

SECTION 011000 - SUMMARY

Latest Update: 8/6/2026

(A/E shall edit specifications and blue text in header to meet project requirements. This includes but is not limited to updating Equipment and/or Material Model Numbers indicated in the specifications and adding any additional specifications that may be required by the project. Remove text underlines and highlights)

PART 1 - GENERAL

1.1 PROJECT INFORMATION

A. Project Identification:

1. Project #: <##-###>
2. Project Name: <Official Project Name>
3. Project Location: <Street Address>

B. Owner: University of Maryland, Baltimore.

1. Owner Representative: <Insert Name, Title>
2. Contact Information: <email address>, <phone number>

C. Design Professional (A/E):

1. Design Firm:
2. Firm Representative
3. Contact Information

D. Construction Manager/ General Contractor

1. Firm Name
2. Company Representative
3. Contact Information

1.2 WORK COVERED BY CONTRACT DOCUMENTS

- A. The Work of Project is defined by the Contract Documents and includes, but is not limited to, the following:

1. <Insert a brief description of Project indicating the size, code classification for occupancy and construction type, and general description of major building assemblies> and other Work indicated in the Contract Documents.

- B. Contract Documents, dated <INSERT DATE INDICATED IN THE CONTRACT DOCUMENTS>, were prepared for the Project by the Prime Design Consultant and all subconsultants as named in the Drawings and Specifications, including cover/title page.

- C. Requirements shown on the Drawings and specified herein are complementary; where conflicts occur, the more stringent requirement, as determined by the University and outlined in the General Conditions of the contract, shall govern.
- D. Detailed site controls, temporary facilities, and protection requirements are specified in
 - 1. 015000 – TEMPORARY FACILITIES AND CONTROLS
 - 2. 017300 – EXECUTION.

<DELETE NEXT PARAGRAPH IF PROJECT HAS AN A/E>

- E. Requirements of this Section and the other Division 01 Sections apply to the Work regardless of whether the project includes a Prime Design Consultant, Architect/Engineer of Record, or other design professional during construction

1.3 WORK PERFORMED UNDER SEPARATE CONTRACTS

- A. The University may perform or contract for additional work at the Project site under separate contracts.
- B. Separate work may include work performed either:
 - 1. Prior to commencement of the Work under this Contract, and/or
 - 2. Concurrently with the Work under this Contract
 - 3. Following the work under this contract
- C. Cooperate fully with separate contractors and the University so that work under those contracts may be carried out smoothly, without interfering with or delaying work under this Contract.
- D. The existence of multiple contractors, occupied facilities, or ongoing University operations shall not be grounds for additional compensation or schedule relief, except as expressly provided for in the Contract Documents.

<APPLICABLE ONLY WHEN FUTURE CONTRACTS WILL BE AWARDED>

1.4 FUTURE WORK

- A. Future Contract: The University has awarded a separate contract for additional work to be performed at the site following Substantial Completion. Completion of that work depends on successful completion of preparatory work under this Contract. The Contract for future work includes the following:

Edit additionally if contract is not yet awarded but scope of work is known.

- 1. Contract: A separate contract has been awarded to <INSERT NAME OF SEPARATE CONTRACTOR> to <INSERT A BRIEF DESCRIPTION OF WORK PERFORMED UNDER THE SEPARATE CONTRACT>

1.5 PHASED CONSTRUCTION (IF APPLICABLE)

- A. The Work may be conducted in phases as indicated in the Contract Documents.
- B. The Work will be conducted in <INSERT NUMBER OF PHASES> phases.
 - 1. Phase <INSERT PHASE NUMBER>: <BRIEFLY DESCRIBE WORK OF THIS PHASE.> Work of this phase shall be substantially complete, ready for occupancy within <INSERT TIME> of start of construction.
 - 2. <CONTINUE LIST AND DESCRIPTION FOR EACH PHASE>
- C. Where phased construction is required:
 - 1. Each phase shall be substantially complete as indicated in the Contract Documents.
 - 2. Based on project schedule, each phase may be scheduled separately for substantial completion. Substantial Completion of one phase does not affect the status of any other phase.

1.6 MULTIPLE WORK PACKAGES (IF APPLICABLE)

- A. The University may issue the Work in multiple work packages to accommodate early release work, phased work, etc. Multiple work packages differ from phased construction.
- B. The Work will be conducted in <INSERT NUMBER OF PACKAGES> packages.
 - 1. Phase <INSERT PACKAGE NUMBER>: <BRIEFLY DESCRIBE WORK OF THIS PACKAGE.> Work of this phase shall be substantially complete, ready for occupancy within <INSERT TIME> of start of construction.
 - 2. <CONTINUE LIST AND DESCRIPTION FOR EACH PACKAGE>
- C. Contractor shall coordinate the Work under this Contract with work performed under other work packages and shall comply with all coordination requirements of the Contract Documents.

1.7 CONTRACTOR USE OF PREMISES

- A. General: During the construction period the Contractor shall have full use of the premises for construction operations, including use of the site. The Contractor's use of the premises is limited only by the University's right to perform work or to retain other contractors on portions of the Project.
- B. Use of the Site: Limit use of the premises to work in areas indicated. Confine operations to areas within contract limits indicated. Do not disturb portions of the site beyond the areas in which the Work is indicated.
 - 1. University Occupancy: Allow for University occupancy and use by the public.
 - 2. Driveways and Entrances: Keep driveways and entrances serving the premises clear and available to the University, the University's employees, and emergency vehicles at all

times. Do not use these areas for parking or storage of materials. Schedule deliveries to minimize space and time requirements for storage of materials and equipment on-site.

- C. Use of the Existing Building: Maintain the existing building in a weathertight condition throughout the construction period. Repair damage caused by construction operations. Take all precautions necessary to protect the building and its occupants during the construction period.

1.8 OCCUPANCY REQUIREMENTS

<CHOOSE ONE AND EDIT FOR PARTICULAR PROJECT>

- A. Full University Occupancy: The University will occupy the site and existing building during the entire construction period. Cooperate with the University during construction operations to minimize conflicts and facilitate University usage. Perform the Work so as not to interfere with the University's operations.

<INCLUDE ALL REQUIREMENTS NECESSARY FOR WORK DURING OFF HOURS>.

- 1.9 Partial University Occupancy: The University reserves the right to occupy and to place and install equipment in completed areas of the building prior to Substantial Completion, provided such occupancy does not interfere with completion of the Work. Such placing of equipment and partial occupancy shall not constitute acceptance of the total Work.

- 1. The University will conduct a punchout of the area to be occupied and prepare a punch list. If it is determined that the work is substantially complete, the University will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied prior to University occupancy. A blank Certificate of Substantial completion is included at the end of this section.
- 2. Prior to partial University occupancy, mechanical and electrical systems shall be fully operational. Required inspections and tests shall have been successfully completed. Upon occupancy, the University will operate and maintain mechanical and electrical systems serving occupied portions of the building.
- 3. Upon occupancy, the University will assume responsibility for maintenance and custodial service for occupied portions of the building.

1.10 UNIVERSITY OCCUPANCY

- A. The University may occupy all or portions of the Project site during construction.
- B. Contractor shall:
 - 1. Coordinate construction activities with University operations.
 - 2. Maintain safe access for occupants and the public.
 - 3. Minimize disruption to University activities.
- C. Early occupancy of completed portions of the Work shall not constitute acceptance of the Work.

<APPLICABLE ONLY FOR PROJECTS USING PRE-PURCHASED EQUIPMENT>

1.11 PRODUCTS ORDERED IN ADVANCE

- A. General: The University has negotiated purchase orders with suppliers of material and equipment to be incorporated into the Work. The Contractor shall make all arrangements to schedule and receive all such material and equipment from the suppliers. Costs for receiving, handling, storage, protection and installation shall be included in the Contract Sum.
1. The Contractor's responsibilities are the same as if the Contractor negotiated the purchase orders. If requested by the University, the Contractor shall renegotiate purchase and execute final purchase order agreements. A "Schedule of Products Ordered in Advance" is included at the end of this Section.

<INCLUDE SCHEDULE OF PRODUCTS ORDERED IN ADVANCE AS NECESSARY>

<APPLICABLE ONLY WHEN UNIVERSITY WILL PROVIDE CONTRACTOR WITH MATERIALS TO INSTALL>

1.12 UNIVERSITY-FURNISHED PRODUCTS

- A. The University will furnish **<INSERT A BRIEF DESCRIPTION OF UNIVERSITY-FURNISHED PRODUCTS>**. The Work includes providing support systems to receive University's equipment, and mechanical and electrical connections.
1. The University will arrange for and deliver necessary shop drawings, product data, O&M Manuals, warranties and samples to the Contractor for review and inclusion in the operation and maintenance manual.
 2. The University will arrange and pay for delivery of University furnished items according to the Contractor's Construction Schedule.
 3. Following delivery, the University will inspect items delivered for damage.
 4. If University furnished items are damaged, defective, or missing, the University will arrange for replacement.
 5. The University will arrange for manufacturer's field services in accordance with the Contractor's construction schedule.
 6. The Contractor shall designate delivery dates of University furnished items in the Contractor's Construction Schedule.
 7. The Contractor shall review shop drawings, product data, and samples and return them to the University noting discrepancies or problems anticipated in use of the product.
 8. The Contractor is responsible for receiving, unloading, and handling University furnished items at the site.
 9. The Contractor is responsible for protecting University furnished items from damage, including damage from exposure to the elements. The Contractor shall repair or replace items damaged as a result of his operations or failure to adequately protect the item.
 10. A schedule of University finished products' is included at the end of this section.

1.13 PROTECTION OF EXISTING CONSTRUCTION AND FURNISHINGS

- A. The Contractor shall take all necessary precautions to protect the University's property and furnishings. The Contractor shall promptly remedy damage and loss to the University's property caused in whole or in part by the Contractor, a Subcontractor, a Sub-Subcontractor, or anyone directly or indirectly employed by any of them, or by anyone for whose acts they may be liable and for which the Contractor is responsible.

PART 2 - PRODUCTS (Not Used)

<INCLUDE SCHEDULE OF PRODUCTS ORDERED IN ADVANCE AS NECESSARY>

<INCLUDE SCHEDULE OF UNIVERSITY FURNISHED PRODUCTS AS NECESSARY>

PART 3 - EXECUTION (Not Used)

END OF SECTION