PROJECT TITLE: Provision Funding for Construction of Multi-purpose Building
LOCATION: USTP Jasaan, Upper Jasaan, Jasaan, Misamis Oriental
OWNER: University of Science and Technology of Southern Philippines
ARCHITECT: Ar. Robert Keen B. Ompoc, uap
SUBJECT: SPECIFICATIONS- Summary of Materials and Finishes
DATE: October 05, 2026

DIVISION 00
PROCUREMENT AND CONTRACTING REQUIREMENTS

00 00 00	PROCUREMENT AND CONTRACTING REQUIREMENTS	
00 63 19	Clarification Form (Request for Information during Pre-Bid stage)	1 of 2
00 91 13	Addenda/ Bid Bulletin/ Revisions	1 of 2
00 93 19	Record Clarification Notices	1 of 2
00 94 43	Record Amendments	1 of 2

1. PART 1 GENERAL

1.1 RELATED DOCUMENTS

1.1.1Clarification Form (See ANNEXES for Official Copy of Form)
1.1.2Addenda: Bid Bulletin
1.1.3Record Clarification Notices (See ANNEXES for Official Copy of Form)
1.1.4Record Amendments (See ANNEXES for Official Copy of Form)
1.1.5Technical Drawings
1.1.6Specifications

1.2 SUMMARY

This section specifies documentary and procedural requirements for handling technical queries, addenda, and revisions during the pre-bid stages.

1.3 PROCEDURES

1.3.1CLARIFICATIONS

1.3.1.1 In case of queries, submit clarification forms upon the official release of the invitation to bid.
1.3.1.2 Submit all queries to the official email account of IPFDO (see upper right corner of this page for email address), complete with attachments, i.e. annotated copies of the architectural technical working drawings and/or specifications highlighted in relation to the clarification/query and other attachments deemed necessary by the bidder i.e. sample brochures, etc.
1.3.1.3 Submit equivalent hardcopies of emailed accomplished clarification forms within two days after sending the email. No hardcopies submitted, no official responses will be issued.
1.3.1.4 For phased construction work, include extent of scope of work in clarifications.

1.3.2ADDENDA: BID BULLETIN

1.3.2.1 Issue Bid bulletins in the event of owner-approved changes/addenda with significant cost impact.
1.3.2.2 Issuance of Bid Bulletins are by proponents, to be fairly published to all participating bidders.

1.3.3RECORD CLARIFICATION NOTICES

Record all clarification issuances via a roster of issued clarification notices. Include dates of issuance, status of response, and date responded in the records.

1.3.4RECORD AMENDMENTS

Record all addenda/ amendments issued and answered during the bid phase via a roster of clarification notices. Include dates of issuance, status of response, and date responded in the records.

2. PART 2 PRODUCTS

No queries related to product substitution allowed during the bidding phase. Official technical specifications will prevail.

3. PART 3 EXECUTION

No queries related to product execution allowed during the bidding phase. Official technical specifications will prevail.

END OF SECTION

DIVISION 01
GENERAL REQUIREMENTS

01 00 00	DIVISION 1 GENERAL REQUIREMENTS	
01 11 13	Work Covered by Contract Documents	1 of 4
01 16 00	Product Requirements	2 of 4
01 17 00	Execution Requirements	3 of 4
01 25 13	Product Substitution Procedures	2 of 4
01 25 16	Execution Substitution Procedures	2 of 4
01 43 13	Manufacturer Qualifications	2 of 4
01 43 16	Supplier Qualifications	2 of 4
01 43 19	Fabricator Qualifications	3 of 4
01 43 23	Installer Qualifications	3 of 4
01 43 39	Mock-ups	1 of 4
01 45 16.13	Contractor Quality Control	2 of 4
01 45 23	Testing and Inspecting Services	3 of 4
01 45 29	Testing Laboratory Services	3 of 4

1. PART 1 GENERAL

1.1 RELATED DOCUMENTS

1.1.1Technical Drawings
1.1.2Specifications
1.1.3Requests for Interpretation
1.1.4Product Samples and Brochures
1.1.5Manufacturer's Data Sheets and Certificates
1.1.6Material Safety Data Sheets
1.1.7Samples and Mock-Ups
1.1.8Work Program and Methodology Submittals

1.2 WORK COVERED BY CONTRACT DOCUMENTS

This section specifies work covered by the contract documents to be consistent with issues Instruction to Bidders and Special Conditions of this contract.

1.3 RELATED SECTIONS

1.3.101 17 00 Execution Requirements

2. PART 2 PRODUCTS

2.1 MANUFACTURER QUALIFICATIONS

Product specifications are itemized per material division with specific manufacturer qualifications, i.e. ISO, ASTM, etcetera. Manufacturer qualifications are relative and pertinent to each material division. Refer to material division in subject for detailed manufacturer qualifications.

2.2 MOCK-UPS

Specific material divisions such as ornamental caseworks and steel fabrications require mock-up approvals prior to implementation. See material division for detailed procedures.

2.3 PRODUCT REQUIREMENTS

Refer to signed physical plans for details on the specified product performance requirements. Secure proper product approval from the designers prior to site implementation. Refer to the procedures process of this section for the general procedure.

2.4 PRODUCT SUBSITITUTION

Requests for product substitutions are subject to the approval of the designers and noted by the owners. Follow the

proper procedure and attach required submittals as specified per material division. The contractor is obliged to indicate whether or not the substitution will incur an impact on the agreed contract costs, such that the agreed contract cost is rendered insufficient or excessive.

2.5 SUPPLIER QUALIFICATIONS

Only contract suppliers with active ISO qualifications and sufficient supply stocks for items specified requiring mass quantities. Ensure that suppliers are equipped with warehousing facilities within the Project's vicinity, have good service performance records for supplying and handling supplies, and have good delivery records to the project site, with minimal delays, in sufficient quantities, and of maximum quality.

2.6 TESTING AND INSPECTING SERVICES

Observe required testing and inspecting services for items marked critical in particular material divisions. Review testing and inspecting requirements as specified in particular material divisions. The job site is subject to inspection by the owner and designer at any time during the progress of work. Any work found inconsistent with technical working drawings are subject to rework, regardless of whether or not the item subject to rework is found later during the work progress.

2.7 PROCEDURES

2.7.1SUMMARY - APPROVALS

Secure all product, execution, and substitution approvals consistent with project timelines. No documentary product approval shall be basis or cause of delays in the approved project implementation schedule.

2.7.2PRODUCT APPROVAL

Attach duly accomplished official approval forms (see Annex), with markings "Product Approval", complete with corresponding submittal attachments and product performance requirements as required per material division to all product approval requests. Attachments will include product samples, mock-ups, manufacturer qualifications, and other documents as indicated in each material division.

2.7.3PRODUCT SUBSTITUTION APPROVAL

Attach duly accomplished *official approval forms* (see Annex), with markings "Product Substitution", complete with corresponding submittal attachments and product performance requirements as required per material division to all product substitution requests.

In addition to official approval forms, attach a duly accomplished *product comparison form* (see ANNEX), complete with samples, mock-ups, manufacturer qualifications, and other attachments required per material division.

2.7.4SOURCE QUALITY CONTROL PROCEDURES

Multiple supply sources are acceptable only if the product is the same, consistent, and duly approved. Secure a separate product approval for similar items procured from different suppliers. Refer to material divisions for required submittals. Follow the procedure for product approval (refer to section 2.7.3. PRODUCT SUBSTITUTION APPROVAL).

3. PART 3 EXECUTION

3.1 CONTRACTOR QUALITY CONTROL

This section shall be consistent with eligibility requirements stated in the Instruction to Bidders.

The proponents/owners of the project are entitled to employing a contractor of choice, by bidding following the RA 9184 otherwise known as THE GOVERNMENT SERVICE PROCUREMENT ACT OF 2016 provided that contractors involved in the works are equipped as follows:

3.1.1All contractors and builders involved in the scope of works of the project, whether general contractors, specialty contractors, or subcontractors are licensed and valid members of the Philippine Contractors Accreditation Board during the time of bidding and the entire duration of the construction of the project.

3.1.2All contractors have the financial capacity to acquire the appropriate equipment and manpower for use in the completion of the scope of works, especially for specialty construction involving expertise, i.e. paint works, steel fabrications, and other items specified.

3.1.3All contractors have a sound organizational structure, with a manpower of experienced technical personnel qualified to administer proper supervision of the required work.

3.1.4All contractors duly comply with civil liabilities as prescribed by the prevailing rule of law in the country and regional jurisdiction wherein the project is situated.

3.1.5All contractors are liable to the annual renewal of his license as prescribed by law.

3.1.6Ensure compliance with basic safety requirements as prescribed by the rule of law, including the national building code of the country and regional jurisdiction where project site is situated.

3.1.7All contractors shall comply with the conditions as stipulated in the Instruction to Bidders and Special Conditions of the Contract.

3.2 EXECUTION REQUIREMENTS

Secure execution approvals by submitting duly accomplished official approval forms (see Annex), with markings "Execution Approval", complete with a detailed work program and methodology. Refer to execution requirements as specified in every material division. Refer to appropriate subsections for detailed execution requirements.

3.3 EXECUTION SUBSTITUTION

Secure execution substitution approvals by submitting duly accomplished official approval forms (see Annex), with markings "Execution Approval", complete with a detailed work program and methodology. Submit execution substitution requests via formally submitted requests.

3.4 FABRICATOR QUALIFICATIONS

Ensure that specialty fabricators follow fabricator qualification requirements as specified in plans.

3.5 INSTALLER QUALIFICATIONS

Ensure that contracted installers will follow qualifications as specified in plans

3.6 TESTING AND INSPECTING SERVICES

Ensure that fabricated specialty items are compliant to competent testing and inspecting procedures. Refer to material divisions for detailed performance requirements, tests, and inspection proceedings required per material. Furnish copies of test and inspection results for all contracted fabricators and constructors.

3.7 TESTING LABORATORY SERVICES

Furnish copies of laboratory tests as specified by each material division.

3.8 PROCEDURES

3.8.1SUMMARY

Approval schedule shall not be in conflict with approved project implementation schedules.

3.8.2EXECUTION APPROVAL

The general procedure will include the official submission of execution approval forms (see Annexes for a copy of the official form to be utilized) with corresponding execution submittal attachments as specified per material division. Attachments will include work program and methodology submittals.

3.8.3EXECUTION SUBSTITUTION APPROVAL

For execution substitution, the general procedure will include the official submission of execution approval forms with a clear indication of execution substitution (see Annexes for a copy of the official form to be utilized) with corresponding submittal attachments and execution performance requirements as specified per material division. The changes and similarities of the specified from the proposed execution must be clearly outlined and justified.

END OF SECTION

01 00 00	DIVISION 1 GENERAL REQUIREMENTS	
01 17 00	Execution Requirements	

1. **PART 1 GENERAL**
   - **1.1 RELATED DOCUMENTS**
     - 1.1.1 Technical Drawings
     - 1.1.2 Specifications
     - 1.1.3 Requests for Interpretation
     - 1.1.4 Land and property surveys certified by surveyor
     - 1.1.5 Final property surveys showing the work performed and recorded survey data
   - **1.2 SUMMARY**

     This section includes general prescribed proceedings in execution of general construction work. Refer to each material division for specific execution requirements, especially for special fabrications. General construction work is listed as follows:

     - 1.2.1 Construction Layout
     - 1.2.2 Field engineering and surveying
     - 1.2.3 General installation of products
     - 1.2.4 Coordination of owner-installed products
     - 1.2.5 Protection of installed construction
     - 1.2.6 Correction of the Work
   - **1.3 RELATED SECTIONS**
     - 1.3.1 Requests for Interpretation
   - **1.4 WARRANTIES**

     The following should be included in the Contractor's warranties:
     - 1.4.1 Warrant that materials and equipment furnished under the Contract are of good quality and new unless otherwise required or permitted by the Contract Documents
     - 1.4.2 Warrant that the Work will be free from defects and conforms to the requirements of the Contract Documents. Work not conforming to the contract documents are defective, therefore subject to revision and correction according to the drawings and specifications.
     - 1.4.3 Warrant that all substitutions implemented on site are properly approved and authorized; work without proper approval are considered defective.
     - 1.4.4 Defects and damages NOT executed by the Contractor, i.e. improper or insufficient maintenance of equipment systems that have been turned-over, improper operation, or normal wear and tear and normal usage are excluded from the warranties. In the event that defects and damages occurred upon partial completion of the project or in the duration of the construction, the Owner and Architect may require the Contractor to furnish satisfactory evidence as to the kind and quality of materials and equipment utilized.
     - 1.4.5 **At the minimum, all warranties should be in pursuant to the provisions of RA 9184 otherwise known as the 2016 GOVERNMENT PROCUREMENT REFORM ACT.**
   - **1.5 CONTRACTOR RESPONSIBILITIES**
     - 1.5.1 Perform and complete works as stipulated in the technical working drawings, the performance specifications, and related contracted documents.
     - 1.5.2 The contractor shall comply with all permitting requirements as needed to commence the project and to facilitate proper turnover for the full occupancy of the owner. Permits include building permit application, permit requests for tree removal, excavation permits, fencing permits for both temporary and permanent facilities, occupancy permits, and other permits as needed to complete the project and facilitate the smooth turnover of the project. In case of conflict between approved scope of works, technical drawings, and this specifications, scope of work and physical plans shall prevail.
     - 1.5.3 In performing the work, the contractor is obliged to keep organized, correct, and truthful records of the progress of construction. Included in this documentation are shop drawings, details, execution and work methodology procedures, as well as information furnished by the owner or the designer. Organize the records such that any changes decided upon during construction are traceable.
     - 1.5.4 The contractor is obliged to thoroughly review all contract documents, technical working drawings, and specification and ensure that the implementation on the project site is as true to the drawings as possible. In case of

     inconsistencies between drawings, specifications, actual site conditions, and similar issues resulting to confusion on the work to be implemented on site, the contractor is obliged to file a Request for Interpretation/Clarification to the Design Team. Follow procedures as prescribed during the kick-off conference.
     - 1.5.5 Take field measurements and ensure that drawings are feasible. In case of conflict, inform the design team via execution and work methodology approvals or requests for interpretation through the construction management team and wait for official responses prior to implementation.
     - 1.5.6 The contractor is obliged to properly inform the Construction Manager of any errors, inconsistencies, or omissions discovered in the technical working drawings. The Construction Manager shall in turn consult with designers to manage and resolve any incurred conflicts.
     - 1.5.7 Carefully examine the existing site conditions and ascertain that the actual surveyed location is accurate.
     - 1.5.8 Secure a copy of contract documents, soil borings, and relevant data in order to verify the nature, location, and character of the project and the site, including without limitation, the surface and subsurface conditions and all structures and obstruction both natural and man-made within and around the project site vicinity. Contracts may be requested from the IPFDU or procured by the contractor depending on stipulations on the scope of work, terms of reference, instruction to bidders, and special conditions of the contract.
     - 1.5.9 The contractor is responsible for all erroneous work administered on site without the due information and approval of the architect. Included in this responsibility is the shouldering of costs in the event that the work is to be revised for correction.
     - 1.5.10 All Site supervision, direction, and administration of all site work is the responsibility of the Contractor.
     - 1.5.11 Construction means, methods, techniques, sequences, and procedures and for coordinating all portions of the Work under the Contract are the responsibilities of the contractor unless otherwise stated in the contract documents.
     - 1.5.12 If the Contract Documents give specific instructions concerning construction means, methods, techniques, sequences, or procedures, the evaluation of the jobsite safety of such means, methods, techniques, sequences or procedures is the responsibility of the Contractor. If specifications are deemed unsafe, the Contractor shall give timely written notice to the Owner and Architect via and shall not proceed with that portion of the Work without further written instructions from the Architect.
     - 1.5.13 The contractor is obliged to inform IPFDU through the construction manager or project coordinators of any substitutions to occur on site. If the Contractor is then instructed to proceed with the required means, methods, techniques, sequences or procedures without acceptance of changes proposed by the Contractor, the Owner shall be solely responsible for any resulting loss or damage.
     - 1.5.14 The Contractor is responsible for the acts and the quality of work of its employees, subcontractors, including their agents and employees and other work commissioned by the contractor on site.

2. **PART 2 PRODUCTS**

   Refer to specific material divisions for product particulars.

3. **PART 3 EXECUTION**
   - **3.1 SITE INVESTIGATION PRIOR TO COMMENCEMENT OF WORK**

     The contractor is to examine existing conditions and verify location of existing site utilities, existing structures, vegetation, and other considerations existing on site before beginning work. Include subsurface equipment in this investigation. Verify invert elevations at points of connections for sanitary sewers, storm sewers, underground electrical wiring, and water service piping existing on site. Furnish location data acquired to the architect. In case of conflict and inquiries, the contractor shall inform the construction manager to facilitate resolution.
   - **3.2 FIELD MEASUREMENTS**

     Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Verify all dimensions prior to fabrication. Coordinate fabrication schedules with construction progress.
   - **3.3 CONSTRUCTION LAYOUT**

     Verify all layout shown in the technical working drawings. Engage professional and experienced surveyors to establish information shown on the Drawings, especially related to site benchmarks and layout. In case of discrepancies, inform the Architect via a Request for Interpretation. Record all layout control work, coordinates of benchmarks, including deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member and types of instruments and tapes used. Furnish a copy of the records to the Architects on critical progresses of work.

     Engage a professional, experienced, and licensed surveyor to conduct the following activities:

3.3.1 Location and establishment of benchmarks and control points at each story of the construction, and elsewhere needed. **Note: Do not relocate existing benchmarks or control points without securing a written approval from the Architect. Inform the architect of the need for relocation by filing an official Request for Clarification (See Annex for official forms)**
3.3.2 Establish dimensions accurately.
3.3.3 Record all benchmark locations, both horizontal and vertical data.
3.3.4 Notify and disseminate to installers, the correct and accurate lines and levels.
3.3.5 Check the accuracy of the location, level and plumb, of every major element as the work progresses and duly notify the Construction Manager of any discrepancies.
3.3.6 Close site surveys with an error of closure equal to or less than the standard established.
3.3.7 Locate and layout control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work.
3.3.8 Transfer survey markings and elevations for use with control lines and levels when a written approval by the Architect or Construction Manager has been secured.
3.3.9 Establish temporary reference points necessary to complete and commence specific construction work, provided that these reference points are removed when the work in subject has been completed. Do not delete temporary reference points without proper recording.
3.3.10 Prepare certified survey records showing dimensions, locations, elevations, and angles for every major site improvement completed on site, specifically completion of foundation works, completion of every floor or zone as decided by the construction manager with the conformity of owners and designers.
3.3.11 Prepare and submit a final property survey showing the real records and features of the finished project, namely actual floor to floor ceiling heights, final building height, benchmarks and coordinates of critical underground facilities, if any. Show boundary lines, streets, tree data, adjacent properties, landmarks, grade contours, and the distance and bearing from a site corner to a legal point. Certify this document and certify all data as accurate and true and be labeled by authorities as the official property survey.

3.4 INSTALLATION
3.4.1 Verify that the location of the work to be implemented is accurate, correctly aligned, and correctly elevated.
3.4.2 Plumb all vertical work and level all horizontal work. Work with specific angles must be properly reviewed on the drawings and correctly laid out.
3.4.3 Unless otherwise indicated with special treatment, conceal all pipes, ducts, and wiring in finished areas.
3.4.4 Unless otherwise indicated, all headroom clearances must be maintained at least 2.40M for mechanically ventilated areas and 2.70M for areas with natural ventilation. Follow indications on technical working drawings if prescribed heights are above the minimum.
3.4.5 Comply with written instructions and recommendation for installation as provided by manufacturers and suppliers.
3.4.6 Conduct installation works at times and conditions that ensures the best possible results.
3.4.7 Maintain installed works in good condition throughout the duration of construction until final completion of the project.
3.4.8 Conduct construction and installation work without damaging the operations of other works within its vicinity.
3.4.9 Do not use tools, equipment and methods, that produces noise levels that are hazardous to human health.
3.4.10 Check that the measurements on the shop drawings are in accordance to actual site conditions.
3.4.11 When using anchors and fasteners, secure the fasteners such that they are accurately located and do not obstruct any mandatory clearance heights. Where mounting heights are not indicated, propose to the Architect via a duly written request for clarification/interpretation to mount components according to standards. Installation proceeds when the architect issues an approval.
3.4.12 Install all joints to the best visual effect, such that all joints are of uniform width, and if the work is exposed, that the joints are arranged as neatly as possible unless otherwise indicated by the technical working drawings and specifications.
3.4.13 Ensure the safety of all installation work and take care not to damage any separate work in the vicinity.
3.4.14 Test all equipment and tools to be used and ensure that it is safe and is in good working condition. Replace all parts as needed to ensure maximum efficiency.

3.5 SITE PREPARATION
If upon investigation, existing site conditions are deemed unsuitable for work intended to commence, duly inform the architect and the owners via written notice. Included in this section are issues on utilities, i.e. electrical posts that need to be relocated, water pipe utilities that need to be adjusted, abandoned, or terminated, as well as other pertinent issues affecting the intended design. Included in the written notice are the following information:
3.5.1 Description of the work to be commenced
3.5.2 List of detrimental conditions

3.5.3 List of unacceptable installation tolerances
3.5.4 Recommended corrections.
3.5.5 Authorities that need to be informed.

3.6 PROTECTION OF INSTALLED CONSTRUCTION
Whenever any portion of work is completed prior to the substantial completion of the project, ensure that the installed or completed portion of work is protected, without damage, and without deterioration up to the substantial completion of the project.

3.7 CORRECTION OF THE WORK
3.7.1 Any defective construction should be repaired, removed, or replaced. This includes the restoration of any damages incurred on the finishes or substrates during the time work.
3.7.2 Repairs include material touch-ups on painted finishes and replacement of units on substrates, or the cutting and patching of portions of masonry or chipped portions of the substrate.
3.7.3 Repair all components that are not in good working condition.
3.7.4 Remove and replace chipped, scratched and broken glass, mirrors, and similar surfaces.
3.7.5 Ensure that the original condition of the finish or substrate is maintained after correction.

END OF SECTION

01 00 00	DIVISION 1 GENERAL REQUIREMENTS	
01 17 10	Final Cleaning	1 of 2

1. PART 1 GENERAL

1.1 RELATED DOCUMENTS

1.1.1 Technical Drawings
1.1.2 Specifications

1.2 SUMMARY

This section specifies administrative and procedural requirements for final cleaning upon completion of scope of works. Specific cleaning agents and procedures are specified in each material division. Ensure that cleaning and waste disposal procedures are compliant with local laws and ordinances. Do not dispose flammable, volatile, and poisonous wastes in storm or sanitary drains of the project. Ensure that no debris, rubbish, or other waste material will be burned, buried, and improperly disposed, especially not within the premises of the project site.

2. PART 2 PRODUCTS

2.1 CLEANING AGENTS

Review product-specific requirements of cleaning agents and materials recommended by the manufacturer or fabricator or the surface and material to be cleaned.

3. PART 3 EXECUTION

3.1 SAFETY AND PRECAUTION

3.1.1 Ensure safety handling of cleaning agents that are hazardous to health or safety of the property. Secure the safe storage of volatile cleaning agents and ensure that it is only accessible to authorized personnel.
3.1.2 Organize storage of cleaning materials and agents on site to allow maximum access, no traffic barriers, and no unnecessary material wastage.
3.1.3 Properly dispose debris, scrap, and waste materials on a daily basis. Accumulation of wastes is a safety hazard. Ensure that disposal management proceedings do not destroy the ecology of the project site and its neighboring vicinities.

3.2 PROGRESS CLEANING

3.2.1 Demonstrate sample-cleaning work before cleaning the entire surface area to be cleaned. Check that the cleaning agent and material that was sample-cleaned does not change the immediate properties of its surfaces before proceeding with complete clean-out.
3.2.2 Complete all cleanout works one week prior to the scheduled turnover to ensure maximum time for inspection.

3.3 FINAL CLEANOUT
3.4 Comply with local laws and ordinances for all waste-removal operations.
3.5 Comply with manufacturer's written instructions on maintenance and operations.
3.6 Clean the project site, yard, and grounds of construction activities. Ensure that the landscape development area is clear of any waste material and other foreign substances.
3.7 Sweep and wipe all paved areas and finished flooring. Remove stains and other deposits.
3.8 Do not clean surfaces marked for natural weathering.
3.9 Rake all pervious grounds free from foreign waste.
3.10 Remove all construction tools, machinery and equipment from the project site.
3.11 Clean all exposed surface areas, both interiors and exteriors. Ensure that it is free from stains and similar substances.
3.12 Do not paint over labels, especially specialized marks namely "UL" and fire rating marks. Do not excessively clean these labels such that the surface marks become illegible.
3.13 Vacuum all soft surfaces, i.e. carpet flooring, sofa, wooden ceilings, and all surfaces with crevices etc.
3.14 Clean and polish all transparent materials such as mirrors, glass partitions, door lights, vision windows, etc. Replace broken or chipped glass and mirrors and ensure that surfaces are free from scratches. If the glass surface has a texture enhancement sticker, ensure that the sticker is adjoined to the surface neatly and properly and is not chipped off by excessive cleaning.
3.15 Wipe the surfaces of all mechanical and electrical equipment such that it is dust free. There should be no excess lubricants and similar chemicals on the surface of the equipment.

3.16 Clean plumbing and sanitary fixtures to a sanitary condition. Wipe it free of stains and foreign markings, including hard water marks.
3.17 Replace all disposable air filters. Wipe all diffusers, registers, and grills free from surface dust, stains, and foreign markings.
3.18 Clean light fixtures, lamps, bulbs, globes, and reflectors such that it is free from surface dust, stains, and is functional at maximum efficiency.
3.19 All bulbs must be in working condition. Replace dimmed, old bulbs with new bulbs in good working conditions.
3.20 The following spaces should be clear of debris and surface dust:
3.20.1 Plenum
3.20.2 Shafts and chutes
3.20.3 Vaults
3.20.4 Manholes
3.20.5 Attics
3.20.6 Utility rooms
3.20.7 Other, similar spaces.

END OF SECTION

01 00 00	DIVISION 1 GENERAL REQUIREMENTS	
01 17 30	Operation and Maintenance Data	1 of 3

1. **PART 1 GENERAL**
   - **1.1 RELATED DOCUMENTS**
     - 1.1.1 Technical Drawings
     - 1.1.2 Specifications
   - **1.2 SUMMARY**
     This section specifies administrative and procedural requirements for the management of operation and maintenance data for turnover to the proponents upon completion of the project.
   - **1.3 PREPARATION OF MAINTENANCE MANUALS**
     - 1.3.1 Include in the manual all information specified in individual specification divisions
     - 1.3.2 Ensure that technical personnel charged in the preparation of maintenance manuals are properly trained and experienced. Include clear written instructions to communicate critical steps in maintenance. Accompany written instructions with diagrams and drawings for clarity.
     - 1.3.3 Operation and maintenance manuals must be of a manageable size, bounded by a heavy duty binder, and properly labeled on the front and spine of the hard bound binder.
     - 1.3.4 Neatly fold oversized drawings attach and check that punch holes do not damage any critical information.
     - 1.3.5 Prepare, orient, and transfer knowledge on the following manuals:
       - 1.3.5.1 Building operating systems
       - 1.3.5.2 Equipment operating systems
       - 1.3.5.3 Preservation and maintenance manuals of all products and finishes
   - **1.4 PROCEDURES OF MANAGING MANUALS**
     - 1.4.1 Furnish one copy of the operation and maintenance manual to the design team, and another copy to the owner's side via the property management team.
     - 1.4.2 Duly demonstrate the contents of the manual during the turnover process. Coordinate a schedule for site walk-thru and maintenance demonstration.
   - **1.5 MANUAL CONTENT**
     - 1.5.1 MATERIAL AND FINISHES MAINTENANCE MANUAL
       - 1.5.1.1 Complete manufacturer name
       - 1.5.1.2 Manufacturer's address and contact details
       - 1.5.1.3 Manufacturer's catalog number
       - 1.5.1.4 Care and maintenance instructions
       - 1.5.1.5 Color and Texture code and swatch
       - 1.5.1.6 Re-ordering information
       - 1.5.1.7 Applicable standards
       - 1.5.1.8 Chemical composition
       - 1.5.1.9 Installation details
       - 1.5.1.10 Inspection procedures
       - 1.5.1.11 Maintenance information
       - 1.5.1.12 Repair procedures
     - 1.5.2 EQUIPMENT OPERATION AND MAINTENANCE MANUAL
       Include the following information in the manual:
       - 1.5.2.1 General system or equipment description including functions
       - 1.5.2.2 Start-up procedures
       - 1.5.2.3 Equipment or system break-in
       - 1.5.2.4 Routine and normal operating instructions
       - 1.5.2.5 Regulation and control procedures
       - 1.5.2.6 Instruction on stopping
       - 1.5.2.7 Shutdown and emergency instructions
       - 1.5.2.8 Required sequences for electric or electronic systems
       - 1.5.2.9 Special operating instructions
       - 1.5.2.10 Operating characteristics

       - 1.5.2.11 Servicing schedule
       - 1.5.2.12 Control diagrams
       - 1.5.2.13 Circuit Directories
       - 1.5.2.14 Valve tag diagrams
       - 1.5.2.15 Printed operating and maintenance instructions
       - 1.5.2.16 Maintenance Assembly drawings and diagrams
       - 1.5.2.17 List recommended spare parts that should be stocked
       - 1.5.2.18 Limiting conditions
       - 1.5.2.19 Performance curves
       - 1.5.2.20 Engineering data and tests
       - 1.5.2.21 Complete nomenclature and number of replacement parts
       - 1.5.2.22 Design factors and assumptions
       - 1.5.2.23 Copies of applicable shop drawings and product data
       - 1.5.2.24 System and equipment manufacturer
       - 1.5.2.25 Equipment model number
       - 1.5.2.26 Equipment serial number
       - 1.5.2.27 Operating Instructions
       - 1.5.2.28 Emergency Instructions
       - 1.5.2.29 Wiring diagrams
       - 1.5.2.30 Safety diagrams
       - 1.5.2.31 Inspection and test procedures
       - 1.5.2.32 Maintenance procedures and schedules
       - 1.5.2.33 Precautions against improper use and maintenance
       - 1.5.2.34 Copies of warranties
       - 1.5.2.35 Repair instructions and spare parts listing
       - 1.5.2.36 Routine operations
       - 1.5.2.37 Trouble-shooting guide
       - 1.5.2.38 Disassembly, repair and re-assembly instructions
       - 1.5.2.39 Alignment, adjusting and checking instructions
       - 1.5.2.40 Supply sources of required maintenance materials and related services
       - 1.5.2.41 Index

2. **PART 2 PRODUCTS**
   - **2.1 TAGS**
     Label equipment with proper tags such that it can be properly referred to on the manual.

3. **PART 3 EXECUTION**
   (NOT APPLICABLE)

END OF SECTION

01 00 00	DIVISION 1 GENERAL REQUIREMENTS	
01 17 70	Closeout Procedures	1 of 3

1. PART 1 GENERAL
   1.1 RELATED DOCUMENTS
   1.1.1 Technical Drawings
   1.1.2 Specifications

   1.2 SUMMARY
   This section includes administrative and procedural requirements for closeout proceedings. Warranties and inspection procedures are included.

   1.3 PARTIAL OCCUPANCIES
   Partial occupancies will be managed following final closeout procedures. Include documents delineating and demarcating the portion that is ready for turnover, i.e. highlighted and demarcated floor plans and a complete listing of equipment systems for final turnover.

   1.4 PROCEDURES FOR INSPECTION
   1.4.1 Submit a written request for inspection for substantial completion to the owner side.
   1.4.2 Deploy an inspection team composed of duly represented owner sides, designer sides, and builder's side for joint inspection.
   1.4.3 On the owner's side, prepare a list of items for re-inspection. A copy of the list must be furnished to the owner and the contractors for reference.
   1.4.4 Schedule a time for re-inspection of all items not accepted. Correct all punch-listed items until substantial turnover.

   1.5 PROCEDURES FOR RE-INSPECTION
   1.5.1 Request for re-inspection when the work identified in previous inspections are completed and corrected.
   1.5.2 Prepare punch lists specific to the item of work for closeout. Indicate a remarks column for marking whether items are accepted or for revision. Indicate causes of revision.
   1.5.3 Close and resolve all punch lists by the third round of inspection.
   1.5.4 Proceed with Final Completion when all punch lists are accepted.

   1.6 PROCEDURES AND DOCUMENTS TO ACCOMPLISH PRIOR TO FINAL INSPECTION OF COMPLETION OF WORK
   1.6.1 Advise owner on warranty periods, workmanship bonds, maintenance service agreements, final certifications, and similar documents. Furnish a copy of warranties, certificates and similar documents to the owner.
   1.6.2 **Obtain all release permits that allow the owners unrestricted access and use of the services, utilities, and other features of the building. Include occupancy permits, operating certificates, and similar documents. Facilitate proper turn over and document release to the client.**
   1.6.3 Prepare and submit project record documents, operation and maintenance manuals, final completion construction photographs, damage or settlement surveys, property surveys, and similar final record information.
   1.6.4 Deliver tools, spare parts, extra materials, and similar items to location designated by Owner. Label with manufacturer's name and model number where applicable.
   1.6.5 Deliver labeled keys and permanent locks to the owner. Demonstrate to the owner's personnel in charge of security the due location of all locks and instruct accordingly.
   1.6.6 Startup and test all equipment systems.
   1.6.7 Submit test/adjust/balance records.
   1.6.8 Remove and demolish temporary facilities, mock-ups, construction tools, scaffolds, and similar items from the project site.
   1.6.9 Complete all final cleaning and restoration requirements, including painting touch ups and repairs of damaged or exposed finishes
   1.6.10 Submit a final application for payment.
   1.6.11 Submit a copy of all punch listed items with remarks as completed, corrected, and accepted, duly certified by the architect or the technical working group. Clearly indicate in the punch list that all identified works are inspected, corrected, completed, and accepted.
   1.6.12 Submit evidence of final, continuing insurance coverage complying with insurance requirements.
   1.6.13 Submit pest-control final inspection report and warranty.

   1.7 PUNCH LIST CONTENT

   1.7.1 Prepare three copies of the punch list, one copy must be furnished to the designers, one copy for the owner's representative, and one copy for the builders.
   1.7.2 Organize spaces for inspection in sequential order, according to the route that will be taken on site.
   1.7.3 Organize items applying to each space by major element and by category:
      1.7.3.1 Ceiling
      1.7.3.2 Individual Walls
      1.7.3.3 Floors
      1.7.3.4 Equipment
      1.7.3.5 Building Systems

   1.7.4 Include the following information inside the punch list:
      1.7.4.1 Project name
      1.7.4.2 Date of inspection schedule
      1.7.4.3 Date of re-inspection
      1.7.4.4 Page number
      1.7.4.5 Signature of Contractor
      1.7.4.6 Signature of Architect

   1.8 WARRRANTIES
   Organize warranty documents into an orderly sequence based on the table of contents of the project manual.
   1.8.1 Bind warranties and bonds in heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents.
   1.8.2 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 If installer.
   1.8.3 Identify each binder on the font and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.

2. PART 2 PRODUCTS
   Use appropriate cleaning agents as recommended by particular manufacturers. See the final cleanout section of this division for detailed procedures.

3. PART 3 EXECUTION
   3.1 PEST CONTROL
   Inspect that the project site is free of rodents, insects, and other pests. Submit a certification duly issued, signed and certified by an experienced and licensed exterminator.

END OF SECTION

01 00 00	DIVISION 1 GENERAL REQUIREMENTS	
01 26 63	Requests for Interpretation	1 of 2

1. **PART 1 GENERAL**
   - **1.1 RELATED DOCUMENTS**
     - 1.1.1 Technical Drawings
     - 1.1.2 Specifications
     - 1.1.3 Clarification Form (See ANNEXES for Official Copy of Form)
     - 1.1.4 Record Clarification Notices (See ANNEXES for Official Copy of Form)

   - **1.2 SUMMARY**
     This section specifies administrative and procedural requirements in the event of clarifications, assistances required in plan interpretation, and other similar information required from the technical and design team to assure maximum accuracy in construction. The contractor is obliged to thoroughly review all contract documents, especially technical drawings prior to the commencement of construction.

   - **1.3 PROCEDURE**
     This section specifies administrative and procedural requirements in the event of clarifications, assistances required in plan interpretation, and other similar information required from the technical and design team to assure maximum accuracy in construction. The contractor is obliged to thoroughly review all contract documents, especially technical prior to the commencement of construction.

     - 1.3.1 Submit clarification forms upon issuance of notice to proceed.
     - 1.3.2 Submit all queries to the official email accounts of the IPFDU (see upper right corner of this page for email address), complete with attachments, i.e. annotated copies of the architectural technical working drawings and/or specifications highlighted in relation to the clarification/query and other attachments deemed necessary by the bidder i.e. sample brochures, etc.
     - 1.3.3 Submit equivalent hardcopies of emailed accomplished clarification forms within two days after sending the email. No hardcopies submitted, no official responses will be issued.
     - 1.3.4 The IPFDU will only be accountable to changes that are issued with official approvals issued by the IPFDU.

   - **1.4 RECORD CLARIFICATION NOTICES**
     Record all clarification issuances via a roster of issued clarification notices. Include dates of issuance, status of response, and date responded in the records.

2. **PART 2 PRODUCTS**
   Refer to product approval procedures. Clarification forms are reserved for technical working drawings and specification queries only. All product approvals must be processed accordingly. Refer to the procedure on section 01 25 13 of this division.

3. **PART 3 EXECUTION**
   Execution approvals are separate from clarifications and queries. Refer to the procedure on execution approval in section 01 25 16 of this division.

END OF SECTION

01 00 00	DIVISION 1 GENERAL REQUIREMENTS	
01 26 46	Construction Change Directives	1 of 2
01 26 57	Change Order Requests	1 of 2
01 26 63	Change Orders	1 of 2

1. **PART 1 GENERAL**
   - **1.1 RELATED DOCUMENTS**
     - 1.1.1 Technical Drawings
     - 1.1.2 Specifications

   - **1.2 SUMMARY**
     This section specifies administrative and procedural requirements in the event of modifications on construction directives, such as modifications on the technical drawings, specifications, the adjustment of the agreed scope of work, etc., that shall result to change order requests and change orders. The contractor cannot amend the agreed scope of work unless a change order has been issued by the technical team of the IPFDU.

     The following section includes generic procedural advice for Construction Change Directives, Change Orders, Change Order Requests, and general management of material specifications. Note that material-specific procedural advice is indicated in each material division. **All amendments should be in pursuant to RA 9184 otherwise known as the Government Procurement Act of 2016.**

   - **1.3 MINOR CHANGES IN WORK**
     Minor changes in work are work classified as without cost-impact and can therefore be implemented once a written approval from the IPFDU is secured. This includes resulting advice from Requests for Interpretation, Approved Product Substitution, and approved Execution Substitution. The contractor is obliged to properly indicate product substitutions and execution substitutions submitted and as such mark the attached Approval forms to as "Without Cost Impact".

2. **PART 2 PRODUCTS**
   The designers shall prescribe the performance specification of all materials and finishes on the technical working drawings. The execution of each shall be indicated through this specification or by the prescribed installation manuals and brochures of the approved material. The contractor is obliged to install the material consistent with requirements stipulated on the plans and on this specification. Any material replacement or substitutions shall be approved by the IPFDU. If with cost impacts, such replacements shall incur change orders which shall be reviewed and approved by the procuring entity upon the recommendation of the IPFDU prior to implementation. No changes with significant cost impacts shall be implemented with the approval of the procuring entity.

3. **PART 3 EXECUTION**
   - **3.1 CHANGE ORDER PROCEDURES**
     - 3.1.1 The owner/ procuring entity will issue via a written request, official changes that are to be implemented on the project.
     - 3.1.2 No amendments to the original contract work shall commence on the project site without official approvals and orders by the procuring entity.
     - 3.1.3 Amendments that are not aligned with the guidelines of RA9184 are not acceptable.
     - 3.1.4 The contractor, owner, and designers are to maintain detailed records of all construction change directives.

END OF SECTION

DIVISION 02
SITEWORKS

02 00 00	DIVISION 2 SITEWORKS	
02 36 1	Termite Control	1 of 3

1. **PART 1 GENERAL**
   - **1.1 RELATED DOCUMENTS**
     - 1.1.1 Technical Drawings
     - 1.1.2 Specifications
     - 1.1.3 Product Brochures
     - 1.1.4 Work and Methodology Submittals
     - 1.1.5 Structural Engineering Specifications for Excavation Work (By Structural Designer)
   - **1.2 SUMMARY**
     This section includes provisions on termite management systems to be employed on the project site.
   - **1.3 GENERAL PROVISION**
     Include external and internal termite control, namely soil treatment for all elements of the project that are in contact with the ground such as foundations and slabs on ground. Termite control systems employed should be installed such that replenishment/re-treatment systems will not incur any damages/demolition work on the project site throughout the duration of the construction. Chemical Barrier systems are acceptable.
   - **1.4 MAINTENANCE**
     Contracted manufacturers are to advise the proper maintenance procedures of termite control systems, including advised schedules of maintenance, allowable product substitutions if any, proper work methodology. Include provisions on continuous service including monitoring, inspection, re-treatment, and troubleshooting procedures for occurrence of termite activity within the five (5) year warranty and a separate contract options for continuing services after the expiration of the warranty.
   - **1.5 SUBMITTALS**
     Attach the following information to a duly accomplished Product Approval Form and/or Execution Approval Form.

     1.5.1 PRODUCT APPROVAL ATTACHMENTS
     The contractor is to facilitate the Product Approval request, regardless of whether the termite control work is subcontracted. Whether subcontracted or applied by the Contractor, submit the following documents"
     - 1.5.1.1 Technical data including a list of termiticide products to be administered on site, including the Food and Drug Administration-registered (FDA-registered) labels of all products.
     - 1.5.1.2 Include and emphasize the approximated number of years of effectivity of the termiticide system.
     - 1.5.1.3 Include lists of completed projects by manufacturer/installer/applicator. The list of projects should include the name of the project, the address, the architects, owners, and builders of previous projects indicated in the list.
     - 1.5.1.4 A copy of the official accreditation of termiticide manufacturer, if any.
     - 1.5.1.5 A copy of the license and registration of the termiticide operator's registration from the Food and Drugs Administration.

     1.5.2 EXECUTION APPROVAL ATTACHMENTS
     - 1.5.2.1 Work Methodology indicating the following information:
     - 1.5.2.1.1 Date and time of application
     - 1.5.2.1.2 Moisture content of soil before application
     - 1.5.2.1.3 Brand name and manufacturer of termiticide
     - 1.5.2.1.4 Quantity of Undiluted termiticide used.
     - 1.5.2.1.5 Dilutions, methods, volumes, and rates of application used.
     - 1.5.2.1.6 Areas of application
     - 1.5.2.1.7 Water source for application
     - 1.5.2.1.8 Application plan indicating the method or list of steps of how the treatment will be applied
   - **1.6 QUALITY ASSURANCE**

Only contract applicators with significant experience in the application of termite control systems. Application procedures can only be conducted in the presence of qualified installers and specialists, who are duly licenses according to pertinent regulations.

- **1.7 WARRANTIES**
  Submit an application warranty, signed and certified by the Pest Control Operator/ Applicator, and contractor that certifies that the termite control work administered on site will prevent infestation of subterranean termites for at least five (5) years. If termite activity occurs during the warranty period, re-treat the soil, repair and replace damages caused by termite activity or infestation.

2. **PART 2 PRODUCTS**
   - **2.1 PERFORMANCE REQUIREMENTS**
     - 2.1.1 Ensure that all termiticide systems applied on site are effective against infestation for at least five (5) years.
     - 2.1.2 Ensure that all termiticide systems are approved by the Food and Drug Administration
   - **2.2 TERMITICIDES FOR SOIL TREATMENT**
     - 2.2.1 Ensure the use of non-repellent FDA-registered termiticides that are compliant with all legal codes.
     - 2.2.2 Ensure the use of termiticides that are not harmful to vegetation.
     - 2.2.3 Ensure that the instructions of the FDA-Registered Label are affixed on all containers including the maximum quantity and rate of concentration allowed per use, as well as safety instructions.
     - 2.2.4 Chemical solutions should be classified as either Chemical Barrier Systems or Replenish/ Re-treatment systems.
   - **2.3 DELIVERY AND STORAGE**
     - 2.3.1 Ensure that the delivery of all termiticides to the project site are done in safe conditions.
     - 2.3.2 Ensure that all containers are properly sealed and labeled as supplied by the formulator of the chemicals. Check that all labels are complete and bear correct application instructions.
     - 2.3.3 Minimize the length of temporary storage of insecticides at the project site.
     - 2.3.4 Ensure that no chemical infests any potable waters stored or managed on site.
     - 2.3.5 Ensure that the storage of chemicals are safe and not hazardous to human health.

3. **PART 3 EXECUTION**
   - **3.1 JOB CONDITIONS**
     Do not apply soil treatment solutions until excavating, filling, and grading operations are completed unless otherwise specified by the manufacturer, with the approval of the Construction Manager. Do not apply soil treatment solutions to excessively wet soils or during inclement weather. Ensure that the application instructions of the manufacturer are duly followed.
   - **3.2 PREPARATION AND EXAMINATION OF APPLICATION AREA**
     - 3.2.1 Examine all areas for application and ensure that the moisture content of the area for application is of levels suitable to the optimum performance of termiticides. Check substrates, earthworks, landscaping, slab and foundation work, and other conditions that can impact the performance of the termite control system.
     - 3.2.2 Correct all conditions that are not suitable for application. Proceed with application of the termite control system only when all conditions that need correction have been implemented.
     - 3.2.3 Remove foreign matter and other surface materials that could decrease the effectiveness of the treatment.
     - 3.2.4 Loosen, rake, and level all the soil and earth subsurface that need to be treated except areas that require compaction for structural purposes of the project. Secure the approval of the construction manager before loosening soil that is near slabs, foundation, and footings, and other soil compacted for critical parts of the building.
     - 3.2.5 If there are wood forms present on site, check whether the wood forms can be exposed to termiticides.
     - 3.2.6 Ensure that the application of termiticides do not damage other wood elements available on the project site, unless the approval of the Construction Manager has been secured.
     - 3.2.7 Ensure that no vegetation or major trees that are part and critical to the design of the project are hazardously affected by the termiticides for application.
     - 3.2.8 Remove all wood and other termite-edible materials such as stakes, formworks and construction waste from soil around foundations.
     - 3.2.9 Check and comply all pertinent laws, local codes and ordinances pertinent to the jurisdiction of the project site and ensure that there are no violations.

3.3 APPLICATIONS

3.3.1 Consistently mix all termiticide solutions. Check the labels and prescribed methods of applications of the chemical to be utilized and ensure that it is duly followed.

3.3.2 Ensure that the chemical barrier applied between the building, its structural and other elements can protect the project from infestation of termite colonies.

3.3.3 Treat soil materials beneath ground-supported slabs, foundations, footings, etc., before concrete works are commenced.

3.3.4 Treat soil surfaces surrounding the perimeter of foundation walls, footings, ground-laid pipes and conduits, piers, other bases, i.e. porches, ground lobbies, , and other physical built elements inherent to the structure that have ground contact.

3.3.5 Avoid the washout and similar disturbances of soil surrounding treated surfaces. Upon the technical advice of the applicator, re-treat in case of washout.

3.3.6 Treat voids in masonry, as well as expansion joints, control joints, and other areas where slabs can be penetrated by termites.

3.3.7 Ensure that the termiticide solution is not diluted during application.

3.3.8 Post appropriate warning signs during application to ensure maximum surface.

3.3.9 Reapply soil treatment solution to areas disturbed by subsequent excavation, grading, landscaping, or other construction activities following application.

END OF SECTION

1. PART 1 GENERAL

1.1 RELATED DOCUMENTS

1.1.1 Technical Drawings

1.1.2 Specifications

1.1.3 Structural Engineering Specifications for Excavation Work (By Structural Designer)

1.1.4 Tests and Laboratory work Results

1.2 SUMMARY

This section includes requisites and stipulations on concrete pavement work, namely curbs and gutters, pedestrian ramps, driveways, outdoor concrete stairs on the ground floor level, walkways and sidewalks, embossed pedestrian crossings, unit paver concrete floor base, exterior podiums, concrete stages, and other concrete paving elements consistent to the technical working drawings.

1.3 RELATED SECTIONS

1.3.1 Joint Sealants

1.4 GENERAL PROVISION

1.4.1 Ensure that all concrete mixes follow the specifications of structural designers and landscape architects.

1.4.2 Verify all indications on the technical working drawings and issue Requests for Clarification in case of conflicting indications.

1.4.3 Comply with all local codes and ordinances governing the project site if the local standards are more stringent with than indicated on drawings but do not implement any such standards without verifying with the architect. Secure an official advice from the Architect via a Request for Clarification prior to implementing any work that deviates from the technical working drawings.

1.4.4 Implement all landscape and concrete pavement work such that safe vehicular and pedestrian access is retained and maintained on site, as required for construction and other activities.

1.4.5 Always use form-release agents on formwork surfaces prior to concreting.

1.4.6 Maintain the quality of concrete surfaces as indicated and make sure that removal of forms do not tarnish, destroy, or impair the concrete surface.

1.4.7 Protect existing concrete pavement on site ***ONLY if found suitable to the proposed design*** as indicated in the technical working drawings. Unless indicated in the technical working drawings, do not demolish, damage, or destroy existing concrete pavements, especially pavements that are passable or subject to pedestrian and vehicular use. In case of damages on the existing concrete pavements due to construction work, the contractor is obliged to shoulder repairs of existing pavements. If existing concrete pavements are found in conflict with the design as indicated on the technical working drawings, submit a request for clarification.

1.5 MAINTENANCE

1.5.1 When portion of the pavement work has been completed, ensure that it is properly protected and secured that no pedestrian or vehicular access damages the completed work especially during the curing stages.

1.5.2 Until the work has not been accepted by the parties involved, maintain the pavement as clean as possible. Remove surface stains and material spillage. Regularly sweep the completed concrete pavement work such that it is free of dusts that can affect the quality of the surface material.

1.6 SUBMITTALS

1.6.1 PRODUCT APPROVAL ATTACHMENTS

1.6.1.1 Submit mix design for each mixed to be used.

1.6.1.2 Submit manufacturer's product data, particularly application and installation instructions for cement, additives, and other materials used.

1.6.1.3 For concrete pavement mixes, submit data showing the compressive strength, slump limit, and air content of the concrete. The contractor must certify this concrete mix as true and accurately applied on site.