ADDENDUM #1

AUBURN POLICE LOCKER RENOVATION PROJECT
BID NO. 2020-007

City of Auburn, Maine August 20, 2019

Please include the following changes:

GENERAL ITEMS:

1. Refer to the attached Pre-Bid Meeting Minutes for items discussed, questions and bid clarifications and individuals present at the mandatory pre-bid meeting.

CHANGES TO THE SPECIFICATIONS:

1. **REMOVE** pages 1, 3, 7 and 8 of the RFP in their entirety and **INSERT** the enclosed revised pages 1, 3, 7 and 8 of the RFP. Note: Changes to these pages include bid due date and schedule changes. Page 8, Bid Breakdown Schedule of Values, has a new section for the contractor to enter their estimated project schedule start and completion dates.
2. **REMOVE** Section 01 00 00, Administrative Provisions in its entirety and **INSERT** the enclosed revised Section 01 00 00, Administrative Provisions. Note: Changes to this section include general revisions and project schedule changes for substantial and final completion.

CHANGES TO THE DRAWINGS:

1. **REMOVE** drawing sheet EL1.1 in its entirety and **INSERT** the enclosed revised drawing sheet EL1.1. Note: Changes include corrections to detail references in the lighting control notes schedule.

CLARIFICATIONS AND QUESTIONS ASKED BY BIDDERS:

1. Refer to item 30 on the attached Pre-Bid Meeting Minutes for the bid questions and clarifications received to date.

ATTACHMENTS:

1. Revised RFP, pages 1, 3, 7 and 8.
2. Revised Specification Section 01 00 00, Administrative Provisions.
3. Revised drawing sheet EL1.1.
4. Pre-Bid Meeting Minutes.
5. Locker installation instructions.

END OF ADDENDUM #1

City of Auburn, Maine
Financial Services
www.auburnmaine.gov | 60 Court Street
Auburn, Maine 04210
207.333.6601

July 26, 2019

Dear Bidder:

The City of Auburn is accepting written proposals for the **Auburn Police Locker Renovation Project**, located at Auburn Hall, 60 Court Street, Auburn, ME. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informality the City may determine necessary. The City also reserves to itself the exclusive right to accept any proposals when it is deemed by the City to be in its best interest. The City of Auburn is governed by Title 1 M.R.S.A. § 401-410, otherwise known as the Freedom of Information Act, which considers bid specifications as public documents. In awarding any proposal, the City may consider, but not be limited to, any of the following factors: Bidder qualifications, price, experience, financial standing with the City, warranties, references, bonding, delivery date, and service of Bidder. Vendors/Contractors shall be current on all amounts due to the City of Auburn prior to the City entering into any contract agreement. All proposals must include FOB to Auburn, Maine unless otherwise specified.

A **mandatory pre-bid meeting** to review the work site is scheduled for Tuesday, August 13, 2019 at 9:00 a.m. at the Auburn Hall, 60 Court Street, Auburn, ME. Please contact Derek Boulanger at dboulanger@auburnmaine.gov to confirm participation.

Proposals will not receive consideration unless submitted in accordance with the following instructions to bidders. Please mark sealed envelopes plainly:
"Auburn Police Locker Renovation Project – Bid #2020-007."

Questions regarding this Request for Proposals should be directed to Derek Boulanger, Facilities Manager/Purchasing Agent, at (207) 333-6601, ext. 1135.

Please submit your proposal to the City of Auburn by **2:00 p.m. Tuesday, September 17, 2019**. Proposals will be opened at 2:00 p.m. Proposals must be delivered to **Derek Boulanger, Facilities Manager/Purchasing Agent, 60 Court Street, Auburn, ME 04210** on or before the date and time appointed. No proposals will be accepted after the time and date listed above.

Sincerely,

Derek Boulanger
Facilities Manager/Purchasing Agent

CONDITIONS AND INSTRUCTIONS TO BIDDERS

1. Bidders shall use the enclosed bid form and schedule of values forms for quotations. Whenever, in bid forms, an article is defined by using a trade name or catalog number, the term "or approved equal", if not inserted, shall be implied.

2. Submit a separate unit price for each item unless otherwise specified in the bid request. Award will be made on a basis of each item, or as a group, whichever is in the best interest of the City. Prices stated are to be "delivered to destination".

3. Bid proposals must be completed in full, in ink, and must be signed by firm official. Bid proposal **must be notarized** prior to bid being sealed and will be disqualified if not notarized. Bids may be withdrawn prior to the time set for the official opening.

4. Bids will be opened publicly. Bidders or representatives may be present at bid opening.

5. Awards will be made to the lowest responsible bidder, considering the quality of the materials, date of delivery, cost which meets specification and is in the best interest to the City of Auburn.

6. All transportation charges, including expense for freight, transfer express, mail, etc. shall be prepaid and be at the expense of the vendor unless otherwise specified in the bid.

7. The terms and cash discounts shall be specified. Time, in connection with discount offered, will be computed from date of delivery at destination after final inspection and acceptance or from date of correct invoice, whichever is later.

8. The City is exempt from payment of Federal Excise Taxes on the articles not for resale, Federal Transportation Tax on all shipments and Maine Sales Tax and Use Taxes. Please quote less these taxes. Upon application, exemption certificate will be furnished with the Purchase Order when required.

9. Time of delivery shall be stated. If time is of the essence, the earliest date may be a factor in the bid award.

10. No contract may be assigned without the written consent of the Finance Director or her designate. The contract shall not be considered valid until a purchase order has been issued to the successful bidder.

11. Please state **"Auburn Police Locker Renovation Project – Bid #2020-007."** on submitted sealed envelope.

12. The City of Auburn reserves the right to waive any formality and technicality in bids whichever is deemed best for the interest of the City of Auburn.

13. The bid question deadline is prior to 2:00 p.m. on September 10, 2019. Questions received after the deadline will not be answered.

14. The scope of work shall be substantially completed by March 31, 2020. Final completion shall be on or before April 30, 2020.

BID PROPOSAL FORM

Auburn Police Locker Renovation Project - Bid #2020-007
Due: Tuesday, September 17, 2019 at 2:00 PM

To: City of Auburn
Derek Boulanger,
Facilities Manager/Purchasing Agent
60 Court Street
Auburn, ME 04210

The undersigned individual/firm/business guarantees this price for Sixty (60) days from the bid due date. The undersigned submits this proposal without collusion with any other person, individual, firm, or agency. The undersigned ensures the authority to act on behalf of the corporation, partnership, or individual they represent; and has read and agreed to all of the terms, requests, or conditions written herein by the City of Auburn. By signing this bid form, the firm listed below hereby affirms that its bid meets the minimum specifications and standards as listed above and as amended in

Addendums #_____ Dated_____.

Signature _____ Name (print)_____

Title_____ Company_____

Address_____

Telephone No._____Fax No. _____

Email Address:_____

STATE OF MAINE

_____, SS. Date: _____

Personally appeared _____ and acknowledged the foregoing instrument to be his/her free act and deed in his/her capacity and the free act and deed of said company.

_____
Notary Public

_____
Print Name
Commission Expires_____

Bid Proposal Form must be accompanied with the Schedule of Values Form.

BID BREAKDOWN SCHEDULE OF VALUES

Auburn Police Locker Renovation Project - Bid #2020-007

Item	Description	Value
1.	General Conditions	$_____ . _____
2.	Bonds & Insurance	$_____ . _____
3.	Demolition & Disposal	$_____ . _____
4.	Concrete & Masonry	$_____ . _____
5.	General Carpentry	$_____ . _____
6.	Doors, Frames & Hardware	$_____ . _____
7.	Acoustical Ceilings	$_____ . _____
8.	Floorings & Ceramic Tile	$_____ . _____
9.	Painting & Coating	$_____ . _____
10.	Mechanical	$_____ . _____
11.	Electrical (excluding electrical provided with the lockers)	$_____ . _____
12.	Plumbing	$_____ . _____
13.	Fire Sprinkler	$_____ . _____
14.	Fire Alarm	$_____ . _____
15.	Toilet Partitions & Toilet Accessories	$_____ . _____
16.	Other (specify) _____	$_____ . _____
17.	Other (specify) _____	$_____ . _____
18.	**TOTAL BASE BID (Sum of Items 1 through 17)**	**$_____ . _____**

TOTAL OF ALL LINE ITEMS IN SCHEDULE OF VALUES MUST EQUAL FINAL BASE BID. THERE MUST BE AMOUNTS IN EACH OF THE SPECIFIED ITEMS ABOVE. ENTER A ZERO IF NOT APPLICABLE.

ALTERNATE BID ITEMS (ABI)

ABI#1	Locker equipment installation including electrical components provided with the lockers.	$_____ . _____

CONTRACTORS ESTIMATED PROJECT SCHEDULE

Estimated Start Date: _____ Estimated Completion Date: _____

FAILURE TO PROPERLY COMPLETE THIS BID ATTACHMENT MAY BE CONSIDERED A NON-RESPONSIVE PROPOSAL AND MAY BE REJECTED AT THE OWNERS DISCRETION.

SECTION 01 00 00

ADMINISTRATIVE PROVISIONS

PART 1 GENERAL

1.01 CONTRACT REQUIREMENTS

A. Scope of Work

1. The Work of the Contract includes selective demolition, renovations and finish upgrades, painting, mechanical upgrades, plumbing upgrades, and electrical upgrades at the Police Dept. in the Auburn Hall in accordance with the Contract Documents. There is one Alternate to install Owner provided locker equipment. Work under this contract will be in accordance with plans and specifications created by Cordjia Capital Projects Group, LLC dated July 26, 2019 and as amended.

B. Contract Method

1. Basis of award of this Contract will be in accordance with the Conditions and Instructions to Bidders section within the RFP.

2. Contract type: City of Auburn, Maine, Standard Form of Agreement. A Sample Agreement is located within the RFP.

3. The project will be constructed under a single lump sum contract; which is dependent on the availability of funding.

C. Work Sequence

1. Work of the Contract and related provisions are as described in the Contract Documents.

D. Contractor Use of Premises

1. Work of this Contract includes coordinating the work with the daily operations of the Owner.

2. Limit use of premises for Work and construction operations only, allow for Owner occupancy, work by other Contractors, and public access.

4. Limit access to Owner's site, hours of operations are 7:00 A.M. - 6:00 P.M. If Contractor would like to work early or late weekdays, on weekends or federal and state holiday's he/she must request permission from Owner three (3) working days in advance. The Owner reserves the right to accept or reject the Contractor's request.

6. Coordinate use of premises under direction of Owner.

7. The Contractor shall be responsible for his/her security in Construction Area until substantial completion. The contractor shall coordinate security of Building with Owner.

E. Owner Occupancy

1. Owner will occupy the facility during entire period of construction, to conduct Owner's normal operations. The Contractor shall cooperate with Owner to minimize conflict to the Owner's operations.

F. Owner-furnished, Contractor Installed Products:

1. Toilet Paper Holders.

2. Paper Towel Holders.

3. Soap Dispensers.

G. Schedule of Allowances: Not Used

H. Alternates Bid Items (ABI):

1. ABI #1 – Additive amount to install Owner-furnished Spacesaver Duty Lockers (count of 68) and Equipment including internal Electrical Outlets and Cables to run power along lockers.

I. Unit Prices (UPR): Not Used

J. Applications for Payment:

1. Submit two (2) copies of each application using a form that is acceptable to the Owner and the Architect/Engineer, hereafter referred to solely as Owner.

K. Coordination:

1. Work of this Contract includes coordination of the entire Work of the Project.

2. The Contractor shall obtain and pay for all necessary construction/building permits. The Contractor shall send two (2) copies of all permits to the Owner.

3. Coordinate work with all utilities. Interruption of services shall be coordinated with an appropriate official at the facility to minimize the disruption of operations within the facility.

4. Notify an appropriate official at the facility at least three (3) days in advance of the need to move furnishings, equipment, materials, etc. from areas to be affected by the construction.

5. Control on-site activities to minimize the disruption of the occupants.

6. Coordinate the work of equipment and material suppliers and subcontractors.

7. Make arrangements for the timely delivery of materials and supplies to the job site and for their temporary storage on site.

8. Maintain the project site in a neat, clean and safe condition.

9. Assist the Owner during periodic site visits and in the review of construction.

10. Maintain up to date progress records and as-built drawings.

L. Conflicts

1. Contractor shall notify Owner in writing of any real or apparent conflicts in the Contract Documents and, except in cases of emergency, await Owner's determination before proceeding.

2. The Owner’s Project Manager shall resolve conflicts that arise during construction.

3. If two or more solutions are indicated in the Contract Documents, the Contractor shall assume the cost of the more expensive solution unless otherwise directed by the Owner.

M. Field Engineering

1. The Contractor shall be responsible for all field engineering as required.

2. The Contractor shall be responsible for obtaining any permits necessary and for scheduling any AHJ inspections.

N. Reference Standards

1. For products specified by association or trade standards, comply with requirements of the standard, except when more rigid requirements are specified or are required by applicable codes.

2. The date of the standard is that in effect as of the Bid date, or date of Owner-Contractor Agreement when there are no bids, except when a specific date is given.

3. Obtain copies of standards when required by Contract Documents. Maintain copy at job site during progress of the specific work.

1.02 SCHEDULING AND PHASING OF WORK

A. Commencement: Work of the Contract may commence when the contract requirements have been met and the Contractor and Owner deems the Work site acceptable to commence construction activities and in accordance with the estimated start date submitted with the bid.

B. Substantial Completion: Work of the Contract must be Substantially Completed by March 31, 2020. The estimated start and completion dates submitted with the bid shall be conscious of achieving this Substantial Completion date.

1. Except as otherwise specified, Substantial Completion is hereby defined to mean a stage of completion sufficient for the Owner to have full beneficial use and occupancy of the structure involved, less only minor corrections and repairs that can be performed without undue annoyance to building occupants which shall be documented on the "punch list" as specified hereinafter. Beneficial use and occupancy means removal of all debris, interior and exterior scaffolding, surplus equipment and material and cleaning as required under the Contract has been completed.

C. Final completion of all Work of this Contract shall be by no later than April 30, 2020.

1. Except as otherwise specified, Final Completion is when the Work of the Contract has been completed in accordance with the terms and conditions of the contract documents with no “punch list” items open, and is ready for final payment

D. Normal building operations will continue throughout the length of the Project. The successful Contractor shall develop a schedule of work that is respectful of the Owner's needs but with a mutual understanding that temporary relocation of personnel within the facility may be required.

E. Within ten (10) working days following receipt of the fully executed formal Contract Agreement by the Contractor, the Contractor shall prepare a proposed Phasing and Progress Schedule. The final Schedule shall be as mutually agreed to by the Owner and Contractor, and within the following guidelines:

1. The Owner's business operations must continue throughout the entire construction period.

2. Work within the building interior must comply with the Owner's requirements for continued use and occupancy.

3. Applicable egress codes must be complied with during the construction period. In particular, building entrances and exit ways must be kept clear at all times.

1.03 REGULATORY REQUIREMENTS

A. Conform to Local, State and Federal codes.

1.04 PROJECT MEETINGS

A. Requirements:

1. Contractor shall, upon acceptance of a Contract and before commencing Work, contact the Owner and request a pre-construction conference.

B. Pre-construction Conference

1. The Owner will administer a pre-construction conference for execution of Owner-Contractor Agreement and exchange of information and preliminary submittals.

C. Construction Progress Meetings

1. The Contractor shall schedule and administer Project meetings throughout progress of the Work, called meetings, and pre-installation conferences.

2. The Contractor shall make physical arrangements for meetings, prepare agenda with copies for participants, preside at meetings, record minutes, and distribute copies within two (2) days to Owner, participants, and those affected by decisions made at meetings.

3. Attendance: Job superintendent, major Subcontractors and suppliers, Owner and those appropriate to agenda topics for each meeting.

4. Suggested Agenda: Review of Work progress, status of progress schedule and adjustments thereto, delivery schedules, submittals, maintenance of quality standards, pending changes and substitutions, and other items affecting progress of Work.

1.05 SUBMITTALS

A. Procedures

1. In all submittals always refer to the project name and bid number.

2. Submit the number of copies which Contractor requires, plus two copies, which will be retained by Owner.

3. Submittals can be delivered electronically to both the Architect/Engineer and Owner. If submitting by e-mail, submit to the Architect/Engineer for approval, and the Owner for review, at the e-mail address below:

   Architect/Engineer: mdaigle@cordjiacpg.com

   Owner: dboulanger@auburnmaine.gov

4. Submittals can be delivered in paper form. Deliver copies of submittals to Architect/Engineer for approval at the address below:

   Mitch Daigle
   16 Tannery Lane, Suite 23
   PO Box 1367
   Camden, ME 04843
   And one (1) copy to the Owner for review:

   Derek Boulanger
   Facilities Manager / Purchasing Agent
   City of Auburn
   60 Court St.
   Auburn, Me 04210

5. Submittal Sheets:
   a. Transmit each item, as specified, using a form that is acceptable to the Owner;
   b. Identify Project, Bid No., Contractor, Subcontractor, major supplier;
   c. Identify drawing sheet and detail number, and Specification Section number, as appropriate;
   d. Identify deviations from Contract Documents.

6. Comply with progress schedule for submittals related to Work progress. Coordinate submittal of related items.

7. Architect/Engineer shall have 14 calendar days for review of submittals.

8. After the Architect/Engineer's review of submittal, revise and resubmit as required identifying changes made since previous submittal.

9. Distribute copies of reviewed submittals to concerned persons. Instruct recipients to promptly report any inability to comply with provisions.

B. Construction Progress Schedule

1. Submit an Initial Construction Progress Schedule in duplicate, see 1.02.A.3 this section for submission information. After review by Owner revise and resubmit as required.
2. The Contractor shall submit a Final Construction Progress Schedule within 4 calendar days of Owner review.
3. Show submittal dates required for Shop Drawings, Product Data, and Samples, and product delivery dates, including those furnished by Owner and those under Allowances as applicable.
4. Submit revised schedules with each Application for Payment, reflecting changes since previous submittal.

C. Schedule Of Values

1. Submit Contract Schedule Of Values within 10-days after date of Owner - Contractor Agreement.
2. Submit Contract Schedule Of Values on a form that is acceptable to the Owner, such as the AIA G703 form.
3 Format: Table of Contents of this Project Manual.
4. Include in each line item a directly proportional amount of Contractor's overhead and profit.
5. Revise schedule to list change orders, for each application for payment.

D. Shop Drawings

1. Shop drawings will be submitted to Owner, in accordance with para. 1.05 of this Section.

E. Product Data

1. Mark each copy to identify applicable products, models, options, and other data; supplement manufacturers' standard data to provide information unique to the Work.

2. Submit the number of copies required in 1.05.A.2, this Section.

F. Manufacturer’s Instructions

1. Submit the number of copies required in 1.05.A.2, this Section, of Manufacturer's Instructions.

G. Samples

1. Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.

2. Submit a PDF electronic file in color of samples that contain multiple, related components such as accessories together in one submittal package.

3. Also remit one (1) physical sample or color chart with transmittal letter and cover sheet to the Owner, unless noted otherwise in individual Specification Sections.

H. Field Samples Not Used

1.06 QUALITY CONTROL

A. Quality Control, General

1. Maintain quality control over suppliers, manufacturers, products, services, site conditions, and workmanship, to produce work of specified quality.

B. Workmanship

1. Comply with industry standards except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.

2. Perform work by persons qualified to produce workmanship of specified quality.

3. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, and racking and as otherwise indicated by the manufacturer.

C. Manufacturers' Instructions

1. Comply with instructions in full detail, including each step in sequence. Should instructions conflict with Contract Documents, request clarification from Owner before proceeding.

D. Manufacturers' Certificates

1. When required by individual Specifications Section, submit manufacturer's certificate, in duplicate, those products that meet or exceed specified requirements.

1.07 CONSTRUCTION FACILITIES AND TEMPORARY CONTROLS

A. Electricity

1. The Contractor shall be allowed to hook to existing electrical panel in building, for temporary power. The Contractor will not disrupt power at building. The Owner will only pay for cost of electricity and reserves the right to deny should the use become excessive.

2. The Contractor shall provide all temporary electrical panels.

3. The Contractor shall be responsible to fix any damages, caused by modifications for temporary services.

B. Lighting

1. The Contractor shall provide source of lighting as specifically required by the Contractor.

C. Heat, Ventilation

1. The Contractor shall provide source of heating and ventilation as required by the Contractor. The Contractor shall not use electrical heating units, if the Owner is supplying electrical power to the Contractor.

D. Water

1. The Contractor shall be allowed to hook to existing water in building, for temporary water supply.

E. Sanitary Facilities

2. The Contractor shall be permitted to use on-site Sanitary Facilities. The Owner reserves the right to revoke such use should problems occur, which is at the sole discretion of the Owner.

F. Barriers and Temporary Barricades

1. Provide as required to prevent public entry to construction areas, to provide for Owner's use of site, and to protect existing facilities and adjacent properties from damage from construction operations.

G. The Contractor will provide as they deem necessary:

1. Office Trailer: Weather tight, with lighting, electrical receptacles, heating, cooling and drawing display table. The office trailer will have separate office space for the project manager to conduct his/her daily business.

2. Storage Sheds for Tools, Materials, and Equipment: Weather tight, with adequate space for organized storage and access, and lighting for inspection of stored materials.

3. His/her own on-site telephone, if so required for the conduct of his/her business.

4. Protected storage, if necessary.

H. Protection and Restoration

1. The Contractor shall be responsible for all damages to furnishings, equipment, supplies, existing construction, including finished surfaces, caused by Work of Contract.

2. The Contractor shall be fully responsible for maintaining weather-tight integrity of the roofing system and wall systems, including permanent and temporary flashings, during the entire construction period.

3. The Contractor's responsibilities shall include the cost to repair damage to the existing building's structure, finishes and contents associated with the Contractor's failure to maintain the watertight integrity of the roofing system and wall system, whether permanent or temporary, at no additional cost to the Owner.

4. The Contractor shall protect paved areas and lawns around the Building from damage associated with the construction. Costs to repair damage to paved areas and lawns will be deducted from Contractor's final payment to cover Owner's expenses to repair damage should the Contractor fail to repair the damages to the Owners satisfaction. The Owner will determine if damages are minor or major.

I. Security

1. Provide security program and facilities to protect Work, existing facilities, and Owner's operations from unauthorized entry, vandalism, and theft. Coordinate with Owner's security program.

J. Water Control Not Used

K. Cleaning during Construction

1. Throughout the construction period the Contractor shall be responsible for maintaining building and site areas affected by the Work in a standard of cleanliness.

    a. Retain stored items in an orderly arrangement allowing maximum access, not impeding traffic or drainage, and providing protection of materials.

    b. Completely remove all scrap, debris, waste material and other items not required for construction from the site at least once daily.

    c. Provide adequate storage for all items awaiting removal from the job site, observing requirements for fire protection and protection of the ecology.

2. Conduct daily inspection, more often if necessary, to verify that requirements for cleanliness are being satisfied.

3. Provide required personnel, equipment and materials needed to maintain the specified standard of cleanliness.

4. Use only those cleaning materials and equipment that are compatible with the surface being cleaned, as recommended by the manufacturer of the material.

L. Removal

1. Unless otherwise specified, materials to be removed, including all components and accessories, become property of the Contractor and shall be promptly removed from the Contract Site and legally disposed of at Contractor's expense.

2. Remove temporary materials, equipment, services, and construction prior to Substantial Completion inspection.

3. Clean and repair damage caused by installation or use of temporary facilities. Restore existing facilities used during construction to specified, or to original, condition.

4. The Contractor shall be responsible for removing and disposing of solid wastes (including construction/demolition debris) per Section 01 35 43.

1.08 MATERIAL AND EQUIPMENT

A. Products

1. Products include material, equipment, and systems.

2. Comply with Specifications and referenced standards as minimum requirements.
3. Components required to be supplied in quantity within a Specification section shall be the same, and shall be interchangeable.
4. Do not use materials and equipment removed from existing structure, except as specifically required, or allowed, by the Contract Documents.
5. ACBM (ASBESTOS CONTAINING BUILDING MATERIALS) ARE NOT ALLOWED, materials containing asbestos in any manner or quantity are not allowed on this Project. If such materials are installed, they shall be removed and replaced at no additional cost to the Owner.

B. Transportation and Handling

1. Transport products by methods to avoid product damage; deliver in undamaged condition in manufacturer's unopened containers or packaging, dry.
2. Provide equipment and personnel to handle products by methods to prevent soiling or damage.
3. Promptly inspect shipments to assure that products comply with requirements, quantities are correct, and products are undamaged.

C. Storage and Protection

1. For exterior storage of fabricated products, place on sloped supports above ground. Cover products subject to deterioration with impervious sheet covering; provide ventilation to avoid condensation.
2. Arrange storage to provide access for inspection. Periodically inspect to assure products are undamaged, and are maintained under required conditions.
3. Products Specified by Reference Standards or by Description Only: Any product meeting those standards.
4. Products Specified by Naming One or More Manufacturers with a Provision for Substitutions: Submit a request for substitution for any manufacturer not specifically named.

D. Products List

1. Within 15-days after date of Owner-Contractor Agreement, submit complete list of major products proposed for use, with name of manufacturer, trade name, and model number of each product.

E. Substitutions

1. Substitutions shall be submitted to Architect/Engineer a minimum of 7-days prior to bid date for review. Any substitutions not submitted 7-days prior to bid date shall not be reviewed or considered.

2. Do not assume that "or Equal" or terms of similar meaning indicate automatic approval of substitute products.

3. Document each request with complete data substantiating compliance of proposed substitution with Contract Documents.

4. Request constitutes a representation that the Contractor:

    a. Has investigated proposed product and determined that it meets or exceeds, in all respects, specified product.

    b. Will provide the same warranty for substitution as for specified product.

    c. Waives claims for additional costs, which may subsequently become apparent.

5. The Owner will determine acceptability of proposed substitution, and will notify the Contractor of acceptance or rejection in writing within a reasonable time.

1.09 CONTRACT CLOSEOUT

A. Closeout Procedures

1. Submit Closeout Documentation to the Architect/Engineer 10-days prior to the Substantial Completion Date. The Architect/Engineer shall confirm that the Contractor has fulfilled the Contract Closeout Documentation Requirements 10-days prior to the Substantial Completion Date. The Contractor shall not submit for Final Application for Payment until the Architect/Engineer has notified the Owner that Contractor has fulfilled the Contract Closeout Documentation Requirements.

2. When the Owner considers the Work of this contract has reached Substantial Completion, the Contractor and Owner shall sign a Certificate of Substantial Completion. Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so that the Owner can occupy or utilize the Work for its intended use. This Certificate of Substantial Completion will be prepared by the Architect/Engineer. When the Certificate of Substantial Completion has been signed by the Owner and the Contractor, the completed Certificate of Substantial Completion shall set the date for Substantial Completion of the work or a designated portion of the work.

3. When the Contractor considers the Work of this contract has reached final completion, the Contractor shall submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for OWNER's inspection. This written notification shall be submitted to the Owner 7 calendar days prior to the proposed inspection date. The Contractor shall not call for final inspection of any portion of the Work that is not complete and permanently installed. The Contractor will be found liable for the re-inspection expenses of individuals called to final inspection meetings prematurely.

4. In addition to submittals required by the conditions of the Contract, provide release of all liens, claims and submit final requisition.

5. The Contractor’s failures to comply with Closeout Procedures, if the Closeout Documentation Requirements are not completed by the Substantial Completion Date. The Owner reserves the right to recover the costs to complete the Closeout Documentation

Requirements from the Retainage. The Owner reserves the right to hire an Architect/Engineer to complete the required Contract Closeout Documentation.

B. Final Cleaning

1. Execute prior to final inspection.

2. Clean site; sweep hard surfaced areas, rake clean other surfaces.

3. Remove waste and surplus materials, rubbish, and construction facilities from the Project and from the site. Owner will be responsible for cleaning after acceptance.

C. Project Record Documents

1. Store documents separate from those used for construction.

2. Keep documents current; do not permanently conceal any work until Owner has inspected and required information has been recorded.

3. At Contract Closeout, submit documents with transmittal letter containing date, Project title, Contractor's name and address, list of documents, and signature of Contractor.

PART 2 PRODUCTS Not Used

PART 3 EXECUTION

3.01 FINAL CLEANING

A. Execute final cleaning before final project assessment.

B. Clean interior and exterior glass, surfaces exposed to view; remove temporary labels, stains and foreign substances, polish transparent and glossy surfaces, vacuum carpeted and soft surfaces.

C. Clean equipment and fixtures to sanitary condition with cleaning materials appropriate to surface and material being cleaned.

D. Replace filters of operating equipment.

E. Clean debris from roofs, gutters, downspouts, and drainage systems.

F. Clean site; sweep paved areas, rake clean landscaped surfaces.

G. Remove waste and surplus materials, rubbish, and construction facilities from site.

3.02 STARTING OF SYSTEMS

A. Coordinate schedule for start-up of various equipment and systems.

B. Notify Architect/Engineer seven (7) days before start-up of each item.

C. Verify each piece of equipment or system has been checked for proper lubrication, drive rotation, belt tension, control sequence, and for conditions that may cause damage.

D. Verify tests, meter readings, and specified electrical characteristics agree with those required by equipment or system manufacturer.

E. Verify wiring and support components for equipment are complete and tested.

F. Execute start-up under supervision of applicable manufacturer's representative in accordance with manufacturers' instructions.

G. When specified in individual specification Sections, require manufacturer to provide authorized representative to be present at site to inspect, check, and approve equipment or system installation before start-up, and to supervise placing equipment or system in operation.

H. Submit a written report stating the equipment or system has been properly installed and is functioning correctly.

3.03 DEMONSTRATION AND INSTRUCTIONS

A. Demonstrate operation and maintenance of products to Owner's personnel two (2) weeks before date of Substantial Completion.

B. Use operation and maintenance manuals as basis for instruction. Review contents of manual with Owner's personnel in detail to explain all aspects of operation and maintenance.

C. Demonstrate start-up, operation, control, adjustment, trouble-shooting, servicing, maintenance, and shutdown of each item of equipment at equipment location.

D. Prepare and insert additional data in operations and maintenance manuals when need for additional data becomes apparent during instruction.

E. Required instruction time for each item of equipment and system is specified in individual sections.

3.04 PROTECTING INSTALLED CONSTRUCTION

A. Protect installed Work and provide special protection where specified in individual specification sections.

B. Provide temporary and removable protection for installed products. Control activity in immediate work area to prevent damage.

C. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.

D. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.

E. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.

F. Prohibit traffic from landscaped areas.

3.05 PROJECT RECORD DOCUMENTS

A. Maintain on site one set of the following record documents; record actual revisions to the Work:

1. Drawings.

2. Specifications.

3. Addenda.

4. Change Orders and other modifications to the Contract.

5. Reviewed Shop Drawings, Product Data, and Samples.

6. Manufacturer's instruction for assembly, installation, and adjusting.

B. Ensure entries are complete and accurate, enabling future reference by Owner.

C. Store record documents separate from documents used for construction.

D. Record information concurrent with construction progress, not less than weekly.

E. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:

1. Manufacturer's name and product model and number.

2. Product substitutions or alternates used.

3. Changes made by Addenda and modifications.

F. Record Drawings: Legibly mark each item to record actual construction including:

1. Measured depths of foundations in relation to finish main floor datum.

2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.

3. Measured locations of internal utilities and appurtenances concealed in construction referenced to visible and accessible features of the Work.

4. Field changes of dimension and detail.

5. Details not on original Contract drawings.

G. Submit Closeout Documentation to the Architect/Engineer 10-days prior to the Substantial Completion Date. The Architect/Engineer shall confirm that the Contractor has fulfilled the Contract Closeout Documentation Requirements 10-days prior to the Substantial Completion Date.

3.06 OPERATION AND MAINTENANCE DATA

A. Submittal Requirements:

1. Submit three (3) copies of data on 8-1/2 x 11-inch text pages, bound in three (3) separate D side ring binders with durable plastic covers. **Contractor shall also provide O&M Manual in electronic form on CD/DVD**.

2. Prepare binder cover with printed title "OPERATION AND MAINTENANCE", title of project, location, bid number, and subject matter of binder when multiple binders are required. A spine label with same information should also be provided.

3. Subdivide each binder's contents with permanent page dividers, logically organized, with tab titles clearly printed. Tabs should be organized and titled based on the Table of Contents.

B. Manual Submission

1. Submit two (2) copies of preliminary draft or proposed formats and outlines of contents before start of Work. Architect/Engineer will review draft and return one copy with comments.

2. For equipment, or component parts of equipment put into service during construction and operated by Owner, submit documents within ten (10) days after acceptance.

3. Submit one (1) copy of completed volumes 15-days before final inspection. Draft copy will be reviewed and returned after final inspection, with Architect/Engineer comments. Revise content of document sets as required before final submission.

4. Submit two (2) sets of revised final volumes in final form within 10-days after Receipt from Owner.

C. Contents

1. Project Summary: The first page in binder should include a paragraph describing the Project followed by a Contact List. The Contact List is to include Owner name along with company name, contact name, address, and telephone number for the Architect/Engineer, Contractor, Subcontractors, and major equipment suppliers.

2. Drawings: Provide reduced copies of each plan printed on 11 x 17 pages and insert them after the Project Summary page. Also provide a CD/DVD in the back of each binder containing Record Drawing files in Adobe PDF format. AutoCAD drawings shall be delivered as stand-alone without X-references.

3. Table of Contents: Provide a Table of Contents (TOC) for the binder and place behind the reduced plans. If multiple binders are necessary, include a TOC for the entire submission, then a TOC for the individual binder. TOC should be a listing of all products or systems and the 6 required components below each.

4. Product/System Components: Provide the following information for each product and/or system. Provide additional requirements as specified in individual product specification sections.

   a. OVERVIEW and INFORMATION:

i. Equipment Register: equipment description, model number(s), date of installation, installer w/contact info, supplier w/contact info, manufacturer w/contact info, warranty date, warranty details, estimated life / useful life.
ii. Description of Complete Installation: A general description of the installation to provide a general understanding of the equipment and its operation.
iii. Specific System Description: A technical description of each system of the installation, written to ensure it can be clearly understood by persons not familiar with the installation.
iv. Performance Data: Technically description of the mode of operation of each system provided. This section provides functionality details.
v. When applicable, include charts of valve tag numbers, with location and function of each valve, keyed to flow and control diagrams.

b. OPERATIONS:
i. Manufacturers' technical literature as appropriate. For other than common accessories, where no manufacturer literature is available, provide a precise and concise description of the operation procedure in plain English.
ii. Safe start-up, break-in, routine operation, shut-down, and emergency operations for the equipment installed including a logical step-by-step sequence of instructions for each procedure. Include summer, winter and special operating instructions.
iii. List of all limiting conditions for equipment.
iv. Control Sequence and flow diagrams for the system installed.
v. A legend for color-coded services. A legend of the symbols used on the drawings, unless included on the drawings.
vi. Schedules of the parameter settings of each protective device, including fixed and adjustable circuit breakers, protective relays, adjustable photoelectric switches, pressure switches, and any other control and monitoring device, as established during commissioning and maintenance.

c. MAINTENANCE
i. Emergency procedures, including telephone numbers for emergency services, and procedures for fault-finding.
ii. Manufacturers' technical literature, as appropriate. Include original manufacturers' parts list, illustrations, assembly drawings, and diagrams required for maintenance.
iii. Detailed recommendations for the frequency of performance of routine maintenance tasks
iv. List of procedures and tasks associated with preventative (routine) maintenance.
v. Procedures for safe trouble shooting, disassembly, repair and reassembly, cleaning, alignment, inspection and adjustment, including a logical step-by-step sequence of instructions for each procedure.
vi. Include summer, winter and special maintenance instructions.
vii. Maintenance Schedule: schedule of the frequency of the required or recommended maintenance, testing and inspection for each type of equipment. The schedule is to include weekly and monthly attendance times.
viii. Installation and dismantling instructions: Instructions for the proper installation and dismantling of the equipment.
ix. Spares and Consumables:
1. Schedule of spares (including bearings) with an expected operating life less than 40,000 hours. Include expected replacement frequency, item label manufacturer name, address, and telephone number, catalogue number name and address of local distributor.

2. Schedule of Consumable Items (oil, grease, belts, bearings) to be used during servicing.
3. Furnish spare parts, consumable items, and extra products in quantities specified in individual specification sections and/or as recommended by manufacturer or requested by Owner. Deliver to project site and place in location as directed by Owner; *obtain receipt before final payment*.

d. TECHNICAL DATA
   i. Manufacturers' technical literature assembled specifically for the project and **excluding irrelevant matter.**
   ii. Each product data sheet marked to clearly identify the specific products and components used in the installation and the data applicable. Additional instructions and illustrations, as required, to identify and changes to the manufacturers' data or to illustrate the function of each component in the installation.
   iii. Provide performance curves and engineering data
   iv. Include control diagrams by controls manufacturer as installed.
   v. Panelboard Circuit Directories: Provide electrical service characteristics, controls, and communications; typed.
   vi. Shop drawings.

e. WARRANTIES
   i. Provide originals of Manufacturers' warranties and bonds executed in duplicate by responsible subcontractors, suppliers, and manufacturers, *within ten (10) days after completion of applicable item of work.*
   ii. All Guarantees
   iii. Certificates of compliance for all electrical and plumbing works, where applicable.
   iv. If installation is not by the manufacturer, and product warranty is conditional on the manufacturer's approval of the installer, submit the manufacturer's approval of the installing firm.

3.07 PRODUCT WARRANTIES AND PRODUCT BONDS

A. Execute and assemble transferable warranty documents and bonds from subcontractors, suppliers, and manufacturers.

B. Verify documents are in proper form, contain full information, and are notarized.

C. Co-execute submittals when required.

D. Submit before final Application for Payment.

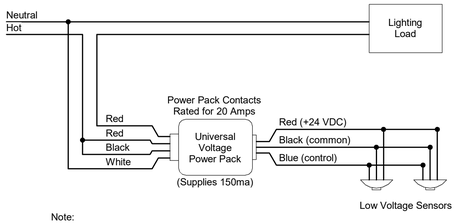
E. Time of Submittals:

1. For equipment or component parts of equipment put into service during construction with Owner's permission, submit documents within ten (10) days after acceptance.

2. Make other submittals within ten (10) days after Date of Substantial Completion, before final Application for Payment.

3. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within ten (10) days after acceptance, listing date of acceptance as beginning of warranty or bond period.

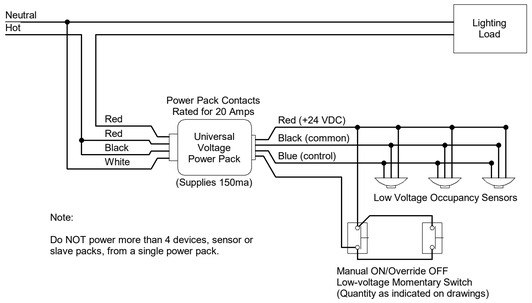
END OF SECTION 01 00 00



Note:

Do NOT power more than 4 devices, sensor or slave packs, from a single power pack.

D1 | LIGHTING CONTROL DETAIL - NOTE 5



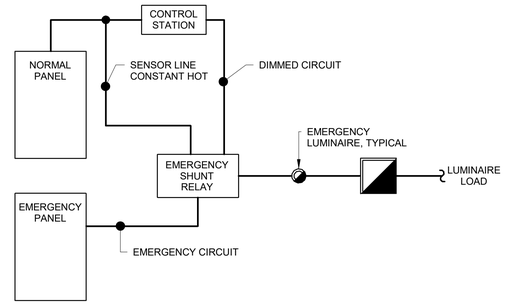
Note:

Do NOT power more than 4 devices, sensor or slave packs, from a single power pack.

C1 | LIGHTING CONTROL DETAIL - NOTE 6

LIGHTING CONTROL NOTES SCHEDULE

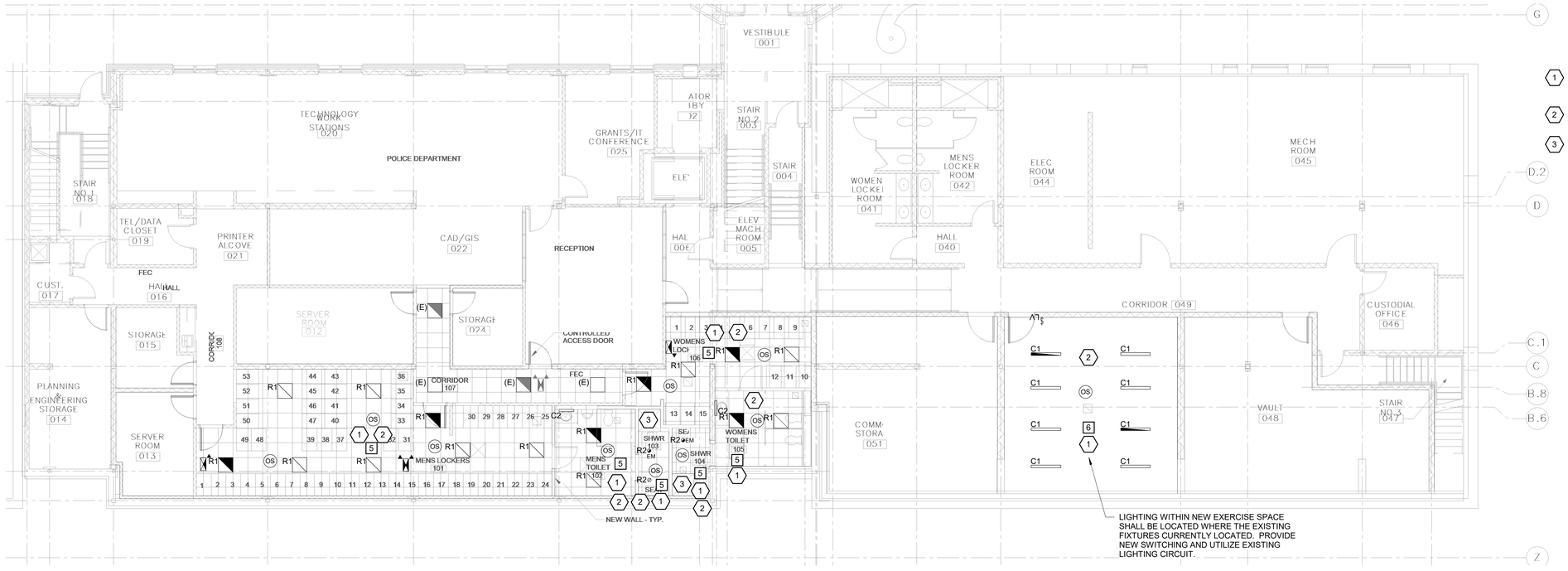
TAG #	DESCRIPTION OF LIGHTING CONTROL DEVICES AND OPERATION	DETAIL NUMBER
1	WALL SWITCH - MANUAL ON/MANUAL OFF	**NO DETAIL**
2	WALL SWITCH WITH OCCUPANCY SENSOR - MANUAL ON AND OFF/AUTO OFF	**NO DETAIL**
3	NOT USED	
4	NOT USED	
5	AUTO ON/AUTO OFF VIA OCCUPANCY SENSOR(S)	**D1/EL1.1**
6	WALL SWITCH(ES) - MANUAL ON AND OFF; AUTO OFF VIA OCCUPANCY SENSOR(S)	**C1/EL1.1**
7	NOT USED	**NO DETAIL**
8	NOT USED	
9	NOT USED	
10	NOT USED	
11	PROVIDE UL924 EMERGENCY BYPASS RELAY TO FORCE LIGHTING ON FOR ENTIRE ROOM,CORRIDOR, OR ENTRY UPON ACTIVATION OF FIRE ALARM OR LOSS OF UTILITY POWER. (1) RELAY IS REQUIRED PER EACH SWITCH GROUP OF LIGHTS. IF MULTIPLE SWITCH GROUPS IN A ROOM, MULTIPLE RELAYS ARE...	**C3/EL1.1**
12	NOT USED	
13	NOT USED	
14	NOT USED	



C3 | EMER SHUNT RELAY CONNECTION DIAGRAM

LUMINAIRE SCHEDULE

TYPE	DESCRIPTION	MFR	CATALOG SERIES NUMBER SEE NOTE 1	MOUNTING	VOLTS	LAMP WATTS	LAMP DELIVERED LUMENS	LAMP TYPE	KEY NOTES
R1	2X2 RECESSED LED HIGH-PERFORMANCE PANEL	EATON	22FP4235C	RECESSED	277	39	4641	LED ARRAY 3500K	
R2	RECESSED LENSED DOWNLIGHT WITH WHITE TRIM/WHITE BEZEL-DAMP LOCATION RATED	ALPHABET	NU6RD-XTM19-20LM-35K-83-D50	RECESSED	277	26	1710	LED ARRAY 3500K	5
C1	4' LENSED STRIP, IMPACT RESISTANT FROSTED LENS	STARTEK	SSF-4S-35K	CEILING/SURFACE	277	47.2	6763	LED ARRAY 3500K	
C2	2' LENSED STRIP	STARTEK	SSF-2S-35K	WALL-COORD HEIGHT WITH ARCH. PLANS	277	12.4	1611	LED ARRAY 3500K	4
	EXIT SIGN WITH INTEGRAL BATTERY BACKUP	SURE LITES	LPX7 SERIES	SEE NOTE	120	1	PER CODE	LED ARRAY	3
	NOTES								
1	**NOTE THAT THESE NUMBERS ARE NOT COMPLETE CATALOG #'S. PROVIDE ALL REQUIREMENTS ON SCHEDULE,NOTES, SPECS, AND DRAWINGS COMBINED.**								
2	**CATALOG SERIES NUMBERS ARE USED TO ESTABLISH A LEVEL OF QUALITY AND NOT INTENDED TO LIMIT COMPETITION. SERIES NUMBERS ARE NOT COMPLETE CATALOG NUMBERS. COMPLY WITH ADDITIONAL REQUIREMENTS IN SPECIFICATIONS AND DRAWINGS.**								
3	PROVIDE WALL,CEILING, OR PENDANT MOUNTING AS INDICATED ON PLANS. PROVIDE NUMBER OF FACES AND ARROWS AS INDICATED.								
4	VERIFY EXACT MOUNTING HEIGHT AND LOCATION PRIOR TO ROUGH IN. COORDINATE WITH ARCHITECTURAL ELEVATIONS.								
5	DAMP LOCATION LISTED								



LIGHTING KEY NOTES:

1. UTILIZE EXISTING LIGHITNG CIRCUITS TO ENERGIZE NEW LIGHTING.
2. FIXTURES DESIGNATED AS EMERGNECY LIGHTS SHALL BE CIRCUITED TO PANEL "ELG"
3. WIRE INTREGAL SHOWER DOME LIGHTS TO LIGHTING CIRCUIT WITHIN THE ROOM.

A1 | LIGHTING PLAN

1/8" = 1'-0"

C:\Users\jcotter\Documents\19015_MEP_jcotter@allied-eng.com.rvt

Project:

AUBURN POLICE LOCKER RENOVATION

60 Court Street, Auburn, Maine

Bid No. 2020-007

Client:

City of Auburn, Maine
60 Court Street
Auburn, Maine 04210

Legend:

STATE OF MAINE
CATHERINE A. FAUCHER
No. 7575
LICENSED PROFESSIONAL ENGINEER

Consultant Name and Address:

Allied Engineering
Structural Mechanical Electrical Commissioning

160 Veranda Street
Portland, Maine 04103
T: 207.221.2260
F: 207.221.2266
Web: www.allied-eng.com

AEI Project No.: 19015 | AEI Project Mgr: CAF

Firm Name and Address:

CORDJIA
CAPITAL PROJECTS GROUP
Camden, ME | Portland, ME | York, ME
207.236.9970 | www.cordjiacapitalprojects.com

Drawing Status:

- ☐ CONCEPT DESIGN
- ☐ 30% DESIGN DEVELOPMENT
- ☐ 60% DESIGN DEVELOPMENT
- ☐ 95% REVIEW DOCUMENT
- ■ 100% BID DOCUMENT
- ☐ 100% CONSTRUCTION DOCUMENT
- ☐ RECORD DOCUMENT

NO DRAWING SHALL BE RECOGNIZED AS A CONSTRUCTION DOCUMENT UNLESS IT BEARS A SIGNED REGISTRATION SEAL

Sheet Title:

LIGHTING PLAN

No.	Revision/Issue	Date

Design by: PMC | Checked by: CAF
Drawn by: PMC | Approved by: CAF
Project No.: CCPG #1195 | Date: JULY 26, 2019

Sheet Number:

EL1.1

CORDJIA
CAPITAL PROJECTS GROUP

Pre-Bid Meeting Minutes

Project:	City of Auburn, Maine – Auburn Police Locker Renovation Project	**Date:**	August 13, 2019
Project No.	CCPG #1195	**Bid No.**	2020-007
Meeting:	Pre-Bid Meeting	**Time:**	9:00 a.m.
Location:	60 Court Street, Auburn, ME		

Attendees	**Company**	**E-Mail**
Derek Boulanger	City of Auburn, Facilities Manager/Purchasing Agent	dboulanger@auburnmaine.gov
Jason Moen	City of Auburn, Chief of Police	jmoen@auburnmaine.gov
Mitch Daigle	Cordjia Capital Projects Group, LLC	mdaigle@cordjiacpg.com
Tyler Coffin	Doten's Construction	tyler@dotens.com
Roger Soucy	Crapott's Corp.	crapottscorp@roadrunner.com
Bob Levesque	T Buck Construction	blevesque@tbuckcon.net
Nick Harrington	Seabee Electric	nickh@seabeeelectric.com tomm@seabeeelectric.com
Christine Kendall	H.E. Callahan Construction Co.	ckendall@hecallahan.com
Marcus Golding	Optimum Construction	mgolding@optimumbuilds.com

Copy of Meeting Minutes sent to: Attendees Names listed above.

1.	Bid opening will be at **2:00 pm on September 17, 2019** at 60 Court Street, Auburn, Maine. Bids must be delivered and stamped received prior to the 2:00 pm deadline. All bid questions and RFI's must be submitted in writing to both Mr. Mitch Daigle of Cordjia Capital Projects Group ("Cordjia") and Mr. Derek Boulanger of the City of Auburn ("COA") prior to 2:00 pm on **September 10, 2019**. Email is preferred, but it is the responsibility of the contractor to confirm that the email correspondence has been received. Addendums and clarifications will be issued to the contractor's email addresses that were provided on the pre-bid sign in sheet. The contractors should ensure that whoever this email address belongs to knows to distribute the addendums and clarifications to the correct person. Please allow read receipts for emails. An addendum will be issued by no later than 2:00 pm on **September 13, 2019**. The submitted BID PROPOSAL FORM must acknowledge all addendums issued and have the addendum number(s) and date(s) indicated and must include the SCHEDULE OF VALUES FORM. The contractors estimated project schedule dates must be indicated on the schedule of values form. A bid bond shall be submitted with appropriate bid forms in the amount of 5% of the total contract value. Substantial completion shall be achieved on or before **March 31, 2020**.

CORDJIA
CAPITAL PROJECTS GROUP

Pre-Bid Meeting Minutes

Project:	City of Auburn, Maine – Auburn Police Locker Renovation Project	**Date:**	August 13, 2019
Project No.	CCPG #1195	**Bid No.**	2020-007
Meeting:	Pre-Bid Meeting	**Time:**	9:00 a.m.
Location:	60 Court Street, Auburn, ME		

ID	Discussion / Remark
2.	Points of contact are as follows: Technical Inquiries: Mr. Mitch Daigle - Cordjia; Office: 207-236-9970; Mobile: 207-333-2226; Email: mdaigle@cordjiacpg.com Bidding Inquiries & Access to the Building: Mr. Derek Boulanger – City of Auburn (COA); Office: 330-6601, ext. 1135; Email: dboulanger@auburnmaine.gov
3.	The selected contractor shall provide 100% performance and payment bonds and a copy of all certificates of insurance with limits pursuant to the City of Auburn's requirements prior to commencing the work.
4.	Permits are the contractor's responsibility for their scope of work and shall be included in the bid. The Authority Having Jurisdiction (AHJ) shall be contacted for verification of any applicable permitting requirements and fees. All local permit fees will be waived. A waiver has been obtained from the AHJ for 1/8" pitch of the sanitary piping.
5.	All new work completed under this contract shall be in compliance with MUBEC and any other applicable codes and regulations. The City of Auburn has adopted the 2014 National Electric Code (NEC). All electrical work completed under this contract shall be in compliance with the 2014 NEC and shall be performed by a master electrician licensed in the State of Maine.
6.	The selected contractor and their subcontractors requiring access to the project site will be required to submit a list of full names, dates of birth and town of legal residence for background checks. Be prepared to provide alternates should any listed personnel fail to pass the check.
7.	This project is subject to compliance with all requirements of the Occupational Safety and Health Administration (OSHA), Volume 36, No. 105 of the Federal Register; U.S. Department of Labor published Saturday, May 29, 1971, as amended.
8.	There is adequate space at the project site and designated parking, storage, and mobilization areas will be further discussed prior to construction with the selected contractor.
10.	The only personnel that is authorized to approve a change to the bid documents is Mr. Derek Boulanger. If a condition arises that warrants a change order it must be pre-approved by Mr. Derek Boulanger and the A/E. No exceptions.

CORDJIA
CAPITAL PROJECTS GROUP

Pre-Bid Meeting Minutes

Project:	City of Auburn, Maine – Auburn Police Locker Renovation Project	**Date:**	August 13, 2019
Project No.	CCPG #1195	**Bid No.**	2020-007
Meeting:	Pre-Bid Meeting	**Time:**	9:00 a.m.
Location:	60 Court Street, Auburn, ME		

ID	Discussion / Remark
11.	The selected contractor shall submit as soon as possible to Cordjia and COA and before any material or equipment is purchased, the manufacturer's data, catalog cuts, samples, or other information as required for the items listed in the contract documents.
12.	The selected contractor will be responsible for direct coordination with the Owner and the Owner's other contractors for work that may be executed under separate contract.
13.	All construction materials shall be new, with the exception of materials designated for reuse, and shall be installed in accordance with the manufacturer in order to maintain the specified manufacturer's warranty.
14.	The contractor shall continuously maintain adequate protection of all work from damage and shall protect the property from injury or loss for the duration of this contract, and shall make good any such damage, injury or loss.
15.	The Owner's business operations must continue throughout the entire construction period. It is the contractor's responsibility to coordinate construction activities with the Owner's designated personnel. The selected contractor will be responsible to coordinate in advance with the City of Auburn and the Building Occupants for access to the interior of the building. The access around the exterior of the building must be kept clear at all times for emergency vehicles.
16.	The Owner will remove all equipment and materials from the work area prior to the start of work. The contractor must notify the Owner that the work area needs to be cleared at least 72 hours in advance of the need to move furnishings, equipment, materials, etc. from the work area.
17.	Contractors will have access to the site between 7:00 AM and 6:00 PM (flexible). The Owner may provide special access on early or late weekdays, weekends, and holidays by special request with a minimum of 48 hours advance notice and approval by the Owner.
18.	The selected contractor will be provided secure access to the work area. This will be discussed in further detail with the selected contractor prior to construction. The selected contractor will be responsible for their own jobsite security.
19.	No power or utility cutoff will be permitted without 3 days advance notice and Owner approval.

CORDJIA
CAPITAL PROJECTS GROUP

Pre-Bid Meeting Minutes

Project:	City of Auburn, Maine – Auburn Police Locker Renovation Project	**Date:**	August 13, 2019
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Location:	60 Court Street, Auburn, ME		

ID	Discussion / Remark
20.	It will be the contractor's responsibility for the proper legal disposal of all construction waste.
21.	Construction debris not immediately contained in a proper disposal container will not be tolerated at any time during the duration of this project.
22.	Smoking and tobacco products are allowed on the building grounds provided it occurs at the designated smoking area. Smoking waste must be properly disposed of or taken off-site.
23.	The selected contractor is to provide all equipment and materials required for the prosecution of the work whether or not indicated in the contract documents at no additional cost to the Owner.
24.	The selected contractor is not required to provide a jobsite trailer unless they choose to do so. The selected contractor may use the bathroom facilities within the building, however if a problem arises, the Owner reserves the right to revoke access.
25.	The selected contractor will be required to submit a preliminary construction schedule, key personnel contact list and a schedule of values within 10 days following receipt of the fully executed formal Contract Agreement.
26.	The selected contractor shall request all scheduled inspections including the punch-list inspection in writing (email is acceptable) seven (7) days prior to the desired date. The punch-list inspection is to confirm that all material and equipment is in place and is functioning in accordance with the construction documents and any issues should be cosmetic and minor in nature. It is NOT an additional site visit. If there are multiple page lists of deficiencies found during this inspection, the contractor will be responsible to provide funding for the cost of an additional punch-list inspection.
27.	The contractor shall submit Closeout Documentation to Cordjia including all warranties as specified for all materials and labor, as well as all required warranties from manufacturers prior to requesting for final Application for Payment. Closeout procedures will be strictly enforced, and the progress of closeout documentation will be checked at regular intervals during construction.

CORDJIA
CAPITAL PROJECTS GROUP

Pre-Bid Meeting Minutes

Project:	City of Auburn, Maine – Auburn Police Locker Renovation Project	**Date:**	August 13, 2019
Project No.	CCPG #1195	**Bid No.**	2020-007
Meeting:	Pre-Bid Meeting	**Time:**	9:00 a.m.
Location:	60 Court Street, Auburn, ME		

ID	Discussion / Remark
28.	The drawings are diagrammatic in nature and original construction drawings can be made available to the selected contractor for verification of existing conditions if requested, which must be verified in the field by the contractor.
29.	After the project presentation meeting, the contractors were toured through the premises which included all project proximities both interior and exterior. The contractors were informed to call Mr. Derek Boulanger for arrangement of additional site visits (if necessary) during the bid period, Monday through Friday 8:00 a.m. to 3:00 p.m.
30.	Questions and Clarifications: a. *Portions of construction will be loud/noisy (i.e. concrete saw-cutting). Will there be any restrictions on when these activities can occur?* The Police Dept. lobby is open from 8:00 a.m. to 4:30 p.m. Monday through Friday. Loud/noisy activities shall be scheduled with the Owner and shall occur after hours or weekends. b. *Can we use the main lobby and elevator to remove construction debris and receive materials?* No. There is an at-grade exit through the rear stairwell that the contractor will be allowed to use. c. *Where will the contractor and subcontractors be allowed to park?* The Owner will assign the construction personnel a designated parking area. d. *Can the bid due date and substantial completion date be extended?* Yes. Refer to item #1 above, the revised RFP pages and Section 01 00 00, Administrative Provisions for project schedule changes. *e. Have you been able to get any further info on the lockers?* Yes. Refer to Addendum #1 for the attached locker installation instructions. f. Electrical power drops to the Owner-furnished Locker Equipment supplied under ABI #1 are part of the base bid scope of work.
31.	Attachments: a. Pre-Bid Meeting Sign-In Sheet.

Mitch Daigle, VP, Cordjia Capital Projects Group, LLC

Pre-Bid Meeting Sign-In **August 13, 2019**

Time: 9:00 am

Client:	**City of Auburn, Maine**
Project:	**Auburn Police Locker Renovation Project – Bid # 2020-007**

	Name	Company Name	Email Address	Phone Number
1.	Derek Boulanger	City of Auburn, Facilities Manager	dboulanger@auburnmaine.gov	207-333-6601, ext. 1135
2.	Mitchell Daigle	Cordjia Capital Projects Group	mdaigle@cordjiacpg.com	207-236-9970
3.	TYLER COFFIN	DOTENS CONSTRUCTION	Tyler@DOTENS	207-233-9005
4.	MIKE DIMATTEO	DIMATTEO CONSTRUCTION MANAGEMENT	DIMATTEOCMS@YAHOO.COM	207-767-7410
5.	Roger Soucy	Crapott's Corp	crapottscorp@roadrunner.com	207.462-9218
6.	BOB LEVESQUE	TBUCK construction	blevesque@tbuckconstruction.net	207-754-0539
7.	NICK HARRINGTON	Seabee Electric	Tomm@Seabeeelectric.com NickH@Seabee electric.com	207-212-9838
8.	CHRISTINE KENDALL	H.E. CALLAHAN CONSTRUCTION CO.	ckendall@hecallahan.com	207.784.6927
9.	MARCUS GOLDING	OPTIMUM CONSTRUCTION	MGOLDING@OPTIMUMBUILDS.COM	207-844-0253
10.				

Spacesaver®

FREESTYLE™ PSL INSTALLATION MANUAL

Personal Storage Locker

If you require assistance, or if there are parts missing, please contact Spacesaver

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SECTION I - GENERAL INFORMATION

This Manual describes the assembly and installation of the PSL (FreeStyle™) Personal Storage Locker. This is a multi configurable locker system that can be installed with no base requirements. It provides the end user flexibility in providing personal storage solutions.

BEFORE YOU BEGIN INSTALLATION:

1. Read through the installation procedures and safety statements before starting the project.
2. Understand all safety statements.
3. Make sure your PSL lockers will fit within the desired location.
4. Plan to assemble lockers at point of use.
5. Have the necessary tools for assembling the unit. Minimum tools required include:
    - Dolly
    - Power Screwdriver or Portable Hand drill with appropriate bits.
    - #2 Phillips Screwdriver
    - Hammer Drill and Masonry Bits
    - 7/16", wrench and 3/8" rachet wrench with 5/16", 7/26", 7/8" sockets.
    - 4 3/8" Drive Extension
    - 5/16" Nut Driver
    - Laser Level
    - 4' level
    - Rivet Gun (Preferred Pneumatic w/Air Compressor)
    - Utility Knife
    - Dead Blow Hammer
    - Measuring Rule or Tape
    - Chalk Line
    - Unishear or Jig saw
    - Double Stick Tape—P.N 850084.xxx
    - Awl

    Use of safety glasses and gloves is recommended. (Certain parts may have sharp edges.)

SECTION I - SAFETY INFORMATION

The following information explains safety messages and warnings as may be used in Spacesaver Manuals. It is the implementation of the American National Standards Institute, Inc. (ANSI) Z535 Accredited Standards committee of Safety Signs and Colors as approved at their September 2005 Meeting. The Standards and Messages will be implemented in three ways or types of Safety Messages.

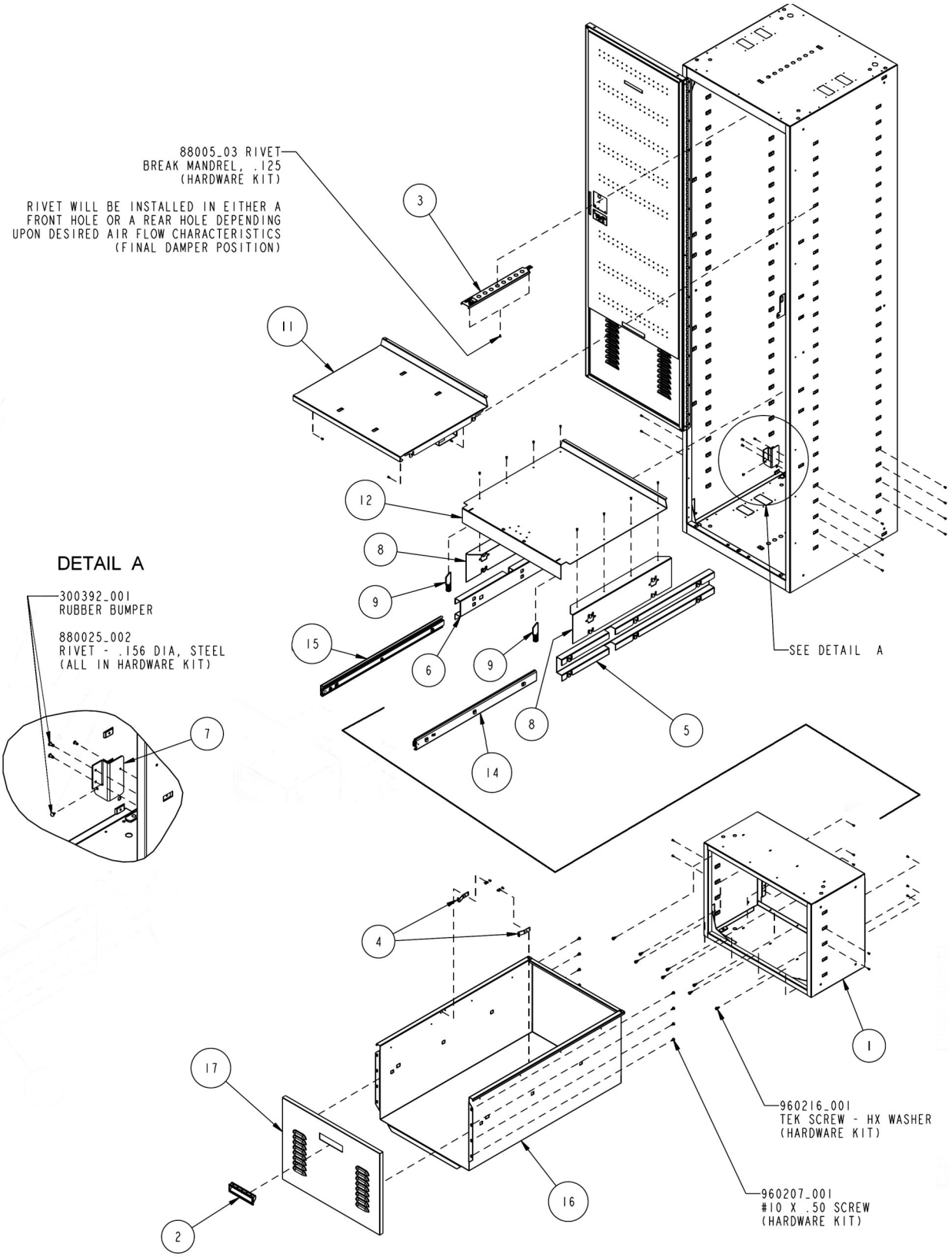
The first is the Group safety message which will be general in nature covering all Safety applications throughout the manual. This will be found on the introduction of the safety section for the manual.

The second will be the Section Safety message which will address the Safety requirements of the individual sections or chapters of the manual.

The third is the embedded safety message which will address the safety requirements for individual action(s) which requires safe implementation.

⚠ DANGER	Indicates an imminently hazardous situation which, if not avoided , will result in death or serious injury.
⚠ WARNING	Indicates a potentially hazardous situation which, if not avoided, could result in death or serious injury.
⚠ CAUTION	Indicates a potentially hazardous situation which if not avoided, may result in minor or moderate injury.
NOTICE	Indicates a property damage message

FIELD INSTALLATION COMPONENT IDENTIFICATION



SECTION II - COMPONENT IDENTIFICATION

FIELD INSTALLATION COMPONENT LIST

ITEM	QTY	PART NUMBER	DESCRIPTION
1	1	351771.00x	Housing Assembly Add On
2	1	390034.002	Handle - Plastic
3	1	402013.001	Bracket - Vent Damper
4	2	402052.001	Bracket - Interlock Catch
5	1	402047.002	Bracket - Slide Mount RH
6	1	402047.001	Bracket - Slide Mount LH
7	1	402104.001	Bracket - Door Stop
8	2	402134.001	Bracket - Intermediate Base
9	2	450236.001	Kit - Interlock
11	1	531160.00x	Shelf - Weldment
12	1	531202.00x	Shelf - Intermediate Base
14	1	550801.001	Drawer Slide - RH
15	1	550801.002	Drawer Slide - LH
16	1	560217.00x	Drawer Assembly - Bench Drawer
17	1	560220.00x	Drawer, Front

Note: Lockers available in 12", 18", 24", 30" & 36" widths. Part numbers with "x" require width to be known.

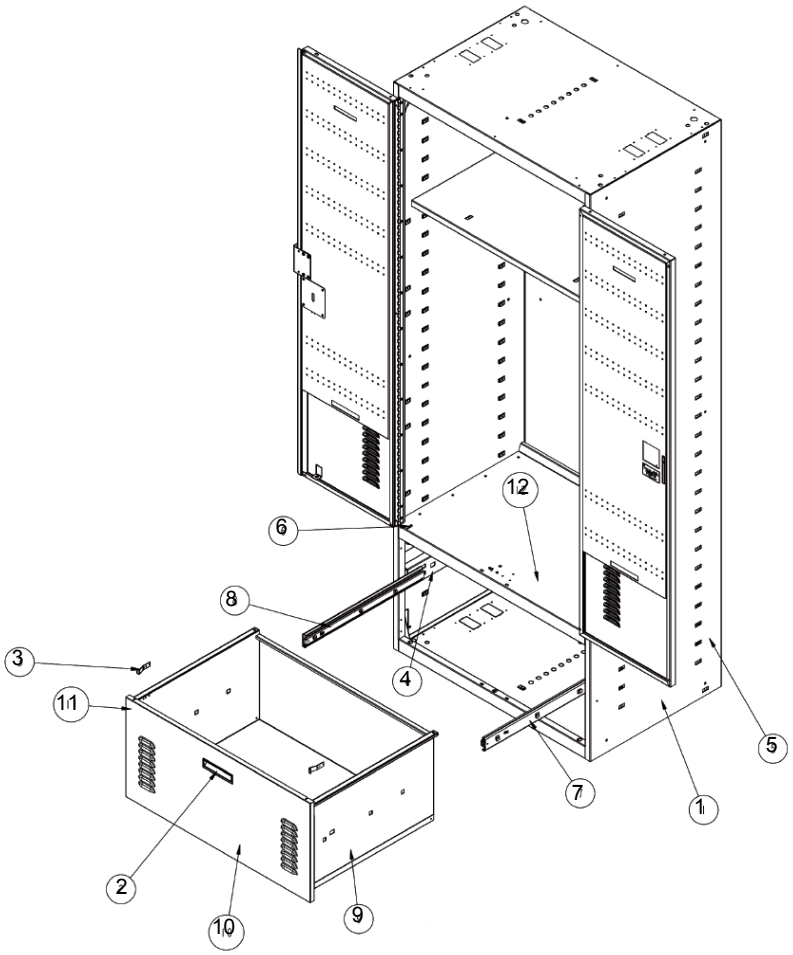
SUPPLIED HARDWARE PER LOCKER

Part #	QTY	DESCRIPTION
300392.001	10	Spacer - Rubber Bumper
94030.06	6	Washer - Plain, Type "B", Wide
93005.01	14	1/4" - 20 Nut - Hex, Flange Locking
94017.05	14	Washer - Flat, 1/4" - 20 UNC
95002.11	14	Bolt - Hex Head, 1/4" - 20 UNC
300485.001	20	Spacer - Shim, Double, PSL
960185.001	6	Screw, Appliance Leveler, .375" - 16 UNC 2.25"
96117.01	15	Screw - Teks, Pan HD, #10 Type 3, Cross Recessed
960216.001	14	Tek Screw - HEX WSH HD, #10 - 16 Drill Pt #3
960207.001	10	Screw - #10 X 1/2", Type AB, Cross Recessed
88005.03	54	RIVET-BREAK MANDREL,OPEN END, STEEL .125
88013.02	11	RIVET-TUBULAR STEEL, .188 DIA
880025.002	30	Rivet - .156" Dia., Steel, Mandrel, Dome Head

Common Hardware Usage

Rivets				
component	rivet size	PN	quantity	in BOM
Bench housing to locker	0.125	88005.03	6	
glide brackets with bench	0.125	88005.03	20	25
vent damper	0.125	88005.03	1	
	0.156	880025.002	2	0
door stop	.125	88005.03	1	0
Bottom Shelf	0.156	880025.002	8	10
Glide bracket. W/O bench	0.125	88005.03	8	Y
Modular L shelf	0.125	88005.03	4	0
Lock box conversion hasp	0.125	88005.03	2	2
lock box conversion rod	0.188	88013.02	1	1
Armor drying rack	0.125	88005.03	4	0
Single Hook	0.188	88013.01	2	2
Hook bracket assy	0.125	88005.03	2	0
Document holder	0.188	88013.02	4	4
Internal drawer	0.125	88005.03	4	0
Slope top	0.188	88013.02	4	4
Slope top ends	0.125	88005.03	2	0
Z base	0.156	880025.002	6	0
Screws				
bench to locker	#10 tek hex head	960216.001	8	12
exterior drawer face	#10x.5 pan head	960207.001	8	8
electric blocks			4	0
slope tops	#10 tek hex head	960216.001	6	6
wood bench	#10 tek pan head	96117.01	12	12
Z base	#10 tek hex head	960216.001	12	0

FIELD INSTALLATION DRAWER COMPONENT IDENTIFICATION

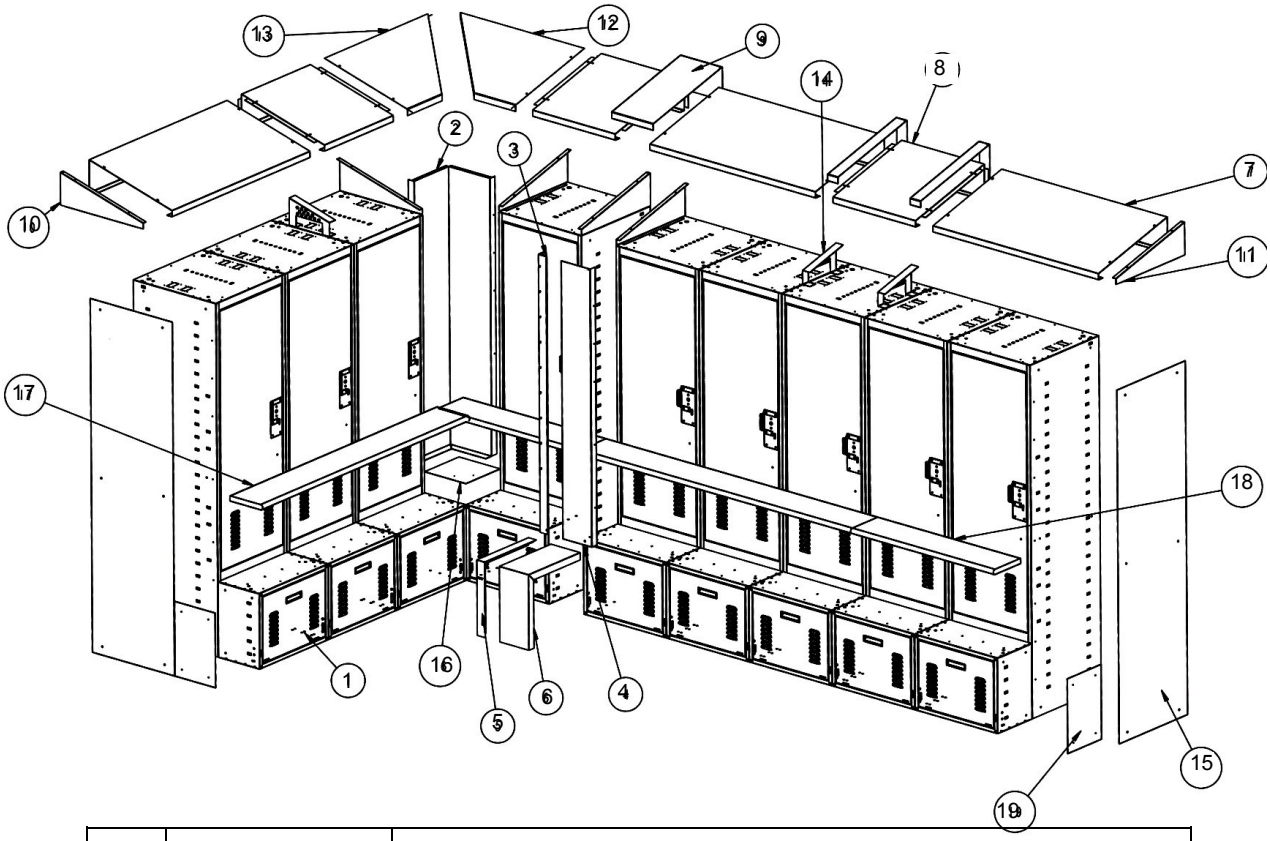


ITEM	QTY	PART NUMBER	DESCRIPTION
1	1	351692.xxx	Locker Weldment
2	1	390034.002	Plastic Handle
3	2	402052.001	Bracket Catch, Interlock
4	1	402103.001	Bracket - Slide Mount LH
5	1	402103.002	Bracket - Slide Mount RH
6	2	450236.002	Interlock Kit
7	1	550803.001	Drawer Slide, 21.5” Bayonet RH
8	1	550803.002	Drawer Slide, 21.5” Bayonet LH
9	1	560241.xxx	Drawer Weldment
10	1	560244.xxx	Drawer Front
11	8	960207.001	Screw - #10x.50 Type AB
12	1	531208.xxx	Intermediate Base Shelf (Door Stop #402113.01P)

Note: Lockers available in 12”, 18”, 24”, 30” & 36” widths. Part numbers with “x” require width to be known.

SECTION II - COMPONENT IDENTIFICATION

BENCH ADD ON WITHOUT BASE - TRIM SLOPED TOP



Item	Part #	Description
1	PSLxx24XXBDRS	Locker Assembly - Bench Drawer
2	PDVBCxx	Panel - Corner Filler
3	PDVAFXX	Cover Assembly - Trim, Female
4	PDVAMxxxxxxx	Cover - Vertical Male
5	PDBFFxx	BDH Trim, Female Assembly
6	PDBAM18xxxx	BDH Trim, Angle
7	PSLST24xxSTR	Canopy - Top, Sloped, PSL
8	PSLST24xxINT	Canopy - Top, Sloped Intermediate
9	PSLSTSPL24xx	Cover, Splice Joint, Sloped
10	PSLST24ENDL	Cover, End Cap, Sloped Top, Left
11	PSLST24ENDR	Cover, End Cap, Sloped Top, Right
12	PSLSTCF24Rxx	Cover, Corner Filler, Sloped, Right
13	PSLSTCF24Lxx	Cover, Corner Filler, Sloped, Left
14	PSLSTS	Cover, Sloped Top Support
15	PSLEPNLSxx24	Panel Assembly - End, PSL
16	PDLBCF	Cover - Trim, Bench Corner
17	PDLWOOD	Wood Seat
18	PDLWOOD120	Wood Seat
19	PSLEPNLS1812	Panel Assembly - Bench End, PSL

Note: Lockers available in multiple widths and heights. Part numbers with "x" require width or height to be known.

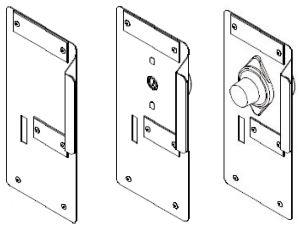
SECTION II - CONFIGURABLE OPTIONS

Note: This section includes the most common configurable options and is not all inclusive. See Planning Guide for more detail.

Lock Options:

The selected lock option is determined by the locker order:

No Lock, Hasp Only for Single-Door Lockers	PSLNLKLH
Keyed Lock for Single-Door Lockers	PSLKLKLH
Combination Lock for Single-Door Lockers	PSLCLKLH
No Lock, Hasp Only for Double-Door Lockers	PSLNLKRH
Keyed Lock for Double-Door Lockers	PSLKLKRH
Combination Lock for Double-Door Lockers	PSLCLKRH

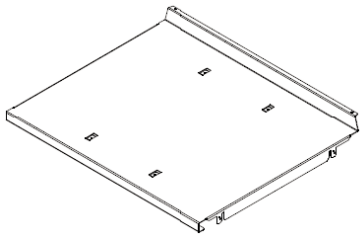


Full Width Shelves:

Integral Garment Hanger - (Not Shown) Available in all Widths: 12", 18", 24", 30", 36" Weight capacity: 100lbs. Comes standard with locker.

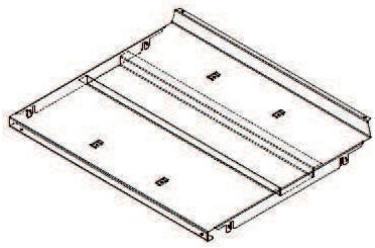
Standard - Weight capacity: 100 lbs.

Standard 12"	PSLFSS2412
Standard 18"	PSLFSS2418
Standard 24"	PSLFSS2424
Standard 30"	PSLFSS2430
Standard 36"	PSLFSS2436



Heavy Duty - Weight capacity: 300 lbs.

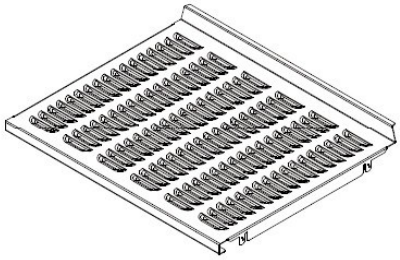
Heavy Duty 12"	PSLFHD2412
Heavy Duty 18"	PSLFHD2418
Heavy Duty 24"	PSLFHD2424
Heavy Duty 30"	PSLFHD2430
Heavy Duty 36"	PSLFHD2436



SECTION II - CONFIGURABLE OPTIONS

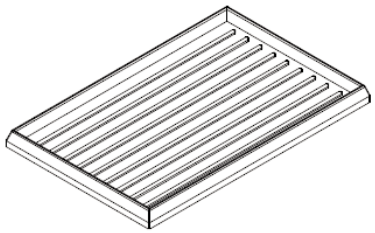
Perforated/Louvered - The Louvered Shelf is ordered separately. It is similar to the Standard shelf, except it contains louvers for air circulation or ventilation. Weight Capacity:100 lbs

Perforated 12"	PSLFPF2412
Perforated 18"	PSLFPF2418
Perforated 24"	PSLFPF2424
Perforated 30"	PSLFPF2430
Perforated 36"	PSLFPF2436



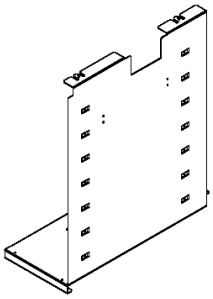
Boot Tray- The Boot Tray is a molded rubber accessory with a lip around the outside, preventing water from running out of the tray. It also has an inside pattern which is raised to help prevent boots from sitting directly in the water.

Boot Tray	PSLBOOT

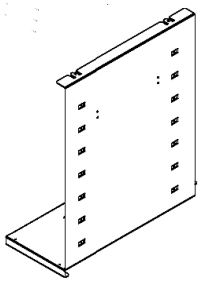


Modular Shelves:

The Modular Shelf is an "L" shaped shelf used in various capacities. It includes slots for file dividers. This shelf installs only on the left-hand side of the locker, and requires either the Shelf with Integral Garment Hanger or a Standard Shelf to enable the first mounting position. When installing the first Modular Shelf to the bottom of a Standard Shelf, a Plain Modular Shelf may be used. However, when the first Modular Shelf installed is placed on the bottom of the Shelf with the Integral Garment Hanger, you must use the Modular Shelf with Cut-Out for straddling the garment hanger. Additional Modular Shelves attach to the bottom of the first, installing in vertical succession below one another. For a clean look use Plain Modular Shelves for the additional shelves installed.



Cut-Out



Standard

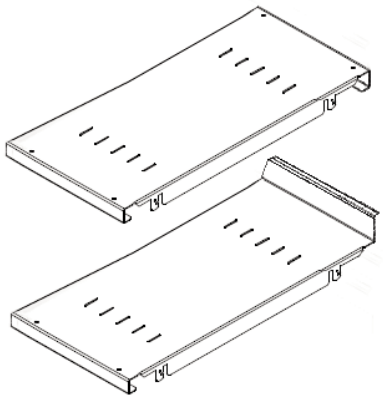
- **Configurations: Plain or with Cut-Out for garment hanger.**
- **Outside Width: approximately 9"**

12"H Plain	PSLMSP122409
12"H w/Hanger Cutout	PSLMSHG122409
24"H Plain	PSLMSP242409
24"H w/Hanger Cutout	PSLMSHG242409

Maximum number of Modular Shelves limited to locker height.

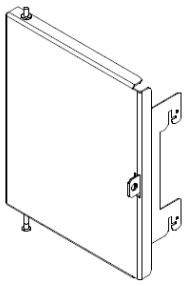
Accessories that can be used with the Modular Shelf:

Adjustable and Reversible Shelves - Additional shelves hook into the Modular Shelf at the desired elevation. They both contain slots for file divider application. Both mount flush at the front. The reversible shelf can be recessed by reversing the direction installed. Required when used in combination with the Lockable Door Box Conversion Kit.



Adjustable-Reversible Shelf	PSLADJ2409
Adjustable Flush Mount Only Shelf	PSLADJMS2409

Lockable Box Conversion Kit- Includes a door with hasp for converting one Modular Shelf into a compartment that is lockable with a customer supplied lock.

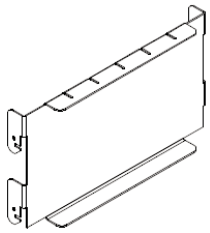


Lock Box Conversion Kit for Modular Shelf	PSLLBK1209

Back Stop- Prevents items from falling backwards off the Modular Shelf or the Adjustable Shelf.

Back Stop for Modular Shelf	PSLBS09

Modular Shelf Mat- (Not Shown) Is a vinyl mat sized to fit Modular Shelf openings.



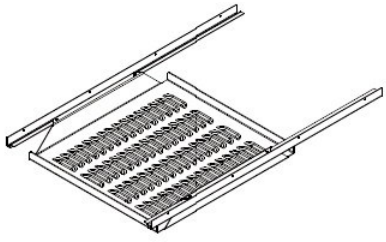
Rubber Mat for Modular Shelf	PSLRBMT

Drop In Floor- (Not Shown) Used when locker bottom will be exposed. Becomes the locker floor when external drawer is not used.

PSL LOCKER FLOOR XX=12,24,30,36”	PSLDIFLOORXX

Body Armor Drying Rack- The Body Armor Drying Rack is perforated with louvers and sits in the top inside of a Bench Drawer only. The Rack Kit contains brackets (on which the rack sits), which are factory installed if ordered with the locker, or can be field installed if ordered later, as the Bench Drawer always includes the hole pattern for mounting.

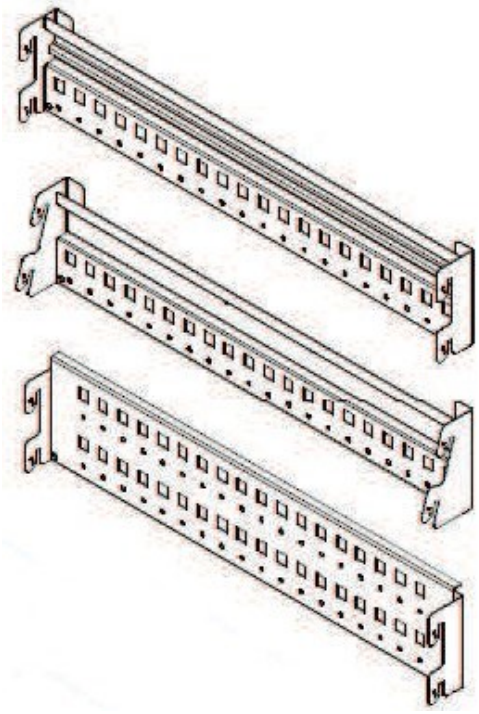
Body Armor Drying Rack 18”	PSLDR18
Body Armor Drying Rack 24”	PSLDR24
Body Armor Drying Rack 30”	PSLDR30
Body Armor Drying Rack 36”	PSLDR36



SECTION II - CONFIGURABLE OPTIONS

Level EZ Rail for PSL- Supports hanging bins, slat wall accessories, peg board hooks, and most UWR barrel supports (those that utilize one row of slots).

Horizontal 12”	PSLEZHZ12
Horizontal 18”	PSLEZHZ18
Horizontal 24”	PSLEZHZ24
Horizontal 30”	PSLEZHZ30
Horizontal 36”	PSLEZHZ36



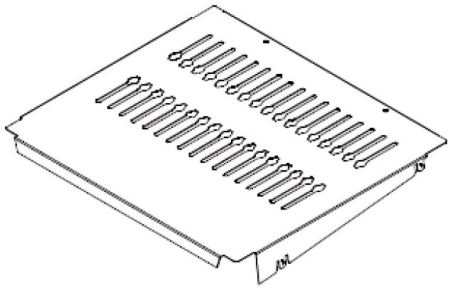
Sloped EZ Rail for PSL- Supports hanging plastic bins only.

Sloped 12”	PSLEZSL12
Sloped 18”	PSLEZSL18
Sloped 24”	PSLEZSL24
Sloped30”	PSLEZSL30
Sloped 36”	PSLEZSL36

UWR Support Rail for PSL- Support Rail for the PSL has two rows of slots to accommodate any standard UWR barrel support or receiver mounting accessories as well as the special divider for storing items like weapons cases.

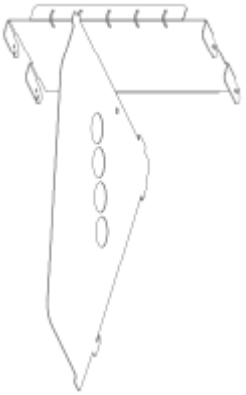
UWR Support Rail 12”	PSLSRL12
UWR Support Rail 18”	PSLSRL18
UWR Support Rail 24”	PSLSRL24
UWR Support Rail 30”	PSLSRL30
UWR Support Rail 36”	PSLSRL36

Universal Base for PSL- Universal Base for the PSL provides the capability of using standard Spacesaver Stock Cups for weapons storage within the locker. The PSL Universal Base hooks into the lances on the sides of the locker or sits in the bottom of the locker.



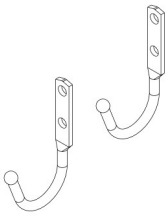
UWR Base Shelf for PSL12”	PSLUBAS12
UWR Base Shelf for PSL 18”	PSLUBAS18
UWR Base Shelf for PSL 24”	PSLUBAS24
UWR Base Shelf for PSL 30”	PSLUBAS30
UWR Base Shelf for PSL 36”	PSLUBAS36

SECTION II - CONFIGURABLE OPTIONS



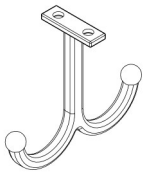
File Divider Kit- Contains a Back Stop and file dividers for use with the Adjustable or Modular Shelf.

Modular Shelf (2 File Dividers + Back Stop)	PSLFDK09



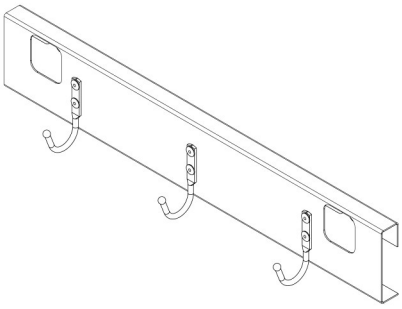
Single-Hook Kit- Contains single hooks and rivets. The single hooks are intended to be riveted p.n. 88013.01 into the holes on the side of the Modular Shelf, but may also be riveted in any hole location hat is found on each interior lance on the sides of the

Modular Shelf (1 Hooks + 2 Rivets)	PSLSHK



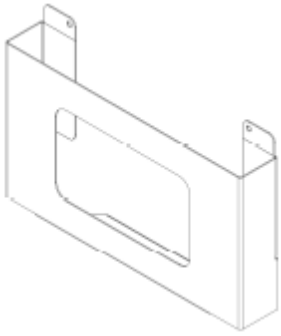
Double-Hook Kit- Contains a double-hook, uses #10 screws P.N 96116.04 and keps nuts p.n. 93015.07 and fastens underside the Modular Shelf.

Mounting to bottom of Modular Shelf	PSLDHK



Hook Bracket Hanger Assembly Kit- The Hook Bracket Hanger Assembly Kit contains a bracket with three factory installed single hooks and can be mounted on any of the lances on either side of the locker.

Hook Bracket Hanger Assembly	PSLHANG



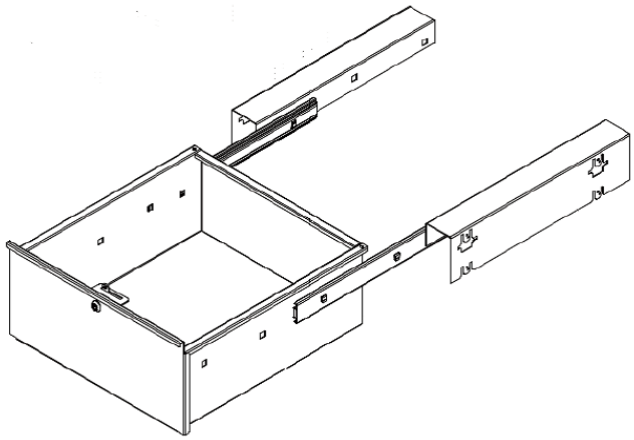
Document Holder- The Document Holder rivets p.n. 88013.02 onto the inside of the locker door and can be used for storing items like notebooks, ticket pads, files or clipboards. (not compatible with diamond perf doors)

Document Holder	PSLDOC

SECTION II - CONFIGURABLE OPTIONS

Internal Drawers- Internal Drawers are available with or without a locking feature, and in four locker widths and two drawer heights. The locking feature is a standard tube lock, with all drawers keyed differently, and no master keys available.

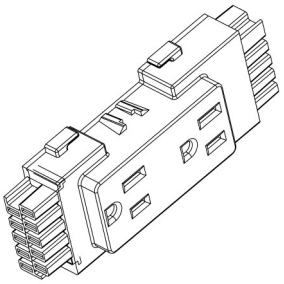
Drawer Internal 6”x18”	PSLDRW062418
Drawer Internal 6”x24”	PSLDRW062424
Drawer Internal 6”x30”	PSLDRW062430
Drawer Internal 6”x36”	PSLDRW062436
Drawer Internal 6”x18” Locking	PSLDRW062418L
Drawer Internal 6”x24” Locking	PSLDRW062424L
Drawer Internal 6”x30” Locking	PSLDRW062430L
Drawer Internal 6”x36” Locking	PSLDRW062436L
Drawer Internal 9”x18”	PSLDRW092418
Drawer Internal 9”x24”	PSLDRW092424
Drawer Internal 9”x30”	PSLDRW092430
Drawer Internal 9”x36”	PSLDRW092436
Drawer Internal 9”x18” Locking	PSLDRW092418L
Drawer Internal 9”x24” Locking	PSLDRW092424L
Drawer Internal 9”x30” Locking	PSLDRW092430L
Drawer Internal 9”x36” Locking	PSLDRW092436L



PLUG & PLAY ELECTRICAL COMPONENT IDENTIFICATION

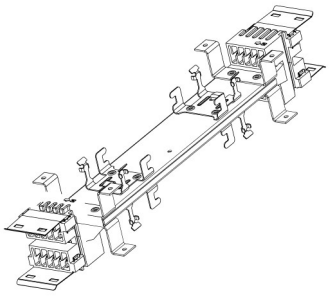
Duplex Receptacle:

Duplex Receptacle - 1	PSLELEDPX1
Duplex Receptacle - 2	PSLELEDPX2
Duplex Receptacle - 3	PSLELEDPX3
Duplex Receptacle - 4	PSLELEDPX4
Duplex Receptacle - 5	PSLELEDPX5
Duplex Receptacle - 6	PSLELEDPX6
Duplex Receptacle/GFI - 1	PSLELEDPXG1
Duplex Receptacle/GFI - 2	PSLELEDPXG2
Duplex Receptacle/GFI - 3	PSLELEDPXG3
Duplex Receptacle/GFI - 4	PSLELEDPXG4
Duplex Receptacle/GFI - 5	PSLELEDPXG5
Duplex Receptacle/GFI - 6	PSLELEDPXG6



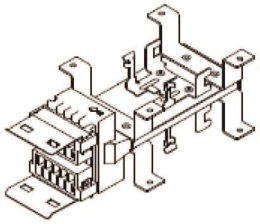
Power Distribution - Full Block:

Cable - Power Distribution - Full Block	PSLELEPD



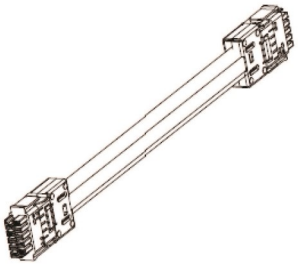
Power Distribution - Half Block:

Cable - Power Distribution - Half Block	PSLELEPDH



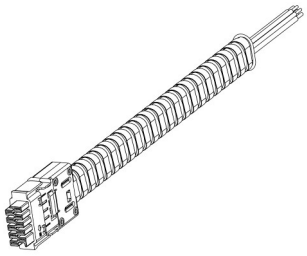
Plug-to-Plug:

Cable - Plug-to-Plug 12”	PSLELEP2P12
Cable - Plug-to-Plug 18”	PSLELEP2P18
Cable - Plug-to-Plug 24”	PSLELEP2P24
Cable - Plug-to-Plug 36”	PSLELEP2P36
Cable - Plug-to-Plug 49”	PSLELEP2P49
Cable - Plug-to-Plug 61”	PSLELEP2P61
Cable - Plug-to-Plug 72”	PSLELEP2P72
Cable - Plug-to-Plug 84”	PSLELEP2P84
Cable - Plug-to-Plug 96”	PSLELEP2P96
Cable - Plug-to-Plug 102”	PSLELEP2P120



Power In-Feed:

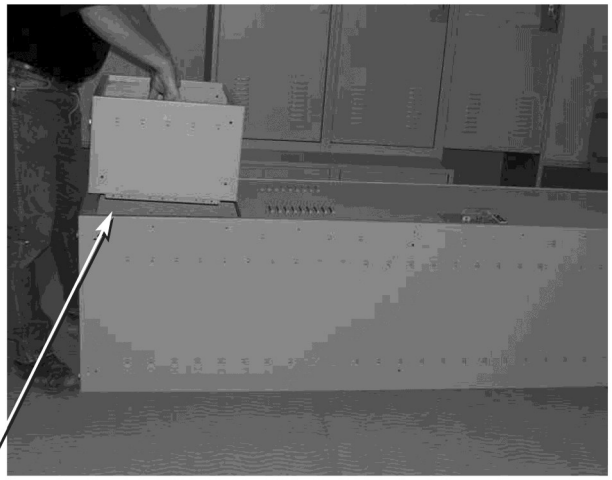
Cable - Power In-Feed 24”	PSLELEPF24
Cable - Power In-Feed 72”	PSLELEPF72
Cable - Power In-Feed 144”	PSLELEPF144



SECTION III - PRE-ASSEMBLY REQUIREMENTS

Housing Assembly and External Access Drawer Options:

If locker configuration includes the Housing Assembly Add On (Bench Housing) with an External Access Drawer or an External Access Drawer without the Bench Housing, you must pre-assemble the housing and slide brackets along with the Intermediate Base Shelf Brackets prior to mounting locker(s).



Note: Housing Assembly Add On is not available with Z Base or Standard 4" Base applications.

Step #1

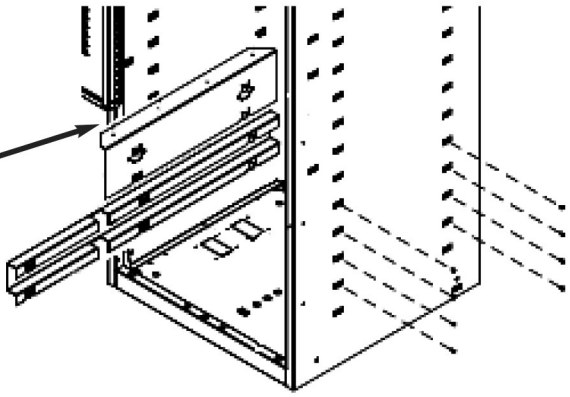
Place locker on its back and remove contents from locker. Assemble bench housing first by riveting inside return flanges to inside of locker. Use (6) .125" rivets p.n. 88005.03, (3) rivets on each side.

Step #2

Place (4) Tek screws p.n. 960216.001 along the bottom of the Housing Assembly as shown. Top Tek Screws are installed during the base shelf installation procedure.

Step #3

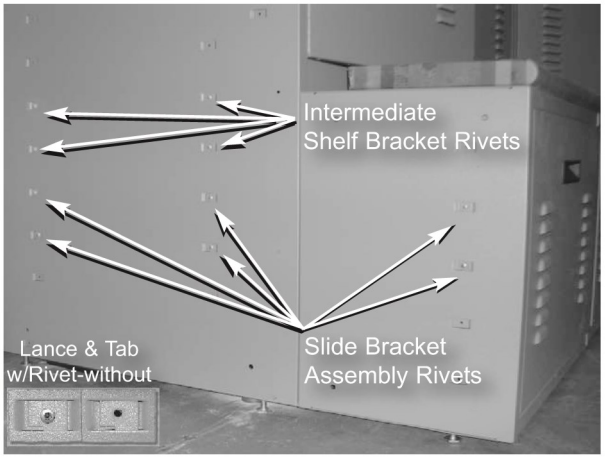
Place both intermediate shelf brackets p.n.402134.001, ensure the intermediate shelf bracket height lines up with the bottom of the locker door(s) and all tabs engage with lances.



Shown without Bench Housing

Step #4

Place both Slide Bracket Assemblies just below the intermediate shelf brackets, make sure all tabs engage with lances. Rivet intermediate shelf brackets and slide brackets to both the locker and bench housing if applicable using 1/8” rivets p.n. 88005.03. Rivets are installed from the outside of the locker as shown. Use (20) rivets total with bench housing, (16) total without the bench housing option.



Step #5

Install required appliance levelers p.n. 960185.001. There are (4) in each locker and (2) on each bench housing. Using 7/8” socket, install to approximate installation height if known.

NOTICE

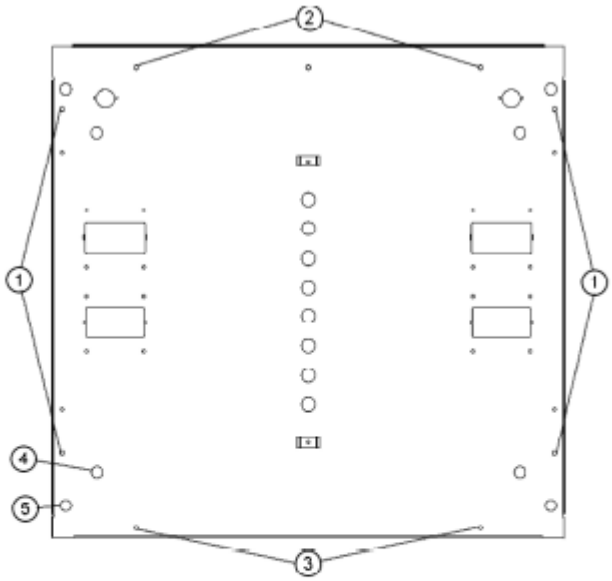
Do not slide locker on floor once levelers are installed as this will damage finished floor and locker weldments at leveler locations.

SECTION III - PRE-ASSEMBLY REQUIREMENTS

MOUNTING AND SECURING LOCKERS

Mounting and Securing Lockers is unique to the base application. If no base is used (Free**StyleTM**), it is recommended that a concrete curb be used to elevate the locker footprint. Use dimensions and number of lockers to determine curb footprint.

Locker Floor Mount Locations:



1. 4 holes for Fastening the Locker to 4" Standard Base
2. 2 holes to fasten Locker to Z-Base in back to back application.
3. 2 holes to fasten Locker to Z-Base.
4. 4 anchor holes no base application.
5. 4 Leveler locations used in no base application.

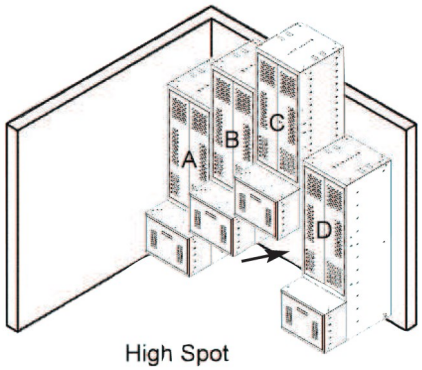
NO BASE - MOUNTING/SECURING

Step #1

No Base applications (Free**Style**TM) begin by laying out your locker footprint. Snap chalk lines at front and/or back of locker footprint using the dimensions and number of lockers to be installed. Standard locker depth is 24", add 11 15/16" to depth if lockers include the optional bench housing. Determine the high spot within your footprint using a laser level or some other means. Use approximate appliance leveler locations of each locker as your check points.

Step #2

Place first locker in footprint and begin leveling process. Start with locker "D" preferably, this will be the locker located at the highest point of your footprint. You may begin with any locker in the footprint provided elevation will accommodate the highest point in the footprint. Locker "D" in our illustration.



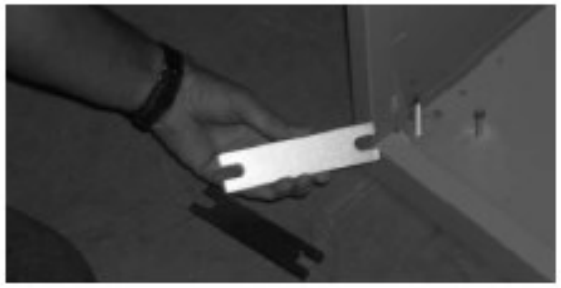
High Spot

Step #3

Level locker using a 4' carpenters level. Use only one corner of locker to check level and plumb as locker squareness is not controlled. Plumb and esthetics of your installation will be most critical.

Step #3a

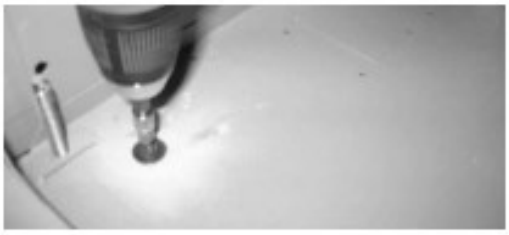
Shim Application may be required in some installations depending on governing code. This special shim is designed to slip between locker and floor and engage with anchor. It's designed to span between adjoining lockers.



SECTION IV- PSL INSTALLATION

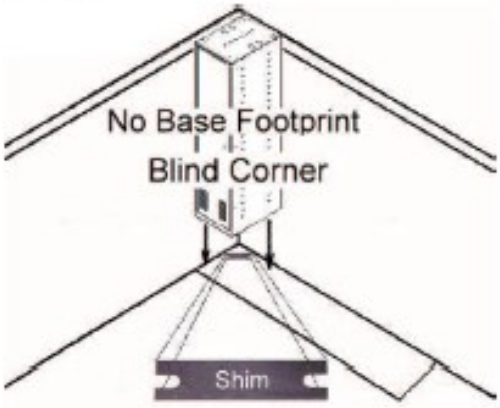
Step #4

Drill and start anchors in each corner of locker. Use fender washer p.n. 94030.06 provided at each anchor location, slide shims into place if applicable, do not tighten anchors at this time.



Note:

If one or more blind corners are planned, shim stack height and placement at this location must be done prior to locker placement. Place shim stack as close to anchor location as possible. Carefully place locker not to disturb shim stack.

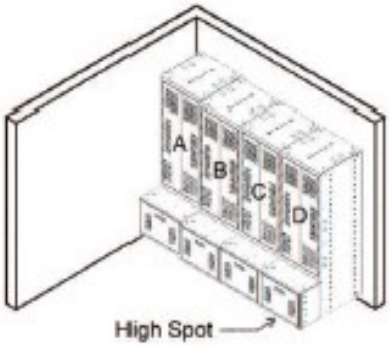


Slide shim stack underneath locker at exposed ends of locker.

Share shim stacks between lockers.

Step #5

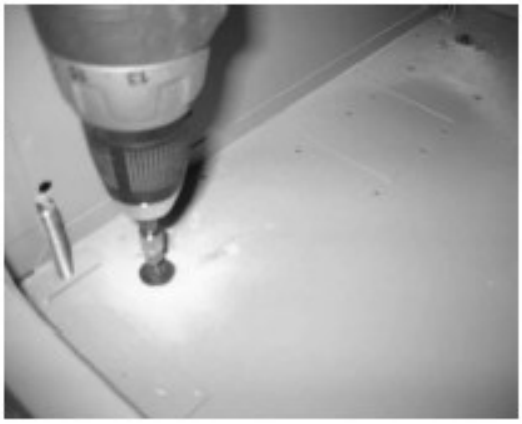
Once first locker is in it's final location, anchors started, leveled and plumb, begin ganging lockers together.



Set next locker elevation up to align the 6 holes in the sides and/or back of adjoining locker. Use (1) 1/4”-20 x 1/4” hex head bolt. (2) 1/4” flat washers and (1) 1/4”-20 hex nut per hole location. Ensure all leveling feet make floor contact. Check level, plumb and door alignment of each locker. Do this with each locker in your footprint.

Note: When installing Non-Bench Lockers, do **NOT** use bottom hole when ganging Lockers. The drop in floor will interfere.

Drill and start anchors on each locker as you gang them together if using shims.



Step #6

With all lockers ganged together, drill and anchor at each corner of each locker, use fender washer p.n. 94030.06 provided. Tighten anchors **not** to distort locker bottom.

Note: Anchors are not provided with lockers.

Anchor size and type will be determined by governing code.

SECTION V- ELECTRICAL CONNECTIONS

IMPORTANT: It is recommended that the customer consult with a qualified electrician in their final layout of circuits that feed the electrical distributions systems. Branch-circuit requirements must comply with National Electric Codes (NEC), and other local building requirements.

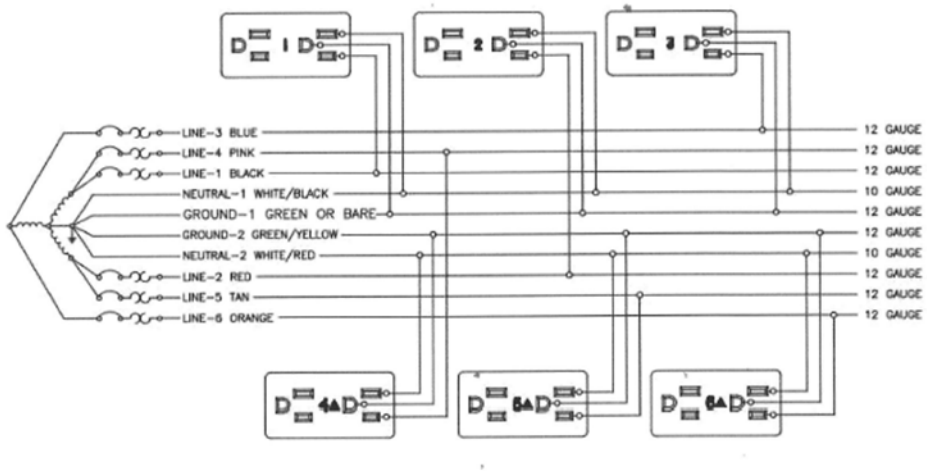
Note: The electrical distribution system covered in this guide is for typical North American applications. Other international applications should be reviewed by local jurisdictions.

GFCI Circuit Breaker on Multi-Wire Circuits

When using GFCI circuit breakers each GFCI circuit needs to have a dedicated neutral to function properly. When customers/contractors/architects specify the use GFCI circuit breakers, located in the power distribution panel, to provide electricity to our FreeStyle lockers some adjustments need to be made to Spacesaver's EDS layout.

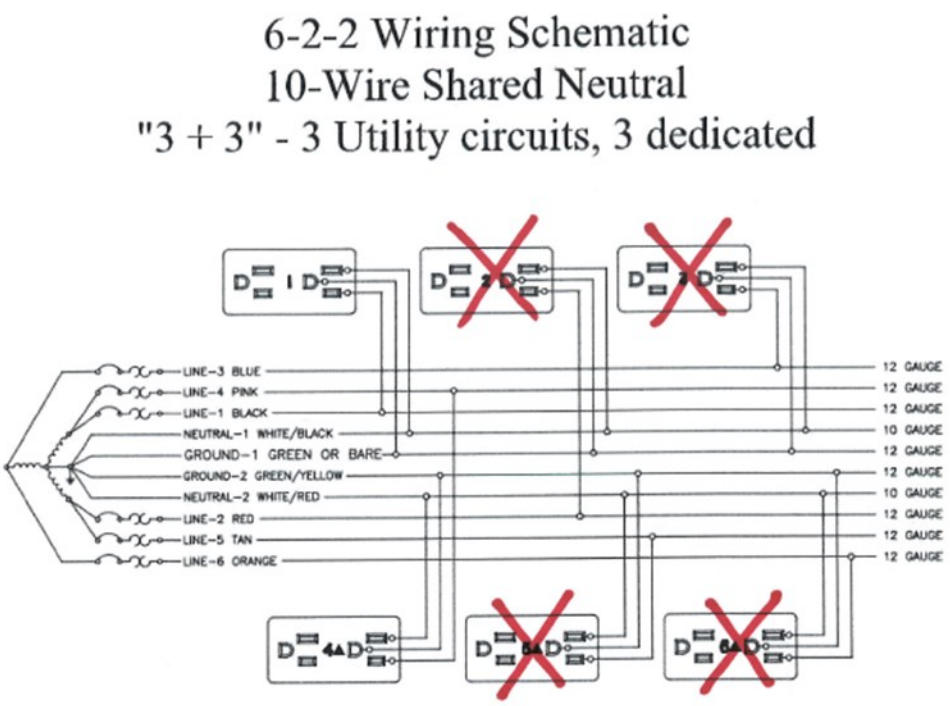
Our current Electrical Distribution System consists of (10) ten wires: (6) six power, (2) two shared neutral, and (2) two shared ground (as shown in Figure 1 below).

6-2-2 Wiring Schematic
10-Wire Shared Neutral
"3 + 3" - 3 Utility circuits, 3 dedicated



In Figure 1, outlets 1, 2, and 3 all use the neutral-1 (white/black) wire and outlets 4, 5, and 6 use the neutral-2 (white/red) wire.

When the project requires the use of GFCI circuit breakers in the power distribution panel, shared neutral issue is addressed by defining what outlets are used. In this situation where GFCI breakers are used we designate that only outlets 1, 2, **OR** 3 can be used with 4, 5, **OR** 6 (as shown in Figure 2)

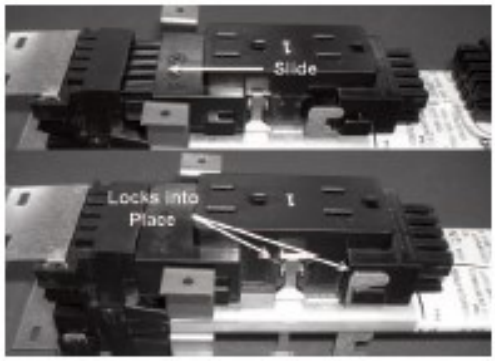


SECTION V- ELECTRICAL CONNECTIONS

Plug and Play Electrical Application

A grouping of lockers may be supplied with up to six (6) different individual duplex receptacles on three phase building interfaces, four (4) receptacles on single phase building interfaces, each with a number stamped on its face that represents the power line on the distribution run.

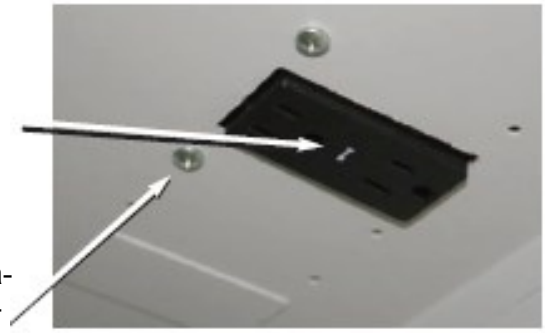
On single phase, #3's & #6's will not be used, only two circuits may exist per neutral ground with single phase building interfaces.



The duplex receptacles you receive will be determined based on the number of circuits assigned to the distribution run. Planning will attempt to balance the number of receptacles per circuit on each distribution run. Duplex's slide and lock into the distribution blocks as shown.

Step #1

Begin by laying out the components on top the lockers to insure all plug to plug connections are the correct length. Remove locker knock outs at planned duplex receptacle locations for each locker. Ensure duplex receptacles have the correct number from 1 to 6 at each location to insure proper loading. Secure correctly numbered duplex receptacle with two (2) screws from inside each locker. Duplex receptacle distribution is designed to span across two lockers.

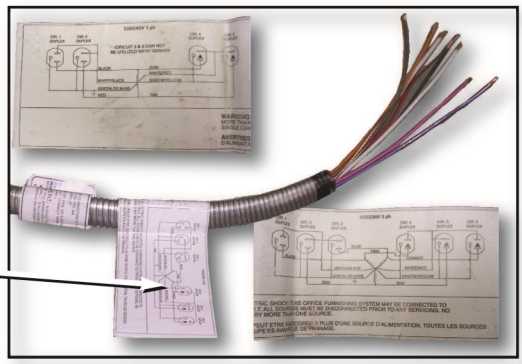


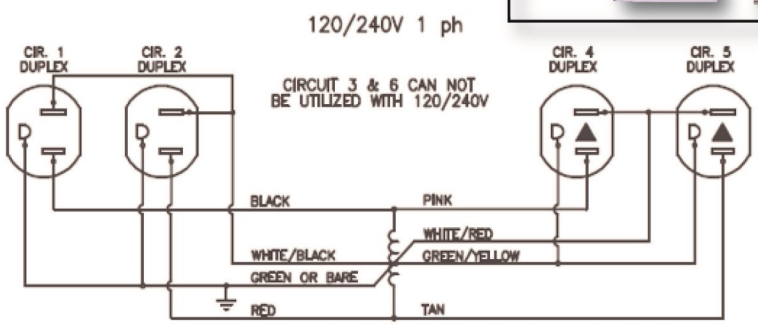
Step #2

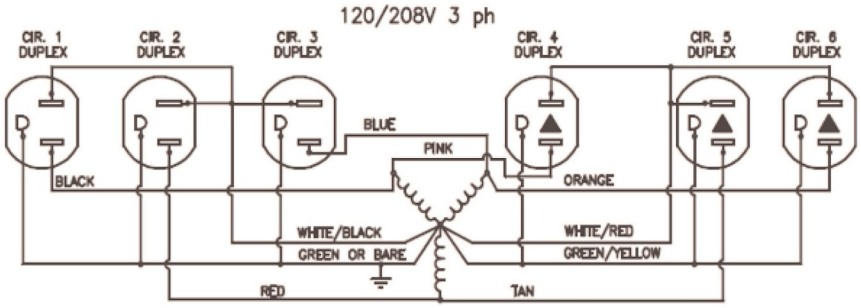
Connect electrical distribution together using supplied connector harnesses (Plug to Plug). Plug to plug connectors come in multiple lengths to cover multiple configurations. These snap together and have locking tabs. They can plug into the top or bottom of the distribution block.

Step #3

Connect building interface cable (Power in Feed) at distribution block closest to the building interface. This cable comes in (3) lengths tagged with schematic drawings to aid electrician with hookup.

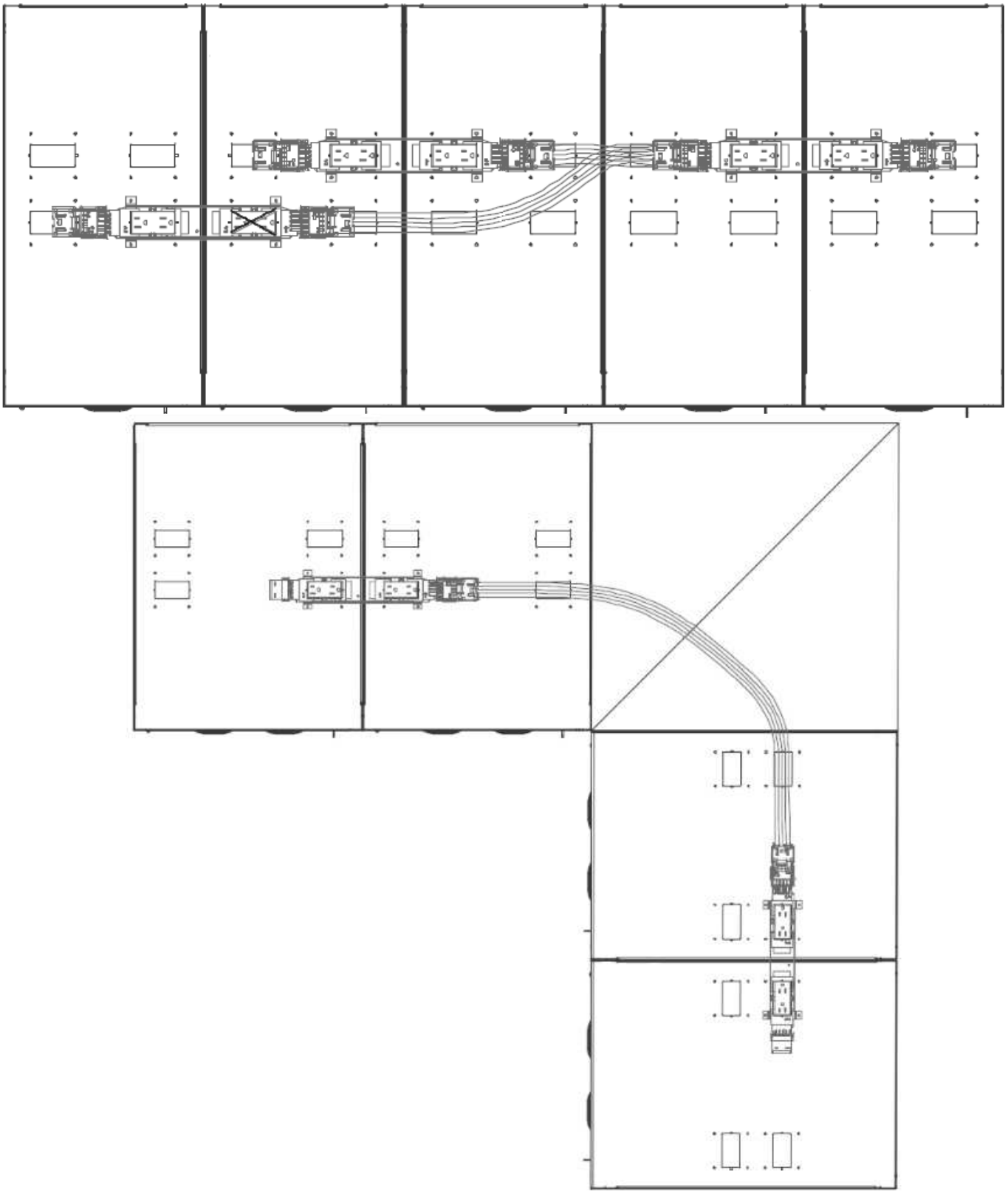






SECTION V- ELECTRICAL CONNECTIONS

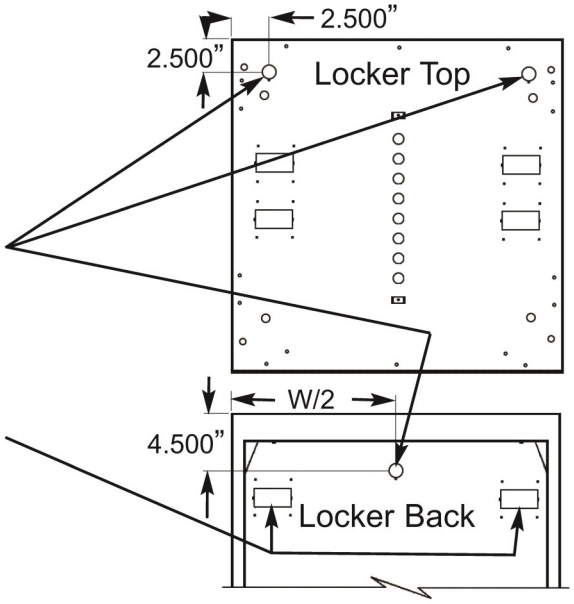
SAMPLE PLUG & PLAY ELECTRICAL LAYOUTS



SECTION V - ELECTRICAL CONNECTIONS

Note: Conduit pass through provisions for non plug and play electrical applications are located at the back and/or back top of each locker.

Plug and Play Electric's may also be planned to attach to the back side of each locker.

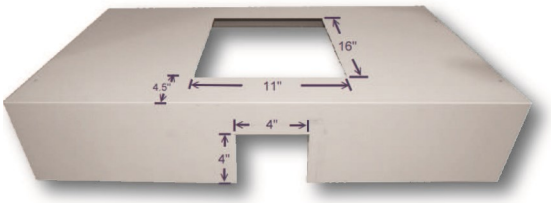


SECTION VI- SLOPED TOP & TRIM

The sloped top is required with plug and play electrical and/or ventilation applications. Optional in all other applications. See **Section II** for part identification.

Before Cutout

Field cuts may be required in some applications. All length cuts are made on Starter / End Sloped Tops. Electrical applications may require cutouts at building interface location. Pictured is a Starter / End Sloped Top before and after cutouts are made. This is only one possible situation where the building interface is located at the center back of the sloped top. The top cut out is to give the electrician access to the building junction box after your installation is complete. The back cut out is 4”x4” and located at the building junction box as shown. The access Cover Plate is designed to cover a 11”x16” cut out. This cover plate is to seal off this access cut out after the electrician has completed electrical hookup.



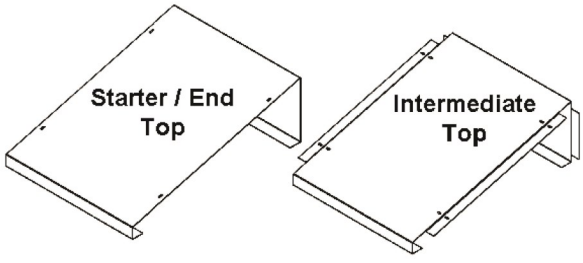
After Cutout

In Place on Locker

Receptacle Hole Cover	PSLELERC
Power Feed Access Cover	PSLELEPFAC

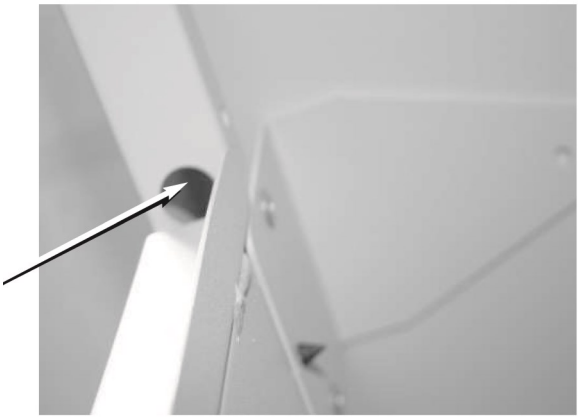
Step #1

There are two types of sloped top sections. “Starter / End Sloped” & “Intermediate Sloped”. Place Starter / End Top at the beginning of your run. Intermediate Sloped Tops are placed between Starter / End Sloped Tops throughout the run.



Exception:

If you have an inside corner (See Drawing on page #8). Use Intermediate Sloped Top with end cover supports on the corner lockers on each side. End cover supports are riveted to lockers. Then assemble corner pieces using tek screws and attach to canopy's along with any fillers required.

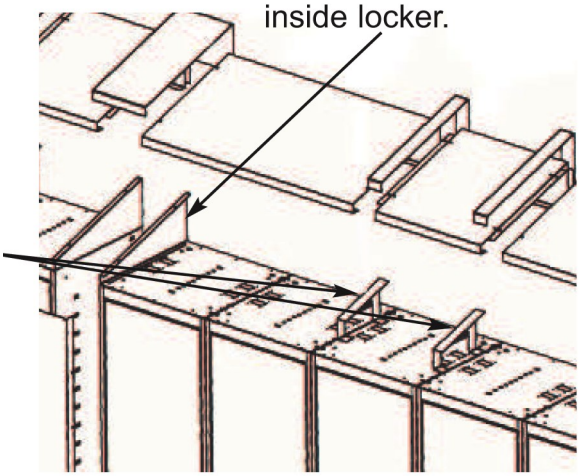


End Cover Supports are riveted from inside locker.

Attach canopy top to lockers with Tek Screws p.n. 960216.001, (3) three in front and (3) three in back on each locker. There are access holes in the door jam in the front and pilot holes in the back. Make sure you have a flush alignment at the front of locker before tightening Tek Screws.

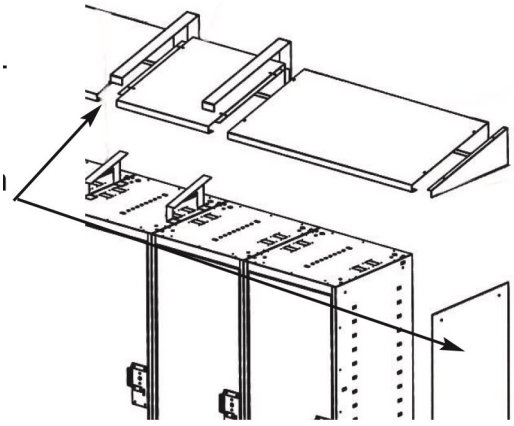
Step #2

Continue placing tops in place using an Intermediate Top between Start / End Tops. Intermediate Supports are placed on each side of every Intermediate Top. Place additional Intermediate Supports at the middle on tops over 45" long. Intermediate supports are held into place using two sided tape. End Cover Supports are riveted from inside locker.



Step #3

With canopy tops in place and end supports riveted in place at exposed ends, place cover trim into place. All cover trim is applied using two sided tape. Insure no rivets are protruding from locker. **Clean all surfaces with isopropyl alcohol and let dry prior to placing cover panels**. Canopy seem cover trim may also be placed at this time.



DO NOT use any other cleaning solutions as they may degrade the two sided tape.

SECTION VI- SLOPED TOP & TRIM

Step #4

If applicable, place and attach bench wood and secure using a minimum of 4 screws per locker. Attach screws from inside bench housing. Field cuts may be required. Plan your bench layout prior to cutting to minimize material waist.

Benches will have 1/8” gap between each section to allow cleaning between splices.

Note: You will need to apply varnish on cut ends. Varnish is NOT supplied.

Bench and lockers are pre-drilled for ease of installation, 9.5” & 13” wide bench wood both over hang at the front 3/4” off bench housing. With 9.5” wide, there will be a 3.5” space between locker and bench wood. With 13” wide the bench wood will butt against locker with no space between locker and bench wood.

Bench Wood 9.5" x 71.875" Long	Pre-Drilled every 6" PDLWOOD
Bench Wood 9.5" x 119.875" Long	Pre-Drilled every 6" PDLWOOD120
Bench Wood 13" x 71.875" Long	Pre-Drilled every 6" PDLWOOD1372
Bench Wood 13" x 119.825" Long	Pre-Drilled every 6" PDLWOOD13120

Vertical Trim

Note: Standard vertical trim is designed to fill gaps from 2.5” to 24.5”. Any gaps outside these perimeters will require a special type application.

Many of the trim accessories are designed as male and female parts for ease of fit and assembly, and are available in numerous sizes.

Vertical Angle Female – use with Vertical Angle Male to fill in extra space between lockers. Available Heights: 54”, 66”, 72”, 84” and 90”

Vertical Angle Male – use with Vertical Angle Female to fill in extra space between lockers. Available Heights: 54”, 66”, 72”, 84” and 90”

To Fill Gaps: 2.5” - 4.5”, 4.5” - 6.5”, 6.5” - 8.5”, 8.5” - 10.5”, 10.5” - 12.5” & 12.5” - 14.5”

Vertical Extension – use in conjunction with Vertical Angle Female and Male in order to fill gaps between lockers that are larger than 14.5”. Available Heights: 54”, 66”, 72”, 84” and 90”, Width: 10”

Vertical Flat Male

Available Heights: 54”, 66”, 72”, 84” and 90”

To Fill Gaps: 2.5” - 4.5”, 4.5” - 6.5”, 6.5” - 8.5”, 8.5” - 10.5” & 10.5” - 12.5”

All locker mounted vertical trim is attached using tek screw p.n. 960216.001 from inside locker. Fasteners used to mount Vertical trim to walls etc. will be determined based on the composition of the wall.

SECTION VII - ACCESSORIES

Installation of interior components should be done starting from the top of the locker and working towards the middle, then work from the bottom up towards the middle. All components install using lance and tab allowing the locker to be re-configurable.

Step #1

Note: For a more permanent and secure configuration, lance and tabs can be riveted. Rivet from the outside of lockers at the end of your run to allow for end cover application.

This instruction will only demonstrate one of many possible configurations. Begin installing accessories at the top of locker. In this case we will install the full length shelf with the Integral Garment Hanger, standard with all lockers. To minimize scratches on the locker, position shelf at an angle and slide tabs into desired lances at the high side of the shelf. Then bring the low side up just past the desired lances and then push down into place. Check that all tabs engage all lances.

Step #2

With the Integral Garment Hanger shelf in place, we will install the Modular Shelf accessory. Notice that were using the notched style Modular Shelf that is required with the Integral Garment Hanger.

Place tabs into lances on the left side of the locker and then slide top tabs into lances underneath the Integral Garment Hanger Shelf. Again, make sure all tabs engage lances. Rivet p.n. 88005.03 top 2 tab and lances to secure modular shelf into place.

Step #3

Our locker will have a lockable door on the Modular Shelf. Place the hasp lock plate tabs into the lances on the right side of the Modular Shelf. Insure tabs engage the lances and rivet p.n. 88005.03 into place.

SECTION VII - ACCESSORIES

Step #4

Place the rod bushing into each end of the shelf door p.n. 940099.001. The shoulder of the bushing should be towards the outside of the door to provide proper spacing when door is in place.

Step #5

Position the door and slide the rod through the shelf and door from the bottom of shelf. If no additional lockable doors are to be installed, install a rivet p.n. 88013.02 into rod hole at the bottom of the shelf to hold the door rod in place. If additional lockable doors are to be installed, only the lowest shelf will require this rivet p.n. 88005.03 to hold all door rods in place.

Notice: If rivet is not installed the door rod may fall out and cause damage.

Step #6

If multiple modular Shelves are to be installed, always use the standard shelf without the notch below the starter shelf. Riveting p.n. 88005.03 required at the top of modular shelves.

Step #7

The Adjustable Shelf is designed to mount flush with the Modular Shelf front and recessed when used with the door option depending on the direction it is installed.

Step #8

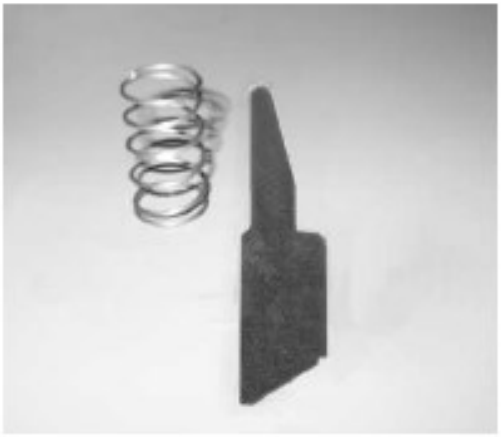
(Free**Style**TM) EZ Rail Straight, Sloped and Support Rail all easily install using lances at the back of locker. Take care to minimize scratching when placing in position.

Step #9

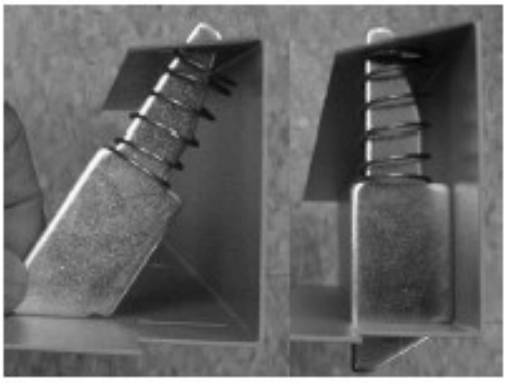
Next we will install the Interlock kits into the Intermediate Base Shelf. This shelf is used on all External Access Drawer Lockers. There are 2 interlocks per Base Shelf.

Note: There are 2 different lengths: p.n. 450236.001 used with bench applications, is 3.544" long, includes Spring.

p.n. 450236.002 used without bench housing is 2.545" long, includes Spring.



This image shows the Intermediate Base Shelf upside down. Place spring on interlock plate and slide small end into the bottom slot and compress spring while sliding the interlock plate into place. Make sure the tapper side faces towards the front of the shelf. Place one interlock kit on each side of the Intermediate Base Shelf.



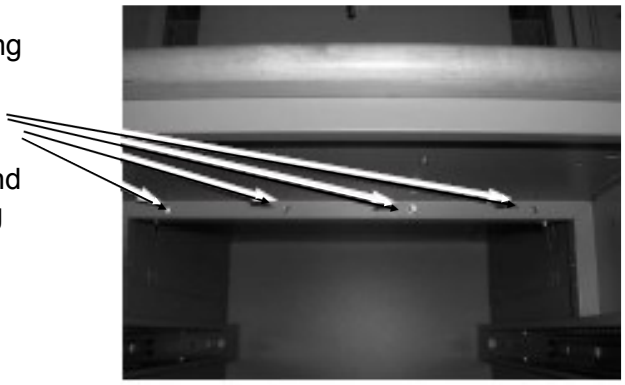
Step #10

Place shelf in place by lowering front of shelf under door hinges and then tilt back onto support brackets. Rivet to shelf support brackets using (4) rivets on each side p.n. 880025.002.

SECTION VII - ACCESSORIES

Step #11

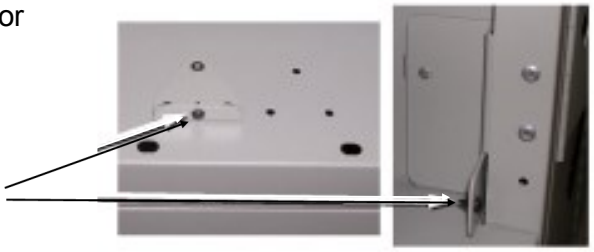
Tek screw the top of bench housing to the shelf face using (4) p.n. 960216.002 screws.



Note: Ensure that the gap between the bench housing and the bottom of the Locker door is correct prior to fastening these tek screws.

Step #12

Install door stop. Pictured on the left is the double door stop mount for double door lockers, on the right is the single door stop for single door lockers. Notice that two types of rivets are used, steel rivets p.n. 880025.002 and 450248.001.



Install all required rubber bumpers p.n. 300392.001. Use a soap solution to ease installation.

Step #13

The door stop lock bracket p.n. 402010.001P is installed in production. In some cases it may be required to install during installation. Notice two types of rivets are used here.

p.n. 880025.002 Steel Rivet

p.n. 88005.03 Mandrel open end Rivet-Break

Step #14

The door lock plate comes installed from production. In some cases it may be required to install during installation. Pictured is the key style lock kit installed using stud bolts, nuts and washers. Tags are riveted to plate. (p.n. 880027.002 Mandrel open end Rivet-Break)

NOTICE: Using an incorrect rivet may damage tags and name plates.

Step #15

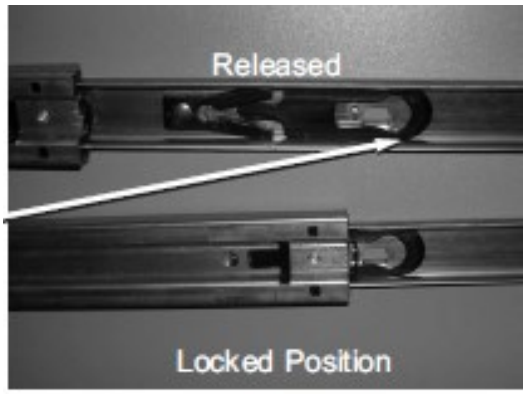
The internal drawer option pictured here, must be riveted to locker once in place. Do not rely on the tab and lance catch holding when drawer is pulled out.

Remember to rivet from the outside of the locker if at the end of the locker run. Use p.n. 880025.002 steel rivets.

There are many options that we haven't discussed. However, they all install similarly to the options previously installed.

Step #16

Begin assembling the external access drawer. Attach the drawer front to the drawer weldment using screws provided. Attach plastic handle to drawer front.



Step #17

Separate the drawer portions of the drawer slides from the locker by pulling out on the release and than sliding the drawer sections out.

Step #18

Attach drawer portion of slides to the drawer weldment by snapping slide clips into notches in drawer weldment.. Insure you place the correct slide on the correct side of the drawer weldment.

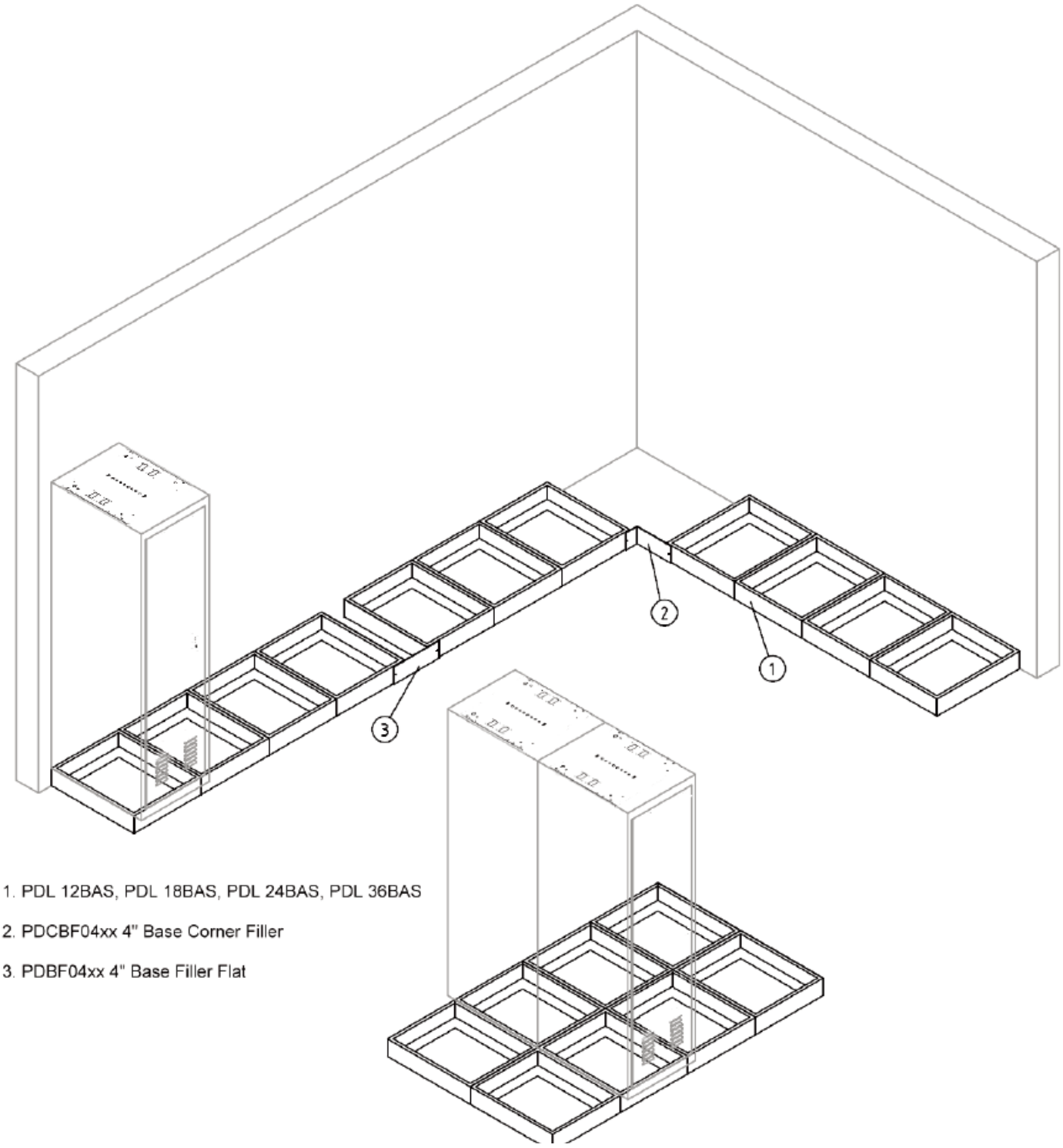
SECTION VII - ACCESSORIES

Then slide drawer assembly back into locker portion of slides. Close drawer all the way in, to relatch slide clips. Pull drawer in and out to insure smooth operation.

If not already attached to the drawer from production, rivet in drawer support rails. Drawer rails will support the optional Body Armor Drying Rack.

Note: Adjust position of drawer front as needed to maintain uniform clearance.

LOCKERS ON 4” STANDARD BASE



1. PDL 12BAS, PDL 18BAS, PDL 24BAS, PDL 36BAS
2. PDCBF04xx 4" Base Corner Filler
3. PDBF04xx 4" Base Filler Flat

SECTION VIII- PSL INSTALLATION WITH BASE

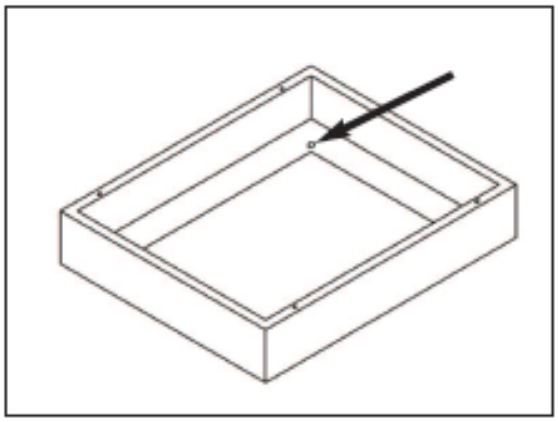
USING STANDARD BASE

⚠ CAUTION Do not place/level and anchor a run of more than 3 **standard** bases at a time! See note at step #3 page #33 for more information.

Standard 4" Base

Bases are 4" high
Sample layout shown on page 31.

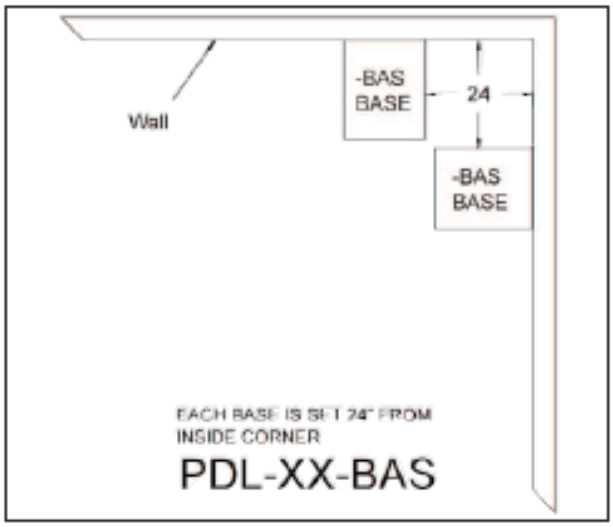
Anchor/Leveling points (4) one at each corner.



STANDARD BASE LAYOUT

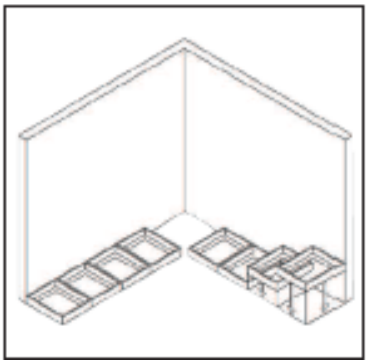
Step #1

Temporarily locate bases in place according to the planned layout to ensure proper fit. Start placement in the corners, this will ensure that bases will be spaced correctly. If the layout requires that 2 banks of lockers start in the same inside corner, make sure to allow for such things as: locker overhang due to toe space provision, opening base drawers, locker door swing interference, and accessing both corner lockers at the same time.



Step #2

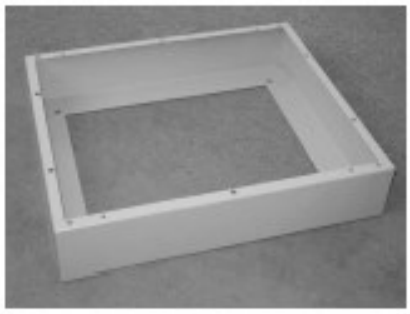
Using a laser level, find the high spot along the perimeter of the footprint. Check about every 12 inches or less. Once the high spot of the floor is found, place, shim and level the base on the high spot. Shoot for final elevation off the top of the placed base at high spot.



The following steps outline the procedure for leveling

Step #3

Once the base layout & high spot is confirmed, start progressively installing each base from the inside

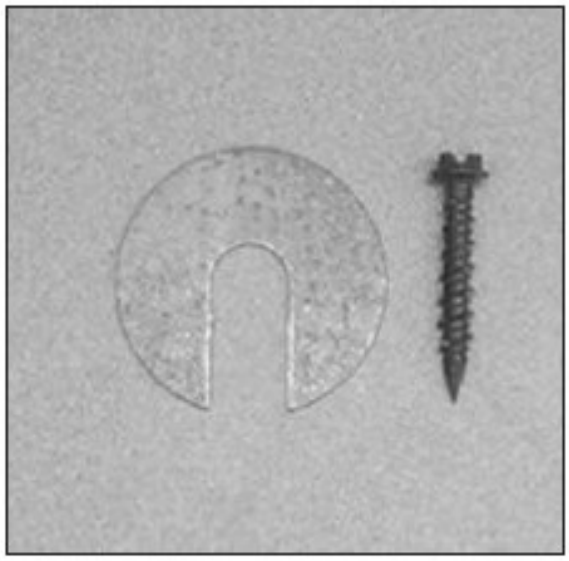


Note: Do not install more than 3 bases at a time without checking their growth/shrinkage. Lockers and bases can grow/shrink (+ or -) 1/32". Periodically check this by installing (up to) 3 bases. When bases are leveled and secured, install the lockers on top of them. Make sure that the lockers sit firmly on bases and that no overhang exists. Space bases accordingly.

Use the mounting holes in the base as a template, mark floor at each corner, move base away and drill (4) holes into the floor. Vacuum up drilling debris.

Step #4

Secure each base with (4) 3/16" x 1 ¾" Tapcons (AC Supplied). Before tightening anchors fully, level base to final elevation found in step 1 using supplied "U" shims under the base and around the concrete anchor. Secure Tapcons pinching the shims between the floor and the base. Ensure every base corner is supported with proper shimming prior to tightening. If a corner is secured to the floor without proper support, there is a risk that the corner will be drawn down twisting the base. This will cause major problems with the lock mechanism and the locker door operation. Shim p.n.300406.002.



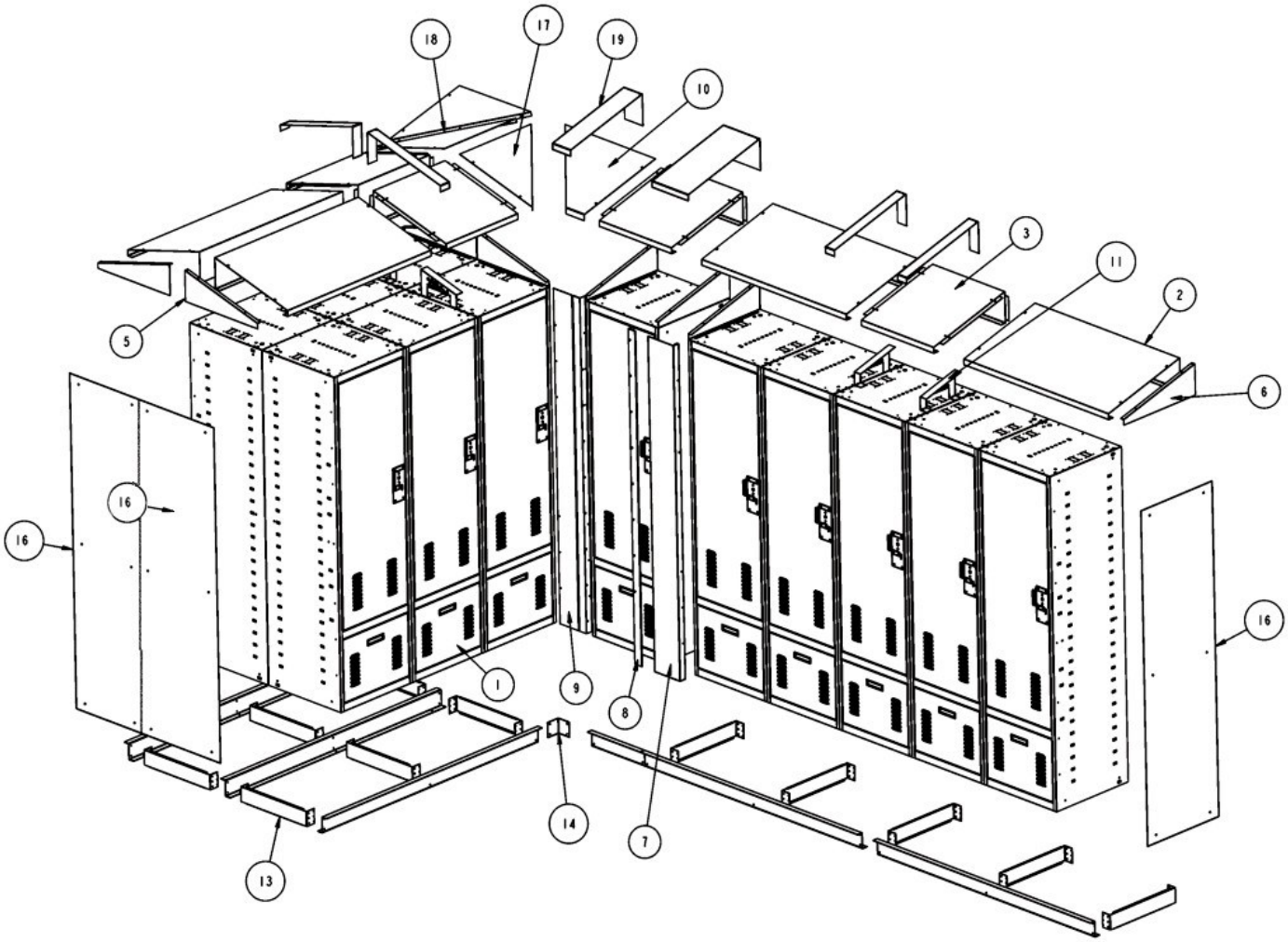
Step #5

Standard 4" Base - Mounting / Securing:

With bases level, aligned, shimmed and anchored, up to three lockers at a time can be positioned on top of and secured to each base with (4) #10x1/2" hex washer head screws (SSC part # 960216.001) through pre punched holes at the four corners of the locker floor. Align the 6 holes in the sides and/or backs of each adjoining locker. Bolt together with (1) 1/4"-20 x 1/4" hex head bolt. (2) 1/4" flat washers and (1) 1/4"-20 hex nut per hole. Proceed to Section VIII "Accessories" for instruction installing interior components of each locker.

SECTION VIII- PSL INSTALLATION WITH BASE

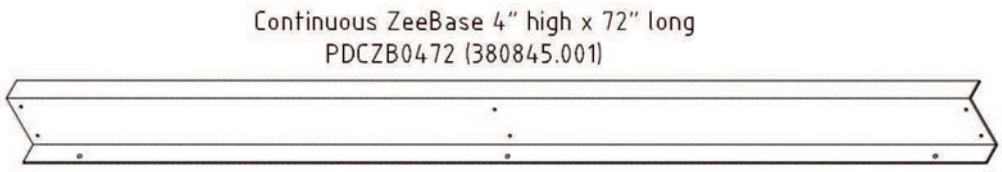
LOCKERS ON Z-BASE - TRIM AND CONTINUOUS SLOPED TOP

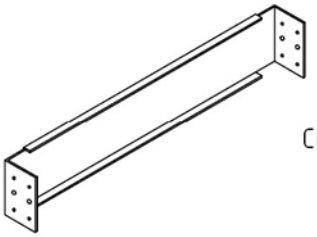


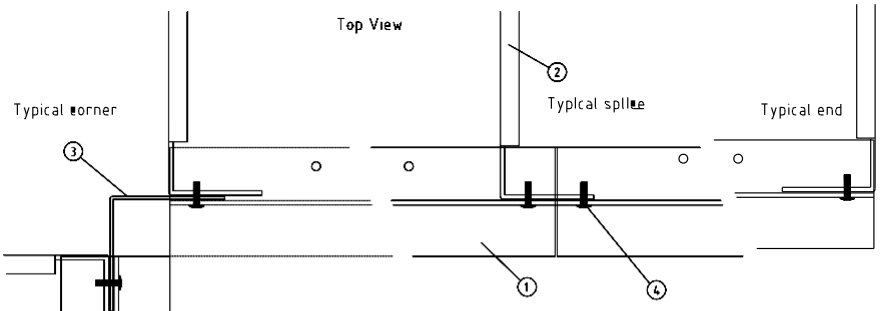
Item	Qty	Part#	Description
1	12	PSLxxx24xxDWRX	Locker Cabinet
2	4	PSLST24xxSTR	Sloped - Top, Starter/End
3	4	PSLST24xxINT	Sloped - Top, Sloped, Intermediate
4	1	PSLSTSPL24xx	Sloped - Top, Splice Cover
5	4	PSLST24ENDL	Sloped - Top, End Cap, Left
6	4	PSLST24ENDR	Sloped - Top, End Cap, Right
7	1	PDVAMxxxxxxx	Vertical Angle Male Trim
8	2	PDVAFxx	Vertical Angle Female Trim
9	1	PDVFMxxxxxxx	Vertical Flat Male Trim
10	1	PSLSTC24Rxx	Sloped - Top Corner Filler, Right
11	4	PSLSTS	Sloped - Top Support
13	11	PDCZBCS0424	Z-Base Cross Section
14	1	PDCZBC04	Z-Base Corner
16	1	PSLEPNLSxx24	Single End Panel
17	2	PSLSTCF24L	Sloped - Top Corner Filler, No Gap, Left
18	2	PSLSTCF24R	Sloped - Top Corner Filler, No Gap, Right

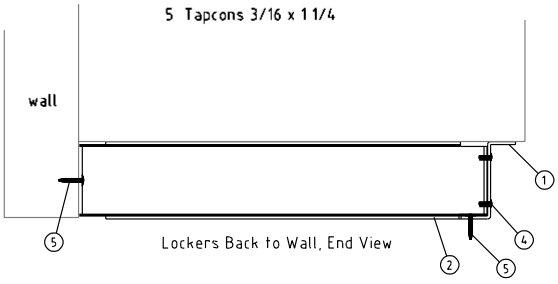
USING Z-BASE

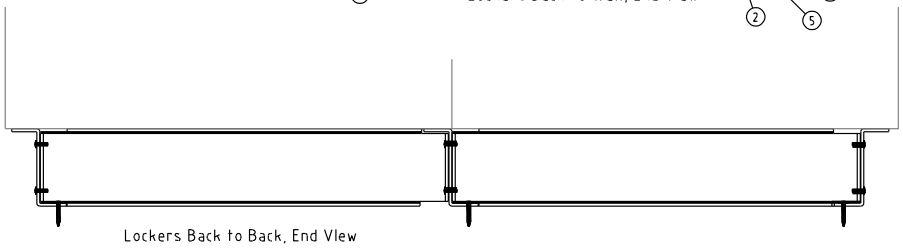
Z-Base Part Identification:











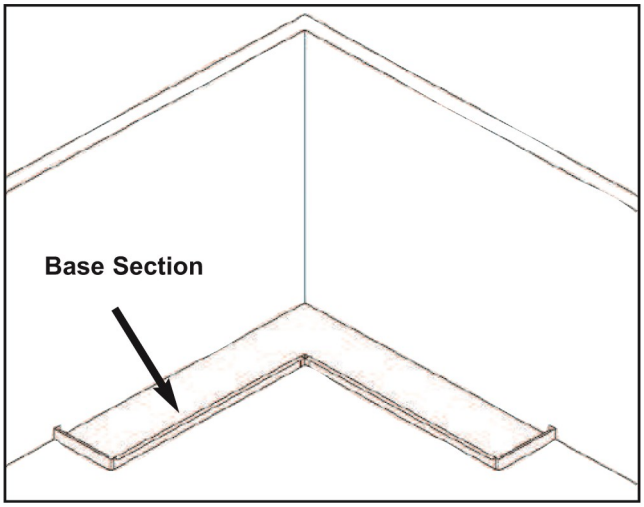
When installing Back to Back lockers on Z-Base, only one locker will be resting on the section at the rear. The other locker will rest on the front Z-base section only and will be supported in the rear by the other locker.

SECTION VIII- PSL INSTALLATION WITH BASE

Z-BASE WITH LOCKER INSTALLATION

Step #1

Place Z-Base sections parallel with wall and floor. Space from wall with base cross supports. Attach the corner splice and end base channels to Z base length through pre punched holes using supplied 5/32” rivets.

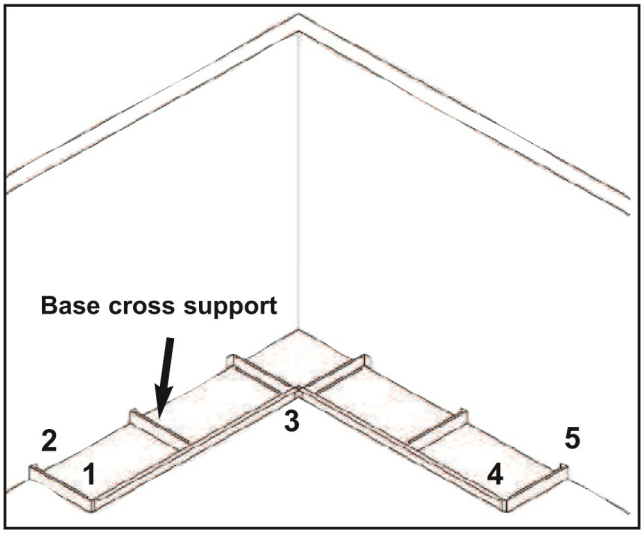


Step #2

Continue to install base cross supports, splices, and corner splices to Z-Base sections. Secure all components together using supplied hardware (5/32” rivets) until base system is complete.

Use a carpenters square or some other means to assure that Z-base frame work is square prior to anchoring.

Move framework to its final position on floor plan. Find the high spot, using a laser level, off the top of the Z-base sections. Level and anchor the Z-Base using AC Supplied 3/16” x 1 1/4” tapcons and 2” x 18 gage U-shaped shims. Level/anchor the ends of the sections first. If multiple sections are spliced, anchor ends and then joints. Use a chalk line to assure straightness. Anchor/Level Z-Base sections to floor at all remaining locations. Base cross supports anchor to wall only but should be leveled and supported using provided U-shaped shims.



The above example might be leveled and anchored as follows.

1. Square inside corner and push frame against wall. Drill anchoring holes. Level top of Z-base to final elevation using 2” U-shaped shims (tighten anchor).

2. Level top of channel to final elevation. Attach cross support to wall.

3. Square inside corner. Drill anchoring holes. Level top of Z-base to final elevation using 2” U-shaped shims (tighten anchor).

4. Repeat step 1.

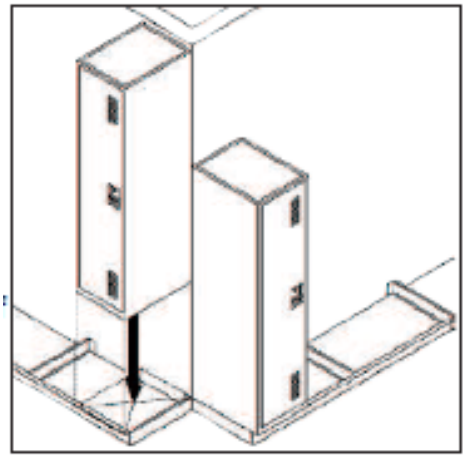
5. Repeat step 2.

Level and anchor all intermediate cross supports making sure they are square to Z-Base sections. Anchor/level at all pre-punched locations. Anchor/level along each length.

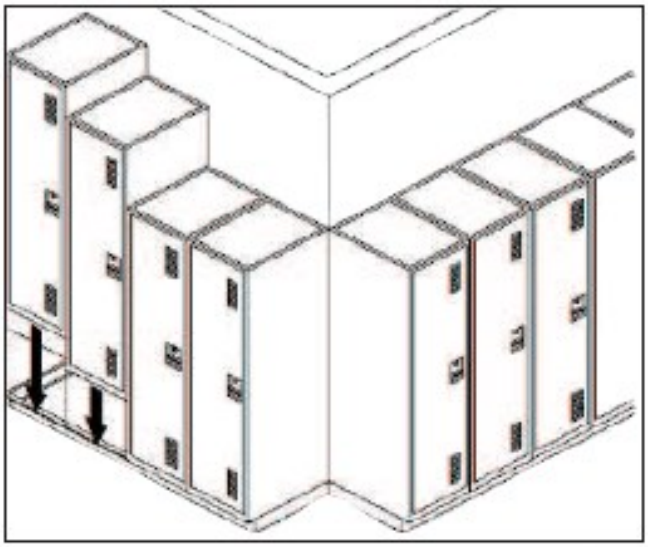
Step #3

Z-Base - Mounting / Securing:

Position Lockers on top of the Z-Base support system and secure lockers to the base using the supplied hardware. In this application, the locker rests on the Z-base at the front but the rear of the locker is floating. The locker should be positioned on the Z-base such that the wall sets the front/ rear level. **Furring of the wall may be required** to create a plumb surface for attaching the locker to the wall with AC supplied hardware. Side to side level is accomplished via leveling procedure in step #2, page #36.

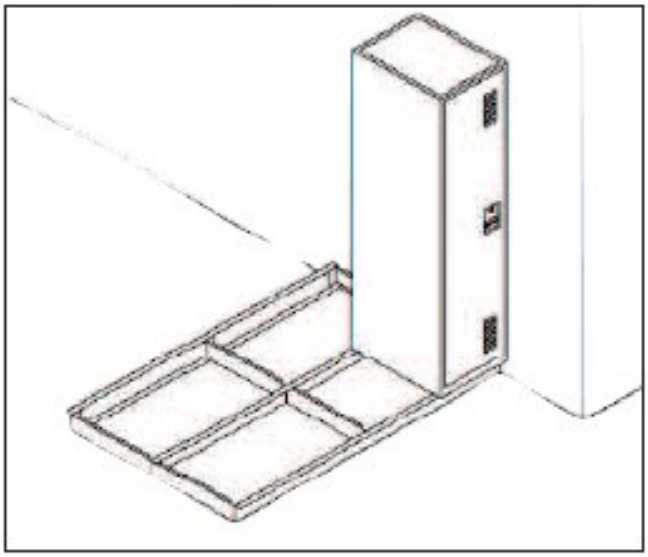


Beginning at the corners and progressively working out, position lockers on top of the - base and attach adjacent lockers using the supplied hardware.



If lockers are mounted to Z-Base in back to back application, keep in mind that only one of the back to back lockers rests on both Z-Base sections. This one should be mounted first. The opposite locker will then rest on one Z-Base section and use the back of the previously placed locker for support.

Align the 6 holes in the sides and back of each adjoining locker. Bolt sides and backs together with (1) 1/4”-20 x 1/4” hex head bolt. (2) 1/4” flat washers and (1) 1/4”-20 hex nut per hole.



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