



We Are Your Schools

SECTION 011000 – SUMMARY OF WORK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and General Provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to Work of this Section.

1.2 SUMMARY

A. Section Includes:

1. Project information.
2. Work covered by Contract Documents.
3. Phased construction.
4. Work by Owner.
5. Work under separate contracts.
6. Future work.
7. Owner-furnished products.
8. Contractor-furnished, Owner-installed products.
9. Access to site.
10. Coordination with occupants.
11. Work restrictions.
12. Specification and drawings conventions.
13. Miscellaneous provisions.

B. Related Requirements:

1. Section 015000 “Temporary Facilities and Controls” for limitations and procedures governing temporary use of Owner’s facilities.

1.3 PROJECT SUMMARY

A. Project Identification: Fairfield Elementary School.

1. Project Location: 2825 Fairfield Avenue, Fort Wayne, IN 46807.



We Are Your Schools

- B. Owner: Fort Wayne Community Schools
 - 1. Owner's Representative: Kevin Thomas.
- C. Lead Design Consultant: Garmann/Miller & Associates.
- D. Consultants: Garmann/Miller & Associates has retained the following design professionals who have prepared designated portions of the contract documents:
 - 1. Structural Engineer: Structural Engineering Services
- E. The Owner maintains tax exempt status and all work shall be tax free. Owner shall provide tax exempt documentation to Contractor.
- F. All permits and fees associated with the construction are the responsibility of the Contractor to pay.
- G. All work performed by the Contractor shall comply with local and state codes/regulations.
- H. Web-Based Project Software: Project software administered by Owner will be used for purposes of managing communication and documents during the construction phase.
 - 1. See Section 0113100 "Project Management and Coordination" for requirements for using web-based Project software.

1.4 WORK COVERED BY CONTRACT DOCUMENTS

- A. The work of the Project is defined by the Contract Documents and consists of the following:
 - 1. Base Bid: The Project Base Bid consists of The Project Base Bid consists of renovation work to the existing elementary administration suite, and selective renovation to elementary classrooms and single-user restrooms. The Project also entails demolition of existing locker rooms and showers to add additional classroom space.
 - 2. Alternate Bids: See section 012300 Alternates.
- B. Type of Contract:
 - 1. Project will be constructed under a single prime contract.
 - a. Temperature controls work and any required asbestos abatement shall be separate contracts direct to Owner.

1.5 PHASED CONSTRUCTION

- A. The work shall be conducted in two phases.
 - 1. Phase 1: March 30, 2026 – May 22, 2026 which includes renovation work to lower level rooms 040, 041, 042, 045, 014, 049, 050, 051, 052, 053, 054, 056.
 - 2. Phase 2a: May 22, 2026 – July 17, 2026 which includes rooms 102, 103, 104, 105, 106, 110



We Are Your Schools

3. Phase 2b: May 22, 2026 – July 22, 2026 which includes rooms 055, 055b, 058, 064, 066, 107, 108, 109, and 150. Additional information can be found on the phasing plans indicated in the drawings. Reference section 00 01 33 Liquidated Damages for information on substantial completion dates for each phase.
- B. Construction barriers shall be supplied as shown on phasing plans and must be maintained air/dirt tight during the entire phase of work.
 - C. The Owner requires one (1) week at the start of each phase for furniture moving and asbestos abatement required. Contractor shall include this week in the master project schedule for each phase.
 - D. The Owner requires five (5) calendar days at the completion of each phase to clean and wax floors prior to occupancy. Contractor shall include this time in the master project schedule for each phase.
 - E. Owner's ability to provide paging to the building must remain intact at all times. Existing PA system shall be back-fed from new PA system and maintain an "all call" function at a minimum. Contractor shall be responsible to maintain the existing PA system to all spaces upon commencement of the work until completion.
 - F. The existing fire alarm system shall be maintained until the new fire alarm system is able to fully replace it in its entirety. The fire alarm installer shall be solely responsible for all phasing, programming changes, troubleshooting, etc.
 - G. Substantial completion must be achieved prior to starting the next phase of work.
 - H. Before commencing Work of each phase, submit an updated copy of Contractor's construction schedule showing the sequence, commencement and completion dates and move-out and -in dates of Owner's personnel for all phases of the Work, showing dates needed for Owner to move furniture, wax floors and prepare spaces for occupancy.

1.6 WORK BY OWNER

- A. General: Cooperate fully with Owner so work may be carried out smoothly, without interfering with or delaying work under this Contract or by Owner. Coordinate the Work of this Contract with work performed by Owner.

1.7 WORK UNDER SEPARATE CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying Work under this Contract or other contracts. Coordinate the Work of this Contract with work performed under separate contracts.
 1. Asbestos abatement shall be provided under separate contract. All contractors must coordinate schedules and it is the responsibility of the General Contractor to incorporate



We Are Your Schools

the work schedule of the abatement contractors into the master project schedule with allocated time for removal and air testing.

2. Temperature controls work shall be provided under separate contract with Automated Logic Controls. All contractors must coordinate schedules and it is the responsibility of the General Contractor to incorporate the work schedule of the controls contractor into the master project schedule with allocated time for installation of controls following mechanical/electrical equipment with adequate time at the completion of each phase for check-out and verification.

1.8 ACCESS TO SITE

- A. Bidding: Each contractor and sub-contractor shall be responsible to visit the project site to verify existing conditions prior to the bidding date and be aware of the conditions of the existing building. The Owner will make the building available for inspection as follows:
 1. 2/6/2026 from 8:00 AM – 4:30 PM (No Students)
 2. 2/16/2026 from 8:00 AM – 4:30 PM (District Closed)
 3. Any dates Monday through Friday, before or after school hours (check-in by 4:00 PM)
- B. General: Each Contractor shall have limited use of Project site for construction operations as indicated on Drawings by the Contract limits and as indicate by requirements of this section.
- C. Use of Site: Limit use of Project site to Work in areas indicated. Do not disturb portions of Project site beyond areas in which the Work is indicated.
 1. Driveways, Walkways and Entrances: Keep driveways, loading areas and entrances serving premises clear and available to Owner, Owner’s employees and emergency vehicles at all times. Do not use these areas for parking or for storage of materials.
 - a. Schedule deliveries to minimize use of driveways and entrance by construction operations.
 - b. Schedule deliveries to minimize space and time requirements for storage of material and equipment on site.
- D. Condition of Existing Building: Maintain portions of existing building affected by construction operations in a weathertight condition throughout construction period. Repair damage caused by construction operations.
 1. Protect staff and students from dangerous conditions that might result from construction activities.
- E. Condition of Existing Grounds: Maintain portions of existing grounds, landscaping and hardscaping affected by construction operations throughout construction period. Repair damage caused by construction operations.
- F. Each Contractor shall limit the use of the premises for work and storage to allow work by other Contractors and Owner occupancy. Storage of materials for construction activities in



We Are Your Schools

existing buildings is permissible only upon approval by the assigned Owner Project Coordinator.

1. Each Contractor shall assume complete responsibility for the protection and safekeeping of products under his contract, stored at the site.
2. Each Contractor shall move his stored products that interfere with the operation of the Owner or other Contractors.

1.9 COORDINATION WITH OCCUPANTS

A. Full Owner Occupancy: Owner will occupy site and existing building(s) during entire construction period. Cooperate with Owner during construction operations to minimize conflicts and facilitate Owner usage. Perform the work so as not to interfere with Owner's day-to-day operations. Maintain existing exits unless otherwise indicated.

1. Maintain access to existing walkways, corridors and other adjacent occupied or used facilities. Do not close or obstruct walkways, corridors or other occupied or used facilities without written permission from Owner and approval of authorities having jurisdiction.
2. Notify Owner not less than 72 hours in advance of activities that will affect Owner's operations.
3. Note that the primary functions of this school facility must continue and can not be interrupted by the construction activities. Special considerations for noise/dust/odor control must be provided to prevent disruption of the academic environment.
4. Contractors shall maintain an atmosphere of professionalism while on school grounds.
 - a. Use of profane or lewd language by workers will not be tolerated.
 - b. Any worker wearing clothing containing vulgar or inappropriate content will be asked to leave the premises immediately.
 - c. Use of radios/cell phones to play loud music will not be permitted.

1.10 WORK RESTRICTIONS

A. Work Restrictions, General: Comply with restrictions on construction operations.

1. Comply with limitations on use of public streets and with other requirements of authorities having jurisdiction.

B. On-Site Work Hours: Limit work in the existing building to normal business working hours of 6:00 a.m. to 10:00 p.m., Monday through Friday, unless otherwise indicated.

1. School Year Hours: NONE of the phased work occurring during the school year will take place while school is in session. Typical shift work during the school year will be 3:30 p.m. to 11:00 p.m. Shiftwork after 11:00 p.m. will be on an as needed basis and coordinated with the Owner.



We Are Your Schools

2. Weekend Hours: With Owner's prior approval, weekend hours may be permitted. Notification of need for weekend hours must be submitted no later than the Monday preceding weekend needed for work.
 3. Hours for Utility Shutdowns: Power shutdowns must occur when the building is not occupied and must be scheduled with the Owner in advance. Extended shutdowns lasting more than 4 hours must occur on a weekend and utilize overnight periods to be scheduled with the Owner.
- C. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after providing temporary utility services according to the requirements indicated:
1. Notify Owner not less than seven (7) days in advance of proposed utility interruptions.
 2. Obtain Owner's written permission before proceeding with utility interruptions.
- D. Noise, Vibration and Odors: Coordinate operations that may result in high levels of noise and vibration, odors or other disruption to Owner occupancy with Owner.
1. Notify Owner not less than seven (7) days in advance of proposed disruptive operations.
 2. Obtain Owner's written permission before proceeding with disruptive operations.
 3. Each Contractor and Sub-contractor shall take reasonable measures to limit activities which cause undue noise during 2nd shift work which may affect neighboring residents.
 - a. Refrain from using telescoping forklifts to dump trash after 9:00 pm.
 - b. Take special care in closing storage containers at the end of the work shift (do not slam container doors).
 - c. Schedule material and equipment deliveries during late afternoon hours only.
- E. I-LEARN/Achievement Testing: Testing will occur in the spring and fall of each school year. Contractor shall verify exact dates with Owner. NO work shall be permitted in the building during the school day during testing without prior written approval. The Owner reserves the right to allow specific trades and activities in limited areas depending on the potential for noise and disturbance during these times.
1. Any inspection work occurring during testing periods must be completed either before or after school is in session.
- F. Restricted Substances: Use of tobacco products, e-cigarettes (vaping) and other controlled substances on Project site is not permitted on Fort Wayne Community Schools property.
- G. Employee Identification: Provide identification in the form of clothing or hard hats with company logos for all Contractor and Sub-contractor personnel working on Project site. Require personnel to wear identification at all times.

1.11 SPECIFICATION AND DRAWING CONVENTIONS



We Are Your Schools

- A. Specification Content: The Specifications use certain conventions for the style of language and the intended meaning of certain terms, words and phrases when used in particular situations. These conventions are as follows:
 - 1. Imperative mood and streamlined language are generally used in the Specifications. The words “shall”, “shall be” or “shall comply with”, depending on the context, are implied where a colon (;) is used within a sentence or phrase.
 - 2. Specification requirements are to be performed by Contractor unless specifically stated otherwise.
- B. Division 01 General Requirements: Requirements of Sections in Division 01 apply to the Work of all Sections in the Specifications.
- C. Drawing Coordination: Requirements for materials and products identified on Drawings are described in detail in the Specifications. One or more of the following are used on Drawings to identify materials and products:
 - 1. Terminology: materials and products are identified by the typical generic terms used in the individual Specifications Sections.
 - 2. Abbreviations: Materials and products are identified by the typical generic terms as part of the U.S. National CAD Standard and scheduled on Drawings.
 - 3. Keynoting: Materials and products are identified by reference keynotes referencing Specification Section numbers found in this Project Manual.

1.12 MISCELLANEOUS PROVISIONS

- A. Asbestos Containing Materials (ACM)
 - 1. Any ACM shall be removed by the Owner prior to the start of work schedule by the Contractor.
 - 2. If any other suspect ACM is discovered during the course of work, Contractor shall promptly notify the Owner. Owner shall perform testing and, if determined to be regulated asbestos containing building materials, Category I or Category II non-friable asbestos containing materials, the Owner will be responsible to remove materials in compliance with regulatory standards.
 - 3. Contact FWCS designated Project Manager at (260) 467-2075.
- B. Existing Conditions
 - 1. Each Contractor is responsible to field verify existing conditions and dimensions. The Contractor requiring said verification for the construction or fabrication of his material shall be the Contractor responsible for procurement of the field information.
 - 2. Notify the design architect/engineer promptly if existing field conditions differ from those indicated on the bid documents. Do not remove or alter structural components without prior written approval.



We Are Your Schools

- C. Each Contractor shall be responsible for securing his work and equipment at the close of each work day.
- D. Fire alarms: If the work requires repair, modifications or replacement of fire alarm systems or components, the Contractors shall provide notification to the Owner a minimum of 72 hours before a fire alarm is rendered inactive.
 - 1. If a fire alarm device is fouled with construction debris/duct/dirt and activates the alarm system, the Contractor shall be solely responsible for all costs associated with false fire truck dispatch and shall replace the soiled device with a new device matching the device that initiated the alarm. Cleaning a triggering device is not acceptable.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

END OF SECTION