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SECTION 011000 – SUMMARY OF WORK

This section, more than any other, is project specific. Revise sample paragraphs carefully to reflect specific project requirements or delete them if the do not apply.

1. GENERAL
   * + 1. RELATED DOCUMENTS
          1. Drawings and general provisions of the Contract including General and Supplementary Conditions and Division 1 Specification Sections apply to this Section.
       2. WORK COVERED BY CONTRACT DOCUMENTS

This article illustrates one method of summarizing the work. Revise as necessary to describe the project accurately.

In the following paragraphs, remove text enclosed in angle brackets < > and insert text appropriate for the project.

Paragraph below identifies name and location of the project and name of the owner and the Designer.

* + - * 1. The Project consists of **<INSERT BRIEF PROJECT DESCRIPTION>**.

Project Location: **<INSERT PROJECT LOCATION (STREET ADDRESS, CITY, AND STATE)>**.

Owner: State of Missouri, Office of Administration, Division of Facilities Management, Design and Construction, Harry S Truman State Office Building, Post Office Box 809, 301 West High Street, Jefferson City, Missouri 65102.

* + - * 1. Contract Documents, dated **<INSERT DATE INDICATED IN THE CONTRACT DOCUMENTS>** were prepared for the Project by **<INSERT NAME AND ADDRESS OF THE DESIGNER>**.

Insert paragraph identifying the Construction Manager for Projects conducted using construction management techniques.

Include an abbreviated summary of work for the project described above in paragraphs below.

* + - * 1. The Work consists of **<INSERT AN ABBREVIATED SUMMARY OF THE WORK>.**

The Work includes **<INSERT A BRIEF LISTING OF MAJOR PRODUCTS AND SYSTEMS INCLUDED IN THE PROJECT>.**

Insert additional paragraphs for other major items of work.

Revise paragraph below as necessary to satisfy project requirements.

* + - * 1. The Work will be constructed under a single prime contract.

<Insert Summary Cost Estimate similar to the sample estimate in the Designer’s Information Packet. CD Index Item 8F>

* + - 1. WORK UNDER OTHER CONTRACTS

Retain this article if work under this contract depends on successful completion of work performed under other contracts and vice versa.

Retain paragraph below when work under other contracts is expected to be complete before work on this contract begins. Revise to suit actual Project conditions.

* + - * 1. Separate Contract: The Owner has awarded a separate contract for performance of certain construction operations at the site. Those operations are scheduled to be substantially complete before work under this Contract begins. The separate contract includes the following:

Retain subparagraph below for each separate contract. Remove text enclosed in angle brackets < > and insert text appropriate for the project. Repeat subparagraph below as necessary to list all separate contracts.

Contract: A separate contract has been awarded to **<INSERT NAME OF SEPARATE CONTRACTOR>** to **<INSERT A BRIEF DESCRIPTION OF WORK PERFORMED UNDER THE SEPARATE CONTRACT>**.

Retain paragraph below when work under other contracts will be conducted concurrently with work under this contract. Revise to suit actual Project conditions. See evaluations for sample text.

* + - * 1. Separate Contract: The Owner has awarded a separate contract for performance of certain construction operations at the site. Those operations will be conducted simultaneously with work under this contract. That Contract includes the following:

Retain subparagraph below for each separate contract. Remove text enclosed in angle brackets < > and insert text appropriate for the Project. Repeat subparagraph below a necessary to list all separate contracts.

Contract: A separate contract has been awarded **to <INSERT NAME OF SEPARATE CONTRACTOR>** to **<INSERT A BRIEF DESCRIPTION OF WORK PERFORMED UNDER THE SEPARATE CONTRACT>**.

* + - * 1. Cooperate fully with separate contractors so that work under those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.
      1. FUTURE WORK

Retain this article if work under a future contract depends on successful completion of work performed under this contract.

Revise paragraph below to suit actual Project conditions.

* + - * 1. Future Contract: The Owner has awarded a separate contract for additional work to be performed at the site following Substantial Completion. Completion of that work depends on successful completion of preparatory work under this Contract. The Contract for future work includes the following:

Retain subparagraph below for each separate contract. Remove text enclosed in angle brackets < > and insert text appropriate for the project. Repeat subparagraph below as necessary to list all separate contracts.

Contract: A separate contract has been awarded **to <INSERT NAME OF SEPARATE CONTRACTOR>** to **<INSERT A BRIEF DESCRIPTION OF WORK PERFORMED UNDER THE SEPARATE CONTRACT>**.

* + - 1. WORK SEQUENCE

Retain this article if the project is conducted in separate phases. Delete if phased construction is not required.

Amplify paragraph below if necessary. Revise to suite actual Project conditions.

* + - * 1. The Work will be conducted in **<INSERT NUMBER OF PHASES>** phases..

Retain subparagraph below for each phase required. Remove text enclosed in angle brackets < > and insert text appropriate for that phase. Repeat subparagraph below as necessary to list all separate contracts.

Phase **<INSERT PHASE NUMBER>**: **<BRIEFLY DESCRIBE WORK OF THIS PHASE>**. Work of this phase shall be substantially complete, ready for occupancy within **<INSERT TIME**> of commencement of construction.

* + - 1. CONTRACTOR USE OF PREMISES

This article specifies requirements that govern the contractor’s use of the premises.

Retain paragraph below when the Project is on a vacant site or in an unoccupied building being renovated. Revise if necessary. If paragraph is retained, delete the remainder of the article unless unusual Project requirements exist.

* + - * 1. General: During the construction period the Contractor shall have full use of the premises for construction operations, including use of the site. The Contractor’s use of the premises limited only by the Owner’s right to perform work or to retain other contractors on portions of the Project.

Delete above and retain below if the site will be accessible to other parties, or if some parts of a building being renovated will be occupied during construction. Revise to suite specific Project requirements.

* + - * 1. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.

Owner Occupancy: Allow for Owner occupancy and use by the public.

Subparagraph below contains an example of a special requirement appropriate to many projects. Change the requirement as necessary to suit project conditions or delete if inappropriate.

Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the Owner, the Owner’s employees, and emergency vehicles at all times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

Insert additional paragraphs as appropriate, describing additional limitations on use of the site by construction personnel.

Retain requirements below when the work involves an existing occupied building such as the one in the imaginary project previously described: Delete otherwise.

* + - * 1. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage cause by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period..

Insert additional paragraphs specifying specific limitations on a contractor’s use of an existing building.

* + - 1. OCCUPANCY REQUIREMENTS

This article contains sample paragraphs describing occupancy of the Project during construction. It also describes partial occupancy before substantial completion.

Retain paragraph below when the owner will occupy the premises during construction. Modify as necessary.

* + - * 1. Full Owner Occupancy: The Owner will occupy the site and existing building during the entire construction period. Cooperate with the Owner during construction operations to minimize conflicts and facilitate owner usage. Perform the Work so as not to interfere with the Owner’s operations.

Retain paragraph below when the Owner might occupy completed portions of the building prior to substantial completion. Modify to suit Project requirements.

* + - * 1. Partial Owner Occupancy: The Owner reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.

Subparagraphs below describe procedures and requirements necessary before partial occupancy of portions of the Project.

The Designer will prepare a Certificate of Partial Occupancy for each specific portion of the Work to be occupied prior to substantial completion.

Prior to partial Owner occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the Owner will operate and maintain mechanical and electrical systems serving occupied portions for the building.

Upon occupancy, the Owner will assume responsibility for maintenance and custodial service for occupied portions for the building.

* + - 1. OWNER-FURNISHED PRODUCTS

This article defines the responsibilities of the Owner and the Contractor for Owner-furnished items.

Retain paragraph below where the Owner furnishes products for a project. Remove text enclosed in angle brackets < > and insert appropriate text for the Project. Revise the second sentence as appropriate or delete entirely if not required.

* + - * 1. The Owner will furnish <INSERT A BRIEF DESCRIPTION OF OWNER-FURNISHED PRODUCTS>. The Work includes providing support systems to receive Owner’s equipment, and mechanical and electrical connections.

Retain subparagraphs below on all Projects with Owner-furnished material.

The Owner will arrange for and deliver necessary shop drawings, product data, and samples to the Contractor.

The Owner will arrange and pay for delivery of Owner-furnished items according to the contractor’s Construction Schedule.

The Contractor is responsible for receiving, unloading and handling Owner furnished items at the site.

Following delivery, the Contractor will inspect items delivered for damage. The Contractor shall not accept damaged items and shall notify the Owner of rejection of damaged items.

If Owner-furnished items are damaged, defective, or missing, the Owner will arrange for replacement.

The Owner will arrange for manufacturer’s field services and for the delivery of manufacturer’s warranties to the appropriate Contractor.

The Contractor shall designate delivery dates of Owner-furnished items in the Contractor’s Construction Schedule.

The Contractor shall review shop drawings, product data and samples and return them to the Designer noting discrepancies or problems anticipated in use of the project.

The Contractor is responsible for protecting Owner-furnished items from damage, including damage from exposure to the elements. The Contractor shall repair or replace items damaged as a result of his operations.

* + - 1. MISCELLANEOUS PROVISIONS

Retain this article only when the project is subject to unusual general requirements that do not belong elsewhere but affect the entire project.

Insert paragraphs here as appropriate, detailing fully miscellaneous provisions. Develop paragraphs to satisfy specific Project requirements.

1. PRODUCTS (Not Applicable)
2. EXECUTION

Unless the Project includes provisions for products ordered in advance, indicate that Part 3 above, as well as Part 2, is not applicable.

* + - 1. SCHEDULE OF PRODUCTS ORDERED IN ADVANCE

If products ordered in advance are included in the Project, insert a schedule below.

END OF SECTION 011000