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PROJECT TITLE : **PROPOSED INTERIOR FIT-OUT OF GROUND FLOOR,  
UP MANILA STUDENT DORMITORY**  
University of the Philippines Manila

SUBJECT : **SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

#### **DIVISION 1 - GENERAL**

##### **01000 General Requirements**

1. The Contractor shall furnish all materials, equipment, tools, apparatus, appliances, accessories, transportation, labor and supervision required for the complete construction of the subject project, as shown on the drawings and called for in these specifications, ready for use.
2. All Contractors submitting proposal for this project shall first examine the site. All proposals shall take into consideration all such conditions that may affect the work under this contract. The specifications and plans shall form part as one. Anything mentioned on plans and not mentioned on the scope of work and specifications and vice versa shall be properly consulted to the CPDMO Project Architect/Engineer for clarification. Any work or materials not in accordance with the drawings or specifications shall be replaced with new at the Contractor's expense.
3. The Contractor shall coordinate his work with all parties to ensure proper phasing or comply with the approved schedule of works. The Contractor shall engage under him, a registered Engineer or Architect to supervise his work. He shall remain at all times in the construction site.
4. A logbook shall be available at the site. It shall contain the daily activities in the site, including but not limited to weather condition, delivery, manpower and other matter pertaining to the condition of the project. It will also serve as data for Contractor and the Project Inspector and shall be surrendered to the CPDMO at the end of the project.
5. Identification Card of construction workers and engineer/representative shall be supplied by CPDMO with corresponding fees; it should be worn at all times while inside the building/campus premises. Those without IDs shall not be allowed to enter the premises for security purposes.
6. No alteration or additional work that will result in an additive or deductive cost change from the Contract shall be allowed without the approval of the chancellor.
7. The contractor shall submit at least three (3) options per item for approval. Complete specifications with product sample shall be submitted by the contractor to CPDMO and end-user for evaluation. Inspection of the Project Architect/Engineer in-charge shall be required prior to installation of any item/material on the construction.
8. Regular coordination meeting shall be conducted with CPDMO, Contractor and End-user for proper project monitoring.

9. Existing condition of the work site shall be documented by the contractor and photos shall be taken before commencement of work to ensure such status. Any damage on the areas due to the contractor's on-going work shall be refurbished at his expense.
10. The Contractor shall provide a complete copy of "As built plans" of the project/unit concerned which shall include all the civil, architectural, plumbing, electrical and other related layouts in 20" x 30" original sheets. It should be properly drawn indicating all the specifications, layouts, tables and necessary data. An initial layout should be submitted in a A3 sheet for checking and approval of Project Architect/Engineer. Final "As built plans" shall be submitted in 20" x 30" tracing sheets, 3 blue prints with signature of project engineer, and an electronic Autocad drawing file. A copy of the technical documents and warranties of the items shall also be submitted in soft and hard copies.
11. The Contractor shall promptly remove from the premises all rubbish, trash, debris, and all superfluous building materials weekly. After the completion of all works, restore all areas that were damaged as affected by the construction works and leave the site clean to the satisfaction of the Project Inspector or his representative and End-user.
12. All materials removed from the unit shall be properly documented prior to turn-over to the End-user for proper safe keeping. The turn-over document shall be attached to the contractor's final billing.

#### **01300 Submittals**

##### **Shop Drawings, Product Data and Samples**

- Submit to the CPDMO of shop drawings, product data and /or samples of all materials for review. Submit at least three (3) options per material for approval.
- The CPDMO's review shall be limited to quality and design intent. It shall be the Contractor's responsibility to verify quantities and sizes, and make corrections observed and noted by CPDMO on any returned submissions.
- No work requiring submissions or samples shall be commenced until submission has been reviewed by the End User and or CPDMO.
- Final Acceptance of colors and finishes will be made from samples applied on the job based on the signed and approved sample materials.
- All submittals shall be channeled from General Contractor to CPDMO, Planning and Development Department, and back to the General Contractor. This procedure applies to original submittals as well as required resubmittals. Each organization shall keep its required number of copies and/or make necessary copies. The Contractor will make all corrections noted on check sets, if necessary, and return for review as required by CPDMO.
- No submittal shall be received by the CPDMO without transmittal letter.
- Samples must have Manufacturer's Data Sheet/Specification and must come together with a transmittal sheet with a section for approval/disapproval and recommendation of CPDMO and/or END USER.

#### **01500 Temporary Facilities**

- Provide Temporary GI sheets or Board enclosures on all areas for building protection. Such coverings shall be adequate enough to cover all the building facilities throughout the span of the project.
- Charges for restoration or replacement of any damaged facility, equipment, material and the like shall be made on the contractor due to his negligence in providing suitable temporary covering.
- Provide the appropriate scaffoldings, board ups, safety nets and related items to ensure proper installation of all framing systems and protection of the area, at the expense of the contractor as its basic equipment.

## **DIVISION 2 – SITE CONSTRUCTION**

### **02200 Site Preparation**

#### **Mobilization / Demobilization**

- This work includes mobilization process, provision for warning signs, including barricades, temporary facilities, temporary fences, warning lights and similar safeguards shall be provided by the Contractor as they are required for protection of his manpower and others during the construction life of this project.
- Demobilization procedure shall include clearing of the affected areas from all rubbish, trash, debris, and all superfluous building materials and restore all areas that were damaged as affected by the works and leave the site clean to the satisfaction of the Project Inspector or his representative and End-user.

### **02230 Site Clearing**

- Clear the area from all obstructions or as affected by the construction works, except those structures indicated on the drawings or designated by the Project Architect/Engineer to be left standing. It shall be properly protected from incidental damage due to construction works by the erection of suitable barriers upon approval of the Project Architect/Engineer.

### **02290 Site Monitoring**

- Site monitoring shall be a must to the contractor for the effective implementation of the project. Any discrepancies on plans and actual site conditions shall be properly coordinated with the Project Architect/Engineer concerned for verification.
- Regular coordination meeting shall be done between the contractor or its representative and the Project Architect/Engineer concerned at CPDMO.

### **02500 Utility Services**

- Provision of electric and water meter shall be included in the quotation to be charged to the contractor's overhead. All utility consumption shall be provided with meters to limit the usage of such during working period. Payments of bills shall be made thru the Cashiers Office after the renovation period presenting the statement of account issued by Accounting upon recommendation of the Chief of CPDMO.

## **DIVISION 4 – MASONRY**

#### **Scope of Work**

- The work covered by this Item shall consist of furnishing all masonry work requirements in accordance with Plan and/or standard detail and as herein specified.

#### **Material Requirements**

- Use Portland cement which conforms to the requirements of ASTM C-150 Type for normal Portland cement.
- Use fine aggregates which shall be free from injurious amount of clay loam and deleterious materials and shall conform to ASTM C-33 or C-330.
- Concrete hollow blocks, 4" and 6", shall be standard manufacture, machine vibrated, and shall have fine and even texture, and well-defined edges. Mortar, filler and plastering shall be Class "A" mixture.
- Deformed steel bars shall conform to ASTM A-305. It shall be clean and free from loose, rust, scales and any coatings that will reduce bond.
- #16 tie wire shall be used for reinforcing bars connections.

**Construction Requirements**

- Provide CHB wall with 10 mm dia. deformed round bars at 0.60 m on centers both ways. Verify actual location.
- All cells shall be solidly filled with grout.
- Concrete mixture shall be class "A".
- Provide the plastering at 16 mm thick using class "A" mixture.
- Follow plan for details.

**DIVISION 5 – METAL AND STEEL****Section 05500 Metal Fabrication****Scope of Work**

- This item shall consist of fabrication/installation of new roof framing, new purlins, new roof sheets and rehabilitation and modification of existing grille gates including labor, tools, equipment, and the satisfactory performance in undertaking the proper installation of the system as shown on the Plans and in accordance with this Specifications.

**Submittals**

- Shop Drawings: Submit shop and erection drawings clearly showing each piece required for fabrication and erection. Drawings shall include material grade, camber, holes and other pertinent data, indicate welds by standard AWS symbols showing size, length, and type of each weld.
- Coordination drawings and templates: Provide anchor setting drawings clearly showing location of all anchor bolts and embedded plates to be anchored in concrete and masonry construction. Provide templates for anchor bolts.

**Quality Assurance****Welding**

- Performed by certified welders in compliance with Welder's Qualification Test Certificate, AWS D1.1 and or ASME IX.
- Welders shall be duly qualified (test passed in the preceding 12 months) in the position in which they are to weld and the qualifications and specifications for workmanship shall comply with the AWS requirements "AWS Structural Welding Code – Steel"

**Delivery and Storage**

- Exercise Care during unloading, storage and erection to avoid damage, dumping on the ground is not permitted.
- Support material stored at the site completely free of the ground, and cover to avoid damage from the elements.

**Materials**

- General: Materials shall be new, of uniform quality, suitable and without defects affecting the strength or service of the structure.

**Execution****Examination:**

- Verify anchor bolt locations, grouting, and elevation of base and setting plates and other material set by other trades before commencing work.

**Erection:**

- Erect work to the proper lines and levels, plumb and true, and in correct relation to other work and maintain this condition to completion.

**Connections:****Machine Bolting:**

- Fair-up holes with pins to align holes before bolting.
- Ream unfair holes to obtain alignment or drill new holes.
- Enlargement of holes with drift pins or burning of new holes is not permitted.
- Draw bolt up tight after members are aligned and leveled, and set or deformed threads to prevent loosening.

**Welding:**

- Weld by shielding arc method as per AWS standard code for arc and gas welding in building construction.
- Submit certification that welders have passed Welder's qualification test.
- Certification must be dated no earlier than 3 months prior to beginning of project.
- Close joints exposed to weathering with continuous 1/8" weather welds.
- Grind smooth exposed welds, but grinding shall not reduce weld strength or required cross section.
- Connect members temporarily and align completely before making permanent connections.
- Temporary connections shall consist of bolts on no less than 1/3 of the holes and in no case less than 3 bolts in any single connections.
- Surfaces in contact shall be thoroughly clean when assembled.
- Provide necessary temporary bracing and guying to align the structure properly for permanent connections, and to safety resist erection dead load and wind stress.
- Take particular care to have the work plumb and level (maximum tolerance 1-500 for interior members, 0-1000 for exterior members) before making permanent connections
- Remove bracing and guys only after permanent alignment and assembly and structure area capable of completely sustaining design and temporary construction loads.

**Cleaning:**

- During the course of the work and on completion of the work, remove excess materials equipment and debris and dispose of away from premises in a legal manner.

**DIVISION 6 – WOOD AND PLASTICS****Section 06100 Rough Carpentry****Scaffoldings**

- Provide sample for approval. Appropriate scaffoldings and related framing system shall be the contractor's account.