

PART I – GENERAL**WORK SPECIFIED HEREIN**

This Section outlines, in general, as a convenience to the General Contractor, submittals required before commencing construction or during the course of construction of the Project. This Section is complementary to the General Conditions and Supplementary General Conditions and nothing herein shall be considered to waive any requirements of the General Conditions or Supplementary General Conditions.

Submit all documents/data required by this Project Manual within ten (10) calendar days after signing contract for construction, issuance of a work order, or Letter of Intent.

CONSTRUCTION SCHEDULE AND COST BREAKDOWN

Within 10 working days of execution and delivery of the contract for construction and before the first partial payment is made, the general contractor shall deliver to the owner and PetsMart a construction progress schedule via online posting, showing, at minimum, the proposed dates of commencement and completion of each of the various subdivisions of the work required under the construction documents as well as certain milestone dates including 50%, millwork and aquarium installation, punch list and turnover (setup), which are described below.

PHONE LINE / SYSTEM INSTALLATION REQUIREMENTS.

Landlord with general contractor's assistance shall complete the following:

- Landlord to confirm building address at the outset of building work.
- Landlord to order / reserve broadband cable service for PetsMart in site specific utility package. Order is to be placed no later than the outset of building work.
- Landlord / contractor to install 3" conduit to PetsMart phone backboard with pull string to d-mark / phone pedestal / pull box for routing of cable two weeks prior to millwork date.
- Landlord / contractor shall install and paint phone backboard (match adjacent wall color) and install ground wire / power outlet for phone cable installation two weeks prior to millwork date.
- Landlord / contractor shall identify and relay location to PetsMart of phone d-mark for space (exterior of building / shared utility room). Additionally, they shall provide approximate distance of cable run to PetsMart interior phone backboard two weeks prior to millwork.
- Landlord / contractor are to ensure permanent power is in place no later than one week prior to millwork installation (week of phone line cabling). **Note:** permanent power will be required prior to this to complete interior finish work.
- Landlord / contractor are to ensure cable is pulled in and punched down (dial tone is operational) one week prior to millwork installation.
- Landlord / contractor to ensure all electrical outlets are working and misc. Phone j-boxes are installed at millwork installation date.
- Landlord / contractor to install power poles immediately after register locations are set during millwork installation...for completion of follow on work.

50% OBSERVATION (NINE WEEKS PRIOR TO BUILDING TURNOVER /SET-UP)

Architect of record and PetsMart representative must conduct a courtesy "50% observation" to verify project is on schedule and is being constructed in accordance with plans and specifications. Time and date shall be coordinated with PetsMart construction manager a minimum of three weeks prior to requested observation date.

At minimum, general contractor must cause all trades to meet the following requirements.

- Roofing must be complete and building "dried in."
- All HVAC units and exhaust fans to be set on roof curbs.
- The electrical service equipment must be set in place.
- All interior metal stud wall framing must be completed.
- All "in wall" mechanical / plumbing / electrical rough-ins must be completed.
- All stud walls must have drywall installed on one side.
- All blocking for wall mounted fixtures, equipment, etc. Must be installed inside walls per the blocking schedules.
- All wall insulation must be installed per specifications.
- All in-wall water lines must be insulated per specifications.
- The underside of the metal deck and roof framing must be painted.
- Sales area and receiving area light fixtures must be installed.
- All exterior doors must be installed and the building must be secured.
- The exterior canopy must be started.
- The 'coming soon' banner must be installed on the exterior of the building.
- A 4'x8' drywall finish sample must be prepared and ready for submittal on site.
- Interior building temperature must be held to a heating temperature of not less than 65 degrees f and a cooling temperature of not more than 75 degrees f.
- Temporary lighting must be installed in all areas of space sufficient to conduct the observation.

MILLWORK AND AQUARIUM DELIVERY (FOUR WEEKS PRIOR TO BUILDING TURNOVER)

General contractor must cause subcontractors to be approximately 95% complete prior to millwork and aquarium delivery. Millwork package is contracted and coordinated by general contractor through PetSmart's required vendor. Millwork package will arrive on a Monday. Aquarium package is coordinated by general contractor through PetSmart's vendor. Aquarium equipment will arrive on Tuesday 2 weeks after millwork. Coordinate vendor with PetsMart construction manager. General contractor must cause the following items to occur prior to millwork and aquarium delivery.

- all floor finishes 100% completed.
- all painting (finish coat) 100% completed.
- minimum 75% of the sales floor must be clear including the area surrounding the checkstands and the area around the fish equipment. This is where the millwork and aquarium installers will work from during the install.
- all exterior doors and locks must be installed and functioning.
- entire building must have clear access into and out of the building and into and out of all rooms.
- all exterior elevations receiving signage must be ready for install.
- forklift, battery charger, and pallet jacks will be delivered to store the thursday (confirmed by gc) before delivery of millwork and aquariums. **Charger to be hooked up AND PLUGGED INTO FORKLIFT IMMEDIATELY SO IT IS FULLY CHARGED WHEN THE MILLWORK AND AQUARIUMS ARRIVE MONDAY MORNING.**

- Must have all stainless steel sinks on site so millwork installer can cut in.
- utility information must be posted on web page under project info area.
- all permanent utilities must be completed, connected, and servicing the building.
- the entire space must have conditioned air. The HVAC system must have been started up and should be functioning. (does not need to be running through the energy management system at this time.)
- the lighting system must be installed 100% complete and functioning.
- all ceiling grid and tile must be installed with functioning light fixtures and HVAC drops installed.
- phone lines from the local exchange carrier must have been pulled into the building and landed at the telephone demarc on the telephone backboard near the electrical power wall service equipment.
- the entire building must be broom clean.
- certain additional items will be required by the general contractor during the millwork and aquarium installation phase. At minimum, the following items must be provided by the general contractor.
- The final electrical and plumbing connections for the aquarium system should be made immediately following the systems installation but no later than Thursday of the installation week.

The architect of record will perform the final punch list along with the PetsMart construction manager approximately 15 business days after general contractor's receipt of the millwork package. General contractor shall coordinate exact date and time with PetsMart construction manager.

At minimum, the following criteria must be met prior to building punch.

- All lighting, HVAC, EMS, plumbing and life safety systems must be 100% functional.
- Superintendent will have completed their own "pre-punch" and reported results to PetsMart construction manager.
- All paint touch ups must be complete.
- Building final cleaning must be complete.
- Parking lot must be 100% complete including all striping, signage and cart corrals.
- Any landscaping must be completed per plans.
- All construction tools, equipment and materials must be removed.
- Attic stock must be ready for verification by PetsMart construction manager. See section 1700 for full list of required parts.

BUILDING TURNOVER (SETUP)

Building turnover (also known as the "Setup Date") will occur four weeks after receipt of the millwork package. General contractor will be substantially complete with the "punch items" prior to this date. PetSmart's fixture vendor will arrive on Monday at 8:00 am, local time. General contractor will meet the fixture vendor on site to turn the keys over to the fixture installation foreman. At minimum, the following criteria must be met prior to the setup date.

- Governmental permission to fixture must be obtained.
- Governmental permission to interview potential employees must be granted one week prior to the "Setup Date."
- General contract will coordinate floor cleaning with PetSmart's floor care specialist. This must be scheduled the weekend prior to the "Setup Date."
- Any cleaning required by punch list repairs must be completed.
- General contractor will coordinate with the fixture installer and the electrician for fixtures requiring power drops approximately 4 days after fixtures start.

REQUEST FOR INFORMATION:

The General Contractor must submit all Request For Information (RFI) through the PETSMART On-Line Project Management Web Site. RFIs submitted in any other manner will not be processed.

SHOP DRAWINGS:

General Contractor shall keep copies of all Shop Drawings and an updated Shop Drawing Log on site at all times (see attached sample form).

The Professional of Record will only review Shop Drawings that are specifically requested in the Contract Documents. Any Shop Drawings submitted that are not requested by the Contract Documents will be returned without action. Required Shop Drawings are generally limited to life safety related items. Required Vendor items generally do not require submittal.

Shop Drawings may not be used for approval of alternate products or substitutions. Contractor is responsible for providing all items as specified whether Shop Drawings are submitted or not.

Shop Drawings shall be reviewed by the General Contractor for conformance with the Contract Documents, completeness and for coordination with other trades prior to submittal to Professional of Record. Shop Drawings shall bear the General Contractor's stamp of approval indicating that the General Contractor has reviewed the Shop Drawings.

General Contractor shall submit Shop Drawings to Professional of Record and PetSmart CM for review. Professional of Record shall review Shop Drawings within 5 working days and shall return Shop Drawings to General Contractor.

SHOP DRAWINGS AND SAMPLE RECORD – SHEET 1 OF 2

Project: _____

Construction Manager – PETSMART: _____

Project No.: _____

Project Manager – Professional of Record: _____

PETSMART Store No.: _____

General Contractor: _____

DATE RECEIVED	SPECIFICATION SECTION SHOP DRAWING / TITLE SAMPLE NO.	CONTRACTOR SUBCONTRACTOR TRADE	COPIES RECEIVED	SUBMITTAL:				ACTION:			DATE RETURNED	COPIES TO:			
				SUBMITTED TO	DATE SUBMITTED	COPIES SUBMITTED	SUBMITTAL RETURN DATE	FURNISH AS SUBMITTED	FURNISH AS CORRECTED	REVISE & RESUBMIT		CONTRACTOR	OWNER	FIELD	FILE
	Section 03300 Concrete														
	Section 03300 Concrete Mix Designs														
	Section 03331 Polished Concrete Floor System														
	Section 04810 Reinforced Concrete Masonry														
	Section 05120 Structural Steel														
	Section 05210 Steel Joists & Joists Girders														

SHOP DRAWINGS AND SAMPLE RECORD – SHEET 2 OF 2

DATE RECEIVED	SPECIFICATION SECTION SHOP DRAWING / TITLE SAMPLE NO.	CONTRACTOR SUBCONTRACTOR TRADE	COPIES RECEIVED	SUBMITTAL:				ACTION:			DATE RETURNED	COPIES TO:			
				SUBMITTED TO	DATE SUBMITTED	COPIES SUBMITTED	SUBMITTAL RETURN DATE	FURNISH AS SUBMITTED	FURNISH AS CORRECTED	REVISE & RESUBMIT		CONTRACTOR	OWNER	FIELD	FILE
	Section 05310 Metal Roof Deck														
	Section 07240 Exterior Insulation and Finish System (If required, see section)														
	Section 08411 Aluminum Framed Entrance & Storefronts														
	Section 08800 Glazing														
	Section 09260 Gypsum Board Assemblies (Steel studs)														
	Section 15300 Fire Sprinklers System														