

01 40 00 | Quality Requirements

This design guideline is written to the designer of record (DOR). This guideline is written to document UA standards of work, assist the designers in ensuring UA standards are incorporated into the contract documents and provide a resource to facilitate the design process. It is the designer of record's responsibility to coordinate the criteria set forth in design guideline and in conjunction with the manufacturer requirements and use the most stringent standard.

A. General

1. **Control System:** The Contractor shall establish and maintain a system for documenting, monitoring, inspecting, verifying, and testing of the work and that of his subcontractors to ensure that all applicable requirements of the contract documents are met. The Contractor shall be diligent to ensure that the quality of workmanship is satisfactory, that the installation meets all manufacturer requirements, that dimensional requirements are met, that defective materials are not used, and that all required protection and control and laboratory testing procedures are effected. Where specific testing procedures are not stipulated, the Contractor shall establish and conduct a test procedure to ensure adherence to specified quality.
2. **Chain of Control:** The Contractor shall plan, coordinate, execute, and examine the work to ensure the complete, workmanlike, and warrantable installation of all materials in a system or element of the construction.
 - a. The Contractor shall plan, coordinate, execute, and examine the work to ensure that all underlying, substrate, or contiguous work is installed as required to meet the tolerances and requirements for the correct installation of subsequent work.
 - i. It is the responsibility of the Contractor to advise the Architect no later than the submittal phase of any discrepancies in the requirements or tolerances of materials or components in a system or element of the construction.
3. **Mock-ups:** Mock-ups shall be used to judge workmanship, execution of details, and colors for all exterior material elements. No work shall be started on any of the exterior material elements until such time the mock-up is completed by the Contractor, and accepted/approved by the University.

B. Execution

1. **Documentation:** The documentation shall be by specification section or by system or element of the construction. The documentation shall be formatted in a comprehensive and collated manner to ensure ease of use and reference. A Table of Contents shall be provided. The Contractor's system shall include, but is not limited to the following:
 - a. Pre-Installation Conference
 - i. Review of 'b' through 'g' below
 - ii. Inspection and Testing requirements
 - iii. Correct environmental conditions for execution of the work and protection of the completed installation
 - iv. Schedule including required inspections
 - v. Requirements and tolerances of underlying, substrate, or contiguous work
 - vi. Review of requirements to ensure an enforceable warranty



- b. Specifications
 - c. Submittals, Product Data, and Shop Drawings
 - d. Test Results
 - e. Manufacturer's Recommendations, Requirements, and Instructions
 - f. Packaging labels from Materials where possible
 - g. Periodic, dated photos of the work being performed and any other documentation that pertains to the warranty of the material or structure
 - h. Samples of the material when reasonable
2. **Pre-Work Quality Control Meeting:** The Contractor shall setup a meeting with the Awarding Authority, Architect, Project Superintendent, and all major trade Superintendents to review the contractor's proposed QA/QC system and requirements for compliance.
3. **Submittal of the QA/QC Program**
- a. The Contractor shall submit for Owner's Approval their program format 10 (ten) days from Notice to Proceed
 - b. Once work has begun, the QA/QC manual must be kept up-to-date and approved by Owner's Field Coordinator and Project Manager prior to the current Pay Application being approved.
4. **Inspections:** The Contractor shall make an initial inspection of each phase of work as soon as a representative portion has been completed, and the Contractor shall make follow-up inspections as required, to ensure that an acceptable quality of work is established and maintained.
- a. The Contractor shall perform a pre-final inspection, prepare a punch list, and work off all items prior to A/E inspection. Contractor shall provide copy of completed report, certifying it's completion to the Architect prior to the Architect beginning his inspections.
 - b. The Contractor shall coordinate and plan inspections by the Architect and Awarding Authority in a timely manner to ensure that all parties can be scheduled so as not to impede the flow of the work.
5. **Closeout:** The documents generated through this process are to be turned in as part of the closeout documents. *****Manufacturers should be present whenever possible*****
- a. Provide a list of following for all equipment including but not limited to the following:
 - i. Model Number
 - ii. Serial Number
 - iii. Description
 - iv. Contract Document Reference
 - v. Filter and Belt list for each air handler

- End -

