

**MASTER SUBCONTRACT AGREEMENT
STANDARD PROJECT PROCEDURES & QUALITY
08.13.19**

SECTION 1 - PURPOSE & USE OF MANUAL

This manual supplements and expands upon the Subcontract Documents, which should be reviewed in conjunction with this manual. Items in this manual are not intended to supersede more stringent requirements contained elsewhere in the Subcontract Documents. Any conflicts between this manual and other Subcontract Documents should immediately be brought to the attention of Contractor for clarification.

SECTION 2 – RFIS, SUBMITTALS, SHOP DRAWINGS, SAMPLES

A. General Procedures

Subcontractor shall submit all submittals and RFIs through CMiC Collaboration.

B. RFIs

All RFIs are to be detailed to such extent that the RFI can be submitted to the Owner or Architect without additional edits and/or clarifications. A detailed RFI explains more than the current condition or problem; it illustrates the issue using Contract Documents and/or photos, explains why a change or clarification is needed, and provides potential cost effective solutions.

C. Submittals

Subcontractor is responsible to ensure its submittals comply with the Contract Documents and is responsible for any delays caused by lack of such compliance.

Submittal Log: Within one (1) week after notification of award of contract, Subcontractor shall provide a complete list of all items it is required to submit, including closeout documentation. Subcontractor shall ensure the submittal submission dates allow for timely review, procurement and delivery of construction materials in accordance with the Project Schedule and any other dates specified in the Subcontract Documents.

Subcontractor shall also provide a corresponding Procurement Log detailing dates and durations for Submittal Procurement, Submittal Review, Material Procurement, Fabrication, Freight, Customs, and Delivery to Site. Final format and timing of logs will be decided at work order execution. Cost incurred for delays caused by Subcontractor's failure to submit as scheduled or having to resubmit, are Subcontractor's responsibility.

D. Shop Drawings

Index: All sets of drawings must have an index on the front sheet listing each drawing by sheet number, title, original drawing date, revision number and revision date.

Key Plans: Key plans and other references are to be provided showing the locations (in relation to the entire building) of all items shown on the shop drawings. Shop drawing detail numbers are to be shown on the key plans.

Internal Shop Drawing References: Shop drawing details must refer to additional sections, elevations, blowups and details within the shop drawings by sheet and detail numbers. Details must refer back to the sheet from where they are taken.

Coordination: Copies of shop drawings shall be furnished by Subcontractor as required for distribution to other trades. Subcontractor shall coordinate the requirements of its Work with that of other trades prior to the preparation of shop drawings.

Each shop drawing detail and submittal item shall be cross-referenced to the applicable contract detail(s), specification section(s) and sub-section. Use separate submittals to identify items in scope from differing specification sections.

Submittals will not be “approved” by the Architect/Engineer or Contractor; they will be reviewed for general compliance with the Contract Documents and stamped according to the provisions of applicable specification sections. Such submittals, once reviewed, shall not supersede or take precedence over the Contract Documents.

Review by the Architect/Engineer and/or Contractor shall not relieve Subcontractor from responsibility for any errors or omissions of any sort, or from necessity of furnishing Work required by the Contract Documents which may not have been shown on the submittal.

It is Subcontractor’s responsibility to obtain specific approval for deviations from the Contract Documents by “clouding” details on the shop drawings and submittals, clearly noting them as deviations from the Contract Documents, and receiving written verification that the change(s) are accepted by the Architect.

Any deviation from the Contract Documents noted on Subcontractor’s submittals or shop drawings will be assumed for Subcontractor’s convenience. Any costs incurred by Contractor or any other subcontractor as a result of changes to the Contract Documents will be Subcontractor’s responsibility.

Subcontractor shall furnish the necessary product or equipment specifications, tests, and other satisfactory evidence as to the quality of a material or piece of equipment or the installation of the same.

Non-conforming details required for reasons beyond Subcontractor’s control (Contract Document details which are incorrect, proven to be faulty or not feasible, etc.) and that will result in an increase in the Subcontract Sum, shall be brought to Contractor attention in writing immediately (prior to fabrication and/or installation). Failure to follow this procedure will jeopardize Subcontractor’s ability to recover additional incurred costs, if any.

Revisions: All revisions must be “clouded”, properly indexed and dated. Previously submitted drawings are not to be revised without clouding all changes on each sheet. Subcontractor shall specify the origin of any revision. Resubmittals must specifically address each marked-up reviewer comment by repeating the comment, describing where the comment was made and explaining how it has been or will be addressed. Cloud, number, and date revisions on resubmitted drawings.

Subcontractor is responsible for the Contractor’s, Architect’s, and Consultant’s follow-up correspondence, handling and review costs associated with improper submittals, substitution requests, and unnecessary resubmittals.

E. Samples:

Samples are to be submitted in sets of six (6). Subcontractor will receive one set in return for its files. Samples must be large enough to meet the specification requirements or minimum size to affix the described label below plus two (2) 2” x 3” labels for the Architect’s and Contractor’s review stamps.

Each sample submitted is to have an attached description tag or label with the following information:

Project:	[PROJECT NAME & LOCATION]
General Contractor:	Contractor
Subcontractor:	_____
Specification Section:	_____
Item Description:	_____
Date:	_____
Finish Schedule Designation:	_____

SECTION 3 - COORDINATION OF WORK

A. General Procedures

Subcontractor is responsible to field measure and coordinate its Work with that of other trades for proper fit and function. Subcontractor is expected to review and/or request shop drawings, cut sheets or other data on installation or equipment of other trades that may affect their work so that Subcontractor may properly coordinate its work with others. Failure to do so will prevent Contractor from giving Subcontractor assistance, and Subcontractor will be responsible for any additional costs due to lack of coordination.

Copies of all shop drawings and submittals are available for review in Contractor's jobsite office. Copies can be obtained from the relevant subcontractor. Subcontractor is to include costs for providing coordination copies of submittal data to other subcontractors as needed.

B. Coordination Drawings

In regards to coordinating space requirements, Subcontractor's shop drawings are to include all pipe elevations relative to top of floor slab below as well as from bottom of deck above. A legend noting dimensions from centerline of piping to outside of piping and to outside of coupling, support, or insulation, whichever is lower, is required. Meetings for the purpose of coordinating space requirements among subcontractors will be conducted by Contractor as necessary.

Where conflicts arise, Contractor will decide which subcontractor's work will have priority. Late submittal of shop drawings may affect Subcontractor's position in this regard. Minor relocations to eliminate spatial conflicts will be provided at no additional cost. If Subcontractor does not install its Work per coordinated drawings, Subcontractor will be responsible for reinstalling at the correct location and elevation at no additional cost to Contractor or Owner. If field conditions do not allow for Subcontractor to install per coordinated plans, Subcontractor is to notify Contractor immediately before proceeding with their Work.

C. Sleeves, block-outs, embeds

Subcontractor is required to submit a complete, detailed listing (or drawings if requested) of all locations where Subcontractor is considering installing inserts, sleeves, block-outs, cut-outs, or embedded items on the Project. These drawings will likely need to be in CAD form. Subcontractor is to layout and install all of its own inserts, sleeves, block-outs, and embedded items. Subcontractor must fill extra sleeves installed but not used.

D. Layout

Subcontractor is responsible for its own layout, including items listed in this section's Paragraph B and layout of housekeeping pads required for Subcontractor's equipment. Subcontractor is responsible for additional concrete drilling and doweling or other costs resulting from missing layout deadlines established by the Project Schedule or Project Superintendent.

E. Ceiling Heights

Ceiling heights are critical and must be maintained. Subcontractor shall layout and is responsible for installation of the Work in such manner that the ceiling elevation relative to the surveyor's elevation benchmarks on each floor and the distance from the floor to ceiling called for in the architectural drawings, will be maintained. Subcontractor shall maintain adequate clearance above ceiling to allow installation of the ceiling, ceiling framing, light fixtures and other ceiling mounted elements. If ceiling heights provided in the Contract Documents cannot be achieved due to conflicts or congestion, Subcontractor is to coordinate with Contractor and other subcontractors to provide solutions which will have the least impact on the ceiling heights, cost, and schedule.

F. Access Panels

Subcontractor is responsible for furnishing access panels as required for Subcontractor's Work for installation by others. Access panels in architectural sheetrock areas, such as ceilings and soffits, must be of the highest quality, made to receive sheetrock as flush mounted and tapeable.

Subcontractor shall locate and dimension all access panels on Subcontractor's shop drawings including those required by the Contract Documents, applicable codes or for the reasonable operation and maintenance of the system/Project. Subcontractor shall coordinate access panel locations including field identification and verification with other trade subcontractors who must frame or block out their work to receive access panels (i.e. drywall, CMU, concrete formwork, etc.).

Subcontractor shall identify the location of removable ceiling panels that will be used to access its Work by hanging a ribbon from the Work. The ceiling Subcontractor must provide and install color-coded dots in the tile or other prescribed method of identification at these locations.

G. Penetrations

Sleeves for penetrations through beams, columns, walls, foundations and slabs shall be furnished and installed by Subcontractor so as not to delay or impede the work of others. Subcontractor is responsible for adequately securing such sleeves and verifying correct location immediately prior to, during and after concrete placement. Locations shall be coordinated by Contractor and approved by the Structural Engineer. Subcontractor shall provide files necessary for Contractor to combine all subcontractors' penetrations on one set of plans.

Openings requiring concrete formwork, metal deck cutting or edging will be provided by and, if shown on the architectural or structural drawings, paid for by others. Subcontractor shall identify the locations, quantities and sizes of all such openings.

Any additional penetrations through or modifications to structural steel members beyond what is shown on the structural drawings will be provided by others, subject to the approval of the Structural Engineer and paid for by Subcontractor. Subcontractor must identify the locations, quantities and sizes of such penetrations on its shop drawings. Penetrations and modifications required in the field for Subcontractor's convenience or due to coordination issues with other trades to be provided by others will be paid for by Subcontractor.

Subcontractor shall provide field layout of all penetrations required through walls by the scheduled start date for wall framing in the related area if the penetrating sleeve, duct, pipe, etc. is not already installed.

Subcontractor shall provide any concrete coring required for its work. Locations and method are to be submitted for approval to Contractor and the Structural Engineer.

All penetrations through building elements must be located and dimensioned on Subcontractor's shop drawings prepared specifically for that purpose by Subcontractor. These drawings must be submitted to Contractor as required by the progress of the Work.

Subcontractor is responsible for patching any penetrations made for its Work. Such patching shall return the penetrated item to its original structural, fire resistant, sound attenuation and air pressurization capacity. Penetration patching method and locations must be approved in advanced by Contractor.

Subcontractor shall grout, pack or otherwise suitably prepare its penetrations to receive scheduled waterproofing or roofing. Subcontractor shall also provide any counter flashing, roof jacks, stainless steel draw bands, sleeves, etc., which are required for its roof penetrations, supports, etc., unless specifically shown on the architectural drawings.

Subcontractor is responsible for waterproofing its penetrations if penetrations are made after scheduled waterproofing or roofing has been applied or if penetrations are made into work not scheduled to receive waterproofing but now requiring it due to Subcontractor's penetrations. Subcontractor shall provide any link seals required.

Subcontractor shall identify any penetrations or openings required by change order proposals affecting its work or else Subcontractor shall be fully responsible for all reasonable costs plus mark-up to provide them.

In the event Subcontractor did not timely install or incorrectly installed penetrations and blockouts, costs to remedy, including costs for chipping, and/or coring, post applied methods, carbon fiber, and x-ray is the responsibility of Subcontractor.

H. Caulking & Sealant

Subcontractor is responsible for all acoustical, architectural, fire and smoke, and weatherproof caulking and sealant within and adjacent to its Work as applicable unless otherwise noted. Subcontractor shall take care so as not to leave unacceptable surface for other trades.

I. Fireproofing / Installation

All items that are attached to the structural steel and/or metal deck must be in place before the fireproofing and/or insulation is applied. If fireproofing and/or insulation is existing, Subcontractor is to remove only that amount of material as required to properly attach its Work to the building's structure. All clean up associated with removal and replacement of fireproofing and/or insulation is to be by Subcontractor. Replacement of fireproofing or insulation materials removed or damaged will be the responsibility of the Subcontractor.

J. Supports

Subcontractor is responsible for furnishing and installing all inserts, hangers, threaded rod, wires and braces (including seismic) for its Work. Where these items are not finish product, Subcontractor must spray paint with a distinguishing mark or color such that each subcontractor can differentiate between its Work and the work of others.

K. Backing & Blocking

Subcontractor shall provide all backing, blocking and/or concealed framing required for its Work and shall install same in a timely manner so as not to delay the work of other trades.

L. Cutting & Patching

Subcontractor shall perform all cutting and patching under jurisdiction of their trade. Additionally, if cutting and patching are required due to the Subcontractor's failure in the performance of the Work, the Subcontractor will be responsible for the additional cutting and patching at their expense.

M. Drilling & Tapping

Subcontractor shall perform all drilling and tapping necessary for the installation of its Work and perform all drilling and tapping of its Work required to accommodate the work of other trades.

SECTION 4 - MATERIAL PROCUREMENT, EXPEDITING & HANDLING

A. Critical Items

Every effort must be made to expedite shop drawing submittals and subsequent acquisition of materials which are "critical" to the timely completion of the Project. All materials or equipment with a lead time greater than four weeks

shall be identified to Contractor. Subcontractor shall ensure submittals are processed within enough time to maintain schedule.

B. Expediting

Subcontractor's Submittal Log will be referred to in determining items requiring special attention. The log shall be updated as required and submitted to Contractor. Subcontractor will be expected to closely coordinate delivery with its suppliers and advise Contractor of potential delays due to late delivery and long lead times. Subcontractor shall provide copies of purchase orders (with price deleted if desired) and delivery confirmation documents as requested by Contractor.

C. Deleted Material

If materials have been purchased by Subcontractor as part of its Work, and materials are deleted by an Architect or Owner initiated change prior to installation, one of the following options will be used:

1. Credit will be given to the Owner for the cost of the material minus any reasonable restocking charge.
2. If the material cannot be returned to the manufacturer or supplier for a reasonable credit, the material is to be turned over to the Owner at the time the building itself is being turned over and accepted by the Owner. Treat the material as follows:
 - a. Subcontractor is to inventory and store the material (offsite if required) and is responsible for the care and custody of the material until it is turned over to the Owner. Information on the inventory list shall include quantities and descriptions of all items and denote the Contractor Potential Change Item ("PCI") Number for the change. All costs associated with handling, storage, and turnover of the material are to be included in Subcontractor's change proposal at the time the material is deleted.
 - b. Subcontractor shall arrange, through Contractor, for the Architect or the Owner's authorized representative to sign the inventory sheet verifying the quantity and Owner's acceptance of the material. A Contractor representative is to be present when the material is turned over. A copy of the signed acceptance sheet is to be given to Contractor. Contractor will not sign for, nor accept responsibility for, the care and custody of material that is to be turned over to the Owner.

If there are any disagreements regarding the turnover of material to the Owner, Subcontractor will be required to produce copies of the signed acceptance sheet(s). If Subcontractor does not have signed copies of the acceptance sheet(s), they will be required to furnish the material in question.

3. Owner, at its option, may elect to have the deleted material disposed of in lieu of having it turned over. Written instructions, issued through Contractor, will be given to Subcontractor if this option is to be used. Subcontractor will be liable for replacement cost for any deleted material that is disposed of without proper written instructions.

D. "Loose" Material

"Loose" material is defined as material that is required by the Contract Documents to be turned over to the Owner, but is not installed or attached to the building. (Examples: spare parts, attic stock, special tools, chemicals, etc.). Loose material is to be turned over at time of Project completion, unless specifically requested otherwise. Loose material is to be inventoried and turned over to the Owner in the same manner as Deleted Material (see above).

SECTION 5 - PROTECTION OF MATERIALS & INSTALLED WORK

A. General Procedures

Subcontractor shall protect and secure its materials, tools and equipment against loss by theft, vandalism or damage. Contractor will not accept any claim for alleged theft, vandalism or damage.

Subcontractor is responsible for furnishing, installing and maintaining protection measures for its installed Work until it is accepted by the Owner. Contractor will not accept responsibility for the care, custody and control of material between the time of installation by Subcontractor and acceptance by the Owner.

Subcontractor is responsible to prevent accidental activation of existing smoke detectors and sprinkler heads.

B. Repair or Replacement of Installed Work

Subcontractor shall touch-up, repair, replace, repaint, rehabilitate, etc., at no additional cost as required to bring their work to an acceptable condition (per specifications and/or industry standards) at the time the Work is to be turned over and accepted by the Owner.

C. Damage to Work

Damage to work will not be tolerated. Any person found damaging any work, existing or new, or any materials or equipment shall be promptly removed from the Project. The subcontractor employing such person will incur the cost of repair or replacement.

D. Damage by Another Subcontractor

If Subcontractor's Work is damaged by another subcontractor, the subcontractor who caused the damage will be responsible for any repair and/or replacement costs. The Work is not to be delayed by disputes regarding responsibility for cost for damaged work. If there is a dispute regarding cost responsibility, the repair and/or replacement shall be tracked in accordance with the procedures for disputed Work. The burden of proof will be on the Subcontractor whose work was damaged.

SECTION 6 - FIELD OPERATIONS

A. Job Meetings

Subcontractor Meetings will be held at the jobsite office on a weekly basis or as required by Contractor's Project Superintendent. Failure by the Subcontractor's Field Supervisor to attend all meetings that occur starting two weeks before and during the time that Subcontractor is performing Work on site, may be cause for withholding that month's progress payment until remedied. This requirement can be waived in writing by the Contractor's Project Superintendent. Subcontractor's office representatives are invited to attend job meetings and may, upon Contractor's directive, be required to attend.

B. Daily Reports

Subcontractor shall turn in a "Subcontractor Daily Report" by 9:00 a.m. each day on forms provided by Contractor. Information to be provided includes number of men, location, and a brief description of the Work performed the previous day. The form is to be dated and signed by Subcontractor's Field Supervisor. Processing of monthly progress payment may be jeopardized if the Subcontractor Daily Report is not submitted timely.

C. Subcontractor's Field Supervision

Subcontractor shall have a supervisor on site at any time Work is performed who has the authority to control all aspects of Subcontractor's Work and shall have the authority to receive and act upon directions given to the Subcontractor by Contractor. This person will be on site at any time Work is performed, from the first day of mobilization until the last punchlist or Work item is signed off. Subcontractor's Field Supervisor will have the authority to control all aspects of Subcontractor's Work, including crew size, scheduling, punchlist, etc. Subcontractor's Field Supervisor will also focus on adherence to the schedule, trouble shooting, quality assurance, and coordination with Contractor and other trades.

Subcontractor shall provide its field personnel with adequate drawings, specifications and instructions as required to undertake and complete the Work in an efficient and timely manner. If Subcontractor's personnel arrive at the jobsite without adequate information and instructions, Subcontractor will be responsible for any delays incurred per the Subcontract Documents. Subcontractor is fully responsible for the acts or failure to act, and omissions of the Subcontractor's own employees, sub-subcontractors, and vendors.

D. Directives

Subcontractors shall not consult directly with the Owner, Architect or Consultants without specific permission from Contractor. Contractor will have no obligation to honor verbal instructions given to a Subcontractor by the Owner, Architect or Consultants.

E. Material Storage & Field Office

All deliveries of materials to the jobsite are to be cleared with Contractor Project Superintendent with respect to date, time of unloading and storage area location at least two (2) days prior to delivery. Subcontractor is responsible for receipt and unloading of all materials delivered. Subcontractor is responsible for all costs if Contractor has to unload materials, or Contractor may reject a delivery for which Subcontractor has not made unloading provisions. Any delays and/or costs due to Subcontractor's lack of preparedness are the Subcontractor's responsibility.

If space permits, Contractor will cooperate with Subcontractors in assigning areas for material storage and field offices. However, it is understood that during the course of construction, it may become necessary to relocate storage areas and/or field offices if conditions warrant, in which case Subcontractor shall, at no additional cost, remove materials, clean all debris and vacate the area promptly.

All materials stored on building slabs are to be palletized if possible, to simplify any relocating that Subcontractor may need to do. Pallets must be spray painted with identifying marks or colors so that each Subcontractor can distinguish their pallets from the pallets of others. Contractor will remove unmarked pallets and all related costs equally divided among the subcontractors that have not marked their pallets.

F. Drinking Water

Subcontractor is responsible for providing drinking water for their personnel.

G. Radios

No personal radios or headphones will be allowed on site.

H. Food Trash

Food is not allowed in areas where "finishes" have begun. Food trash must be properly disposed of regardless of location on the jobsite.

I. Graffiti

Graffiti will not be tolerated. Contractor will charge Subcontractor any costs of graffiti removal.

J. Contractor's Field Office

Contractor's field office, storage container, and the equipment and supplies contained therein are for the sole use of Contractor's employees.

K. Behavior

Subcontractor's field personnel will be expected to treat all other field workers, management and visitors with respect and courtesy. Individuals exhibiting behavior less than what is expected from a working professional will be asked to leave immediately.

L. Temporary Facilities

Portable toilets will be provided for Subcontractor's use. Permanent toilets constructed in the building may not be used by anyone.

M. Interior Work

No smoking, eating, chewing tobacco, spitting, etc. will be allowed once interior work commences and/or a building is enclosed.

SECTION 7 - CHANGES IN WORK

A. Notification of Change in Scope

From time to time Subcontractor may be requested to submit a proposal for revisions to the scope of its Work. Requests for Quotation will typically be used to notify Subcontractor of such changes and to request Subcontractor's response.

If Subcontractor does not submit a response in the time requested, it will be understood that the change in question has no impact on Subcontractor's compensation or the time required for the performance of its Work. Further, if Subcontractor does not submit a response in the time requested, Contractor may, at its option, estimate Subcontractor's work on Subcontractor's behalf and issue a Change Order (either additive or deductive) to the Subcontractor.

Subcontractor shall make no changes in the Work nor shall Subcontractor be entitled to any additional compensation unless first authorized in writing by Contractor. Subcontractor Change Orders will be issued upon receipt of Change Orders from the Owner.

B. Potential Change Item ("PCI") Numbers

Contractor will assign PCI Numbers to issues that have the potential to change the Subcontract scope, price, or duration. PCI numbers will be assigned regardless of the source of the issue. All correspondence, quotations or other documentation generated in relation to a PCI issue must be identified with the correct PCI Number to ensure proper disposition.

C. Change Order Request

A Subcontractor Change Order Request must include the following:

1. Contractor PCI Number.
 2. Detailed breakdown listing of materials, labor and mark-up cost.
 3. Schedule impact (understood to be none if not addressed).
 4. Back-up from all sub-subcontractors, material and equipment suppliers.
 5. All impacts related to the PCI Number documentation quoted.
 6. Time and Material documentation where applicable.
 7. Maintenance of record documents
 8. Compliance with Owner change order pricing requirements and restrictions.
 9. Verification of Take-Off in Plan or Elevation
 10. Modification Rate
 11. Narrative of Change
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D. Time & Material Work (T&M)

If Subcontractor is instructed to perform work on a "Time and Material" (T&M) basis, including overtime, the cost of the work is to be documented as follows:

1. T&M slips are to be signed on the day the work is performed by Contractor's Project Superintendent. One copy of the signed slip is to be given to the Contractor's Project Superintendent. Daily slips shall include the following information:
 - a. Contractor PCI Number.
 - b. Date work was performed.
 - c. Subcontractor Company Name.
 - d. Complete description of the work including type, location, extent, quantities, etc.
 - e. Number of men involved, broken down by trade, classification (e.g., apprentice, journeyman, and foreman) and the number of hours worked by each.
 - f. Detailed list of material used.
 - g. Equipment used.
 - h. Description of work left to complete and, if applicable, notification of work completion.
2. Daily T&M slips that do not have the proper Contractor PCI Number, Project Superintendent's signature and other required information will be considered VOID.
3. Quotations for time and material work are to be submitted within five (5) working days of the completion of the work. Copies of the signed daily slips are to be submitted as backup. Change Orders will not be processed unless signed time and material slips are submitted daily.
4. Subcontractor must notify Contractor's Project Superintendent prior to starting or resuming T&M work. Failure to do so may result in a dispute over time and material amounts.

E. Disputed Work

If Subcontractor is instructed to perform work which Subcontractor believes is not within its scope, Subcontractor shall notify Contractor in writing within three (3) days and state the reasons for the dispute. In the meantime, the disputed work is NOT to be delayed. A Contractor PCI Number will be assigned to track the work, and the cost responsibility will be determined by the Project Managers for Contractor and Subcontractor.

The procedure used to document and track Disputed Work is the same as the process used for "Time and Material" work described above. The signature of Contractor Project Superintendent on time and material daily slips is only to verify that the work was performed and is NOT an acceptance of responsibility for the cost of the work, nor an affirmation that the work is to be considered as "extra".

If the disputed work is later acknowledged by Contractor as a valid change, signed daily time and material slips will be used to determine the change amount. Failure by the Subcontractor to provide signed T&M slips will constitute a waiver of Subcontractor's right to additional compensation for the disputed work, regardless of language on Subcontractor's ticket.

F. Billing of Changes

All Subcontractor billings for base contract work and all change order work will be paid as progress payments only. There will be no payments for change order work of any type without a signed Contractor Subcontract Change Order.

SECTION 8 - RECORD DOCUMENTS & PROJECT CLOSE-OUT

A. Maintenance of Records Documents at Jobsite

A complete set of electronic or hard copy drawings and specifications will be set aside as “RECORD” documents and maintained in Contractor job site office. This set of documents will be used for no other purpose. Drawings and specifications are to be corrected and updated weekly in a neat, legible manner by Subcontractor’s authorized representative.

1. Each entry on the documents is to be initialed and dated by Subcontractor’s authorized representative.
2. All changes from the original drawings and specifications are to be shown.

Subcontractor is responsible to get the most updated contract documents such as updated drawings sets, ASIs, ESIs, RFIs, and approved submittals to its field personnel in a timely manner.

B. As-Built Drawings

Subcontractor is responsible to procure and pay for all documents required to maintain and turnover, at Project completion, all as-built documents. As a minimum, Subcontractor shall provide one electronic and three hard copies of all as-built drawings. These drawings shall indicate exact installed locations of concealed work, including conduit, piping, ducts, mechanical and electrical equipment, etc. Depths, sizes and dimension plan locations are to be indicated for all piping below grade or under floor slabs. All changes to architectural and structural work are to be similarly shown.

C. Record Specifications

Specification sections are to be clearly marked to indicate products incorporated into the work. Where alternates or more than one supplier are specified, it is to be indicated which product was used. If a substitution to the specific item is approved by the Architect, it is to be noted as such. If required, Subcontractor is to supply narrative descriptions of changes.

D. Changes Shown on Shop Drawings

Changes to the Contract Documents which are shown on Subcontractor’s shop drawings are to be incorporated into the as-built documents with the shop drawing detail and drawing number noted.

E. Approval of Progress Payment Requests

If requested by the Owner or by Contractor, Subcontractor must show evidence of up-to-date as-built documents as part of the monthly progress payment process. All corrections or changes that have occurred in the Work prior to the date of the payment request are to be shown before the payment request will be approved. Failure to show such evidence will be cause for rejection of Subcontractor’s application for payment, or payment may be delayed until as-built documents are brought up to date. Approval of Subcontractor’s payment request shall not relieve Subcontractor of any responsibility for record documents.

G. Completion

Upon completion of the Work, and before final payment is made, Subcontractor shall certify in writing that all changes have been noted and the final record documents are complete and accurate with respect to the Work.

H. Close Out Documents

Close out documentation is due no later than thirty (30) days prior to scheduled completion date or as otherwise specified in the Contract Documents. Failure to submit all close out documentation by this date may result in a back charge to Subcontractor for delay.

Close Out documentation includes:

1. As-Built Drawings and Specifications.
2. Operating & Maintenance Manuals (as specified).
3. Maintenance and Cleaning Instructions (required for all architectural items).
4. Guaranty/Warranty Forms.
5. Balancing Reports (due within ten (10) days of substantial completion).
6. Service and Maintenance Contracts (as specified).
7. Tool, Keys, Key Cabinets, and Testing Equipment.
8. Transmittal of Attic Stock and “Loose” Materials.

SECTION 9 - QUALITY CONTROL

Subcontractor shall provide a designated Quality Management representative with the authority to act on quality matters on behalf of Subcontractor. Subcontractor shall maintain a copy of the most recent set of approved submittals and Contract Documents on-site, for use by Subcontractor.

Subcontractor shall participate in Pre-Installation Meetings to plan the Work before commencing construction for each definable feature of Subcontractor’s Work or as required for coordination with other trades. Subcontractor shall provide verification that materials delivered to the Project site conform to the approved submittals and the Contract Documents.

Subcontractor shall provide a written Project specific Quality Control plan prior to the Pre-Installation Meeting related to Subcontractor’s Work for approval by Contractor’s Quality Manager. Costs or delays incurred as a result of Subcontractor’s failure to timely submit an acceptable Quality Control plan are Subcontractor’s responsibility.

Subcontractor shall participate in First Work Quality Control Inspections for the initial construction of each definable feature of Subcontractor’s Work or as required for coordination with other trades. Subcontractor shall provide appropriately labeled and organized digital photographic documentation of concealed Work.

Subcontractor shall comply with requirements for ongoing Quality Control inspections during the course of construction, prior to the final inspections and acceptance phase, including correction of any noticed deficiency within five (5) working days. Contractor may use Autodesk BIM 360 Field, a web and mobile-based application platform (or similar), to manage Quality Control Issues, Commissioning, and Punchlist. Subcontractor is responsible for all web or mobile device-based input required to resolve any issues.

Subcontractor shall correct any noticed deficiencies during the final inspection and correction phase within five (5) working days. Subcontractor is responsible for conducting its own completion list and its own punchlist.

Upon Subcontractor’s completion of these two internal lists, Contractor will create a Subcontractor punchlist. Upon Subcontractor’s completion of Contractor’s punchlist, the Owner and Architect will create a punchlist for Contractor. This list will be forwarded to Subcontractor for completion.