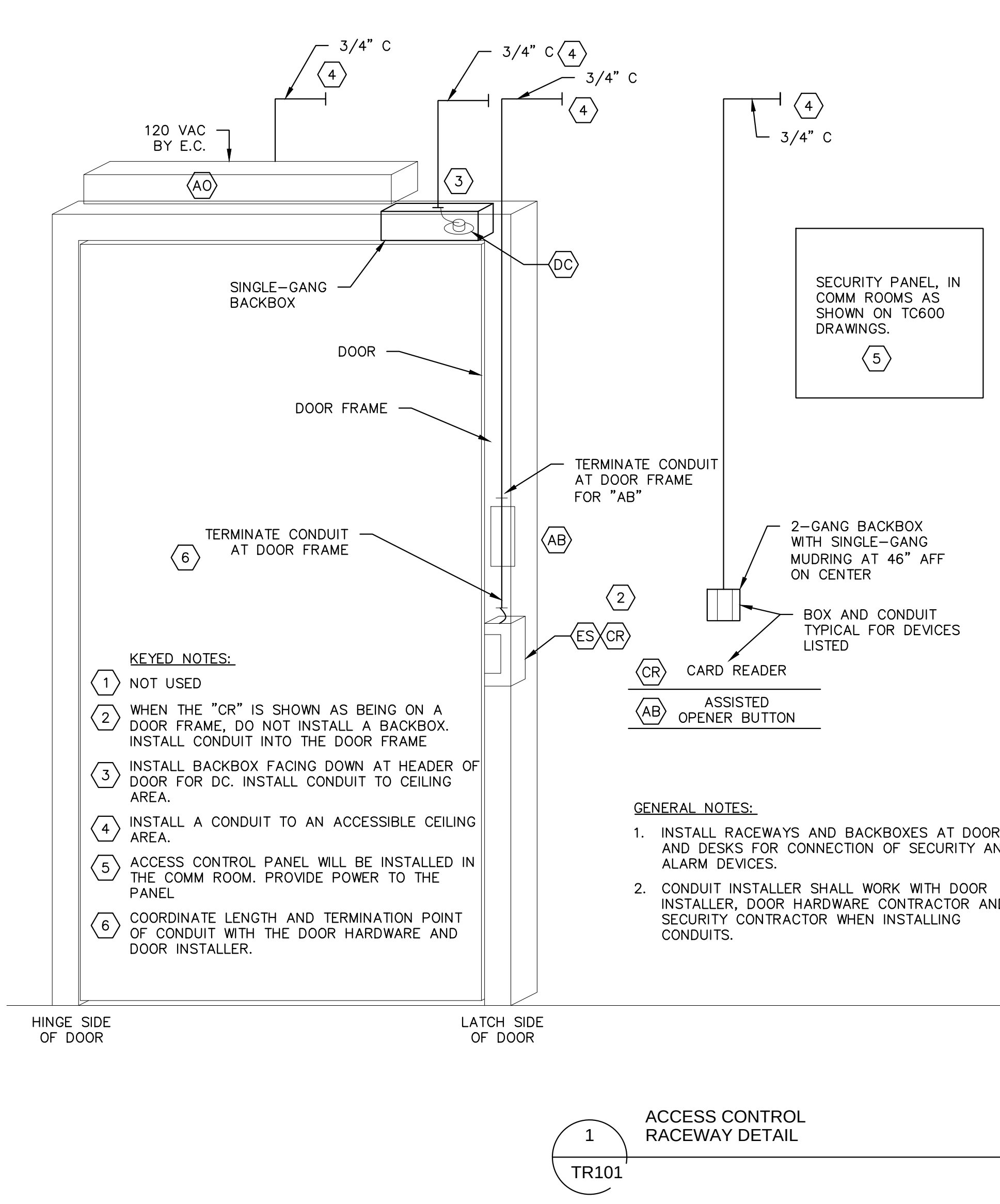
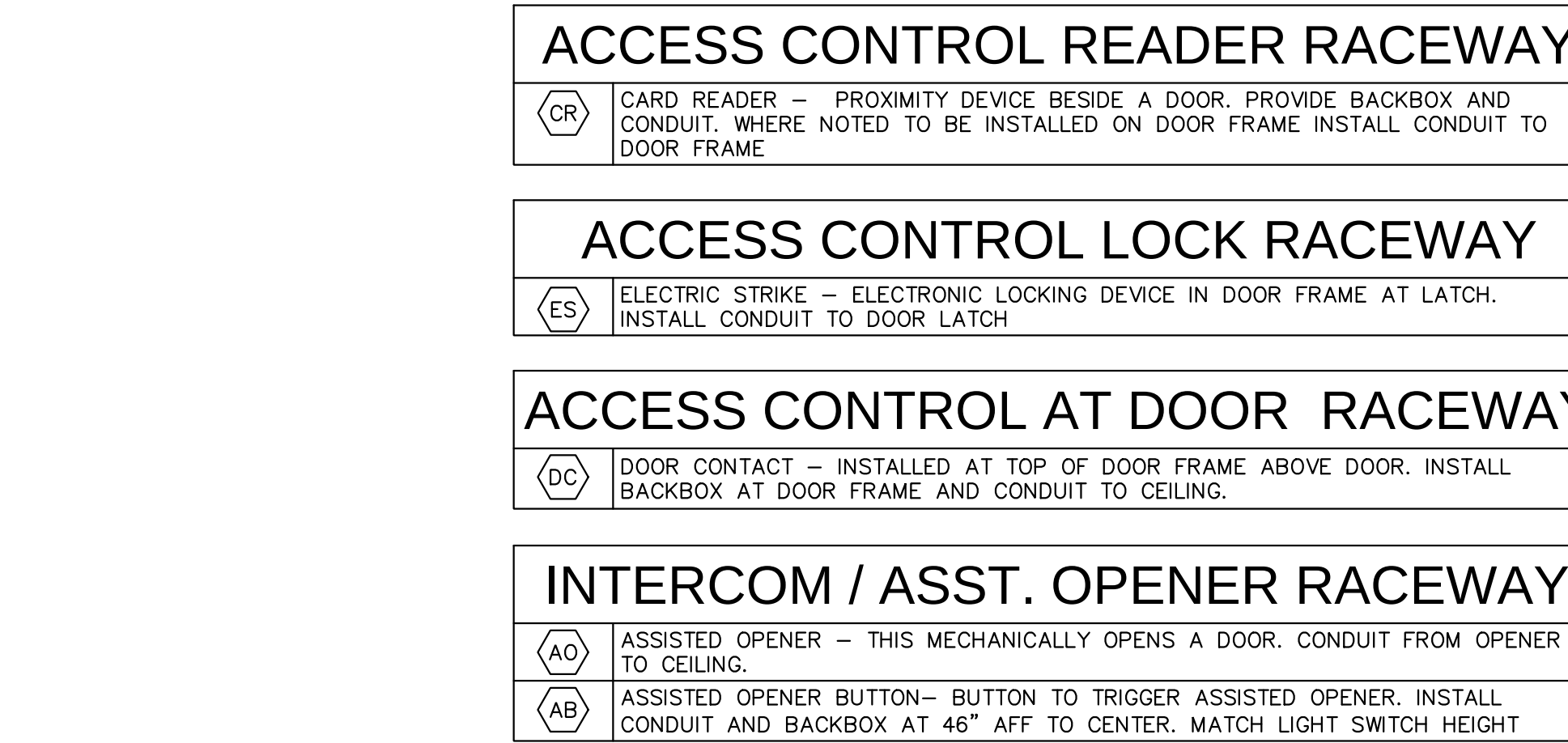
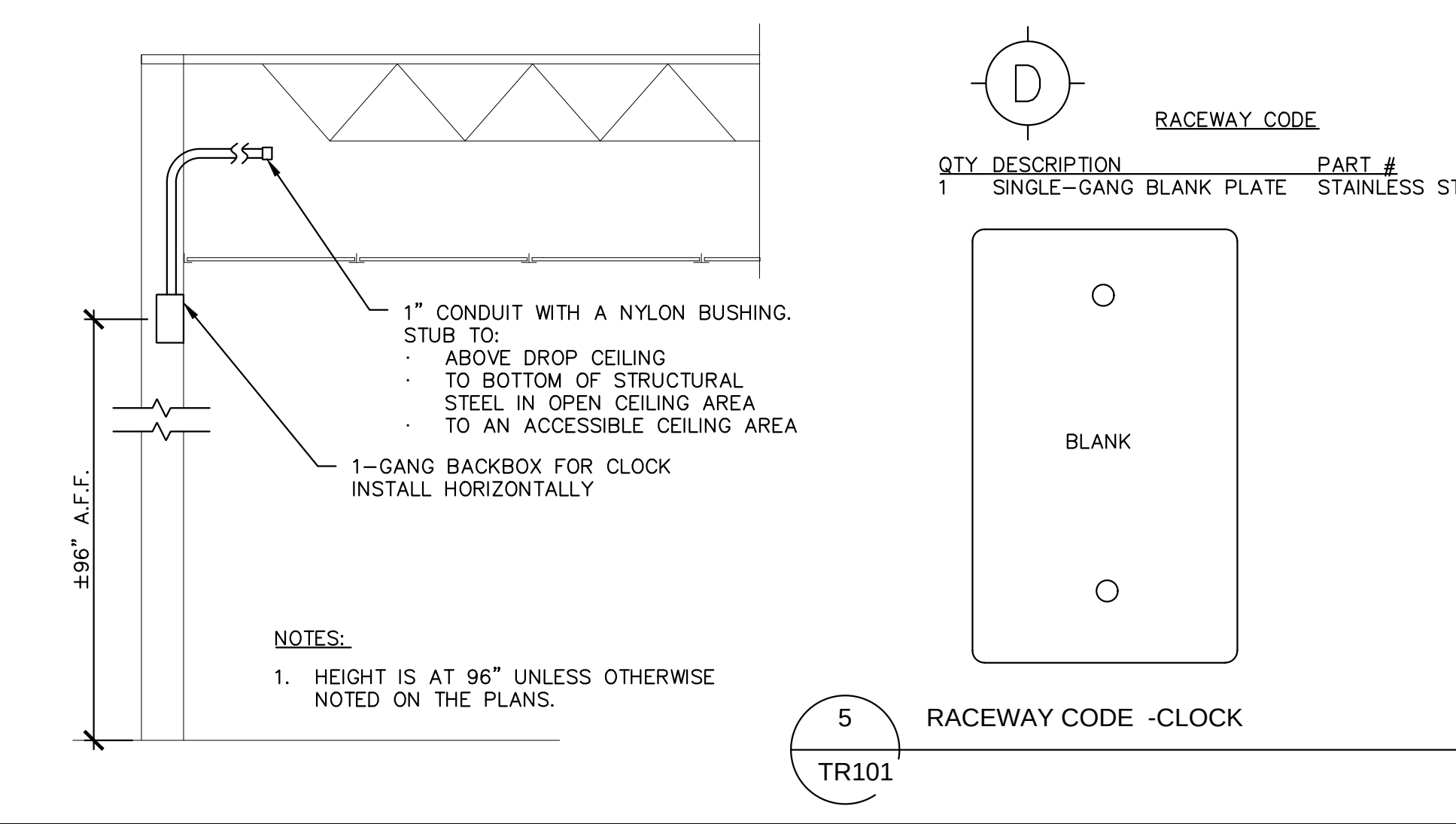
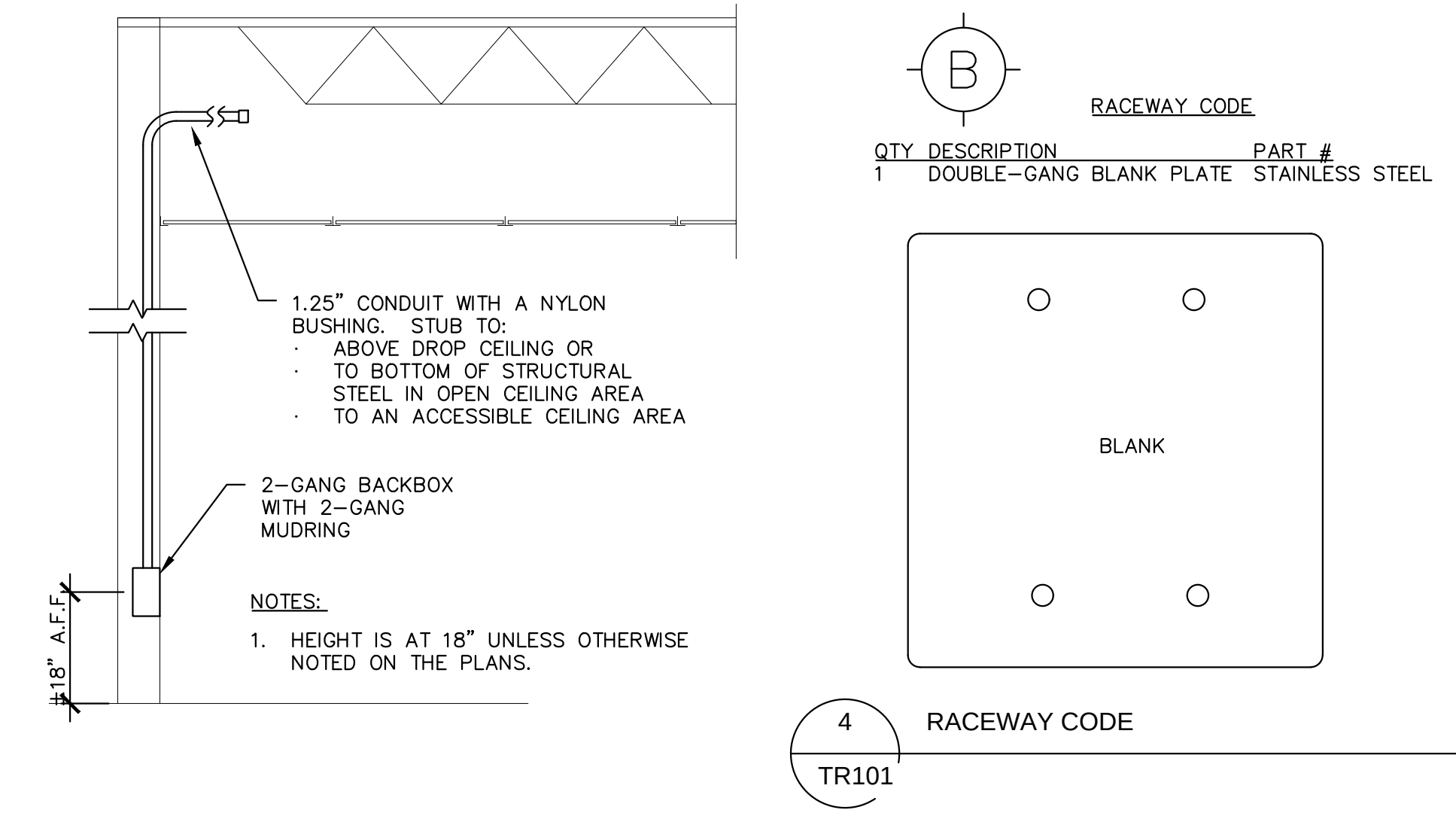
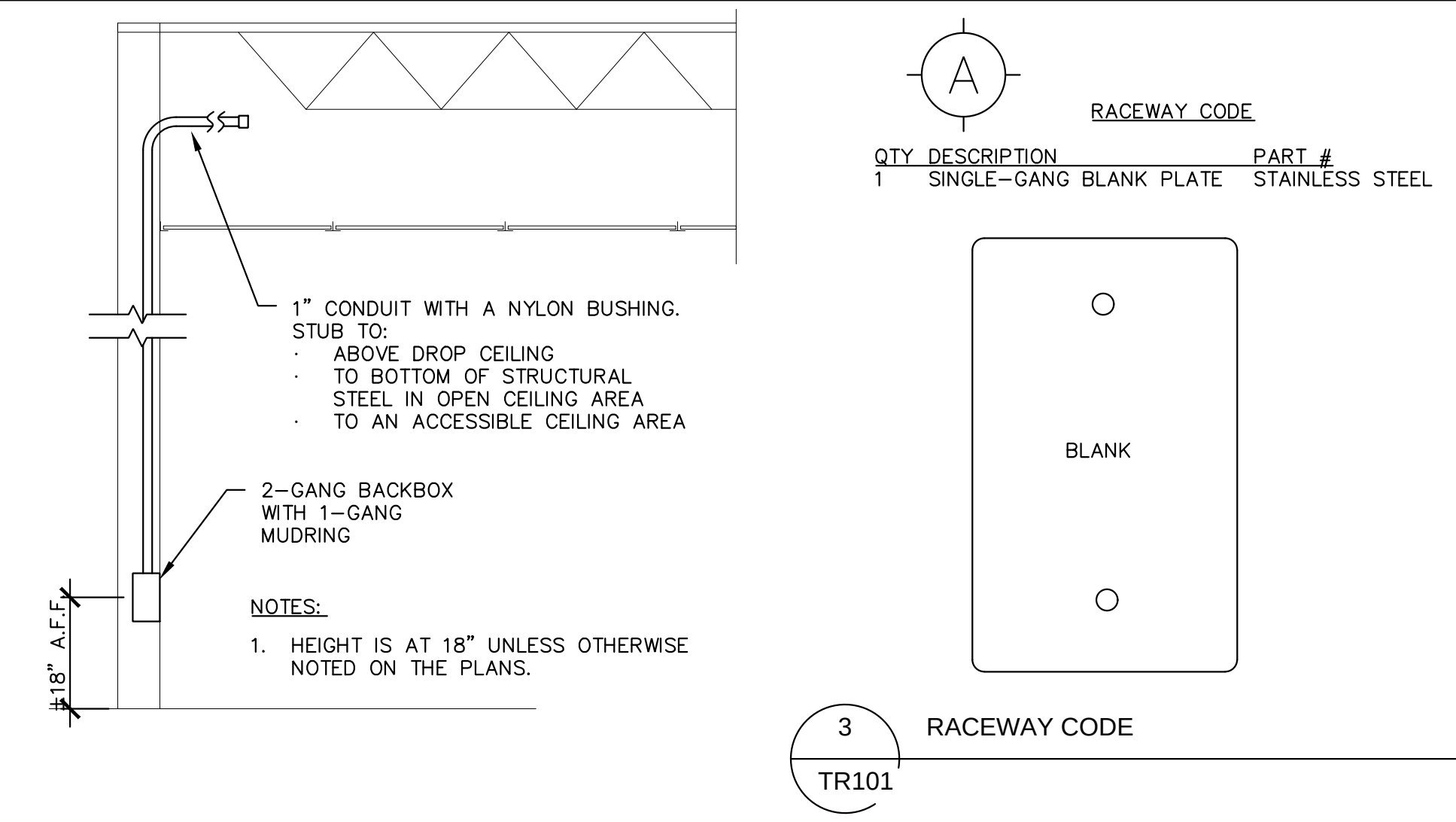
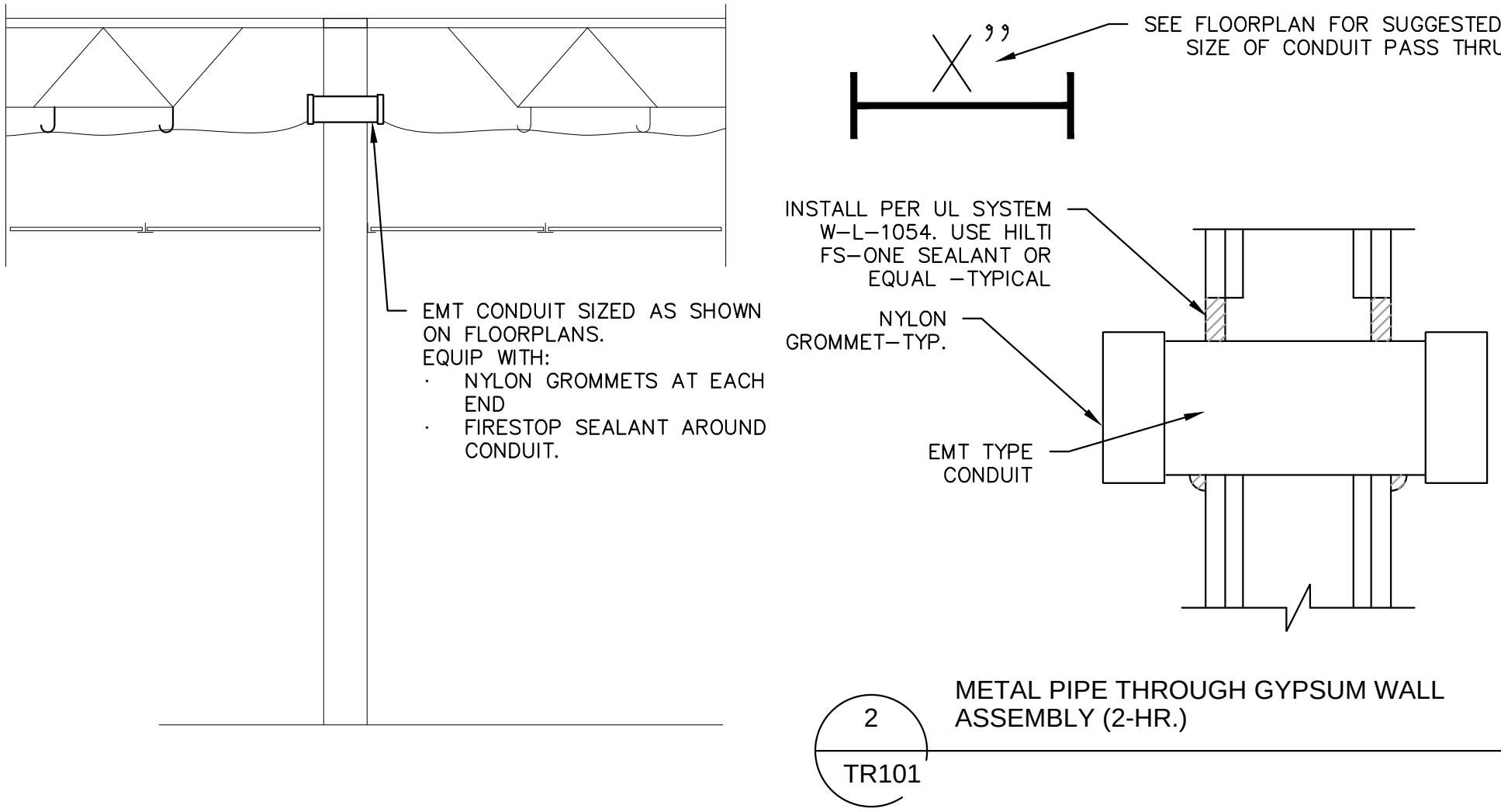


2
TC201

1/8"=1'-0" 0 1'

ABBREVIATIONS			
ABBREV.	DESCRIPTION	ABBREV.	DESCRIPTION
2G	TWO-GANG BOX – PROVIDED BY EC	NIC	NOT IN CONTRACT
AC	ABOVE COUNTER – INSTALL BACKBOX SAME HEIGHT AS OTHER ELECTRICAL OUTLETS ABOVE THE COUNTER.	PBO	PROVIDED BY OTHERS
AFF	ABOVE FINISHED FLOOR	PCO-1	PATCH CORD ORGANIZER – 1 UNIT HIGH
AFG	ABOVE FINISHED GROUND	PCO-2	PATCH CORD ORGANIZER – 2 UNITS HIGH
AWG	AMERICAN WIRE GAUGE	PET	PROTECTED ENTRANCE TERMINAL
EMT	EMT TYPE CONDUIT	QTY	QUANTITY
EC	ELECTRICAL CONTRACTOR		

RACEWAY SYMBOL LEGEND	
SYMBOL	DESCRIPTION
	THIS SYMBOL WITH A NUMBER INSIDE, REFERS TO KEYNOTES. REFER TO NOTES ON THE SHEET OR WITHIN THE DETAIL FOR ADDITIONAL INFORMATION
	PASS THRU. CONDUIT WITH GROMMETS TO BE INSTALLED. SIZE AS NOTED. NO LESS THAN 1". SEE DETAILS ON TRXXX FLOOR PLANS AND DETAILS. SEAL PER UL REQUIREMENTS
	VERTICAL RISER CONDUIT WITH GROMMETS TO BE INSTALLED. SIZE AS NOTED. SEE DETAILS ON TRXXX FLOOR PLANS AND DETAILS. SEAL PER UL REQUIREMENTS
	RACEWAY SYMBOL. SEE TRXXX SHEETS FOR DETAILS FOR RACEWAY REQUIREMENTS.



INTERCOM / ASST. OPENER RACEWAY

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KEY PLAN

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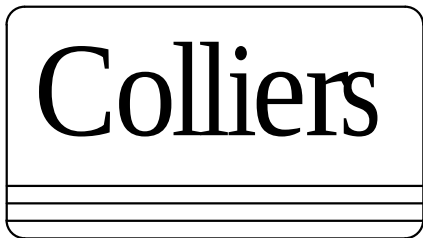
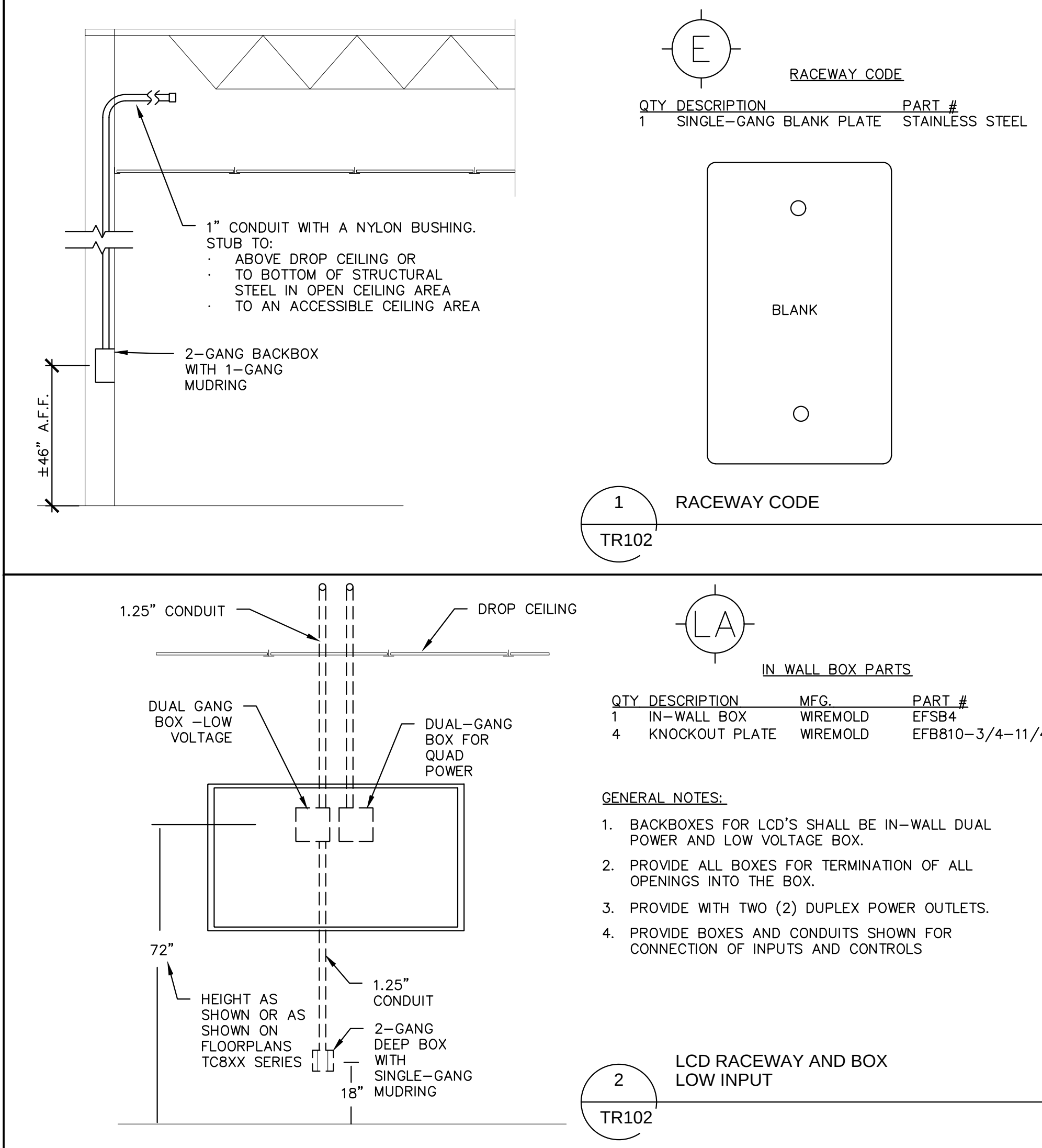
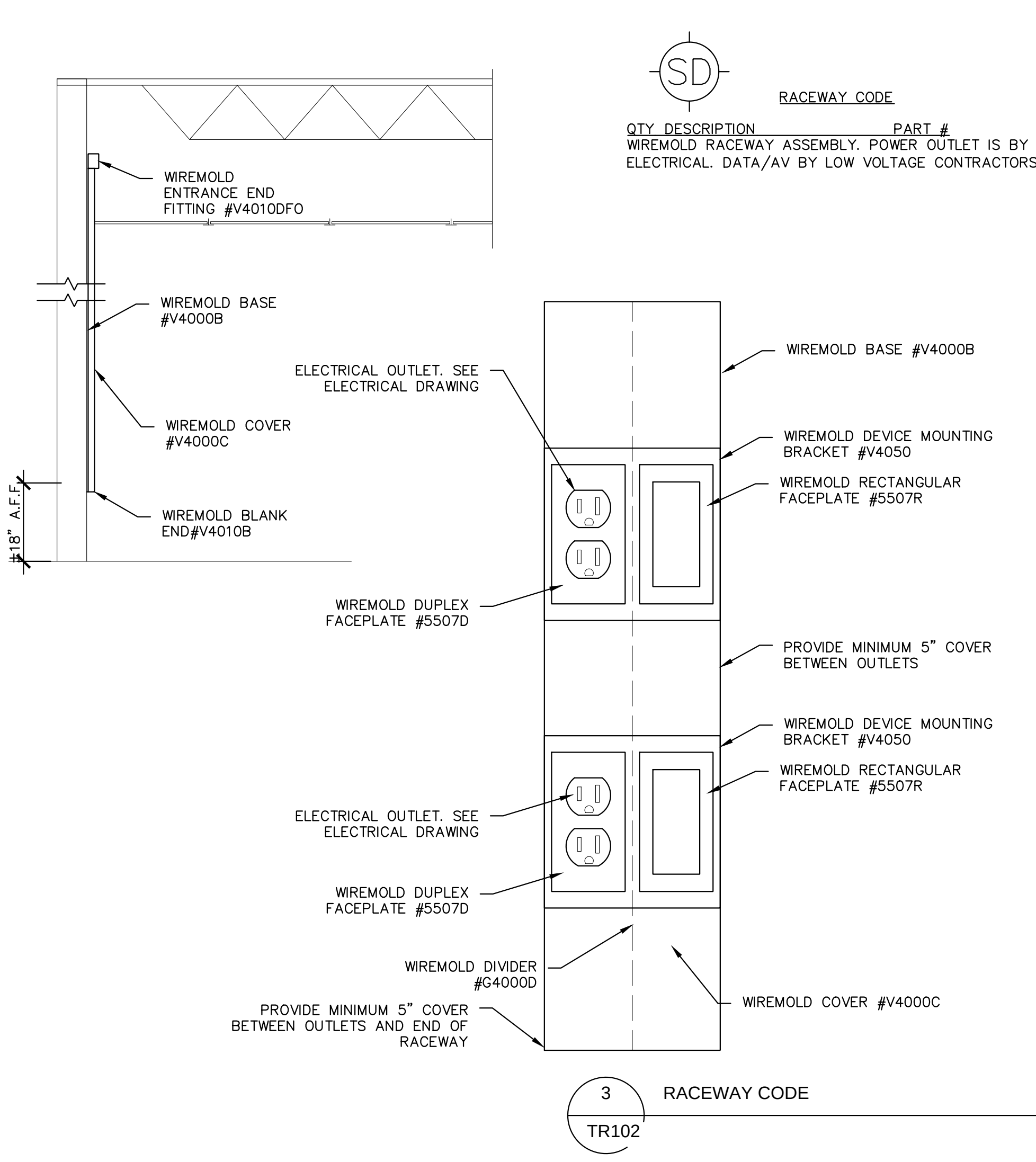
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DESIGNER:	REVIEWER:
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SHEET NAME:	

RACEWAY SCHEDULES,
LEGENDS, AND DETAILS

DRAWING NUMBER:

TR101

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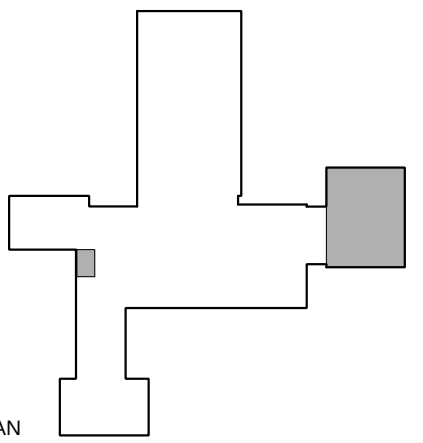


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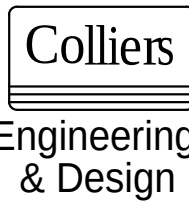


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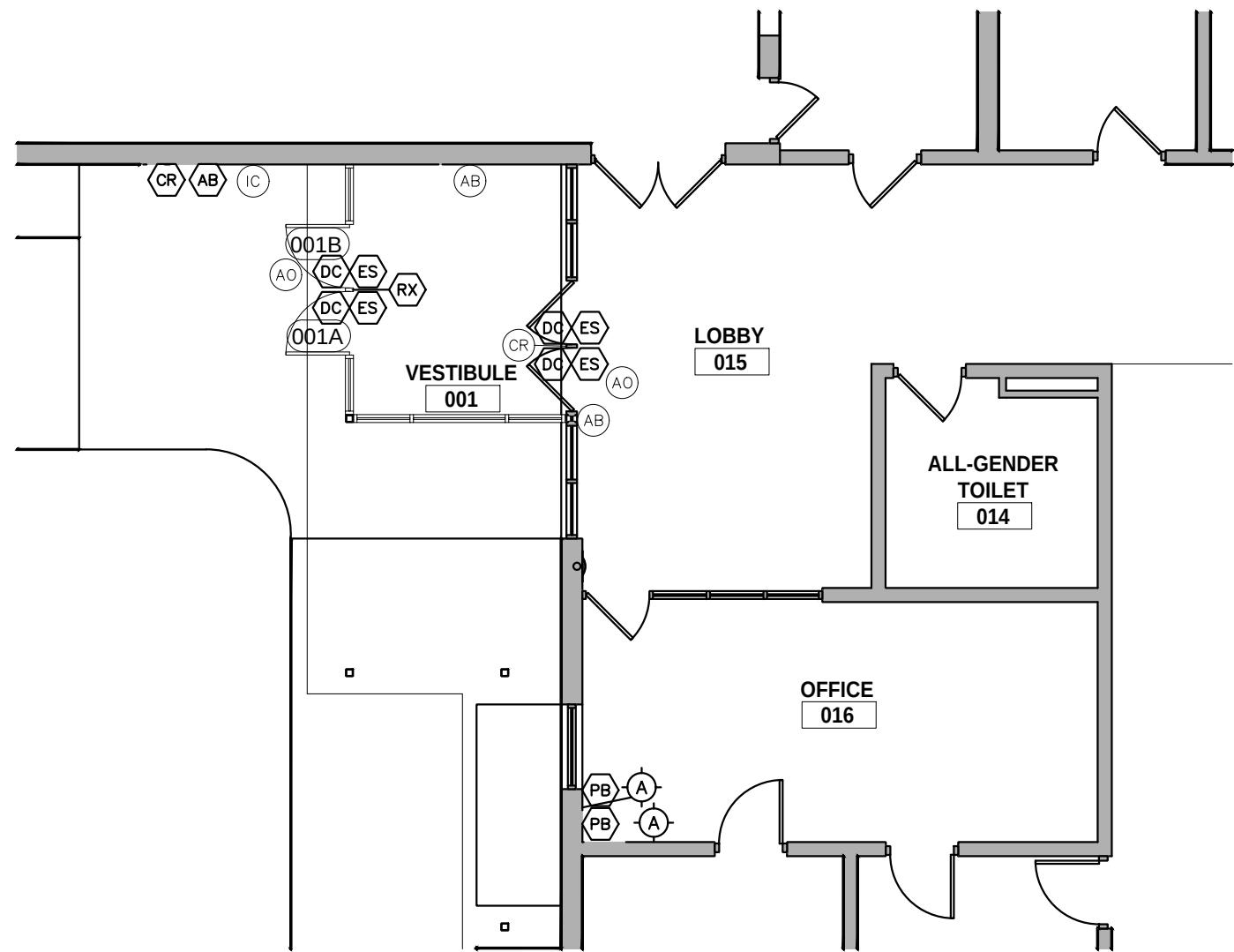
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JMS	REVIEWER:
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RACEWAY DETAILS

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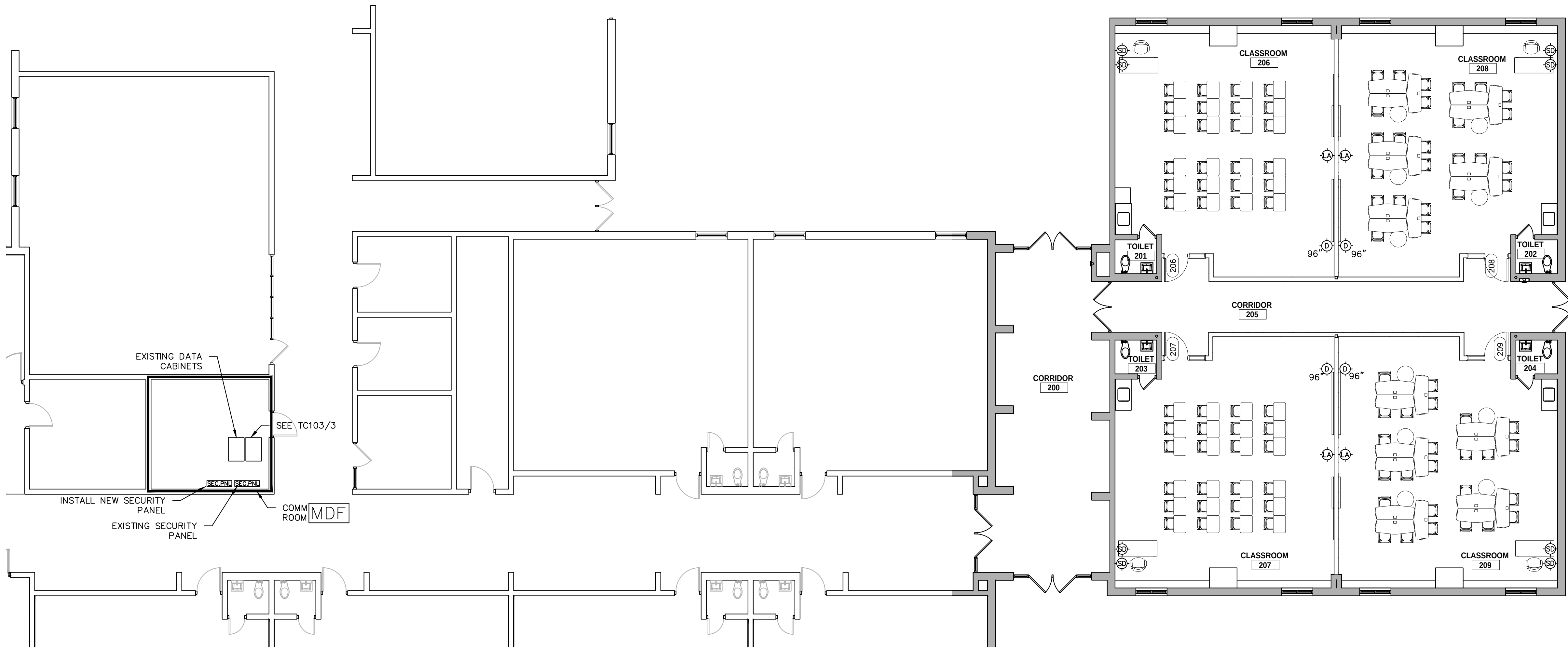
TR102



1 AVERILL ELEMENTARY
VESTIBULE RACEWAY FLOOR PLAN
TC201 1/8"=1'-0" 0 1'

GENERAL RACEWAY
NOTES

1. SEE THE SERIES FLOOR PLANS AND DETAILS FOR ALL TECHNOLOGY RACEWAYS.
2. FLOORBOXES ARE SHOWN ON THE ELECTRICAL DRAWINGS. SEE ELECTRICAL DETAILS FOR FLOORBOX TECHNOLOGY RACEWAYS.
3. FINAL COORDINATE HEIGHT OF ALL LCD BACKBOXES WITH THE TECHNOLOGY CONTRACTOR PRIOR TO INSTALL. CONDUCT A SITE WALK THRU AND MARKUP DRAWINGS. PROVIDE TO DESIGNER FOR REVIEW PRIOR TO INSTALLATION OF RACEWAYS.
4. SEE SHEETS TR1XX FOR RACEWAY AND FIRSTSTOP REQUIREMENTS.
5. SEE ELECTRICAL SPECIFICATIONS FOR RACEWAY TYPE REQUIREMENTS AND INSTALLATION STANDARDS.



2 AVERILL ELEMENTARY
CLASSROOMS RACEWAY FLOOR PLAN
TC201 1/8"=1'-0" 0 1'

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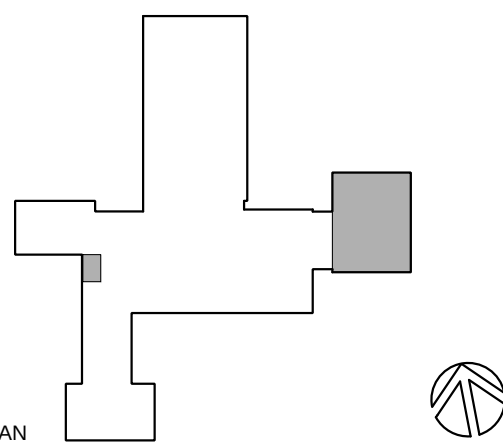
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RACEWAY
PLANS

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