

# D.C. Preparatory Academy P.C.S.

## Stanley Hall, Armed Forces Retirement Home, Washington D.C.

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### GENERAL NOTES

All work shall be performed in accordance with all applicable codes & ordinances as adopted by the local jurisdiction having authority. Arrange for required inspections by authorities at the proper time during progress of the work.

1. This sheet is part of an entire set of construction documents (refer to Drawing Index). The owner's contractor is responsible for all coordination between subcontractors based on the entire set of documents. No extra compensation will be given to bidder, supplier who has bid from an incomplete set of construction documents. In case of inconsistencies or discrepancies between drawings, the most stringent note or condition shall apply and the contractor shall notify the architect immediately of such discrepancies.

2. It is the responsibility of the owner's contractor to field verify existing site conditions and dimensions prior to starting construction. Conditions shown on these documents are based on information obtained from site visits prior to clearing and construction. Notify the architect of discrepancies prior to proceeding. Contractor shall verify all existing conditions before submitting a bid, verify all dimensions prior to commencement of work or ordering material or ordering material (such as windows, doors, and trusses) and shall advise Architect of any discrepancies.

3. The owner's contractor is responsible for maintaining a current set of construction documents on the site during construction. The owner's contractor shall indicate on these plans all approved changes to the work described on these drawings. This shall be turned over to the owner when the project is complete, with a copy provided to the architect.

4. If any error, discrepancies or omissions appear on these drawings, specifications, or other contract documents, the owners contractor shall notify the office of ShinbergLevinas Architects in written form immediately. Failure to give notice will cause the owner's contractor to be held responsible for the results of such errors, discrepancies or omissions and the cost of rectifying the same.

5. No materials substitution will be allowed unless submitted in writing to the Architect for approval writing. Notification of intent to make substitution must be submitted within 10 working days of contract.

6. Owner's contractor is required to provide a list of all sub-contractors to be used and submit to the owner and Architect within 10 working days of contract award.

7. Owner's contractor shall verify with the owner all fixtures by others and shall be available to receive delivery and assist in installation of all equipment and fixtures provided by the owner. Contractor shall assume full responsibility for the protection and safe keeping of products stored on site.

8. Owner's contractor to check in and verify all shipments of owner's furnished materials. This includes opening all boxes of each shipment and verifying the their contents against packing lists and then notifying the owner of all back orders or shortages within 40 hours of receiving shipment. If this is not done, the owner's contractor will bear the costs of any expedited freight charges to meet construction schedule.

9. Owner's contractor shall keep all handbooks, paperwork, and keys in a marked envelope. All keys are to be tagged with proper locations. This envelope should be turned over to the owner's project representative with the certificate of use and occupancy, releases of liens from all those receiving. Included with this information is to be a list of all sub-contractors with phone numbers.

10. These drawings are not to be scaled.

11. These drawings are not to be altered in any way without authorization from the architect. Changes in drawings or actual work shall be issued by the Architect.

12. Work scheduled to be supplied by others, but installed under this contract means that the applicable item will be delivered by others.

13. Warrant to the Owner that all material and equipment furnished and installed under this Contract shall be new, unless otherwise specified, and that all work shall be of good quality, free from faults and defects and conforms with the Contract Documents. For a period of one year beginning at the date of Substantial Completion, Contractor shall promptly correct work not found to be in accordance with the Contract Documents. Contractor shall bear all costs of corrections.

14. Contractor shall coordinate work to ensure efficient and orderly sequence of installation of construction elements with provisions for accommodating items installed later.

15. Contractor shall provide supplementary support and/or framing for all light fixtures, ceiling diffusers, etc.

16. Contractor shall provide portable fire extinguishers in accordance with NFPA 101. During construction maintain fire extinguishers as required by fire department field inspector. All work performed shall comply with all local and national codes.

17. Contractor shall maintain a clean and orderly construction site at all times.

18. Provide protection barricades and/or canopies as required by owner, or as necessary for safety.

19. Perform all work and install materials in strict accordance with manufacturer's specifications and instructions in a manner consistent with industry standards of workmanship.

20. Examine all surfaces to determine that they are sound, dry, clean, and ready to receive finishes or millwork prior to installation. Start of installation shall imply acceptance of substrate and shall not be grounds for claims against improper performance of installed materials. Advise Architect of any existing condition not level, plumb, and smooth within industry standards prior to start of construction.

21. Owner reserves the right to occupy and to place or install equipment in completed areas of the project, providing such acts do not interfere with the completion of the work. Such acts by the Owner shall not constitute acceptance of the total work.

22. Thoroughly clean all surfaces of dusts, debris, loose construction material and equipment 24 hours prior to occupancy of any phase. Vacuum or mop, as appropriate, all floors and clean windows and glazing.

23. Contractor shall complete all work in accordance with the drawings. All work under the contract is to be performed to a complete and finished product. At the end of job, contractor shall clean all finished surfaces and leave job in an orderly and neat fashion capable of being used for the intended purpose. All work is to be warranted for two years against any defects or deficiencies. It is expressly understood that one condition for final payment to the contractor under this agreement is completeness of all work.

24. Provide all keys, equipment operating instruction, record drawings, etc. to the Owner.

### GRAPHIC SYMBOLS

	WINDOW DESIGNATION
	DOOR DESIGNATION
	WALL TYPE DESIGNATION E = EXTERIOR WALLS, ER = EXTERIOR FIRE-RATED WALLS I = INTERIOR WALLS, IR = INTERIOR FIRE-RATED WALLS
	SHEET NOTE DESIGNATION
	OPERABLE PARTITION DESIGNATION
	ELEVATION REFERENCE DRAWING NUMBER OVER SHEET NUMBER
	SECTION REFERENCE DRAWING NUMBER OVER SHEET NUMBER
	ELEVATION / DATUM MARKER
	DETAIL REFERENCE DRAWING NUMBER OVER SHEET NUMBER
	MATCH LINE
	ROOM DESIGNATION ROOM NAME OVER ROOM NUMBER
	EXISTING WALL/PARTITION
	WALL/PARTITION TO BE REMOVED
	NEW WALL/PARTITION
	EXISTING DOOR TO REMAIN
	EXISTING DOOR TO REMOVED/SWING CHANGE
	NEW DOOR

### LIGHTING SYMBOLS

	EXISTING 1x4 TUBE LIGHT
	EXISTING 1x4 LIGHT TO BE REMOVED/RELOCATED
	NEW 1x4 TUBE LIGHT
	EXISTING HANGING LAMP

### FIRE SAFETY SYMBOLS

	THERMOSTAT
	FIRE ALARM PULL STATION
	BATTERY PACK EMERGENCY LIGHT
	LIGHTED EXIT SIGN
	FIRE EXTINGUISHER
	FAN COIL HEATING/COOLING UNIT
	STROBE LIGHTS

LIFE SAFETY FIXTURES SHOWN ONLY - SYSTEM ORGANIZATION/DESIGN/PROGRAMMING & MODIFICATIONS AS NEEDED SHALL BE SUBMITTED TO THE HOME FOR REVIEW/APPROVAL.

### AFRH-W STANDARD REQUIREMENTS FOR CONTRACT WORK AT THE HOME

- IDENTIFICATION INFORMATION: ID Badges and Vehicle pass(es) are required. Comply with the following:
  - Identification Badges: The AFRH-W will issue Identification Cards with Photos to all contractor employees performing work under this contract on the AFRH-W grounds. The contractor shall submit the following information for each employee who will be working on the AFRH-W grounds five (5) calendar days prior to start of work on AFRH-W grounds.
    - Full name (including middle initial)
    - Social Security Number
    - Date of Birth
    - Height
    - Weight
    - Hair Color
    - Eye Color
  - Vehicle Pass: Contractor vehicles (as stated elsewhere in the contract) allowed access to the AFRH-W grounds will be issued a vehicle pass. The contractor shall submit the following information for each vehicle that will be driven on the AFRH-W grounds five (5) calendar days prior to start of work on AFRH-W grounds:
    - Make of Vehicle
    - Year of Vehicle
    - Model of Vehicle
    - License plate number on Vehicle
- The Contractor shall coordinate with the AFRH-W Technical Representative (TR) on the time and date employees will arrive at the Security Building (Building #22) to have photos taken and obtain an ID Badge and Vehicle Pass. Present vehicle and registration card at this time.
- All identification Cards must be returned to the TR or authorized representative upon completion of the work. Lost Identification Cards will be replaced at Contractor's expense. Final payment will not be made until all Identification Cards are returned. Contractor personnel will not be admitted to the AFRH-W grounds without his/her Identification Card.
- SPEED LIMITS, PARKING, AND SEAT BELTS: contractor personnel shall adhere to the authorized speed limits while operating vehicles on the grounds of the AFRH-W. Park vehicles only in areas as directed by the TR, and otherwise conform to rules and regulations of the AFRH-W. Contractor's personnel are required to comply with District of Columbia laws which require seat belts to be used at all times. Speed limits on AFRH-W grounds are 15 mph unless otherwise posted. Only 5 mph is allowed through the shops and service area.
- OVERSIZED EQUIPMENT: The Contractor shall submit a schedule for the arrival time of any trailers at least seven (7) calendar days prior to its arrival.
- Contractor's employees movement within the site is restricted to the work area only.
- Absolutely no alcoholic beverages and/or illegal drugs of any type may be introduced or consumed on the AFRH-W grounds. Contractor's personnel shall wear shirt, long pants, and safety shoes at all times.
- USE OF LATRINES: The Contractor provide its own outside portable toilet(s). Portable toilet(s) shall be serviced at least weekly, and waste material shall be disposed of off AFRH-W property.
- DELIVERIES: The AFRH-W will not accept deliveries of any kind for Contractors. Contractors are required to have a representative on site to meet deliveries.
- BARRICADES: The Contractor shall provide and securely place clearly visible wood or plastic work horses covered with expanded orange plastic safety mesh fastened to the work horses around the perimeter of the construction site and staging area, and anywhere within that area which he deems potentially dangerous. Close off barricades completely at the end of each work day. Such barricades shall be required to alert AFRH-W members and personnel not to go inside and shall also be used whenever safe public access to areas such as roads, parking areas or sidewalks is prevented by construction activities or as otherwise necessary to ensure the safety of both pedestrian and vehicular traffic. Warning signs shall be erected as necessary to indicate construction areas or hazardous zones.
- GENERAL: It is intended that the land and property resources within the project boundaries and outside the limits of permanent work performed under this contract be preserved in their present condition or be restored to a condition after completion of construction that will appear to be natural and not detract from the appearance of the project. Insofar as possible, the Contractor shall confine his construction activities to the work area or to be authorized by TR for work outside of this area.
- AVAILABILITY OF UTILITIES: Limited utilities such as water from a fire hydrant and limited power will be available at the construction site for Contractor's use. Power shall be limited to small electric tools.
- INTERRUPTIONS OF UTILITIES: No utility services shall be interrupted by the Contractor to make connections, to relocate, or for any purpose unless authorized by the TR.
- Cooperation with grass cutting and snow removal activities is required with regard to this area.
- All work, including utility connections, shall conform with the latest edition of the current local codes.
- Contractor shall coordinate the utility connection work with the TR. TR will inspect the completed work and will provide a list of deficiencies (punch list) to the contractor for correction. The work shall only be considered complete after the correction of all items on the punch list.

### PROJECT INFORMATION

DESCRIPTION: INTERIOR ONLY ALTERATIONS TO THE LOWER FLOOR OF STANLEY HALL, WASHINGTON, DC TO BE OCCUPIED BY A SCHOOL.

### LIST OF DRAWINGS

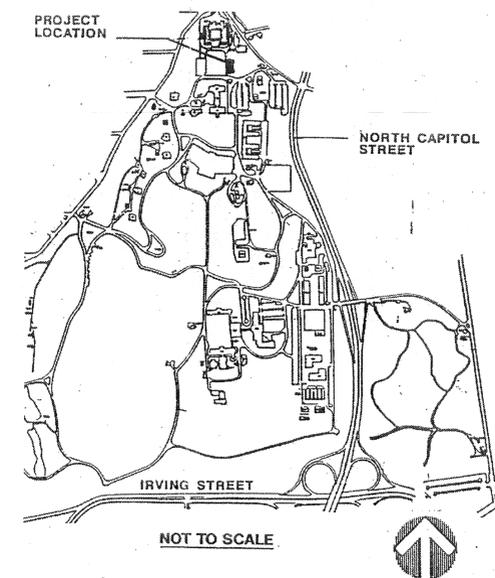
#### ARCHITECTURAL

A0	COVER
A1	BASEMENT DEMO/FLOOR/ REFLECTED CEILING PLAN
A2	FIRST LEVEL DEMO/FLOOR PLAN
A3	DOOR SCHEDULE

### VICINITY MAP



### LOCATION MAP



Issue Date	Revisions
05.07.03	PRELIM. SCOPE OF WORK
05.08.03	PROGRESS
05.09.03	PROGRESS
05.20.03	FOR CONTRACTOR REVIEW
05.27.03	REVISIONS FOR FINAL REVIEW & APPROVAL
06.02.03	REVISIONS

DC  
Preparatory  
Academy  
P.C.S.

Stanley Hall  
Armed Forces Retirement Home, Washington DC

Alterations

A0

Cover Sheet

