PART 1 - GENERAL

1.01 DESCRIPTION

A. Tagged Property: For all tagged Property, (e.g., equipment or material with a property tag which contains a property record number) it is the Contractor’s responsibility to remove and deliver this property to the Pinellas County School Board (PCSB) and to maintain documentation of such property removal and transfer as follows:

1) Chapter 274 Florida Statutes obligates the School District to retain ownership of material and equipment; to trace and control it location; and to dispose of it in accordance with law. The School District has adopted and published a policy as to this subject. The School District has an established procedure to comply with these requirements.

2) Materials and equipment identified herein remain the property of the School District. This Contractor is responsible to exercise care in the removal of such and its delivery to a PCSB site or facility as directed by the project leader.

a) Delivery of air conditioning and all other designated materials and equipment will be to the Walter Pownall Service Center Annex, (WPSCA), 12000 South Belcher Road, Largo, Florida 33773, or the Walter Pownall Service Center (WPSC), 11111 South Belcher Road, Largo, Florida 33773, as directed by the project leader.

b) Prior to delivery of such materials and equipment, the Contractor shall notify the Maintenance Department, telephone (727) 547-7214, forty- eight (48) hours in advance of their intent to deliver such materials or equipment.

c) The hours established for delivery of material and equipment to the WPSCA and WPSC will be from 8:00 a.m. until 2:00 p.m., Monday - Friday, or 8:00 a.m. until 4:00 pm for summer hours Monday - Thursday, excluding holidays.

3) The Principal/Director of the school or facility shall prepare an Asset Transfer Form PCS 818 (current edition) listing all tagged equipment which is to be transferred off the facility site. An attachment to this form shall indicate the basic condition of the item and any apparent damage or missing parts. The Principal shall sign the form and retain the pink or gold copies for his distribution. The original form shall be given to the contractor for delivery to WPSCA along with the equipment.

4) The Contractor shall deliver the property to PCSB’s designated site or facility. Upon delivery, the Contractor shall obtain the recipient’s signature on the Asset Transfer Form PCS 818. The original Asset Transfer Form will remain with the recipient who will prepare a photocopy for the Contractor’s records.

5) The Contractor shall schedule delivery of such property to the designated site or facility at the date and time designated by the Maintenance Department Production Controller.

6) Failure to handle this property as described above shall place the sole responsibility for loss of this property upon this Contractor and such loss shall be charged by the School District to this Contractor for any missing material or equipment at a replacement value. Such charges shall be deducted by change order from the Contractor’s purchase order.

7) All material or equipment bearing a Property Record Number but not listed here below as scheduled for removal and delivery to a PCSB site or facility shall either (a) remain in place, or (b) be removed from its location by this Contractor and suitably stored on site where directed by the Principal or Director of the school or facility. The Contractor may, at his option, require an acknowledgment signed by the Principal/Director of such relocation at the school or center.

8) The Principal shall attach to the Asset Transfer Form an itemization of any apparent damage or missing parts.

9) All property items identified and tagged as salvageable material shall be removed by the Contractor and delivered to Walter Pownall Service Center Annex and the Walter Pownall Service Center.

PART 2 - PRODUCTS

2.01 MATERIALS AND EQUIPMENT

Materials and equipment for patching and extending work: As specified in individual sections.

PART 3 - EXECUTION

3.01 EXAMINATION

A. Verify field measurements and circuiting arrangements are as shown on drawings.

B. Verify that abandoned wiring, cables, and equipment be removed in their entirety.

C. Demolition drawings are based on casual field observation and existing record documents. Report discrepancies to the Architect/Engineer before disturbing existing installation.

D. Beginning of demolition means installer accepts existing conditions.

E. Verify that abandoned fire alarm, intercom, clock & bell, television, old data coax, HVAC control wiring, cables, and equipment, etc., be removed in their entirety.

3.02 PREPARATION

A. Disconnect electrical systems in walls, floors, and ceilings scheduled for removal.

B. Coordinate utility service outages with utility company and school facility.

C. Provide temporary wiring and connections to maintain existing systems in service during construction. When work must be performed on energized equipment or circuits, use personnel experienced in such operations.

D. Existing Electrical Service and Distribution System: Maintain existing system in service until new system is complete and ready for service. Disable system only to make switchovers and connections. Obtain permission from the Owner at least one week before partially or completely disabling system. Minimize outage duration. Make temporary connections to maintain service in areas adjacent to work area.

E. Existing Fire Alarm System: Maintain existing system in service until new system is accepted. Disable system only to make switchovers and connections. Notify the Owner at least one week before partially or completely disabling system. Minimize outage duration. Make temporary connections to maintain service in areas adjacent to work area. Relocate system to temporary office location. Extend all existing and temporary fire alarm circuit and control wiring to this location.

F. Existing Telephone System: Maintain existing system in service until new system is complete and ready for service. Disable system only to make switchovers and connections. Notify the Owner and telephone utility company at least one week before partially or completely disabling system. Minimize outage duration. Make temporary connections to maintain service in areas adjacent to work area.

G. Existing Intercom System: Maintain existing system in service. Relocate system to temporary office location. Extend all existing and new intercom circuits to this location. Disable system only to make switchovers and connections. Notify the Owner at least one week before partially or completely disabling system. Minimize outage duration. Make temporary connections to maintain service in areas adjacent to work area. Furnish and install temporary wiring and intercom circuits as required.

H. Furnish, install, and maintain temporary power and lighting for all areas and for trades. Lighting levels shall equal the existing condition prior to demolition work.

3.03 DEMOLITION AND EXTENSION OF EXISTING ELECTRICAL WORK

A. Exposed, abandoned conduit, including abandoned conduit above ceiling spaces/finishes, shall be removed back to a junction box with a blank cover plate. Box to be identified as abandoned.

B. Prior to any demolition, this Contractor shall survey the building and paint a large red ‘R’ on the equipment to be removed as coordinated with the architectural and HVAC plans and roofer. If any item(s) is incorrectly tagged, then this Contractor shall clean off the paint so there is no confusion.

C. If any conflicts arise in the field as to which equipment, ductwork, etc., is to be removed, then this Contractor shall notify the Owner/Engineer in writing and shall include a sketch and description of the field conflict for further direction.

D. In areas where demolition is required of this Contractor, then this Contractor shall be responsible for all phases of demolition, including, but not limited to, removal, storage, and reinstallation of items to remain.

E. Remove, relocate, and extend existing installations to accommodate new construction.

F. Remove abandoned wiring to source of supply. Abandoned conductors shall be removed entirely.

G. Remove exposed, abandoned conduit, including abandoned conduit above accessible ceiling finishes. Cut conduit flush with walls and floors and patch surfaces with fire rated products.

H. Disconnect abandoned outlets and remove devices. Remove abandoned outlets if conduit servicing them is abandoned and removed. Provide blank cover for abandoned outlets which are not removed or remove boxes for wall to be patched.

I. Disconnect and remove abandoned panelboards, distribution equipment, enclosures, cabinets, disconnects, etc.

J. Disconnect and remove electrical devices and equipment serving utilization equipment that has been removed.

K. Disconnect and remove abandoned luminaires. Remove brackets, stems, hangers, and other accessories.

L. Repair adjacent construction and finishes damaged during demolition and extension work.

M. Maintain access to existing electrical installations which remain active. Modify installation or provide access panel as appropriate.

N. Extend existing installations using materials and methods compatible with existing electrical installations, or as specified.

O. Coordinate with roofer and assist in removal of all roof mounted electrical conduit devices, equipment, etc., to be removed as indicated on the roofing drawings and HVAC drawings.

3.04 CLEANING AND REPAIR

A. Clean and repair existing materials and equipment which remain or are to be reused.

B. Panelboards: Clean exposed surfaces and check tightness of electrical connections. Replace damaged circuit breakers and provide closure plates for vacant positions. Provide typed circuit directory showing revised circuiting arrangement.

3.05 INSTALLATION

A. Install relocated materials and equipment under the provisions of this contract.

B. When or where raceway or conduit systems and enclosures are designed/intended to be reused, all same systems must meet the entire contract specifications and the National Electrical Code for support, fill, etc.

**END OF SECTION**