

**READ THIS FIRST**

This Project Spec Document may need additional modifications to suit your project. It is recommended that you proofread each section, paying attention to any “Notes” boxes such as this one--you should remove these “Notes” sections as you go. Also, do a search for all bracket characters “ [ ] “ as they are used to show you areas containing options or project specific details (you can use Microsoft Word’s Find feature {Ctrl-F} to jump to an open bracket “ [ “ character quickly). Again, these bracket characters should be removed.

It is important that every paragraph be numbered to allow for easy referencing. If you use the document’s built in styles and formatting your outline should be fine (turn on the formatting toolbar by going to View > Toolbars > Formatting). Most paragraphs will use the style “Numbered Material” and can be promoted (Shift) or demoted (Shift-Tab).

You should not have to manually enter extra spaces, carriage returns or outline characters such as A, B, C, or 1.01, 1.02; the formatting will do this for you. The entire document is 11 pt. Arial. If you paste items in, you may need to reapply the “Numbered Material” format.

**PART 1 GENERAL**

**1.01 SUMMARY**

Throughout the construction period, maintain the project site where Work is carried out in a standard of cleanliness to include progress and closeout cleaning, and dust control throughout construction.

**1.02 QUALITY ASSURANCE**

- A. Inspection: Conduct daily inspections (and more often if necessary) to verify requirements of cleanliness are being met.
- B. Codes and Standards: In addition to the standard described in this section, comply with all pertinent requirements of governmental agencies having jurisdiction.

**PART 2 PRODUCTS**

**2.01 CLEANING MATERIALS AND EQUIPMENT**

- A. Provide all required personnel, equipment, and materials needed to maintain specified standard of cleanliness.

**PART 3 EXECUTION**

**3.01 PROGRESS CLEANING**

- A. Site:
  - 1. At all times, and as may specifically be requested by the Engineer, the Contractor shall cleanup and remove all refuse resulting from the Work in order that the Project site remains free from an accumulation of construction debris. Upon failure to do so within 24 hours after request by the Engineer, such cleanup work may be done by the Port and the cost thereof shall be charged to the Contractor and deducted from the Contract Sum.
  - 2. Project sites adjacent to public areas shall at all times be maintained in a condition suitable for public viewing and ensure public safety is not compromised in any way. The Engineer’s right to require or perform any necessary cleanup to maintain this condition as stated above applies.

3. Retain all stored items in an orderly arrangement allowing maximum access, not impeding drainage or traffic, and providing the required protection of materials.
4. Provide adequate storage for all items, awaiting removal from the job site, observing all requirements for fire prevention and protection of the ecology.

Sub-paragraph below for "Pest Management – Force Account" is optional. If used, include in Schedule of Values. Delete if not needed.

5. Pest Management – Force Account: When directed by the Engineer, engage an experienced, licensed exterminator to make inspections and rid Project of rodents, insects, and other pests. Submit pest-control inspection reports to Engineer.

### 3.02 DUST CONTROL

- A. Maintain continuous cleaning and wetting procedures to control dust pollution at project site and haul routes as required by governing authorities and the Contract Documents. Use vacuum sweeper with on-board water spray system, or alternate approved by the Engineer, for street cleaning, if necessary.
- B. Schedule cleaning so that resultant dust and contaminants will not fall on wet or newly coated surfaces.
- C. See additional requirements in related sections.

### 3.03 CLOSEOUT CLEANING

- A. Cleaning: Provide final cleaning of Work prior to Final Inspection. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to condition expected from normal commercial building cleaning and maintenance program. Comply with manufacturer's recommendations. Complete following cleaning operations:
  1. In addition to removal of debris and cleaning specified in other sections, clean interior and exterior exposed-to-view surfaces.
  2. Remove grease, mastic, adhesives, dust dirt, stains, fingerprints, labels, and other foreign matter from sight exposed interior and exterior surfaces.
  3. Clean transparent and glossy materials to a polished condition; remove foreign substances. Polish reflective surfaces to a clear shine.
  4. Remove temporary protection and labels not required to remain.
  5. Vacuum clean carpeted and similar soft surfaces.
  6. Clean, wax, and polish resilient and hard-surfaces floor as specified.
  7. Clean equipment and fixtures to sanitary condition.
  8. Clean surfaces of equipment; remove excess lubrication.
  9. Clean plumbing fixtures to a sanitary condition.
  10. Clean light fixtures and lamps.

11. Clean permanent filters of ventilating equipment and replace disposable filters when units have been operated during construction; in addition, clean ducts, blowers, and coils when units have been operated without filters during construction.
12. Clean mechanical and electrical equipment and spaces, including tops of pipes, ducts, equipment, etc.
13. Clean all exterior surfaces of structures.
14. Remove waste, foreign matter, and debris from roofs, gutters, area ways, and drainage systems.
15. Hose-clean exterior paved surfaces; rake clean other surfaces of grounds.
16. Remove waste, debris, and surplus materials from site. Clean grounds; remove stains, spills, and foreign substances from paved areas and sweep clean. Rake clean other exterior surfaces.
17. Maintain cleaning until Physical Completion.
18. Re-clean areas or equipment, after final inspection, if dirtied as result of Contractor's Work in preparing for final inspection or completion of punchlist.

Sub-paragraph below for "Pest Management – Force Account" is optional. If used, include in Schedule of Values. Delete if not needed.

- B. Pest Management – Force Account: When directed by the Engineer, engage an experienced, licensed exterminator to make final inspection and rid Project of rodents, insects, and other pests. Submit pest-control final inspection report to the Engineer.

#### PART 4 MEASUREMENT AND PAYMENT

##### 4.01 GENERAL

- A. No separate measurement or payment will be made for the Cleaning Work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the Schedule of Unit Prices.
- B. Measurement and Payment for "Pest Management – Force Account", as stated in the Schedule of Unit Prices, will be on a Force Account basis in accordance with Document 00 70 00 – General Conditions and shall be full compensation to complete only Pest Management measures that are not part of the Contract work, not covered under existing bid items and are at the specific direction of the Engineer.

OR if No "Pest Management – Force Account" Bid Item use: (otherwise delete)

##### 4.01 GENERAL

**DIVISION 1 - GENERAL REQUIREMENTS**  
**Section 01 74 00 - Cleaning**

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- A. No separate measurement or payment will be made for the Work required by this section. The cost for this portion of the Work will be considered incidental to, and included in the payments made for the applicable bid items in the [Schedule of Unit Prices] [Lump Sum price] bid for the Project.

End of Section