PART 1 GENERAL

1.01 SECTION INCLUDES:
A. The work of this section shall include all labor, material, equipment and services necessary and required to install modular furniture and conventional furniture as indicated or specified.
B. Installation shall consist of the pick-up, transport, delivery and on-site set-up of all materials required for a complete installation, less installation of final electrical and telecommunications hook-ups.

1.02 SUBMITTALS
Record "As-built drawings" shall be provided at the end of each project regardless of size. As-built information is required to be submitted to the Designated Representative prior to final payment.

1.03 QUALITY ASSURANCE
The Contractor shall have a minimum of two years installation experience with the furniture product requested to be installed. In the event the Contractor does not have experience with the specific product installation, the Purchaser may request the Contractor be trained, at no cost to the Owner.

1.04 DELIVERY, STORAGE AND HANDLING
A. The Contractor shall be responsible (unless directed otherwise) to make arrangements with Vendor to pick-up and return required products. This process shall be in accordance with SRP's standard operating procedures.
B. Upon request, the Contractor shall establish on-site trailer type storage areas to store items of the work until Project site is available for installation.
C. The Contractor shall establish a staging area at the Project site in locations agreed upon with the Designated Representative.
D. The Contractor shall be responsible to see that all products picked up are in good working order, verifying the product quantity issued is in compliance with the Contract Document requirements, and shall keep products stored and stayed to prevent damage.
E. Storage of Products
   1. The Contractor shall be responsible for storing the Products in a neat and orderly manner, whether on or off the site, to prevent damage thereto and to facilitate inspection and taking of inventories.
   2. The Contractor shall at all times maintain an accurate inventory of stored product.
   3. Unpacked products shall be stored in a fashion to prevent damage.
   4. Products stored at ground level shall be supported clear of ground on wood timbers or similar method.
   5. Products shall be stored to prevent loss by theft.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION

3.01 INSTALLATION
A. Contractor shall be responsible for properly installing products in compliance with the Contract Documents, and the manufacturer's installation guidelines and requirements. In the event a discrepancy exists, the Designated Representative shall be contacted for clarification. In the event the Designated Representative is not available and schedule is of the essence, the manufacturer's requirements shall prevail.
B. The Contractor shall be responsible for examining the Construction Documents and verifying accuracy prior to contacting the Product Vendor. This verification process shall include but not be limited by the following:
   1. Review Design Documents, verify the documents material take-offs against SRP's Furniture Stores Order Form (FSO).
   2. Review Design Documents, verify the documents against manufacturer requirements; and if discrepancy exists, request clarification from the SRP designated Representative.
   3. Review Design Documents, verify the documents against actual field condition and request clarification from the SRP designated Representative if discrepancy.

C. The Contractor shall maintain the complete building site and the Project premises reasonably free of rubbish and debris caused by the Contractor's operations throughout the entire period of operations.

D. Remove empty cartons, crates and other combustible refuse from the building daily; be responsible for all disposal from the Project site. When separately designated dumpsters are provided by the purchaser, for use by the contractor for disposal of debris, the contractor shall use these dumpsters exclusively and maintain them and the adjacent area in a clean presentable condition acceptable to the Designated Representative.

E. Existing facilities shall be protected as required to prevent damage during the construction process. If damage occurs to the existing facility, the Contractor shall be responsible for correcting the damage to the Designated Representative's satisfaction.

3.02 RETURN FURNITURE TO THE WAREHOUSE

A. Furniture being returned to warehouse stock will be of "ready to use" quality and condition or will not be accepted. The Designated Representative will verify that material received is of acceptable quality. Material that does not meet the defined acceptable quality shall be tagged for refurbishment and/or salvage.

3.03 AUTHORIZATION TO PULL INVENTORY

A. Persons authorized to issue an NTP for removal of product from warehouse inventory are:
   1. Peggy Lundeen
   2. Willie Babino
   3. Curtis Slife

B. Removal of Product From Inventory
   1. An NTP shall be obtained prior to any removal of inventory. The NTP request number will be issued by Willie Babino.
   2. If there is an emergency request, as determined by the Designated Representative, and the persons listed in "A" above are not available; product may be removed from the warehouse only by an SRP employee having proper identification. The SRP employee removing the inventory shall provide document tabulation, and sign for product removed. This documentation shall be given to Curtis Slife as soon thereafter as possible.

END SECTION