

Section 00 73 00 – SPECIAL (SUPPLEMENTAL) TERMS AND CONDITIONS

Project Title:

Project Description: Provide for all exterior renovation and historic rehabilitation, as detailed in this IFB, for the McIntire Library Building located at the corner of 2nd St. NE and Jefferson St. (TM Parcel # 330199000) in Charlottesville, VA.

SCOPE OF WORK includes, but is not necessarily limited to:

- A. Carpentry repairs
- B. Window glazing and sealant repairs
- C. Painting and related preparation
- D. Masonry cleaning
- E. Masonry mortar spot re-pointing and repairs (Base Bid Quantity Allowance = 3,137 square feet)
- F. Mortar-set brick patio repairs (Base Bid Quantity Allowance = 462 square feet)
- G. All work is to occur on a historically significant structure. All work shall be performed by workers sufficiently experienced and qualified in performing work on historically significant buildings.
- H. At all times during the work, the Contractor shall provide competent supervision as specified herein.

PART 1: GENERAL

- A. Contract Documents: See Section 00 52 00, Section Two of the Project Manual for a detailed list of the Contract Documents.
- B. Clarification of Contract Documents – Any Additional Instructions by Architect or Owner to explain drawings and/or specifications shall be binding on the Contractor.
- C. The term “City” shall be synonymous with: “Owner” and “City of Charlottesville”.

Care, Custody, and Control of the Site

- A. The Contractor shall effectively maintain care, custody and control of the site. The Contractor shall be responsible for all safety measures including compliance with current OSHA regulations.
- B. The Contractor shall provide for the security of the site both during periods of work and when no construction activities are occurring. It will be the Contractor’s responsibility to develop and implement a security program that addresses site safety, protection of work in progress or completed, site access and the security of equipment, tools, materials and supplies.

Quality Assurance

- A. Contractor Qualifications & Standards of Work:
 - a. All work shall be representative of high quality historic treatment standards. Rejection of unacceptable work is solely at the Owner’s discretion. Contractor shall have experience and familiarity with U.S. Secretary of Interior Standards for Rehabilitation.
 - b. The Contractor shall, during all times when work is being performed, provide direct management and supervision of all aspects of the work.
 - c. See Contract Documents and PART 4 below for additional requirements.

- B. Regulations: Comply with industry standards and applicable laws and regulations of authorities having jurisdiction including, but not limited to
 - a. Building Code requirements;
 - b. Health and safety regulations;
 - c. Utility company regulations;
 - d. Police, Fire Department and Rescue Squad rules;
 - e. Environmental protection regulations; and,
 - f. Any other regulations governing the work.

- C. Standards
 - a. Comply with U.S. Secretary of Interior Standards for Rehabilitation
 - b. Comply with NFPA Code 241, "Building Construction and Demolition Operations"
 - c. Comply with ANSI-A10 Series standards for "Safety Requirements for Construction and Demolition".
 - d. See the See Contract Documents for other Standard compliance requirements.

- D. Permits and Inspections:
 - a. Permits are not required for this work.
 - b. Inspections: Contractor to coordinate with jurisdiction having authority.
 - c. Third Party Testing and Inspection: Contractor to coordinate with the City's Construction Manager.

- E. The Contractor agrees to protect existing finishes, plantings, and building elements during the course of its Work. Any cost to repair damage to facility components and finishes, as a result of this work, will be the responsibility of the contractor. It is the Contractor's responsibility to document any existing damage prior to beginning work.

Submittals/Samples/Certifications

- A. See Contract Documents
- B. Insurance Certification: See Contract Documents (Section 00 52 00 for required coverages)
- C. Bonds: Bid, Payment & Performance Bonds – Required. See Contract Documents.

Delivery, Storage, and Handling

- A. See Drawings, Specifications and General Terms and Conditions.

Air Quality, Environmental, & Noise:

- A. The contractor shall comply with all legally mandated environmental regulations and precautions. For any release of fluid, or other material, that could be considered an environmental contaminate the contractor shall immediately stop work, initiate spill response procedures, call emergency responders (if prudent), and contact the Owner's Construction Manager assigned to the project, and, where required, the appropriate regulating authority.

- B. Hazardous Substances:
 - i. Asbestos: The Owner has had an asbestos containing material (ACM) and lead-based paint (LBP) inspection of the subject Work and the results of that inspection can be found in Appendix 1. No ACM was detected in the materials which are contemplated to be disturbed. However, should the Contractor discover any material which it thinks may be an ACM, it shall cease work and immediately contact the Owner's Construction Manager.

- ii. Lead-Based Paint: The Owner has had an asbestos containing material (ACM) and lead-based paint (LBP) inspection of the subject Work and the results of that inspection can be found in Appendix 1. LBP is suspected, or confirmed, to be present in most materials specified to be prepared and painted. As such, all paint and preparation work shall be performed only by EPA certified renovators as defined by the EPA RRP Rule. Additionally, all LBP material removed from the project shall not be allowed to collect on the property. A baseline of LBP soil contamination has been established and can be found in Appendix 2. After painting and preparation work has been completed and the Project Area cleaned, the soil will be re-tested for lead contamination levels. The Contractor will be responsible for mitigation of any increase levels of lead in the building perimeter soil. Mitigation measures will include removal and replacement of contaminated soil, and, proper disposal of contaminated soil.
 - iii. Other: Should the Contractor discover any material which it thinks may be a hazardous substance, it shall cease work and contact the Owner's Construction Manager immediately.
- A. The Contractor shall provide and maintain dust enclosures and walk-off mats so as ensure that all dust, debris, and aromas associated with the work are contained within the immediate Work Area. Any work that may produce annoying or hazardous dust, aroma, or fumes shall be performed during hours when the owner's staff, tenant or patrons are not scheduled to be present. Coordinate such work periods with the Owner's Construction Manager. Any fumes or off-gassing VOCs released as a part of this work shall be properly ventilated from the Owner's property by 7am of the morning after which the application of materials which released such odors or gases was made.
 - C. The Owner understands that, by the nature of this work, some noise may be a factor. However, for periods of excessive noise caused by the project work, the Contractor shall identify those periods on the schedule he/she submits after contract award and prior to commencement of work.
 - D. If airborne dust is generated any HVAC supply and return apparatus, within the affected project area, shall be sealed or filtered during this work. The Contractor shall coordinate HVAC shut-off, sealing, or filtering with the Owner's Construction Manager, or other designated staff, as required.
 - E. Use water sprinkling, temporary enclosures, and other suitable methods to limit dust and dirt rising and migrating in the air to the greatest extent possible. Comply with all local, State and Federal governing regulations pertaining to environmental protection. The use of water on the job site may be subject to City water conservation policies in place at the time of construction. Use of water shall not create a nuisance on or off the site.
 - F. Do not use water when it may cause hazardous or objectionable conditions such as ice, flooding or pollution. Do not allow uncontrolled ground water to enter the City storm water sewer system, migrate onto road surfaces or enter natural waterways.
 - G. Clean adjacent areas and improvements of dust, dirt and debris caused by construction as directed by the City. Return adjacent areas to conditions existing prior to the start of work.

PART 2: PRODUCTS: See Contract Documents.

PART 3: EXECUTION: See Contract Documents.

PART 4: SCHEDULE, SITE CONDITIONS and OTHER REQUIREMENTS

Work Schedule

- A. All work shall be performed per the following schedule:

- a. February 13, 2014: IFB Issued
 - b. February 24, 2014: Pre-Bid Meeting
 - c. March 13, 2014: Bids Due
 - d. April 1, 2014: Mobilization and Start of Work (on-site)
 - e. May 30, 2014: Substantial Completion
 - f. June 13, 2014: Final Completion
- B. Completion of tasks in advance of the above schedule deadlines is encouraged in most cases.
- C. Following are Available Working Hours:
- a. Monday through Saturday: 7:00am to Sunset, or other hours as specifically agreed to by the Owner;
 - b. Sunday: 1pm to Sunset, or other hours as specifically agreed to by the Owner
- D. Notice to Proceed (NTP) will be issued within thirty (30) days of bid due date and award. Within one week of receiving NTP, the Contractor shall provide required submittals and a project schedule suitable to the Owner (include work start, milestones, substantial completion, final completion) and in compliance with Paragraph 'A' directly above.
- E. All Contractor employees, staff, visitors, or sub-contractors shall wear and/or display ID at all times while on site; and, all workers shall conduct themselves in a safe, professional, and courteous manner.
- F. See the General Terms & Conditions and Specifications for contractor schedule submittal requirements.

Site Conditions

- A. Work will occur in an occupied and working facility, care shall be taken to minimize disruptions and avoid hazards to staff and, patrons using the facility. At the end of each work period, the following shall be performed by the Contractor:
- a. Barricade any Project Work Area and all work in progress to prevent access by patrons, staff, and public;
 - b. Store all tools and materials within the designated lay-down and storage area (TBD), or off site;
 - c. Whenever work occurs in an operating portion of the building, upon completion of the task, return all such areas to a clean and orderly condition and ready for tenant operations.
- B. Any fumes or off-gassing VOCs released as a part of this work shall be properly ventilated from the Owner's property.
- C. Exterior fabrication areas shall be coordinated with the Owner. Clean-up of debris (slurry, dust, off-cut, etc.) from such operations is the contractor's responsibility and shall occur frequently.
- D. Maintaining safety (for workers, staff, and patrons) shall be a prime concern and responsibility of the contractor.
- E. Available Utilities:
- a. Electricity is not available for Contractor use; the Contractor shall provide generator electricity on site.
 - b. Water supply is available, but with only a very limited and unreliable flow. The Contractor is responsible for providing any project-required water whenever the Owner cannot.
- F. Any shut-down in service (water, electricity, etc.) shall be coordinated with the Owner. The Contractor shall provide 72 hour notice of any required service shut-down.
- G. Limited Lay Down space is available in the work area vicinity and will be specified at the Pre-Construction meeting.
- H. Parking:
- a. Parking space is extremely limited. Space on the northwest yard of the project site will be allocated for one Contractor vehicle and some mobile equipment (e.g. mixer).
 - b. Any planned closure of public sidewalk requires approval by the City's Department of Neighborhood Development Services (NDS); and, must be executed per NDS guidelines.

- c. The Contractor is responsible for ensuring that finished exterior surfaces and components over which their vehicles or equipment may be parked or operated are not damaged by leaks, spills, or any other means caused by the Contractor.
- I. Restrooms for the Contractor's employees and sub-contractors are available in the adjacent public library. However, if Owner determines that the Contractor's employees or staff has been negligent in the care of its restroom facilities, then permission to use those facilities will be revoked and the Contractor will be required to purchase Port-a-John facilities for its employee and sub-contractor use.

Periodic Cleaning (in addition to specific cleaning as specified elsewhere herein)

- A. The Contractor shall be responsible for periodic cleaning of the site and new and existing finishes as the Work progresses in order to: maintain the site in a neat and orderly condition; minimize the deleterious effect that dirt and debris may have on the work in progress, and, minimize the migration of dirt and debris from the site.
- B. Periodic cleaning should anticipate, broom cleaning, removal of dirt and construction debris (including that which has been collected in trash cans or other refuse collecting devices) and removal of construction waste.
- C. The Contractor shall not allow construction debris to accumulate or remain in enclosed walls or voids.
- D. The Contractor shall not bury construction debris on site as a means of disposal.

Final Cleaning

- A. The Contractor shall provide for the thorough and complete cleaning of all exterior improvements and finishes so as to remove all signs of dirt, debris, labels, paint splatter or stain. This cleaning requirement is in addition to any cleaning that may be specified in other sections of the Project Manual.
- B. The Contractor shall utilize industry accepted methods, according to the manufacturer's written recommendations, to clean all new finishes of contamination from foreign materials including paint or concrete splatter, oil, tar, asphalt, dirt, adhesives, caulking or sealants. Surfaces, finishes, or other improvements damaged during cleaning will be replaced by the Contractor at no additional cost to the Owner.
- C. All glass surfaces shall be cleaned on both sides.

Historic Treatment Procedures

PART 1 - GENERAL

1.1 SUMMARY

- A. Section includes general protection and treatment procedures for designated historic spaces, areas, rooms, and surfaces in the Project.

1.2 DEFINITIONS

- A. Consolidate: To strengthen loose or deteriorated materials in place.
- B. Design Reference Sample: A sample that represents the Architect's pre-bid selection of work to be matched; it may be existing work or work specially produced for the Project.

- C. Dismantle: To disassemble or detach a historic item from a surface, or a non-historic item from a historic surface, using gentle methods and equipment to prevent damage to historic items and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- D. Historic: Spaces, areas, rooms, surfaces, materials, finishes, and overall appearance that are important to the successful preservation and restoration as determined by Architect. By the nature of this building's overall historical significance, all components affected by this Work shall be considered Historic.
- E. Historic Treatment Specialist: Staff, or sub-contractors, of the Contractor who are engaged in trades which may interface with or affect historic spaces, areas, rooms, surfaces, materials finishes which are deemed Historic by the Architect.
- F. Match: To blend with adjacent construction and manifest no apparent difference in material type, species, cut, form, detail, color, grain, texture, or finish; as approved by Architect.
- G. Refinish: To remove existing finishes to base material and apply new finish to match original, or as otherwise indicated.
- H. Reinstall: To protect removed or dismantled item, repair and clean it as indicated for reuse, and reinstall it in original position, or where indicated.
- I. Remove: To take down or detach a non-historic item located within a historic space, area, or room, using methods and equipment to prevent damage to historic items and surfaces; disposing of items unless indicated to be salvaged or reinstalled.
- J. Repair: To correct damage and defects, retaining existing materials, features, and finishes while employing as little new material as possible. This includes patching, piecing-in, splicing, consolidating, or otherwise reinforcing or upgrading materials.
- K. Replace: To remove, duplicate, and reinstall entire item with new material. The original item is the pattern for creating duplicates unless otherwise indicated.
- L. Replicate: To reproduce in exact detail, materials, and finish unless otherwise indicated.
- M. Reproduce: To fabricate a new item, accurate in detail to the original, and from either the same or a similar material as the original, unless otherwise indicated.
- N. Restore: To consolidate, replicate, reproduce, repair, and refinish as required to achieve the indicated results.
- O. Retain: To keep existing items that are not to be removed or dismantled.
- P. Reversible: New construction work, treatments, or processes that can be removed or undone in the future without damaging historic materials unless otherwise indicated.
- Q. Salvage: To protect removed or dismantled items and deliver them to Owner.
- R. Stabilize: To provide structural reinforcement of unsafe or deteriorated items while maintaining the essential form as it exists at present; also, to reestablish a weather-resistant enclosure.
- S. Strip: To remove existing finish down to base material unless otherwise indicated.

1.3 PROJECT MEETINGS FOR HISTORIC TREATMENT & OTHER PROJECT WORK

- A. Pre-Construction/Historic Treatment Meeting: Before starting historic treatment work, or any work, the City's Construction Manager will schedule and conduct a pre-construction meeting at Project site.
- B. Coordination & Progress Meetings: The City's Construction Manager will conduct Coordination & Progress meetings for discussion of historic treatment work, and other project-specific issues, at weekly intervals.
- C. Meeting Agenda: Discuss items of significance that could affect progress of historic treatment and other work, including, but not necessarily limited to, the following:
 - a. Review of safety, hazardous materials, and fire-prevention plan & measures
 - b. Review of project status and progress
 - c. Review of old issues which remain open
 - d. Review of new issues
 - e. Review of Potential Change Orders (PCOs)
 - f. Review of Requests for Information (RFIs)
 - g. Review of governing regulations
 - h. Review of areas where existing construction is to remain and the required protection
 - i. Review of site access, work areas, and lay-down areas (to include existing conditions, staging, and structural loading limitations of areas where materials are stored)
 - j. Review sequence of historic treatment work and other operations
 - k. Review storage, protection, and accounting for salvaged and specially fabricated items
- D. Meeting Attendees: Representatives of Owner, City's Construction Manager, Tenant, Architect, Contractor, and installers or sub-contractors whose work interfaces with or affects historic treatment shall be represented at the meeting.
- E. Meeting Record: Construction Manager will record meeting minutes and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from meeting.

1.4 MATERIALS OWNERSHIP

- A. Historic items, relics, and similar objects including, but not limited to, cornerstones and their contents, commemorative plaques and tablets, antiques, and other items of interest or value to Owner that may be encountered or uncovered during the Work, regardless of whether they were previously documented, remain Owner's property.

1.5 INFORMATIONAL SUBMITTALS

- A. See Section 00 72 00, General Terms and Conditions

1.6 QUALITY ASSURANCE

- A. Contractor Qualifications: An experienced firm regularly engaged in historic treatments similar in nature, materials, design, and extent to this work as specified in this IFB and that has completed a minimum of three (3) projects within the past seven (7) years which demonstrate a record of successful in-service performance and that demonstrates the firm's qualifications to perform this work.

1. Field Supervisor Qualifications: Full-time supervisor experienced in historic treatment work similar in nature, material, design, and extent to that indicated for this Project. Supervisor shall be on site when work begins and during its entirety. Supervisor shall not be changed during Project except for causes beyond the control of the Contractor.
 2. Sub-Contractor Qualifications: All sub-contractors, but specifically masons and painters, shall be firms who are regularly engaged in historic treatments similar in nature, materials, design, and extent to this work as specified in this IFB and that have completed a minimum of three (3) projects within the past seven (7) years which demonstrate a record of successful in-service performance and that demonstrates the firm's qualifications to perform this work.
- B. Fire-Prevention Plan: 10 days prior to commencing work, the Contractor shall prepare and submit a brief written plan for preventing fires during the Work, including placement of fire extinguishers, fire blankets, rag buckets, and other fire-prevention devices during each phase or process. Coordinate plan with Owner's fire-protection equipment and requirements.
- 1.7 STORAGE AND HANDLING OF HISTORIC MATERIALS
- A. Salvaged Historic Materials:
1. Clean loose dirt and debris from salvaged historic items unless more extensive cleaning is indicated.
 2. Pack or crate items after cleaning; cushion against damage during handling. Label contents of containers.
 3. Store items in a secure area until delivery to Owner.
 4. Protect items from damage during transport and storage.
- B. Historic Materials for Reinstallation:
1. Repair and clean historic items for reuse as indicated.
 2. Pack or crate items after cleaning and repairing; cushion against damage during handling. Label contents of containers.
 3. Protect items from damage during transport and storage.
 4. Reinstall items in locations indicated. Comply with installation requirements for new materials and equipment unless otherwise indicated. Provide connections, supports, and miscellaneous materials to make item functional for use indicated.
- C. Existing Historic Materials to Remain: Protect construction indicated to remain against damage and soiling from construction work. Where permitted by Architect, items may be dismantled and taken to a suitable, protected storage location during construction work and reinstalled in their original locations after historic treatment and construction work in the vicinity is complete.
- D. Storage: Catalog and store historic items within a weather-tight enclosure where they are protected from moisture, weather, condensation, and freezing temperatures.
1. Identify each item with a nonpermanent mark to document its original location. Indicate original locations on plans, elevations, sections, or photographs by annotating the identifying marks.
 2. Secure stored materials to protect from theft.
 3. Control humidity so that it does not exceed 85 percent. Maintain temperatures 5 deg F (3 deg C) or more above the dew point.

PART 2 - PRODUCTS - (see specifications)

PART 3 - EXECUTION

3.1 PROTECTION, GENERAL

- A. Protect persons, motor vehicles, surrounding surfaces of building, building site, plants, and surrounding buildings from harm resulting from historic treatment procedures.
 - 1. Use only proven protection methods, appropriate to each area and surface being protected.
 - 2. Provide temporary barricades, barriers, and directional signage to exclude the public from areas where historic treatment work is being performed.
 - 3. Erect temporary barriers to form and maintain fire-egress routes.
 - 4. Erect temporary protective covers over walkways and at points of pedestrian and vehicular entrance and exit that must remain in service during historic treatment work.
 - 5. Contain dust and debris generated by historic treatment work, and prevent it from reaching the public or adjacent surfaces.
 - 6. Provide shoring, bracing, and supports as necessary. Do not overload structural elements.
 - 7. Protect floors and other surfaces along hauling routes from damage, wear, and staining.
 - 8. Provide supplemental sound-control treatment to isolate removal and dismantling work from other areas of the building.

- B. Temporary Protection of Historic Materials:
 - 1. Protect existing historic materials with temporary protections and construction. Do not remove existing materials unless otherwise indicated.
 - 2. Do not attach temporary protection to historic surfaces except as indicated as part of the historic treatment program and approved by Architect.

- C. Comply with each product manufacturer's written instructions for protections and precautions. Protect against adverse effects of products and procedures on people and adjacent materials, components, and vegetation.

- D. Utility and Communications Services:
 - 1. Notify Owner, Architect, authorities having jurisdiction, and entities owning or controlling wires, conduits, pipes, and other services affected by historic treatment work before commencing operations.
 - 2. Disconnect and cap pipes and services as required by authorities having jurisdiction, as required for historic treatment work.
 - 3. Maintain existing services unless otherwise indicated; keep in service, and protect against damage during operations. Provide temporary services during interruptions to existing utilities.

- E. Existing Drains: Prior to the start of work in an area, test drainage system to ensure that it is functioning properly. Notify Architect immediately of inadequate drainage or blockage. Do not begin work in an area until the drainage system is functioning properly.
 - 1. Prevent solids such as stone or mortar residue or other debris from entering the drainage system. Clean out drains and drain lines that become sluggish or blocked by sand or other materials resulting from historic treatment work.
 - 2. Protect drains from pollutants. Block drains or filter out sediments, allowing only clean water to pass.

- F. Existing Roofing: Prior to the start of work in an area, install roofing protection.

3.2 PROTECTION FROM FIRE

- A. General: The Contractor is solely responsible for prevention of fire at the Project. Follow fire-prevention plan and the following:
 - 1. Comply with NFPA 241 requirements unless otherwise indicated.
 - 2. Remove and keep area free of combustibles, including rubbish, paper, waste, and chemicals, unless necessary for the immediate work.
 - a. If combustible material cannot be removed, provide fire blankets to cover such materials.
 - 3. Prohibit smoking or open flame by all persons within Project work.
- B. Heat-Generating Equipment and Combustible Materials: Comply with the following procedures while performing work with heat-generating equipment or combustible materials, including welding, torch-cutting, soldering, brazing, removing paint with heat, or other operations where open flames or implements using high heat or combustible solvents and chemicals are anticipated:
 - 1. Obtain Owner's and Architect's approval for any operations involving use of open-flame, welding, or other high-heat equipment.
 - 2. As far as practicable, restrict heat-generating equipment to shop areas or outside the building.
 - 3. Do not perform work with heat-generating equipment in or near rooms or in areas where flammable liquids or explosive vapors are present or thought to be present. Use a combustible gas indicator test to ensure that the area is safe.
 - 4. Use fireproof baffles to prevent flames, sparks, hot gases, or other high-temperature material from reaching surrounding combustible material.
 - 5. Prevent the spread of sparks and particles of hot metal through open windows, doors, holes, and cracks in floors, walls, ceilings, roofs, and other openings.
 - 6. Fire Watch: Before working with heat-generating equipment or combustible materials, station personnel to serve as a fire watch at each location where such work is performed. Fire-watch personnel shall have the authority to enforce fire safety. Station fire watch according to NFPA 51B, NFPA 241, and as follows:
 - a. Train each fire watch in the proper operation of fire-control equipment and alarms.
 - b. Provide each fire watch with an operational cell phone with which the fire watch can contact emergency responders if needed.
 - c. Prohibit fire-watch personnel from performing other work that would be a distraction from fire-watch duties.
 - d. Cease work with heat-generating equipment whenever fire-watch personnel are not present.
 - e. Have fire-watch personnel perform final fire-safety inspection each day beginning no sooner than 30 minutes after conclusion of work at Project site to detect hidden or smoldering fires and to ensure that proper fire prevention is maintained.
 - f. Maintain fire-watch personnel at Project site until 60 minutes after conclusion of daily work.
- C. Fire Extinguishers, Fire Blankets, and Rag Buckets: Maintain fire extinguishers, fire blankets, and rag buckets for disposal of rags with combustible liquids. Maintain each as suitable for the type of fire risk in each work area. Ensure that nearby personnel and the fire-watch personnel are trained in fire-extinguisher and blanket use.

- D. Sprinklers: Where sprinkler protection exists and is functional, maintain it without interruption while operations are being performed. If operations are performed close to sprinklers, shield them temporarily with guards.
 - 1. Remove temporary guards at the end of work shifts, whenever operations are paused, and when nearby work is completed.

3.3 PROTECTION DURING APPLICATION OF CHEMICALS

- A. Protect motor vehicles, surrounding surfaces of building being restored, building site, plants, and surrounding buildings from harm or damage resulting from applications of paints, chemicals, and adhesives.
- B. Cover adjacent surfaces with protective materials that are proved to resist chemicals selected for Project unless chemicals being used will not damage adjacent surfaces as indicated in historic treatment program. Use covering materials and masking agents that are waterproof and UV resistant and that will not stain or leave residue on surfaces to which they are applied. Apply protective materials according to manufacturer's written instructions. Do not apply liquid masking agents or adhesives to painted or porous surfaces. When no longer needed, promptly remove protective materials.
- C. Do not apply chemicals during winds of sufficient force to spread them to unprotected surfaces.
- D. Neutralize alkaline and acid wastes and legally dispose of off Owner's property.
- E. Collect and dispose of runoff from chemical operations by legal means and in a manner that prevents soil contamination, soil erosion, undermining of paving and foundations, damage to landscaping, or water penetration into building interior.

3.4 GENERAL HISTORIC TREATMENT

- A. Have historic treatment work performed only by qualified historic treatment specialists.
- B. Ensure that supervisory personnel are present when historic treatment work begins and during its progress.
- C. Record existing work before each procedure (preconstruction), and record progress during the work. Use digital preconstruction documentation photographs.
- D. Perform surveys of Project Site as the Work progresses to detect hazards resulting from historic treatment procedures.
- E. Follow the procedures in subparagraphs below and procedures approved in historic treatment program unless otherwise indicated:
 - 1. Retain as much existing material as possible; repair and consolidate rather than replace.
 - 2. Use additional material or structure to reinforce, strengthen, prop, tie, and support existing material or structure.
 - 3. Use reversible processes wherever possible.
 - 4. Use historically accurate repair and replacement materials and techniques unless otherwise indicated.
- F. Notify Architect of visible changes in the integrity of material or components whether from environmental causes including biological attack, UV degradation, freezing, or thawing or from structural defects including cracks, movement, or distortion.

1. Do not proceed with the work in question until directed by Architect.
- G. Where missing features are indicated to be repaired or replaced, provide work with appearance based on accurate duplications rather than on conjecture, subject to approval of Architect.
- H. Where work requires existing features to be removed or dismantled and reinstalled, perform these operations without damage to the material itself, to adjacent materials, or to the substrate.
- I. Identify new and replacement materials and features with permanent marks hidden in the completed Work to distinguish them from original materials. Record a legend of identification marks and the locations of the items on record Drawings.