

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
CITY OF CAMARILLO, CITY HALL COUNCIL CHAMBERS  
601 CARMEN DR., CAMARILLO, CALIFORNIA**

**BOARD OF DIRECTORS  
REGULAR MEETING AGENDA  
June 3, 2026**

**5:00 P.M.**

**REGULAR MEETING**

**NEXT RESOLUTION #810**

**1. CALL TO ORDER**

**A. Recess to Closed Session**

**B. Closed Session**

**i. Public Employee Performance Evaluation and Compensation**

The District Board will hold a closed session with the District's personnel officer and the General Manager, pursuant to Government Code Sections 54957 and 54957.6(a), to conduct an employee performance evaluation of the General Manager and to discuss the salary, compensation, and fringe benefits provided to the General Manager.

**C. Reconvene to Regular Meeting**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

**4. AMENDMENTS TO THE AGENDA** - This is the time and place to change the order of the agenda, delete any agenda item(s), or add any emergency agenda item(s).

**5. PRESENTATIONS**

**A. District Highlights – Summer Programming & Events**

**6. PUBLIC COMMENT - In accordance with Government Code Section 54954.3, the Board reserves this time to hear from the public.** If you would like to make comments about a matter within the Board's subject matter jurisdiction but not specifically on this agenda, in accordance with California law, the Board will listen, note the comments, and may bring the comments back up at a later date as an agenda item for discussion. Speakers will be allowed three minutes to address the Board.

**7. CONSENT AGENDA** – Matters listed under the Consent Agenda are considered routine and shall be acted upon without discussion and by one motion. If discussion is desired, the item will be removed from the Consent Agenda for discussion and voted on as a separate item. If no discussion is desired, then the suggested action is for the Chair to request that a motion be made to approve the Consent Agenda.

**A. Minutes for Special Board Meeting of April 25, 2026 and Regular Board Meeting of May 6, 2026**

Approval receives and files minutes.

**B. Warrants, Accounts Payable & Payroll**

District's disbursements dated on or before April 30, 2026.

**C. Financial Reports**

Monthly unaudited financial reports are presented to the Board for information. Approval receives and files the financial reports for April 30, 2026.

**D. Consideration and Adoption of Approval of Resolution No. 802 Updating Authorized Signatures for Wire Transfers with Ventura County Treasury Pool**

The Ventura County Treasury Pool requires the District to annually identify who is authorized to sign and/or may authorize wire transfers for the District.

**E. Consideration and Adoption of Resolution No. 803 Requesting that the General District Election to be Held on November 3, 2026, for the Election of Certain Board Members as Required and Adoption of Resolution No. 804 Requesting said Election be Consolidated with Other Elections called to be Held on the Same Day and in the Same Territory**

The District elections have always been consolidated with County elections in order to save the District from having to hold its own election at a cost of about \$25,000.

**F. Consideration and Approval of a Second Reading for the Adoption of Ordinance No. 16, an Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation**

Following Public Resource Code Section 5784.15, Ordinance No. 16 will replace Ordinance No. 14 in its entirety, setting Board member compensation from \$121.50 per meeting to \$127.55 per meeting, both respectively not to exceed five meetings or activities per month.

**G. Consideration and Approval to Extend and Amend the Agreement for Use and Maintenance of Recreational Facilities at Freedom Park and Bob Kildee Community Park between the District, Camarillo PONY Baseball Association, and United States Specialty Sports Association for a Term of One Year**

A proposed One Year extension to the 2022-2025 Use and Maintenance Agreement with Camarillo PONY Baseball Association and United States Specialty Sports Association.

**H. Consideration and Approval to Extend the Side Agreement with Executive Facility Services, Inc. for Custodial Services at Bob Kildee Community, Freedom and Mission Oaks Parks**

To streamline contract administration, Staff recommends extending the day porter services contract for tournaments to September 2026 thus allowing a comprehensive Request for Proposal for custodial services upon contract expiration at Pleasant Valley Fields, Bob Kildee Community, Freedom and Mission Oaks Parks.

**I. Consideration and Approval to Apply for Proposition 4 California Climate Bond Department of Forestry and Fire Protection Wildfire Prevention Program Grant for Charter Oak Windrow Removal**

CalFire is accepting applications for Proposition 4 Wildfire Prevention Grants. The District is seeking \$250,000 in grant funding for the removal of 100 eucalyptus trees in the Charter Oak windrow.

**J. Consideration and Approval of Play & Park Structures Healthy Kids Initiative Playground Grant Application for Bob Kildee Community Park Playground Replacement**

The playground at Bob Kildee Community Park is slated for replacement in FY 2026-2027. Staff are seeking to apply for \$550,000 in matching funds from Play & Park Structures, a PlayCore company, through their matching grant program, the Healthy Kids Initiative.

**K. Consideration and Approval of Request for Bids (RFB) for Construction and Solicitation of Request for Qualifications (RFQ) for Construction Management Services – Freedom Park West Restroom/Snack Bar Project**

Approval of going out to bid for construction and project management of the renovation of the West Restrooms/Snack Bar at Freedom Park. Bid and proposal award scheduled for September 2<sup>nd</sup> Regular Board meeting.

**L. Consideration and Approval of One Permanent Easement for Southern California Edison at Ran Rancho Park**

An easement is needed at the new Ran Rancho Park for Southern California Edison to install a transformer to supply power to the park.

**8. PUBLIC HEARING**

**A. Consideration and Adoption of Resolution No. 805, Approving Engineer's Report, Confirming Diagram and Assessment, and Ordering Levy of Assessments for FY 2026-2027 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District**

The budget for the services and improvements that would be funded by the proposed assessments was developed by Staff in cooperation with SCI Consulting Group.

Suggested Action: A MOTION to adopt Resolution No. 805, Approving the Engineer's Report, confirming the diagram and assessment, and ordering the \$50.46 levy of assessment for Fiscal Year 2026-2027 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District.

**9. NEW ITEMS – DISCUSSION/ACTION**

**A. Consideration and Approval of Preliminary Fiscal Year 2026-2027 Budget for the General Fund, Debt Service Fund, Assessment District Fund, Quimby Fee Fund, Park Impact Fee Fund, and Capital Projects Fund**

Every year staff brings a budget before the Board of Directors requesting approval for the next fiscal year's budget. This is the preliminary FY 2026-2027 Budget.

Suggested Action(s): A MOTION to approve the Preliminary Fiscal Year 2026-2027 Budget with a final approval scheduled for the July 1, 2026, Regular Board meeting through a public hearing.

**B. Consideration and Approval of Update to 2022 Fee Study and Cost Recovery Analysis for FY 2027-2029, and Adoption of Resolution No. 806 to Update the Master Fee Schedule Effective July 1, 2026**

Staff have conducted an internal update to the 2022 Fee and Cost Recovery Study. An implementation plan for an annual 5% increase for FY 2027-2029 is recommended.

Suggested Action: A MOTION to:

1. Adopt Resolution No. 806 – Approving an Update to the Master Fee Schedule to Include Additional Facility Rental Fees;

AND

2. Approve a three-year implementation plan for the District Master Fee Schedule for FY's 2027-2029 consisting of a 5%-5%-5% annual increase of fees and charges.

**C. Consideration and Approval to Make an Additional Discretionary Payment to Reduce the District's CalPERS Unfunded Liability Using Fiscal Year 2026 Personnel Savings**

There is an expectation of excess revenue in the FY 2026 budget and an option for this excess revenue is to make an additional payment of the District's Unfunded Accrued Liability (UAL) for the 2.5% @ 55 plan.

Suggested Action: A MOTION to direct Staff to make a CalPERS Additional Discretionary Payment of \$400,000 using Fiscal Year 2026 Personnel Savings.

**D. Consideration and Approval of Resolution No. 807 Adopting the Board Bylaws and Rules of Procedure**

Resolution No. 678 established Board Bylaws and Rules of Procedure in 2021. The Policy Committee completed a review and has proposed updates.

Suggested Action: A MOTION to adopt Resolution No. 807, approving the update to the Board Bylaws and Rules of Procedure for the Conduct of Board Business.

**E. Consideration and Approval of Resolution No. 808 Adopting Reserve Policy Revisions and Approval of Resolution No. 809 Dedicating Additional Reserves**

The Reserve Policy was last reviewed in 2021. After a review by the Finance Committee, revisions to the policy are recommended.

Suggested Action: A MOTION to adopt:

1. Resolution No. 808, a Resolution of the Board of Directors for the Pleasant Valley Recreation and Park District Adopting an Updated District Reserve Policy;

AND

2. Resolution No. 809, a Resolution of the Board of Directors for the Pleasant Valley Recreation and Park District Dedicating Reserves into the Operating Fund Reserve.

**10. ORAL COMMUNICATION – INFORMATIONAL ITEMS, which do not require action but relate to District Business, will be reported by members of the Board and staff as follows:**

- A. Chair Kelley**
- B. Ventura County/California Special District Association**
- C. Santa Monica Mountains Conservancy**
- D. Standing Committees: Finance**
- E. Foundation for Pleasant Valley Recreation and Parks**
- F. General Manager’s Report**
- G. Board Members**

**11. ADJOURNMENT**

**Notes:** The Board of Directors reserves the right to modify the order in which agenda items are heard. Written materials related to these agenda items are available for public inspection in the Office of the Clerk of the Board, located at 1605 E. Burnley Street, Camarillo, during regular business hours beginning the Friday preceding the Wednesday Board meeting.

**Announcement:** Public Comment: Members of the public may address the Board on any agenda item before or during consideration of the item. [Government Code section 54954.3] Should you need special assistance (i.e., a disability-related modification or accommodations) to participate in the Board meeting or other District activities (including receipt of an agenda in an appropriate alternative format), as outlined in the Americans with Disabilities Act, or require further information, please contact the General Manager at (805) 482-1996, extension 114. Please notify the General Manager 48 hours in advance to provide sufficient time to make a disability-related modification or reasonable accommodation.

**Pleasant Valley Recreation and Park District**  
**Senior Center, 1605 E. Burnley St, Camarillo, CA 93010**  
**Minutes of Special Meeting**  
**April 25, 2026**

**8:00 A.M.**

**SPECIAL MEETING**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Director Fernandez was not present.

**4. ADOPTION OF AGENDA**

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Schlangen to accept the agenda.

Voting was as follows:

Ayes: Magner, Schlangen, Dransfeldt, Chair Kelley

Noes:

Absent: Fernandez

Motion: Carried

**Motion to  
Approve  
Agenda as  
Presented**

**Carried**

**5. PUBLIC COMMENT**

No comments.

**6. NEW ITEMS – DISCUSSION/ACTION**

**A. Fiscal Year 2026/27 Proposed Budget**

Administrative Services Manager Justin Kiraly, Recreation Services Manager Nicole Lousen, and Park Services Manager Matt Parker presented an overview of the District's FY 25-26 accomplishments and challenges and the FY 2026/27 proposed budget.

Discussion included: 4% negotiated COLA; limits to property tax growth; election costs for 2026; need for departmental costs noted within the recovery costs; implementation of AB1572, which prohibits potable water irrigation of non-functional turf; possible turf mitigation at Pitts Ranch, Dos Caminos, and the Community Center Parks; and the possible use of Park Impact Fees for Bob Kildee Playground renovation.

**B. Proposed Capital Improvement Plan (CIP) Fiscal Years 2027-2031**

Administrative Services Manager Justin Kiraly presented the proposed Capital Improvement Plan for FY 2027-2031. Discussion included: allocation of Quimby Fees and Park Impact Fees; gradual replacement of older park playgrounds; replacement of older picnic tables and safety concerns of tree roots at Camarillo Grove Park; importance of Placer.ai information for park usage; possible expansion of the Bob Kildee restrooms

and proposed projects. Board direction was that another budget workshop was not needed before the preliminary budget is presented in June 2026.

**7. ADJOURNMENT**

Chair Kelley adjourned the meeting at 12:19 p.m.

**Respectfully submitted,**

**Karen Roberts**  
**Recording Secretary**

**Approval,**

**Robert Kelley**  
**Chair**

**Pleasant Valley Recreation and Park District  
City of Camarillo, City Hall Council Chambers  
601 Carmen Dr., Camarillo, CA  
Minutes of Regular Meeting  
May 6, 2026**

**6:00 P.M.**

**REGULAR MEETING**

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

All present.

**4. AMENDMENTS TO THE AGENDA**

Chair Kelley called for a motion. A motion was made by Director Wagner and seconded by Director Schlangen to approve the agenda as presented.

Voting was as follows:

Ayes: Wagner, Schlangen, Fernandez, Dransfeldt, Chair Kelley

Noes:

Absent:

Motion: Carried

**Motion to  
Approve  
Agenda as  
Presented**

**Carried**

**5. PUBLIC COMMENT**

Mark Schienbein, formerly with the Camarillo Youth Basketball Association, provided comments supporting 3v3 Impact's quest to hold a Gus Macker basketball tournament in the parking lot of Bob Kildee Park in August 2026. The 3v3 Impact group has recently been designated as a non-profit organization in hopes to raise funds for local charities.

**6. CONSENT AGENDA**

A. Minutes for Regular Board Meeting of April 1, 2026

B. Warrants, Accounts Payable & Payroll

C. Financial Reports

D. Consideration and Approval of Resolution No. 801, Declaring Intention to Levy Assessments for FY 2026-2027, Preliminarily Approving the Engineer's Report, and Authorizing the Issuance of a Notice for the Public Hearing for the Proposed FY 2026-2027 Assessments for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District

E. Consideration and Approval of a Request for Proposals for the Top-Dressing Material for Pleasant Valley Fields Park

Chair Kelley called for a motion. A motion was made by Director Wagner and seconded by Director Schlangen to approve the Consent Agenda.

**Motion to  
Approve the  
Consent  
Agenda**

Voting was as follows:

Ayes: Magner, Schlangen, Fernandez, Dransfeldt, Chair Kelley

Noes:

Absent:

**Carried**

Motion: Carried

## **7. PUBLIC HEARING**

### A. Consideration and Approval of Status Update on Vacancies in Compliance with Assembly Bill 2561 (2024) – Local Public Employee Vacant Positions

Assistant General Manager Justin Kiraly presented AB 2561, which requires an obligation for public agencies to publicly address the status of their employment vacancies during an annual public hearing.

Chair Kelley opened up the public hearing and asked if there were any members of the public who would like to speak for the status update of the vacant positions or against it. Hearing no comments, Chair Kelley closed the public hearing.

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Schlangen to receive and file the report.

**Motion to  
Receive/File  
Vacancy  
Status Report**

Voting was as follows:

Ayes: Magner, Schlangen, Fernandez, Dransfeldt, Chair Kelley

Noes:

Absent:

**Carried**

Motion: Carried

## **8. NEW ITEMS – DISCUSSION/ACTION**

### A. Consideration and Approval of a Special Event by 3V3 Impact for a Gus Macker 3-on-3 Basketball Tournament at Bob Kildee Community Park on August 27-30, 2026

Administrative Analyst Jessica Puckett presented consideration of a special event which would utilize the Bob Kildee Park parking lot in August 2026 for a basketball tournament. Shannon Porter, Mark Schienbein, and other 3V3 Impact staff members were in the audience for questions. Discussion included: no exterior fencing needed as admissions are prepaid; crossing guard for pedestrians across Temple Avenue; presence of EMS and water stations; communication with neighboring organizations of KidSTREAM and the Boys & Girls Club of Camarillo; 3V3 Impact as a non-profit which is collaborating with the national non-profit organization, Gus Macker; numerous short games will rotate parking spots often; and proceeds from the tournament will benefit local charities.

Roberto Martinez, CEO of the Boys & Girls Club of Camarillo, stated that they are very supportive of the proposed tournament, which will not have any impact on any of the club's programs.

Nina Andres stated that she and her husband Sean volunteered with the Camarillo Youth Basketball Association and are now volunteering with 3V3 Impact because they feel that this tournament is a great opportunity for the community and Camarillo.

Chair Kelley called for a motion. A motion was made by Director Wagner and seconded by Director Schlangen to approve the special event application by 3V3 Impact for a Gus Macker 3-on-3 Basketball Tournament at Bob Kildee Community Park on August 27-30, 2026.

Voting was as follows:

Ayes: Wagner, Schlangen, Fernandez, Dransfeldt, Chair Kelley

Noes:

Absent:

Motion: Carried

**Motion to Approve 3V3 Impact Request for Basketball Tournament at Bob Kildee Parking Lot**

**Carried**

**B. Consideration and Approval of Preliminary Design Options for Freedom Center Redesign Project**

Administrative Analyst Jessica Puckett presented BOA Architecture’s four preliminary redesign options for the Freedom Center. Lok and Lucas Ng, architects with BOA, were in the audience for any Board questions. Discussion focused on adding operable walls for breakout rooms and flexible programming, attracting wedding and reception events of up to 250 guests, and expanding accessibility to a covered patio. Direction from the Board was for the architects to come back in July with design refinements.

**Direction for Staff to Return in July**

**C. Consideration and Approval of the Updated 2027-2032 Five-Year Strategic Plan Goals**

General Manager Mary Otten presented the key Strategic Focus Areas and Element Objectives for the updated 2027-2032 Strategic Plan. Discussion included: consideration of turf mitigation as an ongoing goal rather than a new goal; improving the plan’s readability and accessibility; and continuing to work with the Long-Range Planning Committee to align proposed goals with District capacities, priorities and available resources. Board direction was for staff to return with a more concise version of the 2027-2032 Strategic Plan.

**Direction for Staff to Return with Updated Version of 27-32 Strat Plan**

**D. Consideration and Approval of a First Reading for the Adoption of Ordinance No.16, an Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation**

Assistant General Manager Justin Kiraly presented consideration of Ordinance No. 16, which would replace Ordinance No. 14 dealing with District Board Member compensation for meetings attended. Board discussion involved some members choosing to vote for a raise only after a re-election.

**Motion to Approve the Reading of Ord No. 16 Title**

Chair Kelley called for a motion. A motion was made by Director Wagner and seconded by Director Dransfeldt to read the complete Ordinance No. 16 title – *Ordinance No. 16, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation.*

Voting was as follows:

Ayes: Magner, Dransfeldt, Fernandez, Chair Kelley

Noes: Schlangen

Absent:

**Carried**

Motion: Carried

Chair Kelley called for a motion. A motion was made by Director Magner and seconded by Director Dransfeldt to approve the introduction and first reading of the District's *Ordinance No. 16, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation.*

**Motion to  
Approve Intro  
& 1<sup>st</sup> Reading  
of Ord No. 16**

Voting was as follows:

Ayes: Magner, Dransfeldt, Chair Kelley

Noes: Schlangen, Fernandez

Absent:

**Carried**

Motion: Carried

## **9. ORAL COMMUNICATIONS – INFORMATIONAL ITEMS**

A. Chair Kelley – Chair Kelley raised concerns about reduced park space with turf mitigation, park rule enforcement, and nonfunctioning parking lot lights. He stated that the District's interests are being overlooked, particularly regarding water usage reductions and the potential loss of District funding due to the bullet train proposal.

B. Ventura County Special District Association/California Special District Association – VCSDA – Director Schlangen reported that the meeting was held at the Channel Islands Visitor Center. CSDA - Director Magner reported on Legislative Days in Sacramento where she was able to meet with various assembly members and the Governor's staff. There was discussion re the bullet train taxation impact and e-bike legislation.

C. Santa Monica Mountains Conservancy – Director Schlangen reported that he presented the history of PVRPD, its accomplishments and future projects and received positive feedback from the group.

D. Standing Committees – Finance – Director Dransfeldt reported that at the April 20<sup>th</sup> meeting, the committee reviewed the Reserve Policy and an additional (ADP) payment for CalPERS. Long Range Planning – Director Schlangen stated that they discussed the Strategic Plan. Policy – Director Magner stated that they are reviewing the General Use Policy and Ordinance No. 8. Liaison – Director Schlangen acknowledged that Chair Kelley and he met with representatives from the City of Camarillo to provide them with an update on the proposed multi-use gymnasium. The committee advised the District to continue to pursue a possible ballot initiative before they commit to any additional funding.

E. Foundation for Pleasant Valley Recreation and Parks – Director Schlangen stated that the dine in fundraiser was May 6 at Urbane Café. People can register for the October 3<sup>rd</sup> Amazing Race event on the website.

F. General Manager's Report – General Manager Mary Otten reported on current projects that staff are working on along with programs and special events. She stated that the City of Camarillo sent out information regarding the proposed pump station at Charter Oaks Park and over 100 people attended meetings regarding location and possible restrooms.

G. Board Members – The Directors updated on the meetings and District events they attended for the month. Director Schlangen requested that statistics from Placer.ai be presented on an annual or quarterly basis. Director Fernandez reported that local police confiscated e-bikes at Pleasant Valley Fields. Chair Kelley stated that synthetic grass may need to be considered for the middle section of the grass at PV Fields.

**10. ADJOURNMENT**

Chair Kelley adjourned the meeting at 9:24 p.m.

**Respectfully submitted,**

**Karen Roberts**  
**Recording Secretary**

**Approval,**

**Robert Kelley**  
**Chair**

Pleasant Valley Recreation and Park District  
Monthly AP, Payroll, Wire, Online Payment Report  
April 2026

	Date	Amount	
Accounts Payables:	4/30/2026	\$ 809,304.97	
	<b>Total</b>	<b>\$ 809,304.97</b>	
Payroll (Total Cost):	4/9/2026	\$ 195,140.23	
	4/23/2026	\$ 191,173.33	
	<b>Total</b>	<b>\$ 386,313.56</b>	
Payroll AP Payments	4/6/2026	\$ 46,170.04	PERS Health Insurance Premium
	4/6/2026	\$ 3,514.85	Guardian
	4/6/2026	\$ 482.56	VSP
	4/6/2026	\$ 2,749.65	Hartford
	4/9/2026	\$ 22,059.36	CALPERS -Ret-PR 4/9/2026
	4/23/2026	\$ 22,059.36	CALPERS- Ret-PR-4/23/2026
	<b>Total</b>	<b>\$ 97,035.82</b>	
	<b>Grand Total</b>	<b>\$ 1,292,654.35</b>	

# Bank Reconciliation

## Board Audit

User: Cwebster  
 Printed: 05/01/2026 - 10:12AM  
 Date Range: 04/01/2026 - 04/30/2026  
 Systems: 'AP'



Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 10 General Fund				
Department: 00 Non Departmentalized				
0	AFLAC	MAR BILLING ACTIVITY	04/06/2026	661.44
0	CALPERS HEALTH	HEALTH INS APR BILLING	04/06/2026	46,170.04
0	CALPERS PENSION	PERS CONT PR 4/9/2026 / PLAN 96	04/09/2026	22,059.36
0	CALPERS PENSION	PERS CONT PR 4/23/2026 / PLAN 96	04/23/2026	22,059.36
0	EMPLOYMENT DEVELOPMENT DI	DE 88 PMT / PR 4/9/2026	04/09/2026	3,805.63
0	EMPLOYMENT DEVELOPMENT DI	DE 88 PMT / PR 4/23/2026	04/23/2026	3,769.20
0	GUARDIAN	DENTAL INS APR BILLING	04/06/2026	3,514.85
0	HARTFORD LIFE & ACC. INSURAN	LIFE INS APR BILLING	04/06/2026	2,749.65
0	HUB INTERNATIONAL INSURANC	DEC 2025 INSURANCE	04/02/2026	1,684.00
0	HUB INTERNATIONAL INSURANC	MAR 2026 INSURANCE	04/16/2026	952.00
0	INTERNAL REVENUE SERVICE - O	EFTPS 941 PMT / PR 4/9/2026	04/09/2026	31,405.93
0	INTERNAL REVENUE SERVICE - O	EFTPS 941 PMT / PR 4/23/2026	04/23/2026	30,836.44
0	VSP	VISION PLAN BILLING APR 2026	04/06/2026	482.56
28571	AMBER'S LIGHT LIONS CLUB	CLEANING DEP REFUND CONTR/	04/02/2026	100.00
28596	METLIFE INSURANCE CO USA	JUAREZ, JAVIER/ LAST 4 SSN 4326	04/09/2026	100.00
28608	SARA CRUZ	CLEANING DEP REFUND / CONTR	04/16/2026	50.00
28615	GRISELDA MARTINEZ	CLEANING DEP REFUND/ CONTRA	04/16/2026	300.00
28621	METLIFE INSURANCE CO USA	JUAREZ, JAVIER/ LAST 4 SSN 4326	04/23/2026	100.00
Total for Department: 00 Non Departmentalized				170,800.46
Department: 03 Recreation				
0	AMAZON	Lockport Duct Tape Heavy Duty	04/02/2026	134.91
0	BEGINNERS EDGE SPORTS TRAIN	MULTI-SPORT / MAR-APR 2026	04/30/2026	3,463.20
0	CHASE MAYSICK	MILEAGE REIMB MAR 2026	04/16/2026	42.41
0	DEBRA GREENWOOD	WATER EXERCISE CLASS / MAR 2	04/30/2026	1,639.30
0	ESTELA LIZARRAGA	MAR 2026 CLASS / 7 ENROLLED	04/16/2026	614.25
0	JANET SNYDER	TANGO & CHA-CHA / MAR 2026	04/02/2026	280.00
0	KATIE SHINDEN	KINDERMUSIK MAR 2026	04/02/2026	1,375.40
0	KATIE SHINDEN	KINDERMUSIK CLASSES/ APR 20	04/30/2026	1,375.40
0	LINCOLN AQUATICS	BPO Lincoln Pool Supply Pool Chem	04/30/2026	938.71
0	MARK TUSLER	DRUM CLASS / MAR-APR 2026	04/30/2026	195.00
0	RAMIRO SALDAIN	MILEAGE REIMB MAR 2026	04/16/2026	29.12
0	SOCAL GAS COMPANY	SVC DATE 2026-2/25 - 3/26 / AQUA	04/06/2026	2,747.95
0	US BANK	CAL CARD STMT 3/23/2026	04/15/2026	3,735.91
28572	PETER BLACKWELDER	Peter Blackwelder Performance	04/02/2026	150.00
28573	CANON U.S.A, INC	3 rolls of Vinyl	04/02/2026	563.76
28581	FUN EXPRESS	13955488 Bulk Carnival Prize Kit	04/02/2026	1,625.10
28582	ROBERT INGLIS	SCUBA CLASS / 5 ENROLLED	04/02/2026	198.25
28583	MIKAYLA MANSIR	Easter Performance	04/02/2026	250.00
28586	POPPIN SOCAL LLC	Taxes	04/02/2026	530.89
28587	MARIO SANCHEZ	Umpire Forfeit Fees - For Forfeited ga	04/02/2026	40.00
28588	MAXTON HUNTER RUDOLF SCHU	East Valley Road Performance	04/02/2026	500.00
28589	KRIS SIMEON	Kris Simeon Performance	04/02/2026	150.00
28590	ULINE SHIPPING SUPPLY SPECIAL	Uline Black Latex Gloves - Powder-Fr	04/02/2026	1,933.96
28591	DUNCAN YOUNG	GYMNASTIC CLASS / MAR 2026	04/02/2026	1,638.00
28597	ALL GOOD DRIVING SCHOOL, INC	ONLINE DRIVERS ED / 1 ENROLL	04/16/2026	29.40
28599	AYSO ADULT SOCCER CORP	LIGHTS OVERPMT / CONTRACT#	04/16/2026	49.00
28610	FUN EXPRESS	13723573	04/16/2026	112.74

Check No.	Vendor/Employee	Transaction Description	Date	Amount
28612	ROBERT INGLIS	SCUBA CLASSES / 8 ENROLLED	04/16/2026	752.70
28618	SUNNY BUNNY EASTER BAGS	Plastic Easter Eggs filled with Candy -	04/16/2026	375.00
28634	DIAL SECURITY	Security 12am-6am March 21st	04/30/2026	442.00
28640	MOTION PICTURE LICENSING COI	MPLC Blanket License covering the te	04/30/2026	851.13
28643	BRIAN SMALLWOOD	SWIM CLASS / MAR 2026	04/30/2026	81.25
28644	STANDARD SITE RENTALS INC	Hand Washing Station 1X Wk Svc	04/30/2026	959.06
28648	DUNCAN YOUNG	GYMNASTIC CLASSES / APR 2026	04/30/2026	1,404.00
Total for Department: 03 Recreation				29,207.80
Department: 04 Parks				
0	ACOUSTICS AMERICA LLC	Shipping	04/30/2026	10,287.64
0	AMAZON	Tax	04/16/2026	49.32
0	ARAMSCO INC.	AramSCO BPO	04/02/2026	9,651.11
0	ARAMSCO INC.	AramSCO BPO	04/16/2026	204.13
0	ARAMSCO INC.	AramSCO BPO	04/30/2026	508.81
0	CULLIGAN OF VENTURA COUNTY	APR 2026 BILLING / TICKET 8798;	04/16/2026	27.90
0	DOG WASTE DEPOT	Taxes	04/16/2026	4,375.80
0	E.J. HARRISON AND SONS, INC.	MARCH 2026 BILLING	04/02/2026	5,808.43
0	E.J. HARRISON AND SONS, INC.	APR 2026 BILLING	04/30/2026	5,808.43
0	GRAINGER	BPO Grainger Building Repair	04/16/2026	33.37
0	GRAINGER	BPO Grainger Building Repair	04/30/2026	811.54
0	HUB INTERNATIONAL INSURANC	NOV 2025 INSURANCE	04/02/2026	-68.43
0	HUB INTERNATIONAL INSURANC	MAR 2026 INSURANCE	04/16/2026	-35.70
0	SITEONE LANDSCAPE SUPPLY LL	BPO - Irrigation parts and supplies	04/02/2026	968.89
0	SITEONE LANDSCAPE SUPPLY LL	BPO - Irrigation parts and supplies	04/30/2026	9,229.48
0	SOCAL GAS COMPANY	SVC DATE 2026-3/2 - 3/31 / PARK O	04/06/2026	493.93
0	SOUTHERN CALIF EDISON COMP/	SVC DATE 2026-3/2 - 3/30 / FREEDC	04/09/2026	8,219.53
0	SOUTHERN CALIF EDISON COMP/	SVC DATE 2026-3/18 - 4/16 / MISSI	04/22/2026	5,865.51
0	TMOBILE/SPRINT	FEB 2026 BILLING ACTIVITY	04/30/2026	273.30
0	UNITED SITE SERVICES OF CA INC	SVC DATE 2026-3/10 - 4/6/ SPRING	04/02/2026	523.30
0	UNITED SITE SERVICES OF CA INC	SVC DATE 2026-4/7 - 5/4 / SPRINGV	04/16/2026	235.12
0	UNITED SITE SERVICES OF CA INC	SVC DATE 2026-4/16 - 5/13 / HOCK	04/30/2026	288.18
0	US BANK	CAL CARD STMT 3/23/2026	04/15/2026	3,560.89
0	WATER & SANITATION SERVICES	MAR 2026 BILLING / FREEDOM C	04/16/2026	1,172.06
0	WEX BANK	MAR 2026 FUEL PURCHASES	04/16/2026	501.80
28574	CITY OF CAMARILLO	SVC DATE 2026-2/2 - 3/9 / LOS ALT	04/02/2026	11,041.30
28576	CITY OF OXNARD - TREASURER	FEB 2026 RECYCLING BILLING	04/02/2026	491.25
28578	COUNTY OF VENTURA	REVENUE DIST / DEC 2025 ACTIV	04/02/2026	125.00
28579	COUNTY OF VENTURA FLEET SVC	FEB 2026 FUEL PURCHASES	04/02/2026	4,954.63
28584	NAPA AUTO PARTS	BPO Napa Vehicle Maintenance	04/02/2026	981.94
28585	PHOENIX GROUP INFORMATION S	PCSC DEC 2025 ACTIVITY	04/02/2026	42.93
28592	AGRI-TURF DISTRIBUTING LLC	BPO Agri Turf Grounds Maintenance	04/06/2026	1,377.05
28593	B & B DO IT CENTER	BPO B&B Hardware Building Repair	04/06/2026	1,335.84
28594	COASTAL PIPCO IRRIGATION INC.	Coastal Pipeco BPO Grounds Mainten	04/06/2026	1,591.25
28595	KASTLE KARE	BPO Kastle Kare Contracted Pest Con	04/06/2026	1,200.00
28600	B & B DO IT CENTER	BPO B&B Hardware Building Repair	04/16/2026	833.06
28601	CAMROSA WATER DISTRICT	MARCH BILLING/ TRAILSIDE	04/16/2026	6,280.35
28602	CITY OF CAMARILLO	SVC DATE 2026-2/13 - 3/18 / NANC	04/16/2026	6,036.12
28604	COASTAL PIPCO IRRIGATION INC.	Coastal Pipeco BPO Grounds Mainten	04/16/2026	482.25
28606	COUNTY OF VENTURA	FACILITY ID FA0000221 PERMIT	04/16/2026	764.00
28607	CRESTVIEW MUTUAL WATER CO.	MAR 2026 BILLING/ EQUESTRAIN	04/16/2026	148.94
28613	JC BUILDERS	contractor for painting Auditorium inte	04/16/2026	39,680.50
28614	M & B SERVICES INC.	EMERGENCY PLUMBING / COMM	04/16/2026	262.50
28616	NAPA AUTO PARTS	BPO Napa Vehicle Maintenance	04/16/2026	2,272.48
28619	U-RENT INC.	BPO U Rent Rents & Leases - Equip	04/16/2026	232.16
28623	AGRI-TURF DISTRIBUTING LLC	Fertilizer	04/30/2026	4,766.08
28625	AMERICAN RESOURCE RECVY	MARCH 2026 BILLING ACTIVITY	04/30/2026	947.39
28626	B & B DO IT CENTER	BPO B&B Hardware Building Repair	04/30/2026	856.98
28628	CITY OF CAMARILLO	SVC DATE 2026-3/6 - 4/5 / PV FIELI	04/30/2026	22,376.26
28630	CITY OF OXNARD - TREASURER	MARCH 2026 BILLING ACTIVITY	04/30/2026	240.29
28631	COASTAL PIPCO IRRIGATION INC.	Coastal Pipeco BPO Grounds Mainten	04/30/2026	196.63
28632	COUNTY OF VENTURA	REV DISTRIBUTION JAN 2026 AC	04/30/2026	125.00

Check No.	Vendor/Employee	Transaction Description	Date	Amount
28633	COUNTY OF VENTURA FLEET SVC	FUEL PURCHASES / MAR 2026	04/30/2026	6,041.24
28635	JC BUILDERS	contractor for painting Auditorium intc	04/30/2026	15,809.50
28637	KASTLE KARE	BPO Kastle Kare Contracted Pest Con	04/30/2026	1,200.00
28641	PHOENIX GROUP INFORMATION S	PCSC JAN 2026	04/30/2026	100.00
Total for Department: 04 Parks				201,587.26
Department: 05 Administration				
0	ADVANTAGE TELECOM	PHONE SVC / APR 2026	04/16/2026	1,050.22
0	ALESHIRE & WYNDER LLP	MAR 2026 LEGAL SVC / SPECIAL I	04/16/2026	4,173.50
0	ALISON BOHORQUEZ	MILEAGE REIMB MAR 2026	04/02/2026	17.69
0	AMAZON	SmartSign Plastic Sign, Legend "Dang	04/02/2026	150.45
0	AMAZON	Office Supplies BPO	04/16/2026	34.06
0	AMAZON	TEAMGROUP MP44L 500GB SLC C	04/30/2026	717.79
0	AMILIA TECHNOLOGIES USA, INC	MARCH 2026 BILLING ACTIVITY	04/16/2026	5,888.22
0	BAY ALARM	ALARM SVC 2026-5/1 - 7/31	04/16/2026	150.00
0	BAY ALARM	SECURITY ALARM SVC 2026-5/1 -	04/30/2026	180.00
0	CALPERS HEALTH	HEALTH INS APR BILLING	04/06/2026	1,495.17
0	COLUMBIA CAPITAL MANAGEME	DEC 2025- MAR 2026 BILLING AC	04/16/2026	1,425.00
0	CULLIGAN OF VENTURA COUNTY	APR 2026 BILLING POU COOLER	04/16/2026	70.00
0	GUARDIAN	DENTAL INS APR BILLING	04/06/2026	51.49
0	HUB INTERNATIONAL INSURANC	PMT PROCESSING FEE	04/02/2026	3.00
0	HUB INTERNATIONAL INSURANC	PMT PROCESSING FEE	04/16/2026	3.00
0	KONICA MINOLTA PREMIER FINA	APR 2026 BILLING	04/16/2026	573.19
0	MIXTUS INC	Contract- Marketing Services for Mult	04/16/2026	3,900.00
0	QUADIANT FINANCE USA INC.	FEB 2026 FUND POSTAGE METER	04/02/2026	100.00
0	STAPLES BUSINESS ADVANTAGE	Office Supplies BPO	04/30/2026	177.60
0	TMOBILE/SPRINT	FEB 2026 BILLING ACTIVITY	04/30/2026	48.20
0	US BANK	CAL CARD STMT 3/23/2026	04/15/2026	673.95
0	VSP	VISION PLAN BILLING APR 2026	04/06/2026	18.56
0	WATER & SANITATION SERVICES	PMT PROCESSING FEE	04/16/2026	0.75
28570	ALLCONNECTED, INC.	HPE TECH CARE / 1 YR RENEWAL	04/02/2026	2,539.41
28575	CITY OF CAMARILLO- CASHIER	BROADCAST SVC 2/4/2026 BOARI	04/02/2026	840.00
28577	COASTAL EMBROIDERY INC.	Name Badge with magnetic	04/02/2026	48.26
28580	FENCE FACTORY RENTALS	ADA SIGN POST EXTENSION	04/02/2026	32.11
28598	ALLCONNECTED, INC.	APR 2026 BILLING	04/16/2026	4,840.40
28603	CITY OF CAMARILLO- CASHIER	REPL CK 26784 LOST IN TRANSIT/	04/16/2026	1,612.00
28605	COMMUNITY MEMORIAL HEALTH	EE SCREENING TEST / DOS 3/23/20	04/16/2026	150.00
28611	GOVERNMENTJOBS.COM INC	GOV JOB.COM SUBSCRIPTION	04/16/2026	1,291.65
28617	NATIONAL GRAPHICS	Mailer for Multi-use gymnasium	04/16/2026	3,537.42
28622	KRISTINA MARY RUIZ	Falconry Show	04/24/2026	1,500.00
28624	ALLCONNECTED, INC.	MERAKI DASHBOARD RENEWAL	04/30/2026	3,315.36
28627	CARDIO PARTNERS INC	Philips HeartStart OnSite AED - M506	04/30/2026	1,639.85
28638	LENOVO (UNITED STATES) INC.	ThinkVision S27-4e 27 inch Monitor -	04/30/2026	150.79
28639	MINDS OF EDUCATION INC	National Geographic Backyard Guide	04/30/2026	2,145.98
28645	STREAMLINE	DOC ACCESS PRO	04/30/2026	3,945.21
28647	TRAFFIC TECHNOLOGIES LLC	FIRE LANE NO PARKING SIGNS	04/30/2026	494.25
Total for Department: 05 Administration				48,984.53
Total for Fund:10 General Fund				450,580.05

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 15 Debt Services				
Department: 00				
0	US BANK, NA	DEBT SVC PMT / 2017 COPS	04/22/2026	196,441.04
Total for Department: 00				196,441.04
Total for Fund:15 Debt Services				196,441.04

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 20 Assessment Fund				
Department: 00 Non Departmentalized				
0	EXECUTIVE FACILITIES SERVICES	FEB 2026 JANITORIAL SVC	04/16/2026	6,362.52
0	EXECUTIVE FACILITIES SERVICES	JANITORIAL SVC / MAR 2026	04/30/2026	7,205.16
0	NUTRIEN AG SOLUTIONS, INC	BPO Nutrien AG Solutions Grounds M	04/30/2026	6,296.10
28620	WEST COAST ARBORISTS INC.	BPO TREE TRIMMING AND TREE	04/16/2026	18,187.00
28642	SHOWSCAPES, INC	LANDSCAPE SVC / MAR 2026	04/30/2026	39,196.66
Total for Department: 00 Non Departmentalized				77,247.44
Total for Fund:20 Assessment Fund				77,247.44

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 30 Park Dedication Fund				
Department: 00				
28609	FENCE FACTORY RENTALS	FENCE RENTAL RENEWAL 2026-4/	04/16/2026	1,363.00
28629	CITY OF CAMARILLO- CASHIER	SOIL / GEOLOGY FEES	04/30/2026	1,235.00
28636	JORDAN & BAIN LANDSCAPE ARC	Competition of a 16-court pickleball f	04/30/2026	961.93
28646	THE PUBLIC RESTROOM COMPAN	Purchase, Delivery & Site Supervision	04/30/2026	177,948.76
Total for Department: 00				181,508.69
Total for Fund:30 Park Dedication Fund				181,508.69

Check No.	Vendor/Employee	Transaction Description	Date	Amount
Fund: 40 Park Impact Fees Fund				
Department: 00 Non Departmentalized				
28629	CITY OF CAMARILLO- CASHIER	PARK IMPACT FEE FY 2024-2025	04/30/2026	563.57
Total for Department: 00 Non Departmentalized				563.57
Total for Fund:40 Park Impact Fees Fund				563.57

Check No.	Vendor/Employee	Transaction Description	Date	Amount
		Grand Total		906,340.79

## CASH REPORT

	4/30/2026 Balance	4/30/2025 Balance
<b>Restricted Funds</b>		
Debt Service - Restricted	\$ 669,599.71	\$ 158,803.12
457 Pension Trust Restricted	\$ 171,525.94	\$ 164,852.64
Cal CLASS/PW Quimby Fee - Restricted	\$ 3,773,238.55	\$ 4,051,770.12
VC Pool Quimby- Restricted	\$ 2,894,901.82	\$ 2,787,902.17
Park Impact Fees	\$ 2,374,605.03	\$ 2,168,188.94
<b>Total</b>	<b>\$ 9,883,871.05</b>	<b>\$ 9,331,516.99</b>
<b>Semi-Restricted Funds</b>		
Assessment	\$ 1,733,832.08	\$ 1,577,563.77
LAIF - Capital	\$ 1,724,327.82	\$ 1,621,041.18
PacWest/CalCLASS - Capital	\$ 2,067,668.70	\$ 2,070,227.96
Designated Project	\$ 148,132.91	\$ 230,484.00
Capital Reserves	\$ 500,000.00	\$ 500,000.00
Contingency - Dry Period	\$ 517,337.09	\$ 517,337.09
Contingency - Computer	\$ 40,000.00	\$ 40,000.00
Contingency - Repair/Oper/Admin	\$ 470,000.00	\$ 470,000.00
Contingency - Compensated Absences	\$ 150,000.00	\$ 150,000.00
Contingency - Vehicle Replacement	\$ 80,000.00	\$ 80,000.00
<b>Total</b>	<b>\$ 7,431,298.60</b>	<b>\$ 7,256,654.00</b>
<b>Unrestricted Funds</b>		
Contingency	\$ 9,622,071.31	\$ 5,919,397.82
General Fund Checking	\$ 762,231.65	\$ 3,296,842.51
<b>Total</b>	<b>\$ 10,384,302.96</b>	<b>\$ 9,216,240.33</b>
<b>Total of all Funds</b>	<b>\$ 27,699,472.61</b>	<b>\$ 25,804,411.32</b>

	5/7/2026 Balance	5/31/2025 Balance
<b>Restricted Funds</b>		
Debt Service - Restricted	\$ 669,599.71	\$ 159,369.57
457 Pension Trust Restricted	\$ 171,525.94	\$ 165,449.48
Cal CLASS/PW Quimby Fee - Restricted	\$ 3,773,238.55	\$ 4,064,885.78
VC Pool Quimby- Restricted	\$ 2,894,901.82	\$ 2,803,515.86
Park Impact Fees	\$ 2,374,605.03	\$ 2,176,185.26
<b>Total</b>	<b>\$ 9,883,871.05</b>	<b>\$ 9,369,405.95</b>
<b>Semi-Restricted Funds</b>		
Assessment	\$ 1,730,268.08	\$ 1,532,637.07
LAIF - Capital	\$ 1,724,327.82	\$ 1,621,041.18
PacWest/CalCLASS - Capital	\$ 2,037,293.70	\$ 1,959,834.78
Designated Project	\$ 148,132.91	\$ 230,484.00
Capital Reserves	\$ 500,000.00	\$ 500,000.00
Contingency - Dry Period	\$ 517,337.09	\$ 517,337.09
Contingency - Computer	\$ 40,000.00	\$ 40,000.00
Contingency - Repair/Oper/Admin	\$ 470,000.00	\$ 470,000.00
Contingency - Compensated Absences	\$ 150,000.00	\$ 150,000.00
Contingency - Vehicle Replacement	\$ 80,000.00	\$ 80,000.00
<b>Total</b>	<b>\$ 7,397,359.60</b>	<b>\$ 7,101,334.12</b>
<b>Unrestricted Funds</b>		
Contingency	\$ 9,622,071.31	\$ 8,526,080.15
General Fund Checking	\$ 607,279.26	\$ 454,436.36
<b>Total</b>	<b>\$ 10,229,350.57</b>	<b>\$ 8,980,516.51</b>
<b>Total of all Funds</b>	<b>\$ 27,510,581.22</b>	<b>\$ 25,451,256.58</b>

Developer	Project				Quimby Funds			GL Code		
	No.	Location	Description	Budgeted	Expended	Awarded	Balance	Committed Date	Allocation Date	Assigned
<b>ELACORA MISSION OAKS</b>										
	1	Encanto	Playground Equipment Installation		\$ 189,887.74	\$ 2,649,209.00	\$ 2,649,209.00		8/8/2021	
Budget Allocation 11/5/2020	2	Arneill Rch Pk	Arneill Ranch Park Renovation	\$ 1,500,000.00	\$ 1,496,641.96		\$ 2,459,321.26	11/3/2016		8464
Budget Allocation 7/7/2021	3		Freedom Pickleball Courts	\$ 1,400,000.00	\$ 732,878.63		\$ 229,800.67	11/5/2020		8493
	4		Camarillo Nature Center	\$ 300,000.00	\$ -		\$ 229,800.67			
	5		Freedom Park Landscape and Walking Path		\$ -		\$ 229,800.67			
			Freedom Baseball Fields		\$ -		\$ 229,800.67			
				\$ 3,200,000.00	\$ 2,419,408.33		\$ 229,800.67			
<b>KB HOMES</b>										
Public Hearing 7/5/2018	1	Valle Lindo	Valle Lindo RR/Pavilion*	\$ 425,000.00	\$ 32,368.30	\$ 474,353.00	\$ 474,353.00		8/10/2021	8444
Public Hearing 7/5/2018	2	Mel Vincent	Mel Vincent Park Restrooms	\$ 139,500.00	\$ 166,253.78		\$ 441,984.70			8460
Public Hearing 7/5/2018	3	Nancy Bush	Nancy Bush Pavilion	\$ 65,000.00	\$ 31,537.74		\$ 275,730.92			8447
	4		Community Center Classroom and Auditorium Enhancements		\$ 206,464.18		\$ 244,193.18			8513
	5		Dos Caminos Expansion and ADA		\$ -		\$ 37,729.00			
				\$ 629,500.00	\$ 436,624.00		\$ 37,729.00			
<b>HABITAT FOR HUMANITY</b>										
Public Hearing 3/6/2024	1		Community Center Improvements	\$ 35,242.00	\$ -	\$ 35,242.00	\$ 35,242.00		9/17/2024	
	2		Freedom Pickleball Courts	\$ 35,242.00	\$ -		\$ 35,242.00			
					\$ -		\$ 35,242.00			
				\$ 70,484.00	\$ -		\$ 35,242.00			
<b>SHEA HOMES</b>										
Public Hearing 7/5/2023	1		Multi-Use Gymnasium	\$ 1,000,000.00	\$ -	\$ 1,264,500.00	\$ 1,264,500.00		11/21/2024	8504
	2		Freedom Park ADA Bathroom	\$ 500,000.00	\$ 47,528.10		\$ 1,264,500.00	7/5/2023		8529
	3		Freedom Park Improvements		\$ -		\$ 1,216,971.90	11/4/2024		
	4		Community Center Improvements		\$ -		\$ 1,216,971.90	11/4/2024		
	5				\$ -		\$ 1,216,971.90			
					\$ -		\$ 1,216,971.90			
				\$ 1,500,000.00	\$ 47,528.10		\$ 1,216,971.90			
<b>Williams Homes</b>										
						\$ 2,840,447.45	\$ 2,840,447.45		7/29/2027	
							\$ 2,840,447.45			
<b>Somis Ranch Phase 1</b>										
						\$ 347,625.00	\$ 347,625.00		8/5/2027	
							\$ 347,625.00			
<b>Somis Ranch Phase 2</b>										
						\$ 278,100.00	\$ 278,100.00		10/20/2027	
							\$ 278,100.00			
<b>Barry 60 LP</b>										
						\$ 313,508.00	\$ 313,508.00		3/15/2028	
							\$ 313,508.00			
<b>Interest</b>										
						\$ 1,368,716.35	\$ 1,368,716.35			
							\$ 1,368,716.35			
<b>Grand Total</b>				\$ 8,052,196.25	\$ 5,791,371.38	\$ 12,459,511.75	\$ 6,668,140.37			

Pleasant Valley Recreation and Park District  
Park Impact Fee's Collected  
April 2026

<b>FY2022</b>				
<b>Date Received</b>	<b>Amount</b>	<b>Applicant</b>	<b>Project</b>	
10/28/2021	\$ 158.40	Square One Arch	Messner Filtration	
12/20/2021	\$ 6,983.00	Art Wahl	Stern Residence	
12/21/2021	\$ 158,222.80	Levon Ghukasyan	Village at the Park	
3/23/2022	\$ 6,983.00	Crestview Ranch	Spanish Hills Estates	
<b>FY2023</b>				
<b>Date Received</b>	<b>Amount</b>	<b>Applicant</b>	<b>Project</b>	
9/29/2022	\$ 218.40	Raymond Dickerhoff	Wedgewood Weddings	
1/10/2023	\$ 7,712.79	Travis Rodriguez	Jenkins Residence	
3/6/2023	\$ 7,712.79	Michael Dubin	600 Corte Corride	
4/25/2023	\$ 187.98	Daiva McBride	House of Bamboo	
4/28/2023	\$ 7,712.79	Phineas Turner	RPD-206	
5/4/2023	\$ 69.81	Sustainability Engineering Group	Ralph's Fuel Center	
5/24/2023	\$ 17,511.56	RJ Rieves	Rexford Ind.	
<b>FY2024</b>				
<b>Date Received</b>	<b>Amount</b>	<b>Applicant</b>	<b>Project</b>	
9/7/2023	\$ 1,771,314.00	Grant Williams	RPD-201 Camino Ruiz	
11/30/2023	\$ 2,060.00	Dillon Merchant	Chick Fil-A	
3/5/2024	\$ 660.00	Mahdi Rezvan	Arneill Pharmacy	
3/18/2024	\$ 18,577.89	Robert Goetsch	IPD-405	
3/26/2024	\$ 21,706.91	Charles Sandlin	Gleson/Dawson Self Storage	
<b>FY2025</b>				
<b>Date Received</b>	<b>Amount</b>	<b>Applicant</b>	<b>Project</b>	
7/19/2024	\$ 8,159.33	Connor Christ	PR-1061	
7/19/2024	\$ 8,159.33	Travis Rodriguez	PR-1062	
7/19/2024	\$ 8,159.33	Connor Christ	PR-1063	
10/28/2024	\$ 80.36	Rick Morga	IPD-258TI	
11/25/2024	\$ 3,405.87	Texas Roadhouse	CPD-256	
2/14/2025	\$ 8,159.33	Don Gordon	PR-1065	
<b>FY2026</b>				
<b>Date Received</b>	<b>Amount</b>	<b>Applicant</b>	<b>Project</b>	
7/1/2025	\$ 9,513.80	Sean Trujillo	HTE 24-304	
9/2/2025	\$ 8,955.84	GT Camarillo Owners,LLC	IPD-413	
10/3/2025	\$ 6,088.32	Sarah Bertis	CostCo Fuel	
3/20/2026	\$ 12,611.52	Robert Goetsch	IPD-409	
3/24/2026	\$ 1,303.20	Hiji Investment Co	CPD-255	
4/27/2026	\$ 78,370.08	Sarah Bertis	CostCo Warehouse	
<b>YTD Received</b>		<b>\$ 116,842.76</b>		
<b>YTD Interest Earned</b>		<b>\$ 74,385.71</b>		
<b>Balance as of 3/31/2026</b>		<b>\$ 2,374,605.03</b>		
<b>Interest Balance as of 3/31/2026</b>		<b>\$ 275,839.64</b>		

<b>5-Year Findings Report Due</b>	<b>FY2027 (w/in 180D)</b>
	FY2032 (w/in 180D)
	FY2037 (w/in 180D)
	FY2042 (w/in 180D)

Investment Rate Report

April 2026

**California CLASS**

Investment Name	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
<b>California CLASS</b>	4.83%	4.63%	4.42%	4.41%	4.39%	4.39%	4.35%	4.34%	4.34%
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26
<b>California CLASS</b>	4.32%	4.27%	4.19%	4.04%	3.88%	3.88%	3.74%	3.70%	3.69%

- Rates are the average monthly rate of return

**Ventura County Pool**

Investment Name	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
<b>Ventura County Pool</b>	4.58%	4.51%	4.46%	4.58%	4.38%	4.34%	4.28%	4.31%	4.23%
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26
<b>Ventura County Pool</b>	4.21%	4.23%	4.18%	4.17%	4.01%	3.94%	4.03%	3.85%	3.84%

**Local Agency Investment Fund (LAIF)**

Investment Name	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
<b>Local Agency Investment Fund (LAIF)</b>	4.48%	4.43%	4.37%	4.33%	4.31%	4.28%	4.27%	4.27%	4.26%
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26
<b>Local Agency Investment Fund (LAIF)</b>	4.25%	4.21%	4.15%	4.10%	4.03%	3.93%	3.87%	3.83%	3.81%

**Banc of California**

Investment Name	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25
<b>Banc of California</b>	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%
	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26
<b>Banc of California</b>	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%	0.30%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Justin Kiraly, Assistant General Manager**

**DATE: June 3, 2026**

**SUBJECT: FINANCE REPORT APRIL 2026**

**ANALYSIS OF COMPARATIVE FINANCIALS THROUGH APRIL 30, 2026**

The District's Statements of Revenues and Expenditures for the period of April 1, 2026, through April 30, 2026, with a year-to-date comparison for the period of April 1, 2025, through April 30, 2025, are attached. The percentage of the fiscal year completed is 83.3% through Period 9 of the current fiscal year. All dollar amounts as presented are rounded to the nearest whole dollar.

**REVENUES**

Total revenue, including the 10<sup>th</sup> month ending April 30, 2026, for Fund 10 (General Fund) has an overall increase of \$309,244 in comparison to Fiscal Year 2025-2026. The variance from the prior year includes: 1) increase in Tax Apportionments (5110-5230) of \$447,054 2) decrease in Interest Earnings (5310) of \$88,352; 3) decrease in Rentals (5530) of \$32,930, and 4) decrease in Rebates Received (5574) of \$102,572. The Interest decrease is due to reductions in interest rates. The decrease in Rentals is in part due to more accurately accruing and recognizing a year-long rental at the Community Center that was recognized up front in FY 2024-2025. The District received \$102,572 in one-time turf mitigation rebates in fiscal year 2025 that will not be received this fiscal year. The District also received FEMA grant funding of \$53,570 for COVID-19 expenditures that was processed this fiscal year.

Fund 15, the Debt Service Fund, is funded by inter-fund transfers. There is budgeted \$828,360 from Fund 10 and \$525,000 from Fund 20. All transfers have been completed in full.

Total revenue recorded for Fund 20 for April 2026, the Assessment District Fund, was \$4,103 in interest earnings and \$583,886 in Assessment Revenue.

Total revenue recorded for Fund 30 for April 2026, the Quimby Fund, was \$10,648 in interest. Quimby funds are only collected when new housing developments are subdivided.

Total revenue recorded for Fund 40 for April 2026, the Park Impact Fees Fund, was \$6,941 in interest and \$78,370 in Park Impact Fees collected. Park Impact Fees are collected only when certain requirements are met, and additional square footage is added to residential or commercial properties.

Fund 50 Community Development Block Grant has been fully expended and reported. There is nothing further to report.

Fund 60 was established to keep donations made for a specific purpose/project separate from all other funds. There are no funds as of this report.

Fund 70, the Capital Projects Fund, is primarily funded by inter-fund transfers. There is a budgeted transfer of \$532,000 from Fund 10. This transfer has been made in full. There was also \$6,230 in Interest Earnings this month.

### **EXPENDITURES**

Fund 10 Personnel Expenditures: Adjusting for the Unfunded Liability payment to CalPERS (6170) of \$570,318, there is a year-over-year increase in salaries and benefits of \$173,258. This is a result of reaching full staffing levels, as well as minimum wage, merit, and cost-of-living adjustments.

Fund 10 Service and Supply Expenditures show a decrease of \$210,633 in comparison to the same period last year.

Adjusting for the \$132,000 in reserves from last fiscal year and the \$289,337 in COP Debt for PV Fields that has been designated as inter-fund transfers this year, the year-to-date increase in Services and Supplies is \$210,704. This includes an increase in Appropriation for Redevelopment and Collection Fees (6960) of \$107,746 due to the usual increase year over year, an increase in Legal Services (7110) of \$31,130 due to legal questions on different projects this year, and an increase in Professional Services (7100) of \$106,505 due to expenditures associated with a potential large-scale capital project.

Capital Expenditures were previously reported in Fund 10. This fiscal year, Fund 70 was established for Capital Expenditures. This will lead to Capital Expenditures not being reported with Fund 10 this fiscal year. There was one final payment for the Bob Kildee Windscreens of \$680 from a late invoice that was charged to Fund 10 this Fiscal Year.

There is a budgeted \$198,000 of drawdowns from the Designated Projects cash account for multiple projects this year. As those projects are expended, the drawdown will be reflected.

There is budgeted \$1,360,360 of fund transfers this year, \$532,000 to Fund 70 – Capital Projects, and \$828,360 to Fund 15 – Debt Service. These transfers have been fully made, as the District received the first tax apportionment.

Fund 10 Total Expenditures year-to-date are \$220,069 more than compared to this point last year.

Fund 15 Total Expenditures year-to-date are \$753,419 in debt service payments for the COP for PV Fields and \$301,158 for the ELPA for the Solar Project.

Fund 20 Total Expenditures year to date show \$473,985, less than this point last year. However, when accounting for the budgeted \$525,000 of COP Debt being paid from Fund 15 using transfers out this fiscal year, total expenses plus transfers are \$51,015 higher than at this point last year.

Fund 30 has \$181,509 in Pickleball Sports Complex spending this month.

Fund 40 has \$564 in expenditures this month for administrative fees to the City.

Fund 70 has total capital expenditures this fiscal year of \$15,371 for a new Dump Trailer and \$44,192 for a new Park Truck in account 8420 – Equip/Facility Replacement, \$2,608 for electric vehicle chargers at the Shop (Carryover project from Fiscal Year 2025), \$24 for the Community Center Alarm, \$256,812 for the Bob Kildee Parking Lot, \$3,625 for the Cam Grove Parking Lot, \$17,602 for the Dos Caminos Parking Lot, \$169,482 for the Carmenita Playground Replacement, \$39,297 for the PVAC Window Wall Motors, \$4,000 for the Freedom Center Refurbishments, \$12,534 for the Lokker Park Basketball Court Resurfacing, \$34,506 for the Springville Tennis Court Resurfacing, and \$22,542 for the Springville Upper Parking Lot Resurfacing.

### **FISCAL IMPACT**

Overall, the financials show the District is under the approved budget for Fund 10 by 22%, Fund 15 by 22%, Fund 20 by 17%, Fund 30 by 88%, Fund 40 by 50%, and Fund 70 by 39%.

### **RECOMMENDATION**

It is recommended that the Board review and approve the Financial Statements for April 30, 2026, for Fund 10, Fund 15, Fund 20, Fund 30, Fund 40, and Fund 70.

### **ATTACHMENTS**

- 1) Financial Statement of Revenue and Expenditures as of April 30, 2026, Fund 10  
(2 pages)
- 2) Financial Statement of Revenue and Expenditures as of April 30, 2026, Fund 15  
(1 page)
- 3) Financial Statement of Revenue and Expenditures as of April 30, 2026, Fund 20  
(1 page)
- 4) Financial Statement of Revenue and Expenditures as of April 30, 2026, Fund 30  
(1 page)
- 5) Financial Statement of Revenue and Expenditures as of April 30, 2026, Fund 40  
(1 page)
- 6) Financial Statement of Revenue and Expenditures as of April 30, 2026, Fund 70  
(1 page)

General Ledger  
10 - General Fund  
April 2026 83.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>						
5110-5230 Tax Apportionment	\$ 3,974,927.94	\$ 8,834,389.43	\$ 9,281,443.02	\$ 9,236,500.00	\$ (44,943.02)	100%
5310 - Interest Earnings	\$ 23,887.11	\$ 424,910.04	\$ 336,558.52	\$ 320,000.00	\$ (16,558.52)	105%
5505 - Facility Cleaning Fee	\$ -	\$ -	\$ 2,783.20	\$ -	\$ (2,783.20)	-
5506 - Park Patrol Citations	\$ 458.79	\$ 2,770.79	\$ 6,385.62	\$ 5,000.00	\$ (1,385.62)	128%
5508 - Bingo - Primary Revenue	\$ -	\$ 9,882.76	\$ -	\$ 3,600.00	\$ 3,600.00	0%
5509 - Excess Bingo Revenue	\$ -	\$ 919.05	\$ -	\$ -	\$ -	-
5510 - Contract Classes-Public Fees	\$ 18,771.40	\$ 190,452.36	\$ 169,101.95	\$ 215,763.00	\$ 46,661.05	78%
5511 - Public Fees	\$ 19,444.88	\$ 254,514.29	\$ 269,335.58	\$ 337,745.00	\$ 68,409.42	80%
5520 - Public Fees-Entry Fees	\$ 3,338.00	\$ 32,328.60	\$ 26,462.20	\$ 47,240.00	\$ 20,777.80	56%
5525 - Vending Concessions	\$ -	\$ 259.65	\$ 248.02	\$ 1,450.00	\$ 1,201.98	17%
5530 - Rental	\$ 66,715.66	\$ 659,622.84	\$ 626,692.50	\$ 772,640.30	\$ 145,947.80	81%
5535 - Cell Tower Revenue	\$ 10,202.54	\$ 145,670.01	\$ 114,080.81	\$ 171,863.00	\$ 57,782.19	66%
5540 - Parking Fees	\$ 1,900.17	\$ 26,614.72	\$ 22,822.16	\$ 23,000.00	\$ 177.84	99%
5550 - Dues	\$ -	\$ 125.00	\$ -	\$ -	\$ -	-
5551 - EV Charging Fees	\$ 1,321.90	\$ -	\$ 8,957.94	\$ 12,000.00	\$ 3,042.06	75%
5555 - Advertising Revenue	\$ 450.00	\$ 7,825.00	\$ 4,275.00	\$ 6,000.00	\$ 1,725.00	71%
5558 - Sponsorships/Donations	\$ 200.93	\$ 14,114.32	\$ 744.44	\$ 10,000.00	\$ 9,255.56	7%
5561 - Special Event	\$ -	\$ 30,652.33	\$ 112,498.43	\$ 132,406.00	\$ 19,907.57	85%
5563 - Staffing Cost Recovery	\$ 12,454.50	\$ 53,966.75	\$ 46,490.50	\$ 46,110.00	\$ (380.50)	101%
5564 - Special Event Permits	\$ -	\$ 1,750.00	\$ 800.00	\$ -	\$ (800.00)	-
5566 - Security Services - Recovery	\$ -	\$ 5,745.00	\$ 4,000.00	\$ 8,000.00	\$ 4,000.00	50%
5570 - Contributions	\$ 1,937.07	\$ 965.89	\$ 2,209.97	\$ -	\$ (2,209.97)	-
5573 - Grants	\$ -	\$ -	\$ 4,672.00	\$ 16,717.00	\$ 12,045.00	28%
5574 - Rebates Received	\$ -	\$ 102,572.00	\$ -	\$ -	\$ -	-
5575 - Other Misc Revenue	\$ 16,985.00	\$ 92,126.06	\$ 67,043.67	\$ 42,000.00	\$ (25,043.67)	160%
5576 - Restricted Donations	\$ (1,500.00)	\$ 19,172.64	\$ -	\$ -	\$ -	-
5585 - Incentive Income	\$ -	\$ 2,273.72	\$ 1,595.90	\$ 2,350.00	\$ 754.10	68%
5592 - FEMA Grant	\$ -	\$ -	\$ 60,343.47	\$ -	\$ (60,343.47)	-
5600 - Reimbursement - ROPS	\$ -	\$ 561,451.71	\$ 614,773.82	\$ 614,774.00	\$ 0.18	100%
<b>Revenue</b>	\$ 4,151,495.89	\$ 11,475,074.96	\$ 11,784,318.72	\$ 12,025,158.30	\$ 240,839.58	98%
<b>YTD Comparison</b>			\$ 309,243.76			
<b>1111-Designated Projects Drawdown</b>	\$ -	\$ -	\$ -	\$ 198,000.00	\$ 198,000.00	0%
<b>Drawdown</b>	\$ -	\$ -	\$ -	\$ 198,000.00	\$ 198,000.00	0%
<b>YTD Comparison</b>			\$ -			
<b>Personnel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	-
6100 - Full Time Salaries	\$ 257,211.95	\$ 2,429,919.38	\$ 2,605,087.00	\$ 3,409,438.44	\$ 804,351.44	76%
6101 - Overtime Salaries	\$ 1,863.72	\$ 17,216.36	\$ 16,309.41	\$ 21,500.00	\$ 5,190.59	76%
6105 - Car Allowance	\$ 461.52	\$ 4,845.96	\$ 4,845.96	\$ 6,000.00	\$ 1,154.04	81%
6108 - Cell Phone Allowance	\$ 1,448.00	\$ 13,652.00	\$ 15,152.36	\$ 18,589.00	\$ 3,436.64	82%
6110 - Part-Time Salaries	\$ 27,388.32	\$ 334,406.73	\$ 326,466.14	\$ 610,279.00	\$ 283,812.86	53%
6120 - Retirement	\$ 44,734.52	\$ 424,820.13	\$ 454,193.27	\$ 625,924.00	\$ 171,730.73	73%
6121 - 457 Pension	\$ 87.17	\$ 8,941.82	\$ 7,257.71	\$ 10,000.00	\$ 2,742.29	73%
6125 - Deferred Compensation	\$ 399.46	\$ 4,194.33	\$ 4,175.05	\$ 6,165.00	\$ 1,989.95	68%
6130 - Employee Insurance	\$ 36,805.08	\$ 341,981.63	\$ 336,270.60	\$ 467,432.00	\$ 131,161.40	72%
6131 - Med Ins.- Retirees	\$ 1,523.34	\$ -	\$ 14,868.90	\$ 16,683.00	\$ 1,814.10	89%
6140 - Workers Compensation	\$ 15,882.69	\$ 146,317.98	\$ 159,648.47	\$ 206,289.00	\$ 46,640.53	77%
6150 - Unemployment Insurance	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00	0%
6170 - PERS Unfunded Liability	\$ -	\$ 615,039.00	\$ 570,318.00	\$ 657,229.00	\$ 86,911.00	87%
<b>Personnel</b>	\$ 387,805.77	\$ 4,341,335.32	\$ 4,514,592.87	\$ 6,065,528.44	\$ 1,550,935.57	74%
<b>YTD Comparison</b>			\$ 173,257.55			
<b>Services and Supplies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	-
6210 - Telephone/Internet	\$ 1,383.67	\$ 19,873.67	\$ 15,325.84	\$ 23,860.00	\$ 8,534.16	64%
6220 - IT Services	\$ 14,640.38	\$ 66,564.39	\$ 70,157.58	\$ 67,317.00	\$ (2,840.58)	104%
6230 - IT Hardware	\$ 743.59	\$ 5,913.24	\$ 5,912.30	\$ 7,200.00	\$ 1,287.70	82%
6240 - Software Services	\$ 3,236.00	\$ 35,728.43	\$ 34,944.15	\$ 47,110.00	\$ 12,165.85	74%
6310 - Pool Chemicals	\$ 938.71	\$ 6,338.92	\$ 6,240.34	\$ 7,500.00	\$ 1,259.66	83%
6320 - Janitorial Supplies	\$ 14,739.85	\$ 56,569.23	\$ 61,734.46	\$ 73,200.00	\$ 11,465.54	84%
6330 - Kitchen Supplies	\$ 98.08	\$ 158.79	\$ 98.08	\$ 500.00	\$ 401.92	20%
6340 - Food Supplies	\$ 79.96	\$ 6,716.75	\$ 8,099.11	\$ 6,665.00	\$ (1,434.11)	122%
6350 - Water Maint & Service	\$ 97.90	\$ 550.98	\$ 704.00	\$ 908.00	\$ 204.00	78%
6360 - Laundry/Wash Service	\$ -	\$ 358.00	\$ 80.00	\$ 1,425.00	\$ 1,345.00	6%
6380 - Medical Supplies	\$ -	\$ -	\$ 63.53	\$ 1,115.00	\$ 1,051.47	6%
6410 - Insurance Liability	\$ -	\$ 424,116.00	\$ 411,735.00	\$ 530,145.00	\$ 118,410.00	78%
6500 - Equipment Maintenance	\$ -	\$ 1,755.58	\$ 53.57	\$ 2,500.00	\$ 2,446.43	2%
6510 - Fuel	\$ 11,497.67	\$ 50,166.16	\$ 49,568.89	\$ 60,250.00	\$ 10,681.11	82%
6520 - Vehicle Maintenance	\$ 4,291.27	\$ 41,632.73	\$ 29,117.22	\$ 46,620.00	\$ 17,502.78	62%
6610 - Building Repair	\$ 4,144.39	\$ 56,327.32	\$ 47,849.24	\$ 79,779.00	\$ 31,929.76	60%
6620 - HVAC Maintenance/Repairs	\$ -	\$ 5,015.79	\$ 348.98	\$ 9,000.00	\$ 8,651.02	4%
6630 - Playground Maintenance	\$ -	\$ 10,869.70	\$ 22,599.62	\$ 35,000.00	\$ 12,400.38	65%
6650 - Deferred Maintenance	\$ 65,777.64	\$ 26,475.00	\$ 65,777.64	\$ 180,000.00	\$ 114,222.36	37%
6710 - Grounds Maintenance	\$ 20,405.75	\$ 79,094.58	\$ 78,242.02	\$ 104,588.00	\$ 26,345.98	75%
6730 - Contracted Pest Control	\$ 2,400.00	\$ 7,800.00	\$ 10,800.00	\$ 7,400.00	\$ (3,400.00)	146%
6740 - Rubbish & Refuse	\$ 13,295.79	\$ 74,537.22	\$ 71,507.39	\$ 101,332.00	\$ 29,824.61	71%
6750 - Vandalism/Theft	\$ -	\$ -	\$ 131.70	\$ 1,500.00	\$ 1,368.30	9%
6810 - Memberships	\$ -	\$ 15,077.94	\$ 7,470.00	\$ 17,765.00	\$ 10,295.00	42%
6910 - Office Supplies	\$ 1,105.36	\$ 12,811.54	\$ 11,298.45	\$ 34,595.00	\$ 23,296.55	33%
6920 - Postage Expense	\$ 100.00	\$ 21,633.45	\$ 22,574.98	\$ 22,650.00	\$ 75.02	100%

6930 - Advertising Expense	\$	1,291.65	\$	4,132.26	\$	1,516.65	\$	5,200.00	\$	3,683.35	29%
6940 - Printing Charges	\$	573.19	\$	6,177.03	\$	6,054.19	\$	12,797.00	\$	6,742.81	47%
6950 - Bank & Registration Fees	\$	3,044.36	\$	27,350.21	\$	24,602.09	\$	35,920.00	\$	11,317.91	68%
6960 - Approp Redev/Collection Fees	\$	501,470.82	\$	937,629.13	\$	1,045,375.20	\$	1,000,000.00	\$	(45,375.20)	105%
6980 - Minor Furn Fixture & Equip	\$	-	\$	9,990.78	\$	2,575.09	\$	9,137.00	\$	6,561.91	28%
7010 - Fingerprint Fees (HR)	\$	-	\$	608.00	\$	479.50	\$	3,360.00	\$	2,880.50	14%
7020 - Fire & Safety Insp Fees	\$	764.00	\$	886.60	\$	1,873.24	\$	6,372.00	\$	4,498.76	29%
7030 - Permit & Licensing Fees	\$	851.13	\$	4,808.57	\$	3,830.68	\$	8,708.00	\$	4,877.32	44%
7100 - Professional Services	\$	7,437.42	\$	54,972.73	\$	161,477.63	\$	241,705.00	\$	80,227.37	67%
7110 - Legal Services	\$	4,173.50	\$	26,045.37	\$	57,175.98	\$	96,000.00	\$	38,824.02	60%
7115 - Typeset and Print Services	\$	-	\$	33,235.39	\$	21,808.78	\$	38,100.00	\$	16,291.22	57%
7120 - Instructor Services	\$	13,046.15	\$	103,246.03	\$	115,879.70	\$	137,620.00	\$	21,740.30	84%
7125 - PERS Admin Fees	\$	41.88	\$	1,353.72	\$	1,035.81	\$	2,200.00	\$	1,164.19	47%
7130 - Audit Services	\$	-	\$	16,550.00	\$	15,350.00	\$	16,825.00	\$	1,475.00	91%
7140 - Medical & Health Svcs	\$	150.00	\$	2,044.49	\$	4,699.89	\$	11,000.00	\$	6,300.11	43%
7150 - Security Services	\$	772.00	\$	7,116.50	\$	7,660.50	\$	9,217.00	\$	1,556.50	83%
7160 - Entertainment Services	\$	2,550.00	\$	650.00	\$	2,750.00	\$	3,750.00	\$	1,000.00	73%
7180 - Business Services	\$	3,878.18	\$	128,618.15	\$	125,549.30	\$	185,623.00	\$	60,073.70	68%
7190 - Umpire/Referee Services	\$	40.00	\$	1,740.00	\$	1,675.00	\$	2,830.00	\$	1,155.00	59%
7210 - Subscriptions	\$	64.26	\$	282.64	\$	663.27	\$	3,130.00	\$	2,466.73	21%
7310 - Rents & Leases - Equip	\$	2,005.66	\$	20,012.19	\$	23,154.09	\$	52,830.00	\$	29,675.91	44%
7320 - Bldg/Field Leases & Rental	\$	60.00	\$	60.00	\$	60.00	\$	60.00	\$	-	100%
7410 - Division Supplies	\$	7,889.39	\$	32,884.21	\$	23,223.70	\$	42,770.00	\$	19,546.30	54%
7430 - Bingo Supplies	\$	-	\$	3,872.80	\$	-	\$	-	\$	-	-
7440 - Sporting Goods	\$	1,578.26	\$	6,233.79	\$	6,368.21	\$	11,780.00	\$	5,411.79	54%
7450 - Arts and Craft Supplies	\$	-	\$	431.86	\$	84.71	\$	2,025.00	\$	1,940.29	4%
7460 - Training Supplies	\$	-	\$	1,356.94	\$	540.47	\$	4,675.00	\$	4,134.53	12%
7500 - Small Tools	\$	173.68	\$	5,469.20	\$	4,207.66	\$	7,000.00	\$	2,792.34	60%
7510 - Safety Supplies	\$	1,729.65	\$	2,317.09	\$	2,626.77	\$	4,950.00	\$	2,323.23	53%
7610 - Uniform Allowance	\$	343.02	\$	16,208.51	\$	12,542.69	\$	18,100.00	\$	5,557.31	69%
7620 - Safety Clothing	\$	-	\$	4,303.09	\$	52.97	\$	1,200.00	\$	1,147.03	4%
7710 - Conference&Seminar Staff	\$	949.00	\$	9,838.65	\$	7,127.88	\$	20,307.00	\$	13,179.12	35%
7715 - Conference&Seminar Board	\$	-	\$	-	\$	2,043.99	\$	2,325.00	\$	281.01	88%
7720 - Conference&Seminar Travel Exp	\$	439.79	\$	3,485.21	\$	2,520.25	\$	10,030.00	\$	7,509.75	25%
7725 - Out of Town Travel Board	\$	-	\$	461.32	\$	1,171.35	\$	2,970.00	\$	1,798.65	39%
7730 - Private Vehicle Mileage	\$	89.22	\$	636.63	\$	387.41	\$	1,470.00	\$	1,082.59	26%
7750 - Buses/Excursions	\$	-	\$	4,652.85	\$	6,326.48	\$	10,950.00	\$	4,623.52	58%
7760 - Tuition/Book Reimbursement	\$	-	\$	-	\$	-	\$	4,000.00	\$	4,000.00	0%
7810 - Utilities - Gas	\$	3,241.88	\$	37,340.75	\$	36,775.92	\$	51,525.00	\$	14,749.08	71%
7820 - Utilities - Water	\$	47,055.03	\$	663,386.90	\$	680,135.42	\$	988,248.20	\$	308,112.78	69%
7830 - Utilities - Electric	\$	14,085.04	\$	161,392.74	\$	134,794.71	\$	197,500.00	\$	62,705.29	68%
7840 - Airport Assessment Exp	\$	-	\$	928.00	\$	-	\$	14,000.00	\$	14,000.00	0%
7910 - Awards and Certificates	\$	-	\$	6,331.13	\$	8,708.07	\$	20,690.00	\$	11,981.93	42%
7920 - Meals for Staff Training	\$	87.90	\$	1,042.47	\$	978.89	\$	3,000.00	\$	2,021.11	33%
7930 - Employee Morale	\$	-	\$	3,403.23	\$	1,978.62	\$	5,500.00	\$	3,521.38	36%
7950 - COP Debt - PV Fields	\$	-	\$	289,337.42	\$	-	\$	-	\$	-	-
7971 - Reserve Computer Fleet	\$	-	\$	7,000.00	\$	-	\$	-	\$	-	-
7973 - Reserve Dry Period	\$	-	\$	50,000.00	\$	-	\$	-	\$	-	-
7975 - Reserve Repair/Oper/Admin	\$	-	\$	50,000.00	\$	-	\$	-	\$	-	-
7976 - Reserve - Compensated Absences	\$	-	\$	25,000.00	\$	-	\$	-	\$	-	-
<b>Services and Supplies</b>	\$	<b>778,852.07</b>	\$	<b>3,800,909.99</b>	\$	<b>3,590,276.85</b>	\$	<b>4,777,323.20</b>	\$	<b>1,187,046.35</b>	<b>75%</b>
<b>YTD Comparison</b>											
<b>Capital</b>	\$	-	\$	-	\$	-	\$	-	\$	-	-
8420 - Equip/Facility Replacement	\$	-	\$	53,459.91	\$	-	\$	-	\$	-	-
8507 - Lokker Playground	\$	-	\$	626,601.11	\$	-	\$	-	\$	-	-
8520 - Cam Grove BBQ	\$	-	\$	33,345.00	\$	-	\$	-	\$	-	-
8522 - Mel Vincent Parking Lot	\$	-	\$	27,000.00	\$	-	\$	-	\$	-	-
8524 - Pitts Ranch Parking Lot	\$	-	\$	25,000.00	\$	-	\$	-	\$	-	-
8525 - Calleguas Playground	\$	-	\$	118,606.51	\$	-	\$	-	\$	-	-
8526 - PV Parking Lot	\$	-	\$	119,409.69	\$	-	\$	-	\$	-	-
8527 - PV Field VFD Replacement	\$	-	\$	40,226.48	\$	-	\$	-	\$	-	-
8530 - Quito Playground	\$	-	\$	177,970.29	\$	-	\$	-	\$	-	-
8531 - Bob Kildee Windscreens	\$	-	\$	12,920.00	\$	680.00	\$	680.00	\$	-	100%
<b>Capital</b>	\$	-	\$	<b>1,234,538.99</b>	\$	<b>680.00</b>	\$	<b>680.00</b>	\$	-	<b>100%</b>
<b>YTD Comparison</b>											
<b>Total Expenses</b>	\$	<b>1,166,657.84</b>	\$	<b>9,376,784.30</b>	\$	<b>8,105,549.72</b>	\$	<b>10,843,531.64</b>	\$	<b>2,737,981.92</b>	<b>75%</b>
<b>YTD Comparison</b>											
<b>Total Non-Capital Expenses</b>	\$	<b>1,166,657.84</b>	\$	<b>8,142,245.31</b>	\$	<b>8,104,869.72</b>	\$	<b>10,842,851.64</b>	\$	<b>2,737,981.92</b>	<b>75%</b>
<b>YTD Comparison</b>											
<b>Interfund Transfers Out</b>											
Capital Fund 70 Transfer Out	\$	-	\$	-	\$	532,000.00	\$	532,000.00	\$	-	100%
Debt Service Fund 15 Transfer Out	\$	-	\$	-	\$	828,409.50	\$	828,360.00	\$	-	100%
<b>Interfund Transfers Out</b>	\$	-	\$	-	\$	<b>1,360,409.50</b>	\$	<b>1,360,360.00</b>	\$	-	<b>100%</b>
<b>YTD Comparison</b>											
<b>Revenue plus Drawdown Total</b>	\$	<b>4,151,495.89</b>	\$	<b>11,475,074.96</b>	\$	<b>11,784,318.72</b>	\$	<b>12,223,158.30</b>	\$	<b>438,839.58</b>	<b>96%</b>
<b>Non-Capital Expense plus Transfers Out Total</b>	\$	<b>1,166,657.84</b>	\$	<b>9,376,784.30</b>	\$	<b>9,465,959.22</b>	\$	<b>12,203,891.64</b>	\$	<b>2,737,981.92</b>	<b>78%</b>
<b>YTD Revenue-Expenses</b>	\$		\$	<b>2,098,290.66</b>	\$	<b>2,318,359.50</b>	\$		\$		
<b>YTD Comparison</b>											

General Ledger  
15 - Debt Services  
April 2026 83.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Interfund Transfers In</b>						
General Fund 10 Transfer	\$ -	\$ -	\$ 828,409.50	\$ 828,360.00	\$ -	100%
Assessment Fund 15 Transfer	\$ -	\$ -	\$ 525,000.00	\$ 525,000.00	\$ -	100%
<b>Interfund Transfers In</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,353,409.50</b>	<b>\$ 1,353,360.00</b>	<b>\$ -</b>	<b>100%</b>
<b>YTD Comparison</b>			<b>\$ 1,353,409.50</b>			
<b>Services and Supplies</b>						
7950 - COP Debt - PV Fields	\$ 196,441.04	\$ -	\$ 750,136.68	\$ 753,419.00	\$ 3,282.32	100%
7951 - ELPA Energy Services Project	\$ -	\$ -	\$ 301,157.60	\$ 599,941.00	\$ 298,783.40	50%
<b>Services and Supplies</b>	<b>\$ 196,441.04</b>	<b>\$ -</b>	<b>\$ 1,051,294.28</b>	<b>\$ 1,353,360.00</b>	<b>\$ 302,065.72</b>	<b>78%</b>
<b>YTD Comparison</b>			<b>\$ 1,051,294.28</b>			
<b>Total Expenses</b>	<b>\$ 196,441.04</b>	<b>\$ -</b>	<b>\$ 1,051,294.28</b>	<b>\$ 1,353,360.00</b>	<b>\$ 302,065.72</b>	<b>78%</b>
<b>YTD Comparison</b>			<b>\$ 1,051,294.28</b>			
<b>Revenue plus Transfers In Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,353,409.50</b>	<b>\$ 1,353,360.00</b>	<b>\$ -</b>	<b>100%</b>
<b>Expenses Total</b>	<b>\$ 196,441.04</b>	<b>\$ -</b>	<b>\$ 1,051,294.28</b>	<b>\$ 1,353,360.00</b>	<b>\$ 302,065.72</b>	<b>78%</b>
<b>YTD Revenue-Expenses</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 302,115.22</b>			
<b>YTD Comparison</b>			<b>\$ 302,115.22</b>			

General Ledger  
20 - Assessment Fund  
April 2026 83.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	-
5310 - Interest Earnings	\$ 4,103.14	\$ 40,318.46	\$ 56,498.19	\$ 25,000.00	\$ (31,498.19)	226%
5500 - Assessment Revenue	\$ 583,886.44	\$ 1,319,603.83	\$ 1,376,105.60	\$ 1,393,438.00	\$ 17,332.40	99%
<b>Revenue</b>	\$ 587,989.58	\$ 1,359,922.29	\$ 1,432,603.79	\$ 1,418,438.00	\$ (14,165.79)	101%
<b>YTD Comparison</b>			\$ 72,681.50			
<b>Services and Supplies</b>	\$ -	\$ -	\$ -	\$ -	\$ -	-
6709 - Incidental Costs - Assess	\$ -	\$ 17,545.89	\$ 18,969.64	\$ 19,444.00	\$ 474.36	98%
6710 - Grounds Maintenance	\$ 6,296.10	\$ 42,494.08	\$ 20,498.90	\$ 78,294.00	\$ 57,795.10	26%
6719 - Tree Care	\$ 18,187.00	\$ 99,823.33	\$ 106,442.00	\$ 120,000.00	\$ 13,558.00	89%
6720 - Contracted LS Services	\$ 53,319.07	\$ 418,266.03	\$ 434,632.09	\$ 603,748.00	\$ 169,115.91	72%
6722 - Park Amenities - Assess	\$ -	\$ 59,944.92	\$ 43,700.45	\$ 44,000.00	\$ 299.55	99%
6750 - Vandalism/Theft	\$ -	\$ -	\$ -	\$ 70.00	\$ 70.00	0%
6960 - Approp Redev/Collection Fees	\$ 7,188.78	\$ 8,759.58	\$ 9,160.02	\$ 10,000.00	\$ 839.98	92%
7950 - COP Debt - PV Fields	\$ -	\$ 460,554.69	\$ -	\$ -	\$ -	-
<b>Services and Supplies</b>	\$ 84,990.95	\$ 1,107,388.52	\$ 633,403.10	\$ 875,556.00	\$ 242,152.90	72%
<b>YTD Comparison</b>			\$ (473,985.42)			
<b>Total Expenses</b>	\$ 84,990.95	\$ 1,107,388.52	\$ 633,403.10	\$ 875,556.00	\$ 242,152.90	72%
<b>YTD Comparison</b>			\$ (473,985.42)			
<b>Interfund Transfers Out</b>						
Debt Service Fund 15 Transfer Out	\$ -	\$ -	\$ 525,000.00	\$ 525,000.00	\$ -	100%
<b>Interfund Transfers Out</b>	\$ -	\$ -	\$ 525,000.00	\$ 525,000.00	\$ -	100%
<b>YTD Comparison</b>			\$ 525,000.00			
<b>Revenue Total</b>	\$ 587,989.58	\$ 1,359,922.29	\$ 1,432,603.79	\$ 1,418,438.00	\$ (14,165.79)	101%
<b>Expense plus Transfers Out Total</b>	\$ 84,990.95	\$ 1,107,388.52	\$ 1,158,403.10	\$ 1,400,556.00	\$ 242,152.90	83%
<b>YTD Revenue-Expenses-Transfers Out</b>		\$ 252,533.77	\$ 274,200.69			
<b>YTD Comparison</b>			\$ 21,666.92			

General Ledger  
30 - Park Dedication Fund  
April 2026 83.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	-
5310 - Interest Earnings	\$ 10,648.19	\$ 249,439.69	\$ 178,106.25	\$ 160,000.00	\$ (18,106.25)	111%
<b>Revenue</b>	\$ 10,648.19	\$ 249,439.69	\$ 178,106.25	\$ 160,000.00	\$ (18,106.25)	111%
<b>YTD Comparison</b>			\$ (71,333.44)			
<b>Capital</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	-
8493 - Pickleball Sports Complex	\$ 181,508.69	\$ 120,034.70	\$ 293,517.93	\$ 1,050,000.00	\$ 756,482.07	28%
8504 - Multi-Generation Center	\$ -	\$ -	\$ -	\$ 1,000,000.00	\$ 1,000,000.00	0%
8511 - Auditorium/SC ADA Improvements	\$ -	\$ 340,775.98	\$ -	\$ -	\$ -	-
8513 - Community Ctr/Classroom Enhanc	\$ -	\$ 115,185.25	\$ 31,310.95	\$ 140,000.00	\$ 108,689.05	22%
8529 - Freedom Park ADA Bathroom	\$ -	\$ 9,132.41	\$ 6,475.69	\$ 400,000.00	\$ 393,524.31	2%
8538 - Dos Caminos Refurbishment	\$ -	\$ -	\$ -	\$ 100,000.00	\$ 100,000.00	0%
<b>Capital</b>	\$ 181,508.69	\$ 585,128.34	\$ 331,304.57	\$ 2,690,000.00	\$ 2,358,695.43	12%
<b>YTD Comparison</b>			\$ (253,823.77)			
<b>Total Expenses</b>	\$ 181,508.69	\$ 585,128.34	\$ 331,304.57	\$ 2,690,000.00	\$ 2,358,695.43	12%
<b>YTD Comparison</b>			\$ (253,823.77)			
<b>Revenue Total</b>	\$ 10,648.19	\$ 249,439.69	\$ 178,106.25	\$ 160,000.00	\$ (18,106.25)	111%
<b>Expenses Total</b>	\$ 181,508.69	\$ 585,128.34	\$ 331,304.57	\$ 2,690,000.00	\$ 2,358,695.43	12%
<b>YTD Revenue-Expenses</b>		\$ (335,688.65)	\$ (153,198.32)			
<b>YTD Comparison</b>			\$ 182,490.33			

Date Received	Amount	Amount Earmarked	Developer	Amount Expended	Balance	Allocation Date
8/8/2016	\$ 2,649,209.00	\$ 3,200,000.00	Comstock/Elacora Mission Oaks	\$ 2,419,408.33	\$ 229,800.67	8/8/2021
8/10/2016	\$ 474,353.00	\$ 629,500.00	KB Homes	\$ 436,624.00	\$ 37,729.00	8/10/2021
3/6/2019	\$ 35,242.00	\$ 70,484.00	Habitat for Humanity	\$ -	\$ 35,242.00	9/17/2024
11/21/2019	\$ 1,264,500.00	\$ 1,500,000.00	Shea Homes	\$ 47,528.10	\$ 1,216,971.90	11/21/2024
7/29/2022	\$ 2,840,447.45	\$ -	Williams Homes	\$ -	\$ 2,840,447.45	7/29/2027
8/5/2022	\$ 347,625.00	\$ -	Somis Ranch Phase 1	\$ -	\$ 347,625.00	8/5/2027
10/20/2022	\$ 278,100.00	\$ -	Somis Ranch Phase 2	\$ -	\$ 278,100.00	10/20/2027
3/15/2023	\$ 313,508.00	\$ -	Barry 60 LP	\$ -	\$ 313,508.00	3/15/2028
	\$ 1,368,716.35	\$ -	Interest Account	\$ -	\$ 1,368,716.35	
<b>Total</b>	<b>\$ 12,459,511.75</b>	<b>\$ 8,392,685.95</b>		<b>\$ 5,791,371.38</b>	<b>\$ 6,668,140.37</b>	

General Ledger  
40 - Park Impact Fees Fund  
April 2026 83.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	-
5310 - Interest Earnings	\$ 6,941.06	\$ 86,459.37	\$ 74,385.71	\$ 60,000.00	\$ (14,385.71)	124%
5450 - Park Impact Fees	\$ 78,370.08	\$ 28,178.55	\$ 116,842.76	\$ -	\$ (116,842.76)	-
<b>Revenue</b>	<b>\$ 85,311.14</b>	<b>\$ 114,637.92</b>	<b>\$ 191,228.47</b>	<b>\$ 60,000.00</b>	<b>\$ (131,228.47)</b>	<b>319%</b>
<b>YTD Comparison</b>			\$ 76,590.55			
<b>Services and Supplies</b>						
	\$ -	\$ -	\$ -	\$ -	\$ -	-
6951 - Administrative Fee	\$ 563.57	\$ 72,572.75	\$ 563.57	\$ 1,130.00	\$ 566.43	50%
<b>Services and Supplies</b>	<b>\$ 563.57</b>	<b>\$ 72,572.75</b>	<b>\$ 563.57</b>	<b>\$ 1,130.00</b>	<b>\$ 566.43</b>	<b>50%</b>
<b>YTD Comparison</b>			\$ (72,009.18)			
<b>Total Expenses</b>	<b>\$ 563.57</b>	<b>\$ 72,572.75</b>	<b>\$ 563.57</b>	<b>\$ 1,130.00</b>	<b>\$ 566.43</b>	<b>50%</b>
<b>YTD Comparison</b>			\$ (72,009.18)			
<b>Revenue Total</b>	<b>\$ 85,311.14</b>	<b>\$ 114,637.92</b>	<b>\$ 191,228.47</b>	<b>\$ 60,000.00</b>	<b>\$ (131,228.47)</b>	<b>319%</b>
<b>Expenses Total</b>	<b>\$ 563.57</b>	<b>\$ 72,572.75</b>	<b>\$ 563.57</b>	<b>\$ 1,130.00</b>	<b>\$ 566.43</b>	<b>50%</b>
<b>YTD Revenue-Expenses</b>		<b>\$ 42,065.17</b>	<b>\$ 190,664.90</b>			
<b>YTD Comparison</b>			\$ 148,599.73			

General Ledger  
70 - Capital Projects Fund  
April 2026 83.3%

Account-Description	Period Amount	One Year Prior Actual	Year to Date	Budget	Budget Remaining	% of Budget Used
<b>Revenue</b>						
5310 - Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ -	-
	\$ 6,229.78	\$ -	\$ 70,110.65	\$ 78,000.00	\$ 7,889.35	90%
<b>Revenue</b>	\$ 6,229.78	\$ -	\$ 70,110.65	\$ 78,000.00	\$ 7,889.35	90%
<b>YTD Comparison</b>			\$ 70,110.65			
<b>Interfund Transfers In</b>						
General Fund 10 Transfer In	\$ -	\$ -	\$ 532,000.00	\$ 532,000.00	\$ -	100%
<b>Interfund Transfers In</b>	\$ -	\$ -	\$ 532,000.00	\$ 532,000.00	\$ -	100%
<b>YTD Comparison</b>			\$ 532,000.00			
<b>Capital</b>						
8420 - Equip/Facility Replacement	\$ -	\$ -	\$ 56,562.93	\$ 57,000.00	\$ 437.07	99%
8516 - Electric Vehicle Chargers	\$ -	\$ -	\$ 2,608.49	\$ -	\$ (2,608.49)	-
8517 - Community Center Alarm	\$ -	\$ -	\$ 23.50	\$ 234,836.00	\$ 234,812.50	0%
8518 - Bob Kildee Parking Lot	\$ -	\$ -	\$ 256,811.62	\$ 256,708.00	\$ (103.62)	100%
8519 - Cam Grove Parking Lot	\$ -	\$ -	\$ 3,625.32	\$ 70,000.00	\$ 66,374.68	5%
8521 - Dos Caminos Parking Lot	\$ -	\$ -	\$ 17,601.95	\$ 39,592.00	\$ 21,990.05	44%
8532 - Carmenita Playground Replaceme	\$ 10,425.82	\$ -	\$ 169,482.37	\$ 250,000.00	\$ 80,517.63	68%
8533 - PVAC Window Wall Motors	\$ -	\$ -	\$ 39,297.08	\$ 45,000.00	\$ 5,702.92	87%
8534 - Freedom Center Refurbishment	\$ -	\$ -	\$ 4,000.00	\$ 100,000.00	\$ 96,000.00	4%
8535 - Lokker Park B-Ball Court Resur	\$ -	\$ -	\$ 12,533.50	\$ 12,533.00	\$ (0.50)	100%
8536 - Springville Tennis Court Resur	\$ -	\$ -	\$ 34,506.49	\$ 34,506.00	\$ (0.49)	100%
8537 - Springville Upper P-Lot Resurf	\$ -	\$ -	\$ 22,542.00	\$ 22,542.00	\$ -	100%
<b>Capital</b>	\$ 10,425.82	\$ -	\$ 619,595.25	\$ 1,122,717.00	\$ 503,121.75	55%
<b>YTD Comparison</b>			\$ 619,595.25			
<b>Total Expenses</b>	\$ 10,425.82	\$ -	\$ 619,595.25	\$ 1,122,717.00	\$ 503,121.75	55%
<b>YTD Comparison</b>			\$ 619,595.25			
<b>Revenue plus Transfers In Total</b>	\$ 6,229.78	\$ -	\$ 602,110.65	\$ 610,000.00	\$ 7,889.35	99%
<b>Expenses Total</b>	\$ 10,425.82	\$ -	\$ 619,595.25	\$ 1,122,717.00	\$ 503,121.75	55%
<b>YTD Revenue-Expenses</b>			\$ (17,484.60)			
<b>YTD Comparison</b>			\$ (17,484.60)			

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Justin Kiraly, Assistant General Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION  
NO. 802 UPDATING AUTHORIZED SIGNATURES FOR  
WIRE TRANSFERS WITH VENTURA COUNTY  
TREASURY POOL**

**BACKGROUND**

At the November 5, 2015, Board of Directors meeting, the Board approved Resolution No. 550 authorizing the District to invest District funds with the Ventura County Treasury Pool. The Ventura County Treasury Pool requires an annual Board approved document or resolution identifying the authorized party to sign and/or authorize wire transfers for Pleasant Valley Recreation and Park District. This resolution, along with the Signature Authorization Form for Local Agencies for Fiscal Year 2026-2027, must be completed and returned to the Auditor-Controller in order to process any further deposits or withdrawals with the pool.

**ANALYSIS**

The Ventura County Auditor-Controller Office requires any agency that uses the Ventura County Financial Management System (VCFMS) to record financial information, or that invests in the County's Treasury Pool, to update the Signature Authorization Form for Local Agencies on an annual basis. This form must be accompanied by a Board resolution or other Board approved documentation identifying specific individuals or positions. The resolution states that Mary Otten - General Manager, Justin Kiraly – Assistant General Manager, and Elaine Magner - Board Member and Christine Webster – Accounting Specialist are authorized signatures.

**FISCAL IMPACT**

No fiscal impact with this Board action.

**RECOMMENDATION**

It is recommended that the Board of Directors consider and approve Resolution No. 802 for Ventura County Pool, updating signatures as to who is authorized to sign and/or authorize wire transfers for Fiscal Year 2026-2027 for the Pleasant Valley Recreation and Park District.

**ATTACHMENTS**

- 1) Resolution No. 802 (2 pages)

**RESOLUTION NO. 802**

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT UPDATING AUTHORIZED SIGNATURES FOR WIRE TRANSFERS OF DISTRICT FUNDS IN THE VENTURA COUNTY TREASURY POOL**

**WHEREAS**, California Government Code Section 53684 allows the Administrative Services Manager, with consent of the County Treasurer-Tax Collector, to deposit the excess District funds in the County Treasury Pool for the purpose of investment by the County Treasurer-Tax Collector; and

**WHEREAS**, the existing District Investment Policy adopted on June 7, 2023, authorizes the investment of excess District funds in county investment pools; and

**WHEREAS**, the Administrative Services Manager has determined that the deposit of excess District funds in the Ventura County Treasury Pool in accordance with Section 53684 of the California Government Code is in the best interest of the Pleasant Valley Recreation and Park District; and

**WHEREAS**, Resolution No. 550 was passed on November 5, 2015, authorizing and requesting the investment of excess funds in the Ventura County Treasury Pool; and

**WHEREAS**, the Ventura County Auditor-Controller Office requires any agency that uses the Financial Management System to record financial information or invests in the County's Treasury Pool to update the Signature Authorized Form for Local Agencies for fiscal year 2026-2027; and

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

The following Pleasant Valley Recreation and Park District officers or their successors in office shall be authorized to sign or order the deposit or withdrawal of funds in the Ventura County Treasury Pool: (1) Mary Otten, General Manager; (2) Justin Kiraly, Assistant General Manager; (3) Elaine Magner, Board Member; (4) Christine Webster, Accounting Specialist

**PASSED AND ADOPTED** by the Board of Directors of Pleasant Valley Recreation and Park District, this 3rd day of June 2026, by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

---

Robert Kelley, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

ATTESTED:

---

David Schlangen, Secretary, Board of Directors  
Pleasant Valley Recreation and Park District

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Jessica A. Puckett, CPRE, Administrative Analyst**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 803 REQUESTING THAT THE GENERAL DISTRICT ELECTION TO BE HELD ON NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN BOARD MEMBERS AS REQUIRED AND ADOPTION OF RESOLUTION NO. 804 REQUESTING SAID ELECTION BE CONSOLIDATED WITH OTHER ELECTIONS CALLED TO BE HELD ON THE SAME DAY AND IN THE SAME TERRITORY**

**BACKGROUND**

The Pleasant Valley Recreation and Park District has historically consolidated its board elections with Ventura County's elections in order to save the District from having to hold its own election. Consolidating with the County allows the District to utilize the County's election administration services, including ballot preparation and voter services, which significantly reduces administrative burden and cost.

In order for the County to consolidate the election, it is required that the Board pass a resolution requesting that the elections be consolidated pursuant to the California Elections Code.

Elections shall be conducted for the District pursuant to the Uniform District Election Law commencing with Section 10500 of the Elections Code on November 3, 2026, for the purpose of electing two (2) Directors.

**ANALYSIS**

Approval of the proposed resolution will authorize the District's participation in the County of Ventura's November 3, 2026, election for the purpose of filling two Board seats representing Divisions 2 and 4. By consolidating with the County, the District avoids the expense and administrative requirements associated with conducting a standalone election. Staff estimates this will result in cost savings of approximately \$65,000, while also allowing the County Registrar of Voters to administer the election in accordance with state election requirements.

Adoption of the resolution is consistent with the District's past practice and ensures the election process moves forward within required timelines.

### **FISCAL IMPACT**

Typical cost for a “stand-alone” election could be in the \$100,000 range, as opposed to an anticipated cost of \$25,000 for consolidating with the County. Based on cost alone, the recommendation is to align with the County elections. The necessary funds to conduct the election are included in the Fiscal Year 2026/2027 budget.

### **RECOMMENDATION**

It is recommended that the Board approve and adopt:

1. Resolution No. 803 requesting that the General District Election to be held on November 3, 2026, for the election of certain board members as required; and
2. Resolution No. 804 requesting that the General District Election to be held on November 3, 2026, be consolidated with any other elections held on the same date and involving all or a portion of the territory of the District pursuant to Section 10400 et seq. of the Elections Code.

### **ATTACHMENT**

- 1) Call for Election 2026 Resolution No. 803 (2 pages)
- 2) Election Consolidation 2026 Resolution No. 804 (2 pages)

## RESOLUTION NO. 803

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT REQUESTING THAT THE GENERAL DISTRICT ELECTION TO BE HELD ON NOVEMBER 3, 2026, FOR THE ELECTION OF CERTAIN BOARD MEMBERS AS REQUIRED

**WHEREAS**, an election shall be conducted for the Pleasant Valley Recreation and Park District (“District”) pursuant to the Uniform District Election Law commencing with Section 10500, et seq. of the Elections Code on November 3, 2026; and

**WHEREAS**, the election will be for the election of two Directors for the full term of four years.

#### **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**Section 1.** Pursuant to the requirements of the laws of the State of California relating to recreation and park districts, there is called and ordered to be held in the Pleasant Valley Recreation and Park District, on Tuesday November 3, 2026, an election of the qualified electors of the District as follows:

One Director for District 2 for a full term of four years

One Director for District 4 for a full term of four years.

**Section 2.** The District Clerk of the Board is authorized, instructed, and directed to coordinate with the Ventura County Elections Division to procure and furnish any and all official ballots, notice, printer matter, and all supplies, equipment, and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**Section 3.** That notice of the time and place of holding said election is hereby given and the District’s Clerk of the Board is hereby authorized, instructed and directed to give such further or additional notice of said election in time, form and manner as required by law.

**Section 4.** That in the event of a tie vote, the Board of Directors authorizes the Board of Supervisors to utilize criteria set forth in Elections Code Section 15651 (a) and resolve the tie vote by lot.

**Section 5.** That pursuant to Election Code Section 10002, the District shall reimburse the County in full for the services performed upon presentation of a bill from the County to the District.

**Section 6.** That the District’s Clerk of the Board is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Clerk of the County of Ventura.

**Section 7.** That in all particulars not recited in this Resolution, said election shall be held and conducted as provided by law for holding municipal elections in said District.

**PASSED AND ADOPTED THIS 3<sup>rd</sup> DAY OF JUNE 2026.**

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Robert Kelley, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

**ATTESTED:**

\_\_\_\_\_  
David Schlangen, Secretary, Board of Directors  
Pleasant Valley Recreation and Park District

## RESOLUTION NO. 804

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT REQUESTING THAT THE GENERAL DISTRICT ELECTION TO BE HELD ON NOVEMBER 3, 2026, BE CONSOLIDATED WITH OTHER ELECTIONS CALLED TO BE HELD ON THE SAME DAY AND IN THE SAME TERRITORY

**WHEREAS**, an election shall be conducted for the Pleasant Valley Recreation and Park District (“District”) pursuant to the Uniform District Election Law commencing with Section 10500 of the Elections Code on November 3, 2026; and

**WHEREAS**, District’s the Board of Directors (“Board”) believes it to be in the District and voters best interest for the Elections Division of the Office of the County Clerk of the County of Ventura (“County Clerk”) to conduct said election; and

**WHEREAS**, pursuant to Section 10400 et seq. of the Election Code, said election may be consolidated with other elections to be held on the same day; and

**WHEREAS**, the Board acknowledges that the consolidated election will be conducted in the manner prescribed in Section 10418; and

**WHEREAS**, the Board desires to request that this District’s General Election be consolidated with the statewide general election which will be held on the same date and involving the same territory.

#### **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**Section 1.** That the Board of Supervisors of the County of Ventura is hereby requested to consent to the consolidation of the District’s General District Election with the statewide general election to be held on November 3, 2026, for the election of two (2) members of the Board for terms of four years. The Board acknowledges that the election will be held and conducted according to procedures in the Elections Code.

**Section 2.** Said County Clerk is hereby authorized to conduct the consolidated election on behalf of the District, to canvass the returns of said General District Election, to certify the results thereof, and to submit the official certified canvass to the District. and said election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

**Section 3.** Said Board of Supervisors is hereby requested to issue instructions to the County Clerk to take any and all steps necessary for the holding of said consolidated election.

**Section 4.** That pursuant to Election Code Section 10002, the District shall reimburse the County in full for the services performed upon presentation of a bill from the County to the District.

**Section 5.** That the Clerk of the Board of the Board of Directors is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County Clerk of the County of Ventura and to the Ventura County Elections Official/Registrar of Voters.

**PASSED AND ADOPTED THIS 3<sup>rd</sup> DAY OF JUNE 2026.**

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Robert Kelley, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

**ATTESTED:**

\_\_\_\_\_  
David Schlangen, Secretary, Board of Directors  
Pleasant Valley Recreation and Park District

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Justin Kiraly, Assistant General Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL OF A SECOND  
READING FOR THE ADOPTION OF ORDINANCE NO.  
16, AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE PLEASANT VALLEY RECREATION AND  
PARK DISTRICT SETTING BOARD MEMBER  
COMPENSATION**

**BACKGROUND**

The District is obligated to comply with several Government codes, including the Public Resource Code Section 5784 and Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code. Each member of the Board of Directors may receive per diem compensation for each day of service rendered, together with expenses, subject to limits set by the law. Within these sections, the code requires that special districts establish policies and procedures for the orderly and efficient operation of Board business.

At the June 5, 2024, Board of Directors meeting, the Board adopted Ordinance No. 13, setting District Board member compensation at \$121.50 per meeting, not to exceed five meetings or activities per month.

Pursuant to Public Resources Code 5784.15 and Water Code 20202, the District Board may increase the daily compensation by no more than five (5) percent for each calendar year following the operative date of the last adjustment of the compensation, which is received when the ordinance is adopted.

At the May 6, 2026, Board of Directors meeting, the Board reviewed and approved the first reading and introduction of Ordinance No. 16, setting District Board member compensation.

**ANALYSIS**

The attached Ordinance No. 16 has been reviewed by the District's counsel and has been approved to form. The purpose of this ordinance is to specifically raise the compensation rate for Directors by five (5) percent, rounded to the lowest five (5) cent increment, to \$127.55 per meeting. This ordinance is required to be approved after a public hearing and takes effect 30 days after the second reading. Additionally, this ordinance replaces Ordinance No. 14 in its entirety.

**FISCAL IMPACT**

District staff anticipate that with the approval of a five (5) percent increase to days of service compensation, a maximum compensation increase of \$1,800 is expected.

**RECOMMENDATION**

It is recommended that the Board review and adopt Ordinance No. 16 by approving the second reading to adopt Ordinance No. 16, An Ordinance of the Board of Directors of the Pleasant Valley Recreation and Park District Setting Board Member Compensation.

**ATTACHMENTS**

- 1) Ordinance 16 - Published Summary of Second Reading and Adoption (1 page)
- 2) Ordinance No. 16 (2 pages)

## NOTICE OF ADOPTED ORDINANCES

NOTICE IS HEREBY GIVEN that the Board of Directors of the Pleasant Valley Recreation and Park District on May 6, 2026, introduced the Ordinance below:

**District Ordinance No. 16, an ordinance of the Pleasant Valley Recreation and Park District Governing Board Member Compensation.**

The second reading shall be conducted on Wednesday, June 3, 2026, at 6:00 p.m.

Summary: This Ordinance, upon adoption, will replace Ordinance No. 14 in its entirety. In accordance with PRC 5784.1, Ordinance No. 16 will establish an increase in Board Member compensation, not to exceed 5% annually.

The complete text of the Ordinance is available for review in the District's Administration Office located at 1605 E Burnley Street, Camarillo, California. Or at [www.pvrpd.org/ordinances-and-general-use-policy](http://www.pvrpd.org/ordinances-and-general-use-policy). Please contact Pleasant Valley Recreation and Park District at (805) 482-1996 with any questions regarding this Ordinance.

**Pleasant Valley Recreation and Park District**

Publish: May 23, 2026

## **ORDINANCE NO. 16**

### **AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT SETTING BOARD MEMBER COMPENSATION**

WHEREAS, on June 5, 2024, the Board adopted Ordinance No. 14 pursuant to Public Resources Code Section 5784.15 and Water Code Sections 20201 and 20202 to set the daily compensation of Board Members; and

WHEREAS, the current compensation for Directors for each day's attendance at meetings of the Board and for each day's service rendered as a Director by request of the Board, not to exceed 5 meetings or activities each month, is \$121.50; and

WHEREAS, pursuant to Public Resources Code 5784.15 and Water Code 20201 and 20202 the District Board may increase the daily compensation by no more than five (5) percent for each calendar year following the operative date of the last adjustment; and

WHEREAS, the Board desires to adjust Board Member compensation as permitted under State law.

#### **THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ORDAIN AS FOLLOWS:**

**SECTION 1.** – The recitals above are true and correct and incorporated herein by reference.

**SECTION 2.** – Permitted Compensation

- A. The amount of compensation payable to each Director for each day's attendance at meetings of the Board and for each day's service rendered as a Director by request of the Board is increased to \$127.55 as of compensation payable for July 2026.
- B. Directors may not receive compensation for services rendered for more than a total of 5 days in any calendar month per Public Resources Code Section 5784.15.
- C. In addition to daily compensation authorized in subsection A, the Board authorizes the reimbursement of any actual costs, per Resolution No. 583, incurred by a Director when rendering services as a Director by request of the Board.

**SECTION 3.** – Future Adjustments to Compensation. This item will be reviewed annually each April. Any future increases in compensation for Directors must be approved by an ordinance of the Board, and the increase may not exceed the amount permitted by State law since the last increase.

**SECTION 4.** – This Ordinance will become effective 30 days from the date of adoption.

**SECTION 5.** – Upon the effective date of this ordinance, Ordinance No. 14 shall no longer be in effect.

**SECTION 6.** – The Clerk of the Board of Directors shall certify to the passage of this Ordinance and cause the same to be posted and published in accordance with law.

**PASSED AND ADOPTED** this **3rd** day of **June** 2026, by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Robert Kelley, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

ATTESTED:

\_\_\_\_\_  
David Schlangen, Secretary, Board of Directors  
Pleasant Valley Recreation and Park District

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Nicole Lousen, Recreation Services Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL TO EXTEND AND AMEND THE AGREEMENT FOR USE AND MAINTENANCE OF RECREATIONAL FACILITIES AT FREEDOM PARK AND BOB KILDEE COMMUNITY PARK BETWEEN THE DISTRICT, CAMARILLO PONY BASEBALL ASSOCIATION, AND UNITED STATES SPECIALTY SPORTS ASSOCIATION FOR A TERM OF ONE YEAR**

**SUMMARY**

The Pleasant Valley Recreation and Park District (District) is extending the current agreement with Camarillo PONY Baseball Association (CPBA) and United States Specialty Sports Association (USSSA) for the use and maintenance of the baseball fields at Freedom Park and Bob Kildee Community Park (Kildee) for one year. The current Agreement outlines the relationship between the District, CPBA, and USSSA.

**BACKGROUND**

Since the early 1970s, CPBA has been a Board-approved Community Service Organization (CSO) with the Pleasant Valley Recreation and Park District. As a CSO, the organization receives reduced rental rates and priority for field or facility permitting. The District currently has a CSO agreement with CPBA that was approved by the Board in December 2023 and will expire in December of 2026.

Separate from the CSO agreement, the District has a Use and Maintenance Agreement that outlines CPBA's organizational status and rental benefits. The Used and Maintenance Agreement outlines CPBA's field maintenance responsibility and associated field use allocations. Through this agreement, CPBA provides field maintenance services with the value of those services increasing from approximately \$120,000 to \$200,000 over the life of the current agreement. This contribution reduces District maintenance expenses and includes labor, supplies, and material (including dirt) for the Kildee and Freedom Park ballfield infields.

Since approximately 2009, CPBA has partnered with third-party baseball organizations to provide Advanced Baseball League (ABL) programming on Sundays during the spring and fall, as well as tournaments throughout the year. These partnerships have helped expand baseball opportunities in

the community while generating revenue that supports field maintenance at Kildee and Freedom Parks. CPBA initially partnered with Diamond Rock beginning in 2009. Around 2012, Diamond Rock was replaced with Diamond Extreme. In 2015, CPBA entered into an agreement with USSSA, which remains the current tournament and ABL partner.

USSSA currently provides an average of fourteen (14) tournaments annually in addition to two (2) Advanced Baseball League seasons. The fall ABL season runs approximately ten (10) weeks and the spring ABL season runs approximately eleven (11) weeks.

Under the initial agreement between CPBA and USSSA, USSSA paid CPBA an agreed-upon percentage of the tournament and the ABL team revenues. CPBA then used those revenues to offset field maintenance costs at Kildee and Freedom Parks, which at the time were approximately \$120,000 annually.

In 2022, the District entered into a three-year Use and Maintenance Agreement (July 6, 2022-July 5, 2025) with CPBA and USSSA with the option to extend for two one-year terms. This agreement is separate from the CSO Agreement CPBA has with the District.

Under the agreement, CPBA provides year-round maintenance for designated baseball fields at Freedom and Kildee Parks, while additional portions of the park and field areas continue to be maintained by the District and the Pleasant Valley School District. CPBA's weekly infield maintenance includes, but is not limited to, mowing, watering, dragging, edging, and string lining. Additional weekly tasks include mound preparation, home plate and baseline maintenance, outfield lining, bullpen preparation, and dugout cleaning. Annual maintenance obligations, including aerification, dethatching, and other major field maintenance projects, are coordinated and mutually agreed upon by the District and CPBA each year to address field conditions and seasonal maintenance needs. CPBA is also responsible for maintaining the premises and adjacent areas, including bleachers and common areas, in a clean, sanitary, and orderly condition during scheduled activities. All paper, waste materials, and debris are picked up and properly disposed of daily by CPBA.

In return, CPBA receives approximately 10,000 hours of annual field use across the baseball fields at Freedom and Kildee Parks, with the rental fees being waived under this agreement. This field use supports CPBA's seasonal programming, including the Spring Season (early January – May 31), the ABL Spring League (mid-March to early June), the Fall League (the first week of September to the third week of November), and three PONY Tournament weeks/weekends in late June and early July.

CPBA currently submits the Field Facility Allocation and Use (FFAU) for USSSA to use Freedom and Kildee Parks for the dates of tournaments and the Advanced Baseball League. The FFAU process is the reservation process that CSO's use to request fields and facilities through the District.

USSSA submits insurance annually to the District and pays the current Class 1 Community Service Group rate based on the current fee schedule of \$20 an hour for Field space during the tournaments and the Advanced Baseball League.

## ANALYSIS

Throughout the current Use and Maintenance Agreement, staff have worked closely with CPBA and USSSA to successfully program and maintain both facilities. Over the past year, CPBA has continued to invest significantly in the maintenance and improvement of the baseball fields at Freedom Park and Bob Kildee Community Park, demonstrating a strong commitment to the quality and longevity of both facilities. CPBA currently allocates more than \$200,000 annually toward ongoing field and facility maintenance at both sites.

Recent improvements include the complete rebuilding of pitching mounds at both complexes, renovation of all bullpen areas at Freedom Park, and the addition of approximately 75 tons of infield material across all fields to improve playability and safety. CPBA also removed the infield wings on Veterans Field at Freedom Park, reducing irrigation and maintenance costs for both PVRPD and CPBA. Additional upgrades include the installation of four new aluminum bleacher sets on Fields 1 and 2 at Freedom Park and a new 21-foot bleacher section at the Pinto Eston Field at Kildee.

In the second quarter of 2025, CPBA completed major improvements to the Freedom Park Liberty Building under an approved MOU with the District, including repair of a slab leak, installation of new copper plumbing and a new water heater, and replacement of restroom fixtures. CPBA also recently repainted the snack bar, adjacent restrooms, and umpire room at Bob Kildee Park, improving the appearance and functionality of those facilities.

In addition to routine daily maintenance at both parks, CPBA performs semiannual laser leveling of all infields, lip repair work, ongoing infield material replacement, turf repairs in outfield areas, and necessary fence and netting repairs to maintain safe, high-quality playing conditions year-round.

The current agreement includes the option for up to two one-year extensions. If approved, this would be the second extension, extending the agreement through July 5, 2027.

The scope of the agreement will largely stay the same. CPBA will continue to perform weekly and annual maintenance of the baseball fields at Freedom Park and Bob Kildee Community Park Baseball Fields in exchange for approximately 10,000 hours of waived rental fees. USSSA will submit field usage requests every six (6) months to schedule 14 tournaments, which will be billed at the Class I rate. Any additional tournaments beyond 14 will be treated as a standard rental with the appropriate board-approved rental rates.

CPBA and USSSA will still submit an annual water contribution (\$5,463.64) in January 2027 in addition to any monthly light usage fees.

CPBA is also permitted to maintain and operate the snack bars at both facilities and will ensure they have the proper licenses and permits with the County of Ventura to do so.

## FISCAL IMPACT

This action has no fiscal impact.

## **STRATEGIC PLAN COMPLIANCE**

Meets 2021-2026 Strategic Plan Goals and Strategies:

- **1.1:** Review costs, revenues, and subsidies for program and rentals.
- **1.3:** Identify additional sources of revenue to reduce the reliance of property tax.

## **RECOMMENDATION**

It is recommended that the Board of Directors approve the one-year extension from July 6, 2026, through July 5, 2027, for the Agreement for Use and Maintenance of Recreational Facilities at Freedom Park and Bob Kildee Community Park.

## **ATTACHMENTS**

- 1) Second Extension to the Agreement (2 pages)
- 2) First Extension to the Agreement (4 pages)
- 3) PONY/USSSA Facility Use Agreement (18 pages)
- 4) Request for Extension Letter from PONY 2026 (1 page)
- 5) Request for Extension Letter from USSSA 2026 (1 page)

**SECOND EXTENSION AND AMENDMENT TO AGREEMENT FOR USE AND  
MAINTENANCE OF RECREATIONAL FACILITIES AT FREEDOM PARK AND BOB  
KILDEE PARK**

This SECOND EXTENSION AND AMENDMENT TO AGREEMENT FOR USE AND MAINTENANCE OF RECREATIONAL FACILITIES AT FREEDOM PARK AND BOB KILDEE COMMUNITY PARK (the “Second Extension”) is made and entered into the 6<sup>th</sup> day of July 2026, by and between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency (“District”), and CAMARILLO PONY BASEBALL ASSOCIATION (herein “CPBA”) and the UNITED STATES SPECIALTY SPORTS ASSOCIATION (herein “USSSA”).

**RECITALS**

WHEREAS, District, CPBA, and USSSA entered into that certain Agreement entitled “Agreement for Use and Maintenance of Recreational Facilities at Freedom Park and Bob Kildee Park” (the “Agreement”) on July 6, 2022; and

WHEREAS, it is the desire of the District, CPBA, and USSSA to further amend the Agreement, as set forth in this Second Extension.

**AGREEMENT**

NOW, THEREFORE, it is hereby agreed that the Agreement, as amended, is further amended in the following particulars only:

SECTION 1. Extension of Term: Effective July 6, 2026, Section 4 of the Agreement, entitled “Extension of Term,” will be extended for a one (1) year increment as requested by CPBA and USSSA. The extended term will be effective from July 6, 2026, through July 5, 2027.

SECTION 2. Subsection D of Section 5, Permit to Use and Maintain, is revised to include the following:

“Maintenance Responsibilities Addendum will include responsibility for the maintenance and upkeep of the bleachers installed by Camarillo PONY Baseball at Freedom Park Ballfields #1 and #2.

This responsibility will include routine cleaning of the bleachers, including the areas beneath and immediately surrounding them, removal of graffiti from the bleachers, replacement of any parts as needed, and all labor associated with the maintenance and upkeep of the bleachers.

These additional responsibilities shall remain in effect for the duration of this agreement, unless otherwise specified in writing.

SECTION 3. Except as expressly provided for in this Second Amendment, all other provisions of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed and entered into this Second Extension as of the date first written above.

**DISTRICT:**  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

By: \_\_\_\_\_  
Mary Otten, General Manager

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Jessica A. Puckett, Clerk

Date: \_\_\_\_\_

**CPBA:**  
CAMARILLO PONY BASEBALL ASSOCIATION

By: \_\_\_\_\_  
Alex Mathis, CPBA President

Date: \_\_\_\_\_

**USSSA:**  
UNITED STATES SPECIALTY SPORTS ASSOCIATION

By: \_\_\_\_\_  
Jeremy Huffman, USSSA State Director

Date: \_\_\_\_\_

**FIRST EXTENSION AND AMENDMENT TO AGREEMENT FOR USE AND  
MAINTENANCE  
OF RECREATIONAL FACILITIES AT FREEDOM PARK AND BOB KILDEE PARK**

This FIRST EXTENSION AND AMENDMENT TO AGREEMENT FOR USE AND MAINTENANCE OF RECREATIONAL FACILITIES AT FREEDOM PARK AND BOB KILDEE PARK (the "First Extension") is made and entered into the 6<sup>th</sup> day of July 2025, by and between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency ("District"), and CAMARILLO PONY BASEBALL ASSOCIATION (herein "CPBA") and the UNITED STATES SPECIALTY SPORTS ASSOCIATION (herein "USSSA").

**RECITALS**

WHEREAS, District, CPBA, and USSSA entered into that certain Agreement entitled "Agreement for Use and Maintenance of Recreational Facilities at Freedom Park and Bob Kildee Park" (the "Agreement") on July 6, 2022; and

WHEREAS, it is the desire of the District, CPBA, and USSSA to further amend the Agreement, as set forth in this First Extension.

**AGREEMENT**

NOW, THEREFORE, it is hereby agreed that the Agreement, as amended, is further amended in the following particulars only:

SECTION 1. Extension of Term: Effective July 6, 2025, Section 4 of the Agreement, entitled "Extension of Term," will be extended for a one (1) year increment as requested by CPBA and USSSA. The extended term will be effective from July 6, 2025, through July 5, 2026.

SECTION 2. Subsection D of Section 5, Permit to Use and Maintain, is revised to include the following:

"Maintenance Responsibilities Addendum will include responsibility for the maintenance and upkeep of the bleachers installed by Camarillo PONY Baseball at Freedom Park Ballfields #1 and #2.

This responsibility will include: routine cleaning of the bleachers, including the areas beneath and immediately surrounding them, removal of graffiti from the bleachers, replacement of any parts as needed, and all labor associated with the maintenance and upkeep of the bleachers.

These additional responsibilities shall remain in effect for the duration of this agreement, unless otherwise specified in writing.

SECTION 3. Except as expressly provided for in this First Amendment, all other provisions of the Agreement, as amended, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed and entered into this First Extension as of the date first written above.

**DISTRICT:**  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

By:   
Mary Otten (Jun 4, 2025 10:29 PDT)  
Mary Otten, General Manager

Date: 06/04/2025

**ATTEST:**

  
Jessica Puckett (Jun 4, 2025 10:34 PDT)  
Jessica A. Puckett, Clerk

Date: 06/04/2025

**CPBA:**  
CAMARILLO PONY BASEBALL ASSOCIATION

By:   
Alex Mathis (May 30, 2025 13:38 EDT)  
Alex Mathis, CPBA President

Date: 05/30/2025

**USSSA:**  
UNITED STATES SPECIALTY SPORTS ASSOCIATION

By:   
Jeremy Huffman (May 30, 2025 11:13 PDT)  
Jeremy Huffman, USSSA State Director

Date: 05/30/2025












# PVRPD - CPBA - USSSA Extension 25-26


Final Audit Report

2025-06-04


Created:	2025-05-30
By:	Jennifer Strain (jstrain@pvrpd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAxAx2jU9QLAn0Un55itE28x-f75r_RGdprZ

## "PVRPD - CPBA - USSSA Extension 25-26" History

-  Document created by Jennifer Strain (jstrain@pvrpd.org)  
2025-05-30 - 5:34:08 PM GMT
-  Document emailed to Alex Mathis (camponypres@gmail.com) for signature  
2025-05-30 - 5:34:14 PM GMT
-  Email viewed by Alex Mathis (camponypres@gmail.com)  
2025-05-30 - 5:35:50 PM GMT
-  Document e-signed by Alex Mathis (camponypres@gmail.com)  
Signature Date: 2025-05-30 - 5:38:08 PM GMT - Time Source: server
-  Document emailed to Jeremy Huffman (jeremy@socalusssabaseball.com) for signature  
2025-05-30 - 5:38:09 PM GMT
-  Email viewed by Jeremy Huffman (jeremy@socalusssabaseball.com)  
2025-05-30 - 6:13:07 PM GMT
-  Document e-signed by Jeremy Huffman (jeremy@socalusssabaseball.com)  
Signature Date: 2025-05-30 - 6:13:31 PM GMT - Time Source: server
-  Document emailed to Mary Otten (motten@pvrpd.org) for signature  
2025-05-30 - 6:13:33 PM GMT
-  Email viewed by Mary Otten (motten@pvrpd.org)  
2025-06-02 - 5:22:26 PM GMT
-  Document e-signed by Mary Otten (motten@pvrpd.org)  
Signature Date: 2025-06-04 - 5:29:46 PM GMT - Time Source: server
-  Document emailed to Jessica Puckett (jpuckett@pvrpd.org) for signature  
2025-06-04 - 5:29:48 PM GMT

 Email viewed by Jessica Puckett (jpuckett@pvrpd.org)  
2025-06-04 - 5:32:37 PM GMT

 Document e-signed by Jessica Puckett (jpuckett@pvrpd.org)  
Signature Date: 2025-06-04 - 5:34:27 PM GMT - Time Source: server

 Agreement completed.  
2025-06-04 - 5:34:27 PM GMT

**PLEASANT VALLEY RECREATION AND DISTRICT**  
**AGREEMENT FOR USE AND MAINTENANCE**  
**OF RECREATIONAL FACILITIES**  
**AT FREEDOM PARK AND BOB KILDEE PARK**

This Agreement is made and entered into by and between the PLEASANT VALLEY RECREATION AND DISTRICT, hereinafter referred to as "District", CAMARILLO PONY BASEBALL ASSOCIATION hereinafter referred to as "CPBA" and the United States Specialty Sports Association, hereinafter referred to as "USSSA". In consideration of their mutual covenants, conditions, agreements, obligations assumed, and other considerations contained herein, the parties hereto agree as follows:

1. **Background.** Pursuant to authority granted by the Public Resources Code of the State of California, the District has organized, promoted, and conducted programs of community recreation since 1962. Pursuant also to the Public Resources Code, the District has established systems of recreation, recreation centers, parks, and athletic fields. It is the desire of the District to secure the fullest utilization possible of these athletic fields and related facilities.

The CPBA is an active California 501(c)3 non-profit corporation or association embracing within its purposes the provision of organized athletic programs open to the residents of the District.

The USSSA is an active California 501(c)3 non-profit corporation or association embracing within its purposes the provision of organized athletic tournaments open to the residents of the District.

It is the intent of the parties in this Agreement to establish specific understandings for the use of certain District fields and facilities by the CPBA and USSSA in the District's organized recreational and sports program in order to expand and enhance recreational opportunities for residents of the District.

2. **Initial Term of Agreement.** This Agreement shall be for a term of three years commencing **July 6, 2022 and ending July 5, 2025**, during which time the CPBA and USSSA shall be permitted to use, on a non-exclusive basis, the Premises pursuant to the specific provisions contained herein.

- A. While this Agreement is in effect, CPBA will undertake certain weekly and annual maintenance (as defined on Exhibits B & C) for each of the "Park Properties" (collectively also referred to as the "Premises") as defined in Section 5 and depicted on Exhibit "A". In return, CPBA will receive approximately 10,000 hours (annually) of waived field rental fees which time will include the time needed for CPBA to conduct its: Spring League (January 5<sup>th</sup> - May 31<sup>st</sup>), ABL Spring League from early to mid-March to early June, Fall League (first week of September thru third week of November), Sunday League, ABL (first week of September thru third

week of November) and three CBPA hosted Tournament weeks/weekends.

CPBA acknowledges and agrees that all landscape maintenance work undertaken on the Premises for payment will require the payment of prevailing wages and CPBA agrees to indemnify, defend, and hold harmless the District from any claims, actions, or penalties arising in connection the failure to properly pay or report prevailing wages.

B. CPBA hours of field use will be tracked via the District's reservation and permitting processes for Community Service Organizations.

C. USSSA tournament hours will be tracked via the District's reservation and permitting process.

3. **Annual Review.** An annual review shall commence by June 1, 2023, and each year thereafter at which time the District and CPBA will review the terms of this Agreement and make any necessary, mutually agreed upon minor modifications to the terms that best support the intent, goals, interests and working process of both organizations. The District's General Manager, USSSA's California State Director, and CPBA's President are hereby authorized to provide written modifications on behalf of the District, USSSA, and CPBA, respectively.

A. **Annually CPBA and USSSA must provide a written statement signed by representatives authorized to sign on behalf of each organization, under penalty of perjury, to the District they are still in good standing with the State of California.**

B. **Should CPBA and USSSA decide not to have a working relationship, the parties agree to sign an amendment to this Agreement removing USSSA as a party, and USSSA would be required to have a separate agreement with the District and will be required to pay Class II rates or then applicable rates per the District's fee schedule.**

4. **Extension of Term.** Provided that CPBA is not in default of any of the terms and conditions of this Agreement, the Parties may agree (but are not obligated) to extend the term of the Agreement for successive two (2) One (1) year increments, or any shorter period of time, on mutually satisfactory terms, if CPBA gives the District written notice of its request to renew at least one-hundred eighty (180) days before expiration of the then-current term. An extension will require formal approval by each parties' representatives in writing and signed by the parties.

5. **Permit to Use and Maintain:** The District owns and manages 28 public parks and recreation facilities in Camarillo. The facilities known as Freedom Park (275 E. Pleasant Valley Road) and Bob Kildee Community Park (1030 Temple Avenue) are collectively referred to herein as the "Park Properties". None of the other District-owned parks or recreation facilities are the subject of this Agreement. The boundaries of the associated baseball fields are graphically depicted in Exhibit A, which is attached hereto and by this reference made a part hereof.

A. The CPBA (and its officers, agents, employees, contractors, and invitees) and the USSSA (and its officers, agents, employees, contractors, and invitees) shall each

use the Park Properties in compliance with this Agreement and all District ordinances, rules, regulations, and policies. Any question whether the Premises are being used or maintained in accordance with District ordinances, rules, regulations and policies or this Agreement shall be determined exclusively by the District's General Manager.

- B.** CPBA and USSSA each shall, in connection with the conduct of their respective operations under this Agreement and at each party's sole expense, obtain and maintain in full force and effect throughout the term and any extension thereof, any and all applicable permits and business licenses which may be required by any laws including without limitations, a City business license and a County Health Department Operating and Facility Permit as well as its nonprofit status. CPBA and USSSA shall each keep itself and its employees and agents fully informed of and ensure that all work and services are provided in compliance with all applicable Federal and State laws. Failure to obtain or maintain any required license or permit may be considered a material breach of this Agreement.

**C. District Responsibilities:**

- a. The District shall be responsible for and provide general maintenance for the upkeep of the Premises, Freedom Park Property and Hibbits field (Bob Kildee), at issue in this Agreement, including mowing of outfields, irrigation of outfields, maintenance of the Park Property irrigation system, and rodent control as depicted in Exhibit A.
- b. The District shall provide, as part of the normal maintenance of the "Park Properties", all supplies, maintenance, janitorial services and repair of the restroom, building, Skyway room, parking lot, pavilion, and barbeque areas.
- c. The District shall be responsible for reserving and coordinating all field usage at the Park Properties based on requests from CPBA, USSSA, as well as other users. The District, and the District only, will rent out the fields at the Park Properties for tournaments, practices, games, etc. by any other organization or third party which is not part of CPBA or USSSA and will only rent the facilities to entities as authorized by the District Ordinance 8 and General Use Policies.
- d. Upon written request by CPBA, the District may agree to provide maintenance for CPBA and/or USSSA events, tournaments, and games or related activities at Park Properties for CPBA season(s). The District will proceed with such maintenance upon the condition that CPBA agrees in writing to pay the District the District's actual cost of any such maintenance provided by the District which is otherwise CPBA's obligation under this Agreement and District will issue a monthly invoice which must be paid within two weeks or the amount owed will accrue interest at the rate of 5% until paid.
- e. District shall pay the following utility costs associated with the Park Properties:
  - i. Freedom Park Baseball Fields: Cost of Water, Sewer, and lights other than the sports field lighting.
  - ii. Bob Kildee Community Park: Cost of Water minus an annual contribution as stated in this Agreement, sewer, and lights other than

the sports field lighting.

**D. Camarillo Pony Baseball Association Responsibilities:**

- a. CPBA shall be responsible for performing and maintaining all related work and maintenance within all baseball fields on the Premises year-round:
  - i. Freedom Park Ball Infields: the infield consisting of the dirt (brick dust) area containing home plate, the three bases (1<sup>st</sup> base, 2<sup>nd</sup> base, 3<sup>rd</sup> base), the grass or synthetic turf within this dirt area, pitcher's mound, and the dugouts as outlined in Exhibit D.
  - ii. Bob Kildee Community Park: CPBA shall perform and maintain all related work and maintenance within the entirety of all baseball fields on the Premises.
  - iii. Weekly Maintenance Obligations at all Premises: mowing infields, watering infield dirt, dragging infield, edging/string line infield, mound prep, home plate and baseline prep, lining outfield, lining infield, bullpen prep, and cleaning dugouts as outlined in Exhibit B.
  - iv. Annual Maintenance Obligations: aerification, top dressing/added materials, regarding/laser level, overseeding as further detailed in Exhibit C. CPBA will meet bi-annually (May and November) with the District to schedule all such needed work.
- b. CPBA shall maintain the Premises and areas nearby (bleachers, common areas, etc.) in a clean, sanitary, and orderly condition during scheduled activities. All paper, waste materials, and other debris shall be picked up and properly disposed of on a daily basis by the CPBA.
- c. CPBA will submit its field usage request per the District's Field and Facility Allocation and Use Process.
- d. CPBA must at all times during the term of this Agreement including an extension be a District-approved Community Service Organization ("CSO") and operate in compliance with the obligations of a CSO through the duration of this Agreement.

**E. USSSA Responsibilities:**

- a. USSSA shall be responsible for confirming that all Premises and adjacent areas are in an appropriate condition before and after each period of its use.
- b. USSSA shall ensure that the Premises and areas nearby (bleachers, common areas, etc.) are left in a clean, sanitary, and orderly condition after its scheduled activities. All paper, waste materials, and other debris/trash shall be picked up and properly disposed of on a daily basis per District Ordinance 8, Section 113 (Use of Lands). Should the District provide maintenance and/or debris/trash cleanup for USSSA, tournaments, and/or games at Park Properties then USSSA would be responsible to reimburse costs associated with the cleanup efforts and District will issue an invoice immediately following the event to be paid within 30 days of invoice.
- c. USSSA is required to pay for sport field lighting per the District Fee Schedule.
- d. USSSA or CPBA (on behalf of USSSA) will submit its field usage request per the District's Field and Facility Allocation and Use Process twice a year.
- e. To meet with the District and CPBA every six months to discuss the schedule

for the fourteen (14) tournaments to be held the following period. Any tournaments beyond the first fourteen tournaments of the fiscal year (July 1-June 30) allocated would go through the Recreation Supervisor as part of the normal rental process.

- f. To pay the District Class I Rates for the first fourteen tournaments each fiscal year located at Freedom Park and Class II Rates for all remaining tournaments held at Freedom Park and to pay CPBA 18% from the gross proceeds of the tournaments held on the Premises each year no later than 10 days after each tournament. Should USSSA desire to provide more tournaments than authorized in Section 5(E)(d) above USSSA must send a written request to the District's General Manager and CPBA proposing the dates of use and the additional compensation to be paid to the District and CPBA at least 60 days before the proposed tournament.
- F.** The District and CPBA agree to review any issues of field maintenance as needed. Depending on any issue(s) identified in a quarterly meeting, additional meetings may be scheduled as necessary during the term of this Agreement.
- G.** Neither CPBA nor USSSA shall sublease, rent, reassign or share any part of its obligations or rights under this Agreement without the written consent of the General Manager or her or his designee. No funds may be generated by CPBA or USSSA in connection with its obligations under this Agreement other than revenue from the snack bars, player membership registrations, and CPBA-sanctioned tournaments unless approved the by General Manger or designee
- H.** Use of the Premises.
- a. CPBA will make rent payments to the District for the use of the Liberty Building during each year of the Agreement in the total amount of \$1 per year payable each year in advance of the start of their Spring season (March 1<sup>st</sup>).
  - a. CPBA agrees that the District is providing the Premises including the Liberty Building to CPBA in its "AS-IS" condition and agrees that it accepts the Liberty Building as such and without any representation or warranty. CPBA shall have the right to install, maintain, and operate, at its own expense: equipment, phone, fax, and wireless communication equipment in the Liberty Building. CPBA is responsible for all tenant improvements subject to compliance with Section 8 below.
  - b. CPBA agrees that it must maintain renter's insurance at all times it is using the Liberty Building and acknowledges and agrees that the District is not responsible for any damage, loss or theft of property at the Liberty Building.
  - c. Statutory Notice. The following statutory notice pursuant to California Civil Code Section 1938, District provides the following statutory notice to CPBA:

*"A Certified Access Specialist (CASp) can inspect the Premises and determine whether the Premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the Premises, the District may not prohibit CPBA from obtaining a CASp inspection of the Premises for the occupancy or potential occupancy of CPBA and its parties, if requested by CPBA. The parties shall mutually agree on the arrangements for the time and manner of the CASp*

*inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the Premises.”*

In accordance with the foregoing, District advises CPBA that the Liberty Building and snack bars have not gone through CASp Inspection. CPBA taking possession of the Premises on commencement of the term shall constitute CPBA’s acknowledgment that the Premises are in good condition.

6. **Use of Freedom Park Drive:** During the term of this Agreement, CPBA and its invitees and during approved tournament times USSSA and its invitees shall have ingress and egress rights over Freedom Park Drive Road which will function as the main vehicular and pedestrian connector between Willis Avenue and the Premises. CPBA and USSSA shall each be responsible for ensuring that its invitees, agents, and officers comply with all District rules and regulations relating to the use of said roadway including adherence to posted speed limits and parking on the roadway.
7. **Fee:** CPBA & USSSA shall each tender to the District an annual \$5,000 payment as a water contribution for the use of water at the Bob Kildee/Pleasant Valley School of Engineering & Arts facility in exchange for their use of the Premises, **pavable to the District by January 31 of each year of the applicable agreement.** The initial payment will be required on January 31, 2023. Annually, there will be a 3% escalation fee on this water contribution in order to keep up with rising water costs.
8. **Use of Premises:** CPBA and USSSA may not use the Premises for special events (for example, fundraisers, walk-a-thons, carnivals, and rallies etc.) or any other purpose beyond the purposed defined in Section 2, “Initial Term of Agreement,” above, without written permission from the District and any required permits from other public agencies. CPBA shall submit a detailed written request to the District’s General Manager to request permission to hold a special event (a) prior to issuing any publicity regarding the event, and (b) a minimum of forty-five (45) days prior to the event. The District shall respond to CPBA’s request in writing within fourteen (14) days of receipt of the written request. Should this event be allowed CPBA is subject to all special event fees and rentals.
9. **Development of Site:** During the term of this Agreement, the Premises (including the Liberty Building and snack bars) may require modification or development to meet the needs of the CPBA and/or USSSA.
  - A. In such event, all costs incurred in such work shall be borne by the CPBA without contribution from the District, unless agreed upon in writing by both parties that the District will share in the cost of the work. If the District shares in the cost of the work CPBA understands and agrees that the work will be subject to the payment of prevailing wages and agrees to indemnify and hold the District harmless from any claims, actions, or penalties in connection the failure to properly pay or report prevailing wages.
  - B. Plans and specifications for all proposed modifications, improvements and additions shall be submitted to the District for review prior to any work being

Initials: AA JB

performed. The District shall review those plans and specifications in a timely manner which shall not exceed 30 days from the date of submittal by the CPBA. If either the CPBA or the District so requests, a meeting shall be held between representatives of the CPBA and the District to resolve problems or clarify matters related to the plans and specifications. If the District finds the plans and specifications to be acceptable, it shall so advise the CPBA in writing, and the CPBA shall be authorized to perform the modifications, improvements, and additions in accordance with those plans and specifications. If the plans and specifications are not acceptable to the District the CPBA shall be so advised and given the opportunity to modify the plans and specifications or provide new plans and specifications for consideration by the District. Any construction by CPBA shall be in strict accordance with all local building codes and requirements. Any project having an estimated value greater than \$25,000 will be required to follow the Districts formal bidding procedures.

- C. All modifications, improvements, and additions performed by the CPBA shall be completed in strict accordance with the plans and specifications which have been approved by the District, using materials and construction techniques which are consistent with District standards. Construction by the CPBA shall be in strict accordance with all local building codes and requirements.
- D. In the event that a temporary or permanent alteration is made by CPBA to the Premises, CPBA shall provide such faithful performance bonds and labor and material bonds as District may reasonably demand. The terms and provisions of the construction contract to accomplish any such alterations shall be subject to the prior written approval of the General Manager and/or his or her designee and shall be in strict accordance with all local and state building codes and requirements including prevailing wage and bidding requirements when applicable.
- E. The District reserves for itself the right to inspect all such work. Accordingly, the CPBA shall plan and coordinate such work with the District to provide for such inspection. In the event District inspectors determine that work is not being performed in accordance with the plans and specifications, the CPBA shall immediately correct such deficiencies in the work and take corrective action to ensure compliance with the plans and specifications. In the event of failure to comply with the plans and the specifications, the District may, at its option, require termination of work on such modification or development, or District may correct such deficiencies and all costs so incurred shall be paid by the CPBA within ten (10) days after submission of an itemized statement.
- F. During any modification, improvements or new additions, the CPBA shall assign a person to coordinate work being performed with District personnel. Said person shall be knowledgeable in the building trades and in local building codes and requirements. Said person shall be available during the construction period for job site consultation with District staff on a regular, weekly basis, and on an emergency basis to handle any construction problems which may develop.

10. **Damage and Repairs:** The CPBA and/or USSSA shall not commit or allow to occur by any of its officers, agents, or invitees any waste upon the Premises of the District, or any nuisance or other act or thing which may disturb use of nearby District property or facilities or disturb nearby privately owned or publicly owned property. Further, during such times as the Premises are used by CPBA and/or USSSA under this Agreement the CPBA and its officers, representatives, and members and USSSA and its officers, representatives, and members shall endeavor to restrain persons not affiliated with their organizations from committing any waste or damage upon the Premises or on property which is adjacent to same. In the event District property or properties owned by others are damaged or destroyed as a result of use under this Agreement, the CPBA and/or USSSA, as applicable, shall immediately reimburse the District or such third party for such costs as shall be incurred in repairing said damage and restoring the property to its condition prior to said use and damage.
11. **Supervision of Use:** Whenever the CPBA and/or USSSA is using the Premises, the CPBA and/or USSSA, as applicable, shall supervise such use through the services of responsible adults who shall be familiar with the program of the CPBA and/or USSSA, as applicable, and the arrangements which have been made by the CPBA, USSSA, and the District for use of said Premises. It is specifically understood by CPBA and USSSA that the District does not provide personnel to supervise or assist in the operation of the CPBA's or USSSA's activities. The District may, however, monitor the use of the Premises under this Agreement to ensure that such use shall be consistent with this Agreement and the public interest. During all use under this Agreement, the CPBA, USSSA and all individuals engaged in their programs and their invitees shall respect and comply with the reasonable directions and requests of District representatives relative to such use.
12. **Use of Portable Equipment:** Portable equipment, such as storage bins, backstops, bleachers, outfield barricades and batting cages shall be permitted on the Premises under this Agreement at CPBA's and USSSA's risk. Prior to placing portable equipment on the Premises, in addition to the portable equipment owned by CPBA and/or USSSA which is located at Freedom Park (3 sheds) and Bob Kildee Park (6 storage containers) in place at the time of execution of this Agreement, the CPBA shall submit to the District plans and specifications describing in detail the specific equipment to be used and the planned locations for said equipment. If the use of said equipment is approved by the District, with such permission being processed through the District, the CPBA may use such portable equipment on the District property designated. All such portable equipment shall meet the specifications of the District and shall be located and stored in accordance with directions by the District. The CPBA and USSSA shall maintain all such portable equipment (i.e. fencing, pitching mounds) in a state of good condition and repair at all times.
13. **Snack Bar:** During such times as the CPBA is actually using the Premises, the CPBA is permitted to maintain and operate a snack bar consistent with the terms set forth in Exhibit D to serve food and beverages which are customarily sold at such activities, provided that no alcoholic beverages may be sold, as long as CPBA obtains and maintains all required permits to operate the snack bar. CPBA shall, at its sole expense, obtain and maintain all applicable licenses and County health permits associated with operation of the snack bar and comply with all applicable wage, hour, and insurance laws with respect to any people hired to work at the snack bar and all applicable tax regulations. Additionally, CPBA shall

at all times only assign qualified and trained staff for the operations of the snack bar and shall ensure that the snack bar is properly cleaned after each day's use.

**14. Insurance & Indemnification:** The District is a member of the California Association for Park and Recreation Indemnity ("CAPRI"). CPBA (and its officers, representatives, members, employees, contractors and invitees) and USSSA (and its officers, representatives, members, employees, contractors and invitees) shall at all times conform its activities at the Park Properties with all written guidelines provided by CAPRI, which CPBA and USSSA shall review prior to the execution of this Agreement and shall refrain from any activity which may limit or jeopardize the District's liability insurance coverage through CAPRI. Additionally, USSSA and CPBA (on its behalf and on behalf of any contractors hired by CPBA to perform any services on the Premises) shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to the District, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

A. **Commercial General Liability Insurance.** A policy of commercial general liability insurance using Insurance Services Office "Commercial General Liability" policy form CG 00 01, with an edition date prior to 2004, or the exact equivalent. Coverage for an additional insured shall not be limited to its vicarious liability. Defense costs must be paid in addition to limits. Limits shall be no less than \$2,000,00.00 per occurrence for all covered losses and no less than \$5,000,000.00 general aggregate.

B. **Workers' Compensation Insurance.** A policy of workers' compensation insurance on a state-approved policy form providing statutory benefits as required by law with employer's liability limits no less than \$1,000,000.00 per accident for all covered losses. Notwithstanding the foregoing, CPBA shall not be required to maintain workers' compensation insurance if CPBA has no employees and if CPBA submits a statement signed under penalty of perjury to the District's Manager that CPBA has no employees. For purposes of this paragraph, independent contractors are not employees.

C. **Sexual Abuse or Molestation (SAM) Liability:** A policy covering Sexual Abuse and Molestation with a limit no less than \$1,000,000 per occurrence or claim.

All of the above policies of insurance shall be primary insurance. Copies of the required certificates of insurance must be provided to the District prior to the effective date of this Agreement. The general liability policy shall name the District's officers, employees and agents ("District Parties") as additional insureds and shall waive all rights of subrogation and contribution it may have against the District and the District's Parties and their respective insurers. Moreover, the insurance policy must specify that where the primary insured does not satisfy the self-insured retention, any additional insured may satisfy the self-insured retention. All of said policies of insurance shall provide that said insurance may be not cancelled without providing ten (10) days prior written notice by registered mail to the District. In the event any of said policies of insurance are cancelled or amended, CPBA or USSSA, as applicable, shall, prior to the cancellation or amendment date, submit new evidence of insurance in conformance with this Section to the District's Manager.

CPBA and USSSA each agrees that the provisions of this Section shall not be construed as limiting in any way the extent to which it may be held responsible for the payment of damages to any persons

or property resulting from its activities or the activities of any person or persons for which it is responsible.

The insurance required by this Agreement shall be satisfactory only if issued by companies qualified to do business in California, rated "A" or better in the most recent edition of Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the District due to unique circumstances.

D. **Indemnity by CPBA.** CPBA agrees to defend, indemnify, and hold harmless the District and the District's Parties from any and all actual or alleged claims, causes of action, liability, damages, or injury to property or persons, including wrongful death, occurring in connection with the use, operation and maintenance of the Premises including the Liberty Building and/or the snack bar(s) and/or the failure to comply with prevailing wage laws or the failure to comply with wage and hour, tax or other applicable laws, whether imposed by a court of law or by administrative action of any federal, state, or local governmental agency, arising out of the CPBA or its officers, representatives, members, employees contractors or invitees ("CPBA Parties") entry onto, use and/or maintenance of the Premises pursuant to this Agreement, except to the extent such injury arises out of the gross or willful negligence of the District or District's Parties. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement of the District and the District's Parties for all legal expenses and costs incurred by each of them. CPBA's obligation shall not be restricted to insurance or self-insurance proceeds, if any, received by the District or the District's Parties.

E. **Indemnity by USSSA.** USSSA agrees to defend, indemnify, and hold harmless the District and the District's Parties from any and all actual or alleged claims, causes of action, liability, damages, or injury to property or persons, including wrongful death, occurring in connection with the use, operation and maintenance of the Premises including the Liberty Building and/or the snack bar(s) and/or the failure to comply with prevailing wage laws or the failure to comply with wage and hour, tax or other applicable laws, whether imposed by a court of law or by administrative action of any federal, state, or local governmental agency, arising out of the USSSA or its officers, representatives, members, employees contractors or invitees ("USSSA Parties") entry onto, use and/or maintenance of the Premises pursuant to this Agreement, except to the extent such injury arises out of the gross or willful negligence of the District or District's Parties. This indemnification includes, without limitation, the payment of all penalties, fines, judgments, awards, decrees, attorneys' fees, and related costs or expenses, and the reimbursement of the District and the District's Parties for all legal expenses and costs incurred by each of them. USSSA's obligation shall not be restricted to insurance or self-insurance proceeds, if any, received by the District or the District's Parties

15. **Non-Discrimination:** Neither CPBA nor USSSA shall exclude from its employment in the performance of this Agreement any persons discriminate against any employee or customer for employment or access to the Premises because of race, creed, religion, color, handicap, sex, age, marital status, sexual orientation, or place of national origin.

16. **Independent Contractor:** It is expressly understood between the parties that no

employee/employer relationship is intended, the relationship of CPBA to District and USSSA to the District being that of independent contractors. District shall not be required to make any payroll deductions or provide Workers' Compensation Insurance coverage or health benefits to CPBA or USSSA employees or contractors. CPBA and USSSA are each solely responsible for selecting the means, methods, and procedures for performing its services hereunder as assigned by District and for coordinating all portions of the work so the results will be satisfactory to District. CPBA and USSSA will each supply all tools and instruments required to perform its services under this Agreement.

17. **Control:** Neither District nor its officers, agents, or employees and/or volunteers shall have sufficient control over the conduct of CPBA, any CPBA Parties, USSSA, or any USSSA Parties except as herein set forth; and CPBA and USSSA each expressly agrees not to represent that it or any of its agents, servants, or employees are the gents, servants, or employees of District.
18. **Assignment:** The permission to use the fields and facilities contained in this Agreement has been granted by the District only after careful consideration of the reputation and responsibility of the CPBA and USSSA and the nature of the uses to be made of same. Accordingly, this Agreement may not be transferred, assigned or sub-leased to any other individual or entity. Further, the CPBA and USSSA shall not authorize or permit use of said Premises by other entities or individuals without the prior written approval of the District.
19. **Applicable Law:** This Agreement shall be interpreted under and be governed by the laws of the State of California.
20. **Intoxicating Beverages and Drugs:** The CPBA and USSSA shall not use, or permit to be used, in connection with its use of the Premises, any intoxicating beverages or drugs without the specific written approval of the District and all required permits. District approval for the use of same shall be given only after a formal application has been made to the District, and that application has been thoroughly reviewed and evaluated. In the event District approval is given for the use of intoxicating beverages in connection with the use of the Premises, the CPBA and/or USSSA, as applicable, shall pay such additional charges and costs as shall be associated with such use, and the CPBA and/or USSSA shall comply with all additional rules and regulations of the District applicable to such use.
21. **Notices:** All notices to be given under this Agreement shall be in writing and shall be effective either upon personal delivery, or upon being sent by registered mail or certified mail, return receipt requested, addressed to the party to whom such notice is given. Notice sent as above shall be deemed served 48 hours after deposit in the United States mail and issuance of a registered or certified mail receipt. Notice shall be given to the District as the following address:

If to District:

Pleasant Valley Recreation and Park District  
1605 Burnley Street  
Camarillo, CA 93010  
Attention: General Manager

If to CPBA:

Camarillo Pony Baseball Association, Inc.  
PO Box 2814  
Camarillo, CA 93010  
Attention : CPBA President

If to USSSA :

United States Specialty Sports Association  
912 Pancho Road  
Camarillo, CA 93012  
Attention : USSSA California Representative

- 22. Failure of Performance:** If the CPBA and/or USSSA fails to comply with any of the terms, conditions, provisions, or requirements of this Agreement, the District shall give written notice to such party of the violation of the terms and conditions of this Agreement and the District shall give that party the opportunity to cure said defects. If the defaulting party fails to cure such defects or fails to have in place a plan to cure such defects which is acceptable to the District within thirty (30) days following the giving of said notice by the District, the District may in its sole discretion temporarily terminate said use or permanently terminate this Agreement with respect to the defaulting party, including the termination of all use of the Premises. If the District terminates this Agreement, pursuant to this paragraph, the defaulting party and its invitees shall immediately cease use of the facility and they shall, within thirty (30) days following such termination, remove from the facility all equipment and other personal property belonging to the it and its parties. In the event the such defaulting party does not remove said property within thirty (30) days following termination, said property shall be deemed abandoned and shall become the property of the District. In such event, the District may either use, sell or otherwise dispose of same at its sole discretion.
- 23. Termination:** Notwithstanding the term of this Agreement and extension option above, this Agreement may be terminated without cause in the sole discretion of either party by giving at least six (6) months prior written notice to the other of election to terminate this Agreement. The District's General Manager, CPBA's President, and USSSA's California Representative are hereby authorized to give written termination notice on behalf of the District, CPBA, and USSSA, respectively.
- 24. Possessory Interest:** CPBA shall be solely responsible for all possessory interest, sales or property taxes that may be assessed in connection with CPBA's and USSSA's use or possession of the Premises.
- 25. Background Checks:** As some maintenance activities occur while children are present CPBA and USSSA each hereby warrants that any employee, agent, volunteer and contractor of CPBA and USSSA who enters the Park Properties pursuant to this Agreement who may have contact with children has never been convicted of any offense specified in Public Resources Code Section 5164 or Penal Code Section 11105.3 which would preclude any such person from working near children.
- 26. Authority to Enter Agreement:** Each party warrants that the individuals who have signed this Agreement have the legal power, right and authority to enter into this Agreement and bind each

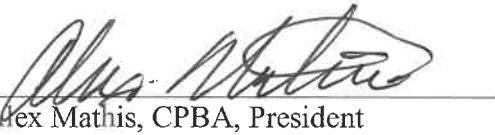
respective Party.

27. **Waiver:** The waiver by either party of any breach of any term, covenant, condition, provision, or requirement herein contained shall not be deemed to be a waiver of said term, covenant, condition, provision, or requirement or any subsequent breach of same or any other term, covenant, condition, provision, or requirement herein contained.

**DISTRICT:**  
PLEASANT VALLEY RECREATION AND PARK  
DISTRICT

**CPBA:**  
CAMARILLO PONY BASEBALL  
ASSOCIATION

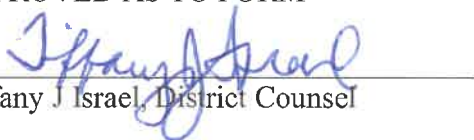
By   
Robert Kelley, Board Chair

By   
Alex Mathis, CPBA, President

ATTEST:  
  
Dylan Gunning, Clerk of the Board

By   
Robert Drescher, Vice President

**USSSA:**  
UNITED STATES SPECIALTY  
SPORTS ASSOCIATION

APPROVED AS TO FORM  
  
Tiffany J. Israel, District Counsel

By:   
Jeremy Huffman, USSSA Representative

By: \_\_\_\_\_

EXHIBIT A  
PARK PROPERTIES

Bob Kildee Community Park  
1030 Temple Avenue, Camarillo, CA 93010



01224.0001/785003.3

Intitials: *JK*

Exhibit A-1

**EXHIBIT A**  
**PARK PROPERTIES**

---

**Freedom Baseball Fields**  
**275 E Pleasant Valley Road, Camarillo CA 93010**



01224.0001/785003.3

Intitials:        

Exhibit A-2

**EXHIBIT B**  
**WEEKLY MAINTENANCE**

**CPBA's WEEKLY MAINTENANCE  
OBLIGATIONS**

Maintenance Task	Weekly Frequency
Mowing Infield	2
Watering Infield Dirt	6
Dragging Infield	6
Edging Infield	1
Mound Prep	6
Home plate & Baseline prep	6
Lining outfield	1
Lining infield	6
String trim fence lines	1
Bullpen prep	6
Warning track prep	3
Clean dug-outs	6

**ATTACHMENT C**  
**ANNUAL MAINTENANCE**

<b>ANNUAL MAINTENANCE</b>				
<b>Tasks</b>		<b>Frequency</b>	<b>Time of Year</b>	<b>Organization Responsible</b>
<b><u>Fertilizing</u></b>				
Infield & Wings		6		PVRPD
<b><u>Aerification</u></b>				
Infield & Outfield		4		CPBA
<b><u>Verticut / Dethatching</u></b>				
Infield & Outfield		1 - 2	Summer Closure	PVRPD
<b><u>Infield Renovation (skinned area)</u></b>				
Top dressing / Add Material		2	March & Summer Closure	CPBA
Re-Grading/Laser Level		1	Summer Closure	CPBA
<b><u>Overseed</u></b>				
Infield		1	April (GN-1 Sod)	CPBA
Wings		1	April (GN-1 Sod)	
<b><u>Herbicide Treatment</u></b>				
Broadleaf		2		PVRPD
Selective		4		PVRPD
Non-Selective		4		PVRPD
<b><u>Top dress</u></b>				
Infield		2	Feb/March & Summer Closure	CPBA
<b><u>Rodent Control</u></b>				
Freedom Fields		1	February and as needed	PVRPD

ATTACHMENT D  
SNACK BAR AGREEMENT

---

Per Camarillo Pony Baseball Association Community Service Agreement



04/16/2026

**ATTN:**  
**Mary Otten**  
PVRPD General Manager  
Pleasant Valley Recreation & Park District (PVRPD)

**Subject: Renewal of Contract Between CPBA and PVRPD**

Dear PVRPD Board of Directors,

On behalf of Camarillo Pony Baseball Association (CPBA) we are formally notifying you of our intent to exercise the option within our existing Memorandum of Understanding (MOU) to renew our contracts with the Pleasant Valley Recreation & Park District (PVRPD) for an additional 1 year.

We appreciate the strong partnership we have developed with PVRPD and look forward to continuing our collaboration to provide outstanding baseball opportunities for our community.

Please let us know if any additional steps or documentation are required to formalize this renewal.

Thank you for your time and continued support. We look forward to working together for the next two years.

Sincerely,

*Alex B. Mathis*

**Alex B. Mathis**  
CPBA President  
Camarillo Pony Baseball Association (CPBA)



04/08/2026

ATTN:

Mary Otten

PVRPD General Manager

Pleasant Valley Recreation & Park District (PVRPD)

Subject: Renewal of Contract Between CPBA, USSSA, and PVRPD

Dear PVRPD Board of Directors,

On behalf of Camarillo Pony Baseball Association (CPBA) and the United States Specialty Sports Association (USSSA), we are formally notifying you of our intent to exercise the option within our existing Memorandum of Understanding (MOU) to renew our contracts with the Pleasant Valley Recreation Park District (PVRPD) for an additional year.

We appreciate the strong partnership we have developed with PVRPD and look forward to continuing our collaboration to provide outstanding baseball opportunities for our community.

Please let us know if any additional steps or documentation are required to formalize this renewal.

Thank you for your time and continued support. We look forward to working together for the next year.

Sincerely,

Jeremy Huffman

Jeremy Huffman

USSSA State Director

United States Specialty Sports Association

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Matthew Parker, Park Services Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL TO EXTEND THE  
SIDE AGREEMENT WITH EXECUTIVE FACILITY  
SERVICES, INC. FOR CUSTODIAL SERVICES AT BOB  
KILDEE COMMUNITY, FREEDOM, AND MISSION  
OAKS PARKS**

**BACKGROUND**

In 2025, the District entered into an additional side agreement with EFS, Inc. to provide day porter services during tournaments at Bob Kildee Community Park, Freedom Park, and Mission Oaks Park. These services include restroom cleaning and restroom perimeter trash collection and were implemented to address increased service demands generated by large-scale tournaments hosted by Community Service Groups and other outside organizations.

As a condition of tournament use, Community Service Groups and outside organizations are required to fund janitorial services at the park sites utilized during their events. The fee structure for these services was modeled after the existing janitorial service agreement at Pleasant Valley Fields, ensuring consistency across District facilities.

The current agreement for day porter services is set to expire at the end of June 2026. While the agreement includes provisions for two (2) additional one (1) year extensions, Staff is recommending approval of a one (1) year extension through June 30, 2027, to maintain continuity of services and align with the District's operational needs.

**ANALYSIS**

The addition of day porter services has proven effective in maintaining restroom cleanliness and managing trash during high-use tournament periods, while reducing the operational strain on in-house maintenance staff. Without these services, the District would face challenges in maintaining service levels during peak demand periods, particularly on weekends when staffing resources are limited.

Staff are recommending approval of a one (1) year extension of the existing agreement through June 30, 2027, to maintain continuity of day porter services at Bob Kildee Community Park, Freedom Park, and Mission Oaks Park during tournaments and other high-use periods. The current agreement has provided reliable service and continues to meet the District's operational needs.

Extending the agreement for one (1) year will:

- Maintain uninterrupted day porter services during peak-use periods and tournaments
- Support restroom cleanliness and trash management at high-traffic park facilities
- Reduce operational strain on in-house maintenance staff, particularly on weekends
- Continue a service arrangement that has proven effective and responsive to District needs
- Provide consistency in service delivery and avoid disruptions to park operations

A one-year extension is recommended to preserve service continuity and maintain the current level of support at District facilities while continuing a successful working relationship with the existing service provider.

### **FISCAL IMPACT**

The contract extension is for an amount not-to-exceed \$15,000. All costs associated with day porter services are recovered through fees charged to Community Service Groups and outside organizations hosting tournaments. As such, there is minimal net fiscal impact on the District's General Fund. Extending the agreement through June 2027 will continue this cost-recovery structure while maintaining service levels during tournament operations.

### **STRATEGIC PLAN COMPLIANCE**

Meets 2021-2026 Strategic Plan Goal and Strategy

- 1.1: Review costs, revenues, and subsidies for program and rentals.

### **RECOMMENDATION**

It is recommended that the Board of Directors approve and authorize the General Manager to execute an amendment to extend the agreement with Executive Facility Services, Inc. for Day Porter services at Bob Kildee Community Park, Freedom Park, and Mission Oaks Park through June 30, 2027.

### **ATTACHMENTS**

- 1) Executive Facilities Services - Agreement (26 pages)
- 2) First Amendment to the Agreement (2 pages)

**ON CALL AGREEMENT FOR GENERAL SERVICES  
WITH THE PLEASANT VALLEY RECREATION AND PARK DISTRICT  
("DISTRICT")**

Project Name/Description ("**Project**"): Tournament Restroom and Trash Cleaning Services

Contractor Name ("**Contractor**"): Executive Facilities Inc.

Contractor Business Type: Corporation

Contractor Address: P.O. Box 1700 Riverside, CA 92502

Contractor Representative Name and Title ("**Contractor Representative**"): RJ Storm-Larsen

Contractor Representative Work Phone and Email: 844-780-2626 rjstorm-larsen@execservices.biz

**Termination Date:** June 30, 2025

Total Not-To-Exceed Contract Amount ("**Contract Sum**"): Sixty-five thousand dollars and no cents. (\$65,000.00)

District Contact ("District Contact"): Matthew Park, Parks Services Manager

District Contact Work Phone and Email: 805-482-1996x301 mparker@pvrrpd.org

## RECITALS

The District desires to contract with a Contractor to provide services on an on-call basis as more further set forth herein.

The District circulated a Request for Quotes or Proposals for the above-described services.

Contractor submitted a quote or proposal to District to provide the above-described services.

District Staff has reviewed all the proposals and after considering the demonstrated competence of Contractor, the qualifications of Contractor, and the fairness and reasonableness of Contractor's proposed cost, staff has determined that an agreement to provide the required services should be awarded to Contractor.

Click or tap here to enter text.

**AGREEMENT FOR GENERAL SERVICES  
WITH THE PLEASANT VALLEY RECREATION AND PARK DISTRICT  
("DISTRICT")**

THIS AGREEMENT FOR SERVICES ("Agreement") is made and entered into and effective on the date executed by the District by and between the Pleasant Valley Recreation and Park District ("District") and ("Contractor"). District and Contractor may be referred to individually as "Party" or collectively as "Parties." In consideration of the mutual promises and covenants made by the Parties and contained herein and other consideration, the value and adequacy of which are hereby acknowledged, the Parties agree as follows:

**ARTICLE 1. SERVICES OF CONTRACTOR**

- 1.1 Scope of Services.** In compliance with all terms and conditions of this Agreement, Contractor shall provide those services specified in the "Scope of Services" attached hereto as Exhibit A and incorporated herein by this reference, which may be referred to herein as the "services" or "work" hereunder. As a material inducement to District entering into this Agreement, Contractor represents and warrants: a) it has the qualifications, experience, and facilities necessary to properly perform the Services required under this Agreement b) all services set forth in the Scope of Services will be performed in a competent and satisfactory manner; c) all materials used for services will be both of good quality as well as fit for the purpose intended; and, d) Contractor shall follow the highest standards and practices in performing the services required hereunder. Individual tasks under the Scope of Services shall be established on a per project basis. Upon request by District, the Contractor shall provide a detailed task proposal including pricing consistent with those hourly rates as provided in Article II, below. Contractor shall not commence work until an Task Order is issued by the District authorizing the Contractor to perform such work.
- 1.2 Contractor's Proposal.** The Scope of Services shall include the scope of services or work included in Contractor's proposal or bid, which shall be incorporated herein by this reference as though fully set forth herein. In the event of any inconsistency between the terms of such proposal or bid, and this Agreement, the terms of this Agreement shall govern. No other terms and conditions from Contractor's proposal or bid, other than description of scope of services or work, shall apply to this Agreement, unless specifically agreed to by District in writing.
- 1.3 Compliance with Law.** All services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules and regulations of District and any federal, State or local governmental agency having jurisdiction in effect at the time services are rendered. District, and its officers, employees and agents, shall not be liable at law or in equity for failure of Contractor to comply with this Section.
- 1.4 Licenses, Permits, Fees and Assessments.** Contractor shall obtain at its sole cost and expense such licenses, permits and approvals as may be required by law for the performance of the services required by this Agreement. Contractor shall have the

sole obligation to pay for any fees, assessments and taxes, plus applicable penalties and interest, which may be imposed by law and arise from or are necessary for Contractor's performance of the services required by this Agreement, and shall indemnify, defend and hold harmless District against any such fees, assessments, taxes, penalties or interest levied, assessed or imposed against District hereunder.

- 1.5 Familiarity with Work.** By executing this Agreement, Contractor represents and warrants Contractor: a) has thoroughly investigated and considered services to be performed, b) has carefully considered how services should be performed, and c) fully understands the facilities, difficulties and restrictions attending performance of services under this Agreement.
- 1.6 Software and Computer Services.** If the Scope of Services includes the provision and/or installation of any software, computer system, or other computer technology, Contractor represents and warrants that it is familiar with and/or has inspected District's current infrastructure, equipment, computer system and software and that the software, computer system, or other computer technology provided and/or installed by Contractor under this Agreement is compatible, and shall be fully functional, with such infrastructure, equipment, computer system and software of District. Contractor acknowledges that District is relying on this representation by Contractor as a material consideration in entering into this Agreement.
- 1.7 Prevailing Wages.** If services include any "public work" or "maintenance work," as those terms are defined in California Labor Code section 1720 *et seq.* and California Code of Regulations, Title 8, section 16000 *et seq.*, and if the total compensation is \$1,000 or more, Contractor shall pay prevailing wages for such work and comply with the requirements in California Labor Code section 1770 *et seq.* and 1810 *et seq.*, and all other applicable laws.
- 1.8 Special Requirements.** Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit B and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit B and any other provisions of this Agreement, the provisions of Exhibit B shall govern.

## **ARTICLE 2. COMPENSATION AND METHOD OF PAYMENT**

- 2.1 Contract Sum.** Subject to any limitations set forth in this Agreement, District agrees to pay Contractor the rates specified in the "Schedule of Compensation" attached hereto as **Exhibit C** and incorporated herein by this reference. The total compensation for all work, including reimbursement for actual expenses, shall not exceed the Contract Sum set forth above. Compensation may include reimbursement, for actual and necessary expenditures, if both are specified in the

Schedule of Compensation or upon a Task Order, as well as approved by District in advance.

- 2.2 Invoices.** Unless some other method of payment is specified in Exhibit C, Schedule of Compensation, in any month in which Contractor wishes to receive payment, no later than the first business day of such month, Contractor shall submit to District, in a form approved by District's Finance Director, an invoice for services rendered prior to the date of the invoice. By submitting an invoice for payment under this Agreement, Contractor is certifying compliance with all provisions of this Agreement. Except as provided in Sections 7.3, 7.4 and 7.5, District shall pay Contractor for all expenses stated thereon which are approved by District pursuant to this Agreement generally within thirty (30) days, and District will use its best efforts to make payment no later than forty-five (45) days, from the submission of an invoice in an approved form. In the event any charges or expenses are disputed by District, the original invoice shall be returned by District to Contractor for correction and resubmission. Review and payment by District for any invoice provided by Contractor shall not constitute a waiver of any rights or remedies provided herein or any applicable law. Each invoice is to include (unless otherwise specified by District): 1) line items for all personnel describing the work performed, the number of hours worked, and the hourly rate; 2) line items for all materials and equipment properly charged to the Services; 3) line items for all other approved reimbursable expenses claimed, with supporting documentation; and 4) line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

### **ARTICLE 3. PERFORMANCE SCHEDULE**

- 3.0 Time of Essence.** Time is of the essence in the performance of this Agreement.
- 3.1 Term.** The Agreement shall commence upon the Effective Date set forth above and will continue until the Termination Date. This Agreement may be extended for up to two, additional one-year periods upon the mutual agreement in writing of both parties.

Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of any ongoing services, which shall be no later than the Termination Date set forth above. Notwithstanding the foregoing, the Indemnification and Insurance provisions set forth in Article 5 shall survive the termination of this Agreement.

- 3.2 Schedule of Performance.** Contractor shall commence the services pursuant to this Agreement upon receipt of a written Task Order and shall perform all services within the time period(s) established in the Task Order or generally within the time periods established in the "Schedule of Performance" attached hereto as Exhibit D and incorporated herein by this reference.
- 3.3 Force Majeure.** The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended

because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of Contractor, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including District, if Contractor shall within ten (10) days of the commencement of such delay notify District in writing of the causes of the delay. District shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of District such delay is justified. District's determination shall be final and conclusive upon the Parties to this Agreement. In no event shall Contractor be entitled to recover damages against District for any delay in the performance of this Agreement, however caused, Contractor's sole remedy being extension of this Agreement pursuant to this Section.

#### **ARTICLE 4. COORDINATION OF WORK**

- 4.1 Representative of Contractor.** The Contractor Representative is authorized to act on Contractor's behalf with respect to the work or services specified herein and to make all decisions in connection therewith. It is expressly understood that the experience, knowledge, capability and reputation of the representative was a substantial inducement for District to enter into this Agreement. Therefore, the representative shall be responsible during the term of this Agreement for directing all activities of Contractor and devoting sufficient time to personally supervise the services hereunder. For purposes of this Agreement, the representative may not be replaced nor may their responsibilities be substantially reduced by Contractor without the express written approval of District.
- 4.2 District Contact.** The District Contact (or other person designated by the District General Manager) shall be the primary person on behalf of District responsible for the administration of the Agreement. It shall be Contractor's responsibility to assure that the District Contact is kept informed of both the progress of the performance of the services as well as any decisions which must be made by District.
- 4.3 Approvals from District.** District approvals or actions, pursuant to the authority of this Agreement, are to be made (unless otherwise specified) either by the District Contact, District General Manager or by their delegate as provided for in writing.
- 4.4 Independent Contractor.** Neither District, nor any of its officers, employees or agents, shall have any control over the manner or means by which Contractor, or its officers, employees, agents or subcontractors, perform the services required herein, except as otherwise set forth herein. Contractor shall perform all services required herein as an independent contractor of District and shall remain under only such obligations as are consistent with that role. Contractor shall not at any time or in any manner represent that it, or any of its officers, employees, agents or subcontractors, are officers, employees or agents of District. District shall not in any way or for any purpose become or be deemed to be a partner of Contractor in its business or otherwise or a joint venturer or a member of any joint enterprise with Contractor. Contractor shall not incur or have the power to incur any debt,

obligation or liability whatever against District, or bind District in any manner. Contractor represents and warrants that the personnel used to provide services to District pursuant to this Agreement shall at all times be under Contractor's exclusive control and direction. No District employee benefits shall be available to Contractor, its officers, employees, agents or subcontractors, in connection with the performance of this Agreement. District shall not be liable for compensation or indemnification to Contractor, its officers, employees, agents or subcontractors, for injury or sickness arising out of performing services hereunder.

- 4.5 Subcontracting or Assignment.** The experience, knowledge, capability and reputation of Contractor, its principals and employees were a substantial inducement for District to enter into this Agreement. Therefore, without express written approval of District, Contractor shall not contract with any other entity to perform in whole or in part services required hereunder without express written approval of District, and neither this Agreement nor any interest herein may be transferred or assigned. No approved transfer shall release Contractor, or any surety or insured of Contractor, of any liability hereunder without express written consent of District.

## **ARTICLE 5. INSURANCE AND INDEMNIFICATION**

- 5.1 Insurance Coverages.** Prior to commencement of any services under this Agreement, and without limiting Contractor's indemnification obligation to District, Contractor shall procure and maintain, at its sole cost and expense, in a form and content satisfactory to District, for the duration of the Agreement, primary policies of insurance of the type and amounts set forth in the "Insurance Requirements" attached hereto as **Exhibit E** and incorporated herein by this reference.

**5.2 Indemnification.**

(a) **General Obligations.** Contractor agrees, to the full extent permitted by law, to indemnify, defend and hold harmless District and its elected and appointed officers, employees and agents (each an "**Indemnitee**" and collectively, "**Indemnitees**") against, and will hold and save them and each of them harmless from, whether actual or threatened, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities (herein "**Claims or Liabilities**") that may be asserted or claimed by any person, firm or District arising out of or in connection with the performance of the work, operations or activities provided herein of Contractor, its officers, employees, agents, subcontractors, or invitees, or any individual or District for which Contractor is legally liable (each an "**Indemnitor**" and collectively, "**Indemnitors**"), and in connection therewith: 1) Contractor will defend any action or actions filed or threatened in connection with any such Claims or Liabilities, or at option of Indemnitee(s) will reimburse and pay for all costs and expenses, including legal costs and attorneys' fees, incurred by Indemnitee(s) in connection therewith; and, 2) Contractor will promptly pay any judgment rendered against Indemnitee(s) for

any such Claims or Liabilities, and will save and hold Indemnitee(s) harmless therefrom.

**(b) Further Provisions.** The indemnity obligation herein shall be binding on successors, assigns and heirs of Contractor and shall survive termination of this Agreement. Contractor shall incorporate similar indemnity agreements as provided herein with its subcontractors, and if Contractor fails to do so Contractor shall be fully responsible to indemnify District hereunder therefor. Failure of District and/or District Parties (collectively "District" for solely this Section 5.2(b)) to monitor compliance with any of the indemnification provisions herein shall not be a waiver hereof. Payment of invoices by District is not a condition precedent to enforcement of the indemnity obligation herein. In the event of any dispute between Contractor and District, as to whether liability arises from the sole negligence or willful misconduct of District, Contractor will be obligated to pay for District's defense until such time as a final judgment has been entered adjudicating District as solely negligent or responsible for willful misconduct. Contractor will not be entitled in the absence of such a determination to any reimbursement of defense costs including but not limited to attorney's fees, expert fees and costs of litigation.

## **ARTICLE 6. RECORDS, REPORTS AND RELEASE OF INFORMATION**

- 6.1 Records.** Contractor shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to District and services performed hereunder ("**books and records**") as shall be necessary to perform the services required by this Agreement and enable District to evaluate the performance of such services. Any and all such books and records shall be maintained in accordance with generally accepted accounting principles, shall be complete and detailed, and shall be readily accessible. District shall have full and free access to such books and records at all times during normal business hours of District, including the right to inspect, copy, audit and make records and transcripts. Such books and records shall be maintained for a period of three (3) years following completion of the services hereunder. District shall have access to such books and records in the event any audit is required. Contractor shall fully cooperate with District in providing access to any and all Contractor records and documents if a public records request is made and disclosure is required by law including but not limited to the California Public Records Act.
- 6.2 Ownership of Documents.** All drawings, specifications, maps, designs, photographs, studies, surveys, data, notes, computer files, reports, records, documents and other materials ("**documents and materials**") prepared by Contractor, its officers, employees, agents and subcontractors in the performance of this Agreement shall be the property of District and shall be delivered to District upon request of District and/or upon the termination of this Agreement, and Contractor shall have no claim for further employment or additional compensation as a result of the exercise by District of its full rights of ownership, use, reuse, or assignment of the documents and materials hereunder. Contractor may retain copies of such documents and materials for its own use. Contractor shall have the right to

use the concepts embodied therein. All subcontractors shall provide for assignment to District of any documents and materials prepared by them, and in the event Contractor fails to secure such assignment, Contractor shall indemnify District for all damages resulting therefrom. Moreover, with respect to any Contractor documents and materials that may qualify as “works made for hire” as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed “works made for hire” for District.

- 6.3 Confidentiality and Release of Information.** All information gained or work product produced by Contractor in its performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Contractor. Contractor shall not release or disclose any such information or work product to persons or entities other than District without prior written authorization from District. Contractor, its officers, employees, agents or subcontractors, shall not, without prior written authorization from District or unless requested by the District Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered “voluntary” provided Contractor immediately gives District notice of such court order or subpoena. If Contractor, or any officer, employee, agent or subcontractor of Contractor, provides any information or work product in violation of this Agreement, then District shall have the right to reimbursement and indemnity from Contractor for any damages, costs and fees, including attorney’s fees, caused by or incurred as a result of Contractor’s conduct. As concerning, regarding or related to, in any way, this Agreement and the work performed thereunder: a) Contractor shall immediately notify District should Contractor, its officers, employees, agents or subcontractors be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party; b) District retains the right, but has no obligation, to represent Contractor or be present at any deposition, hearing or similar proceeding; and, c) Contractor agrees to cooperate fully with District and to provide District with the opportunity to review any response to discovery requests provided by Contractor, however, this right to review any such response does not imply or mean the right by District to control, direct, or rewrite said response.

## **ARTICLE 7. ENFORCEMENT OF AGREEMENT AND TERMINATION**

- 7.1 California Law.** This Agreement shall be interpreted, construed and governed both as to validity and to performance of the Parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action. In the event of litigation in a U.S. District Court, venue

shall lie exclusively in the Central District of California, in the County of Riverside, State of California.

- 7.2 Suspension, or Termination, Prior to Expiration of Term.** This Section shall govern any termination of this Agreement except as specifically provided in Section 7.4 for termination for cause. District reserves the right to terminate or suspend this Agreement, or any portion hereof, at any time, for any reason, with or without cause, upon ten (10) days' notice to Contractor, except that where termination or suspension is due to the fault of Contractor, the period of notice may be such shorter time as determined by District. Upon receipt of any notice of termination or suspension, Contractor shall immediately cease all services hereunder, unless the notice provides otherwise, or except such as specifically approved by District. Upon submittal of an invoice consistent with Section 2.2, Contractor shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination or suspension and for any services authorized by District thereafter in accordance with the Schedule of Compensation, or such as may be approved by District, except as provided in Section 7.5. In event of termination, or suspension, without cause pursuant to this Section, there is no need to provide opportunity to cure pursuant to Section 7.3.
- 7.3 Default of Contractor and Opportunity to Cure.** In the event that Contractor is in default under the terms of this Agreement, District shall not have any obligation or duty to continue compensating Contractor for any work performed after the date of default. Instead, District may give notice to Contractor of the default and the reasons for the default. The notice shall include the timeframe in which Contractor may cure the default. This timeframe is presumptively ten (10) days, but may be extended, or reduced, if circumstances warrant, as determined by District. During the period of time that Contractor is in default, District shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices, without liability for interest. In the alternative, District may, in its sole discretion, elect to pay some or all of the outstanding invoices during the period of default. If Contractor does not cure the default by conclusion of noticed timeframe, District may immediately both terminate this Agreement with notice to Contractor as well as pursue the remedy in Section 7.4, without prejudice to any other remedy to which District may be entitled at law, in equity or under this Agreement. Any failure on the part of District to give notice of Contractor's default shall not be deemed to result in a waiver of District's legal rights or any rights arising out of any provision of this Agreement.
- 7.4 Termination for Default of Contractor.** If termination is due to the failure of Contractor to fulfill its obligations under this Agreement, District may, after compliance with the provisions of Section 7.3, take over the work and prosecute the same to completion by contract or otherwise, and Contractor shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that District shall use reasonable efforts to mitigate such damages), and District may withhold any

payments to Contractor for the purpose of set-off or partial payment of the amounts owed District therefor.

- 7.5 Retention of Funds.** Contractor hereby authorizes District to deduct from any amount payable to Contractor (whether or not arising out of this Agreement) (i) any amounts the payment of which may be in dispute hereunder or which are necessary to compensate District for any losses, costs, liabilities, or damages suffered by District, and (ii) all amounts for which District may be liable to third parties, by reason of Contractor's acts or omissions in performing or failing to perform Contractor's obligation under this Agreement. In the event that any claim is made by a third party, the amount or validity of which is disputed by Contractor, or any indebtedness shall exist which shall appear to be the basis for a claim of lien, District may withhold from any payment due, without liability for interest because of such withholding, an amount sufficient to cover such claim. The failure of District to exercise such right to deduct or to withhold shall not, however, affect the obligations of Contractor to insure, indemnify, and protect District as elsewhere provided herein.
- 7.6 Waiver.** Waiver by any Party to this Agreement of any term, condition, or covenant of this Agreement shall not constitute a waiver of any other term, condition, or covenant. Waiver by any Party of any breach of the provisions of this Agreement shall not constitute a waiver of any other provision or a waiver of any subsequent breach or violation of any provision of this Agreement. Acceptance by District of any work or services by Contractor shall not constitute a waiver of any of the provisions of this Agreement. No delay or omission in the exercise of any right or remedy by a non-defaulting Party on any default shall impair such right or remedy or be construed as a waiver. Any waiver by either Party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement. Contractor acknowledges and agrees that any actual or alleged failure on the part of District to inform Contractor of non-compliance with any requirement of this Agreement imposes no additional obligations on District nor does it waive any rights hereunder. Payment to Contractor for work performed pursuant to this Agreement shall not be deemed to waive any defects in work performed by Contractor.
- 7.7 Rights and Remedies are Cumulative.** Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the Parties are cumulative and the exercise by either Party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other Party.
- 7.8 Legal Action.** In addition to any other rights or remedies, either Party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein,

Contractor shall file a statutory claim pursuant to Government Code sections 905 *et seq.* and 910 *et seq.*, in order to pursue a legal action under this Agreement.

- 7.9 **Attorneys' Fees.** If either Party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which may be granted, whether legal or equitable, shall be entitled to reasonable attorneys' fees. Attorneys' fees shall include attorneys' fees on any appeal, and a Party entitled to attorneys' fees shall be entitled to all other reasonable costs for investigating such action, Contractors' fees, taking depositions and discovery and all other necessary costs the court allows which are incurred in such litigation. Such fees and costs shall be enforceable whether or not such action is prosecuted to judgment.

## **ARTICLE 8. INDIVIDUAL LIABILITY, CONFLICTS AND NON-DISCRIMINATION**

- 8.1 **Non-liability of District Officers and Employees.** No officer or employee of District shall be personally liable to Contractor, or any successor in interest, in the event of any default or breach by District or for any amount which may become due to Contractor or to its successor, or for breach of any obligation of the terms of this Agreement.
- 8.2 **Conflict of Interest.** Contractor covenants that neither it, nor any officer or principal of its firm, has or shall acquire any interest, directly or indirectly, which would conflict in any manner with the interests of District or which would in any way hinder Contractor's performance of services under this Agreement. Contractor further covenants that in the performance of this Agreement, no person having any such interest shall be employed by it as an officer, employee, agent or subcontractor without the express written consent of District. Contractor agrees to at all times avoid conflicts of interest or the appearance of any conflicts of interest with the interests of District in the performance of this Agreement. District, in its sole discretion, shall determine the existence of a conflict of interest and may terminate this Agreement in the event such a conflict of interest exists upon sending Contractor written notice describing the conflict. No officer or employee of District shall have any financial interest, direct or indirect, in this Agreement nor shall any such officer or employee participate in any decision relating to this Agreement which affects their financial interest or the financial interest of any corporation, partnership or association in which they are, directly or indirectly, interested, in violation of any State statute or regulation. Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.
- 8.3 **Covenant Against Discrimination.** Contractor covenants that, by and for itself, its heirs, executors, assigns, and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class in the performance of this Agreement. Contractor shall take affirmative action to insure that applicants are

employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry or other protected class.

## **ARTICLE 9. MISCELLANEOUS PROVISIONS**

- 9.1 Notices.** Any notice or other communication either Party desires or is required to give to the other Party or any other person in regards to this Agreement must be in writing and may be given either by (i) personal service, (ii) delivery by a reputable document delivery service, such as but not limited to, Federal Express, which provides a receipt showing date and time of delivery, or (iii) mailing in the United States Mail, certified mail, postage prepaid, return receipt requested, in the case of District addressed to Pleasant Valley Recreation and Park District, 1605 Burnely Street, Camarillo, California 93010, and in the case of Contractor, to the person(s) at the address designated on the cover page of this Agreement. Either Party may change its address by notifying the other Party of the change of address in writing. Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.
- 9.2 Interpretation.** The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either Party by reason of the authorship of this Agreement, headings used, or any other rule of construction which might otherwise apply.
- 9.3 Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original, and such counterparts shall constitute one and the same instrument.
- 9.4 Integration; Amendment.** This Agreement including the attachments hereto is the entire, complete and exclusive expression of the understanding of the Parties as to the Agreement. It is understood that there are no oral agreements between the Parties hereto affecting this Agreement, and this Agreement supersedes and cancels any and all prior and contemporaneous negotiations, arrangements, agreements and understandings, if any, between the Parties, concerning this Agreement, and none shall be used to interpret this Agreement. No amendment to or modification of this Agreement shall be valid unless made in writing and approved by Contractor and by District.
- 9.5 Severability.** Should a portion of this Agreement be declared invalid or unenforceable by a judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the Parties unless the invalid provision is so material that its

invalidity deprives either Party of the basic benefit of their bargain or renders this Agreement meaningless.

- 9.6 No Undue Influence.** Contractor declares and warrants that no undue influence or pressure was used against or in concert with any officer or employee of District in connection with the award, terms or implementation of this Agreement, including any method of coercion, confidential financial arrangement, or financial inducement. No officer or employee of District has or will receive compensation, directly or indirectly, from Contractor, or from any officer, employee or agent of Contractor, in connection with the award of this Agreement or any work to be conducted as a result of this Agreement. Violation of this Section shall be a material breach of this Agreement entitling District to remedies in Section 7.4 and any and all remedies at law or equity.
- 9.7 Corporate Authority.** The persons executing this Agreement on behalf of the Parties hereto warrant that (i) such Party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said Party, (iii) by so executing this Agreement, such Party is formally bound to the provisions of this Agreement, and (iv) entering into this Agreement does not violate any provision of any other agreement to which said Party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the Parties.

**[SIGNATURES ON FOLLOWING PAGE]**

**IN WITNESS WHEREOF**, the Parties hereto have executed this Agreement on the date and year first-above written.

**DISTRICT:**

Pleasant Valley Recreation and Park District

By: *Mary Otten*  
Mary Otten (Sep 22, 2025 13:38:44 PDT)

Mary Otten, General Manager

Date: 9/22/2025

**CONTRACTOR:**

By:   
Jim Ferraro (Sep 22, 2025 11:53:20 PDT)

Name: Jim Ferraro

Title: Company Owner

Date: Sep 22, 2025

By: *Debra Ferraro*  
Debra Ferraro (Sep 22, 2025 11:36:01 PDT)

Name: Debra Ferraro

Title: Corporate Financial Officer

Date: Sep 22, 2025

**CONTRACTOR:**

Two corporate officer signatures required when Contractor is a corporation, with one signature required from each of the following groups: 1) Chairperson of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. (Cal. Corp. Code § 313.) Appropriate attestations shall be included as may be required by the bylaws, articles of incorporation or other rules or regulations applicable to Contractor's business.

## EXHIBIT "A"

### SCOPE OF SERVICES

**I. Contractor will perform the following Services on an On-Call Basis:**

Restroom facility cleaning services and restroom perimeter trash detail during tournaments at Bob Kildee Community Park, Freedom Park, and Mission Oaks Park.

**II. Contractor must perform all on-call Services in compliance with the following requirements:**

- A. Each task shall be indicated by a written request (“Task Order”) produced by the Department Contact with a description of the work to be performed, and the time desired for completion. All tasks shall be carried out in conformity with all provisions of this Agreement.
- B. Contractor must prepare a written description of the requested tasks including all components and subtasks; the costs to perform the task (“Task Budget”), using the itemized fees in Exhibit C, Schedule of Compensation, whenever a requested task is provided for in Exhibit C; explain how the cost was determined; and, a schedule for completion of the task (“Task Completion Date”); which shall all collectively be referred to as the “Task Proposal”.
- C. Department Contact shall in writing approve, modify or reject the Task Proposal, and may issue a Task Order.
- D. The task shall be performed at a cost not to exceeding the Task Budget.
- E. Contractor shall complete the task and deliver all deliverables to Department Contact by the Task Completion Date.

**III. In addition to any other requirements of this Agreement, during performance of the Services, Contractor will keep the District apprised of the status facilities or of performance by delivering the following communications or status reports:**

A restroom cleaning service log must be completed after each service. Details are to include date, employee name, time of service, and supplies used – sample log provided in Exhibit A-1. Immediate notice to the District is required for safety/security issues that require urgent District attention such as safety concerns, out-of-order facilities, or vandalism.

**IV. All work product is subject to review and acceptance by the District, and must be revised by the Contractor without additional charge to the District until found satisfactory and accepted by District.**

**V. Contractor will utilize the following personnel to accomplish the Services:**

Contractor is only authorized to utilize direct-hire personnel, no subcontracting of personnel is permitted.

**EXHIBIT "A-1"**



**Executive Facilities  
Services, Inc.**

**Pleasant Valley Restroom Log**

Date	Name of Employee	Time of Service	Supplies Used

CAMARILLO - INLAND EMPIRE - CENTRAL COAST - ORANGE COUNTY  
944-780-2628 • FAX 951-348-3822  
[www.execservices.biz](http://www.execservices.biz)

**EXHIBIT "B"**

**SPECIAL REQUIREMENTS  
(Superseding Contract Boilerplate)**

Click or tap here to enter text.

## **EXHIBIT "C"**

### **SCHEDULE OF COMPENSATION**

- I. Contractor shall establish a Task Budget for each Task identifying the subtasks, based on the time and rates of the personnel performing the subtasks, and itemizing all materials and equipment utilized and the costs thereof. If payment is to be made other than at completion of the services, then the phases of the performance and percentage of payment due shall also be shown in the Task Proposal.**
  
- II. District will compensate Contractor for the Services performed upon submission of a valid invoice. Each invoice is to include**
  - A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.**
  - B. Line items for all materials and equipment properly charged to the Services.**
  - C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.**
  - D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.**
  
- III. The total compensation for all Services during the entire term of the Agreement shall not exceed the Contract Sum as provided in the Cover Page of this Agreement.**
  
- IV. Contractor's billing rates for any hourly Services are attached as Exhibit C-1. In connection with the services provided pursuant to the terms of this Agreement, District will pay Contractor upon District's receipt of a written invoice provided by Contractor no more than monthly. District will pay Contractor for work completed, billed in increments of six minutes (0.1 hours), not to exceed the Contract Sum. The District will reimburse the Contractor for reasonable out-of-pocket expenses related to performing services on behalf of the Client that are approved in advance in writing by the District such as mileage, copies, binding costs, postage, parking, travel, and lodging expenses as part of the not to exceed Contract Sum. To receive reimbursements, the Contractor must provide the District with a receipt and a description of the expense incurred along with the invoice. No mark up on expenses may be added.**

**EXHIBIT “C-1”**

**SCHEDULE OF COMPENSATION**

**Dayporter Services**

**Monday through Sunday  
Hourly Rate: \$37.44 / hour**

Minimum of 4 hours per call-out service.  
Current hourly rates are subject to annual increases.

**EXHIBIT "D"**

**SCHEDULE OF PERFORMANCE**

- I. Contractor shall perform Services on an on-call basis as set forth in Exhibit A.**
- II. Contractor shall deliver all tangible work products to the District by the dates provided in the relevant Task Order.**
- III. The Department Contact may approve extensions for performance of the Services in accordance with Section 3.2.**

## EXHIBIT "E"

### INSURANCE REQUIREMENTS

Pleasant Valley Recreation and Park District (PVRPD) requires evidence of insurance coverage documents, for the duration of any agreement term, a minimum of thirty (30) days prior to an agreement effective date or event, if specified.

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

#### MINIMUM SCOPE AND LIMIT OF INSURANCE

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than 1,000,000 per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Contractor has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than \$1,000,000 per accident for bodily injury and property damage.
3. **Workers' Compensation:** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Contractor's profession, with limit no less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. (If applicable)

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

#### **Other Insurance Provisions**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

The District, its officers, officials, employees, and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection

with such work or operations. Coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or the addition of both CG 20 10, CG 20 26, CG 20 33, or CG 20 38; and CG 20 37 if a later edition is used).

### ***Primary Coverage***

For any claims related to this contract, the Contractor's insurance coverage shall be primary and non-contributory and at least as broad as ISO CG 20 01 12 19 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be excess of the Contractor's insurance and shall not contribute with it. This requirement shall also apply to any Excess or Umbrella liability policies.

### ***Umbrella or Excess Policy***

The Contractor may use Umbrella or Excess Policies to provide the liability limits as required in this agreement. The Umbrella or Excess policies shall be provided on a true "following form" or broader coverage basis, with coverage at least as broad as provided on the underlying Commercial General Liability insurance.

### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

### ***Waiver of Subrogation***

Contractor hereby grants to District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

### ***Self-Insured Retentions***

Self-insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or District.

### ***Acceptability of Insurers***

Insurance is to be placed with insurers authorized to conduct business in the state with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the District.

***Claims Made Policies (applicable only to professional liability)***

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained, and evidence of insurance must be provided for at least five (5) years after completion of the contract of work.
3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of five (5) years after completion of work.

***Verification of Coverage***

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause All documents are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

***Special Risks or Circumstances***

District reserves the right to modify these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.












# PVRPD - EFS Tournament Dayporter Services


Final Audit Report


2025-09-22

Created:	2025-09-19
By:	Jennifer Strain (jstrain@pvrpd.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQnjuA2JDfG3GL7xSPyKKJEZEmanoCLa5

## "PVRPD - EFS Tournament Dayporter Services" History

-  Document created by Jennifer Strain (jstrain@pvrpd.org)  
2025-09-19 - 9:55:49 PM GMT
-  Document emailed to debbie ferraro (dferraro@execservices.biz) for signature  
2025-09-19 - 9:56:55 PM GMT
-  Email viewed by debbie ferraro (dferraro@execservices.biz)  
2025-09-19 - 10:02:50 PM GMT
-  Signer debbie ferraro (dferraro@execservices.biz) entered name at signing as Debra Ferraro  
2025-09-22 - 6:35:59 PM GMT
-  Document e-signed by Debra Ferraro (dferraro@execservices.biz)  
Signature Date: 2025-09-22 - 6:36:01 PM GMT - Time Source: server
-  Document emailed to jim ferraro (jferraro@execservices.biz) for signature  
2025-09-22 - 6:36:03 PM GMT
-  Email viewed by jim ferraro (jferraro@execservices.biz)  
2025-09-22 - 6:52:57 PM GMT
-  Document e-signed by jim ferraro (jferraro@execservices.biz)  
Signature Date: 2025-09-22 - 6:53:20 PM GMT - Time Source: server
-  Document emailed to motten@pvrpd.org for signature  
2025-09-22 - 6:53:24 PM GMT
-  Email viewed by motten@pvrpd.org  
2025-09-22 - 8:37:43 PM GMT
-  Signer motten@pvrpd.org entered name at signing as Mary Otten  
2025-09-22 - 8:38:42 PM GMT

 Document e-signed by Mary Otten (motten@pvrrpd.org)  
Signature Date: 2025-09-22 - 8:38:44 PM GMT - Time Source: server

 Agreement completed.  
2025-09-22 - 8:38:44 PM GMT

**FIRST EXTENSION AND AMENDMENT TO AGREEMENT FOR ON CALL  
TOURNAMENT RESTROOM AND TRASH CLEANING SERVICES OF RECREATIONAL  
FACILITIES AT FREEDOM PARK, BOB KILDEE PARK, AND MISSION OAKS PARK**

This FIRST EXTENSION AND AMENDMENT TO AGREEMENT FOR ON CALL TOURNAMENT RESTROOM AND TRASH CLEANING SERVICES OF RECREATIONAL FACILITIES AT FREEDOM PARK, BOB KILDEE PARK, AND MISSION OAKS PARK (the “First Extension”) is made and entered into the 1<sup>st</sup> day of July 2026, by and between the PLEASANT VALLEY RECREATION AND PARK DISTRICT, a public agency (“District”), and EXECUTIVE FACILITIES INC. (herein “EFS”).

**RECITALS**

WHEREAS, District, EFS. entered into that certain Agreement entitled “EFS.” (the “Agreement”) on July 1, 2025; and

WHEREAS, it is the desire of the District, and EFS to further amend the Agreement, as set forth in this First Extension.

**AGREEMENT**

NOW, THEREFORE, it is hereby agreed that the Agreement, as amended, is further amended in the following particulars only:

Article 3 Section 3.1. Extension of Term: Effective July 1, 2026, Section 3.1 of the Agreement, entitled “Term,” will be extended for a one (1) year increment as requested by Executive Facilities Inc.. The extended term will be effective from July 1, 2026, through June 30, 2027.

Exhibit “A” of the original agreement, Scope of Services, shall remain in full force and effect.

IN WITNESS WHEREOF, the parties have executed and entered into this Second Extension as of the date first written above.

**DISTRICT:**  
PLEASANT VALLEY RECREATION AND PARK DISTRICT

By: \_\_\_\_\_  
Mary Otten, General Manager

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Jessica A. Puckett, Clerk

Date: \_\_\_\_\_

**CONTRACTOR:**

By: \_\_\_\_\_  
Name: Jim Ferraro  
Title: Company Owner

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name: Debra Ferraro  
Title: Corporate Financial Officer

Date: \_\_\_\_\_

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Jessica A. Puckett, CPRE, Administrative Analyst**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL TO APPLY FOR  
PROPOSITION 4 CALIFORNIA CLIMATE BOND  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
WILDFIRE PREVENTION PROGRAM GRANT FOR  
CHARTER OAK WINDROW REMOVAL**

**BACKGROUND**

In November 2024, California voters approved Proposition 4 to fund water, climate, wildfire, and natural resource projects across the state of California. Proposition 4 (the Safe Drinking Water, Wildfire Prevention (WP), Drought, Preparedness, and Clean Air Bond Act of 2024) allocates \$185 million to CAL FIRE Wildfire Prevention Grants as follows: “projects and grants to improve local fire prevention capacity, improve forest health and resilience, and reduce the risk of wildfire spreading into populated areas from wildlands...” (Pub. Resources Code, section 91520, subd. (d)). Up to \$70 million is being allocated to CAL FIRE’s Wildfire Prevention Grants Program in Fiscal Year 2025-2026.

The Wildfire Prevention Grants Program provides funding for wildfire prevention projects and activities in and near wildfire-threatened communities that focus on increasing the protection of people, structures, and communities. Funded activities include Hazardous Fuels Reduction, Wildfire Prevention Planning, and Wildfire Prevention Education with an emphasis on improving public health and safety while reducing greenhouse gas emissions.

California’s Strategic Fire Plan serves as a roadmap for project development. Projects are evaluated based on the overall benefit to reduce the threat of wildfires to people, structures, and communities. CAL FIRE will consider the wildfire hazards and risks to an area, the geographic balance of projects, and whether the project is complementary to other wildfire prevention or forest health activities when awarding grants.

**ANALYSIS**

The Wildfire Prevention Grants Program funds three types of activities: Hazardous Fuels Reduction, Wildfire Prevention Planning, and Wildfire Prevention Education. The recommended funding amount is \$950,000 or less. Projects must provide benefits to habitable structures and people in and near wildfire threatened communities. The applicant must have sufficient funds available to begin, operate and maintain their project(s). All grant payments are made on a reimbursement basis, except in cases where CAL FIRE authorizes advance payments (cannot exceed 25% of the total grant award).

The application deadline for the grant funding is July 8, 2026. CAL FIRE will review applications on three levels: local, regional, and statewide review teams. The Director of CAL FIRE will make decisions on approved projects and activities, taking into consideration the recommendations of the statewide review team. Matching funds are not required, however; the existence of matching funds is a positive factor in the ranking of the application. Upon review of the WP Grant guidelines, Staff is confident in proposing the removal of all remaining eucalyptus trees in the Charter Oak Park windrow for the Grant.

### **Charter Oak Windrow - \$250,000**

Eucalyptus trees are highly combustible trees due to their volatile, oily leaves and their tendency to shed long, stringy bark. This shedding bark acts as a natural “ladder fuel,” allowing flames to travel into the canopy and creating burning embers that the wind can carry for miles. Since 2009, the District has utilized a private contractor, West Coast Arborist (WCA), to strategically manage the maintenance and removal of 250 eucalyptus trees along the trail in the southern portion of Charter Oak Park.

The trees are estimated to be between 80-90 years old. Initially, 187 of the trees were notated as directly impacting the 37 residents that back up to the windrow. To date, approximately 150 of the 250 trees have been fully removed. This leaves 100 trees still to extract. The grant does not cover replanting costs. Our Local Unit Contact with Ventura County Fire Department has recommended urban forestry grants for the District to explore to cover these costs.

### **CAL FIRE Agreement**

If approved, the agreement for funding will be between CAL FIRE and the District with a grant-term expiration date of January 15, 2030. The agreement is on a reimbursement-only system, with quarterly reporting requirements. Staff will track hours worked as part of this program, number of residents served, and progress made towards program goals. The District will be required to submit a financial audit of the grant.

### **FISCAL IMPACT**

West Coast Arborists have evaluated the remaining trees and provided an updated estimate of removal at a cost of \$2,500 per tree. As this grant is based on reimbursement of approved costs, the initial funding for the project would be taken from unrestricted contingency funds with a current balance of \$10,384,302.96 as of April 30, 2026.

### **STRATEGIC PLAN COMPLIANCE**

Meets 2021-2026 Strategic Plan Goal and Strategy

- 1.3: Identify additional sources of revenue to reduce the reliance on property tax.

### **RECOMMENDATION**

It is recommended the Board consider and approve staff to apply for the Proposition 4 California Climate Bond Department of Forestry and Fire Protection Wildfire Prevention Program Grant for Charter Oak windrow removal.

### **ATTACHMENTS**

- 1) PVRPD 2025 Grant Application Policy (2 pages)
- 2) CAL FIRE 2024 Standard Grant Terms and Conditions (30 pages)

## **PURPOSE**

The purpose of this policy is to simplify the process by which Pleasant Valley Recreation and Park District (District) staff apply for grant funding below a designated amount. This policy seeks to expedite applications for grant funding that supports existing District programming and projects. The process laid out within this policy will provide District staff discretion to pursue grant funding in-line with the District's interests while not encumbering additional funds outside of those already designated as matched for grant purposes. This policy is intended to be manageable, consistent, and tailored to the specific needs of the District.

## **POLICY GOALS**

- Expedite the application process for District Staff to submit applications for grant funding opportunities..
- Inform the Board of Directors of non-traditional funding efforts being pursued by Staff to support District programming.
- Promote active searching for funding opportunities previously unknown to the District.

## **POLICY PRINCIPLES**

The Board of Directors recognizes the need to pursue alternative forms of funding to support District programming and facilities. The District will actively identify, assess, and pursue grant opportunities that align with its existing programs and facilities, as well as with the specific directives set by the Board of Directors.

This policy provides the District General Manager, or designee, with the flexibility to approve grant applications in a timely manner while allowing the Board of Directors to continue to review larger requests for funding and to provide funding priority guidance. The Board of Directors, through the budget process, shall set programming and facility priorities. District Staff are authorized to apply for grant with a total value within the General Manager's purchasing limit without requiring Board approval.

If District staff identify a grant opportunity that would benefit the District but exceeds the General Manager's purchasing limit or falls outside existing budget priorities, the grant will be presented at the next scheduled Board meeting for approval before submission. However, if the grant aligns with a Board-approved priority and the application deadline falls before the next scheduled Board meeting, the General Manager is authorized to submit the application and will present a request to the Board at the next scheduled meeting to either approve or deny the application. If the Board denies the application, staff will take the necessary steps to withdraw their application or decline the award.

Generally, District staff will only pursue grant funding for initiatives that are relevant to the District's local government services and that enhance or expand the District's level of service.

## **GRANT APPLICATION POLICY PROCEDURES**

It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities, in addition to the specific direction of the Board of Directors. This

process involves interaction with private sector entities as well as local, state, and federal government entities regarding identifying non-traditional revenue sources. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Discovering grant funding opportunities is a function of the General Manager and/or designated staff. The Grant Application Policy Procedures are the process by which staff will obtain authorization and apply for grant funds in a timely and consistent manner. The General Manager, or designee, will act on grant funding requests utilizing the following procedures:

1. Staff are permitted to complete a grant application for any grants that meet the criteria listed below, a-c. If a grant does not meet these criteria, the General Manager must initially review the grant before Staff may begin the application:
  - a. The proposed funding restrictions and/or requirements are judged by Staff to support District programs, facilities, budget, and strategic plan goals.
  - b. The application for funding does not require a budget adjustment measure to provide matching funds in the current fiscal year.
  - c. The funding request is below the General Manager's purchasing limit.
2. The General Manager will review all Staff applications for grant funding when brought to their attention.
3. The General Manager will approve or deny authorization to submit the grant application for funding after conducting a review of programming or facilities affected and determining if the grant funding aligns with existing District priorities.
4. The General Manager, or designee, must sign all applications before they are formally submitted to the relevant agency or organization.
5. All applications for grant funding submitted through this policy must be communicated to the Board of Directors at the next scheduled Board meeting, even if prior authorization to apply was given. The General Manager or designee will submit a report (either written or verbal) summarizing activity on grant applications to the Board of Directors.
6. When a grant application is submitted under the provisions of the third paragraph of the Policy Principles on page one, Staff will present the submitted application to the Board of Directors at the next scheduled meeting. The Directors will formally approve or reject any funding that may be awarded in connection with said application.

## TERMS AND CONDITIONS OF GRANT AGREEMENT

1. This Agreement is entered into between the State of California, by and through the California Department of Forestry and Fire Protection (“CAL FIRE” or “the State”) and [REDACTED] (“Grantee”), collectively referred to as “Parties”, pursuant to California Public Resources Code section § [REDACTED].
2. **Grant Funds.** Subject to the availability of grant monies, the State hereby grants to Grantee a sum not to exceed \$ [REDACTED]. Grantee shall assume any obligation to furnish any additional funds that may be necessary to complete the Project.
3. **Project.** The State is entering into this agreement, and the Grant Funds shall be used, only for the purpose of Grantee’s performance of the Project generally described on the cover page to this Agreement and as more fully described in the Project Scope of Work. Any amendment to the Project Scope of Work must be approved by the State in writing in accordance with Section 28.
4. **Agreement and Exhibits.** The Parties accept and agree to the terms and conditions of this Agreement, the Exhibits set forth below, the Grant Guidelines, Grantee’s application for Grant Funds, and all other documents which may later be approved in writing by both Parties relating to this Agreement, all of which are hereby incorporated by reference and made part of this agreement as though set forth in full herein. The **marked Exhibits are attached to this Agreement:**
  - Exhibit A: Project Scope of Work
  - Exhibit B: Project Timeline
  - Exhibit C: Project Budget Detail
  - Exhibit D: Project Map
  - Exhibit E: Equipment Depreciation Schedule
  - Exhibit F: California Climate Investments Addendum
  - Exhibit G: GHG Emissions Workbook
  - Exhibit H: Limited Waiver of Sovereign Immunity

In the event of conflicting terms among the documents forming this Agreement, the order of control is first this Agreement, then the Exhibits, then the Grant Guidelines, and then the Application.

5. **Term of Agreement.** The term of this Agreement shall be the Project Performance Period.
6. **Authority to Sign.** Each party to this Agreement represents and warrants that the execution, delivery, and performance of this Agreement have been duly authorized by all necessary action of the entity they represent, and that the person executing this Agreement on its behalf has the full capacity to bind that entity. At CAL FIRE’s request, Grantee must provide CAL FIRE with evidence satisfying CAL FIRE that the execution, delivery, and performance of this

Agreement have been authorized by all necessary organizational action by Grantee.

## 7. Definitions

- a. "Advance Payments" means Grant Funds provided to Grantee before the associated work has been performed.
- b. "Agreement" means this grant agreement number XXXXXX, including each of the documents described and incorporated by reference into this Agreement in Section 4.
- c. "Effective Date" means the later of the date the Agreement is executed by the State or Grantee.
- d. "Equipment" means personal property Grantee needs to perform the Project that has (1) a \$5,000 or more per unit cost, and (2) a tangible useful life of more than one year.
- e. "Grant Funds" means the money described in Section 2 that is provided by the State to the Grantee pursuant to this Agreement and includes any interest paid to Grantee from the deposit of any Advance Payments awarded to Grantee.
- f. "Grant Guidelines" are the California Department of Forestry and Fire Protection \_\_\_\_\_ Program Grant Guidelines 20XX-20XX, which are available on the CAL FIRE website.
- g. "Other Sources of Funds" means all matching fund sources, excluding Program Income, that are required or used to complete the Project beyond the Grant Funds provided by this Agreement.
- h. "Project" means the work described in the Project Scope of Work and this Agreement.
- i. "Project Budget Detail" means the approved budget plan.
- j. "Project Completion Date" means the date specified on the cover page to this agreement.
- k. "Program Income" means income that is generated directly by Grantee's performance of the Project, including any interest earned on Advance Payments.
- l. "Project Performance Period" means the Effective Date through the earlier of the Project Completion Date or the date this Agreement is terminated pursuant to Section 20 below.

- m. The term “Project Scope of Work” as used herein means the individual scope of work describing in detail the approved tasks, which is attached hereto as Exhibit B.
- n. “Subrecipient” means an entity that either receives Grant Funds from Grantee as part of a block grant or a subcontractor who is paid by a Grantee with Grant Funds.

8. **Project Representatives.**

The project representatives during the term of the Agreement will be:

The State: <b>CAL FIRE</b>	Grantee: <b>GRANTEE NAME</b>
Section/Unit: <b>XXX</b>	Section/Unit: <b>N/A</b>
Attention: <b>Grant Administrator</b>	Attention: <b>CONTACT</b>
Mailing Address: <b>Grant Administrator Address</b>	Mailing Address: <b>GRANTEE ADDRESS</b>
Phone Number: <b>Grant Administrator Phone</b>	Phone Number: <b>(XXX) XXX-XXXX</b> Secondary: <b>(XXX) XXX-XXXX</b>
Email Address: <b>Grant Administrator Email</b>	Email Address: <b>Contact email</b>

Individuals authorized to sign and submit invoices on behalf of Grantee are:

1. **NAME, TITLE.**
2. **NAME, TITLE.**

Changes to the project representatives during the term of the Agreement shall be made in writing, and no amendment to this Agreement shall be necessary. Notice shall be sent to the designated representative for all notice provisions of this Agreement.

9. **Project Execution.**

- a. **Project Commencement.** Grantee shall not begin work on the Project prior to the Effective Date. Any work started prior to the Effective Date will not be eligible for funding under the terms of this Agreement.
- b. **Project Completion.** Grantee shall complete the Project before the Project Completion Date, unless an amendment has been approved in writing by the State as provided in Section 28. Requests for an extension of the Project Completion Date will be considered in the event of circumstances beyond the control of the Grantee and must be made no less than 60 days before the then-effective Project Completion Date,

unless this requirement is waived in writing by the State. Work completed after the Project Completion Date is not eligible for funding under the terms of this Agreement.

- c. **The State's Right of Access.** Grantee shall permit periodic site visits by representative(s) of the State to ensure program compliance and that work is in accordance with this Agreement, including a final inspection upon Project completion.
- d. **Independent Capacity of Grantee.** Grantee, and the agents and employees of Grantee, in the performance of this Agreement shall act in an independent capacity and not as officers, employees, or agents, of the State.
- e. **Subrecipients.** If Grantee desires to accomplish any part of the Project through the use of subrecipients, the following conditions must be met: (1) Grantee shall require, and is solely responsible for ensuring, that all subrecipients comply with all applicable terms of this Agreement; and (2) agreements between the Grantee and a subrecipient must be in writing. Nothing contained in this Agreement, or otherwise, shall create any contractual relationship between the State and any of Grantee's subrecipients and no contract or subcontract shall relieve Grantee of its responsibilities and obligations under this Agreement. Grantee agrees to be as fully responsible to the State for the acts and omissions of its subrecipients and of persons directly or indirectly employed by any of them as it is for the acts and omissions of persons directly employed by Grantee. Grantee's obligation to pay its subrecipients is an independent obligation from the State's obligation to make payments to Grantee. As a result, the State shall have no obligation to pay or to enforce the payment of any monies to any of Grantee's subrecipients. If a subrecipient is entitled by law to record a lien against any property or improvements funded by this Agreement, the State may require Grantee to obtain a waiver and release of such lien or take other appropriate action to ensure the lien is released, prior to the Project Completion Date or the date this Agreement is terminated pursuant to Section 20 below, whichever is earlier.

#### 10. **Grantee Responsibilities.**

- a. **Grantee Skill and Care.** In performing work under this Agreement, Grantee shall exercise the degree of skill and care required by customarily accepted professional practices and procedures for the type of work performed.
- b. **Grantee Responsible for Project.** The Project is the sole responsibility of Grantee. The State undertakes no responsibilities to Grantee, or any third party, other than as expressly set out in this Agreement. The responsibility for implementing the Project is solely that of Grantee, as is the

responsibility for any claim or suit of any nature by any third party related in any way to the Project. Review or approval by the State of any Project plans, specifications, or other documents is solely for the purpose of proper administration of Grant Funds by the State and shall not relieve Grantee of the obligation to carry out any requirements of this Agreement, in accordance with applicable law or any other standards ordinarily applied to such work or activity.

- c. **Permits and Compliance with Laws.** Grantee shall comply fully, and require any of its agents, employees, or subrecipients to comply fully, with all applicable federal, State, and local laws, ordinances, regulations, and permits. Grantee shall provide evidence, upon request, that all necessary local, State, or federal permits, licenses, registrations, and approvals have been secured for the Project. Grantee shall maintain compliance with such requirements throughout the Project Performance Period. The costs associated with legal compliance may be reimbursed under this Agreement only to the extent authorized by the Project Budget Detail.
- d. **Misuse of Public Funds Prohibited.** Grantee or anyone acting on behalf of Grantee shall not engage in fraud, waste, or the abuse of Grant Funds in violation of California Penal Code section 424 *et seq.* Grantee shall cooperate in any investigation of such activities that are suspected in connection with this Agreement.
- e. **Private Benefit Prohibited.** Recipients of Grant Funds shall receive no more than the fair market value of an arm's length transaction for any goods or services provided under this Agreement. Grantee shall provide evidence to the State upon request of compliance with this Section 11.e. Violation of this Section 11.e. will result in a violation of California Penal Code section 424, subd. a.
- f. **Conflicts of Interest Prohibited.** Grantee shall comply with the requirements of Government Code sections 1090 and 87100 and Public Contracts Code sections 10410 and 10411. Grantee represents that no person who, as an officer, employee, or agent of the State participated in the preparation or creation of, or determination to award, this Agreement shall for compensation or personal benefit serve as an agent or employee of Grantee in the performance of this Agreement. Grantee and the State hereby acknowledge that:
  - i. **Current State Officers or Employees:** No State officer or employee shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any State agency, unless the employment, activity, or enterprise is required as a condition of regular State employment. No State officer or

employee shall contract on his or her own behalf as an independent contractor with any State agency to provide goods or services.

- ii. **Former State Officers or Employees:** For the two-year period from the date he or she left State employment, no former State officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements, or any part of the decision-making process relevant to the contract while employed in any capacity by any State agency. For the twelve-month period from the date he or she left State employment, no former State officer or employee may enter into a contract with any State agency if he or she was employed by that State agency in a policy-making position in the same general subject area as the proposed contract within the twelve-month period prior to his or her leaving State service.

A violation of any provision of this Section 10.f. shall render this Agreement void and may result in Grantee being required to disgorge any payments made prior to discovery of the violation under Government Code section 1092 and Public Contracts Code section 10420. If Grantee has any questions about compliance with conflicts of interest laws, Grantee should consult the California Fair Political Practices Commission or a qualified attorney.

- g. **California Environmental Quality Act.** Activities funded by this Agreement must comply with the California Environmental Quality Act (CEQA) (California Public Resources Code section 21000, et. seq. Title 14, California Code of Regulations, section 15000 et. seq.). Sufficient evidence of CEQA compliance must be provided by Grantee and approved by the State before any work that could impact the environment (e.g. cutting, piling or burning bush, masticating, dozer work, etc.) may proceed, and no later than one year following the Effective Date unless a longer time is approved in writing by CAL FIRE. The State may make Grant Funds available in advance of CEQA compliance for Project activities that do not have the potential to cause an environmental impact (e.g. project planning, locating, and marking property or project boundaries, engaging with landowners, etc.).

If CEQA compliance is not complete by the Effective Date, once the State has considered the environmental documents, it may decide to require changes, alterations, or other mitigation to the Project, or not to fund the Project. Should the State decide not to fund the Project, this Agreement shall be terminated in accordance with Section 20 below.

- h. **Nondiscrimination.** The State of California prohibits discrimination in all its programs and activities on the basis of race, color, national origin, ancestry, age (over 40), physical or mental disability (including HIV and

AIDS), medical condition (including cancer), reproductive health decision-making, sex, gender, gender identity, gender expression, marital status, sexual orientation, genetic information, religion, political beliefs, reprisal, use of family-care leave, medical-care leave or pregnancy-disability leave, military or veteran status, or because all or part of an individual's income is derived from any public assistance program. Grantee shall not discriminate, harass, or allow harassment against any person on any of these bases, and shall ensure that the evaluation and treatment of its employees and applicants for employment are free of such discrimination. Grantee hereby certifies, unless specifically exempted, compliance with Government Code 12990(a-f) and California Code of Regulations, Title 2, Division 4, Chapter 5 in matters relating to reporting requirements and the development, implementation and maintenance of a Nondiscrimination Program. Grantee shall include the nondiscrimination and compliance provisions of this Agreement in all contracts and subcontracts related to the Project.

- i. **Union Organizing.** In accordance with California Government Code sections 16645-16649, by signing this Agreement Grantee certifies that:
  - i. No State funds disbursed by this grant will be used to assist, promote, or deter union organizing.
  - iv. If Grantee makes expenditures to assist, promote, or deter union organizing, Grantee will maintain records sufficient to show that no State funds were used for those expenditures, and shall provide those records to the Attorney General upon request.
- j. **Drug-Free Workplace Certification.** In accordance with the Drug-Free Workplace Act of 1990 (California Government Code section 8350 *et seq.*), by signing this Agreement Grantee hereby certifies that Grantee, and each of its Subrecipients, will provide a drug-free workplace by taking the following actions:
  - i. Publish a Statement notifying employees that unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace and specifying actions to be taken against employees for violations of this prohibition.
  - ii. Establish a drug-free awareness program to inform employees about all of the following:
    - 1. The dangers of drug abuse in the workplace;
    - 2. The person's or organization's policy of maintaining a drug-free workplace;

3. Any available counseling, rehabilitation, and employee assistance programs; and,
  4. Penalties that may be imposed upon employees for drug abuse violations.
- iii. Provide that every employee who works on the Project:
1. Will receive a copy of the company's drug-free policy the Statement; and
  2. Will agree to abide by the terms of the company's the Statement as a condition of employment on the Project.
- iv. In addition to other remedies available at law or in equity, or in this Agreement, Grantee may be ineligible for award of any future State contracts if the State determines that any of the following has occurred: (1) Grantee has made false certification or (2) Grantee violates the certification by failing to carry out the requirements as noted above.
- k. **California Taxpayer Access to Publicly Funded Research.** Grantee agrees to comply with the California Taxpayer Access to Publicly Funded Research Act (California Government Code sections 13989 et seq., "the Act") and provisions of this section, which apply to publications describing knowledge, an invention, or technology funded within the scope of this Agreement.
- i. For purposes of this Section 10.k., "Peer-Reviewed Manuscript" means a manuscript after it has been peer reviewed and in the form in which it has been accepted for publication in a professional journal.
  - ii. Grantee shall provide for free public access to any Peer-Reviewed Manuscript developed within the scope of this Agreement.
  - iii. Grantee shall ensure that any publishing or copyright agreements concerning Peer-Reviewed Manuscripts:
    1. Fully comply with California Government Code section 13989.6;
    2. Do not conflict with CAL FIRE's rights under this Agreement;

3. Secure for CAL FIRE the rights provided under this Agreement, including the rights to Intellectual Property as specified in Section 19; and
  4. Recognize the free public access to the Peer-Reviewed Manuscript.
- iv. Grantee shall report to CAL FIRE the final disposition of any Peer-Reviewed Manuscript, including but not limited to if it was published, when it was published, where it was published, and, when the 12-month time period expires, where the Peer-Reviewed Manuscript will be available for open access.
  - v. Not later than 12 months after the official date of publication Grantee shall make available to CAL FIRE an electronic version of any Peer-Reviewed Manuscript that is developed within the scope of this Agreement.
  - vi. The Recipient shall make publicly accessible an electronic version of any Peer-Reviewed Manuscript that is developed within the scope of this Agreement, not later than 12 months after the official date of publication, on a repository approved in writing by CAL FIRE, including but not limited to the University of California's eScholarship Repository at the California Digital Library; the California State University's ScholarWorks at the Systemwide Digital Library; or PubMed Central. The Recipient shall notify CAL FIRE when the Peer-Reviewed Manuscript is available on an CAL FIRE-approved repository.
  - vii. If Grantee is unable to ensure that its Peer-Reviewed Manuscript is accessible on an CAL FIRE-approved, publicly accessible repository, GRANTEE may comply by providing the manuscript to CAL FIRE not later than 12 months after the official date of publication.
  - viii. For any publications other than a Peer-Reviewed Manuscript, (herein referred to as "Other Publications") including scientific meeting abstracts, developed within the scope of this Agreement, Grantee shall:
    1. Provide an electronic version of the Other Publications to the CAL FIRE not later than 12 months after the official date of publication.
    2. Ensure that any publishing or copyright agreements concerning Other Publications:

- i. Do not conflict with CAL FIRE’s rights under this Agreement.
    - ii. Secure for CAL FIRE the rights provided under this Agreement, including the rights to Intellectual Property as specified in Section 19.
  - ix. The Act states “Grantees are authorized to use grant money for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution.” Grantee agrees that for purposes of this Agreement, Grantee is only authorized to use funds under this Agreement for these purposes if the expenses are included in the Agreement’s Project Budget Detail and meet the other Agreement requirements for payment, including that CAL FIRE will only reimburse the Recipient for expenditures incurred during the Agreement term. If these expenses are not included in the Project Budget Detail, both parties must agree and amend the Project Budget Detail to include such expenditures before Recipient is authorized to use Agreement funds for these purposes.
- I. **Labor Code.** Grantee’s implementation of the Project must comply with the California Labor Code (unless an exemption therefrom applies). Projects funded in whole or in part with Grant Funds may be a public work requiring the payment of prevailing wages (See e.g. California Labor Code section 1720 et seq. and California Public Resources Code section 80200 et seq.). If Grantee has any questions about the wage, record keeping, apprenticeship, or other significant requirements of California prevailing wage law, Grantee should consult DIR or a qualified attorney.

11. **Project Costs and Payment Documentation**

- a. **Funding Disbursements.** The State’s obligation to disburse Grant Funds under this Agreement is conditioned on and subject to satisfactory compliance with and completion of all conditions contained in this Agreement. Payment by the State shall be made in arrears, except for any Advance Payments authorized pursuant to Section 11.f. below, after receipt of an acceptable invoice and approval by a duly authorized representative of the State. For services satisfactorily rendered, and upon receipt and approval of invoices for payment, the State agrees to compensate Grantee for actual expenditures incurred in accordance with the rates and activities set forth in this Agreement.
- b. **Disbursement Requests.** Unless another frequency is approved in writing by the State, Grantee shall submit, in arrears, not more frequently than once a month and at least quarterly an invoice to the State for costs

paid by Grantee pursuant to this Agreement. In the event no expenses are incurred, Grantee shall identify that no costs have been incurred within the respective quarterly progress report in lieu of submitting a zero-balance invoice. A final invoice shall be submitted no later than 30 days after the Project Completion Date or termination of this Agreement, whichever occurs earlier. Each invoice shall contain the following information: the Agreement number, the dates or time period during which the invoiced costs were incurred, signature of an authorized representative of Grantee, expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.), Program Income, Other Sources of Funds when applicable, and appropriate supporting documentation consistent with the Grant Guidelines. Grantee shall submit each invoice for payment electronically using the grants management system identified by CAL FIRE. Hard copy submissions will not be accepted.

- c. **Final Payment.** Final payment to Grantee may not be made until the State determines the Project conforms substantially to this Agreement.
- d. **Expiration of Grant Funds.** Grant Funds in this Agreement have a limited period in which they must be expended. All Grantee expenditures must occur prior to the Project Completion Date.
- e. **Grantee Expenditures.** Except as otherwise provided herein, Grantee shall expend Grant Funds in the manner described in the Project Budget Detail. The dollar amount of an item in a budget category may be increased or decreased by up to ten percent (10%) of the Grant Funds through reallocation of funds from other budget categories with written approval by the State. Grantee shall notify the State in writing when any such reallocation is made and shall identify both the item(s) being increased and those being decreased. Any increase or decrease of a budget category of more than ten percent (10%) of the Grant Funds, or any increase in the total amount of Grant Funds, must be accomplished through an amendment to this Agreement in accordance with Section 28 before any such increase or decrease is made.
- f. **Advance Payments.** Notwithstanding any of the provisions of this Agreement, the State may make Advance Payments from the Grant Funds to the Grantee at the State's discretion and subject to statutory authorization, as detailed in the Grant Guidelines. Advance payment made by the State shall be subject to the following provisions and any applicable statutory requirements in effect when a request for Advance Payment is made:
  - i. Grantee shall submit a written request identifying why an Advance Payment is necessary and how the Advance Payment will be used over a six-month period. The written request must be accompanied

by an invoice that contains the same level of detail as the State requires for a request for disbursement as described in Section 11.b.

- ii. Each Advance Payment is limited to the immediate cash requirements necessary to carry out the Project and may not exceed 25% of the Grant Funds, unless the State determines in writing that a larger advance is authorized by statute and supported by sufficient justification and documentation from Grantee.
  - iii. Grantee shall file an accountability report in the format required by the State no less than four months after the date Grantee receives the Advance Payment and every four months thereafter.
  - iv. Unless a shorter time period is specified in the Grant Guidelines, advance Payments must be spent on eligible costs within six months of receipt. Grantee may request additional time to spend Advance Payments, but such request must be approved in writing by the State at the State's discretion. All Grant Funds provided as an Advance Payment that are not spent within the later of six months or the spending timeline approved by the State shall be returned to the State and will be returned to the grant balance.
  - v. All work under an Advance Payment must be fully liquidated via an invoice and supporting documentation and completed to the State's satisfaction before another Advance Payment will be made.
  - vi. Advance Payments must be deposited into an interest-bearing account that is insured by the Federal Deposit Insurance Corporation. Any interest earned on Advance Payments must be accounted for as Project Income and used to offset the costs of the Project or returned to the State.
- g. **Disbursements made in error.** The Grantee shall immediately reimburse or credit the State at the State's discretion for any overpayment of an invoice or other erroneous disbursement when either party determines an overpayment or erroneous disbursement was made.
- i. **Program Income.** Grantee shall report to the State any Program Income earned during the Project Performance Period. Program Income shall be used to offset the costs of the Project, returned to the State, or, if approved in writing by the State at the State's discretion, used for other purposes that benefit the public.

## 12. **Equipment.**

- a. **Eligible Equipment.** Only Equipment that is identified in the Project Budget Detail may be purchased using Grant Funds. If Grantee determines additional Equipment is necessary to complete the Project, Grantee must obtain prior written approval by the State to purchase such Equipment, and such approval may be provided at the State's discretion. Equipment purchased using Grant Funds, wholly or in part, must be used

by the Grantee for the Project for which it was acquired for as long as needed, whether or not the Project continues to be supported by Grant Funds.

- d. **Use of Equipment as Collateral Prohibited.** Equipment purchased using Grant Funds cannot be used as collateral, financed, or sold without prior written approval from the State at its discretion. If Grantee receives prior written approval from the State to purchase equipment under a financing or loan agreement, Grantee shall maintain a status of “good standing” with the financing entity for the duration of financing terms. Prior to the Project Completion Date or termination of the Grant Agreement, whichever occurs earlier, the equipment must be paid off in whole and all interest in the equipment held by a third-party lender or similar entity shall be extinguished, unless written approval is otherwise granted by the State at its discretion. In such a case, Grantee shall inform the lender, in writing, of the State’s interest in the equipment using a “Financing Notification Letter” provided by the State.
- e. **The State’s Interest in Equipment.** The State retains a vested interest in the Equipment for the useful life of the Equipment, even after the Project Performance Period. Equipment purchased, at least in part, by Grant Funds shall be identified using a decal, sticker, or similar method to indicate CAL FIRE’s interest in the equipment.
- f. **Equipment Records.** Grantee shall maintain equipment records accurately and shall include the following information:
  - i. A description of the equipment.
  - ii. Manufacturer’s serial number, model number, Federal stock number, national stock number, or other identification number.
  - iii. Source of the equipment, including the award number.
  - iv. Title vesting details.
  - v. Acquisition date and cost.
  - vi. Information from which one can calculate the percentage of the State’s participation in the cost of the equipment.
  - vii. Location and condition of the equipment and the date the information was reported.
  - viii. Unit acquisition cost.
  - ix. Ultimate disposition data, including date of disposal and sales price or the method used to determine fair market value at the time of disposition.
- g. **Equipment Inventory.** Grantee shall take a physical inventory of equipment and reconcile the results of such inventory with the equipment records at least once every two years during the Project Performance Period. Grantee shall investigate any differences between quantities determined by the physical inspection and those shown in the accounting

records to determine and document the cause of any differences. Grantee shall, in connection with the inventory, verify the existence, current utilization, and continued need for the Equipment.

- h. **Equipment Maintenance.** Grantee shall implement maintenance procedures to keep the equipment in good condition and a control system to ensure adequate safeguards to prevent loss, damage, or theft of the Equipment. Grantee shall investigate, fully document, and report to the State any loss, damage, or theft of Equipment.
- i. **Equipment disposition.** When the Equipment is no longer needed for performance of the Project and prior to the Project Completion Date or termination of this Agreement, whichever occurs earlier, Grantee shall submit for the State's approval at the State's discretion a written disposition plan of the Equipment in the format required by the State that details how the equipment will be used for the duration of its useful life. The disposition plan shall ensure use of the equipment benefits the public and supports, in the following order of priorities, (1) activities that further the Project purposes, or (2) activities aligned with CAL FIRE's interests. After approval of the disposition plan and for the useful life of the equipment, Grantee must provide to the State, upon request, information concerning the disposition of the Equipment.

13. **Budget Contingency Clause.** The State shall not be obligated to disburse any unpaid portion of the Grant Funds unless and until sufficient funds are appropriated for the fiscal years covered by this Agreement through the State budget process for the purpose of this Agreement. The State shall notify Grantee in writing if it is unable to disburse funds for these reasons. No invoice submitted prior to the appropriation or release of such funds to the State shall be effective. If funding for this Agreement is reduced or deleted by the Budget Act, by Executive Order, or by order of the Department of Finance or the State Treasurer's Office, the State at its discretion may suspend or terminate the Agreement pursuant to Section 20 or amend the Agreement to reflect any reduction of funds. The State will not be liable for any costs or damages incurred by Grantee based on the circumstances described in this Section 13.

#### 14. **Project Administration**

- a. Grantee shall use any generally accepted accounting system.
- b. Grantee must report to the State all Other Sources of Funds, including Program Income. If this provision is deemed to be violated, the State will request an audit of Grantee and can delay the disbursement of funds until the matter is resolved.
- c. Grantee shall promptly submit written progress reports and all records related to this Agreement that the State may request.

- d. Grantee shall submit a final project report, final invoice with associated supporting documentation, and copies of materials developed using Grant Funds, including but not limited to plans, educational materials, etc. within 30 days of the Project Completion Date.

15. **Signage and Other Acknowledgement.** The parties acknowledge that certain State funding sources require specific information be included on signage. If those funding sources apply to this Agreement, as detailed in the Grant Guidelines or an exhibit to this Agreement, Grantee must comply with such requirement. In addition to any applicable requirement, Grantee is encouraged to recognize the cooperative nature of the Project and shall provide credit to the State in promotional materials, press releases, brochures, presentations, advertisements, publications, reports, websites, social media posts and exhibits prepared or approved by Grantee within the Project Performance Period referencing the Project. For stationary projects, acknowledgement may include, but is not limited to, a sign on the project site. For other types of projects, such as for the purchase of vehicles, equipment, and consumer-based incentives, acknowledgment may include using a decal, sticker, or other signage. A draft of any signage or acknowledgement must be approved by the State prior to publication.

#### 16. Project Records

- a. Grantee shall retain all records required by this Agreement for three (3) years after final payment by the State. If an audit occurs, all such records shall be retained for one (1) year from the date the audit is completed or three (3) years after final payment by the State, whichever occurs later.
- b. Grantee shall maintain satisfactory financial accounts, documents, and records for the Project and make them available to the State for review during reasonable times. This includes the right to inspect and make copies of any books, records, or reports of Grantee pertaining to this Agreement or related matters.
- c. Grantee shall keep accurate and detailed records as the State shall prescribe, including, but not limited to, records that fully disclose: (a) Project activities, locations, and schedules; (b) the disposition of the Grant Funds; (c) the total cost of the Project; (d) the amount and nature of all Other Sources of Funds; and (e) any other such records as will facilitate an effective audit. All records shall be made available to CAL FIRE, other State of California agency, or other entity as determined by the State of California for auditing purposes at reasonable times.
- d. Grantee shall include in any written agreement with any Subrecipient a provision that ensures Subrecipient complies with the requirements of this Section 16 and authorizes the State to audit Subrecipient's records and interview Subrecipient's staff regarding issues related to the performance of this Agreement.

17. **Audits.** In accordance with Government Code section 8546.7, during the three-year period after final disbursement, unless a longer retention period has been specified by the State, Grantee shall make, or cause to be made, records relating to this Agreement available to the State or other duly authorized representatives of the State of California for inspection, copying, and audit purposes during normal business hours. Records may be required to be disclosed electronically if requested by the State or its representative. The audit shall be confined to those matters connected with this Agreement. Grantee and its Subrecipients shall cooperate fully with the audit including, but not limited to, providing access to its staff, books, records, accounts, or other materials as requested.

In the event of a negative audit finding, including expenditures not properly documented or not allowed, Grantee may be required to take action specified in or consistent with the audit finding, including repayment of Grant Funds.

18. **Public Records and Confidentiality.** The Parties acknowledge that, except with respect to records that are exempt from disclosure by an express provision of law, the State must disclose public records upon request pursuant to the California Public Records Act (California Government Code section 7920.000 *et seq.*).

During performance of this Agreement, each party may come into possession of Confidential Information. For purposes of this Section 18, "Confidential Information" means all information, regardless of the form or medium of disclosure, that has been or will be disclosed by a Party (the "Disclosing Party") to another Party (the "Receiving Party") in connection with this Agreement owned by the Disclosing Party, an affiliate of the Disclosing Party, or a third party, and that is: (1) in written or other tangible form and marked by the Disclosing Party with a suitable legend identifying its proprietary or confidential nature; or (2) oral, visual, or in a form not amenable to marking and declared confidential by the Disclosing Party at the time of disclosure and is reduced to or summarized by the Disclosing Party in a writing that is (a) marked by the Disclosing Party with a suitable legend identifying its proprietary or confidential nature, and (b) transmitted by the Disclosing Party to the Receiving Party within 30 days of the initial disclosure. During the 30-day period, the Receiving Party must protect the information as Confidential Information.

Grantee agrees not to disclose Confidential Information, unless Grantee is compelled to do so under court order, subpoena, or similar legal proceeding. The State agrees not to disclose Confidential Information to the extent that such Confidential Information is exempt from disclosure under the California Public Records Act, unless the State is compelled to do so under court order, subpoena, or similar legal proceeding. The State may disclose Confidential Information to the California Natural Resources Agency or the California Office of the Governor, as required, after informing the California Natural Resources Agency or the California Office of the Governor, respectively, of the confidential nature of the Confidential Information and the obligations in this Agreement.

If a Receiving Party is compelled to disclose Confidential Information under court order, subpoena, or similar legal proceeding, to the extent possible before making the disclosure, and if legally permitted to do so, the Receiving Party will: (1) promptly notify the Disclosing Party and take reasonable measures, at the Disclosing Party's expense, to prevent or limit the disclosure or require the disclosure under protective order; (2) disclose Confidential Information only to the extent compelled; and (3) continue to protect the Confidential Information in accordance with this Agreement.

19. **Rights in Intellectual Property.** Grantee retains title to all data, plans, drawings, specifications, reports, computer programs, operating manuals, notes, other written or graphic work, or patentable ideas (collectively, "Intellectual Property") produced in the performance of this Agreement, except that the State shall have the right to reproduce, publish, sublicense, and use all such work, or any part thereof, in any manner and for any non-profit, noncommercial purposes and to authorize others to do so. If any Intellectual Property is copyrightable, Grantee may copyright the same, except that the State reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish, sublicense, and use such work, or any part thereof, in any manner and for any non-profit, noncommercial purposes and to authorize others to do so.
20. **Project Termination or Suspension**
  - a. **Termination before Project Commencement.** Before any work funded by this Agreement begins, this Agreement may be terminated by the State or Grantee upon 30-days written notice to the other party.
  - b. **Termination by Mutual Consent.** Once work funded by this Agreement has commenced, this Agreement can be terminated at any time by mutual written consent of both Parties. Upon mutual termination, both Parties will work cooperatively to identify the date of termination sufficient to allow the parties to resolve any outstanding financial obligations, and bring the work specified in this Agreement to closure, and which shall not be less than 30 days after either Party gives notice to the other of its desire to terminate the agreement.
  - c. **Termination by the State.** If the State determines Grantee has made a material misrepresentation, violated this Agreement, failed to fulfill its obligations under this Agreement, or otherwise determines there is cause to do so, the State can terminate this Agreement ("Termination for Cause") by providing Grantee with a written notice of termination specifying the date of termination. The State may terminate this Agreement without cause upon giving 30-days written notice to Grantee.
  - d. **Grantee's duties upon Termination.** In the event of termination, Grantee shall stop work under this Agreement and take all reasonable measures to prevent further costs under this Agreement. Grantee shall immediately provide the State with an accounting of all funds received under this

Agreement and return any Grant Funds, including but not limited to Advance Payments, received under this Agreement that have not been previously expended to provide the services outlined within this Agreement. At its discretion, the State may reimburse to Grantee any eligible, reasonable, and non-cancelable obligations and costs incurred by Grantee in the performance of this Agreement prior to termination, but only up to the undisbursed balance of funding authorized in this Agreement.

Except when the State issued a Notice of Termination because funds were unavailable pursuant to Section 13, in the event of a Termination for Cause, Grantee shall be liable for prompt repayment of all amounts disbursed under this Agreement plus accrued interest and any further costs related to the Project. (Interest shall be calculated at the rate(s) earned by the State's Pooled Money Investment Account from the date of disbursement to the date of repayment, compounded monthly.) The State may, at its sole discretion, consider extenuating circumstances, including whether Grantee's failure to fulfill its obligations was due to no fault of Grantee, and may waive Grantee's obligation to repay, in whole or in part.

This Section 20.d. shall not be deemed to limit any other remedies the State may have for Grantee's failure to complete the Project in accordance with the terms of this Agreement.

- e. **Suspension and Stop Work Orders.** The State may suspend this Agreement at any time upon reasonable written notice to Grantee. Any notice suspending work under this Agreement shall remain in effect until the State authorizes work to resume by giving further written notice to Grantee. In the event of a suspension, Grantee shall immediately stop work under this Agreement and take all reasonable measures to prevent further costs under this Agreement. At its discretion, the State may reimburse to Grantee any eligible, reasonable, and non-cancelable obligations and costs incurred by Grantee in the performance of this Agreement prior to suspension, but only up to the undisbursed balance of funding authorized in this Agreement.
- f. **Notice to Subrecipient of Termination and Suspension.** Grantee shall include in any written agreement with any Subrecipient a provision that entitles Grantee to suspend or terminate the agreement with the Subrecipient with written notice and on terms and conditions that are consistent with this Section 20, specifically that at State's discretion it may only reimburse Grantee for eligible, reasonable, and non-cancelable obligations and costs incurred by Grantee in the performance of this Agreement prior to termination, but only up to the undisbursed balance of funding authorized in this Agreement. In the event of termination under this Section 20, Grantee shall: (1) inform all subrecipients of the date of termination of this Agreement; (2) direct Subrecipients to take all

reasonable measures to prevent any further costs under this Agreement; and (3) terminate any outstanding agreements with Subrecipients that obligate Grant Funds.

## 21. Hold Harmless

- a. **Waiver of Claims.** Grantee agrees to waive any and all claims against the State for injury, death, or property damage arising from the activities contemplated in this Agreement, except where such injury or damage is proximately caused by the grossly negligent or willful acts of the State, its officers, agents, or employees.
  - b. **Grantee Indemnification.** Grantee will defend and indemnify the State as follows:
    - i. **Defense.** Grantee will defend the State against any claim, demand, government investigation, or legal proceeding made or brought by a third party against the State to the extent it arises out of or relates to any breach of this Agreement or the negligence or willful misconduct of Grantee.
    - ii. **Indemnification.** Grantee will indemnify the State against all amounts awarded to the third party making a claim, demand, government investigation, or legal proceeding against the State, and all penalties, fines, and third-party costs (including legal fees) paid by the State arising out of or relating to any claim, demand, government investigation, or legal proceeding made or brought by a third party to the extent it arises out of or relates to any breach of this Agreement or the negligence or willful misconduct of Grantee.
  - c. **Waiver of Indemnification.** Grantee waives any and all rights to any type of express or implied indemnity or right of contribution from the State, its officers, agents, or employees for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement, except claims arising from the gross negligence of the State, its officers, agents, or employees. If Grantee is a public entity, Grantee waives any right to indemnity (see California Government Code section 895.2) and contribution (see California Government Code section 895.6) from the State as set forth in Government Code section 895.4.
22. **Remedies for Grantee's Breach of Agreement.** In the event of a breach by Grantee, in addition to any and all other remedies available at law or in equity, the State may withhold Grant Funds from Grantee or may require reimbursement of Grant Funds, including Advance Payments, that were disbursed.
23. **Cost Recovery.** Any costs incurred by the State in enforcing the terms of this Agreement where the State is the prevailing party, including but not limited to

costs of suit, attorneys' and experts' fees, at trial and on appeal, and costs of enforcing any judgment, shall be borne by Grantee.

24. **Severability.** If any provision of this Agreement is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.
25. **Waiver of Agreement Terms.** No term or provision of this Agreement will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied, will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.
26. **Assignment.** No assignment or transfer of this Agreement or any part thereof, rights hereunder, or interest herein by the Grantee shall be valid unless and until it is approved by the State in writing and made subject to such reasonable terms and conditions as the State may impose.
27. **Successors and Assigns.** This Agreement and all of its provisions shall apply to and bind any successors or assigns of the Parties.
28. **Amendment.** This Agreement may be amended at any time by mutual agreement of the Parties. Requests by Grantee for amendments must be in writing stating the amendment request and the reason for the request and may be approved by the State in writing at the State's discretion. Amendments involving the following must be accomplished by a written amendment fully executed by the signatories to this Agreement: (1) a substantial change in the Scope of Work, as determined by CAL FIRE; (2) a budget category change of more than 10% of the Grant Funds, or any increase in the total amount of Grant Funds; or (3) a change to the Project Completion Date.
29. **Further Acts by Legislature or Governor.** This Agreement is subject to any additional statutes, restrictions, limitations or conditions enacted by the Legislature or Executive Order that may affect the provisions, terms, or funding for this Agreement in any manner and the State has the right to amend this Agreement to reflect any such further acts. The State will not be liable for any costs or damages incurred by Grantee based on the circumstances described in this Section 29.
30. **Entire Agreement.** This Agreement supersedes all prior agreements, oral or written, made with respect to the Project and, together with all attached Exhibits and documents incorporated by reference, constitutes the entire Agreement between the Parties relating to the Project.
31. **Survival.** The obligations of the Parties under the following sections of this Agreement shall survive the termination or expiration of the Agreement: (1)

Section 10.k, California Taxpayer Access to Publicly Funded Research; (2) Section 11, Project Costs and Payment Documentation; (3) Section 12, Equipment; (4) Section 16, Project Records; (5) Section 17, Audits; (6) Section 19, Rights in Intellectual Property; (7) Section 21, Hold Harmless; and (8) Section 23, Cost Recovery.

32. **Controlling Law.** This Agreement is governed by and shall be interpreted in accordance with the laws of the State of California.
33. **No Third-Party Rights.** Nothing in this Agreement is intended to create in the public or in any member of it rights as a third-party beneficiary under this Agreement, and no one other than the Parties themselves may enforce any of the rights or obligations created by this Agreement.
34. **Counterparts.** This Agreement may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.
35. **Electronic Signatures.** The Parties agree to accept electronic signatures (as defined in California Civil Code section 1633.2), faxed versions of an original signature, or electronically scanned and transmitted versions (e.g., via pdf) of an original signature.
36. **Headings.** Headings within this Agreement are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer.

## Exhibit A: Project Scope of Work

Include complete description of project scope of work.

DRAFT

**Exhibit B: Project Timeline**

Include project timeline.

DRAFT

**Exhibit C: Project Budget Detail**

Include approved project budget detail.

DRAFT

**Exhibit D: Project Map**

Include project map or indicate the Exhibit is not applicable to the agreement.

DRAFT

## Exhibit E: Equipment Depreciation Schedule

Include equipment depreciation schedule or indicate the Exhibit is not applicable to the agreement.

DRAFT

## **Exhibit F: California Climate Investments (CCI) Addendum**

Include the following text or indicate the CCI Addendum is not applicable to the project.

### **I. SPECIAL PROVISIONS**

1. Grant funds shall be used on projects with the primary goal of reducing greenhouse gases (GHGs) and furthering the purposes of California's Global Warming Solutions Act of 2006, Division 25.5 (commencing with Section 38500) of the Health and Safety Code, and related statutes.
2. Grant funds shall be used on projects limited to specific activities as described in CCI Grants Procedural Guides.
3. Grantee shall report project and benefits information when requested by the State. This may include, but is not limited to, funding expended, acres treated, GHG emissions, trees planted, disadvantaged community benefits, energy/water savings, job creation, and other co-benefits.
4. Grantee shall maintain accurate and detailed records documenting project description, project location, and schedule, CCI dollars allocated, and leveraged funds throughout the duration of the project.
5. Failure of Grantee to meet the agreed upon terms of achieving required GHG reduction may result in project termination and recovery of funds.

### **II. MONITORING AND REPORTING REQUIREMENTS**

All funds expended through CCI are subject to emissions reporting and requirements. Grantee is expected to provide the appropriate materials for completing program quantification methodology. Grantee shall use the current reporting template provided by the State. The reporting shall be submitted to the State no less frequently than quarterly. In addition, THE STATE may request additional information in order to meet current CARB reporting requirements. The requirements are available on the CARB CCI Quantification, Benefits and Reporting Materials webpage: <https://ww2.arb.ca.gov/resources/documents/cci-quantification-benefits-and-reporting-materials>.

### **III. PROGRAM ACKNOWLEDGEMENT/RECOGNITION**

1. All projects funded both fully and partially by the GGRF must clearly display, identify and label themselves as being part of the "California Climate Investments" program. The acknowledgement must contain the California Climate Investments and CAL FIRE logos as well as the following the Statement:

*“Funding for this project provided by the California Department of Forestry and Fire Protection’s Forest Health Program as part of the California Climate Investments Program.”*

A draft of the acknowledgement must be approved by the State prior to publication. For stationary projects, acknowledgement may include, but is not limited to, a sign on the project site. For other project types, such as vehicles, equipment, and consumer-based incentives, acknowledgement is encouraged by using a decal, sticker or other signage.

Guidance on California Climate Investments logo usage, signage guidelines, and high-resolution files are contained in a style guide available at: [www.caclimateinvestments.ca.gov/logo-graphics-request](http://www.caclimateinvestments.ca.gov/logo-graphics-request).

2. In addition, all projects funded both fully and partially by GGRF must contain the following the Statement in public announcements or press releases on said projects:

“**PROJECT NAME**, is part of California Climate Investments, a the Statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment– particularly in disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the California Climate Investments website at: [www.caclimateinvestments.ca.gov](http://www.caclimateinvestments.ca.gov).”

**Exhibit G: GHG Emissions Workbook**

Include the GHG Emissions Workbook or indicate the workbook is not applicable to the project.

DRAFT

## Exhibit H: Limited Waiver of Sovereign Immunity

Include the following text or indicate the Limited Waiver of Sovereign Immunity is not applicable to the project.

The Parties acknowledge that Grantee is a federally recognized Indian tribe and, as such, possesses sovereign immunity from suit. Nothing in this Agreement is or shall be deemed to be a general waiver of Grantee's sovereign immunity from suit, which immunity is expressly asserted, provided, however, that Grantee hereby expressly, unequivocally, and irrevocably provides a limited waiver of sovereign immunity from suit to allow CAL FIRE to exercise all of its rights under the terms of this Agreement, and Grantee consents to suit in any court of the State of California for any claim to interpret or enforce this Agreement. Grantee's limited waiver of sovereign immunity is applicable solely to claims by the State of California, through CAL FIRE and its departments, their successors and assigns. This limited waiver of sovereign immunity does not apply to claims by any other person, corporation, partnership, governmental body, or other entity. Claims hereunder shall allow for the remedies of specific performance, injunctive relief, declaratory relief, and monetary damages. The Parties agree to meet and confer to seek to resolve any disputes arising under this Agreement before pursuing legal action against the Tribe.

\_\_\_\_\_  
Name Date

\_\_\_\_\_  
Signature Title or Role

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Jessica A. Puckett, CPRE, Administrative Analyst**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL OF PLAY & PARK  
STRUCTURES HEALTHY KIDS INITIATIVE  
PLAYGROUND GRANT APPLICATION FOR BOB  
KILDEE COMMUNITY PARK PLAYGROUND  
REPLACEMENT**

**BACKGROUND**

Play & Park Structures is a nationally recognized playground manufacturer and distributor based in Chattanooga, Tennessee. The company is owned by PlayCore whose mission is to develop leading research and a complete portfolio of innovative products, programs, and services to build healthy communities through play, recreation, and outdoor spaces. The District has a history of playground installations with Play & Park Structures such as Lokker Park, Quito Park, and Calleguas Creek Park.

The 5,000 sf playground at Bob Kildee Community Park (Bob Kildee) was last replaced in 2013. The playground has pour-in-place rubber surfacing and features seven different components. Staff have proposed \$550,000 towards replacing the playground and surfacing in the 2026-2027 FY Capital Improvement Plan Fund 70 Budget (\$300,000), and Park Impact Fees Fund 40 Budget (\$250,000). The goal is to expand the current footprint out to 7,300 sf from the current 5,000 sf.

**ANALYSIS**

Play & Park Structures is currently conducting the Healthy Kids Initiative matching grant program. The company is allocating up to \$15 million towards playground projects to assist agencies and organizations with creating their dream playground.

The deadline for the grant is June 30, 2026. Certificates awarded through the program are valid through September 30, 2026. Funding covers the cost of play structures only, across seven qualifying product lines: SuperMax, Duramax, Parallax, Totmax, Boulderscapes, Horizons, and Skyline. It does not cover tax, freight, surfacing, or installation. Finalized designs are not required to apply for the grant.

Applying for this grant will not remove proposed funds for the playground replacement. This matching grant opportunity will allow Staff to enhance and further expand on the improvements of the playground at Bob Kildee. Having this additional funding can also provide the District with the opportunity to expand the inclusivity and accessibility of the playground.

### **FISCAL IMPACT**

Applying for the Healthy Kids Initiative grant is not associated with any cost to the District. Final breakdown costs between the playground components, surfacing, landscaping, and installation are still to be determined based on final design. If awarded, the District will be able to double the funds spent on the play components.

### **STRATEGIC PLAN COMPLIANCE**

Meets 2021-2026 Strategic Plan Goal and Strategy

- 1.1.B: Develop sustainable funding sources for implementation of the Strategic Plan, deferred maintenance, priority projects, and on-going operations.

### **RECOMMENDATION**

It is recommended that the Board of Directors approve Staff applying for the 2026 Healthy Kids Initiative by Play & Park Structures for the replacement of the playground at Bob Kildee Community Park for \$550,000.

### **ATTACHMENTS**

- 1) 2025 Grant Policy (2 pages)
- 2) 2026 Healthy Kids Initiative FAQ – How to Apply (6 pages)

## **PURPOSE**

The purpose of this policy is to simplify the process by which Pleasant Valley Recreation and Park District (District) staff apply for grant funding below a designated amount. This policy seeks to expedite applications for grant funding that supports existing District programming and projects. The process laid out within this policy will provide District staff discretion to pursue grant funding in-line with the District's interests while not encumbering additional funds outside of those already designated as matched for grant purposes. This policy is intended to be manageable, consistent, and tailored to the specific needs of the District.

## **POLICY GOALS**

- Expedite the application process for District Staff to submit applications for grant funding opportunities..
- Inform the Board of Directors of non-traditional funding efforts being pursued by Staff to support District programming.
- Promote active searching for funding opportunities previously unknown to the District.

## **POLICY PRINCIPLES**

The Board of Directors recognizes the need to pursue alternative forms of funding to support District programming and facilities. The District will actively identify, assess, and pursue grant opportunities that align with its existing programs and facilities, as well as with the specific directives set by the Board of Directors.

This policy provides the District General Manager, or designee, with the flexibility to approve grant applications in a timely manner while allowing the Board of Directors to continue to review larger requests for funding and to provide funding priority guidance. The Board of Directors, through the budget process, shall set programming and facility priorities. District Staff are authorized to apply for grant with a total value within the General Manager's purchasing limit without requiring Board approval.

If District staff identify a grant opportunity that would benefit the District but exceeds the General Manager's purchasing limit or falls outside existing budget priorities, the grant will be presented at the next scheduled Board meeting for approval before submission. However, if the grant aligns with a Board-approved priority and the application deadline falls before the next scheduled Board meeting, the General Manager is authorized to submit the application and will present a request to the Board at the next scheduled meeting to either approve or deny the application. If the Board denies the application, staff will take the necessary steps to withdraw their application or decline the award.

Generally, District staff will only pursue grant funding for initiatives that are relevant to the District's local government services and that enhance or expand the District's level of service.

## **GRANT APPLICATION POLICY PROCEDURES**

It is the policy of the District to proactively monitor and evaluate grant funding opportunities that align with existing District programming and facilities, in addition to the specific direction of the Board of Directors. This


process involves interaction with private sector entities as well as local, state, and federal government entities regarding identifying non-traditional revenue sources. Accordingly, involvement and participation in regional, state, and national organizations is encouraged and supported by the District.

Discovering grant funding opportunities is a function of the General Manager and/or designated staff. The Grant Application Policy Procedures are the process by which staff will obtain authorization and apply for grant funds in a timely and consistent manner. The General Manager, or designee, will act on grant funding requests utilizing the following procedures:

1. Staff are permitted to complete a grant application for any grants that meet the criteria listed below, a-c. If a grant does not meet these criteria, the General Manager must initially review the grant before Staff may begin the application:
  - a. The proposed funding restrictions and/or requirements are judged by Staff to support District programs, facilities, budget, and strategic plan goals.
  - b. The application for funding does not require a budget adjustment measure to provide matching funds in the current fiscal year.
  - c. The funding request is below the General Manager's purchasing limit.
2. The General Manager will review all Staff applications for grant funding when brought to their attention.
3. The General Manager will approve or deny authorization to submit the grant application for funding after conducting a review of programming or facilities affected and determining if the grant funding aligns with existing District priorities.
4. The General Manager, or designee, must sign all applications before they are formally submitted to the relevant agency or organization.
5. All applications for grant funding submitted through this policy must be communicated to the Board of Directors at the next scheduled Board meeting, even if prior authorization to apply was given. The General Manager or designee will submit a report (either written or verbal) summarizing activity on grant applications to the Board of Directors.
6. When a grant application is submitted under the provisions of the third paragraph of the Policy Principles on page one, Staff will present the submitted application to the Board of Directors at the next scheduled meeting. The Directors will formally approve or reject any funding that may be awarded in connection with said application.

Apply Today for our Healthy Kids Initiative and let us Double Your Playground Budget!

X

CONTACT US (800) 727-1907 VIEW CATALOG 



# Healthy Kids Initiative

**play&park**  
structures<sup>®</sup>  
A PLAYCORE Company



# Apply

[Home](#) / [Blog](#) / [Healthy Kids Initiative FAQ: How to Apply](#)

05/5/2026



# Healthy Kids Initiative FAQ: How To Apply

---

If your organization is considering the **Healthy Kids Initiative** but still has questions about eligibility, funding, or what happens after you apply, this FAQ covers the details. The 2026 application window is open now and closes June 30, 2026. Below are the answers to the questions we hear most.

## What is the Healthy Kids Initiative?

The Healthy Kids Initiative is a playground funding program from Play & Park Structures designed to help communities bring new play spaces to life. The program allocates funding to qualifying organizations, with the goal of maximizing available budgets so communities can build the playground they actually need rather than settling for what they can afford on their own.

## Who is eligible to apply?

Any organization that serves children and could benefit from a new or updated playground is encouraged to apply. Final eligibility is confirmed during the review process, but the program is designed to serve a broad range of community-facing groups. If your work involves creating spaces for children to play, learn, or grow, the application is worth your time.

## What types of organizations typically qualify?

The Healthy Kids Initiative serves seven primary segments: Parks and Recreation departments, public and private schools, early childhood education centers, HOAs, faith-based communities, landscape architects working on eligible sites, and community planners. Approval is determined on a project-by-project basis, not guaranteed by organization type alone.

## What does "up to \$15 million" mean?

"Up to \$15 million" reflects the funding Play & Park Structures has committed to the 2026 Healthy Kids Initiative. Award size and structure are determined during the review process based on project scope and fit. Your local Play Consultant can walk through what the funding may look like for your specific project.

## What does the funding actually cover?

Funding applies to play structures only, across seven qualifying product lines: SuperMax, Duramax, Parallax, Totmax, Boulderscapes, Horizons, and Skyline. It does not cover tax, freight, surfacing, or installation. Applicants should plan their full project budget with those additional costs accounted for separately.

## What is the deadline to apply?

The application deadline is June 30, 2026. Certificates awarded through the program are valid through September 30, 2026, giving approved applicants a 90-day window to move forward with their order.

## What happens after I submit my application?

Once submitted, your application enters the review process. A local Play & Park Structures Play Consultant may reach out for additional context about your project. Decisions are communicated as they are made, and approved applicants receive their certificate with details on next steps.

## How long does the review process take?

Review timing varies by project and application volume. The team works to respond promptly so approved applicants have time to plan within the certificate window. If you have a specific timeline driving your project, note that in your application so the review team has context.

## What is the Community Impact Advantage?



The **Community Impact Advantage** is the broader program within which the Healthy Kids Initiative sits. It provides four resources to approved communities: funding support, public engagement surveys, Design Studio services, and data-driven results tracking.

## Do I need to have a project fully planned before applying?

No. The application is designed as a starting point. A Play Consultant works with approved applicants on design, scope, and product selection after the initial inquiry. Having a general sense of your site and community needs is helpful; a finished plan is not required.

## Can I apply if I'm unsure I qualify?

Yes. The application is a low-commitment first step that helps both you and the Play & Park Structures team determine whether it's a good fit. Your local Play Consultant can answer questions about your specific situation before or after you submit, as well as help you find ways to **fund your playground initiatives**.

## What happens if I miss the deadline?

The 2026 Healthy Kids Initiative application window closes June 30, 2026, and certificates awarded are valid through September 30, 2026. Organizations that miss the window are encouraged to connect with their Play Consultant to explore other **playground funding paths** and to watch for future Healthy Kids Initiative cycles.

## Ready to Apply?

The application takes just a few minutes. If you have questions before starting, your local Play Consultant is available to help. Otherwise, the form below is your next step.

**play&park**  
**structures**<sup>®</sup>

A **PLAYCORE** Company

# Healthy Kids Initiative Application

**First name\***

**Last name\***

**Email\***

**Phone number\***

**Company name\***

**Organization type\***

**Project Name**

**Project Timeline\***

**What is your project budget?\***

**Street address\***

**City\***

**State\***

**Zip Code\***

**Country/Region\***

**Message**

[Empty rounded rectangular input field]



I would like to receive communication from Play & Park Structures regarding future events and promotions

Follow Us on Social Media!

- [LinkedIn](#)
- [Facebook](#)
- [Instagram](#)

protected by reCAPTCHA

Submit

[← Previous](#)



Connect With Us:



**Getting Started**

**Explore Equipment**

**Types Of Playgrounds**

**Be Inspired**

**Find A Consultant**

**FAQ's**

**Warranty**

**Promotions**

**Contact Us**

**Terms and Conditions**

**Privacy Policy**

**Do Not Sell My Personal Information**

**Contact Info**

544 Chestnut St.,  
Chattanooga, TN  
37402

Phone: 800.727.1907

Fax: 423.425.3180

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Matthew Parker, Park Services Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL OF REQUEST FOR BIDS (RFB) FOR CONSTRUCTION AND SOLICITATION OF REQUEST FOR QUALIFICATIONS (RFQ) FOR CONSTRUCTION MANAGEMENT SERVICES – FREEDOM PARK WEST RESTROOM / SNACK BAR PROJECT**

**SUMMARY**

Staff requests Board approval to release a Request for Bids (RFB) for construction and to solicit a Request for Qualifications (RFQ) for construction management services for the Freedom Park West Restroom/Snack Bar Project. The project has completed design, plan check, and permitting, and is ready to proceed with construction procurement.

**BACKGROUND**

Freedom Park, originally conveyed to the District in 1976, serves as a key community recreational facility. The westside restroom and concession stand, constructed in 1981, is outdated and no longer compliant with current ADA standards.

In February 2025, the Board awarded a design contract to BOA Architecture. In April 2025, Staff presented renovation and replacement concepts with estimated costs of approximately \$770,000 and \$2.3 million, respectively. The Board directed staff to return with both a full renovation option and a minimum code-compliance option.

In May 2025, staff presented:

- **Proposal A (Full Renovation):** \$782,740.36
- **Proposal B (Minimum Improvements):** \$363,071.07

The Board approved Proposal A with modifications, including removal of a roof overhang, addition of awnings at the snack bar, and inclusion of a bid alternate for potential electrical upgrades.

## **ANALYSIS**

Following Board direction, BOA Architecture completed construction documents and coordinated agency approvals. Ventura County Environmental Health required plan revisions to address equipment compliance for the snack bar, which were resolved in coordination with the Camarillo Pony Baseball Association and a restaurant equipment supplier.

Final approvals were obtained as follows:

- County Environmental Health approval: February 2026
- City of Camarillo plan check approval: March 2026
- Electrical system upgrades incorporated and approved: April 2026
- Building permit issued: April 2026

With approved plans and permits in place, the project is ready for bidding. Staff recommends releasing an RFB for construction and an RFQ for construction management services. Construction management support will assist with project oversight, quality control, scheduling, coordination, and compliance, which is critical given the project's scope, code requirements, and active park setting.

## **SCHEDULE**

### **Construction (RFB)**

- Release RFB: June 5, 2026
- Mandatory Pre-Bid Meeting: June 23, 2026 (10:00 AM)
- Questions Due: July 10, 2026 (5:00 PM)
- Bids Due: July 22, 2026 (12:00 PM)
- Award of Contract: September 2, 2026

### **Construction Management (RFQ)**

- Release RFQ: June 5, 2026
- Questions Due: June 24, 2026 (5:00 PM)
- Proposals Due: July 15, 2026 (12:00 PM)
- Interview for Shortlisted Firms: Week of July 27, 2026
- Award of Contract: September 2, 2026

## **FISCAL IMPACT**

There is no direct fiscal impact for Board action on this item. Funding for the project is included in the FY 2024-2025 Quimby Fund budget of \$500,000. Final construction and construction management costs will be determined through the bidding process and presented to the Board at the time of contract award. Any necessary budget adjustments will be identified at that time.

## **STRATEGIC PLAN COMPLIANCE**

This project is consistent with the District's 2021–2026 Strategic Plan:

- **3.1:** Modernize park facilities to meet population growth and design standards
- **3.4.C:** Prioritize improvements at Freedom Park

## **RECOMMENDATION**

It is recommended that the Board of Directors:

1. Approve the release of the Request for Bids (RFB) for construction of the Freedom Park West Restroom/Snack Bar Project; and
2. Approve the solicitation of a Request for Qualifications (RFQ) for construction management services; and
3. Authorize the General Manager to take all necessary actions to proceed with the procurement process.

## **ATTACHMENTS**

- 1) Request for Bids (RFB) for Construction (72 pages)
- 2) Construction Plans (12 pages)
- 3) Construction Specifications (363 pages)
- 4) Request for Qualifications (RFQ) for construction management (8 pages)

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**

**CONTRACT DOCUMENTS  
SPECIFICATIONS AND STANDARD DRAWINGS**

**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION  
PROJECT**

**FISCAL YEAR 2026-2027\_**

**SPEC NO. FWRR.09.26.27**

**BID OPENING: Wednesday, July 22, 2026, AT 12:00 P.M.**

1605 E. Burnley Street  
Camarillo, CA 93010

Phone: (805) 482-1996 / Fax: (805) 482-3468

PLEASANT VALLEY RECREATION & PARK DISTRICT  
CALIFORNIA

CONTRACT DOCUMENTS,  
SPECIFICATIONS AND STANDARD DRAWINGS

FOR THE

**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION  
PROJECT**

**SPEC NO. FWRR.09.26.27**

**FISCAL YEAR 2026-2027**

IN THE CITY OF CAMARILLO, CALIFORNIA

Approved by:

---

\_\_\_\_\_ (name), RCE \_\_\_\_\_ Date \_\_\_\_\_  
(title)

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION**  
**PROJECT**

**SPEC NO. FWRR.09.26.27**

**FISCAL YEAR 2026-2027**

**TABLE OF CONTENTS**

TABLE OF CONTENTS.....	i
NOTICE INVITING SEALED BIDS .....	A-1 - A-4
INSTRUCTIONS TO BIDDERS .....	B-1 - B-6
BID FORM .....	C-1 - C-5
BID BOND .....	D-1 - D-2
INFORMATION REQUIRED OF BIDDERS .....	E-1 - E-8
AGREEMENT .....	F-1 - F-4
FAITHFUL PERFORMANCE BOND .....	G-1
LABOR AND MATERIAL BOND .....	H-1 - H-2
WORKERS' COMPENSATION CERTIFICATE.....	I-1
APPRENTICESHIP REQUIREMENTS.....	J-1
GENERAL PROVISIONS .....	GP-1 - GP-6
SPECIAL PROVISIONS.....	SP-1 - SP-23
TECHNICAL SPECIFICATIONS .....	TP-1 – TP-__
CONSTRUCTION DRAWINGS .....	APPENDIX A

**PLEASANT VALLEY RECREATION & PARK DISTRICT  
NOTICE INVITING SEALED BIDS**

**FOR THE**

**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION  
PROJECT  
SPEC NO. FWRR.09.26.27**

**PUBLIC NOTICE IS HEREBY GIVEN THAT:**

Sealed bids will be received at the Office of the Administration Department, 1605 E. Burnley Street

Camarillo, CA 93010, up to the hour of **12:00 P.M. Wednesday, July 22., 2026**, at which time they will be publicly opened and read aloud in the **Administration Conference Room, Camarillo, California**, for performing the following work:

**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION  
PROJECT  
SPEC NO. FWRR.09.26.27**

All in accordance with the plans, specifications, and other contract documents on file in the Parks Department of the Pleasant Valley Recreation & Park District.

The words "**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT, SPEC NO. FWRR.09.26.27**" shall appear on the envelope of each sealed bid, and each sealed envelope shall be addressed to the **Pleasant Valley Recreation and Park District Attn: Park Services Manager, 1605 E. Burnley Street, Camarillo, CA 93010**.

**MANDATORY INFORMATIONAL PRE-BID MEETING.** There will be a Mandatory Informational Pre-Bid meeting on **Tuesday, June 22, 2026, at 10:00 A.M.**, at Freedom Park (Baseball fields parking lot), 275 Pleasant Valley Road, Camarillo, CA 93010.

**DESCRIPTION OF WORK:** The work to be done consists of furnishing all materials, equipment, tools, labor, and incidentals as required in the Plans, Specifications and Contract documents for said project to renovate and modernize the Restroom/Snack Bar building to current building and ADA standards. The work will take place at the **Freedom Park Baseball Field's Restroom/Snack Bar building** in Camarillo, California, and other related work as described in the Specifications and Contract Documents, by reference, made a part hereof. **This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.**

**THE ENGINEER'S ESTIMATE FOR THIS PROJECT IS: \$**                      **.**

**COMPLETION OF WORK:** All work to be done under this contract shall be completed within **ONE HUNDRED, THIRTY-FIVE (135) consecutive working days**, exclusive of maintenance

**periods**, beginning on the date stipulated in the written "Notice to Proceed" to be issued by the Engineer.

**LIQUIDATED DAMAGES:** Liquidated damages of \$250/day will apply to this project. See Special Provisions for detailed information on liquidated damages.

**OBTAINING CONTRACT DOCUMENTS:** Plans, Specifications, and contract documents may be obtained on the District's website at: <http://www.pvrpd.org/request-for-proposals-bids>.

**STATE LABOR STANDARDS & WAGE REQUIREMENTS:** In entering into a public works contract, or a subcontract, to supply goods, services, or materials pursuant to a public works contract, the Contractor and all subcontractors agree to follow the State Labor standards. State Labor standards provisions, including prevailing wage requirements, will be enforced such that the general rate of per diem wages (prevailing wage) shall be paid for each craft, classification, or type of worker needed to execute the contract to all workers employed in the execution of the contract. All contractors and subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) as further described in Article IX of the Agreement. The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations (available at <http://www.dir.ca.gov/DLSR/PWD/index.htm>). The prevailing rate of per diem wages are on file at the Pleasant Valley Recreation & Park District, Department of Parks, 1605 E. Burnley Street, Camarillo, CA 93010, and are available to any interested party on request.

**AWARD OF CONTRACT:** Each contractor and subcontractor listed on the bid must be registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5, subject to the limited exceptions set forth in Labor Code Section 1771.1(a) (regarding the submission of a bid as authorized by Business & Professions Code Section 7029.1 or Public Contract Code Section 10164 or 20103.5, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded).

**SUBCONTRACTOR'S LIST:** Bidder understands that if he or she fails to specify a subcontractor for any portion of the work to be performed under the contract, he or she shall be deemed to have agreed to perform such portion himself and that he or she shall not be permitted to sublet or subcontract that portion of the work except in cases of public emergency or necessity. In compliance with the provisions of Section 4100 through 4107 of the Public Contract Code of the State of the California and any amendments thereto, the undersigned bidder has set forth on the form provided therefor, the name and location of the place of business of each subcontractor who will perform work or labor or render services to the prime contractor, in or about the construction of or improvements to be performed, under the contract documents to which the attached bid is responsive including special fabrication and installation, and the portion of the work which will be done by each subcontractor for each subcontract in excess of one-half of one percent (1/2%) of this total bid or, in the case of bids for the construction of street and highways, including bridges, in excess of one-half of one percent (1/2%) of this total bid or \$10,000.00, whichever is greater. Additionally, once a subcontractor has been listed in the bid, another subcontractor may not be substituted unless the appropriate statutory procedure is followed and the District consents to the substitution.

**BID GUARANTY:** Bids must be accompanied by cash, or by cashier's or certified check made payable to the Pleasant Valley Recreation & Park District, or by a **bid bond** executed by an admitted surety insurer on the bond form provided herein, in the amount of **ten percent (10%)** of the amount of bid price, made payable to the Pleasant Valley Recreation & Park District as a guarantee that the bidder, whose bid is accepted, will promptly execute the contract, secure payment of workers' compensation insurance, and furnish a satisfactory **faithful performance bond** in the amount of **one hundred percent (100%)** of the total bid price and a **payment bond** (labor and material bond) in the amount of **one hundred percent (100%)** of the total bid price which complies with all of the requirements of Civil Code Section 9554.

**RETENTION:** The District will deduct a five percent (5%) retention from all progress payments as specified in Section 7-3.2 of the 2021 Standard Specifications for Public Works Construction. The District in accordance with Public Contract Code Sect. 22300 shall permit the substitution of securities for any moneys withheld by a public agency to ensure performance under a contract. The District hereby incorporates herein all of the provisions set forth in Public Contract Code Sect. 22300.

**CONTRACTOR'S LICENSE:** At the time of "Award of the Contract", the Prime Contractor must have a valid California State Contractor's License with a classification of **"A" or "B"** in accordance with provisions of California Business and Professions Code Sections 7000 through 7145 and the contractor shall warrant that it and all subcontractors are properly licensed, which includes each entity having a local business license.

**DISTRICT'S RIGHTS RESERVED:** The District reserves the right to reject any and all bids or to waive any irregularities or informalities in any bids or in the bidding, should it deem this necessary for the public good, and also the bid of the bidder who has been delinquent or unfaithful in any former contract with the Pleasant Valley Recreation & Park District. No bidder may withdraw his or her bid for a period of **sixty (60) days** after the date from the opening thereof.

**BID REGISTRATION:** Only registered plan holders will be permitted to submit a bid for the project. To register to bid on this project, email the [REDACTED], [REDACTED], at [REDACTED], 72 hours prior to bids being due with the following information: Name of company, company address, name of contact, phone number, fax number, and contact's email address. The subject line of the email must state: **BID REGISTRATION FOR FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT, SPEC NO. FWRR.09.26.27.**

**BID QUESTIONS:** All bid questions shall be submitted by email to Matthew Parker, Park Services Manager at [mparker@pvrpd.org](mailto:mparker@pvrpd.org) for the benefit of all proposed bidders. The questions shall be submitted no later than July 10, 2026 (5:00 PM) for a response.

**BID RESULTS:** Bid results shall also be available on the Pleasant Valley Recreation & Park District's website (<http://www.pvrpd.org/>) within 48 hours after bid opening.

## INSTRUCTIONS TO BIDDERS

**BID REGISTRATION:** Only registered plan holders will be permitted to submit a bid for the project. To register to bid on this project, email [REDACTED], at [REDACTED] at least 72 hours prior to bids being due with the following information: Name of company, company address, name of contact, phone number, fax number, and contact's email address. The subject line of the email must state: **BID REGISTRATION FOR FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT, SPEC NO. FWRR.09.26.27.**

**BID FORM:** All bids shall be submitted on the Bid Forms provided herein for the **FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT, SPEC NO. FWRR.09.26.27.** All information requested therein must be clearly and legibly set forth in the manner and form indicated. The District will not consider any bid not meeting these requirements.

**DELIVERY OF BIDS:** The bids shall be delivered by the time and to the place stipulated in the "Notice Inviting Sealed Bids." It is the bidder's sole responsibility to see that his or her bid is received in proper time. Any bid received after the scheduled closing time for receipt of bids will be returned to the bidder unopened. Bidders or their authorized agents are invited to be present at bid opening.

**MODIFICATIONS AND ALTERNATIVE BIDS:** Unauthorized conditions, limitations, or provisos attached to a bid will render it unresponsive and may cause its rejection. The complete bid forms shall be without alterations or erasures, unless each such correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the bid. Alternative bids will not be considered unless called for. No oral, telegraphic, or telephonic bid or modifications will be considered.

**WITHDRAWAL OF BID:** The bid may be withdrawn upon request by the bidder without prejudice to himself prior to, but not after the time fixed for opening of bids, provided that the request is in writing, has been executed by the bidder or his or her duly authorized representative, and is filed with the Clerk of the Board. **No bid may be withdrawn during the period of sixty (60) days after the opening of bids.**

**BID GUARANTY:** Each bid shall be accompanied by cash, or a cashier's or certified check, or by a bid bond in the amount of **ten percent (10%)** of the amount named in the bid. Said check or bond shall be made payable to the District and shall be given as a guarantee that the bidder, if awarded the work, will enter into a contract within fifteen (15) days after written notice of the award and will furnish the necessary bonds as hereinafter provided. In case of refusal or failure to enter into said contract, the check or bond, as the case may be, shall be forfeited to the District. No bidder's bond will be accepted unless it conforms substantially to the form furnished by the District, which is bound herein, and is properly filled out and executed.

**DISCREPANCIES IN BIDS:** In case of discrepancy between numeric and handwritten amounts, the handwritten amount shall prevail. In case of discrepancy between the unit cost and the total set forth for that item, the unit cost shall prevail, provided however, if the amount set forth as a unit

cost is ambiguous, unintelligible, or uncertain for any cause, or if is omitted, or in the case of unit basis items, is the same amount as the entry in the "Total Item Amount" column, then the amount set forth in the "Total Item Amount" column for the item shall prevail in accordance with the following:

- (1) As to lump sum items, the amount set forth in the "Total Item Amount" column shall be the item price.
- (2) As to unit basis items, the amount set forth in the "Total Item Amount" column shall be divided by the estimated quantity for the item and the price thus obtained shall be the unit costs.

If the "Total Contract Amount" does not equal the sum of the item totals, then the Engineer, after resolving any discrepancy in the item price totals, shall sum the total column and the resultant amount shall be considered the "Total Contract Amount".

**COMPETENCY OF BIDDERS:** In selecting the lowest responsible bidder, consideration will be given not only to the financial standing but also to the general competency of the bidder for the performance of the work covered by the plans and specifications. To this end, each bid shall be supported by a statement of the bidder's experience on the form entitled "**Information Required of Bidder**" bound herein. No bid will be awarded to a Contractor who, at the time of the bid opening and "Award of the Contract", is not licensed in accordance with the laws of the State of California under applicable provisions of the Business and Professions Code or from a Contractor who has failed to demonstrate the attributes of trustworthiness, quality, fitness, capacity and experience to satisfactorily perform the public works contract. The Contractor shall include the Contractor's license number, license classification, and license expiration date on the form furnished herein entitled "Information Required of Bidders." The licensing requirements for Contractors shall apply also to Subcontractors. In addition, any contractor or subcontractor who is ineligible under [Lab C §§1777.1](#) and [1777.7](#) is prohibited from working on this Project.

**SUBCONTRACTOR'S LIST:** Bidder understands that if he or she fails to specify a subcontractor for any portion of the work to be performed under the contract, he or she shall be deemed to have agreed to perform such portion himself and that he or she shall not be permitted to sublet or subcontract that portion of the work except in cases of public emergency or necessity. In compliance with the provisions of Section 4100 through 4107 of the Public Contract Code of the State of the California and any amendments thereto, the undersigned bidder has set forth on the form provided therefor, the name and location of the place of business of each subcontractor who will perform work or labor or render services to the prime contractor, in or about the construction of or improvements to be performed, under the contract documents to which the attached bid is responsive including special fabrication and installation, and the portion of the work which will be done by each subcontractor for each subcontract in excess of one-half of one percent (1/2%) of this total bid or, in the case of bids for the construction of street and highways, including bridges, in excess of one-half of one percent (1/2%) of this total bid or \$10,000.00, whichever is greater. Additionally, once a subcontractor has been listed in the bid, another subcontractor may not be substituted unless the appropriate statutory procedure is followed and the District consents to the substitution.

**BIDDER'S EXAMINATION OF SITE:** Each bidder shall examine carefully the site of the proposed work and the contract documents herein. It will be assumed that the bidder has investigated and is satisfied as to the conditions to be encountered; as to the character, quality, and quantity of the materials to be furnished; and as to the requirements of the contract, specifications, and drawings. The name of the individual who examined the site of the work and the date of such examination shall be stated in the form entitled "Information Required of Bidder" in the space provided therefor.

**EQUIVALENT MATERIALS:** Approval of equipment and materials offered as equivalents to those specified must be obtained in writing from the District. Requests for consideration of equivalents must be submitted in writing allowing five (5) working days for complete consideration of all specifications, samples, references, tests, and other details to the full satisfaction of the District.

**TAXES:** No mention shall be made in the bid of Sales Tax, Use Tax, or any other tax, as all amounts bid will be deemed and held to include any such taxes that may be applicable.

**DISQUALIFICATION OF BIDDERS:** More than one bid from an individual, firm partnership, corporation, or association under the same or different names will not be considered. Reasonable grounds for believing that any bidder is interested in more than one bid for the work contemplated will cause the rejection of all bids in which such bidder is interested. If there is reason for believing that collusion exists among the bidders, all bids will be rejected and none of the participants in such collusion will be considered in future bids. Similarly, failure to comply with the registration requirements of Labor Code Section 1725.5, as further described in the Notice Inviting Bidders, will disqualify a Bidder.

**RETURN OF BID GUARANTIES:** Within **ten (10) days** after award of the contract, the District will return the bid guaranties made by check accompanying each of the bids except for the three (3) lowest bidders. All other bid guaranties made by check will be held until the contract has been finally executed. They will then be returned to the respective bidders whose bids they accompany. Bid guaranties made by bond shall be void according to the bid bond language, page D-1.

**AWARD OF CONTRACT:** Bids will be compared on the basis of the lowest possible cost and the contract, if awarded, will be awarded to a responsible bidder whose bid complies with the requirements of these specifications. The award, if made, will be made within **sixty (60) days** after the opening of the bids, provided that the award may be made after said period if the successful bidder shall not have given the District written notice of the withdrawal of his or her bid.

**EXECUTION OF CONTRACT:** The bidder to whom award is made shall execute a written contract with the District on the form agreement provided, and shall secure all insurance and bonds as herein provided within **fifteen (15) days** from the date of written notice of the award. Failure or refusal to enter into a contract as herein provided, or to conform to any of the stipulated requirements in connection therewith shall be just cause for the annulment of the award and the forfeiture of the bid guaranty.

If the successful bidder refuses or fails to execute the contract, the District may award the contract to the second lowest responsible bidder. If the second lowest responsible bidder refuses or fails to execute the contract, the District may award the contract to the third lowest responsible bidder. On the failure or refusal of such second or third lowest bidder to execute the contract, such bidder's guaranty shall be likewise forfeited to the District. The work may then be re-advertised.

**INSURANCE: Certificates in the amounts required shall be furnished by the Contractor to the District and approved by the District prior to the commencement of work.**

The Contractor and its subcontractors shall maintain insurance in conformance with the requirements set forth below. Contractor will use existing coverage to comply with these requirements. If that existing coverage does not meet the requirements set forth herein, Contractor agrees to amend, supplement, or endorse the existing coverage to do so.

Contractor acknowledges that the insurance coverage and policy limits set forth in this section constitute the minimum amount of coverage required. Any insurance proceeds available to Contractor or its subcontractors in excess of the limits and coverage identified in this Agreement and which is applicable to a given loss, claim or demand, will be equally available to District.

Contractor shall provide the following types and amounts of insurance:

Without limiting Contractor's indemnification of District, and prior to commencement of Work, Contractor shall obtain, provide and maintain at its own expense during the term of this Agreement, policies of insurance of the type and amounts described below and in a form satisfactory to District:

**General liability insurance.** Contractor shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than **\$5,000,000 per occurrence, \$10,000,000 general aggregate** on an "occurrence" basis, for bodily injury, personal injury, and property damage, and a **\$10,000,000 completed operations aggregate**. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

**Automobile liability insurance.** Contractor shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Contractor arising out of or in connection with Work to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than \$5,000,000 combined single limit for each accident.

**Umbrella or excess liability insurance.** Contractor shall obtain and maintain an umbrella or excess liability insurance that will provide bodily injury, personal injury and property damage liability coverage at least as broad as the primary coverages set forth above, including commercial general liability and employer's liability. Such policy or policies shall include the following terms and conditions:

- A drop down feature requiring the policy to respond in the event that any primary insurance that would otherwise have applied proves to be uncollectable in whole or in part for any reason;
- Pay on behalf of wording as opposed to reimbursement;
- Concurrency of effective dates with primary policies;
- Policies shall “follow form” to the underlying primary policies; and
- Insureds under primary policies shall also be insureds under the umbrella or excess policies.

**Workers’ compensation insurance.** Contractor shall maintain Workers’ Compensation Insurance (Statutory Limits) and Employer’s Liability Insurance (with limits of at least \$1,000,000) for Contractor’s employees in accordance with the laws of the State of California, Section 3700 of the Labor Code. In addition, Contractor shall require each subcontractor to similarly maintain Workers’ Compensation Insurance and Employer’s Liability Insurance in accordance with the laws of the State of California, Section 3700 for all of the subcontractor’s employees.

Contractor shall submit to District, along with the certificate of insurance, a Waiver of Subrogation endorsement in favor of District, its officers, agents, employees and volunteers.

**Pollution liability insurance.** Environmental Impairment Liability Insurance shall be written on a Contractor’s Pollution Liability form or other form acceptable to District providing coverage for liability arising out of sudden, accidental and gradual pollution and remediation. The policy limit shall be no less than \$1,000,000 dollars per occurrence or claim, and \$2,000,000 policy aggregate. All activities contemplated in this Agreement shall be specifically scheduled on the policy as “covered operations.” The policy shall provide coverage for the hauling of waste from the project site to the final disposal location, including non-owned disposal sites.

Products/completed operations coverage shall extend a minimum of three (3) years after project completion. Coverage shall be included on behalf of the insured for covered claims arising out of the actions of independent contractors. If the insured is using subcontractors, the Policy must include work performed “by or on behalf” of the insured. Policy shall contain no language that would invalidate or remove the insurer’s duty to defend or indemnify for claims or suits expressly excluded from coverage. Policy shall specifically provide for a duty to defend on the part of the insurer. The District, its officials, officers, agents, and employees, shall be included as insureds under the policy.

**Builder’s risk insurance.** Upon commencement of construction and with approval of District, Contractor shall obtain and maintain builder’s risk insurance for the entire duration of the project until only the District has an insurable interest. The Builder’s Risk coverage shall include the coverages as specified below.

The named insureds shall be Contractor and District, including its officers, officials, employees, and agents. All subcontractors (excluding those solely responsible for design Work) of any tier and suppliers shall be included as additional insureds as their interests may appear. Contractor shall not be required to maintain property insurance for any portion of the project following transfer of control thereof to District. The policy shall contain a provision that all proceeds from the builder's risk policy shall be made payable to the District. The District will act as a fiduciary for all other interests in the project.

The policy shall be provided for replacement value on an "all risk" basis for the completed value of the project. There shall be no coinsurance penalty or provisional limit provision in any such policy. The policy must include: (1) coverage for any ensuing loss from faulty workmanship, Nonconforming Work, omission or deficiency in design or specifications; (2) coverage against machinery accidents and operational testing; (3) coverage for removal of debris, and insuring the buildings, structures, machinery, equipment, materials, facilities, fixtures and all other properties constituting a part of the project; (4) Ordinance or law coverage for contingent rebuilding, demolition, and increased costs of construction; (5) transit coverage (unless insured by the supplier or receiving contractor), with sub-limits sufficient to insure the full replacement value of any key equipment item; (6) Ocean marine cargo coverage insuring any project materials or supplies, if applicable; (7) coverage with sub-limits sufficient to insure the full replacement value of any property or equipment stored either on or off the Site or any staging area. Such insurance shall be on a form acceptable to District to ensure adequacy of terms and sublimits and shall be submitted to the District prior to commencement of construction.

### **Other provisions or requirements**

**Proof of insurance.** Contractor shall provide certificates of insurance to District as evidence of the insurance coverage required herein, along with a waiver of subrogation endorsement for workers' compensation. Insurance certificates and endorsements must be approved by District's risk manager prior to commencement of performance. Current certification of insurance shall be kept on file with District at all times during the term of this contract. District reserves the right to require complete, certified copies of all required insurance policies, at any time.

**Duration of coverage.** Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the Work hereunder by Contractor, his agents, representatives, employees or subcontractors. Contractor must maintain general liability and umbrella or excess liability insurance for as long as there is a statutory exposure to completed operations claims. District and its officers, officials, employees, and agents shall continue as additional insureds under such policies.

**Primary/noncontributing.** Coverage provided by Contractor shall be primary and any insurance or self-insurance procured or maintained by District shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the

benefit of District before the District's own insurance or self-insurance shall be called upon to protect it as a named insured.

**District's rights of enforcement.** In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by District will be promptly reimbursed by Contractor or District will withhold amounts sufficient to pay premium from Contractor payments. In the alternative, District may cancel this Agreement.

**Acceptable insurers.** All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the District's risk manager.

**Waiver of subrogation.** All insurance coverage maintained or procured pursuant to this agreement shall be endorsed to waive subrogation against District, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Contractor or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Contractor hereby waives its own right of recovery against District, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

**Enforcement of contract provisions (non estoppel).** Contractor acknowledges and agrees that any actual or alleged failure on the part of the District to inform Contractor of non-compliance with any requirement imposes no additional obligations on the District nor does it waive any rights hereunder.

**Requirements not limiting.** Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Contractor maintains higher limits than the minimums shown above, the District requires and shall be entitled to coverage for the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

**Notice of cancellation.** Contractor agrees to oblige its insurance agent or broker and insurers to provide to District with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

**Additional insured status.** General liability policies shall provide or be endorsed to provide that District and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

**Prohibition of undisclosed coverage limitations.** None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to District and approved of in writing.

**Separation of insureds.** A severability of interests provision must apply for all additional insureds ensuring that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

**Pass through clause.** Contractor agrees to ensure that its subconsultants, subcontractors, and any other party involved with the project who is brought onto or involved in the project by Contractor, provide the same minimum insurance coverage and endorsements required of Contractor. Contractor agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Contractor agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the project will be submitted to District for review.

**Agency's right to revise requirements.** The District reserves the right at any time during the term of the contract to change the amounts and types of insurance required by giving the Contractor a ninety (90) day advance written notice of such change. If such change results in substantial additional cost to the Contractor, the District and Contractor may renegotiate Contractor's compensation.

**Self-insured retentions.** Any self-insured retentions must be declared to and approved by District. District reserves the right to require that self-insured retentions be eliminated, lowered, or replaced by a deductible. Self-insurance will not be considered to comply with these specifications unless approved by District.

**Timely notice of claims.** Contractor shall give District prompt and timely notice of claims made or suits instituted that arise out of or result from Contractor's performance under this Agreement, and that involve or may involve coverage under any of the required liability policies.

**Additional insurance.** Contractor shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the Work.

**BONDS: The required bonds in the amounts required shall be furnished by the Contractor to the District and approved by the District prior to the commencement and throughout the duration of the work.**

The Contractor shall secure with a responsible corporate surety or corporate sureties, satisfactory bonds conditioned upon faithful performance by the Contractor, of all requirements under the contract and upon the payment of claims of material supplier and laborers thereunder. The **Faithful Performance Bond** shall be in the sum of not less than **one hundred percent (100%)** of the estimated aggregate amount of the payments to be made under the contract computed on the basis of the prices stated in the bid. The **Payment Bond** (Labor and Material Bond) shall be in the sum

of not less than **one hundred percent (100%)** of the estimated aggregate amount of the payments to be made under the contract computed on the basis of the prices stated in the bid.

The payment bond shall contain the original notarized signature of an authorized officer of the surety and affixed thereto shall be a certified and current copy of his power of attorney. **The payment bond shall be unconditional and remain in force during the entire term of the contract** agreement and shall be null and void only if the Contractor completely and faithfully pays all subcontractors and suppliers

**SUFFICIENCY OF INSURER OR SURETY FOR PAYMENT BOND AND PERFORMANCE BOND:** All insurers are to be rated A or better according to the most recent Best Rating Guide or The Key Rating Guide, and only if they are of a financial category Class VII or better, unless such requirements are waived by the Risk Manager of the District due to unique circumstances. All sureties shall be admitted surety insurers authorized to do business in the State of California by the Insurance Commissioner. Should the District object to the sufficiency of the insurer or surety the Contractor shall immediately deliver to the District the following documents:

- (a) A copy of the “Certificate of Authority” of the Insurer or Surety issued by the Insurance Commissioner, which authorizes the Insurer or Surety to transact surety insurance in the State of California; or
- (b) A certificate from the Clerk of the County of Ventura that the “Certificate of Authority” of the Insurer or Surety has not been surrendered, revoked, canceled, annulled, or suspended or, in the event the “Certificate of Authority” of the Insurer or Surety has been suspended, that renewed authority has been granted.

Failure of Contractor to timely deliver these documents shall require the District to refrain from entering the agreement, as Contractor will be deemed to have failed to ensure the sufficiency of the Insurer or Surety to the satisfaction of the District, as required by the provisions of the Bond and Undertaking Law, Code of Civil Procedure 995.660. Upon receipt of any bonds, District shall contact the bond company to verify the bond’s validity.

**EVIDENCE OF RESPONSIBILITY:** Upon the request of the District, a bidder whose bid is under consideration for the award of the contract shall submit promptly to the District satisfactory evidence showing the bidder's financial resources, his or her construction experience, and his or her organization and plant facilities available for the performance of the contract.

**EMPLOYMENT OF APPRENTICES:** Attention is directed to the provisions in Sections 1777.5 and 1777.6 of the California Labor Code concerning employment of apprentices by the Contractor, or any Subcontractor under the Contractor. The Contractor, and any Subcontractor under the Contractor, shall comply with the requirements of said sections in the employment of apprentices; however, the Contractor shall have full responsibility for compliance with said Labor Code sections for all apprenticeable occupations, regardless of any other contractual or employment relationships alleged to exist.

**WAGE RATES:** In entering into a public works contract, or a subcontract, to supply goods services, or materials pursuant to a public works contract, the Contractor, or subcontractor, offers and agrees to follow the State Labor standards. State Labor standards provisions, including prevailing wage requirements, will be enforced. The State General Prevailing Wage Determination is as established by the California Department of Industrial Relations (available at <http://www.dir.ca.gov/DLSR/PWD/index.htm>). The general rate of per diem wages (prevailing wage) shall be paid for each craft, classification, or type of worker needed to execute the contract to all workers employed in the execution of the contract. The prevailing rate of per diem wages are on file at the Pleasant Valley Recreation & Park District, Department of Parks, 1605 E. Burnley Street, Camarillo, CA 93010, and are available to any interested party on request.

California Labor Code section 1773.3 requires that public agencies notify the DIR when public projects are awarded within 30 days of award and the imposition of a fine at a rate of \$100 per day, not to exceed \$10,000, was authorized for failure to provide notification. At the time of award, the bidder will be requested to provide DIR Award Notification Data for each General Contractor and for each Sub-contractor performing work on the project which data will be necessary to notify DIR of the award. If the Contractor fails to provide the requested DIR Award Notification Data within 30 days after the issuance of the Notice of Award/Notice to Proceed, thereby causing District to incur the imposition of a fine by the DIR, such fine will be imposed upon the General Contractor for reimbursement.

**SAFETY PERMIT:** The Contractor, and not the District, shall be responsible for performing safety inspections for this project. Particular attention is called to Subsection 7-10.4.1 of the Standard Specifications for Public Works Construction, which requires orders issued by the California Division of Occupational Health and Safety (Cal/OSHA). The Contractor, if needed, shall secure a permit for excavation and trenching from Cal/OSHA and shall file a copy of such permit with the Engineer prior to commencement of work.

**CARB CERTIFICATES:** Before award of contract and for a project involving the use of in-use off-road diesel-fueled vehicles, as defined by 13 CCR 2449, bidder shall obtain and provide to District copies of the valid Certificates of Reported Compliance, as described in 13 CCR 2449(n), for the fleet performing services pursuant to this bid and all listed subcontractors.

**OTHER PERMITS, FEES, AND LICENSES:** The Contractor shall, prior to the start of construction, obtain a "Construction Permit" from the District. This will be a **NO FEE Permit**. In addition, the Contractor, and **ALL** sub-contractors, shall possess a **City business license** at the time of application for the Construction Permit and for the duration of the contract. The amount of the business license fee may be obtained from the City of Camarillo.

**BID FORM**

**FIRM NAME:** \_\_\_\_\_

**POINT OF CONTACT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**TELEPHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**FOR THE**

**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION  
PROJECT**

**SPEC NO. FWRR.09.26.27**

**FISCAL YEAR 2026-2027**

**PLEASANT VALLEY RECREATION & PARK DISTRICT**

**BID FOR THE  
FREEDOM PARK RESTROOM / SNACK BAR RENOVATION  
PROJECT**

**SPEC NO. FWRR.09.26.27**

TO THE PLEASANT VALLEY RECREATION & PARK DISTRICT:

This Bid is submitted in accordance with the advertised “Notice Inviting Sealed Bids” to perform all work and improvements therein described, and to furnish all labor and materials, equipment and incident insurance necessary therefor, in accordance with the specifications therefor known as “**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT, SPEC NO. FWRR.09.26.27**” which are on file in the office of the Parks of the Pleasant Valley Recreation & Park District.

Definition of Terms (for a complete definition of terms, see Standard Specifications for Public Works Construction, 2021 Edition):

CY .....Cubic yard  
EA .....Each  
LF .....Linear foot  
LS .....Lump sum  
SF .....Square foot  
SY .....Square yard  
TON .....Ton

The undersigned Bidder hereby proposes and agrees to enter into a contract to perform the work and improvements therein mentioned to the satisfaction of and under the supervision of the Parks of the Pleasant Valley Recreation & Park District, duly appointed for said work in the matter of the construction and installation of “**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT, SPEC NO. FWRR.09.26.27**”, for the sum set forth in the following schedule:

NOTE: The estimated quantities shown herein are approximate and to be used only for comparison of bids. Payment for quantities will be made for actual materials used on the job and based on the unit costs shown below. The District reserves the right to increase or decrease the amount of any quantity shown and to delete all or any item from the contract.

**PLEASANT VALLEY RECREATION & PARK DISTRICT**

**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT  
SPEC NO. FWRR.09.26.27**

**BID SCHEDULE**

THE FOLLOWING SCHEDULE OF VALUES IS ONLY A LIMITED LIST AND MAY NOT CAPTURE ALL ITEMS IN THE CONSTRUCTION DOCUMENTS						
ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COST	TOTAL ITEM AMOUNT	DRAWING SHEET
1.	MOBILIZATON, DEMOLITION, INSURANCE AND BONDS	1	LS			
2.	CONCRETE SLAB	1	LS			A1.0, A4.1
3.	DETECTABLE WARNING DOMES	1	LS			A4.1
4.	METAL ROOF DORMER, METAL AWNING, METAL LOUVERS, & METAL GATE	1	LS			A2.0, A3.0, A4.0, A4.1
5.	MISCELLANEOUS CARPENTRY	1	LS			A4.0
6.	METAL FLASHING, AND ROOF REPAIR	1	LS			A2.0, A3.0, A4.0, A4.1
7.	WINDOWS, DOORS & DOOR FRAMES WITH HARDWARE, ROLL-UP DOORS, AND SOLATUBES	1	LS			A1.0, A3.0, A4.0, A4.1
8.	PATCHING OF PLASTER & GYP BOARD @ WALLS	1	LS			A1.0, A2.0, A3.0
9.	PRESSURE WASH INTERIOR & EXTERIOR AND PAINTING OF BUILDING, AND CAULKING	1	LS			A1.0, A3.0
10.	CONCRETE POLISH AT RESTROOMS FLOORS	1	LS			A1.0, A2.0
11.	SELECTED FLOOR AREAS WITH NEW QUARRY TILE AT CONCRETE FLOOR AND NEW QUARRY BASE TILE WORK, COMPLETE WITH GROUT AND SEALING	1	LS			A1.0, A2.0
12.	RESTROOMS WALLS PORCELAIN TILE, COMPLETE WITH GROUT AND SEALING	1	LS			A3.0, A4.0
13.	ALL RESTROOM ACCESSORIES, AND RESTROOM SIGNAGES	1	LS			A1.0, A3.0, A4.0

THE FOLLOWING SCHEDULE OF VALUES IS ONLY A LIMITED LIST AND MAY NOT CAPTURE ALL ITEMS IN THE CONSTRUCTION DOCUMENTS

ITEM NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	UNIT COST	TOTAL ITEM AMOUNT	DRAWING SHEET
14.	ALL RESTROOM SOLID PHENOLIC PARTITION SYSTEMS	1	LS			A1.0, A3.0
15.	ALL NEW KITCHEN EQUIPMENT & LOCKERS	1	LS			A1.0, A2.0, A3.0
16.	SUPPLY FAN	1	LS			A2.0, A3.0
17.	ALL PLUMBING FIXTURES, REQUIRED BACK SUPPORTS, VENTING PIPES, SUPPLY PIPES, AND ACCESSORIES	1	LS			A1.0, A3.0, A4.0
18.	SERVICE, ELECTRICAL PANELS, TRANSFORMER, BREAKER, POWER, SWITCHING, DISTRIBUTION, OCCUPANCY SENSORS, INTERIOR & EXTERIOR LIGHT FIXTURES, DATA & COMMUNICATION CONDUITS,	1	LS			A1.0, A2.0, A3.0, ELECT. SHEETS
19.	<b>AND EVERYTHING NOT INCLUDED IN THE ABOVE LIST</b>					
20.						
21.						
22.						
TOTAL BID AMOUNT IN FIGURES					\$	

TOTAL BID AMOUNT IN WORDS \_\_\_\_\_  
 \_\_\_\_\_

Bidder's Signature \_\_\_\_\_

Title \_\_\_\_\_

Company Name \_\_\_\_\_

Date \_\_\_\_\_

IN CASE OF DISCREPANCY BETWEEN THE WORDS AND FIGURES, THE WORDS SHALL PREVAIL.

Quantities provided for the Freedom Park Restroom and Snack Bar Building Accessibility Improvements, are approximate numbers. The contractor shall verify quantities by means of construction drawings and site visit to verify measurements. These numbers herein are provided for contractor convenience.

## RESOLUTION OF CONSTRUCTION CLAIMS

(To Be Executed By Bidder and Submitted With Bid)

When a Public Works claim is made to the District, the District will conduct a reasonable review of the claim and, within 45 days, provide the claimant with a written statement identifying what portion of the claim is disputed and what portion is undisputed and both parties shall work to resolve the claim as by Public Contract Code 9204. (A copy of Section 9204 may be found in the Special Provisions, under "Resolution of Construction Claims").

Additionally, in all Public Works claims, which may arise between the Contractor and the District which do not exceed the sum of three hundred seventy-five thousand dollars (\$375,000), the requirements of California Public Contract Code, Section 20104 through 20104.6, inclusive, shall apply. (A copy of said Code Sections may be found in the Special Provisions, under "Resolution of Construction Claims of \$375,000 or Less".) Said Code Sections shall apply for the purpose of filing claims and civil actions for claims as defined in Section 20104 of the Public Contract Code.

The bidder's signature is required to verify he/she has reviewed the Code Sections.

---

Bidder Name

---

Signature of Bidder

---

Dated

**BID BOND**  
(10% of the Bid Amount)

**KNOW ALL MEN BY THESE PRESENTS** that we \_\_\_\_\_  
as Principal, hereinafter referred to as "Contractor" and \_\_\_\_\_  
as Surety, are held and firmly bound unto the Pleasant Valley Recreation & Park District,  
hereinafter called the "District," in the sum of \_\_\_\_\_  
\_\_\_\_\_ Dollars (\$\_\_\_\_\_), for the  
payment of which sum well and truly to be made, we bind ourselves, our heirs, executors,  
administrators, and successors, jointly and severally, firmly by these presents. The conditions of  
this obligation are such that whereas the Contractor submitted to the District a certain Bid, attached  
hereto and hereby made a part hereof, to enter into a contract in writing for the \_\_\_\_\_

and will furnish all required certificates of insurance and bonds as required by the Contract.

**NOW, THEREFORE**, if said Bid shall be rejected; or in the alternate, if said Bid is accepted, and  
the Contractor (i) executes and delivers a contract in the prescribed form of the Agreement, (ii)  
delivers certificates evidencing that the required insurance is in effect, (iii) executes and delivers  
Performance and Payment Bonds in the forms prescribed, and (iv) in all other respects performs  
the agreement created by the acceptance of said Bid, then this obligation shall be void; otherwise  
this obligation shall remain in full force and effect, it being expressly understood and agreed that  
the liability of the Surety for any and all default of the Contractor hereunder shall be the amount  
of this obligation as herein stated. In the event suit is brought upon this bond by District and  
judgment is recovered, Surety shall pay all costs incurred by District in said suit, including a  
reasonable attorney's fee to be fixed by the court.

The Surety, for the value received, hereby stipulates and agrees that the obligations of said Surety  
and its bond shall in no way be impaired or affected by an extension of the time within which the  
District may accept such a bid; and said Surety does hereby waive notice of any such extension.

IN WITNESS WHEREOF, the above-bound parties have executed this instrument under their  
several seals this \_\_\_\_ day of \_\_\_\_\_, 202\_\_, the name and corporate seal of  
each corporate party being hereto affixed and these presents duly signed by its undersigned  
representative, pursuant to authority of its governing body.

ATTEST:

\_\_\_\_\_  
(Contractor)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(By)

\_\_\_\_\_  
(Title)

ATTEST:

\_\_\_\_\_  
(Surety)

\_\_\_\_\_  
(Address)

\_\_\_\_\_

\_\_\_\_\_  
(By)

\_\_\_\_\_  
(Title)

(To be filled in by Surety):

The rate of premium on this bond is \$ \_\_\_\_\_ per thousand.

The total amount of premium charged is \$ \_\_\_\_\_

**NOTARY PUBLIC ATTACH CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT**

## INFORMATION REQUIRED OF BIDDERS

**The bidder is required to supply the following information.**

(Additional sheets may be attached if necessary.)

- (1) Address: \_\_\_\_\_
- (2) Telephone: \_\_\_\_\_
- (3) Type of Firm: \_\_\_\_\_  
(Individual, Partnership, or Corporation)
- (4) Contractor's State License Classification \_\_\_\_\_ Expiration date \_\_\_\_\_
- (5) Corporate organized under the laws of the State of: \_\_\_\_\_
- (6) Is 51% or more of the business owned by: American Indian ( ), Asian ( ), Black ( ), Hispanic ( ), Female ( ), Other (Specify) \_\_\_\_\_.
- (7) List the names and addresses of all members of the firm, or names and titles of all officers of the corporation.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(8) Number of years of experience as a Contractor in construction work. \_\_\_\_\_

(9) List at least three (3) completed \_\_\_\_\_ projects completed in the last \_\_\_ months:

Contract Amount	Class of Work	Date Completed	Name, Contact, Address and Telephone No. of Client
\$ _____	_____	_____	_____

Contract Amount	Class of Work	Date Completed	Name, Contact, Address and Telephone No. of Client
\$ _____	_____	_____	_____

Contract Amount	Class of Work	Date Completed	Name, Contact, Address and Telephone No. of Client
\$ _____	_____	_____	_____

(10) List the name of the person who inspected the site of the proposed work for your firm:

Date of Inspection: \_\_\_\_\_

(11) If requested by the District, the Bidder shall furnish a notarized financial statement, financial data, or other information and reference sufficiently comprehensive to permit an appraisal of Bidder's current financial condition.

(12) List the name and address of all **subcontractors who will perform work** in or about the project and indicate what part of the work will be done by each such Subcontractor.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LICENSE NO. & CLASS: \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LICENSE NO. & CLASS: \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LICENSE NO. & CLASS: \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LICENSE NO. & CLASS: \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LICENSE NO. & CLASS: \_\_\_\_\_

WORK TO BE PERFORMED: \_\_\_\_\_

\_\_\_\_\_

List the name and address of **Major Equipment Suppliers** who will provide equipment or major components for the project.

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EQUIPMENT TO BE PROVIDED: \_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EQUIPMENT TO BE PROVIDED: \_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EQUIPMENT TO BE PROVIDED: \_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EQUIPMENT TO BE PROVIDED: \_\_\_\_\_  
\_\_\_\_\_

NAME: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
EQUIPMENT TO BE PROVIDED: \_\_\_\_\_  
\_\_\_\_\_

(13) The Contractor shall furnish the following information concerning bid depository or registry services used in obtaining subcontractor bid figures for this Bid. Additional sheets may be attached if necessary.

A. Were bid depository or registry services used in obtaining subcontractor bid figures in order to compute your bid? Yes ( ) No ( )

B. If the answer to "A." is "Yes," forward a copy of the rules of each bid depository you used in the preparation of this Bid.

C. Did you have any source of subcontractor bids other than bid depositories? Yes ( ) No ( )

D. Has any person or group threatened you with subcontractor boycotts, union boycotts, or other sanctions to attempt to convince you to use the services or abide by the rules of one or more bid depositories? Yes ( ) No ( )

E. If the answer to "D" is "Yes", please explain the following details:

(a) Date: \_\_\_\_\_

(b) Name of person or group: \_\_\_\_\_

(c) Job involved (if applicable): \_\_\_\_\_

(d) Nature of threats: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(e) Additional comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(TO ACCOMPANY BID)**

In accordance with Public Contracting Code Section 10162, the bidder shall complete, under penalty of perjury, the following questionnaire:

**QUESTIONNAIRE**

Has the bidder, any officer of the bidder, or any employee of the bidder who has a proprietary interest in the bidder, ever been disqualified, removed, or otherwise prevented from bidding on or completing a Federal, State, or local government project because of a violation of law or a safety regulation?

Yes \_\_\_\_\_ No \_\_\_\_\_

If the answer is yes, explain the circumstances in the following space:

Note: This questionnaire constitutes a part of the Bid, and a signature on the Bid shall be constituted a signature on this questionnaire.

**CONTRACTOR LICENSE AFFIDAVIT**

**STATE OF CALIFORNIA )**  
**COUNTY OF \_\_\_\_\_ ) ss.**

\_\_\_\_\_, being first duly sworn, deposes  
**Name**

and says that he or she is \_\_\_\_\_ of \_\_\_\_\_,  
**Title Name of Firm**

the party making the foregoing bid, is a licensed Contractor, a duly authorized partner of a Joint Venture which holds a license as a Partnership, or a duly authorized principal and/or representative of a Corporation which holds a license as a Corporation, and that he or she understands the information shown below shall be included with the bid, and understands that any bid not containing this information, or if this information is subsequently proven to be false, shall be considered non-responsive and shall be rejected by the Pleasant Valley Recreation & Park District.

\_\_\_\_\_  
**Contractor's State License Number and Classification**

\_\_\_\_\_  
**License Expiration Date**

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Subscribed at: \_\_\_\_\_  
(City and County, State)

on \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**State License Number and Classification**

\_\_\_\_\_  
**Street Address City State Zip Code**

\_\_\_\_\_  
**Telephone Number**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

On \_\_\_\_\_, 20\_\_\_, before me, \_\_\_\_\_, a Notary Public, personally appeared \_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_

(Seal)

**NONCOLLUSION DECLARATION TO BE EXECUTED  
BY  
BIDDER AND SUBMITTED WITH BID**

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_ [date], at \_\_\_\_\_ [city], \_\_\_\_\_ [state].

## AGREEMENT

**THIS AGREEMENT**, made and entered into by and between the **PLEASANT VALLEY RECREATION & PARK DISTRICT, CALIFORNIA**, hereinafter referred to as the "**District**" and [REDACTED] hereinafter referred to as the "**Contractor**".

**WITNESSETH:** That the parties hereto do mutually agree as follows:

**ARTICLE I:** For and in consideration of the payments and agreements hereinafter mentioned to be made and performed by said District, said Contractor agrees with said District to construct the work under the District's specification entitled " **FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT, SPEC NO. FWRR.09.26.27**" and to perform and complete in a good and workmanlike manner all the work pertaining thereto shown on the drawings and described in the specifications herein, to furnish at his or her own proper cost and expense all tools, equipment, labor, and materials necessary therefor, except such material and equipment as in said specifications as expressly stipulated to be furnished by said District, and to do everything required by this Agreement and the said specifications and drawings.

**ARTICLE II:** For furnishing all said materials and labor, furnishing and removing all plant, temporary works or structures, tools and equipment and doing all the work contemplated and embraced in this Agreement, also for all loss and damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen difficulties which may arise from or be encountered in the prosecution of the work until its acceptance by said District, and for all risks of every description connected with the work; also for all expenses incurred by or in consequence of the suspension or discontinuance of work, except such as in the said specifications are expressly stipulated to be borne by said District, and for well and faithfully completing the work the whole thereof, in the manner shown and described in said drawings and specifications and in accordance with the requirements of the Engineer, said District will pay and said Contractor shall receive in full compensation therefor the prices named in the Bidding Schedule of the Bid hereto attached.

**ARTICLE III:** All work to be done under this contract shall be completed within **ONE HUNDRED, THIRTY-FIVE (135) consecutive working days**, exclusive of maintenance periods, beginning on the date stipulated in the written Notice to Proceed issued by the Engineer. Any changes in time and/or price are to be submitted to the District Engineer, in writing, within 3 days of the occurrence giving rise to the request and shall request a formal decision from the District within 3 days and shall include data supporting the request.

**ARTICLE IV:** The District hereby promises and agrees with said Contractor to employ, and does hereby employ, said Contractor to provide the materials and to do the work according to the terms and conditions herein contained and referred to for the price aforesaid, and hereby contracts to pay for the same, at the time, in the manner, and upon the conditions set forth in said specifications; and the said parties for themselves, their heirs, executors, administrators, successors, and assigns, do hereby agree to the full performance of the covenants herein contained.

**ARTICLE V:** The Notice Inviting Sealed Bids, the Instructions to Bidders, the Bid, the Specifications, and the Drawings mentioned therein, all addenda issued prior to the opening of the bid by the District, all contract change orders issued after execution of the Contract Agreement, the Special Provisions, Non-Collusion Declaration, Faithful Performance Bond, Payment Bond, all of which are essential parts of this contract, are hereby incorporated in and made part of this Agreement.

**ARTICLE VI:** Contractor acknowledges the provisions of Labor Code Section 1860 requiring every employer to be insured against liability for worker's compensation, or to undertake self-insurance in accordance with the provisions of that code, and certifies that it is in compliance with such provisions.

**ARTICLE VII:** The Contractor shall supply the District with Certificates evidencing all required insurance policies as described in the Instructions to Bidders.

**ARTICLE VIII:** The Contractor certifies that he or she is aware of the provisions of Public Contract Code Section 6109 and that any contractor or subcontractor who is ineligible under Labor Code Sections 17771.1 and 1777.7 is prohibited from working on this Project.

**ARTICLE IX:** Contractor acknowledges and agrees to comply with the provisions of the State Labor Code requiring every employer to pay at least the minimum prevailing rate of per diem wages for each craft, classification, or type of workman needed to execute this contract. State general prevailing wage determination as established by the California Department of Industrial Relations (available at <http://www.dir.ca.gov/DLSR/PWD/index.htm>) and the contractor shall post all required job site notices. The statutory provisions for penalties for failure to pay prevailing wages and/or failure to otherwise comply with state's wage and hour laws will be enforced. This contract is subject to compliance monitoring and enforcement by the Department of Industrial Relations. Contractor agrees that eight hours' labor constitutes a legal day's work.

The Contractor hereby agrees that the Contractor, and any subcontractor under the Contractor, shall pay not less than the general prevailing rate of per diem wages, as determined by the Director of the Department of Industrial Relations, to all workers employed in the execution of this contract as required under Subsection 5-3.2 of the 2021 Standard Specifications for Public Works Construction, and shall submit weekly to the District, certified copies of the payroll records for all said workers and shall comply with all statutory requirements relating to certified copies of payroll records, including the maintenance of the records, their certification, and their availability for inspection as required by Labor Code Section 1776 and as required under Subsection 5-3.3 of said Standard Specifications for Public Works Construction. In addition, the Contractor and any subcontractors must furnish electronic certified payroll records directly to the Labor Commissioner (aka Division of Labor Standards Enforcement) in a format prescribed by the Labor Commissioner no less than monthly. The Labor Commissioner may at any time require the contractors and subcontractors to furnish electronic certified payroll records.

The prevailing rate of per diem wages are on file at the Pleasant Valley Recreation & Park District, Department of Public Works, 1605 E. Burnley Street, Camarillo, CA 93010, and are available to any interested party on request. The Contractor is required to post at the job site the prevailing rate

of per diem wages as determined by the Director of the Department of Industrial Relations and other notices prescribed by regulation.

Contractor and any subcontractor under the Contractor must comply with the requirements of California Labor Code Sections 1777.5 and 1777.6 regarding the employment of apprentices.

**ARTICLE X:** The Contractor hereby agrees to indemnify and defend the District, its officers, agents, and employees against, and to hold and save them and each of them harmless from, any and all actions, suits, claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions, or liabilities (hereinafter “Claims or Liabilities”) that may be asserted or claimed by any person, firm, or entity arising out of or in connection with this Agreement, the construction of the project, any alleged breach or breach of any provision set forth in this Agreement or the plans or specifications for the project, design defects, any alleged violation or violation of any federal, state, or local, law, ordinance, statute, rule, regulation, or order, any failure or alleged failure to secure any applicable regulatory permit, license, or agreement, and the errors and omissions, willful misconduct, or negligence, whether said negligence is concurrent, active or passive, of the Contractor, its officers, agents, employees, or any other persons, except that the Contractor shall not be required to indemnify, defend, and hold harmless the District, its officers, agents, and employees against Claims or Liabilities caused by the negligence or willful misconduct or active negligence of the District, its officers, agents, or employees.

**ARTICLE XI:** The District, in accordance with Public Contract Code Section 22300, shall permit the substitution of securities for any moneys withheld by the District to secure performance under a contract. The District hereby incorporates herein all of the provisions set forth in Public Contract Code Section 22300.

**ARTICLE XII:** In the performance of this agreement, the Contractor shall not engage in, nor permit others he or she may hire to engage in, discrimination in the employment of persons because of their race, religious creed, color, or national origin, except as provided in Government Code Section 12940. Violation of this provision may result in the imposition of penalties as provided in Labor Code Section 1735.

**ARTICLE XIII:** Contractor will be compensated for any utility relocation required as part of the project which is not shown on the plans and Contractor will not be assessed liquidated damages for any delays caused by the District’s or a public utility’s failure to provide for removal or relocation of utility facilities.

**ARTICLE XIV:** The Contractor shall maintain accounts and records, including personnel, property, and financial records, adequate to identify and account for all costs pertaining to the contract and such other records as may be deemed necessary by the District to assure proper accounting for all project funds, both federal and non-federal shares. These records will be made available for audit purposes to the District or any authorized representative and will be retained for 3 years after the expiration of this contract, unless permission to destroy them is granted by the District.

**ARTICLE XV:** No officer or employee of the District shall have any financial interest in this Agreement nor shall any such officer or employee participate in any decision relating to the

Agreement which affects his or her financial interest or the financial interest of any corporation, partnership or association in which he or she is interested, in violation of any State statute or regulation. Similarly, Contractor warrants that it has not paid or given and will not pay or give any third party any money or other consideration for obtaining this Agreement.

**ARTICLE XVI:** The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound.

**ARTICLE XVII:** Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Ventura, State of California, or any other appropriate court in such county, and Contractor agrees to submit to the personal jurisdiction of such court in the event of such action.

**ARTICLE XVIII:** District will timely notify Contractor of any third party claim received by the District relating to this Agreement.

[Signatures on next page]

**DISTRICT: PLEASANT VALLEY  
RECREATION & PARK DISTRICT,  
CALIFORNIA**

Dated \_\_\_\_\_, 2026

By: \_\_\_\_\_  
Robert Kelley, Chairman

ATTEST:

\_\_\_\_\_  
David Schlangen, Clerk of the Board

Dated \_\_\_\_\_, 2026

**CONTRACTOR:** \_\_\_\_\_

By: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
TITLE

By: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

\_\_\_\_\_  
TITLE

(Attach acknowledgment for each  
Authorized Representative of Contractor.)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_



**LABOR AND MATERIAL BOND  
(PAYMENT BOND)**

WHEREAS, the PLEASANT VALLEY RECREATION & PARK DISTRICT, (“District”), has awarded to \_\_\_\_\_, as Contractor (“Contractor”), a Contract for the work entitled and described as follows:

**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION  
PROJECT**

**SPEC NO. FWRR.09.26.27**

WHEREAS, said Contractor is required to furnish a bond in conjunction with said Contract, to secure the payment of claims of laborers, mechanics, material men, and other persons as provided by law;

NOW, THEREFORE, we the undersigned Contractor and Surety, are held and firmly bound unto the District in the sum of \_\_\_\_\_ (\$ \_\_\_\_\_), this amount being not less than one hundred percent (100%) of the total contract price, lawful money of the United States of America, for payment of which sum well and truly be made we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally, firmly by these presents. In case suit is brought upon this bond, the Surety will pay a reasonable attorney’s fee to the District in an amount to be fixed by the court.

THE CONDITION OF THIS OBLIGATION IS SUCH THAT, if said Contractor, its heirs, executors, administrators, successors, assigns, or subcontractor fails to pay: (1) for any work, materials, services, provisions, provender, or other supplies, or for the use of implements of machinery, used in, upon, for, or about the performance of the work to be done, or for any work or labor thereon of any kind; (2) for work performed by any of the persons named in Civil Code Section 9100; (3) for any amounts due under the Unemployment Insurance Code with respect to work or labor performed under the contract; and/or (4) for any amounts required to be deducted, withheld, and paid over to the Employment Development Department from the wages of employees of the Contractor and/or its subcontractors pursuant to Section 13020 of the Unemployment Insurance Code with respect to such work and labor, then the Surety herein will pay for the same in an amount not exceeding the sum specified in this bond, otherwise the above obligation shall be void.

This bond shall inure to the benefit of any of the persons named in Civil Code Section 9100 so as to give a right of action to such persons or their assigns in any suit brought upon the bond. Moreover, if the District or any entity or person entitled to file stop payment notices is required to engage the services of an attorney in connection with the enforcement of this bond, each shall be liable for the reasonable attorney's fees incurred, with or without suit, in addition to the above sum.

Said Surety, for value received, hereby stipulates and agrees that no change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed

thereunder shall in any way affect its obligations on this bond, and it does hereby waive notice of such change, extension of time, alteration, or modification of the Contract Documents or of the work to be performed thereunder.

**IN WITNESS WHEREOF**, we have hereunto set our hands and seals this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

\_\_\_\_\_ **CONTRACTOR** \_\_\_\_\_ **SURETY**

\_\_\_\_\_  
ADDRESS OF SURETY

\_\_\_\_\_  
CITY STATE ZIP

\_\_\_\_\_  
TELEPHONE

BY: \_\_\_\_\_  
(CONTRACTOR SEAL)

BY: \_\_\_\_\_  
(CONTRACTOR SEAL)

**CONTRACTOR'S CERTIFICATE  
REGARDING WORKERS' COMPENSATION**

**Labor Code Section 3700**

"Every employer except the state shall secure the payment of compensation in one or more of the following ways:

(a) By being insured against liability to pay compensation by one or more insurers duly authorized to write compensation insurance in this state.

(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure either as an individual employer, or as one employer in a group of employers, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his or her employees.

(c) For any county, city, city and county, municipal corporation, public district, public agency, or any political subdivision of the state, including each member of a pooling arrangement under a joint exercise of powers agreement (but not the state itself), by securing from the Director of Industrial Relations a certificate of consent to self-insure against workers' compensation claims, which certificate may be given upon furnishing proof satisfactory to the director of ability to administer workers' compensation claims properly, and to pay workers' compensation claims that may become due to its employees. On or before March 31, 1979, a political subdivision of the state which, on December 31, 1978, was uninsured for its liability to pay compensation, shall file a properly completed and executed application for a certificate of consent to self-insure against workers' compensation claims. The certificate shall be issued and be subject to the provisions of Section 3702.

For purposes of this section, "state" shall include the superior courts of California."

I am aware of the provisions of Section 3700 of the Labor Code, which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

---

**CONTRACTOR**

By: \_\_\_\_\_  
AUTHORIZED REPRESENTATIVE

---

TITLE

(In accordance with Article 5 {commencing at Section 1860}, Chapter 1, Part 7, Division 2, of the Labor Code, the above certificate must be signed and filed with the awarding body prior to performing any work under this contract.)

## **APPRENTICESHIP REQUIREMENTS**

**Labor Code, Division 2, Part 7, Chapter 1, Section 1773.3 “Notice; Required information”** states:

"(a)(1) An awarding agency shall provide notice to the Department of Industrial Relations of any public works contract subject to the requirements of this chapter, within five (5) days of the award.

(2) The notice shall be transmitted electronically in a format specified by the department and shall include the name of the contractor, any subcontractor listed on the successful bid, the bid and contract award dates, the contract amount, the estimated start and completion dates, job site location, and any additional information the department specifies that aids in the administration and enforcement of this chapter.

(b) In lieu of responding to any specific request for contract award information, the department may make the information provided by awarding bodies pursuant to this section available for public review on its Internet Web site."

Also note **Labor Code Sections 1776(g), 1777.5 and 1777.7.**

### **NOTICE**

**THE CONTRACTOR WILL BE REQUIRED TO FURNISH THE PLEASANT VALLEY RECREATION & PARK DISTRICT WITH THE CLASSIFICATIONS OF LABORERS TO BE USED FOR THE COMPLETION OF THIS PROJECT WITHIN THREE (3) WORKING DAYS AFTER NOTIFICATION OF AWARDING OF CONTRACT.**

## PLEASANT VALLEY RECREATION & PARK DISTRICT

### GENERAL PROVISIONS

**SCOPE OF WORK:** This project will take place within the Pleasant Valley Recreation & Park District. The work to be done consists of furnishing all materials, equipment, tools, labor, and incidentals as required by the Plans, Specifications, and Contract Documents. The general items of work are provided by Plans, Specifications and Contract Documents.

**LOCATION OF WORK:** The work will take place at Freedom Park, 275 West Pleasant Valley Rd. in Camarillo, California, 93010.

**STANDARD SPECIFICATIONS:** The Standard Specifications of the District are contained in the 2021 Edition of the Standard Specifications for Public Works Construction, with amendments and supplements, as written and promulgated by the Joint Cooperative Committee of the Southern California Chapter of the American Public Works Association and the Southern California District of the Associated General Contractors of California (“Greenbook”). Copies of these Standard Specifications are available from the publisher, Building News, Incorporated, 990 Park Center Drive, Suite E, Vista, California 92081; telephone (760) 734-1113.

The Standard Specifications set forth above will control the General Provisions, Construction Materials, and Construction Methods for this Contract, except as amended by the Plans, Special Provisions, or other Contract Documents. The following Special Provisions are supplementary and in addition to the provisions of the Standard Specifications unless otherwise noted and the section numbers of the Special Provisions coincide with those of the said Standard Specifications. Only those sections requiring elaborations, amendments, specifying of the options, or additions are called out.

**LEGAL ADDRESS OF CONTRACTOR:** The address given in the Contractor's bid on which the contract is founded is hereby designated as the place to which all notices, letters, and other communications to the Contractor shall be mailed or delivered. Unless otherwise required by law, the mailing to or delivering at the above-named place of any notice, letter, or other communication by the District to the Contractor shall be deemed sufficient service thereof upon the Contractor. The date of said service shall be the date of such mailing or delivery. Such address may be changed at any time by a written notice signed by the Contractor and delivered to the Engineer.

**RECOVERY OF DAMAGES:** The making of an estimate and payment in accordance therewith shall not preclude the District from demanding and recovering from the Contractor such damages as it may sustain by reason of the Contractor's failure to comply with the Specifications.

**MONIES MAY BE RETAINED:** The District may keep any monies which would otherwise be payable at any time hereunder and apply the same, or so much as may be necessary therefor, to the payment of any expenses, losses, or damages, as determined by the Engineer, incurred by the District, for which the Contractor is liable under the contract.

**SALES AND/OR TAXES:** Except as may be otherwise specifically provided herein, all sales and/or use taxes assessed by federal, state, or local authorities on materials used or furnished by the Contractor in performing the work hereunder shall be paid by the Contractor.

**ALLOWABLE VARIATION:** When in these Specifications a maximum or minimum, either in size, percentage, or thickness or relating to quality, character, or other matter, is allowed or prescribed, the work shall be accepted as in compliance if within such maximum or minimum so allowed thereby.

**PROTECTION OF PUBLIC UTILITIES:** The Contractor shall not be assessed liquidated damages for delay in completion of the project when such delay is caused by failure of the District or owner of a public utility to provide for removal or relocation of existing utility facilities. This Agreement is subject to Government Code Sections 4215 and 4126 – 4216.9. Contractor must notify utilities and obtain an identification number before excavation or be subject to liability for damages to subsurface installations.

**EMERGENCY INFORMATION:** The names, addresses, and telephone numbers of the Contractor and subcontractors, or their representatives, shall be filed with the Parks Department, the District Fire Department, and the County Sheriff's Department prior to beginning work.

**EMPLOYMENT OF APPRENTICES:** The Contractor's attention is directed to the provisions of Sections 1777.5 and 1777.6 of the Labor Code concerning the employment of apprentices by the Contractor or any Subcontractor under the Contractor. The Contractor, and any subcontractor under the Contractor, shall comply with the requirements of all statutory provisions relating to the employment of apprentices. Information relative to apprenticeship standards and administration of the apprenticeship program may be obtained from the Director of Industrial Relations, P.O. Box 603, San Francisco, California 94101 or from the Division of Apprenticeship Standards and its branch offices.

**PENALTIES FOR DISCRIMINATION IN EMPLOYMENT:** Any Contractor who shall be found in violation of the nondiscrimination provisions of the State of California Fair Employment Practices Act or similar provisions of federal law or executive order in the performance of any contract with the District shall be found in material breach of such contract and the District shall have power to cancel or suspend the Contractor, in whole or in part, or to deduct from the amount payable to such Contractor the sum of twenty-five dollars (\$25.00) for each person for each calendar day during which such person was discriminated against, as damages for said breach of contract; or both. Only a finding of the State of California Fair Employment Practices Commission or the equivalent federal agency or officer shall constitute evidence of a violation of contract under this section.

The Contractor shall enclose with his or her bid a Compliance Report stating that he or she will pursue an affirmative course of action as required by the affirmative action guidelines.

**PROVISIONS REQUIRED BY LAW DEEMED INSERTED:** Each and every provision of law and clause required by law to be inserted in this contract shall be deemed to be inserted herein, and the contract shall be read and enforced as though it were included herein. If through mistake

or otherwise any such provision is not inserted, or is not correctly inserted, then upon application of either party, the contract shall forthwith be physically amended to make such insertion or correction.

**PAYROLL RECORDS:** The Contractor's attention is directed to the following provisions of Labor Code Section 1776, "Payroll record of wages paid; Inspections; Forms; Effect of noncompliance; Penalties". The Contractor shall be responsible for the compliance with these provisions by his or her subcontractors.

"(a) Each contractor and subcontractor shall keep an accurate payroll record, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by him or her in connection with the public work. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following:

(1) The information contained in the payroll record is true and correct.

(2) The employer has complied with the requirements of Sections 1771, 1811, and 1815 for any work performed by his or her employees on the public works project.

(b) The payroll records enumerated under subdivision (a) shall be certified and shall be available for inspection at all reasonable hours at the principal office of the contractor on the following basis:

(1) A certified copy of an employee's payroll record shall be made available for inspection or furnished to the employee or his or her authorized representative on request.

(2) A certified copy of all payroll records enumerated in subdivision (a) shall be made available for inspection or furnished upon request to a representative of the body awarding the contract and the Division of Labor Standards Enforcement of the Department of Industrial Relations.

(3) A certified copy of all payroll records enumerated in subdivision (a) shall be made available upon request to the public for inspection or for copies thereof. However, a request by the public shall be made through either the body awarding the contract or the Division of Labor Standards Enforcement. If the requested payroll records have not been provided pursuant to paragraph (2), the requesting party shall, prior to being provided the records, reimburse the costs of preparation by the contractor, subcontractors, and the entity through which the request was made. The public may not be given access to such records at the principal office of the contractor.

(c) Unless required to be furnished directly to the Labor Commissioner in accordance with paragraph (3) of subdivision (a) of Section 1771.4, the certified payroll records shall be on forms provided by the Division of Labor Standards Enforcement or shall contain the same information as the forms provided by the division. The payroll records may consist of printouts of payroll data that are maintained as computer records, if printouts contain the same information as the forms provided by the division and the printouts are verified in the manner specified subdivision (a).

(d) A contractor or subcontractor shall file a certified copy of the records enumerated in subdivision (a) with the entity that requested the records within 10 days after receipt of a written request.

(e) Except as provided in subdivision (f), any copy of records made available for inspection as copies and furnished upon request to the public or any public agency by the awarding body or the Division of Labor Standards Enforcement shall be marked or obliterated to prevent disclosure of an individual's name, address, and social security number. The name and address of the contractor awarded the contract or the subcontractor performing the contract shall not be marked or obliterated. Any copy of records made available for inspection by, or furnished to, a multiemployer Taft-Hartley trust fund (29 U.S.C. Sec. 175a) shall be marked or obliterated only to prevent disclosure of an individual's full social security number, but shall provide the last four digits of the social security number. Any copy of records made available for inspection by, or furnished to, a joint labor-management committee established pursuant to the federal Labor Management Cooperation Act of 1978 (29 U.S.C. Sec. 175a) shall be marked or obliterated only to prevent disclosure of an individual's social security number.

(f)(1) Notwithstanding any other provision of law, agencies that are included in the Joint Enforcement Strike Force on the Underground Economy established pursuant to Section 329 of the Unemployment Insurance Code and other law enforcement agencies investigating violations of law shall, upon request, be provided nonredacted copies of certified payroll records. Any copies of records or certified payroll made available for inspection and furnished upon request to the public by an agency included in the Joint Enforcement Strike Force on the Underground Economy or to a law enforcement agency investigating a violation of law shall be marked or redacted to prevent disclosure of an individual's name, address, and social security number.

(2) An employer shall not be liable for damages in a civil action for any reasonable act or omission taken in good faith in compliance with this subdivision.

(g) The contractor shall inform the body awarding the contract of the location of the records enumerated under subdivision (a), including the street address, city, and county, and shall, within five working days, provide a notice of a change of location and address.

(h) The contractor or subcontractor has 10 days in which to comply subsequent to receipt of written notice requesting the records enumerated in subdivision (a). In the event that the contractor or subcontractor fails to comply within the 10-day period, he or she shall, as a penalty to the state or political subdivision on whose behalf the contract is made or awarded, forfeit one hundred dollars (\$100) for each calendar day, or portion thereof, for each worker, until strict compliance is effectuated. Upon the request of the Division of Labor Standards Enforcement, these penalties shall be withheld from progress payments then due. A contractor is not subject to a penalty assessment pursuant to this section due to the failure of a subcontractor to comply with this section.

(i) The body awarding the contract shall cause to be inserted in the contract stipulations to effectuate this section.

(j) The director shall adopt rules consistent with the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1 of the Government Code) and the

Information Practices Act of 1977 (Title 1.8 (commencing with Section 1798) of Part 4 of Division 3 of the Civil Code) governing the release of these records, including the establishment of reasonable fees to be charged for reproducing copies of records required by this section.

**ASSIGNMENT OF ANTITRUST ACTIONS:** The Contractor's attention is directed to the following provision of the Public Contracts Code, Section 7103.5, which shall be applicable to the Contractor and his or her subcontractors:

"(b) In entering into a public works contract or a subcontract to supply goods, services, or materials pursuant to a public works contract, the contractor or subcontractor offers and agrees to assign to the awarding body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2 (commencing with Section 16700) of Part 2 Division 7 of Business and Professions Code), arising from purchases of goods, services, or materials pursuant to the public works contract or the subcontract. This assignment shall be made and become effective at the time the awarding body tenders final payment to the contractor, without further acknowledgment by the parties."

**CONSTRUCTION SCHEDULES:** Prior to issuing the "Notice to Proceed", the Engineer will schedule a preconstruction meeting with the Contractor to review the proposed construction schedule and delivery dates, arrange utility coordination, discuss construction methods, and clarify inspection procedures. The Contractor must provide to the Engineer, at the time of the preconstruction meeting, a schedule in the form of a Gantt Chart for review and approval. Any change in the construction schedule will require the Contractor to provide revised charts of those changes to the Engineer within two (2) working days. The "Notice to Proceed" will be issued upon approval of the project schedule. Requests for changes in the schedule shall be submitted by the Contractor to the Engineer in writing for approval at least 48 hours prior to the scheduled operations on the streets affected.

The schedule shall be broken down into activities by street with durations no greater than one week. No more than 15% of the activities may be on the critical path of the baseline schedule. The Engineer will review the baseline schedule and the Contractor will make any reasonable changes requested to make the schedule acceptable.

If at any time project completion is ten or more working days behind schedule, the Contractor shall submit a recovery schedule, subject to approval, showing how the original completion date will be met.

**CONSTRUCTION WORKING HOURS:** The Contractor's regular hours of work will be from 7:00 AM to 5:00 PM on all working days as defined in Section 1-2 of the Greenbook .

**EQUIVALENT MATERIALS:** Approval of equipment and materials offered as equivalents to those specified must be obtained in writing from the District prior to the opening of bids. Requests for consideration of equivalents must be submitted in writing allowing five (5) working days for complete consideration of all specifications, samples, references, tests, and other details to the full satisfaction of the District.



## **SPECIAL PROVISIONS**

### **PLEASANT VALLEY RECREATION & PARK DISTRICT**

## **FREEDOM PARK RESTROOM / SNACK BAR RENOVATION PROJECT**

**SPEC NO. FWRR.09.26.27**

**FISCAL YEAR 2026-2027**

### **1. GENERAL**

**A. THE REQUIREMENT:** All work embraced herein shall be accomplished in accordance with the applicable portions of the "Standard Specifications for Public Works Construction" 2021 edition, plus any supplements, published, herein referred to as "Standard Specifications," except as modified by the General Conditions, these Special Provisions, Standard Drawings and the Project Plans ("Greenbook"). In addition to the above, the Contractor shall comply with the requirements of the following:

- (1) Notice Inviting Sealed Bids
- (2) Instructions to Bidders
- (3) Bid
- (4) Bid Bond
- (5) Information Required of Bidder
- (6) Agreement
- (7) Faithful Performance Bond
- (8) Payment Bond (Labor and Material Bond)

**B. DEFINITION OF TERMS:** Wherever in the Standard Specifications terms are used, they shall be understood to mean and refer to the following:

- (1) District – The Pleasant Valley Recreation & Park District
- (2) Board - The District's governing board
- (3) Director, Engineer - The District's Public Works and District Engineer, acting either directly or through authorized agents. Also referred to herein as District Engineer.
- (4) Other terms appearing in the Standard Specifications, the General Conditions, and these Special Provisions shall have the intent and meaning specified in Section 1 of the Standard Specifications.

**C. SCOPE AND CONTROL OF THE WORK:**

**PROJECT PLANS:** The location of the work, its general nature, extent, form and detail of the various features are shown on drawings accompanying and made a part of these specifications.

Section 2 is amended by adding thereto the following new Subsection 2-1.1 Plans and Specifications:

“2-1.1 Plans and Specifications. The Contractor shall maintain a control set of Plans and Specifications on the project site at all times. All final locations determined in the field, and any deviations from the Plans and Specifications, shall be marked in red on this control set to show the as-built conditions. Upon completion of all work, the Contractor shall return the control set to the Engineer. Final payment will not be made until this requirement is met.”

Section 2 is amended by adding thereto the following new Subsection 2-1.2 Record Drawings:

“2-1.2 Record Drawings.

All corrections on record drawings shall be done in red ink. Record drawings shall be a control set of the construction plans kept on the site for daily recording of “as built” conditions. Show dimensioned locations of all buried facilities, such as drains, sumps, pipe, valves, electrical conduits, and irrigation wires.

Dimensions must be taken from above ground permanent architectural objects, not plants or irrigation heads. All dimensions, notes, etc., shall be legible.

Record drawings shall be reviewed prior to all progress payment requests, and submitted prior to final inspection.”

**D. COMPLETION OF WORK:**

(1) All work to be done under this contract shall be completed within **ONE HUNDRED, THIRTY-FIVE (135) consecutive working days**, exclusive of maintenance periods, beginning on the date stipulated in the written "Notice to Proceed" issued by the Engineer.

(2) In the event that the Engineer is of the opinion that the work is being inadequately or improperly prosecuted in any respect, he or she may demand that the Contractor improve or change the prosecution of the work in such manner as to assure proper and timely completion.

**E. FINAL INVOICE AND PAYMENT:**

(1) Whenever in the opinion of the Engineer the Contractor shall have completely performed the contract on his or her part, the Engineer shall notify the District that the contract has been completed in its entirety. He or she shall request that the District accept the work and that the District of the Board be authorized to file, on behalf of the District,

in the office of the Ventura County Recorder, a notice of completion of the work herein agreed to be done by the Contractor. The Contractor will then submit to the Engineer for approval a written statement of the final quantities of contract items for inclusion in the final invoice. Upon receipt of such statement, the Engineer shall check the quantities included therein and shall authorize the Contractor to submit an invoice which in the Engineer's opinion shall be just and fair, covering the amount and value of the total amount of work done by the Contractor, not including the work that has already been invoiced by the Contractor. District will pay this invoice less any amounts District is required to withhold as described elsewhere in the Contract Documents.

(2) On the expiration of sixty (60) calendar days after recordation of the acceptance of the project by Ventura County Recorder, the District shall pay to the Contractor the amount remaining after deducting from the amount or value stated in the invoice all prior payments to the Contractor and all amounts to be kept and retained under the provisions of the contract and 150% of all disputed amounts, and shall release the faithful performance bond and the labor and material bond once all applicable disputes have been resolved. The District will comply with Public Contract Code Section 7107 and other applicable law regarding the release of retention.

**F. RETENTION:** The District will deduct a five percent (5%) retention from all progress payments as specified in Section 7-3.2 of the 2021 Standard Specifications for Public Works Construction.

**G. SUBSTITUTION OF SECURITIES FOR RETENTION:** Public Contract Code Section 22300 is hereby incorporated by reference. The substitution of securities for any moneys withheld by a public agency to ensure performance under a contract shall be permitted by the District.

**H. NO PERSONAL LIABILITY:** No agent of the Pleasant Valley Recreation & Park District shall be personally responsible for any liability arising under the contract. No claim shall be made or filed, and neither the District nor any of its agents shall be liable for, or held to pay money, except as specifically provided in the contract.

**I. UNPAID CLAIMS:** If, upon or before the completion of the work herein agreed to be performed or at any time prior to the expiration of the period within which claims of lien may be filed for record as prescribed by Civil Code Section 8416, any person or persons claiming to have performed any labor or furnished any material, supplies, or services toward the performance or completion of this contract or that they have agreed to do so, shall file with the District a verified statement of such claim, stating in general terms the kind of labor and materials and the name of the person to or for whom the same was done or furnished, or both, and the amount in value, as near as may be, of that already done or furnished, or both, together with a statement that the same has not been paid, or if any person or persons shall bring against the District or against any agent or agents thereof any action to enforce such claim, the District shall until the discharge thereof withhold from the moneys under its control so much of said moneys due or to become due the Contractor under this contract as shall be sufficient to satisfy and discharge the amount in such notice or under such action claimed to be due, together with the costs thereof; provided, that if the

District shall in its discretion permit the Contractor to file such additional bond as is authorized by Civil Code Section 9364 in a sum equal to 125% of the amount of the claim, said moneys shall not thereafter be withheld on account of such claim.

**J. ADDITIONAL SURETY:** If during the continuance of the contract any of the sureties upon the faithful performance bond in the opinion of the Engineer are or become insufficient, he or she may require additional sufficient sureties which the Contractor shall furnish to the satisfaction of the Engineer within fifteen (15) days after notice and, in default thereof, the contract may be suspended and the work completed as provided in Section 6 of the Standard Specifications.

**K. NOISE CONTROL REQUIREMENTS:** The Contractor shall comply with all local sound control and noise level rules, regulations, and ordinances that apply to any work performed pursuant to the contract.

Each internal combustion engine, used for any purpose on the job or related to the job, shall be equipped with a muffler of a type recommended by the manufacturer. No internal combustion engine shall be operated on the project without said muffler. The noise level from the Contractor's operations, between the hours of 7:00 A.M. and 5:00 P.M., shall not exceed 86 dBA at a distance of fifty (50) feet. This requirement in no way relieves the Contractor from responsibility for complying with the District Code Chapter 8.20 "Noise Control" regulating noise level. Said noise level requirements shall apply to all equipment on the job or related to the job, including but not limited to trucks, transmit mixers, or transient equipment that may or may not be owned by the Contractor. The use of loud sound signals shall be avoided in favor of light warnings except those required by safety laws for the protection of personnel.

Full compensation for conforming to the requirements of this section shall be considered as included in the unit cost for the various contract items of work involved, and no additional compensation will be allowed therefor.

**L. PERMITS AND LICENSES:** The Contractor shall procure all permits and licenses, pay all charges and fees, and give all notices necessary and incident to the due and lawful prosecution of the work. The Contractor shall also ensure that all subcontractors obtain required permits and licenses.

The Environmental Quality Act of 1970 (Chapter 1433, Stats. 1970), as amended by Chapter 1154, Stats. 1972, may be applicable to permits, licenses, and other authorizations which the Contractor must obtain from local agencies in connection with performing the work of the contract. The Contractor shall comply with all applicable environmental laws and regulations and conditions on the project in obtaining such permits, licenses, and other authorizations, and they shall be obtained in sufficient time to prevent delays to the work, and in undertaking the construction of the project. Contractor shall also comply with all applicable mandatory standards and policies relating to energy efficiency.

In the event that the District has obtained permits, licenses, or other authorizations applicable to the work in conformance with the requirements in said Environmental Quality Act of 1970, the Contractor shall comply with the provisions of said permits, licenses, and other authorizations.

**M. PAYMENTS:** Attention is directed to Subsection 7-3.2 of the Standard Specifications for partial payment and final payment requirements. No partial payment will be made for any materials on hand which are furnished but not incorporated in the work.

**N. LEGAL ACTIONS AGAINST THE DISTRICT:** In the event litigation is brought against the District concerning compliance by the District with State or Federal laws, rules, or regulations applicable to highway work, the provisions of this section shall apply.

(1) If, pursuant to court order, the District prohibits the Contractor from performing all or any portion of the work, the delay will be considered a utility delay within the meaning of Subsection 4-2.5 of the Standard Specifications unless the contract is terminated as hereinafter provided, in which event compensation payable to the Contractor shall be determined in accordance with said termination provisions.

(2) If, pursuant to court order (other than an order to show cause) the District is prohibited from requiring the Contractor to perform all or any portion of the work, the District may, if it so elects, eliminate the enjoined work pursuant to Section 2-7 of the Standard Specifications or terminate the contract in accordance with Subsections 6-6 and 6-7 of the Standard Specifications.

(3) If the final judgment in the action prohibits the District from requiring the Contractor to perform all or any portion of the work, the District will either eliminate the enjoined work pursuant to Section 2-7 of the Standard Specifications or terminate the contract in accordance with Subsections 6-6 and 6-7 of the Standard Specifications.

(4) Termination of the contract and the total compensation payable to the Contractor in the event of termination shall be governed by the following:

(a) The Engineer will issue the Contractor a written notice specifying that the contract is to be terminated. Upon receipt of said written notice and, except as otherwise directed in writing by the Engineer, the Contractor shall:

[1] Stop all work under the contract, except that portion of the work specifically directed to be completed prior to acceptance.

[2] Perform work the Engineer deems necessary to secure the project for termination.

[3] Remove equipment and plan from the site of the work.

[4] Take such action as is necessary to protect materials from damage.

[5] Notify all Subcontractors and suppliers that the contract is being terminated and that their contracts or orders are not to be further performed unless otherwise authorized in writing by the Engineer.

[6] Provide the Engineer with an inventory list of all materials previously produced, purchased, or ordered from suppliers for use in the work and not yet used in the work, including its storage location and such other information as the Engineer may request.

[7] Dispose of materials not yet used in the work as directed by Engineer. It shall be the Contractor's responsibility to provide the District with good title to all materials purchased by the District hereunder, including materials for which partial payment has been made as provided in Subsection 7-3.2 of the Standard Specifications, and with bills of sale or other documents of title for such materials.

[8] Subject to the prior written approval of the Engineer, settle all outstanding liabilities and all claims arising out of subcontracts or orders for materials terminated hereunder. To the extent directed by the Engineer, the Contractor shall assign to the District all the right, title, and interest of the Contractor under subcontracts or orders for materials terminated hereunder.

[9] Furnish the Engineer with the documentation required to be furnished by the Contractor under the provisions of the contract including, on projects as to which Federal funds are involved, all documentation required under the Federal requirements included in the contract.

[10] Take such other actions as the Engineer may direct.

(b) Acceptance of the contract as hereinafter specified shall not relieve the Contractor of responsibility for damage to materials except as follows:

[1] The Contractor's responsibility for damage to materials for which partial payment has been made as provided in Subsection 7-3.2 of the Standard Specifications, and for materials furnished by the District for use in the work and unused, shall terminate when the Engineer certifies that such materials have been stored in the manner and at the locations he or she has directed.

[2] The Contractor's responsibility for damage to materials purchased by the District subsequent to the issuance of the notice that the contract is to be terminated shall terminate when title and delivery of the materials has been taken by the District.

[3] When the Engineer determines that the Contractor has completed the work under the contract directed to be completed prior to termination and such other work as may have been ordered to secure the project for termination, he or she will recommend that the Engineer formally accept

the contract, and immediately upon and after such acceptance by the Engineer, the Contractor will not be required to perform any further work thereon and shall be relieved of his or her contractual responsibilities for injury to persons or property which occurs after the formal acceptance of the project by the Engineer.

(c) The total compensation to be paid to the Contractor shall be determined by the Engineer on the basis of the following:

[1] The reasonable cost to the Contractor, without profit, for all work performed under the contract, including mobilization, demobilization, and work done to secure the project for termination. Reasonable cost will include a reasonable allowance for project overhead and general administrative overhead not to exceed a total of seven percent (7%) of direct costs of such work.

When in the opinion of the Engineer, the cost of a contract item of work is excessively high due to costs incurred to remedy or replace defective or rejected work, the reasonable cost to be allowed will be the estimated reasonable cost of performing such work in compliance with the requirements of the plans and specifications and the excessive actual cost shall be disallowed.

[2] A reasonable allowance for profit on the cost of the work performed as determined under Subsection (a), provided the Contractor establishes to the satisfaction of the Engineer that it is reasonably probable that he or she would have made a profit had the contract been completed and provided further that the profit allowed shall in no event exceed four percent (4%) of said cost.

[3] The reasonable cost to the Contractor of handling material returned to the vendor, delivered to the District, or otherwise disposed of as directed by the Engineer.

[4] A reasonable allowance for the Contractor's administrative costs in determining the amount payable due to termination of the contract.

All records of the Contractor and his or her subcontractors, necessary to determine compensation in accordance with the provisions of this section, shall be open to inspection or audit by representatives of the District at all times after issuance of the notice that the contract is to be terminated and for a period of three years, and such records shall be retained for that period.

After acceptance of the work by the Engineer, the Engineer may make payments on the basis of interim estimates pending issuance of the Final Estimate when in his or her opinion the amount thus paid, together with all

amounts previously paid, will not result in total compensation in excess of that to which the Contractor will be entitled. All payments, including payment upon the Final Estimate, shall be subject to deduction for prior payments and amounts, if any, to be kept or retained under the provisions of the contract.

The provisions of this section shall be included in all subcontracts.

**O. TRENCHING:** In accordance with Section 6705 of the California Labor Code,

No contract for public works involving an estimated expenditure in excess of twenty-five thousand dollars (\$25,000), for the excavation of any trench or trenches five feet or more in depth, shall be awarded unless it contains a clause requiring submission by the Contractor and acceptance by the awarding body or by a registered civil or structural engineer employed by the awarding body, to whom authority to accept has been delegated, in advance of excavation, of a detailed plan showing the design of shoring, bracing, sloping, or other provisions to be made for worker protection from the hazard of caving ground during the excavation of such trench or trenches. If such plan varies from the shoring system standards, the plan shall be prepared by a registered civil or structural engineer.

Nothing in this section shall be deemed to allow the use of a shoring, sloping, or protective system less effective than that required by the Construction Safety Orders.

Nothing in this section shall be construed to impose tort liability on the awarding body or any of its employees.

The terms "public works" and "awarding body," as used in this section, shall have the same meaning as in Sections 1720 and 1722, respectively, of the Labor Code."

In addition, pursuant to Public Contracts Code § 7104, if the project involves digging trenches or other excavations that extend deeper than four feet below the surface:

(a) That the contractor shall promptly, and before the following conditions are disturbed, notify the local public entity, in writing, of any:

(1) Material that the contractor believes may be material that is hazardous waste, as defined in Section 25117 of the Health and Safety Code, that is required to be removed to a Class I, Class II, or Class III disposal site in accordance with provisions of existing law.

(2) Subsurface or latent physical conditions at the site differing from those indicated by information about the site made available to bidders prior to the deadline for submitting bids.

(3) Unknown physical conditions at the site of any unusual nature, different materially from those ordinarily encountered and generally recognized as inherent in work of the character provided for in the contract.

(b) That the local public entity shall promptly investigate the conditions, and if it finds that the conditions do materially so differ, or do involve hazardous waste, and cause a decrease or increase in the contractor's cost of, or the time required for, performance of any part of the work shall issue a change order under the procedures described in the contract.

(c) That, in the event that a dispute arises between the local public entity and the contractor whether the conditions materially differ, or involve hazardous waste, or cause a decrease or increase in the contractor's cost of, or time required for, performance of any part of the work, the contractor shall not be excused from any scheduled completion date provided for by the contract, but shall proceed with all work to be performed under the contract. The contractor shall retain any and all rights provided either by contract or by law which pertain to the resolution of disputes and protests between the contracting parties."

Full compensation for sheeting, shoring, bracing, sloping, and all other provisions required for worker protection shall be considered as included in the contract price shown in the appropriate Bid Item, and no additional compensation will be allowed therefor.

**P. CHANGES IN WORK:**

The following Section is hereby added:

"7.4.3.3 Mark-up Cap. Work by the Subcontractor the Contractor's total mark-up is not to exceed 12%."

**Q. CONTROL OF MATERIALS:**

The following sections are added to Section 4:

"4-1.1 General. The Contractor and all subcontractors, suppliers, and vendors shall guarantee that all work performed under this contract fully meets the requirements thereof as to quality of workmanship. Should any defects become evident within a period of one year from the date of the acceptance of the work by the District's Board, the Contractor shall, at his or her own expense, make any repair or replacement necessary to restore the work to full compliance with these Special Provisions.

Such repair and replacement shall be made promptly upon receipt of written notice from the Engineer. If the Contractor fails to make such repair and replacement promptly, the Engineer may cause the work to be done and the costs incurred thereby shall become the liability of the Contractor and his or her Surety.

If, in the opinion of the Engineer, defective work creates a dangerous condition or requires immediate correction or attention to prevent further loss by the District or to prevent interruption of operations of the District, the District will attempt to give the notice required by this article. If the Contractor cannot be contacted or does not comply with the Engineer's request for correction within a reasonable time as

determined by the Engineer, the District may, notwithstanding the provisions of this article, proceed to make such correction or attention and the costs of such correction or attention shall be charged against the Contractor.

The foregoing obligation shall be secured by the surety bond in a form approved by the Engineer in an amount not less than ten (10%) of the final contract price or \$1,000.00, whichever is greater, and shall be delivered to the Engineer prior to final acceptance of the work. Payment for fulfilling the requirements of this section shall be considered as included in the unit cost for the various contract items of work, and no additional compensation will be allowed therefor.”

“4-4.1 Test of Materials. Except as elsewhere specified, the District will bear the cost of testing material and/or workmanship that meets or exceeds the requirements indicated in the project specifications contained herein, Standard Specifications and the Special Provisions. The cost of all other tests, including the retesting of material or workmanship that fails to pass the first test, shall be borne by the Contractor.”

Section 4-5 shall be replaced with the following:

“4-5 Certification. A Certificate of Compliance shall be furnished prior to the use of any materials for which these specifications or the special provisions require that such a certificate be furnished. In addition, when so authorized in these specifications or in the Special Provisions, the Engineer may permit the use of certain materials or assemblies prior to sampling and testing if accompanied by a Certificate of Compliance. The certificate shall be signed by the manufacturer of the material or the manufacturer of assembled materials and shall state that the materials involved comply in all respects with the requirements of the specifications. A Certificate of Compliance shall be furnished with each lot of material delivered to the work and the lot so certified shall be clearly identified in the certificate.”

**R. CARB Compliance.** For a project involving the use of in-use off-road diesel-fueled vehicles, as defined by 13 CCR 2449, Contractor shall obtain copies of the valid Certificates of Reported Compliance, as described in 13 CCR 2449(n), for the fleet performing services pursuant to this contract and all listed subcontractors, if applicable, prior to commencing any work pursuant to this Contract or any renewed contract with that fleet. Contractor shall indemnify, defend and hold harmless the District, its officers, agents, employees and directors from any liability imposed arising from Contractor’s violation of any regulation set forth in 13 CCR 2449.

**S. CONFERENCES AND MEETING:** When and as directed by the Engineer, the Contractor shall attend all conferences and meetings that the Engineer deems necessary for the proper progress of work under this contract.

**T. UNDERGROUND SERVICE ALERT:** Except in an emergency, the Contractor, prior to conducting any excavation or resurfacing, shall contact the appropriate regional notification

center, at least two working days prior to commencing that excavation or resurfacing. The regional notification center shall provide an inquiry center and shall notify any member, if known, who has a subsurface installation in the area of the proposed excavation or resurfacing.

Underground Service Alert may be contacted by calling 1-800-422-4133.

**U. RESOLUTION OF ALL CONSTRUCTION CLAIMS:**

**“9204. Legislative findings and declarations regarding timely and complete payment of contractors for public works projects; claims process**

(a) The Legislature finds and declares that it is in the best interests of the state and its citizens to ensure that all construction business performed on a public works project in the state that is complete and not in dispute is paid in full and in a timely manner.

(b) Notwithstanding any other law, including, but not limited to, Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2, Chapter 10 (commencing with Section 19100) of Part 2, and Article 1.5 (commencing with Section 20104) of Chapter 1 of Part 3, this section shall apply to any claim by a contractor in connection with a public works project.

(c) For purposes of this section:

(1) “Claim” means a separate demand by a contractor sent by registered mail or certified mail with return receipt requested, for one or more of the following:

(A) A time extension, including, without limitation, for relief from damages or penalties for delay assessed by a public entity under a contract for a public works project.

(B) Payment by the public entity of money or damages arising from work done by, or on behalf of, the contractor pursuant to the contract for a public works project and payment for which is not otherwise expressly provided or to which the claimant is not otherwise entitled.

(C) Payment of an amount that is disputed by the public entity.

(2) “Contractor” means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who has entered into a direct contract with a public entity for a public works project.

(3)(A) “Public entity” means, without limitation, except as provided in subparagraph (B), a state agency, department, office, division, bureau, board, or commission, the California State University, the University of California, a city, including a charter city, county, including a charter county, city and county, including a charter city and county, district, special district, public authority, political subdivision, public corporation, or nonprofit transit corporation wholly owned by a public agency and formed to carry out the purposes of the public agency.

(B) “Public entity” shall not include the following:

(i) The Department of Water Resources as to any project under the jurisdiction of that department.

(ii) The Department of Transportation as to any project under the jurisdiction of that department.

(iii) The Department of Parks and Recreation as to any project under the jurisdiction of that department.

(iv) The Department of Corrections and Rehabilitation with respect to any project under its jurisdiction pursuant to Chapter 11 (commencing with Section 7000) of Title 7 of Part 3 of the Penal Code.

(v) The Military Department as to any project under the jurisdiction of that department.

(vi) The Department of General Services as to all other projects.

(vii) The High-Speed Rail Authority.

(4) "Public works project" means the erection, construction, alteration, repair, or improvement of any public structure, building, road, or other public improvement of any kind.

(5) "Subcontractor" means any type of contractor within the meaning of Chapter 9 (commencing with Section 7000) of Division 3 of the Business and Professions Code who either is in direct contract with a contractor or is a lower tier subcontractor.

(d)(1)(A) Upon receipt of a claim pursuant to this section, the public entity to which the claim applies shall conduct a reasonable review of the claim and, within a period not to exceed 45 days, shall provide the claimant a written statement identifying what portion of the claim is disputed and what portion is undisputed. Upon receipt of a claim, a public entity and a contractor may, by mutual agreement, extend the time period provided in this subdivision.

(B) The claimant shall furnish reasonable documentation to support the claim.

(C) If the public entity needs approval from its governing body to provide the claimant a written statement identifying the disputed portion and the undisputed portion of the claim, and the governing body does not meet within the 45 days or within the mutually agreed to extension of time following receipt of a claim sent by registered mail or certified mail, return receipt requested, the public entity shall have up to three days following the next duly publicly noticed meeting of the governing body after the 45-day period, or extension, expires to provide the claimant a written statement identifying the disputed portion and the undisputed portion.

(D) Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. If the public entity fails to issue a written statement, paragraph (3) shall apply.

(2)(A) If the claimant disputes the public entity's written response, or if the public entity fails to respond to a claim issued pursuant to this section within the time prescribed, the claimant may demand in writing an informal conference to meet and confer for settlement of the issues in dispute. Upon receipt of a demand in writing sent by registered mail or certified mail, return receipt requested, the public entity shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(B) Within 10 business days following the conclusion of the meet and confer conference, if the claim or any portion of the claim remains in dispute, the public entity shall provide the claimant a written statement identifying the portion of the claim that remains in dispute and the portion that is undisputed. Any payment due on an undisputed portion of the claim shall be processed and made within 60 days after the public entity issues its written statement. Any disputed portion of the claim, as identified by the contractor in writing, shall be submitted to nonbinding mediation, with the public entity and the claimant sharing the associated costs equally. The public entity and claimant shall mutually agree to a mediator within 10 business days after the disputed portion of the claim has been identified in writing. If the parties cannot agree upon a mediator, each party shall select a mediator and those mediators shall select a qualified neutral third party to mediate with regard to the disputed portion of the claim. Each party shall bear the fees and costs charged by its respective mediator in connection with the selection of the neutral mediator. If mediation is unsuccessful, the parts of the claim remaining in dispute shall be subject to applicable procedures outside this section.

(C) For purposes of this section, mediation includes any nonbinding process, including, but not limited to, neutral evaluation or a dispute review board, in which an independent third party or board assists the parties in dispute resolution through negotiation or by issuance of an evaluation. Any mediation utilized shall conform to the timeframes in this section.

(D) Unless otherwise agreed to by the public entity and the contractor in writing, the mediation conducted pursuant to this section shall excuse any further obligation under Section 20104.4 to mediate after litigation has been commenced.

(E) This section does not preclude a public entity from requiring arbitration of disputes under private arbitration or the Public Works Contract Arbitration Program, if mediation under this section does not resolve the parties' dispute.

(3) Failure by the public entity to respond to a claim from a contractor within the time periods described in this subdivision or to otherwise meet the time requirements of this section shall result in the claim being deemed rejected in its entirety. A claim that is denied by reason of the public entity's failure to have responded to a claim, or its failure to otherwise meet the time requirements of this section, shall not constitute an adverse finding with regard to the merits of the claim or the responsibility or qualifications of the claimant.

(4) Amounts not paid in a timely manner as required by this section shall bear interest at 7 percent per annum.

(5) If a subcontractor or a lower tier subcontractor lacks legal standing to assert a claim against a public entity because privity of contract does not exist, the contractor may present to the public entity a claim on behalf of a subcontractor or lower tier subcontractor. A subcontractor may request in writing, either on their own behalf or on behalf of a lower tier subcontractor, that the contractor present a claim for work which was performed by the subcontractor or by a lower tier subcontractor on behalf of the subcontractor. The subcontractor requesting that the claim be

presented to the public entity shall furnish reasonable documentation to support the claim. Within 45 days of receipt of this written request, the contractor shall notify the subcontractor in writing as to whether the contractor presented the claim to the public entity and, if the original contractor did not present the claim, provide the subcontractor with a statement of the reasons for not having done so.

(e) The text of this section or a summary of it shall be set forth in the plans or specifications for any public works project that may give rise to a claim under this section.

(f) A waiver of the rights granted by this section is void and contrary to public policy, provided, however, that (1) upon receipt of a claim, the parties may mutually agree to waive, in writing, mediation and proceed directly to the commencement of a civil action or binding arbitration, as applicable; and (2) a public entity may prescribe reasonable change order, claim, and dispute resolution procedures and requirements in addition to the provisions of this section, so long as the contractual provisions do not conflict with or otherwise impair the timeframes and procedures set forth in this section.

(g) This section applies to contracts entered into on or after January 1, 2017.

(h) Nothing in this section shall impose liability upon a public entity that makes loans or grants available through a competitive application process, for the failure of an awardee to meet its contractual obligations.

(i) This section shall remain in effect only until January 1, 2027, and as of that date is repealed, unless a later enacted statute that is enacted before January 1, 2027, deletes or extends that date.”

#### **RESOLUTION OF CONSTRUCTION CLAIMS OF \$375,000 OR LESS:**

##### **“20104. Application of article; provisions included in plans and specifications**

(a) (1) This article applies to all public works claims of three hundred seventy-five thousand dollars (\$375,000) or less which arise between contractor and a local agency.

(2) This article shall not apply to any claims resulting from a contract between a contractor and a public agency when the public agency has elected to resolve any disputes pursuant to Article 7.1 (commencing with Section 10240) of Chapter 1 of Part 2.

(b) (1) "Public work" means "public works contract" as defined in Section 1101 but does not include any work or improvement contracted for by the State or the Regents of the University of California.

(2) "Claim" means a separate demand by the contractor for (A) a time extension, (B) payment of money or damages arising from work done by or on behalf of, the contractor pursuant to the contract for a public work and payment of which is not otherwise expressly provided for or the claimant is not otherwise entitled to, or (C) an amount the payment of which disputed by the local agency.

(c) The provisions of this article or a summary thereof shall be set forth in the plans or specifications for any work which may give rise to a claim under this article.

(d) This article applies only to contracts entered into on or after January 1, 1991.”

**“20104.2. Claims; requirements; tort claims excluded**

For any claim subject to this article, the following requirements apply:

(a) The claim shall be in writing and include the documents necessary to substantiate the claim. Claims must be filed on or before the date of final payment. Nothing in this subdivision is intended to extend the time limit or supersede notice requirements otherwise provided by contract for the filing of claims.

(b) (1) For claims of less than fifty thousand dollars (\$50,000), the local agency shall respond in writing to any written claim within 45 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 15 days after receipt of the further documentation or within a period of time no greater than that taken by the claimant in producing the additional information, whichever is greater.

(c) (1) For claims of over fifty thousand dollars (\$50,000) and less than or equal to three hundred seventy-five thousand dollars (\$375,000), the local agency shall respond in writing to all written claims within 60 days of receipt of the claim, or may request, in writing, within 30 days of receipt of the claim, any additional documentation supporting the claim or relating to defenses to the claim the local agency may have against the claimant.

(2) If additional information is thereafter required, it shall be requested and provided pursuant to this subdivision, upon mutual agreement of the local agency and the claimant.

(3) The local agency's written response to the claim, as further documented, shall be submitted to the claimant within 30 days after receipt of the further documentation, or within a period of time no greater than that taken by the claimant in producing the additional information or requested documentation, whichever is greater.

(d) If the claimant disputes the local agency's written response, or the local agency fails to respond within the time prescribed, the claimant may so notify the local agency, in writing, either within 15 days of receipt of the local agency's response or within 15 days of the local agency's failure to respond within the time prescribed, respectively, and demand an informal conference to

meet and confer for settlement of the issues in dispute. Upon a demand, the local agency shall schedule a meet and confer conference within 30 days for settlement of the dispute.

(e) Following the meet and confer conference the claim or any portion remains in dispute, the claimant may file a claim as provided in Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code. For purposes of those provisions, the running of the period of time within which a claim must be filed shall be tolled from the time the claimant submits his or her written claim pursuant to subdivision (a) until the time that claim is denied as a result of the meet and confer process, including any period of time utilized by the meet and confer process.

(f) This article does not apply to tort claims and nothing in this article is intended nor shall be construed to change the time periods for filing tort claims or actions specified by Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of Part 3 of Division 3.6 of Title 1 of the Government Code.”

**“20104.4. Civil action procedures; mediation and arbitration; trial de novo; witnesses**

The following procedures are established for all civil actions filed to resolve claims subject to this article:

(a) Within 60 days, but no earlier than 30 days, following the filing or responsive pleadings, the court shall submit the matter to nonbinding mediation unless waives by mutual stipulation of both parties. The mediation process shall provide for the selection within 15 days by both parties of a disinterested third person as mediator, shall be commenced within 30 days of the submittal, and shall be concluded within 15 days from the commencement of the mediation unless a time requirement is extended upon a good cause showing to the court or by stipulation of both parties. If the parties fail to select a mediator within the 15-day period, any party may petition the court to appoint the mediator.

(b) (1) If the matter remains in dispute, the case shall be submitted to judicial arbitration pursuant to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, notwithstanding Section 1141.11 of that code. The Civil Discovery Act (Title 4 (commencing with Section 2016.010), of the Code of Civil Procedure) shall apply to any proceeding brought under this subdivision consistent with the rules pertaining to judicial arbitration.

(2) Notwithstanding any other provision of law, upon stipulation of the parties, arbitrators appointed for purposes of this article shall be experienced in construction law, and, upon stipulation of the parties, mediators and arbitrators shall be paid necessary and reasonable hourly rates of pay not to exceed their customary rate, and such fees and expenses shall be paid equally by the parties, except in the case of arbitration where the arbitrator, for good cause, determines a different division. In no event shall these fees or expenses be paid by state or county funds.

(3) In addition to Chapter 2.5 (commencing with Section 1141.10) of Title 3 of Part 3 of the Code of Civil Procedure, any party who after receiving an arbitration award requests a trial de novo but does not obtain a more favorable judgment shall, in addition to payment of costs and fees under that chapter, pay the attorney's fees of the other party arising out of trial de novo.

(c) The court may, upon request by any party, order any witnesses to participate in the mediation or arbitration process.”

**“20104.6. Payment on undisputed portion of claim; interest on arbitration award or judgment**

(a) No local agency shall fail to pay money as to any portion of a claim which is undisputed except as otherwise provided in the contract.

(b) In any suit filed under Section 20104.4, the local agency shall pay interest at the legal rate on any arbitration award or judgment. The interest shall begin to accrue on the date the suit is filed in a court of law.”

**W. WORKING HOUR RESTRICTIONS:** Eight hours’ labor is a legal day’s work. Any workers time of service is restricted to eight hours during any calendar day and forty hours during any calendar week, unless overtime compensation is paid at not less than one and one-half times the basic rate of pay. The Contractor or Subcontractor shall, as a penalty to the District forfeit twenty-five dollars (\$25) for each worker employed in the execution of the contract by the respective Contractor or subcontractor for each calendar day during which the worker is required or permitted to work more than eight hours in any one calendar day and forty hours in any one calendar week in violation of the law.

**X. EXAMINATION AND AUDIT:** All documents and records that relate in any way to this Agreement shall be maintained for a period of three years after the final payment under this Agreement. These records shall be subject to the examination and audit by the District and by the State Auditor, at the request of the District or as part of any audit of the District, for a period of three years after final payment under the Agreement.

**Y. DELAYS AND EXTENSIONS OF TIME**

6-4.4 Written Notice and Report. The first sentence of subsection 6-6.4 is hereby deleted and replaced with the following:

“If the Contractor desires payment for a delay as specified in Subsection 6-6.3 of the Standard Specifications, it shall notify the Engineer in writing within 3 days of the beginning of the delay. If the Contractor desires an extension of time as specified in Subsection 6-4.2 of the Standard Specifications, it shall notify the Engineer in writing within 3 days of the beginning of the delay. Such notice shall specify the nature of the delay, cause, and the conditions that set the beginning time for the delay.”

## **Z. PROTECTION AND RESTORATION OF EXISTING IMPROVEMENTS**

The second paragraph of Subsection 400-1 of the Standard Specifications is hereby deleted and replaced with the following:

“The Contractor shall relocate, repair, replace, or reestablish all existing improvements within the project area which are not designated for removal (e.g., curbs, sidewalks, driveways, fences, walls, sprinkler systems, signs, utility installations, pavements, structures, etc.) which are damaged or removed as a result of his or her operations or as required by the Plans and Specifications.

Where existing traffic striping, pavement markings, and curb markings are damaged or their reflectivity reduced by the Contractor's operations, such striping or markings shall also be considered as existing improvements and the Contractor shall repaint or replace such improvements.

Relocations, repairs, replacements, or reestablishments shall be at least equal to the existing improvements and shall match such improvements in finish and dimensions unless otherwise specified.”

Subsection 400-1.1 of the Standard Specifications is hereby added to read as follows:

“All costs to the Contractor for protecting, removing, restoring, relocating, repairing, replacing, or reestablishing existing improvements shall be included in the unit cost for the various items of work and no additional compensation will be allowed therefore.”

## **2. PUBLIC CONVENIENCE AND SAFETY**

**A. GENERAL:** In addition to the requirements specified in Part 6 of the Standard Specifications, traffic control shall conform to the provisions of the latest edition of the State of California, Department of Transportation, "Manual of Traffic Controls."

The Contractor shall give one week advance notice prior to the start of construction to all residences and businesses facing or siding on the construction area. Said notice shall be in writing on the Contractor's letterhead and shall explain in concise terms the extent and nature of the Work, the anticipated schedule, and office and emergency telephone numbers where the Contractor's representative can be reached.

Should the Contractor appear to be neglectful or negligent in furnishing warning and protective measures, the Engineer may direct attention to the existence of a hazard and the necessary warning and protective measures shall be furnished and installed immediately by the Contractor at his or her expense.

Should the Engineer point out the inadequacy of warning and protective measures, such action on the part of the Engineer shall not relieve the Contractor from responsibility for public safety or abrogate his or her obligation to furnish and pay for these devices.

If the Contractor cannot be contacted or if attention is directed to the existence of a hazard and the Contractor fails to provide the necessary safety devices, said devices will be placed, or caused to be placed, by the District. The cost of placement to these devices shall be the sole responsibility of the Contractor and shall be paid for at the rate of \$50 per call-out plus \$25 per traffic control device for each 24 hours, or fraction thereof, that the device is required. Said costs shall be deducted from the total contract price for the work.

Prior to beginning any construction, the Contractor shall furnish the Engineer with local emergency phone numbers where he or she or a representative may be contacted during non-working hours or days for the purpose of replacing or providing additional warning or safety devices as directed by the Engineer.

**B. UTILITIES:** It is anticipated that the existing utilities will not interfere with the Contractor's construction operations. However, the Contractor shall exercise due care to ensure that the utility facilities are not damaged during his or her operations, and must notify utilities and obtain an identification number before excavation or be subject to liability for damages to subsurface installations. When in doubt, the Contractor shall contact the utility concerned before proceeding further.

Upon completion of the project, the Contractor shall be responsible to remove all painted utility markings, whether done by him or her or the respective utility owners on behalf of the contractor for this project work, from the surfaces of sidewalks, driveway approaches, curbs and gutters using the removal method acceptable to the Engineer. Any damage to sidewalks, driveway approaches, curbs and gutters due to the Contractor's removal operation shall be repaired at the Contractor's expense and to the satisfaction of the Engineer. Payment for removing utility markings shall be included in other items of work, and no additional compensation will be allowed therefore.

**C. LOCATION:** The location and existence of any underground utility or substructure, if shown on Plans, was obtained from a search of available records. No guarantee is made or implied that the information is complete or accurate. It shall be the Contractor's responsibility alone to determine the exact location of underground utilities or substructures of every nature and to protect them from damage. The Contractor shall excavate and expose all high-risk underground facilities.

The Contractor shall notify the owners of all utilities and substructures as set forth in the General Provisions.

**D. RELOCATION:** The second sentence of the last paragraph of Subsection 402-4 of the Standard Specifications is hereby deleted and replaced with the following:

“When not otherwise required by the Plans and Specifications and when directed by the Engineer, the Contractor shall arrange for the relocation of service connections, as necessary, between the meter and property line, or between the meter and limits of construction.

The Contractor shall be compensated for the costs of locating and repairing, removing and relocating utility facilities, provided that any damage is not due to the failure of the Contractor or

subcontractor to exercise reasonable care and the utility facilities were not indicated in the plans and specifications with reasonable accuracy. The Contractor shall not be assessed liquidated damages for delay in completion of the project, when such delay was caused by the failure of the District or the owner of the utility to provide for removal or relocation of such utility facilities.”

**E. DELAYS:** The second paragraph of Subsection 402-5 is hereby deleted and replaced with the following two paragraphs:

“The Contractor will not be entitled to damages or additional payment for delays attributable to utility relocations or alterations if correctly located, noted and completed in accordance with Subsection 402-1. The Contractor shall ascertain further detailed information to coordinate his or her work to this effect.

All notification of utility companies shall be by the Engineer based on Contractor's request as submitted to the Engineer at least 72 hours in advance of the needed work. Any costs for delay of the Contractor or utility companies in this regard shall be assigned to the Contractor, if these costs are a result of the Contractor's request being untimely in any respect, except for the utility company not responding at their agreed time.”

**F. AIR POLLUTION CONTROL**

Section 3-12.2, "Air Pollution", of the Standard Specifications is supplemented by the following:

“The Contractor shall comply with all air pollution control rules, regulations, ordinances and statutes which apply to any work performed pursuant to the contract including any air pollution control, rules, regulations, ordinances and statutes specified in Section 11017 of the Government Code.

In the absence of any applicable air pollution control rules, regulations, ordinances or statutes governing solvents, all solvents, including but not limited to the solvent portions of paints, thinners, curing compounds, and liquid asphalt used on the project shall comply with the applicable material requirements of the County Air Pollution Control District. All containers of paint, thinner, curing compound or liquid asphalt shall be labeled to indicate that the contents fully comply with said requirements.”

**G. WATER POLLUTION:** The Contractor shall comply with the requirements of Subsection 3-12.6 of the Standard Specifications and shall conduct his or her operations so as to prevent portland cement, mud, silt or other materials from entering the surface drainage structures of the adjoining street and any underground storm drainage system.

Full compensation for prevention of water pollution and all required control work for preservation, clean-up and restoration of damaged property shall be considered as included in the unit cost for the various contract items of work, and no additional compensation will be allowed therefor.

**H. PROJECT APPEARANCE:** The Contractor shall maintain a neat appearance to the work.

Full compensation for conforming to the provisions of this section not otherwise provided for shall be considered as included in unit cost for the various contract items of work involved and no additional compensation will be allowed therefor.

**I. WORK HOURS:** The Contractor's working hours shall be limited to the hours between 7:00 a.m. and 5:00 p.m., excluding recognized holidays. Deviation from normal working hours will not be allowed without prior consent of the District Engineer.

In the event work is allowed by the Engineer outside of the normal working hours, at the request of and for the benefit of the Contractor, inspection service fees may be levied against the Contractor at a rate of \$50.00 per hour, including travel time where applicable. The above charge may also be levied if inspection services are deemed necessary by the Engineer as a matter of public safety or to otherwise insure the quality of the work.

**J. CONSTRUCTION YARD:** It shall be the Contractor's responsibility to locate any storage sites for materials and equipment needed and such sites must be approved in advance by the Engineer and must be free of objectionable material. The Contractor must submit to the Engineer for approval any and all agreement(s) between the Contractor and the property owner(s) of said storage site(s) and/or construction site(s) for approval prior to the start of construction. Said agreement(s) must provide for the restoration of the site(s) by the Contractor prior to the filing of "Notice of Completion" by the Engineer. Full compensation shall be considered as included in unit cost for the various contract items of work involved and no additional compensation will be allowed therefor.

No equipment or material used for staging shall be allowed to be stored on any District property or city streets during non-work time. All stage equipment and/or material shall be stored offsite and if such location is used, it shall be submitted in writing and approved by the District Engineer. All costs associated with such staging and location shall be included in other bid items of work and no additional compensation will be allowed thereof.

**K. SANITARY CONVENIENCE:** Necessary sanitary facilities for the use of the workmen performing the work, properly secluded from public observation and in compliance with health ordinances and laws, shall be constructed and maintained by Contractor, in a manner approved by the Engineer, and the use of such facilities shall be strictly enforced by the Contractor.

**L. INSPECTION:** The Engineer, or his or her authorized agent, shall at all times have access to work during construction and shall be furnished, to the extent possible, complete information and all documentation to ascertain full knowledge regarding the progress, workmanship and character of materials used and employed in the work. Whenever required, the Contractor shall furnish to the District for test, and free of charge, samples of any one of the materials proposed to be used in the work. Said samples shall be delivered by the Contractor at the place within the District designated by the Engineer. Rejected material must be immediately removed from the work by the Contractor and shall not again be brought back to the site of the improvement.

The Contractor shall notify the Engineer or his or her authorized agent forty-eight (48) hours in advance when he or she will require inspection for either material or work to be done.

The inspection of the work shall not relieve the Contractor of any of his or her obligations to fulfill the contract as prescribed. Defective work shall be made good, and unsuitable materials may be rejected, notwithstanding the fact that such defective work and unsuitable materials have been previously overlooked by the Engineer or his or her authorized agent and accepted or estimated for payment.

**M. RESPONSIBILITY OF THE DISTRICT:** The District shall not be held responsible for the care or protection of any material or parts of the work prior to final acceptance, except as expressly provided for in these Contract Documents.

**N. RECYCLING OF MATERIALS:** Contractor's Obligation. Recycling of asphalt concrete, portland cement concrete, aggregate base, and green waste (trees and shrubs) is required. The Contractor is required to recycle at least 50% of all recyclable materials. All recycled materials shall be weighed on a certified weigh scale with weight tickets showing project name. RECORDS OF DISPOSAL, INCLUDING WEIGHT OF MATERIALS, SHALL BE SUBMITTED TO THE DISTRICT ON A MONTHLY BASIS.

Prior to commencing work, the Contractor shall complete the "Construction and Demolition Waste Reduction and Recycling Plan" form and submit it to the Parks Department for review and approval. The Contractor will be expected to follow the approved Plan and document results during construction. At the completion of activities, the Contractor shall submit the "Construction and Demolition Waste Reduction and Recycling Report" form to the Public Works Department for review and approval of compliance with the Plans. The above-referenced forms are provided in Appendix 2.

The Contractor is obligated, under this contract, to recycle the waste material through an approved recycling plant. In the event the Contractor fails to comply with the C&D requirements (at least 50%), three percent (3%) of the approved contract amount will be forfeited to the District by Contractor as a penalty.

Payment for Recycling of Materials shall be included in the unit cost for the various contract items of work and no additional compensation will be allowed therefor.

**O. TRAFFIC AND ACCESS:** *The Contractor shall notify the occupants of all affected properties at least 48 hours prior to any temporary obstruction of access. Vehicular access to property line shall be maintained, except as required for construction for a reasonable period of time. No overnight closure of any driveway will be allowed, except as permitted by the Engineer. Temporary ramps for driveways shall be provided and maintained by the end of each working day and during the weekends. Temporary driveway ramps shall be constructed with crushed miscellaneous base as directed by the Engineer.*

Contractor shall maintain vehicular, bicycle, and pedestrian traffic access through the project area at all times. A minimum of one 12-foot wide traffic lane and a minimum of one 4-foot wide all-

weather paved pedestrian walkway shall be provided at all times, except as permitted by the Engineer. During times when less than 2 lanes of traffic are provided, contractor shall provide traffic control for the entire duration there is less than 2 lanes. The traffic lanes shall be maintained on all-weather pavement and shall remain unobstructed.

**P. STREET CLOSURES, DETOURS, BARRICADES, PARKING:** Street closures will not be allowed, except as specifically permitted by the Engineer.

The Contractor shall prepare any traffic control or detour plans that may be required as directed by the Engineer.

Lane transitions shall conform to the Caltrans Traffic Manual, Section 5-08.4, "Transition Area."

Temporary traffic channelization shall be accomplished with delineators. Temporary striping will not be allowed unless specifically permitted by the Engineer. The Contractor shall prepare any plans that may be required for temporary striping to the satisfaction of the Engineer. In no event will temporary striping be allowed on finished pavement surfaces which are to remain.

The Contractor shall schedule an employee to police the temporary delineators and barricades within the travel way during weekday, nonworking hours and over Saturdays, Sundays, and holidays. Any corrective work required to be done by District forces shall be back charged to the Contractor based on the actual costs, plus District overhead and withheld from the final payment.

As specified in the General Provisions, the schedule shall be submitted to the Engineer for approval prior to commencing work. This schedule shall allow affected people ample "on-street" parking within a reasonable distance from their homes and businesses. Requests for changes in the schedule shall be made in accordance with the General Provisions.

Temporary "No Parking" signs shall be posted at least 24 hours, but no more than 48 hours, in advance of the work. The signs shall be placed no more than 250 feet apart on each side of the street and at shorter intervals if conditions warrant. Signs shall be posted only for the areas necessary to accomplish the work. The Contractor shall provide the signs and will be responsible for adding the dates and hours of closure to the signs, removal of the signs, and furnishing and placing of barricades, if necessary, for posting of signs. All signs shall be removed within 48 hours after the effective date.

Payment for STREET CLOSURES, DETOURS, BARRICADES, PARKING shall be considered as included in the unit cost for bid item: "Traffic Control" no additional compensation will be allowed therefor.

**TECHNICAL PROVISIONS**

**PLEASANT VALLEY RECREATION & PARK DISTRICT**

**FREEDOM PARK RESTROOM / SNACK BAR RENOVATION  
PROJECT**

**SPEC NO. FWRR.09.26.27**

**SEE PROJECT SPECIFICATIONS**

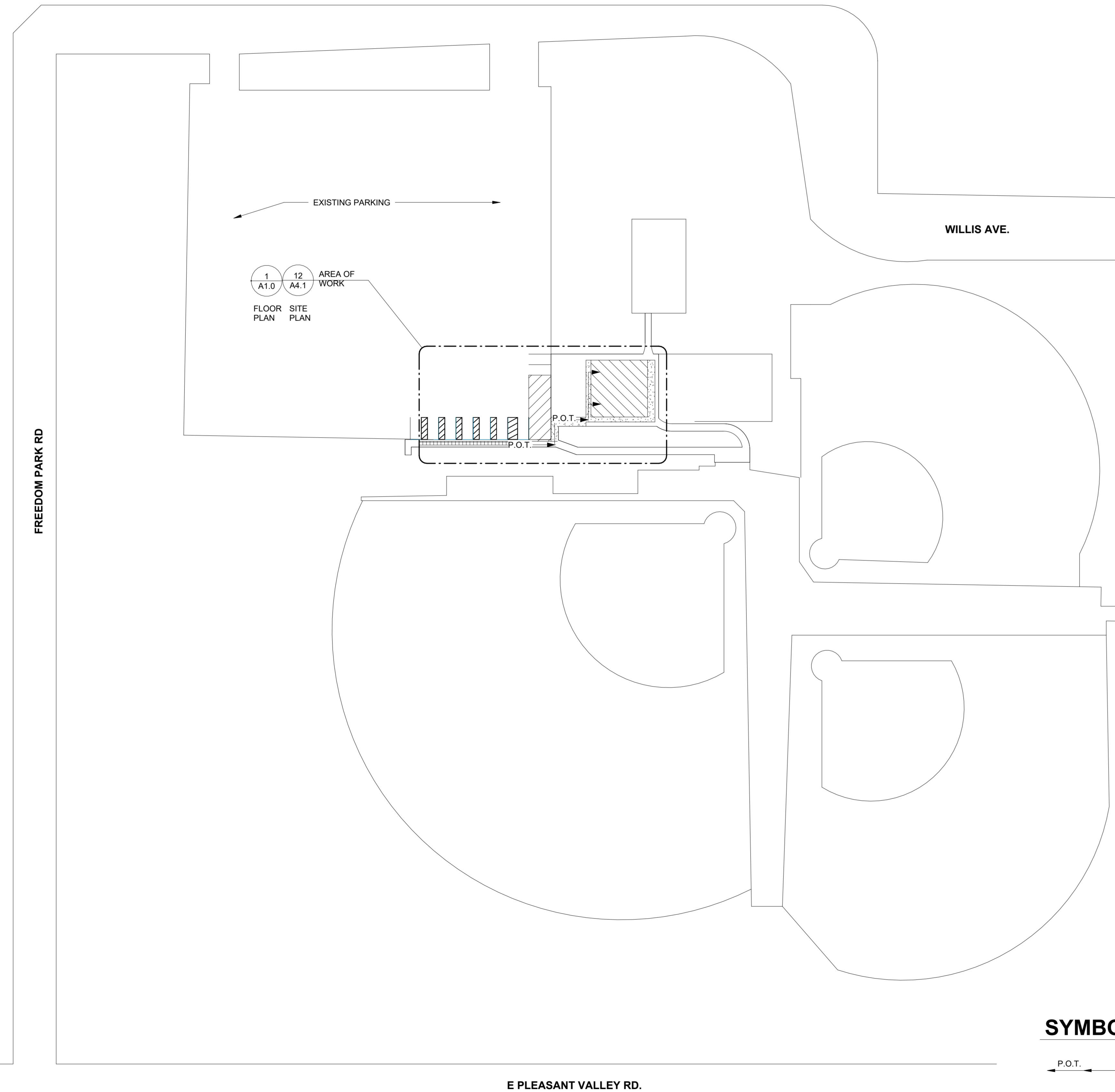
APPENDIX A

**CONSTRUCTION DRAWINGS**

**SEE PROJECT PLANSET**

# FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS

PLEASANT VALLEY RECREATION AND PARK DISTRICT  
275 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

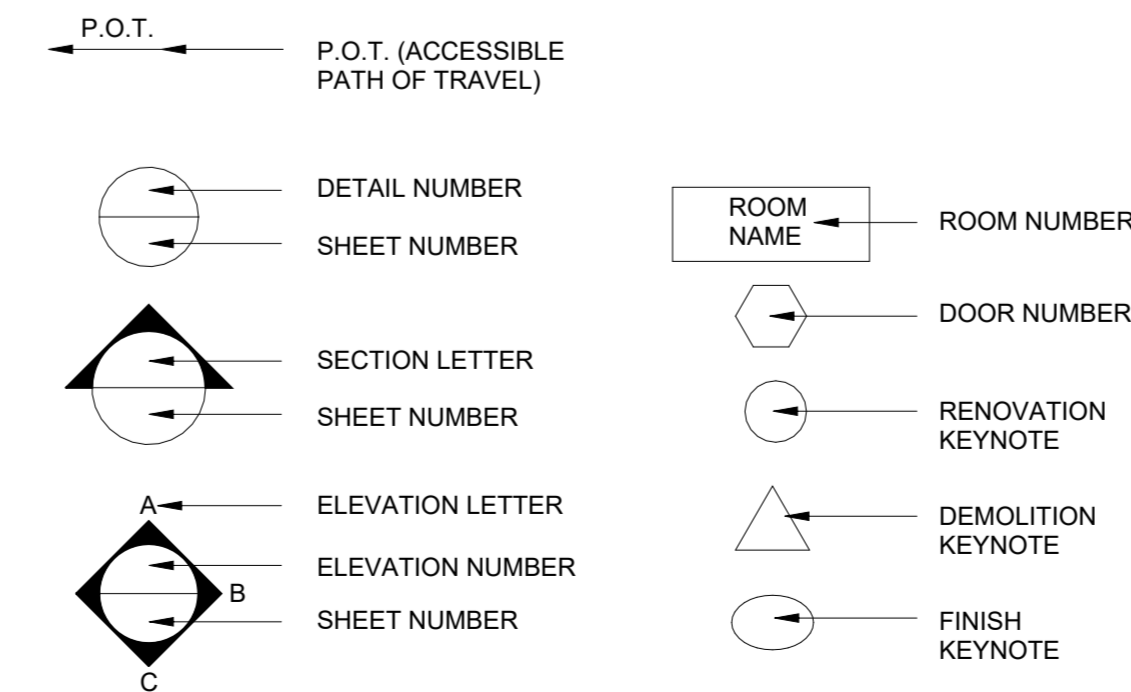


## PATH OF TRAVEL

NOTE: P.O.T. P.O.T. P.O.T.  
ACCESSIBLE PATH OF TRAVEL (P.O.T.) SHALL NOT EXCEED 5% MAX SLOPE AT WALKWAYS WITH 2% MAX CROSS SLOPE

11 SITE PLAN  
SCALE: 1" = 50'-0"

## SYMBOL LEGEND



## GENERAL NOTES 6 PROJECT DIRECTORY 1

- CONTRACTOR SHALL VERIFY ALL EXISTING CONDITIONS AND DIMENSIONS PRIOR TO COMMENCING WORK, REPORTING ANY DISCREPANCIES TO THE DESIGNER.
- WRITTEN DIMENSIONS SHALL HAVE PRECEDENCE OVER SCALED DIMENSIONS ON THE DRAWINGS.
- GENERAL CONTRACTOR TO BE RESPONSIBLE FOR ALL DEMOLITION IN PREPARATION FOR NEW WORK.
- PATCH, RESTORE, AND REFINISH ALL AREAS DAMAGED BY THE CONSTRUCTION WORK AND DEMOLITION.
- REPAIR ALL TRANSITIONAL AREAS BETWEEN EXISTING AND NEW WORK DUE TO DEMOLITION.
- PROTECT EXISTING CONSTRUCTION FINISHES, ADJACENT PROPERTY, PLANTING AND TREES. PROTECT THE WORK FROM RAIN AND OTHER NATURAL ELEMENTS. REPAIR, REFINISH, OR REPLACE ANY ITEMS DAMAGED DURING CONSTRUCTION.
- NEW AND EXISTING WALLS/CEILING SURFACES SHALL BE PAINTED WHERE NOTED. SCRAPE, SAND, AND REMOVE ALL EXISTING LOOSE PAINT PER MANUFACTURER'S SPEC. AND PREPARE SURFACES FOR NEW PRIMER & PAINT. CONTRACTOR SHALL BE AWARE OF THE LEAD-BASED REPORT INCLUDED IN THE SPECIFICATIONS AND INCLUDE THE REMEDIATION AS DIRECTED.
- COORDINATE WITH ENGINEER PRIOR TO DEMOLITION FOR ITEMS TO BE SALVAGED.
- UTILITY SERVICES: CONTRACTORS AND SUB-CONTRACTORS SHALL CONFIRM LOCATIONS OF UTILITIES AND NOTIFY ALL PERSONS WORKING ON SITE OF EXISTING UTILITIES. CONTRACTOR SHALL LOCATE AND IDENTIFY ACTIVE UTILITY SERVICES AND TEMPORARILY DE-ACTIVATE THEM WHEN THEY CONSTITUTE A HAZARD. LOCATION OF GAS, ELECTRIC AND WATER METERS TO CONFORM WITH UTILITY COMPANY REQUIREMENTS REGARDING DEMOLITION. CAP ALL EXISTING UTILITIES & PREPARE FOR NEW WORK AS REQUIRED.
- CONTRACTOR SHALL PROVIDE TEMPORARY TOILET IN ACCORDANCE WITH LOCAL ORDINANCES IF NO EXISTING TOILET AVAILABLE ON SITE. THE CONTRACTOR IS RESPONSIBLE FOR COMPLYING WITH ALL GOVERNING BLDG. CODES AND CITY ORDINANCES.
- ALL WORKMANSHIP AND MATERIALS SHALL CONFORM TO THE LATEST EDITION OF THE VENTURA COUNTY OR LOCAL CODES AND ORDINANCES.
- CONTRACTOR SHALL BE AWARE OF THE LIMITED PRELIMINARY MICROBIAL ASSESSMENT REPORT \* MOLD CONTAINING-MATERIALS REPORT IN THE SPECIFICATIONS AND INCLUDE THE REMEDIATION AS DIRECTED.
- CONTRACTOR SHALL BE AWARE OF THE ASBESTOS CONTAINING MATERIALS REPORT IN THE SPECIFICATIONS AND INCLUDE THE REMEDIATION AS DIRECTED.
- CONTRACTOR CAN PROVIDE "OR APPROVED EQUAL" MANUFACTURER FOR ALL NAMED MANUFACTURERS.

**OWNER**  
PLEASANT VALLEY RECREATION AND PARK DISTRICT (PVRPD)  
CONTACT: MATTHEW PARKER, PARK SERVICES MANAGER  
P: (805)882-1698  
E: MPARKER@PVRPD.ORG

**ARCHITECT**  
BOA ARCHITECTURE  
1511 COTA AVENUE  
LONG BEACH, CA 90813  
CONTACT: EDWARD LOK NG, ARCHITECT  
LEO ARTEAGA, PROJECT MANAGER  
P: 562-912-7900  
E: LOK.NG@BOAARCHITECTURE.COM

**ELECTRICAL ENGINEER**  
ENGINEERING DESIGN ANALYSIS INC.  
10061 TALBERT AVENUE, SUITE 300  
FOUNTAIN VALLEY, CA 92708  
CONTACT: KEVIN FRIEDMAN  
P: 714-913-8393

## BUILDING DATA 7 APPLICABLE CODES 2

ASSESSOR ID NO: 230-0-030-145  
LOT SIZE: 1474810 (33.857 ACREAGE)  
NO. OF STORIES: 1 STORIES  
OCCUPANCY GROUP: B  
CONSTRUCTION TYPE: ASSUMED TYPE III  
FIRE SPRINKLERS: NO  
TOTAL SQ. FT.: 1,586 SF  
AREA TO BE RENOVATED: 950 SF  
USE OF BUILDING: PUBLIC RESTROOM / CONCESSION STAND

**APPLICABLE STATE CODES W/ CITY OF CAMARILLO AMENDMENTS**

CALIFORNIA BUILDING CODE	2022
CALIFORNIA MECHANICAL CODE	2022
CALIFORNIA PLUMBING CODE	2022
CALIFORNIA ELECTRICAL CODE	2022
CALIFORNIA ENERGY CODE	2022
CALIFORNIA GREEN BUILDING STANDARDS CODE	2022

**FEDERAL STANDARDS**

ADA STANDARDS	2010
---------------	------

## ABBREVIATIONS 8 SCOPE OF WORK 3

&	AND	I.D.	INSIDE DIAMETER
@	ANGLE	INSUL	INSULATION
1	CENTERLINE	INT	INTERIOR
1	DIAMETER OR ROUND	JAN	JANITOR
#	PERPENDICULAR	JT	JOINT
ACC	POUND OR NUMBER	KIT	KITCHEN
AC	ACCESSIBLE	LAM	LAMINATE
ACC	AIR CONDITIONING	LAV	LAVATORY
ACOUS.	ACOUSTICAL	LT	LIGHT
A.D.	AREA DRAIN	MAX	MAXIMUM
ADJ.	ADJUSTABLE	M.C.	MEDICINE CABINET
AL.	ALUMINUM	MECH	MECHANICAL
APPROX.	APPROXIMATE	MEMB	MEMBRANE
ARCH.	ARCHITECTURAL	MTL	METAL
ASPH.	ASPHALT	MFR	MANUFACTURER
A.T.	ACUSTICAL TILE	MIN	MINIMUM
BD	BOARD	MISC	MISCELLANEOUS
BTUM.	BITUMINOUS	M.O.	MASONRY OPENING
BLDGS.	BLOCK	MTD	MOUNTED
BLK	BEAM	MRG	MOISTURE RESISTANT-
BOT	BOTTOM	MUL	MULLION
CAB	CABINET	MWO	MICROWAVE OVEN
C.B.	CATCH BASIN	N	NORTH
CEM	CEMENT	N.I.C.	NOT IN CONTRACT
CER	CERAMIC	NO.	NUMBER
C.I.	CAST IRON	NOM	NOMINAL
CLG.	CEILING	NOT T.S.	NOT TO SCALE
CLKG	CALKING	O/	OVER
CLR	CLEAR	OBS	OBSCURE
CMU	CONCRETE MASONRY UNIT	O.C.	ON CENTER
COL	COLUMN	O.D.	OUTSIDE DIAMETER
CONC.	CONCRETE	OFF	OFFICE
CONN.	CONNECTION	OPNG	OPENING
CONST.	CONSTRUCTION	OPP	OPPOSITE
CONT.	CONTINUOUS	P.A.	PLANTER AREA
C.T.	CERAMIC TILE	PRCST	PRECAST
CTR	CENTER	PL	PLATE
DBL	DOUBLE	P.LAM.	PLASTIC LAMINATE
DEPT.	DEPARTMENT	PLAS	PLASTER
D.F.	DRINKING FOUNTAIN	PLYWD	PLYWOOD
DET	DETAIL	PR	PAIR
DIA.	DIAMETER	PT	POINT
DET	DETAIL	Q.T.	QUARRY TILE
DIM	DIMENSION	R	RISER
DISP	DISPENSER	RAD	RADIUS
DN	DOWN	R.D.	ROOF DRAIN
DR	DOOR	REF	REFERENCE
DS	DOWNSPOUT	REFR	REFRIGERATOR
DWG	DRAWING	REINF	REINFORCED
E	EAST	REQ	REQUIRED
EA	EACH	RESIL	RESILIENT
ELEV	ELEVATION	RM	ROOM
ELEC	ELECTRICAL	R.O.	ROUGH OPENING
ELEV	ELEVATOR	RWD	REDWOOD
EMER	EMERGENCY	S	SOUTH
ENCL	ENCLOSURE	SC	SOLID CORE
EQ	EQUAL	SCHED	SCHEDULE
EQPT	EQUIPMENT	SECT	SECTION
(E) OR EXIST	EXISTING	SH	SHELF
EXPO	EXPOSED	SHR	SHOWER
EXP	EXPANSION	SHT	SHEET
E.J.	EXPANSION JOINT	SIM	SIMILAR
EXT	EXTERIOR	SPEC	SPECIFICATION
F.A.	FIRE ALARM	SQ	SQUARE
F.D.	FLOOR DRAIN	S.STL.	STAINLESS STEEL
FND	FOUNDATION	S.S.K.	SEMI-SINK
F.E.	FIRE EXTINGUISHER	STA	STATION
F.E.C.	FINISH	STD	STANDARD
FIN	FINISH	STL	STEEL
FL	FLOOR	STOR	STORAGE
FLASH	FLASHING	STRUC	STRUCTURAL
FLUOR	FLUORORESCENT	SUSP	SUSPENDED
F.O.C.	FACE OF CONCRETE	SYM	SYMMETRICAL
F.O.F.	FACE OF FINISH	TRD	TREAD
F.O.S.	FACE OF STUD	TWB	TOWEL BAR
FRF	FIREPROOF	T.C.	TOP OF CURB
FT	FOOT OR FEET	TEL	TELEPHONE
FTG	FOOTING	T&G	TONGUE AND GROOVE
FURR	FURRING	THK	THICK
GA	GAUGE	T.P.	TOP OF PAVEMENT
GALV	GALVANIZED	TV	TELEVISION
G.D.	GARBAGE DISPOSAL	T.W.	TOP OF WALL
G.I.	GALVANIZED IRON	TYP.	TYPICAL
GL	GLASS	UNF	UNFINISHED
GND	GROUND	U.N.O.	UNLESS OTHERWISE NOTED
GR	GRADE	UR	URNAL
GYP	GYPSONUM	VERT	VERTICAL
H.B.	HOSE BIB	VEST	VESTIBULE
H.C.	HOLLOW CORE	W	WEST
HDWD	HARDWOOD	W	WITH
HDWE	HARDWARE	W.C.	WATER CLOSET
HM	HOLLOW METAL	WD	WOOD
HORIZ	HORIZONTAL	W/O	WITHOUT
HR	HOUR	WP	WATERPROOF
HT	HEIGHT	WSCT	WAINSCOT
		WT	WEIGHT
		W.I.	WROUGHT IRON

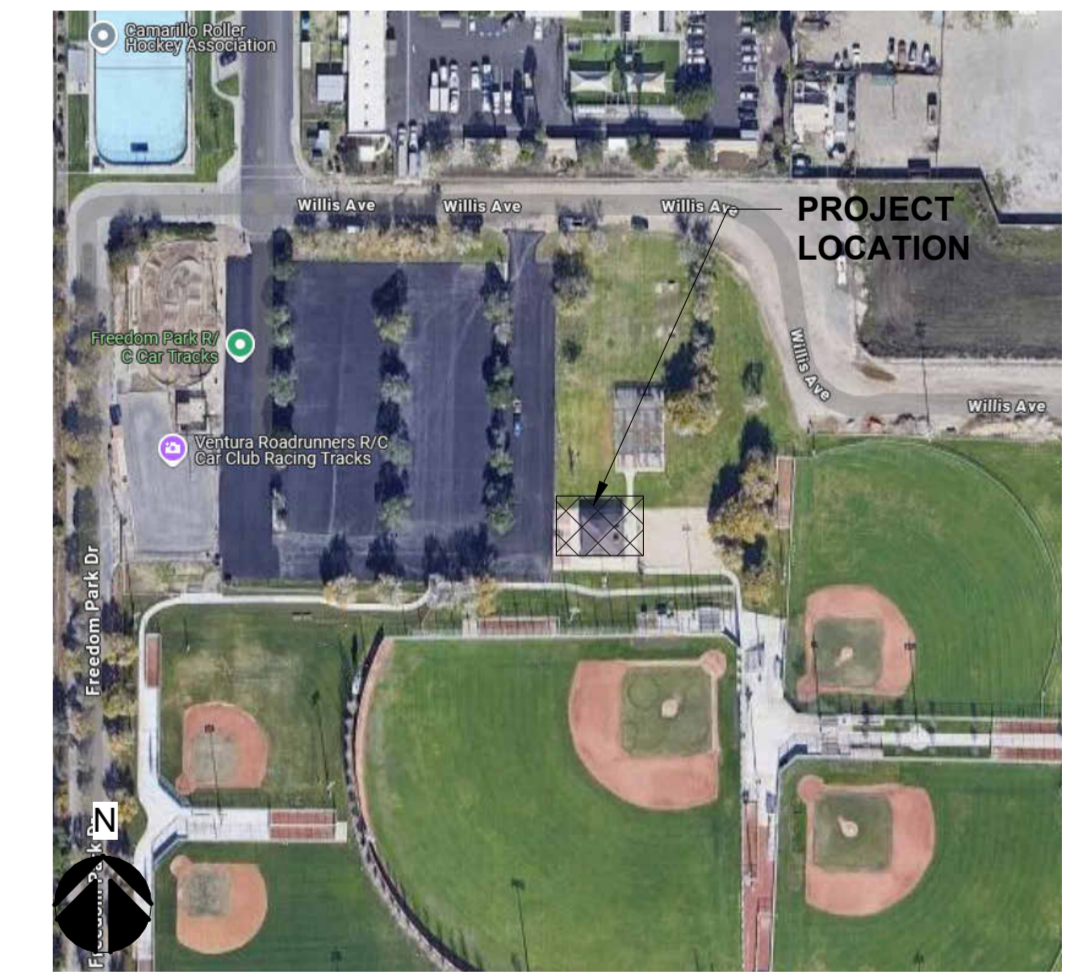
**SCOPE OF WORK:**

**INTERIOR:**  
PROVIDE RESTROOM REPAIR/REMODEL AND ADA COMPLIANCE LIMITED TO THE AREA OF WORK. NEW PLUMBING FIXTURES, NEW RESTROOM ACCESSORIES, NEW FLOORING, REPLACEMENT OF LIGHTS WITH NEW LED LIGHTING FIXTURES, AND NEW RESTROOM SIGNAGE, NEW GATES, AND DOORS WITH COMPLIANT DOOR HARDWARE.

**PROVIDE THE SNACK BAR REPAIR/REMODEL WITH NEW COUNTER TOPS, NEW ROLL UP DOORS, NEW SLIDING SERVICE WINDOWS, NEW DOORS, REPLACEMENT OF LIGHTS WITH NEW LED LIGHTING FIXTURES, NEW PLUMBING FIXTURES, AND REPLACEMENT OF NON-COMPLIANT KITCHEN EQUIPMENT.**

**EXTERIOR:**  
SITE: REPLACE NON-COMPLIANT WALKWAY WITH A COMPLIANT PATH OF TRAVEL TO THE BUILDING ENTRANCES FROM ARRIVAL POINTS.  
BUILDING: PROVIDE NEW METAL CANOPY ON ROOF, NEW SOLAR TUBES, NEW DORMER VENTS, NEW MAKE-UP AIR, POWER WASH ALL EXTERIOR WALLS AND PROVIDE NEW PAINT FINISH.

## VICINITY MAP 4

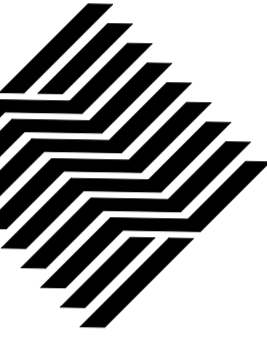


## SHEET INDEX

- T1.0 TITLE SHEET, VICINITY MAP, SCOPE OF WORK
- A1.0 DEMOLITION / RENOVATION PLANS
- A2.0 DEMOLITION & RENOVATION REFLECTIVE CEILING PLAN
- A3.0 INTERIOR ELEVATION, SECTIONS, SCHEDULES
- A4.0 DETAILS - DORMER VENT, LOUVERS, TOILET ACCESSORIES, SIGNAGE, & TILE
- A4.1 ENLARGED SITE PLAN, METAL GATE, SHEET METAL CANOPY, & SOLATUBE DETAILS
- E1.0 LEGEND, SCOPE OF WORK, DRAWING INDEX, SWITCHGEAR ELEVATION, PANEL SCHEDULE
- E1.1 SINGLE LINE DIAGRAM
- E1.2 PROJECT NOTES
- E2.0 SITE PLAN
- E2.1 POWER, LIGHTING PLAN
- E3.0 TITLE 24

Architecture  
Interiors  
Planning

BOA



FREEDOM PARK  
RESTROOM AND  
SNACK BAR BUILDING  
ACCESSIBILITY  
IMPROVEMENTS

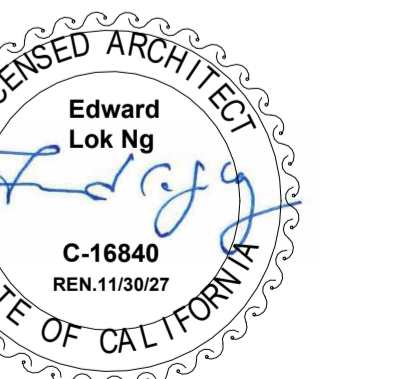
1511 Cota Ave. Long Beach, CA 90813 Tel. 562-912-7900

275 E PLEASANT VALLEY RD., CAMARILLO, CA 93010

NO.	DATE	REV.	BY	CHK.

Designer: LA  
CAD Draft: RM  
Architect: LOK  
Engineer: EDA  
Client: PVRPD  
Date Issue: 01/22/2026  
Job Number: 3153

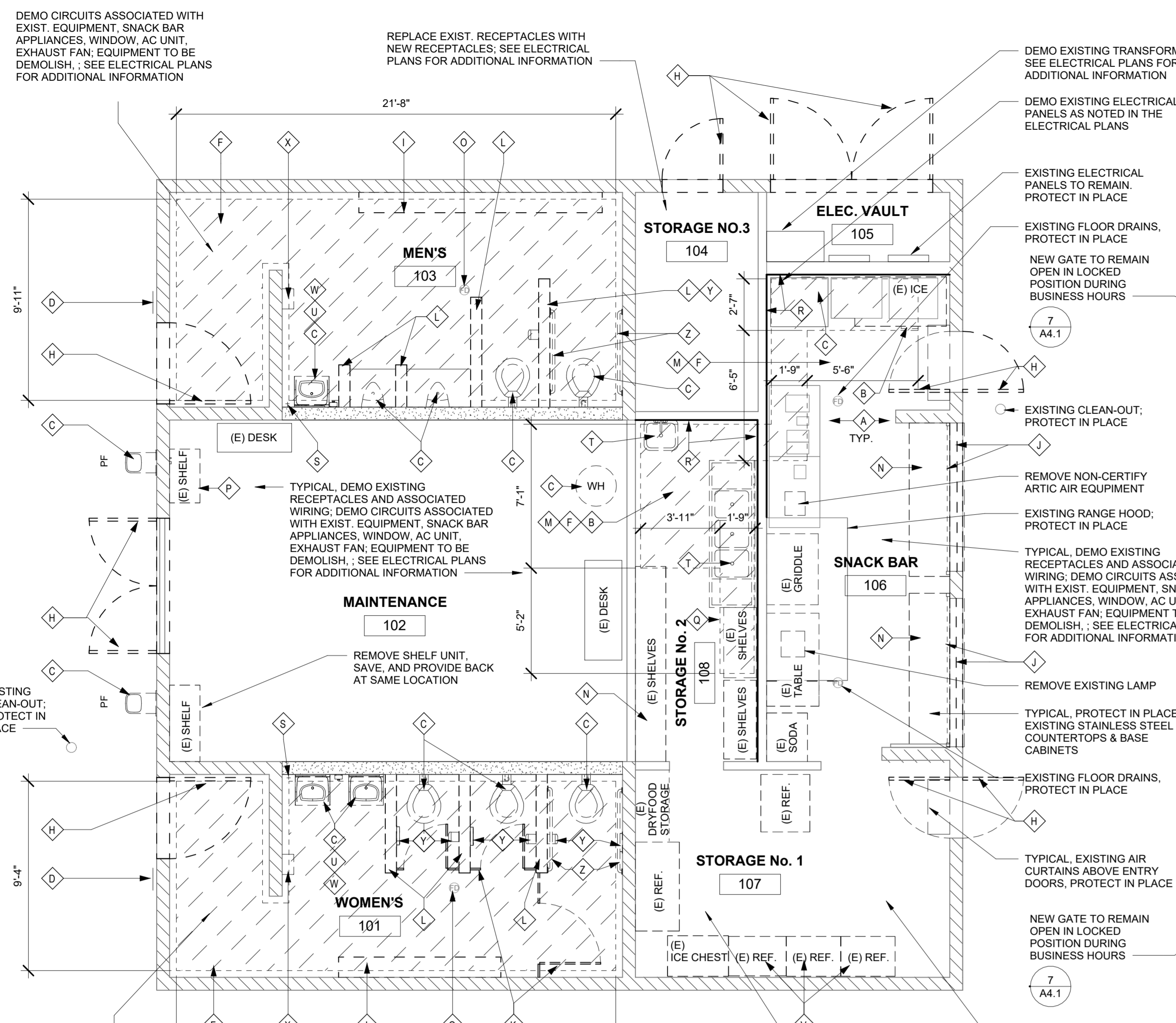
Client:  
Consultant:



• TITLE SHEET, VICINITY  
MAP, SCOPE OF WORK

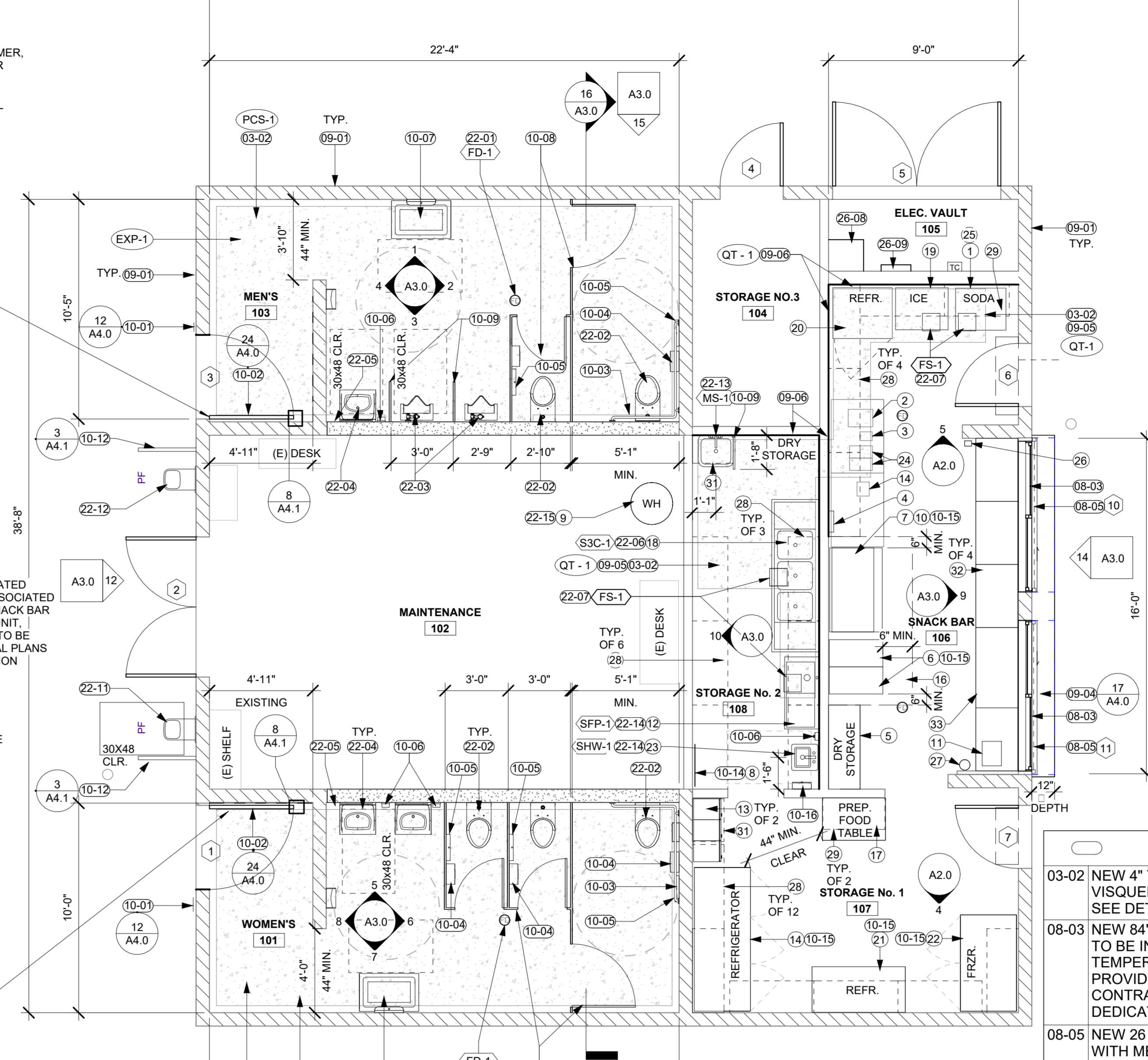
T1.0

These drawings and accompanying information are the exclusive property of the Architect and their use and publication shall be restricted to the original site for which they were prepared. Re-use, reproduction or publication by any method, in whole or part, is prohibited by written permission from the Architect. Title to these plans and specifications shall remain with the Architect without prejudice, and shall be deemed to constitute prima facie evidence of acceptance of these restrictions.



### 2 DEMOLITION PLAN

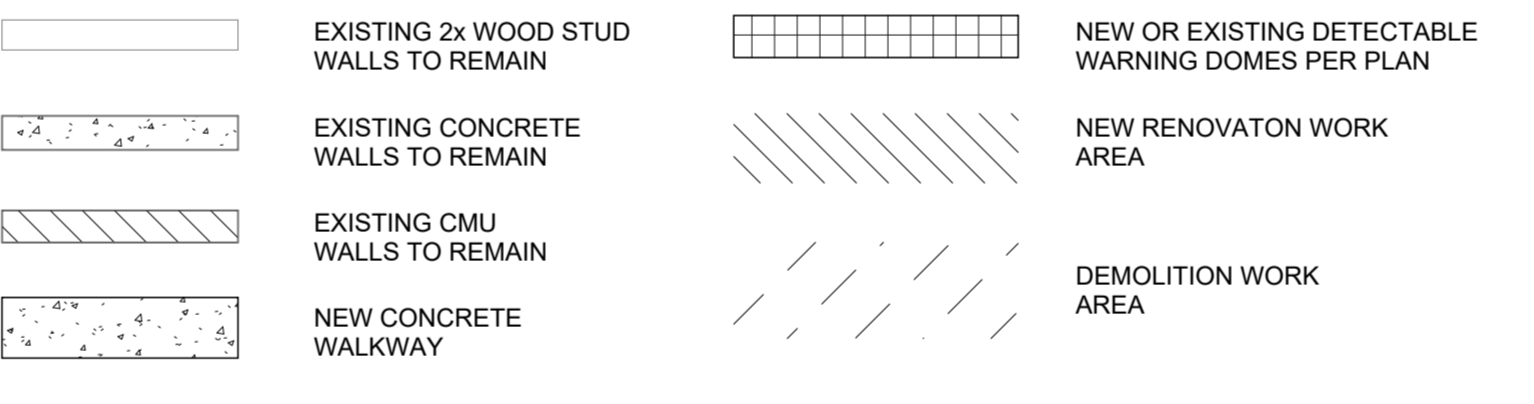
SCALE: 1/4" = 1'-0"



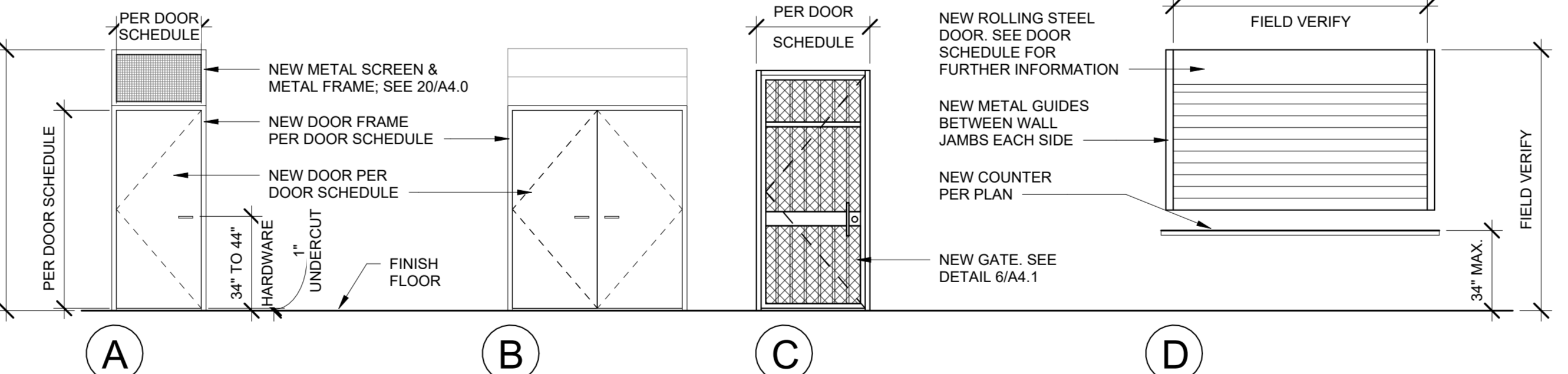
### 1 RENOVATION FLOOR PLAN

SCALE: 1/4" = 1'-0"

### PROJECT LEGEND



### DOOR LEGEND



### DOOR SCHEDULE

DOOR #	DOOR SIZE	DOOR	HEIGHT	THICK.	C TYPE	CONSTRUCT		FRAME		DETAILS			HARDWARE SET	COMMENTS
						MAT.	FIN.	MAT.	FIN.	HEAD	JAMB	THRESHOLD		
1	6'-0" x 8'-0"	DOUBLE	6'-8"	1 3/4"	B	HM	P-2	HM	P-2	10/A.0	9/A.0	6	PROVIDE LEVER, DEADBOLT, & CLOSER.	
2	6'-0" x 8'-0"	DOUBLE	6'-8"	1 3/4"	B	HM	P-2	HM	P-2	10/A.0	9/A.0	6	PROVIDE THRESHOLD, LEVER, DEADBOLT, KICKPLATE, & SEALS.	
3	4'-0" x 8'-0"	GATE	6'-8"	2"	C	HM	P-2	HM	P-2	NONE	1	PROVIDE LEVER, DEADBOLT, & CLOSER.		
4	3'-0" x 8'-0"	SINGLE	6'-8"	1 3/4"	A	HM	P-2	HM	P-2	10/A.0	9/A.0	4	PROVIDE THRESHOLD, LEVER, DEADBOLT, KICKPLATE, & SEALS.	
5	8'-0" x 8'-0"	DOUBLE	6'-8"	1 3/4"	B	HM	P-2	HM	P-2	10/A.0	9/A.0	5	PROVIDE THRESHOLD, LEVER, DEADBOLT, & SEALS.	
6	3'-0" x 8'-0"	SINGLE	6'-8"	1 3/4"	A	HM	P-2	HM	P-2	10/A.0	9/A.0	3	PROVIDE THRESHOLD, KICKPLATE, LEVER, DEADBOLT, CLOSER, & SEALS.	
7	3'-0" x 8'-0"	SINGLE	6'-8"	1 3/4"	A	HM	P-2	HM	P-2	10/A.0	9/A.0	2	PROVIDE THRESHOLD, KICKPLATE, LEVER, DEADBOLT, CLOSER, & SEALS.	
10	7'-4" x 4'-8"	ROLL-UP	4'-8"	3"	D	HM	P-2	HM	P-2	NONE	7	26 GAUGE GALVANIZED STEEL WITH CORRUGATED CURTAIN		
11	7'-4" x 4'-8"	ROLL-UP	4'-8"	3"	D	HM	P-2	HM	P-2	NONE	7	26 GAUGE GALVANIZED STEEL WITH CORRUGATED CURTAIN		

### ROOM FINISH SCHEDULE

NO.	ROOM NAME	FLOOR/BASE	WALLS				CEILING				COMMENTS		
			NORTH	EAST	SOUTH	WEST	MAT.	FIN.	MAT.	FIN.			
101	WOMEN'S	PCS-1 P-T-1	(E) CONC.	PT-1	(E) CMU	P-1	(E) CONC.	P-1	(E) CMU	P-1	(E) GYP BD.	P-3	
102	MAINTENANCE	(E) CONC.	(E) CONC.	PT-1	(E) CMU	P-1	(E) CONC.	P-1	(E) CMU	N/A	(E) GYP BD.	N/A	
103	MEN'S	PCS-1 P-T-1	(E) CONC.	PT-1	(E) CMU	P-1	(E) CONC.	P-1	(E) CMU	P-1	(E) GYP BD.	P-3	
104	STORAGE NO. 3	(E) CONC.	(E) CMU	N/A	(E) GYP BD.	N/A	(E) GYP BD.	N/A	(E) CMU	N/A	(E) GYP BD.	N/A	
105	ELEC. VAULT	(E) CONC.	(E) CMU	N/A	(E) GYP BD.	N/A	(E) GYP BD.	N/A	(E) GYP BD.	N/A	(E) GYP BD.	N/A	
106	SNACK BAR	(E) QUARRY TILE FLR. & BASE	(E) GYP BD.	FRP	(E) CMU	FRP	(E) CMU	FRP	(E) GYP BD.	FRP	(E) GYP BD.	P-3	
107	STORAGE No. 1	(E) QUARRY TILE FLR. & BASE	(E) GYP BD.	FRP	(E) CMU	FRP	(E) CMU	FRP	(E) GYP BD.	FRP	(E) GYP BD.	P-3	
108	STORAGE No. 2	(E) QUARRY TILE FLR. & BASE	(E) GYP BD.	FRP	(E) GYP BD.	FRP	(E) GYP BD.	FRP	(E) GYP BD.	FRP	(E) GYP BD.	P-3	

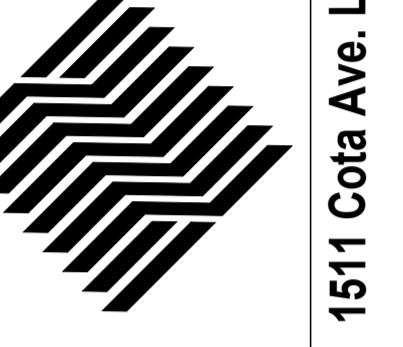
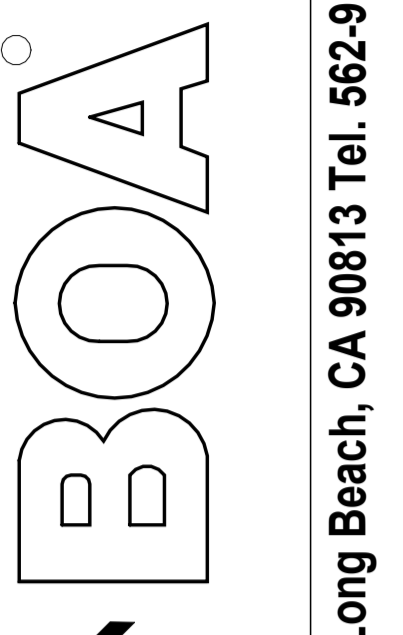
### DEMOLITION KEYNOTES

- A TYPICAL REMOVE EXISTING APPLIANCES AND KITCHEN ACCESSORIES AS NEEDED TO DO THE IMPROVEMENTS WORK UNDER THIS CONTRACT AND STORE ON A SECURE STORAGE PROVIDED BY THE CONTRACTOR ON SITE FOR RE-INSTALLATION PER RENOVATION PLAN. PROVIDE TO OWNER ANY APPLIANCES OR ACCESSORIES THAT ARE NOT TO BE RE-INSTALLED.
- B REMOVE EXISTING FLOOR SINK AND PREPARE FOR NEW TYPE. SEE PLUMBING FIXTURE SCHEDULE.
- C REMOVE EXISTING PLUMBING FIXTURE AND ASSOCIATED FITTINGS. CAP UTILITY LINES BELOW WALL/FLOOR SURFACES AS REQUIRED. RECONNECT PIPING TO NEW FIXTURES SHOWN ON RENOVATION PLAN. PATCH AND REPAIR IMPACTED WALL/FLOOR SURFACES.
- D REMOVE EXISTING ROOM ID SIGNAGE FROM WALL AND PREPARE SURFACE FOR NEW PAINT.
- F SAWCUT AND REMOVE PORTIONS OF EXISTING CONCRETE SLAB FOR NEW CONNECTIONS, SUCH AS SEWER, ELECTRICAL AND PROVIDE NEW TRENCHING AREA AROUND EXISTING PLUMBING, ELECTRICAL AND FOR NEW WORK. VERIFY EXTENT OF REMOVAL IN FIELD.
- H REMOVE EXISTING METAL DOOR AND METAL FRAME.
- I REMOVE EXISTING WOOD BENCH.
- J REMOVE EXISTING ROLL-UP DOOR, TRACKS, WINDOWS, TRIMS, AND PREPARE FOR NEW WORK.
- K REMOVE EXISTING TOLL PARTITION SYSTEM AND PREPARE FOR NEW WORK.
- L SAWCUT AND REMOVE PORTION OF EXISTING CMU PARTITION WALL AND ATTACHED ACCESSORIES. PATCH AND REPAIR IMPACTED WALL/FLOOR SURFACES.
- M REMOVE EXISTING FLOOR TILE. PREPARE AREA FOR NEW WORK.
- N REMOVE EXISTING BUILT IN COUNTERTOP/SHELF AND ASSOCIATED FRAMING/SUPPORTS AND PREPARE FOR NEW WORK.
- O REMOVE EXISTING FLOOR DRAIN AND PREPARE FOR NEW TYPE.
- P REMOVE EXISTING WALL SHELF. PATCH AND REPAIR IMPACTED WALL/FLOOR SURFACES.
- Q REMOVE EXISTING MULTIPLE METAL TIER STORAGE SHELF UNIT.
- R REMOVE EXISTING QUARRY COVE BASE WALL TILE AND SUBSTRATE ONLY AS NEEDED AT IMPROVEMENT AREA TO ACCOMMODATE NEW WORK.
- S REMOVE EXISTING HOSE BIB AND PREPARE FOR NEW TYPE.
- T REMOVE EXISTING SINK AND ASSOCIATED FITTINGS. CAP UTILITY LINES BELOW WALL/FLOOR SURFACES AS REQUIRED. SAVE SINK FIXTURE, AND PREPARE FOR RE-INSTALLATION PER RENOVATION FLOOR PLAN. PATCH AND REPAIR IMPACTED WALL/FLOOR SURFACES.
- U REMOVE EXISTING WALL MOUNTED MIRROR.
- V TYPICAL REMOVE NON-CERTIFIED REFRIGERATORS AS DIRECTED BY THE HEALTH DEPARTMENT.
- W REMOVE EXISTING SOAP DISPENSER.
- X REMOVE EXISTING HAND DRYER.
- Y REMOVE EXISTING TOILET PAPER DISPENSER OR SANITARY NAPKIN DISPOSAL.
- Z REMOVE EXISTING GRAB BAR.

### RENOVATION KEYNOTES

- 03-02 NEW 4" THICK CONCRETE SLAB WITH #4 REBARS 16" O.C. BOTH WAYS, OVER 1" SAND OVER 15 MIL VISQUEEN OVER 2" SAND. WALKWAY SLOPE TO BE 1% MIN. AND 2% MAX. UNLESS OTHERWISE NOTED. SEE DETAIL 18/A.0.
- 08-03 NEW 84"x42" DRIVE THRU ANODIZED ALUMINUM SLIDER WINDOW & TRANSOM BY QUICKSERV OR EQUAL TO BE INSTALLED IN EXISTING WINDOW TO PROVIDE 14" CLEAR TEMPERED GLASS LOW-E SELF-CLOSE SLIDER, WITH SERVICE OPENING UNDER 432 SQUARE INCHES. PROVIDED WITH AN AIR CURTAIN ABOVE TO OPERATE AUTOMATIC WHENEVER THE WINDOW IS OPEN. CONTRACTOR TO EXTEND POWER, LOW VOLTAGE, TO EXISTING ELECTRICAL PANEL WITH 20 AMP DEDICATED CIRCUIT AND TO FIELD VERIFY SIZE.
- 08-05 NEW 26 GAUGE GALVANIZED STEEL WITH CORRUGATED CURTAIN, 92" WIDE X 56" HIGH ROLL UP DOOR WITH METAL TRACKS, DOOR OPERATOR MODEL GH, AND DOOR ACCESSORIES. PROVIDED IN 22-GAUGE STEEL. MODEL C.H.I. 6500 SERIES ROLL-UP DOOR OR APPROVED EQUAL.
- 09-01 PRESSURE WASH EXISTING INTERIOR & EXTERIOR WALLS AND SURFACES DAMAGED BY NEW WORK. SCRAPE OFF ANY UNSTABLE PAINT. PATCH AND REPAIR ANY DAMAGED SURFACES AND PREPARE SURFACES FOR NEW FINISHES PER PLAN.
- 09-04 NEW 16 GAUGE STAINLESS STEEL COUNTERTOP OVER 3/4" CDX PLYWOOD MOUNTED AT 34" MAX. HEIGHT ABOVE FINISH FLOOR. ALL JOINTS TO BE WELDED, SEAMLESS, & FLUSH. PROVIDED WITH DIAGONAL METAL KNEE BRACES AND ATTACHED TO EXISTING CMU.
- 09-05 NEW QUARRY FLOOR TILE OVER NEW SLOPED SUBSTRATE. SEE FINISH MATERIAL SCHEDULE. SLOPE 1% MINIMUM OR 2% MAXIMUM PERMISSIBLE TO FLOOR DRAIN. COMPLY WITH TILE COUNCIL OF NORTH AMERICA INSTALLATION METHOD #12-107.
- 09-06 NEW MATCHING WALL QUARRY BASE TILE OVER NEW 5/8" CEMENT BOARD, 4" MINIMUM HEIGHT. SHOWN WITH BOLD LINE ON RENOVATION PLAN. SEE FINISH MATERIAL SCHEDULE.
- 10-01 NEW TACTILE ROOM ID SIGNAGE FOR RESTROOMS AT NEW LOCATION ON WALL. PROVIDE NEW TITLE 24 AND ADA-COMPLYING RESTROOM SIGNAGE. PATCH AND REPAIR WALL FINISHES AND SUBSTRATES MATERIALS DAMAGED BY RETROFIT WORK TO MATCH ADJACENT FINISH.
- 10-02 NEW GEOMETRIC TRIANGLE ON ENTRY DOOR TO RESTROOM. PROVIDE 12" DIA. CIRCLE AT WOMEN'S RESTROOM AND TRIANGLE AT MEN'S RESTROOM. COLOR OF GEOMETRIC SIGNS SHALL CONTRAST VISUALLY WITH THE DOOR COLOR.
- 10-03 NEW ONE-PIECE GRAB BAR (42"x54"). 1-1/2" OUTSIDE DIAMETER, STAINLESS STEEL FINISH. MOUNT TOP OF GRAB BAR 34" ABOVE FINISH FLOOR.
- 10-04 NEW TOILET PAPER DISPENSER, STAINLESS STEEL FINISH.
- 10-05 NEW SEAT COVER DISPENSER, STAINLESS STEEL FINISH. MOUNT TOP OF DISPENSER AT 40" MAXIMUM.
- 10-06 NEW SOAP DISPENSER, STAINLESS STEEL FINISH. MOUNT TOP OF DISPENSER AT 40" MAXIMUM.
- 10-07 NEW WALL MOUNTED BABY CHANGING STATION. PROVIDE 30"x48" CLEAR FLOOR SPACE FRONT OF TABLE. DESIGN OF HANDLES AND CONTROLS (OPERABLE WITH ONE HAND, WITHOUT TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST) REQUIRED FOR FORCE NOT TO EXCEED 5 LBS. PROVIDE STATION MOUNTING HEIGHT IN THE DOWN POSITION 34" MAXIMUM AND KNEE SPACE 27" MINIMUM ABOVE FINISH FLOOR AND TOE SPACE BENEATH 17" MIN. TO 25" MAX.
- 10-08 NEW SOLID PHENOLIC TOILET PARTITIONS. SEE FINISH MATERIAL SCHEDULE.
- 10-09 NEW SOLID PHENOLIC URINAL PARTITIONS @ 23" DEEP. SEE FINISH MATERIAL SCHEDULE.
- 10-12 PROVIDE NEW 1-1/2" DIAMETER STAINLESS STEEL WALL TO FLOOR DRINKING FOUNTAIN GRAB BAR TO SUPPORT LOADS OF 250 POUNDS.
- 10-14 PROVIDE NEW BROOM RACK BY REGENCY, MODEL 600MBR24 OR APPROVED EQUAL.
- 10-15 PROVIDE NEW OR EXISTING EQUIPMENT AND ANY NECESSARY HOOKUP, POWER, ETC. SEE LIST FOR MODEL AND ADDITIONAL INFORMATION.
- 10-16 NEW WALL MOUNTED STAINLESS STEEL PAPER TOWEL DISPENSER, BOBRICK 262 OR APPROVED EQUAL.
- 22-01 NEW FLOOR DRAIN WITH CLEAN-OUT. FLOOR SLOPES NOT TO EXCEED 1.5% IN ANY DIRECTION.
- 22-02 NEW WALL MOUNTED PORCELAIN WATER CLOSET WITH CONCEAL FLUSHOMETER W/ PUSH BUTTON. SEE PLUMBING FIXTURE SCHEDULE.
- 22-03 NEW WALL MOUNTED PORCELAIN URINAL WITH CONCEAL FLUSHOMETER W/ PUSH BUTTON. SEE PLUMBING FIXTURE SCHEDULE.
- 22-04 NEW WALL MOUNTED PORCELAIN LAVATORY WITH METER FAUCET AND PIPE INSULATION TO FULLY COVER DRAIN AND EXPOSED SHARP EDGES/SURFACES UNDER THE LAVATORY WITH A WHITE PVC LAY SHEILD. SEE PLUMBING FIXTURE SCHEDULE.
- 22-05 NEW HOSE BIB TO MATCH EXISTING ONE AND SECURE EXISTING SUPPLY PIPE TO EXISTING BUILDING WALL.
- 22-06 REINSTATE EXISTING 3 BOWL COMPARTMENT SINK 'EVEREST' W/ 2 DRAIN BOARDS & METAL BACKSPASH EA COMPARTMENT & DRAINBOARD PROVIDES A MIN. OF 18X18X12 INCH DEPTH; PROVIDE NEW PLUMBING FITTINGS FOR DRAINAGE, AND NEW SUPPLY LINES TO EXISTING FAUCET. SINK TO DRAIN INTO NEW FLOOR SINK WITH A MINIMUM 1" AIR GAP.
- 22-07 NEW FLOOR SINK TO BE FLUSH WITH CONCRETE FINISH FLOOR. SEE PLUMBING FIXTURE SCHEDULE.
- 22-11 ADJUST THE HEIGHT OF THE DRINKING FOUNTAIN TO PROVIDE 36" MAXIMUM HIGH BUBBLER ABOVE FINISH FLOOR. PROVIDE OR REPLACE ANY NEW WATER/RAIN LINES NEEDED AND FITTINGS.
- 22-12 ADJUST THE HEIGHT OF THE DRINKING FOUNTAIN TO PROVIDE 38" MINIMUM TO 43" MAXIMUM HIGH BUBBLER ABOVE FINISH FLOOR. PROVIDE OR REPLACE ANY NEW WATER/RAIN LINES NEEDED AND FITTINGS.
- 22-13 RE-INSTALL EXISTING MOP SINK AT SAME LOCATION. PROVIDE NEW P-TRAP, SUPPLY LINES, AND ATTACHMENT HARDWARE AS NEEDED. PROVIDE NEW FAUCET WITH APPROVED VACUUM BREAKER. SEE PLUMBING FIXTURE SCHEDULE.
- 22-14 NEW SINK. PROVIDE NEW P-TRAP, SUPPLY LINES, AND ATTACHMENT HARDWARE AS NEEDED. SEE EQUIPMENT & PLUMBING FIXTURE SCHEDULE.
- 22-15 NEW ELECTRIC WATER HEATER. ATTACHED TO EXISTING METAL SEISMIC STRAPS AND PROVIDE ALL REQUIRED SUPPLY LINES, CONNECTIONS, POWER, AND HARDWARE AS NEEDED. SEE PLUMBING FIXTURE SCHEDULE.
- 26-08 NEW ELECTRICAL TRANSFORMER, SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.
- 26-09 NEW ELECTRICAL PANELS AND BREAKERS. SEE ELECTRICAL PLANS FOR ADDITIONAL INFORMATION.

Architecture  
Interiors  
Planning

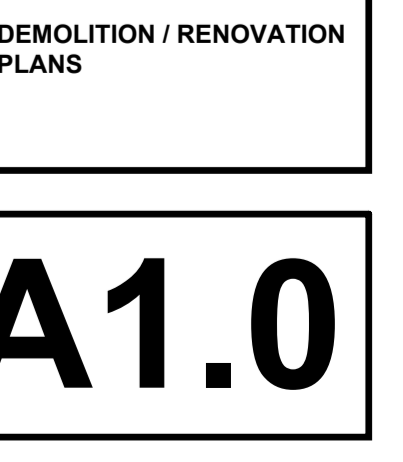
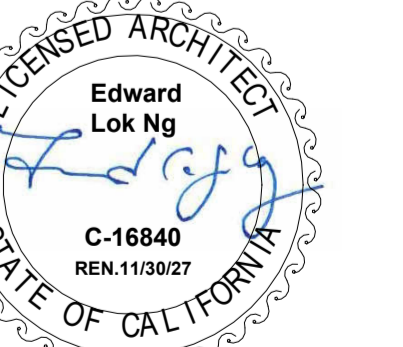


**FREEDOM PARK  
RESTROOM AND  
SNACK BAR BUILDING  
ACCESSIBILITY  
IMPROVEMENTS**

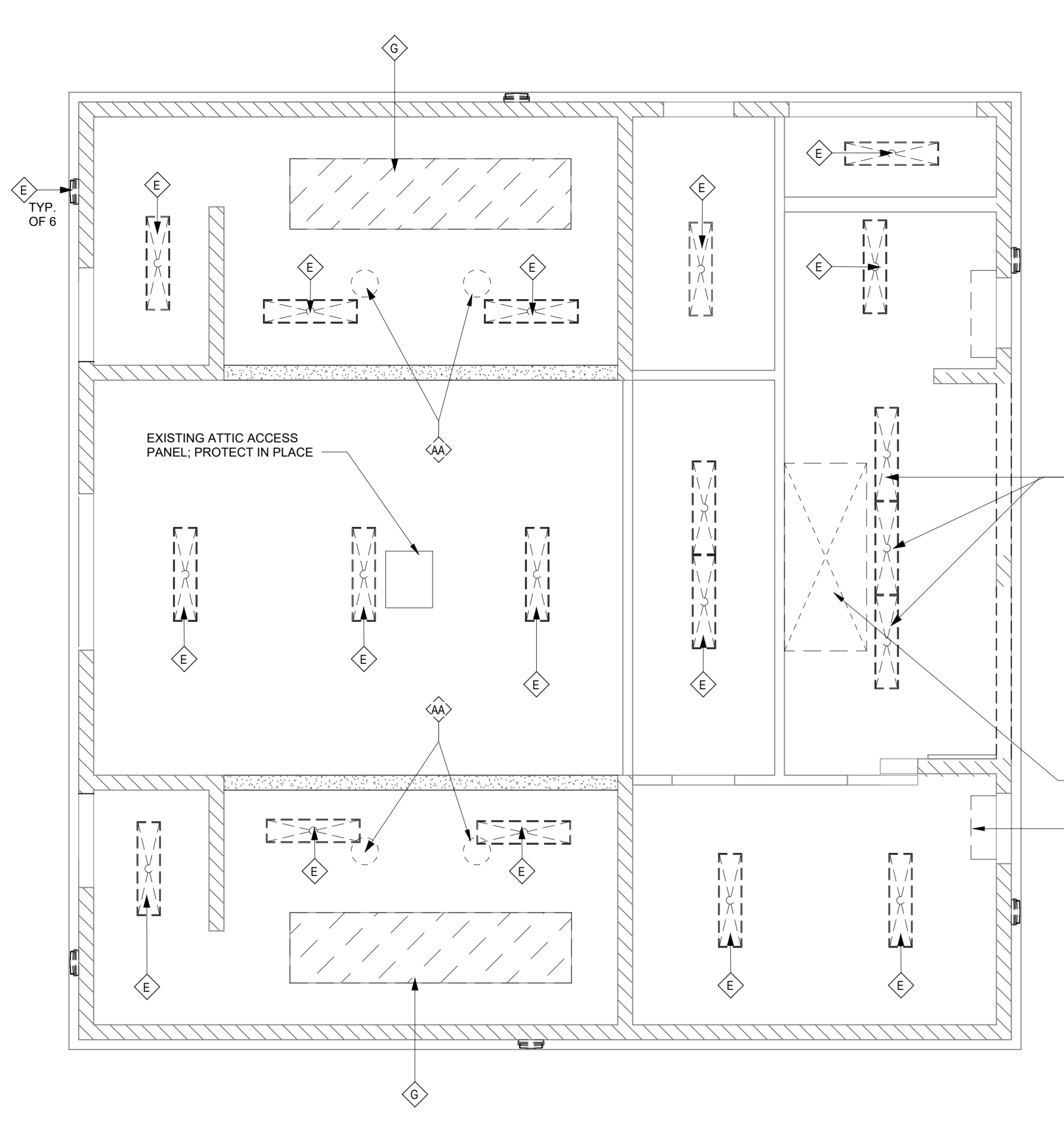
1511 Costa Ave. Long Beach, CA 90813 Tel. 562-912-7900  
275 E PLEASANT VALLEY RD., CAMARILLO, CA 93010

Designer:	LA
CAD Draft:	RM
Architect:	LOK
Engineer:	EDA
Client:	PVP/DP
Date Issue:	5/12/2026
Job Number:	3153

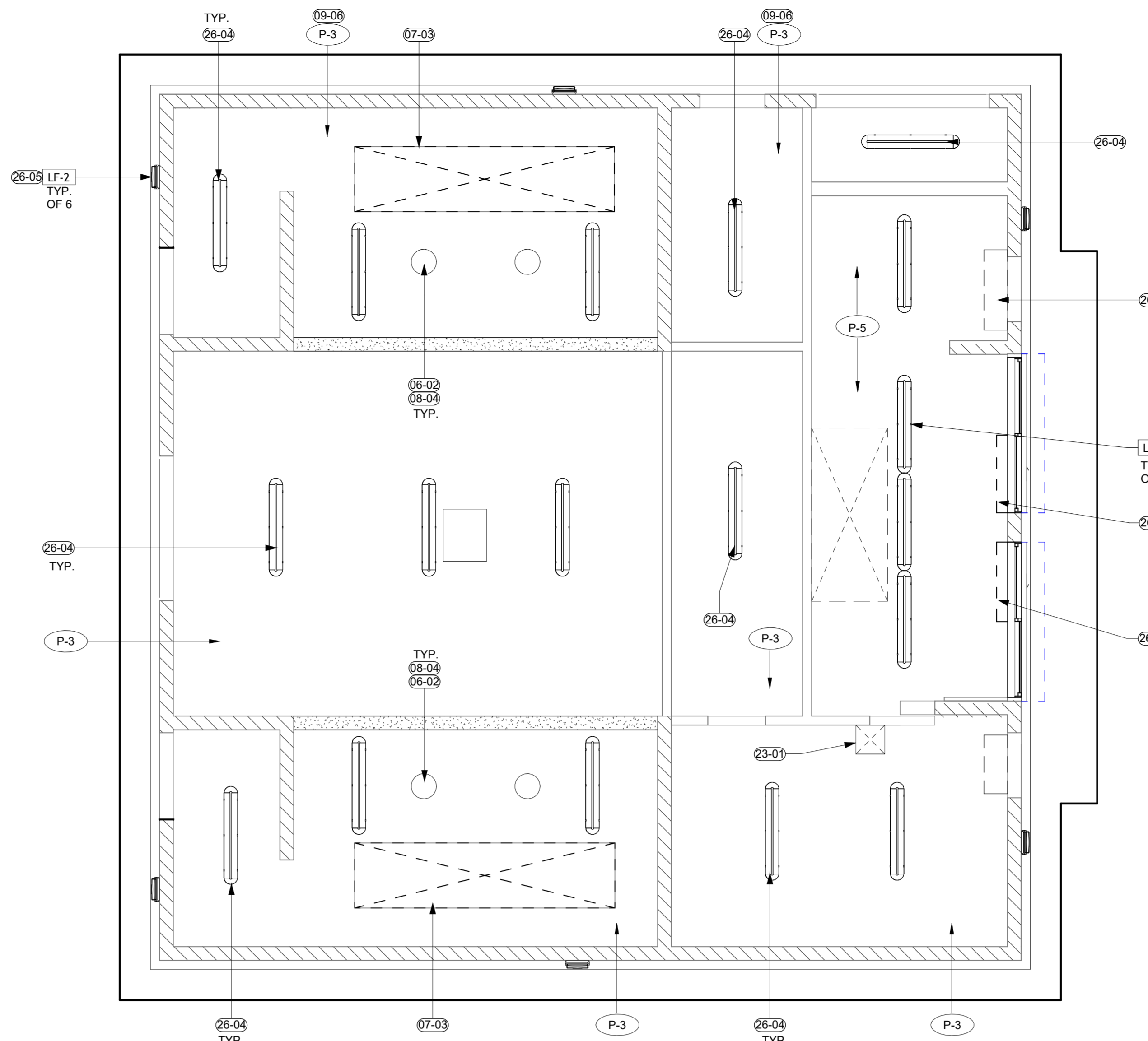
Client:  
Consultant:



These drawings and accompanying instruments of service, are the exclusive property of the Architect and their use and publication shall be restricted to the original site for which they were prepared. Re-use, reproduction or publication by any method, in whole or part, is prohibited by written permission from the Architect. Title to these plans and specifications shall remain with the Architect without prejudice, and visual with them shall constitute prima facie evidence of acceptance of these restrictions.



1 DEMOLITION REFLECTIVE CEILING PLAN  
SCALE: 1/4" = 1'-0"

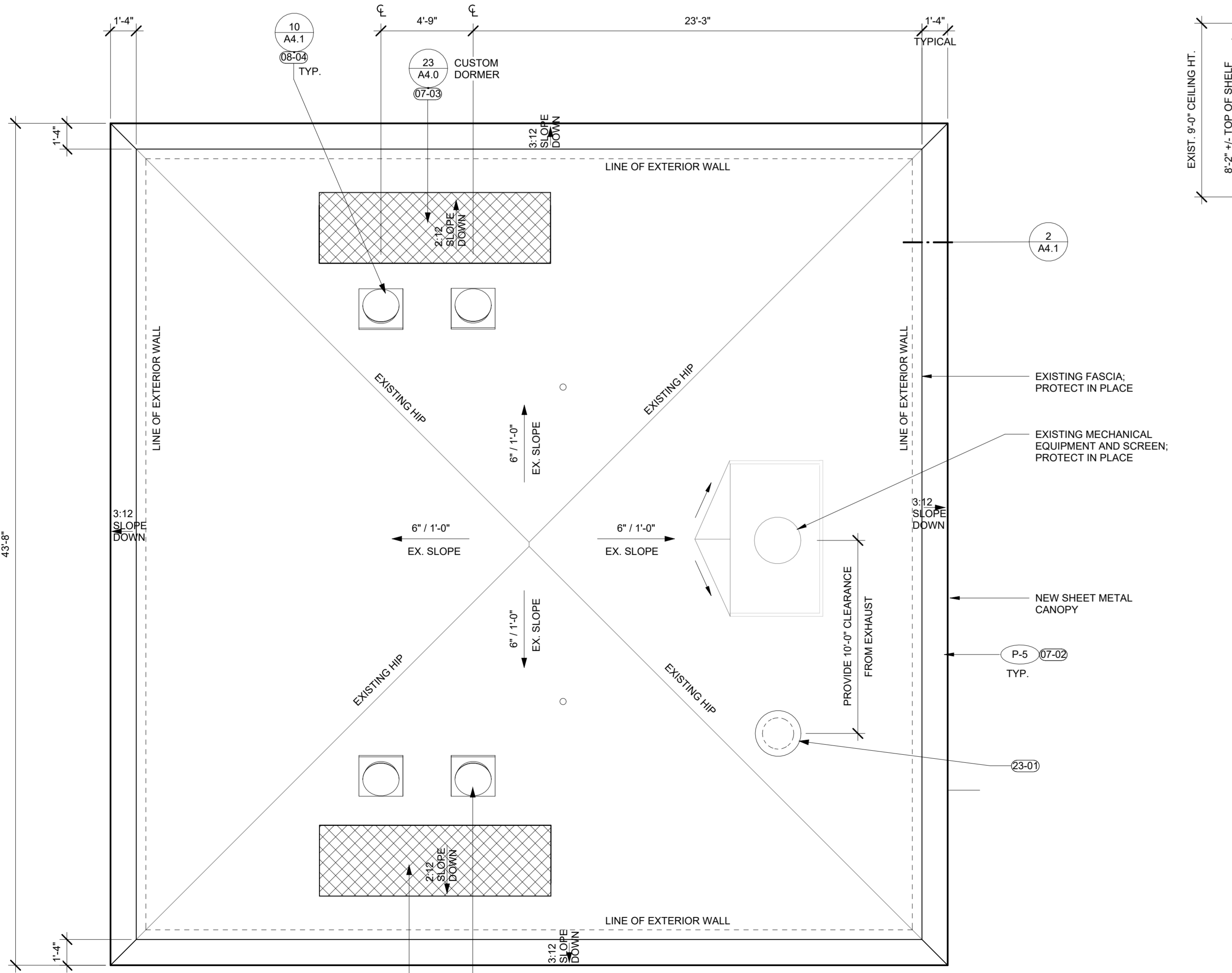


2 RENOVATION REFLECTIVE CEILING PLAN  
SCALE: 1/4" = 1'-0"

- ### DEMOLITION KEYNOTES
- AA SAWCUT DRYWALL, PLYWOOD, AND REMOVE ALL NECESSARY ROOFING TO ACCOMMODATE NEW SOLAR TUBE WORK.
  - E REMOVE EXISTING ELECTRICAL LIGHT FIXTURE, SWITCHES, ETC. AND PREPARE FOR NEW ELECTRICAL WORK.
  - G REMOVE EXISTING METAL SCREEN AT CEILING/ROOF AND PREPARE FOR NEW WORK. PATCH CEILING OPENING WALL AS NEEDED.
- ### RENOVATION KEYNOTES
- 06-02 PROVIDE DOUBLE 2x BLOCKING BETWEEN ROOF RAFTERS AT EACH END OF THE SOLAR TUBE WITH A 1/2" PLYWOOD ATTACHED TO UNDERSIDE OF ROOF RAFTERS.
  - 07-02 NEW 20 GAUGE GALVANIZED SHEET METAL ROOF OVERHANG CANOPY PAINTED PER FINISH MATERIAL SCHEDULE PROVIDE TOP & BOTTOM #10 x 1-1/2" TRUGRIP METAL-TU-WOOD SELF-PIERCING SCREWS AT 16" O.C. INTO EXISTING 2x10 WOOD FASCIA.
  - 07-03 PROVIDE NEW CUSTOM SHEET METAL ROOF DORMER VENT. CONTRACTOR TO VERIFY SIZE, AND PROVIDE SHOP DRAWINGS PRIOR TO FABRICATION.
  - 08-04 NEW 14" SOLAR TUBES TO BE INSTALLED AT ROOF PER MANUFACTURE RECOMMENDATION. LOCATE IN BETWEEN EXISTING ROOF RAFTERS AND PROVIDE NEW BLOCKING. SEE ROOF PLAN FOR LOCATION.
  - 09-06 NEW MATCHING WALL QUARRY BASE TILE OVER NEW 5/8" CEMENT BOARD; 4" MINIMUM HEIGHT. SHOWN WITH BOLD LINE ON RENOVATION PLAN. SEE FINISH MATERIAL SCHEDULE.
  - 23-01 NEW SUPPLY FAN COOK KSP 120B OR EQUAL. PROVIDED WITH ROOF CURB, MERV 13 FILTER, AND STANDARD MESH FILTER W/ MANUFACTURE FILTER BOX/RACK HARDWARE. EXTEND POWER FROM A SPARE BREAKER FROM THE EXISTING ELECTRICAL PANEL AND PROVIDE CONDUIT, CABLE, ETC. FOR AN INTERLOCKING SWITCH FROM THE EXISTING KITCHEN EXHAUST HOOD.
  - 26-04 NEW SURFACE MOUNTED LED LIGHT FIXTURE LOCATED PER RENOVATION REFLECTED CEILING PLAN. PROVIDE LIGHT BULBS TO BE SHIELDED, COATED, OR SHATTER RESISTANT @ AREAS WHERE FOOD IS PREPARED, AND WHERE UNPACKAGED FOOD, AND CLEAN UTENSILS AND LINENS, ARE STORED.
  - 26-05 NEW SURFACE MOUNTED WALL PACK LED VANDAL RESISTANT LIGHT FIXTURES TO MATCH EXISTING SIZE AT EXISTING LOCATION (FIELD VERIFY).
  - 26-07 NEW SURFACE MOUNTED AIR CURTAIN. EXTEND POWER, ELECTRICAL WIRES WITH CONDUITS FROM ADJACENT J-BOX.

- ### DEMOLITION NOTES
- CAP ALL EXISTING UTILITIES & PREPARE FOR NEW WORK AS REQUIRED.
  - PROVIDE ALL LABOR, MATERIAL, AND EQUIPMENT NECESSARY TO COMPLETE DEMOLITION WORK AS INDICATED ON DRAWINGS AND SPECIFICATIONS AND AS REQUIRED TO ACCOMMODATE NEW CONSTRUCTION.
  - PATCH, REPAIR, AND RESTORE ALL AREAS DAMAGED BY THE CONSTRUCTION WORK AND DEMOLITION TO MATCH CONDITION OF ADJACENT UNDISTURBED SURFACES.
  - REMOVE FROM THE SITE ALL MATERIAL RESULTING FROM THE DEMOLITION WORK IN SUCH A MANNER AS TO AVOID CREATING A NUISANCE. DISPOSE OF ALL MATERIALS FROM THE SITE ON A DAILY BASIS AT NO ADDITIONAL COST TO THE OWNER.
  - DISPOSE OF ALL MATERIAL RESULTING FROM THE DEMOLITION WORK IN ACCORDANCE WITH ALL APPLICABLE LAWS AND REGULATIONS, INCLUDING THOSE GOVERNING NOISE, DUST, AND DIRT CONTROL, DISPOSAL OF HAZARDOUS MATERIALS, AND REQUIREMENTS OF THE LOCAL AIR QUALITY MANAGEMENT DISTRICT.

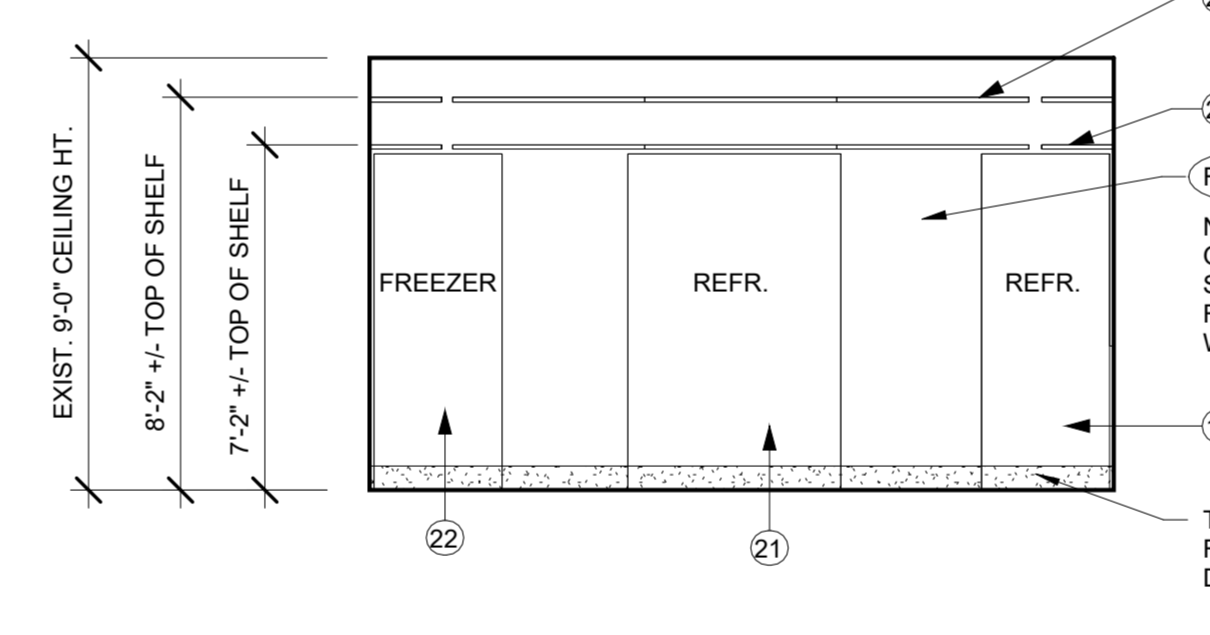
- ### RENOVATION NOTES
- ELECTRICAL / MECHANICAL EQUIPMENT AND DEVICES: REINSTALL AND PROPERLY RECONNECT EXISTING DUCTWORK, SWITCHES, THERMOSTATS, AND OTHER EXISTING ELEC./MECH. EQUIPMENT AND DEVICES DURING THE WORK BUT NOT INDICATED TO BE REMOVED. REINSTALL ONLY EQUIPMENT AND DEVICES THAT ARE IN GOOD CONDITION. DISCARD EQUIPMENT AND DEVICES THAT ARE NOT IN CONDITION AT LEAST AS GOOD AS EXIST BEFORE REMOVAL, AND PROVIDE NEW EQUIVALENT EQUIPMENT AND DEVICES. NEW EQUIPMENT AND DEVICES SHALL EXACTLY MATCH THOSE REMOVED IN TYPE, SIZE, FINISH, CONFIGURATION, AND OPERATING CHARACTERISTICS, UNLESS NOTED OTHERWISE. ALL INSTALLATION SHALL MEET CURRENT BUILDING CODE.
  - PROVIDE NEW MATERIALS TO MATCH EXISTING UNDISTURBED WORK FOR CLOSING OF OPENINGS, REPAIRS, AND RENOVATION. NEW FINISH MATERIALS AND SUBSTRATES TO MATCH EXISTING SHALL BE THE SAME TYPES, SIZES, QUALITIES, AND COLORS AS EXISTING ADJACENT MATERIAL. REPAIR ALL DAMAGED OR DEFACED FLOOR, WALL, AND CEILING FINISHES ASSOCIATED WITH THESE ALTERATIONS.
  - THE CONTRACTOR/SUB-CONTRACTOR SHALL SUBMIT THE PLANS TO THE FIRE DEPARTMENT FOR DEFERRED APPROVAL. USE THE EXISTING EQUIPMENT WHERE POSSIBLE.
  - WHERE EXISTING PLUMBING VENT PIPES ARE REMOVED FROM THE ROOF AND NEW ONES ARE INSTALLED THE CONTRACTOR SHALL PATCH AND REPAIR THE ROOF. THE PATCHING AND REPAIR SHALL BE DONE USING A SUB-CONTRACTOR EXPERIENCED WITH ROOFING IN GENERAL AND ROOFING REPAIRS.
  - FLOOR COVERING MATERIALS SHALL COMPLY WITH ASTM STANDARD E 648, AND HAVE A SPECIFIC OPTICAL DENSITY SMOKE RATING NOT TO EXCEED 450 PER ASTM E 662, CBC 804.4



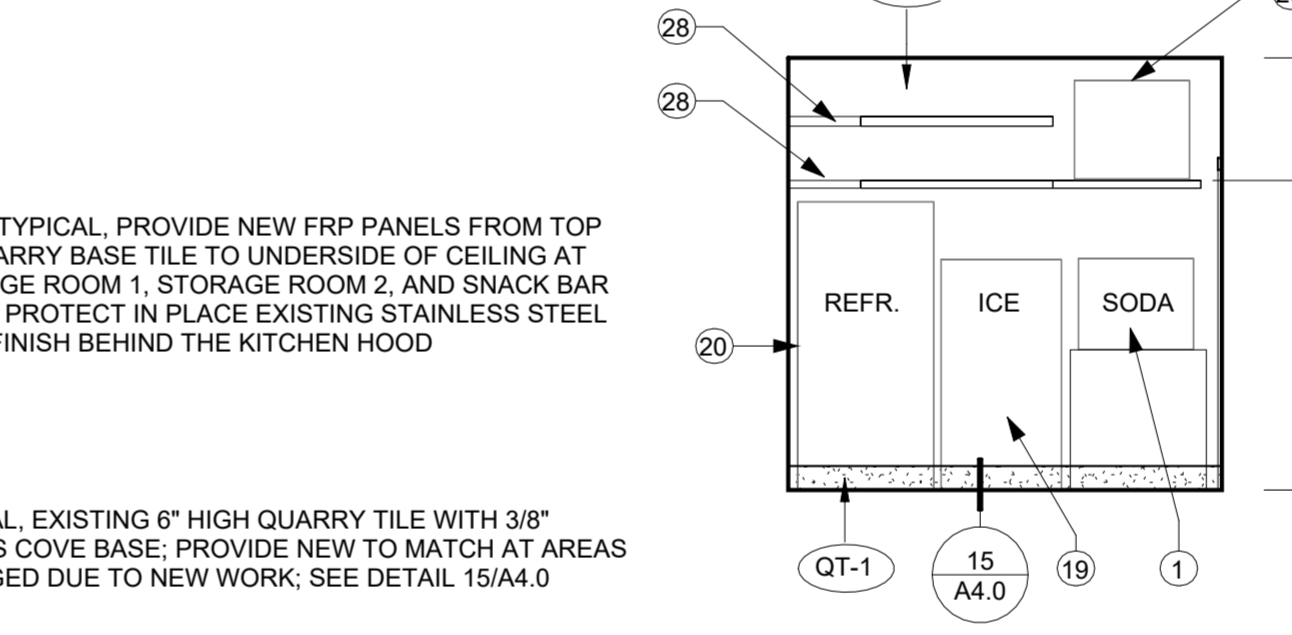
3 ROOF PLAN  
SCALE: 1/4" = 1'-0"

### VENTILATION AREA

EXISTING FLOOR AREA x 5% PER MECHANICAL CODE 402.7  
 MENS: 232 SF x 5% = 11.6 SF  
 WOMENS: 220 SF x 5% = 11 SF  
 PROVIDING 12'-0" WIDE x 1'-0" HIGH OPENING = 12 SF OF NATURAL VENTILATION ON EACH DORMER VENT



4 STORAGE RM. 1 - SOUTH  
SCALE: 1/4" = 1'-0"



5 SNACK BAR - NORTH  
SCALE: 1/4" = 1'-0"

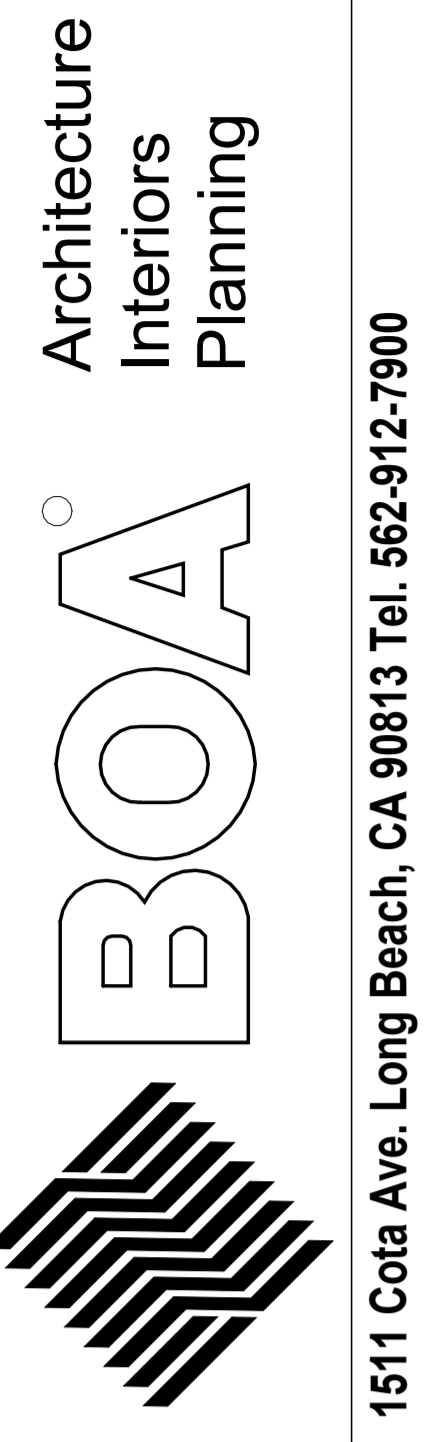
FINISH MATERIAL SCHEDULE				
ITEM No.	MATERIAL	MANUFACTURE	COLOR/MODEL NO.	NOTES
FRP-1	FIBERGLASS REINFORCE PLASTIC PANELS	MARLITE	SMOOTH GLOSS FINISH, COLOR TO BE SELECTED BY OWNER	PROVIDE NEW FRP TO EXTEND FROM TOP OF COVE BASE TO FULL WALL HEIGHT TO BE SELECTED BY OWNER
GB-1	GYP BOARD	USG	HIGH IMPACT & MOLD RESISTANT TYPE.	5/8" THICK GYP BD. SHALL BE SMOOTH FINISH TO MATCH ADJACENT SURFACES.
PCS-1	POLISH CONCRETE SEALER (GREASE AND ACID RESISTANT)	CONCRETE SEALERS USA	TO BE SELECTED BY ARCHITECT	PATCH AND REPAIR EXISTING CONCRETE SURFACE AND PROVIDE A MAXIMUM OF 200 GRIT POLISH THROUGHOUT. CONTRACTOR SHALL PROVIDE 4"x4" AREA MOCK UP FOR APPROVAL. PROVIDE CONCRETE SEALERS USA TS210 OIL & STAIN PROTECTOR FOR CONCRETE SURFACES OR APPROVED EQUAL FOR GREASE AND ACID RESISTANT PENETRATING SEALER.
P-1	SEMI-GLOSS PAINT	DUNN-EDWARD	ARCHITECT TO SELECT	INTERIOR WALLS
P-2	SEMI-GLOSS PAINT	DUNN-EDWARD	ARCHITECT TO SELECT	DOOR, DOOR FRAME, & VENTS
P-3	SEMI-GLOSS PAINT	DUNN-EDWARD	MATCH EXISTING	CEILING
P-4	SEMI-GLOSS PAINT	DUNN-EDWARD	MATCH EXISTING	EXTERIOR CMU WALLS
P-5	SEMI-GLOSS PAINT	DUNN-EDWARD	MATCH EXISTING ROOF COLOR	METAL ROOF CANOPY EXTENSION & DORMER VENT
PL-1	LAMINATE	WILSONART	ARCHITECT TO SELECT	BASE CABINETS
QT-1	PORCELIN TILE	DALTILE	ARCHITECT TO SELECT	WALL: 12 X 24 TILE
PT-1	QUARRY TILE	DALTILE	ARCHITECT TO SELECT	MATCH EXISTING 6" HIGH TILE (4" MIN. HEIGHT), WITH 3/8" RADIUS AT THE FLOOR, WALL & COUNTER JUNCTURE. SEE DETAIL 15/A4.0.
SS-1	SOLID SURFACE	CUSTOM FAB.	STAINLESS STEEL FINISH	SEE DETAIL 17/A4.0 FOR MORE INFO

NOTE: \*PROVIDE ABOVE MANUFACTURE'S OR APPROVED EQUAL OR BETTER. PROVIDE ALL EXISTING AND NEW WALLS FINISHES TO BE SMOOTH, NON-ABSORBENT, EASILY CLEANABLE, AND DURABLE AT THE SNACK BAR, STORAGE #1, AND STORAGE #2.

ELECTRICAL LEGEND				
MARK	SYMBOL	DESCRIPTION	MANUFACTURER AND MODEL No.	NOTES
N/A	⊕	EXISTING SWITCH		
N/A	⊖	EXISTING OUTLET		
LF-1	⎓	SURFACE MOUNTED, 54" LENGTH, LINEAR L.E.D. LIGHT FIXTURE	VAP LINEAR ROUGH SERVICE, LED, LITHONIA LIGHTING OR APPROVED EQUAL	ALL INTERIOR ROOMS
LF-2	⎓	SURFACE MOUNTED, 13"x9" WALL PACK, L.E.D. VANDAL RESISTANT LIGHT FIXTURE	TWPX2 LED VANDAL RESISTANT LED WALL LUMINAIRE; LITHONIA LIGHTING OR APPROVED EQUAL	EXTERIOR WALLS
MA-1	⊗	MAKEUP AIR		

- ### FINISH MATERIAL NOTES
- UNLESS SPECIFICALLY INDICATED OTHERWISE, PRODUCTS SCHEDULED INDICATE QUALITY STANDARD REQUIRED, BUT ARE NOT INTENDED TO LIMIT COMPETITION. LISTED COLORS AND FINISHES ESTABLISH COLOR AND FINISH REQUIRED, EXCEPT FOR PRODUCTS NOTED AS "OWNER'S STANDARD," APPROVED EQUAL PRODUCTS MAY BE SUBMITTED FOR OWNER REPRESENTATIVE'S REVIEW AND APPROVAL. CONTRACTOR MAY REQUEST APPROVAL FROM OWNER TO USE OR SUBSTITUTE ENVIRONMENTALLY PREFERABLE PRODUCTS AND RECYCLED PRODUCTS.
  - COLORS AND FINISHES SHALL MATCH SAMPLES AVAILABLE FOR VIEW BY CONTRACTOR AT OWNER REPRESENTATIVE'S PROJECT SITE OFFICE. ARCHITECT IS SOLE JUDGE OF COLOR AND FINISH MATCH.
  - WHERE "MATCH EXISTING" IS INDICATED, PROVIDE NEW MATERIAL AS NECESSARY TO PATCH OR EXTEND EXISTING MATERIAL. UNLESS AN EXCEPTION IS SPECIFICALLY NOTED, NEW MATERIAL SHALL MATCH EXISTING IN TYPE, MATERIAL, SIZE, THICKNESS, COLOR, AND PATTERN.
  - WHERE CONTRACT DOCUMENTS REQUIRE COLOR MATCH, BUT EXISTING COLOR'S NAME IS UNKNOWN, MATCH COLORS AS NEARLY AS PRACTICABLE BY FIELD COMPARISON. ARCHITECT IS SOLE JUDGE OF COLOR MATCH ACCURACY. MISMATCHED COLORS WHERE MATCH IS REQUIRED WILL BE REJECTED.

- ### ADA NOTES
- #### TOILET AND BATHING ROOM CLEARANCES
- COAT HOOKS SHALL BE LOCATED WITHIN ONE OF THE REACH RANGES SPECIFIED IN SECTION 11B-308. SHELVES SHALL BE LOCATED 40" MINIMUM AND 48" MAXIMUM ABOVE THE FINISH FLOOR. PER 11B-403.4
  - DOOR SHALL NOT SWING INTO THE CLEAR FLOOR SPACE OR CLEARANCE REQUIRED FOR ANY FIXTURE. OTHER THAN THE DOOR TO THE ACCESSIBLE WATER CLOSET COMPARTMENT, A DOOR IN ANY POSITION, MAY ENCRUSH INTO THE TURNING SPACE BY 12" MAXIMUM. PER 11B-403.2.3
- #### WATER CLOSETS AND TOILET COMPARTMENTS
- THE WATER CLOSET SEATS SHALL NOT BE SPRUNG THE RETURN TO A LIFTED POSITION. SEATS SHALL BE 2" HIGH MAXIMUM. PER 11B-604.4
  - FLUSH CONTROLS SHALL BE HAND OPERATED OR AUTOMATIC. HAND OPERATED FLUSH CONTROLS SHALL COMPLY WITH SECTION 11B-309.4. OPERATION EXCEPT THEY SHALL BE LOCATED 44" MAXIMUM ABOVE THE FLOOR. FLUSH CONTROLS SHALL BE LOCATED ON THE OPEN SIDE OF THE WATER CLOSET. PER 11B-604.6
  - TOILET PAPER DISPENSER SHALL NOT BE OF A TYPE THAT CONTROLS DELIVERY OR THAT DOES NOT ALLOW CONTINUOUS PAPER FLOW. PER 11B-604.7
- #### GRAB BARS
- THE SPACE BETWEEN THE GRAB BARS AND PROJECTING OBJECTS BELOW AND AT THE ENDS SHALL BE 1 1/2" MINIMUM. THE SPACE BETWEEN THE GRAB BAR AND PROJECTING OBJECTS ABOVE SHALL BE 12" MINIMUM. PER 11B-609.3
  - GRAB BARS AND ANY WALL OR OTHER SURFACES ADJACENT TO THE GRAB BAR SHALL BE FREE OF SHARP OR ABRASIVE ELEMENTS AND SHALL HAVE ROUNDED EDGES. PER 11B-609.5
  - GRAB BARS SHALL NOT ROTATE IN THEIR FITTINGS. PER 11B-609.6



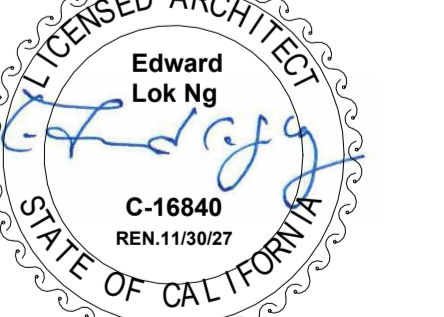
FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS

275 E PLEASANT VALLEY RD., CAMARILLO, CA 93010  
 1511 Coza Ave. Long Beach, CA 90813 Tel. 562-912-7900

Designer:	LA
CAD Draft:	RM
Architect:	LOK
Engineer:	EDA
Client:	PVFPD
Date Issue:	5/13/2026
Job Number:	3153

Client:

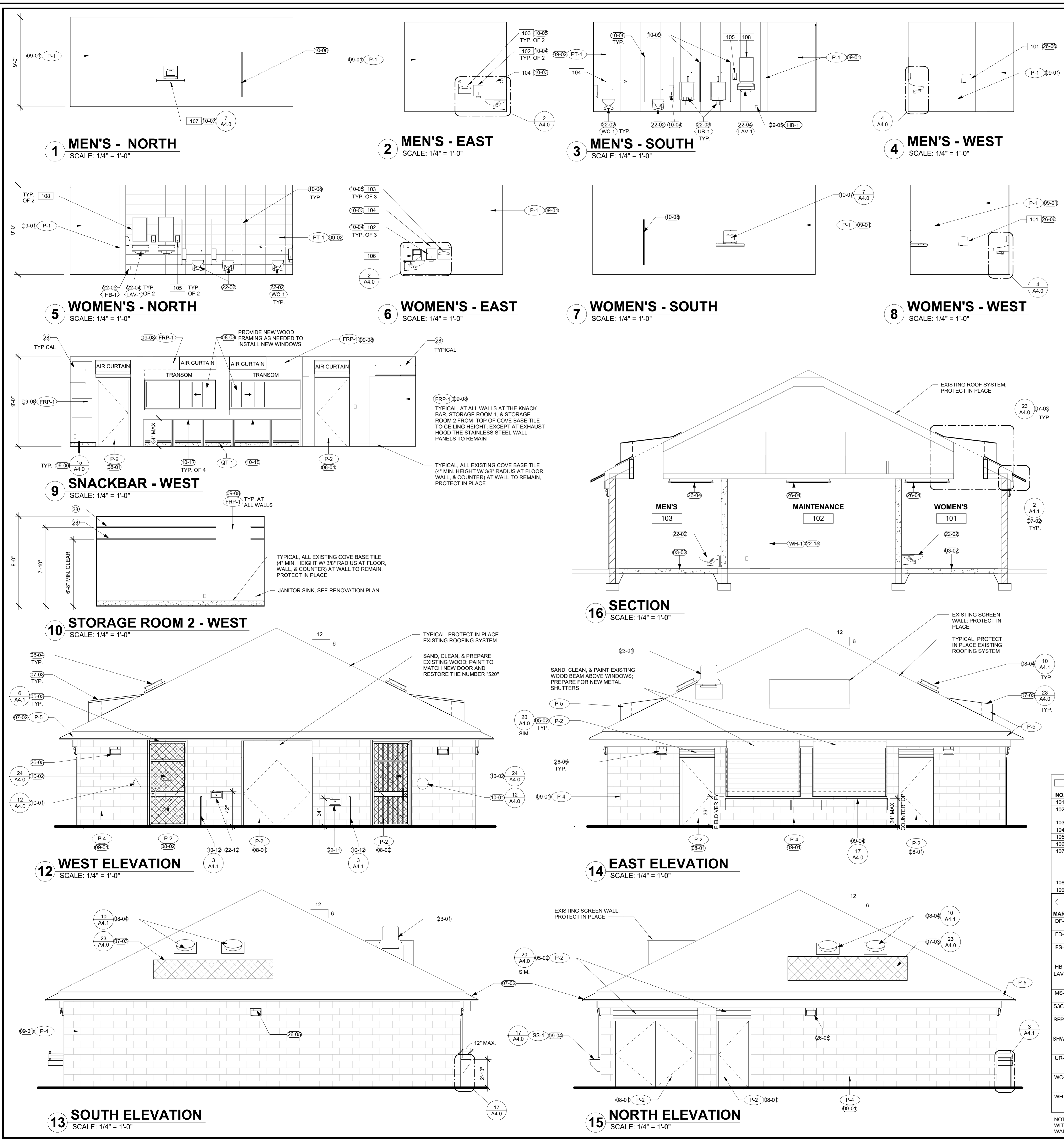
Consultant:



DEMOLITION & RENOVATION REFLECTIVE CEILING PLAN

# A2.0

These drawings and accompanying instruments of service, as instruments of service, are the exclusive property of the Architect and their use and publication shall be restricted to the original site for which they were prepared. Re-use, reproduction or publication by any method, in whole or part, is prohibited by written permission from the Architect. Title to these plans and specifications shall remain with the Architect without prejudice, and visual with BOA.



### RENOVATION KEYNOTES

- 03-02 NEW 4" THICK CONCRETE SLAB WITH #4 REBARS 16" O.C. BOTH WAYS, OVER 1" SAND OVER 15 MIL VISQUEEN OVER 2" SAND. WALKWAY SLOPE TO BE 1% MIN. AND 2% MAX. UNLESS OTHERWISE NOTED. SEE DETAIL 18/A4.0.
- 05-02 NEW POWDER COAT STEEL LOUVER PANEL. PROVIDE INSIDE OF BUILDING NEW T-304 STAINLESS STEEL FRAME AND WIRE MESH: 16x16 MESH, 0.035" DIAMETER WIRE; PROVIDING MIN. OF 16 MESH PER SQUARE INCH. PAINT PER MATERIAL SCHEDULE.
- 05-03 NEW POWDER COAT 3/4" #9 EXPANDED STEEL WIRE MESH SECURITY PANEL WITH FRAME AND WITH T-304 STAINLESS STEEL FRAME AND WIRE MESH: 16x16 MESH, 0.035" DIAMETER WIRE; PROVIDING MIN. OF 16 MESH PER SQUARE INCH. PAINT PER MATERIAL SCHEDULE.
- 07-02 NEW 20 GAUGE GALVANIZE SHEET METAL ROOF OVERHANG CANOPY PAINTED PER FINISH MATERIAL SCHEDULE PROVIDE TOP & BOTTOM #10 x 1-1/2" TRUGRIP METAL-TO-WOOD SELF-PIERCING SCREWS AT 16" O.C. INTO EXISTING 2X10 WOOD FASCIA.
- 07-03 PROVIDE NEW CUSTOM SHEET METAL ROOF DORMER VENT, CONTRACTOR TO VERIFY SIZE, AND PROVIDE SHOP DRAWINGS PRIOR TO FABRICATION.
- 08-01 NEW DOOR AND DOOR FRAME, AND HARDWARE. SEE DOOR SCHEDULE.
- 08-02 NEW HOLLOW METAL GATE AND HOLLOW METAL DOOR FRAME. MAIN GATE IS TO REMAIN OPEN IN THE LOCK POSITION DURING BUSINESS HOURS. PROVIDE NEW DOOR HARDWARE PER DOOR SCHEDULE. CONTRACTOR TO PROVIDE SHOP DRAWINGS PRIOR TO FABRICATION.
- 08-03 NEW 84"x42" DRIVE THRU ANODIZE ALUMINUM SLIDER WINDOW & TRANSOM BY QUICKSERV OR EQUAL TO BE INSTALLED IN EXISTING OPENING OF 84"x48" OPENING. WINDOW TO PROVIDE 14" CLEAR TEMPERED GLASS LOW-E, SELF-CLOSE SLIDER, WITH SERVICE OPENING UNDER 432 SQUARE INCHES. PROVIDED WITH AN AIR CURTAIN ABOVE TO OPERATE AUTOMATIC WHENEVER THE WINDOW IS OPEN. CONTRACTOR TO EXTEND POWER, LOW VOLTAGE, TO EXISTING ELECTRICAL PANEL WITH 20 AMP DEDICATED CIRCUIT AND TO FIELD VERIFY SIZE.
- 08-04 NEW 14" SOLAR TUBES TO BE INSTALLED AT ROOF PER MANUFACTURE RECOMMENDATION. LOCATE IN BETWEEN EXISTING ROOF RAFTERS AND PROVIDE NEW BLOCKING. SEE ROOF PLAN FOR LOCATION.
- 09-01 PRESSURE WASH EXISTING INTERIOR & EXTERIOR WALLS AND SURFACES DAMAGED BY NEW WORK. SCRAPE OFF ANY UNSTABLE PAINT. PATCH AND REPAIR ANY DAMAGED SURFACES AND PREPARE SURFACES FOR NEW FINISHES PER PLAN.
- 09-02 NEW WALL TILE OVER NEW 5/8" CEMENT BOARD. SEE MATERIAL SCHEDULE & INTERIOR ELEVATIONS.
- 09-04 NEW 16 GAUGE STAINLESS STEEL COUNTERTOP OVER 3/4" CDX PLYWOOD MOUNTED AT 34" MAX. HEIGHT ABOVE FINISH FLOOR; ALL JOINTS TO BE WELDED, SEAMLESS, & FLUSH. PROVIDED WITH DIAGONAL METAL KNEE BRACES AND ATTACHED TO EXISTING CMU.
- 09-06 NEW MATCHING WALL QUARRY BASE TILE OVER NEW 5/8" CEMENT BOARD; 4" MINIMUM HEIGHT. SHOWN WITH BOLD LINE ON RENOVATION PLAN. SEE FINISH MATERIAL SCHEDULE.
- 09-08 NEW FIBER GLASS REINFORCE PANEL (FRP) SYSTEM TO EXTEND FROM TOP OF COVERED BASE TILE TO FULL HEIGHT WALL OVER EXISTING OR NEW 5/8" HIGH IMPACT & WATER RESISTANT GYP BOARD PROVIDED AT THE SNACK BAR ROOM, STORAGE ROOM #1 & #2.
- 10-01 NEW TACTILE ROOM IDENTIFICATION FOR RESTROOMS AT NEW LOCATION ON WALL. PROVIDE NEW TITLE 24 AND ADA-COMPLYING RESTROOM SIGNAGE. PATCH AND REPAIR WALL FINISHES AND SUBSTRATES MATERIALS DAMAGED BY RETROFIT WORK TO MATCH ADJACENT FINISH.
- 10-02 NEW GEOMETRIC SIGNAGE ON ENTRY DOOR TO RESTROOM. PROVIDE 12" DIA. CIRCLE AT WOMEN'S RESTROOM AND TRIANGLE AT MEN'S RESTROOM. COLOR OF GEOMETRIC SIGNS SHALL CONTRAST VISUALLY WITH THE DOOR COLOR.
- 10-03 NEW ONE-PIECE GRAB BAR (42"x54"), 1-1/2" OUTSIDE DIAMETER, STAINLESS STEEL FINISH. MOUNT TOP OF GRAB BAR 34" ABOVE FINISH FLOOR.
- 10-04 NEW TOILET PAPER DISPENSER, STAINLESS STEEL FINISH.
- 10-05 NEW SEAT COVER DISPENSER, STAINLESS STEEL FINISH. MOUNT TOP OF DISPENSER AT 40" MAXIMUM.
- 10-07 NEW WALL MOUNTED BABY CHANGING STATION. PROVIDE 30"x48" CLEAR FLOOR SPACE FRONT OF TABLE, DESIGN OF HANDLES AND CONTROLS (OPERABLE WITH ONE HAND, WITHOUT TIGHT GRASPING, PINCHING, OR TWISTING OF THE WRIST) REQUIRED FORCE NOT TO EXCEED 5 LBS. PROVIDE STATION MOUNTING HEIGHT IN THE DOWN POSITION 34" MAXIMUM AND KNEE SPACE 27" MINIMUM ABOVE FINISH FLOOR AND TOE SPACE BENEATH 17" MIN. TO 25" MAX.
- 10-08 NEW SOLID PHENOLIC TOILET PARTITIONS. SEE FINISH MATERIAL SCHEDULE.
- 10-09 NEW SOLID PHENOLIC URINAL PARTITIONS @ 23" DEEP. SEE FINISH MATERIAL SCHEDULE.
- 10-12 PROVIDE NEW 1-1/2" DIAMETER STAINLESS STEEL WALL TO FLOOR DRINKING FOUNTAIN GRAB BAR TO SUPPORT LOADS OF 250 POUNDS.
- 10-17 PROVIDE NEW STAINLESS STEEL TABLE: 34" MAXIMUM HEIGHT FROM FINISH FLOOR WITH 4" HIGH SPLASH. MODEL: AERO 2TGB2436 OR APPROVED EQUAL.
- 10-18 PROVIDE NEW STAINLESS STEEL TABLE: 34" MAXIMUM HEIGHT FROM FINISH FLOOR WITH 4" HIGH SPLASH. MODEL: AERO 2TGB2448 OR APPROVED EQUAL.
- 22-02 NEW WALL MOUNTED PORCELAIN WATER CLOSET WITH CONCEAL FLUSHOMETER W/ PUSH BUTTON. SEE PLUMBING FIXTURE SCHEDULE.
- 22-03 NEW WALL MOUNTED PORCELAIN URINAL WITH CONCEAL FLUSHOMETER W/ PUSH BUTTON. SEE PLUMBING FIXTURE SCHEDULE.
- 22-04 NEW WALL MOUNTED PORCELAIN LAVATORY WITH METER FAUCET AND PIPE INSULATION TO FULLY COVER DRAIN/WATER PIPES AND EXPOSED SHARP/ABRASIVE SURFACES UNDER THE LAVATORY WITH A WHITE PVC LAV SHIELD. SEE PLUMBING FIXTURE SCHEDULE.
- 22-05 NEW HOSE BIB TO MATCH EXISTING ONE AND SECURE EXISTING SUPPLY PIPE TO EXISTING BUILDING WALL.
- 22-11 ADJUST THE HEIGHT OF THE DRINKING FOUNTAIN TO PROVIDE 36" MAXIMUM HIGH BUBBLER ABOVE FINISH FLOOR. PROVIDE OR REPLACE ANY NEW WATERS NEEDED AND FITTINGS.
- 22-12 ADJUST THE HEIGHT OF THE DRINKING FOUNTAIN TO PROVIDE 38" MINIMUM TO 43" MAXIMUM HIGH BUBBLER ABOVE FINISH FLOOR. PROVIDE OR REPLACE ANY NEW WATER/DRAIN LINES NEEDED AND FITTINGS.
- 22-15 NEW ELECTRIC WATER HEATER, ATTACHED TO EXISTING METAL SEISMIC STRAPS AND PROVIDE ALL REQUIRED SUPPLY LINES, CONNECTIONS, POWER, AND HARDWARE AS NEEDED. SEE PLUMBING FIXTURE SCHEDULE.
- 23-01 NEW SUPPLY FAN COOK KSP 120B OR EQUAL. PROVIDED WITH ROOF CURB, MERV 13 FILTER, AND STANDARD MESH FILTER W/ MANUFACTURE FILTER BOX/RACK HARDWARE. EXTEND POWER FROM A SPARE BREAKER FROM THE EXISTING ELECTRICAL PANEL AND PROVIDE CONDUIT, CABLE, ETC. FOR AN INTERLOCKING SWITCH FROM THE EXISTING KITCHEN EXHAUST HOOD.
- 26-04 NEW SURFACE MOUNTED LED LIGHT FIXTURE LOCATED PER RENOVATION REFLECTED CEILING PLAN. PROVIDE LIGHT BULBS TO BE SHIELDED, COATED, OR SHATTER RESISTANT @ AREAS WHERE FOOD IS PREPARED, AND WHERE UNPACKAGED FOOD, AND CLEAN UTENSILS AND LENS, ARE STORED.
- 26-05 NEW SURFACE MOUNTED WALL PACK LED VANDAL RESISTANT LIGHT FIXTURES TO MATCH EXISTING SIZE AT EXISTING LOCATION (FIELD VERIFY).
- 26-06 NEW SURFACE MOUNTED HAND DRYER. EXTEND ELECTRICAL WIRES FROM ADJACENT J-BOX.

### ACCESSORY SCHEDULE

NO.	EQUIP.	MANUF.	COLOR/MODEL NO.
101	Trimline Surface Mounted ADA Dryer	BOBRICK OR APPROVED EQUAL	B-7128 Series Silver
102	BOBRICK B-2888 CLASSIC SERIES SURFACE MOUNTED MULTI-ROLL TOILET TISSUE DISPENSER	BOBRICK OR APPROVED EQUAL	B-5837
103	SEAT COVER DISPENSER	BRADLEY CORPORATION	583
104	Bobrick B-5837 Wheelchair Toilet Compartment Two-Wall Grab Bar	Bobrick Washroom Equipment, Inc.	B-5837
105	Surface Mounted Soap Dispenser	VANDAL STOPS	AA-SD-PPF-CDOR-14L-12G
106	Bobrick B-254 Surface Mounted Sanitary Napkin Disposal	Bobrick Washroom Equipment, Inc.	B-254
107	CAMBRINO horizontal baby changing table for wall mounting, made of polypropylene with antibacterial Bioceat® protection, white color, hinged, with integrated shock absorber for safe opening and closing, nylon safety belt and hooks on both sides, lockable dispenser for single-use paper covers in interfold folding with maximum width 260 mm. Certified according to EN 12221-1 and EN 12221-2. Including mounting material and 80 single-use paper covers.	KWC Group AG	CAMB10HP
108	Bobrick B-165 1830 Channel Frame Mirror	Bobrick Washroom Equipment, Inc.	B-290 1830
109	Bobrick B-262 Classic Series Surface Mounted Paper Towel Dispenser	Bobrick Washroom Equipment, Inc.	B-262

### PLUMBING FIXTURE SCHEDULE

MARK	TYPE	DESCRIPTION
DF-1	DRINKING	EXISTING DRINKING FOUNTAIN. ADJUST HEIGHT FOR ONE DF TO BE AT 34" HIGH AND THE OTHER AT 38" HIGH FROM FINISH FLOOR. PROVIDE ALL NEEDED FITTINGS, WATER LINES, AND DRAIN LINES.
FU-1	FLOOR DRAIN	FLOOR DRAIN WITH DUCO CAST BODY, ROUND, HEEL PROOF ADJUSTABLE STAINER GRATE WITH COMMON FRONT AND BACK DOUBLE DRAINAGE FLANGE, WEEP HOLES, 2" HUBLESS. FURNISH WITH TRAP PRIMER CONNECTION.
FS-1	FLOOR SINK	PROVIDE HEEL PROOF GRATE, TRAP PRIMER CONNECTOR. AT LEAST HALF EXPOSED AND WITHIN 15 FEET OF THE EQUIPMENT. DRAIN LINES NEED TO BE AT LEAST 6 INCHES OFF THE FLOOR AND 1/2 INCH AWAY FROM WALLS. EACH FLOOR SINK NEEDS TO BE INSTALLED FLUSH WITH THE FINISH FLOOR.
HB-1	HOSE BIB	ACORN 8121
LAV-1	LAVATORY	AMERICAN STANDARD LUCERNE WALL-HUNG LAVATORY, VITREOUS CHINA, FURNISH IN WHITE; CHICAGO FAUCETS 3501-8E2805ABCP. FLOOR MOUNTED 8" FIXED CENTERS HOT & COLD WATER METERING FAUCET, 0.5 GPM VANDAL PROOF NON-AERATING SPRAY, PROVIDE FOR ADA ACCESSIBILITY.
MS-1	MOP SINK	EXISTING MOP SINK, REMOVE, SAVE, AND REINSTATE WITH NEW FITTINGS. PROVIDED WITH NEW FAUCET WITH AN APPROVED VACUUM BREAKER.
SSC-1	SINK 3-COMPARTMENT SINK AND SINK FAUCET, REMOVE, SAVE, AND REINSTATE WITH NEW FITTINGS. PROVIDE DRAINAGE TO DRAIN TO FLOOR SINK.	
SFP-1	SINK FOOD PREP	REGENCY 16 GAUGE STAINLESS STEEL COMPARTMENT SINK WITH 1 DRAINBOARD, 18"x18"x14" BOWL - RIGHT DRAINBOARD & BACK SPLASH. PROVIDED WITH ELKAY LK940L09876H1, 1.5 GPM WALL MOUNT DOUBLE WRIST HANDLE UTILITY FAUCET W/ BRASS HANDLES.
SHW-1	SINK HAND WASH	REGENCY STAINLESS STEEL WALL MOUNTED HAND SINK, SELF RIMMING, 20 GAUGE TYPE 304 STAINLESS STEEL, UNDERSIDE SOUND COATING WITH 2-HOLE STANDARD, 1" BACKERS LASH, AND DRIP FLAUNETS 802-685CF DECK MOUNTED 4" FIXED CENTERS HOT AND COLD WATER METERING SINK FAUCET, 2.2 GPM AERATOR, 1-3/4" VANDAL PROOF M/P METERING PUSH.
UR-1	URINAL	AMERICAN STANDARD WASHBROOK FLOWISE 6590.503 0.125 GPF EXPOSED TOP SPUD URINAL AND SENSOR-OPERATED URINAL FLUSH VALVE, MODEL 604SM 01 3.002, VITREOUS CHINA, ULTRA HIGH EFFICIENCY URINAL SYSTEM, WASHOUT FLUSH ACTION, 3/4" INLET SPUD, OUTLET CONNECTION THREADED 2" INSIDE. STRAINER INCLUDED. OPERATING PRESSURE RANGE OF 20 TO 80 PSI.
WC-1	WATER CLOSET	AMERICAN STANDARD MADERA FLOWISE 16-1/2" HEIGHT ELONGATED FLUSHOMETER TOILET, WHITE, CEC LISTED HARDWARE INSTALLATION, FLOOR MOUNT FLUSHOMETER WASH TOILET, VITREOUS CHINA 1.1 GPF WC WITH CONCEAL FLUSHOMETER WITH PUSH BUTTON ON OPEN SIDE OF STALL, SLUICAN ROYAL FLUSH VALVE WITH 1.28 GPF, MODEL 1111-29.
WH-1	WATER HEATER	RHEEM E40A-12-G ELECTRIC WATER HEATER, 40 GALLON TANK TYPE WITH 208V-3PH 12 KW FIRING ELEMENT, FURNISH WITH T&R, SYSTEM SENTINEL, INTERNAL POWER AND CONTROL CIRCUIT FUSING, MAGNETIC CONTRACTORS, 120V CONTROL CIRCUIT TRANSFORMER, IMMERSION THERMOSTAT WITH MANUAL RESET HIGH LIMIT.

NOTE: ALL FLOOR SINKS NEED TO BE AT LEAST HALF-EXPOSED OR BE IN-LINE WITH THE FRONT FACE OF ELEVATED FREESTANDING EQUIPMENT. AND WITHIN 15 FEET OF THE CONDENSATE-PRODUCING EQUIPMENT. DRAIN LINES NEED TO BE AT LEAST 6 INCHES OFF THE FLOOR AND 1/2 INCH AWAY FROM WALLS. EACH FLOOR SINK NEEDS TO BE INSTALLED FLUSH WITH THE FINISHED FLOOR.

Architecture Interiors Planning

BOA

FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS

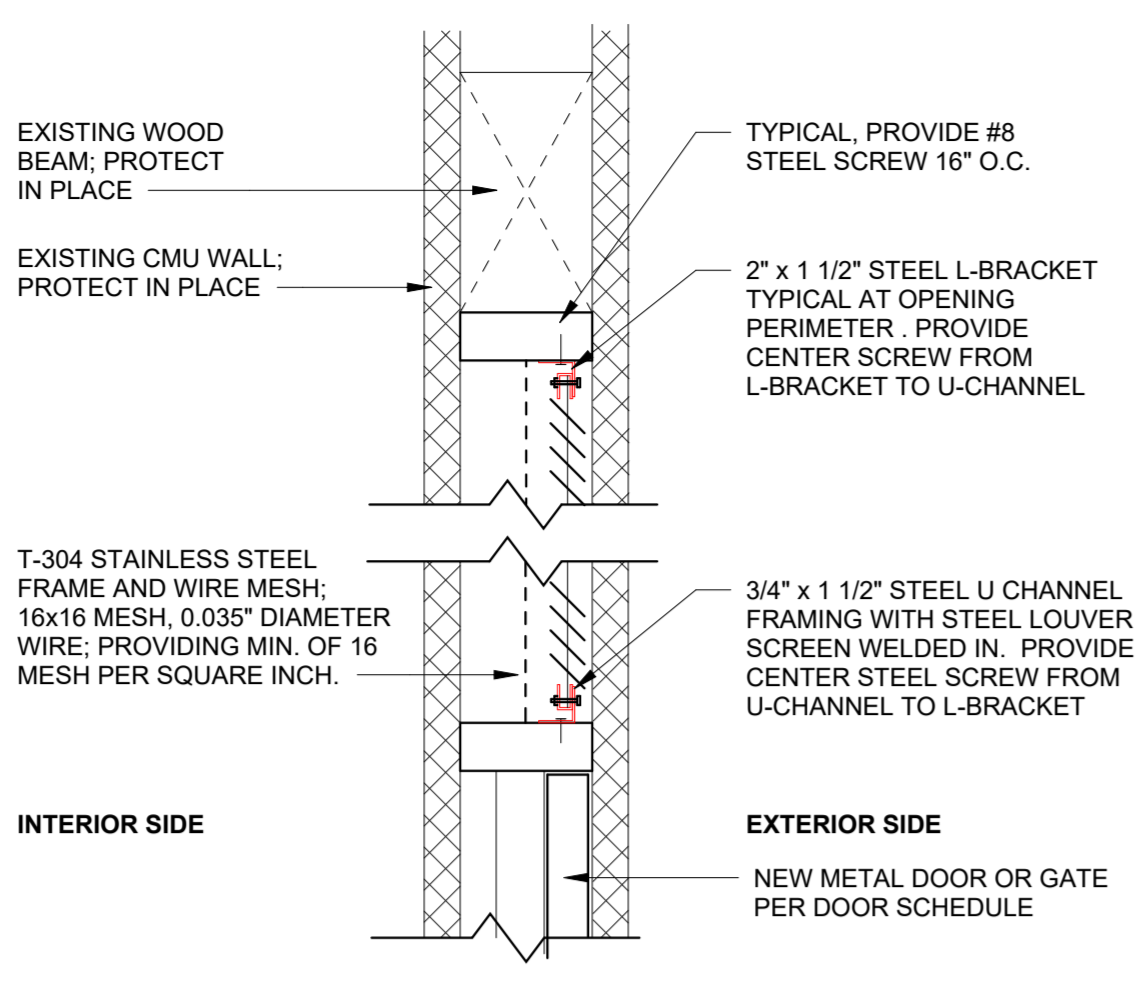
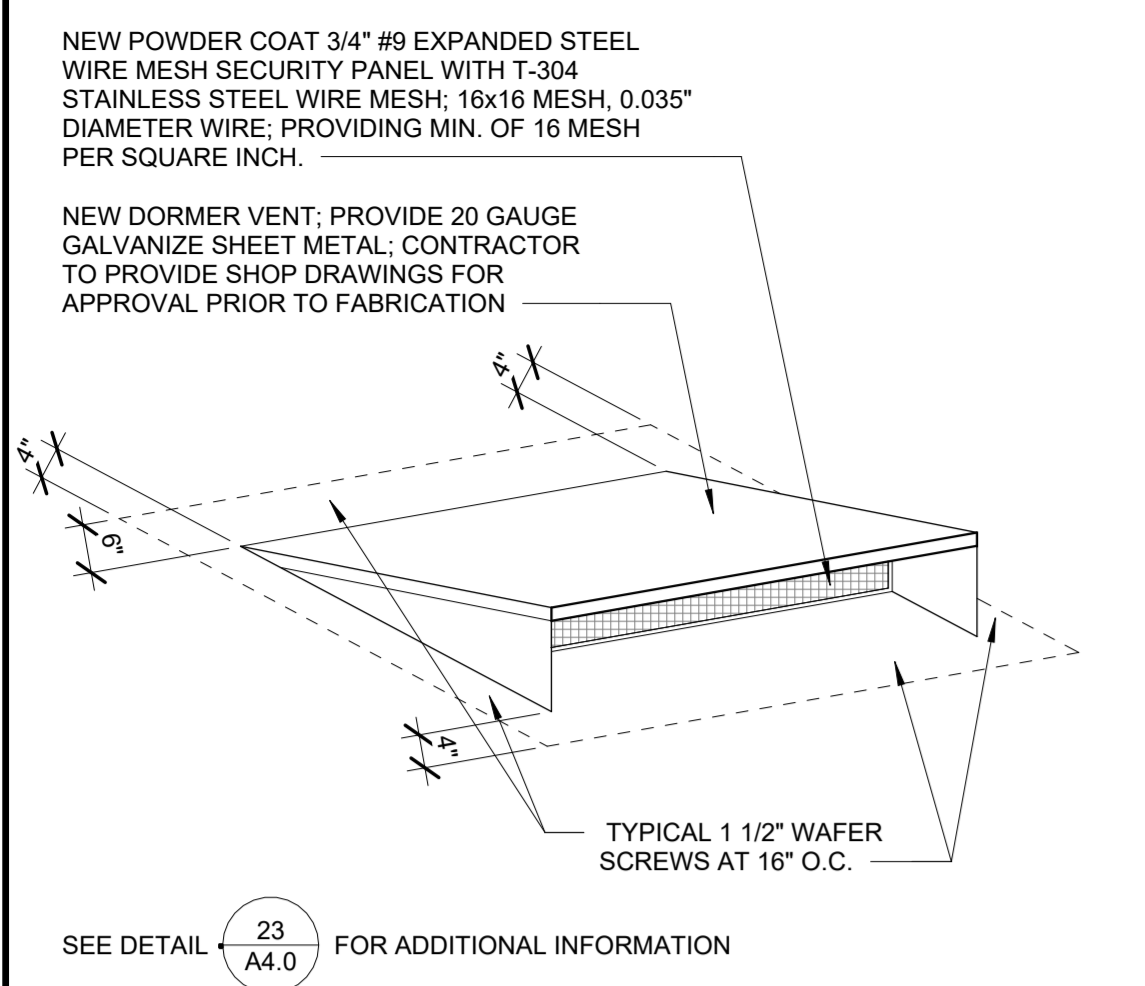
1511 Costa Ave. Long Beach, CA 90813 Tel. 562-912-7900  
 275 E PLEASANT VALLEY RD., CAMARILLO, CA 93010

Designer: LA  
 CAD Draft: RM  
 Architect: LOK  
 Engineer: EDA  
 Client: PVP/PP  
 Date Issue: 6/12/2026  
 Job Number: 3153

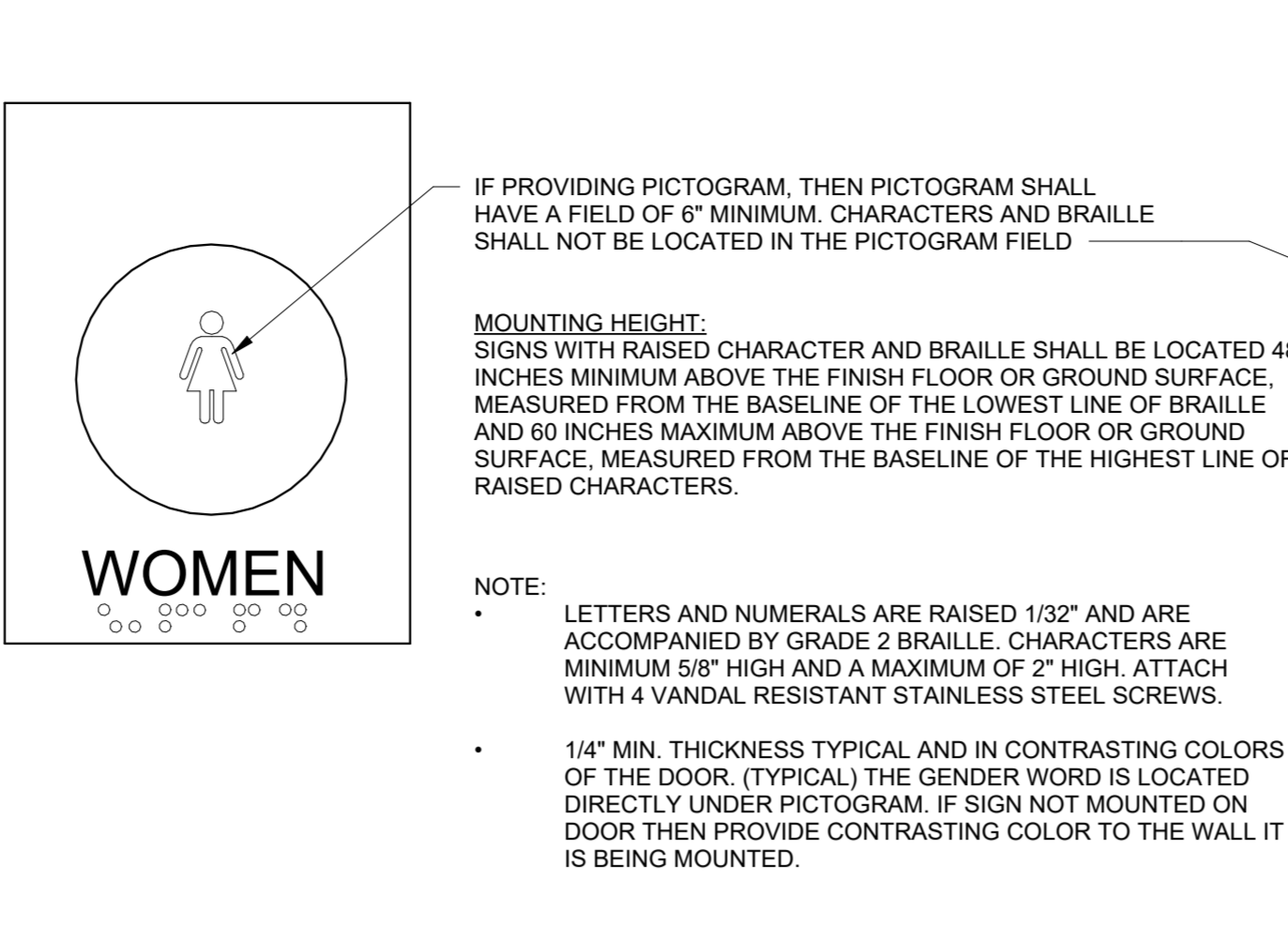
Client:

Consultant:

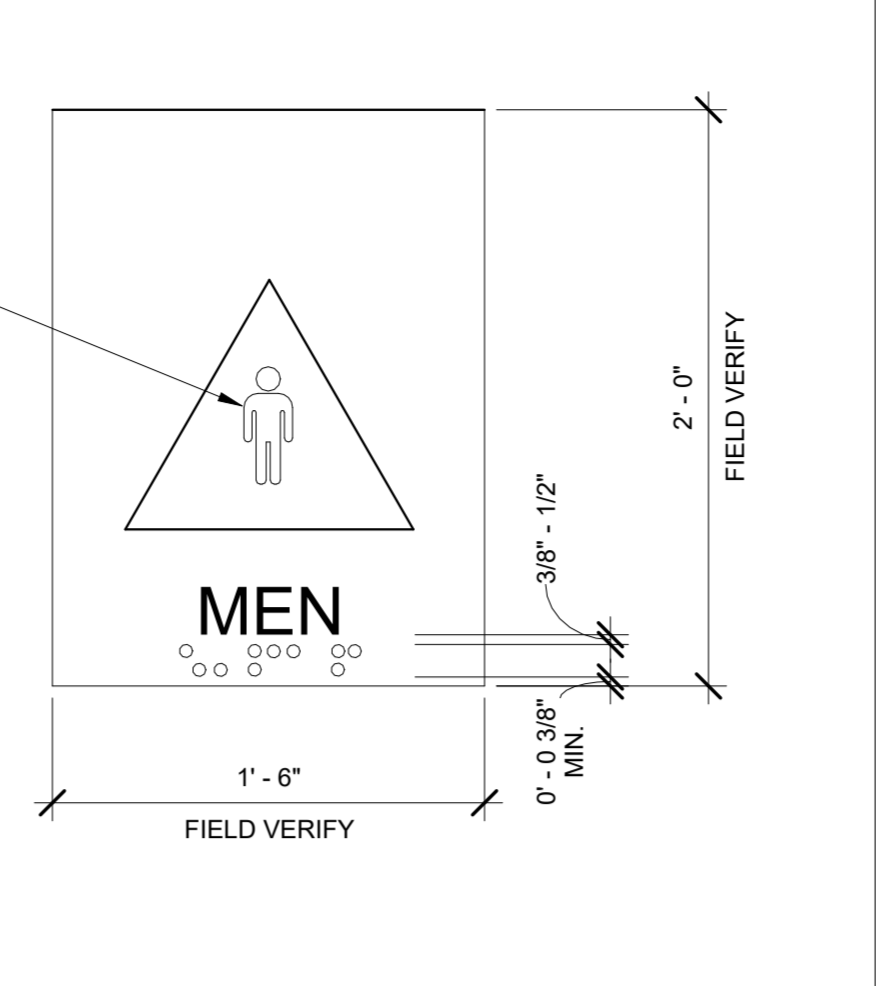
A3.0



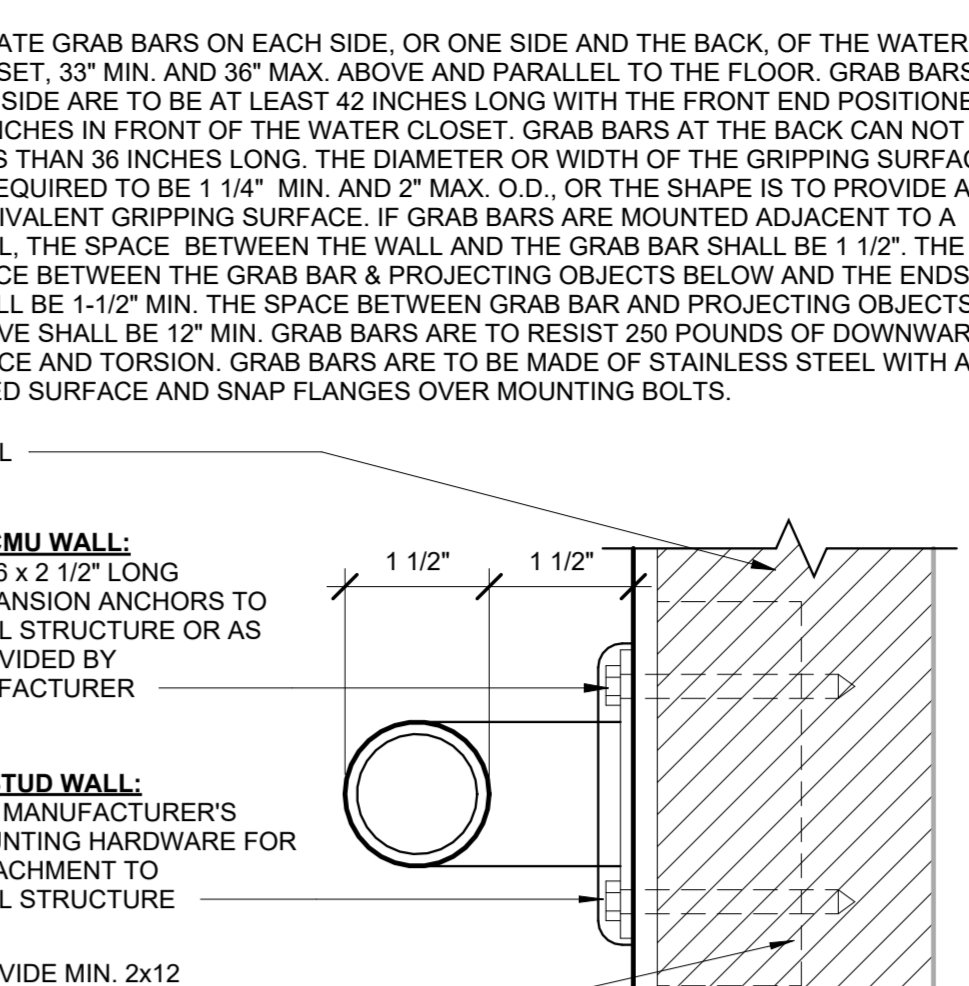
**DORMER VENT AXO** 26 **METAL SCREEN LOUVER** 21



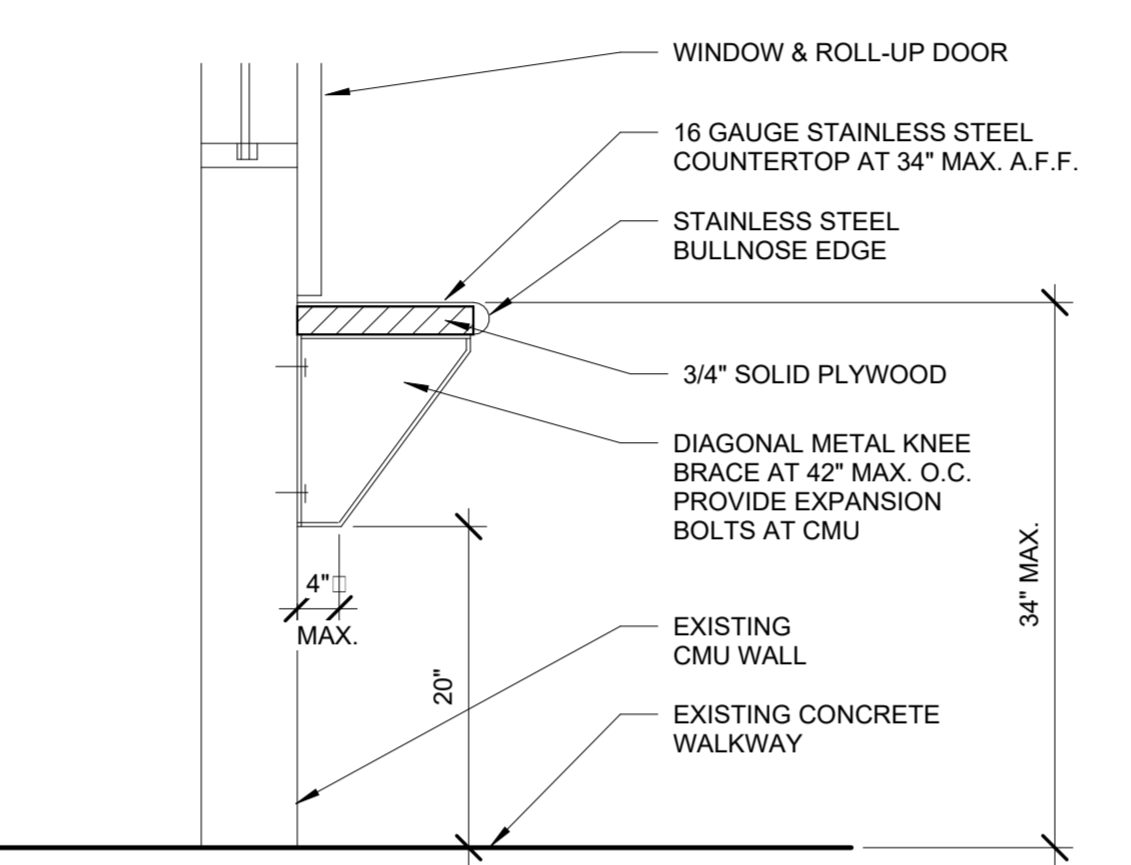
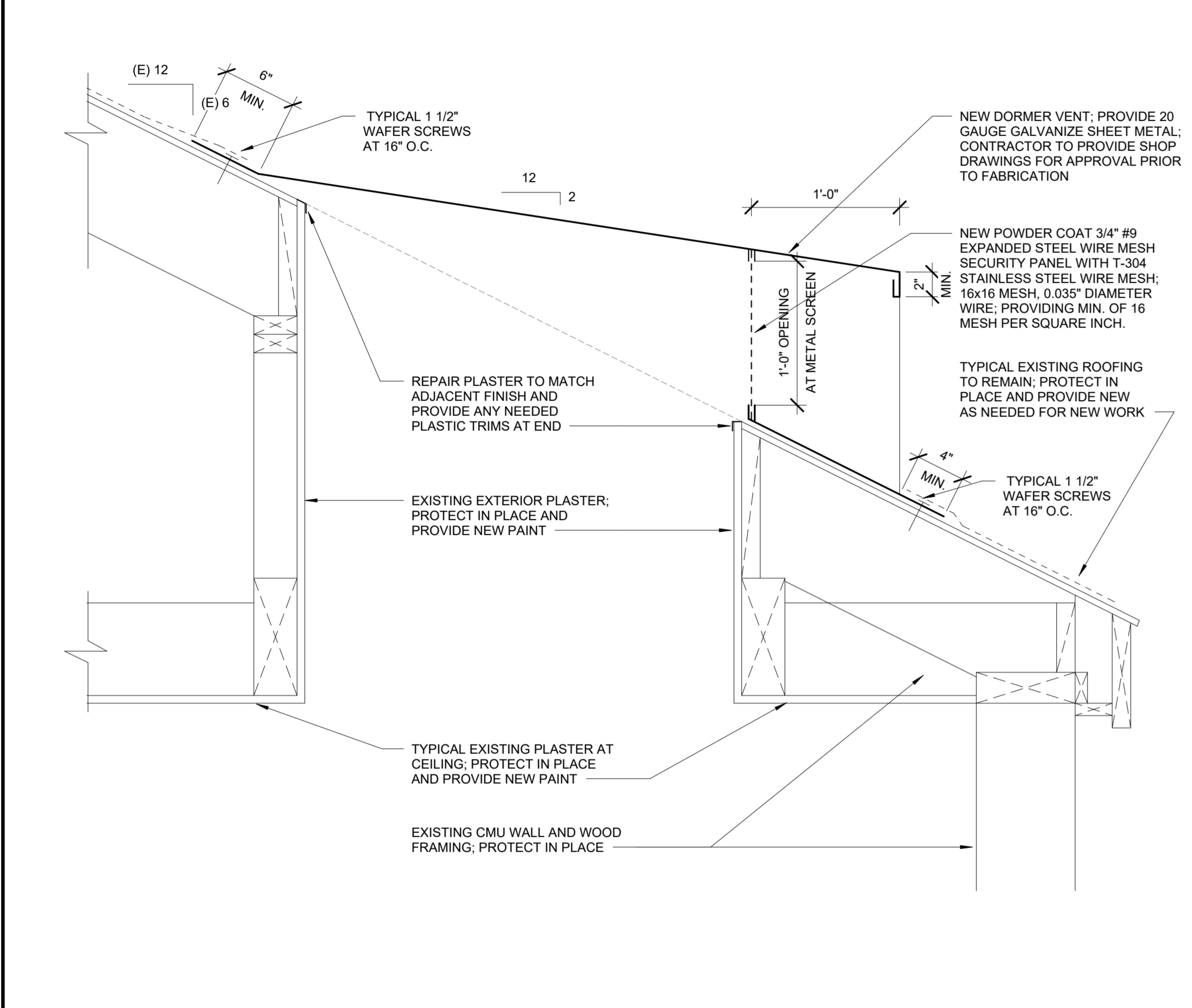
**RESTROOM I.D. SIGN - ENLARGED** 11



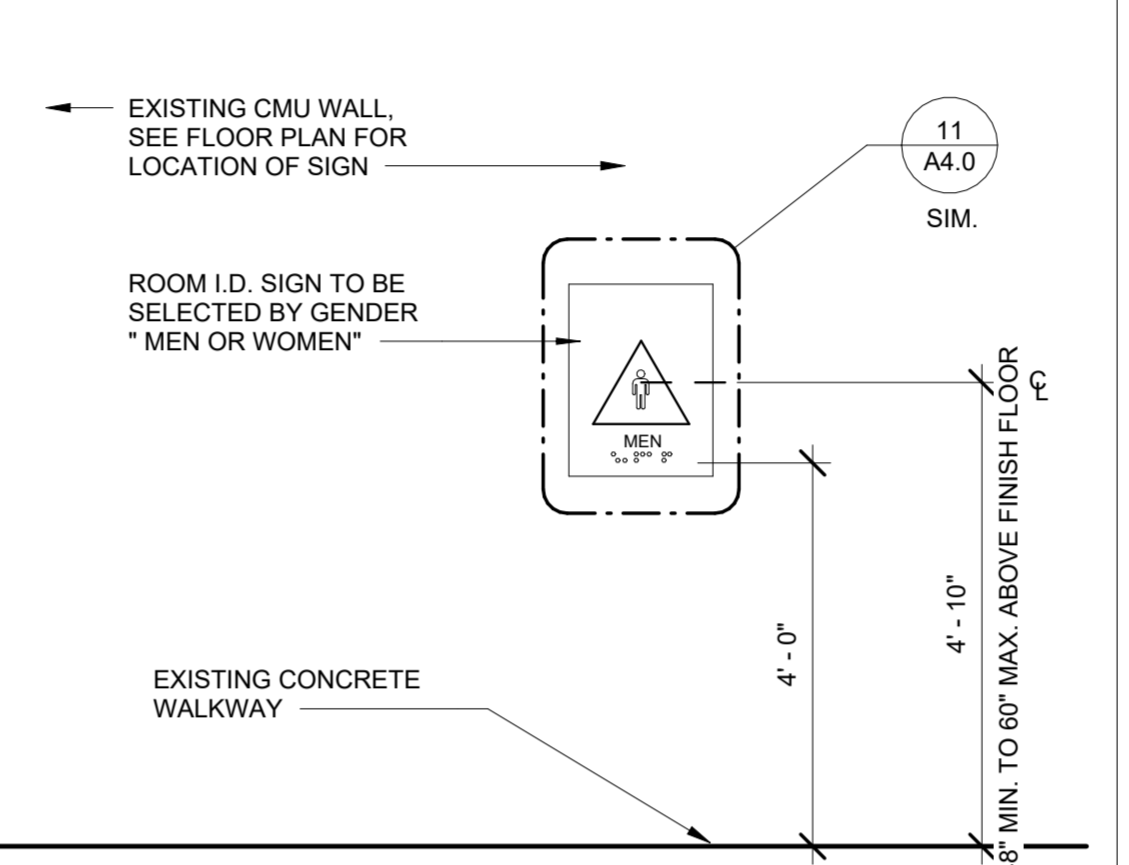
**GRAB BAR** 6



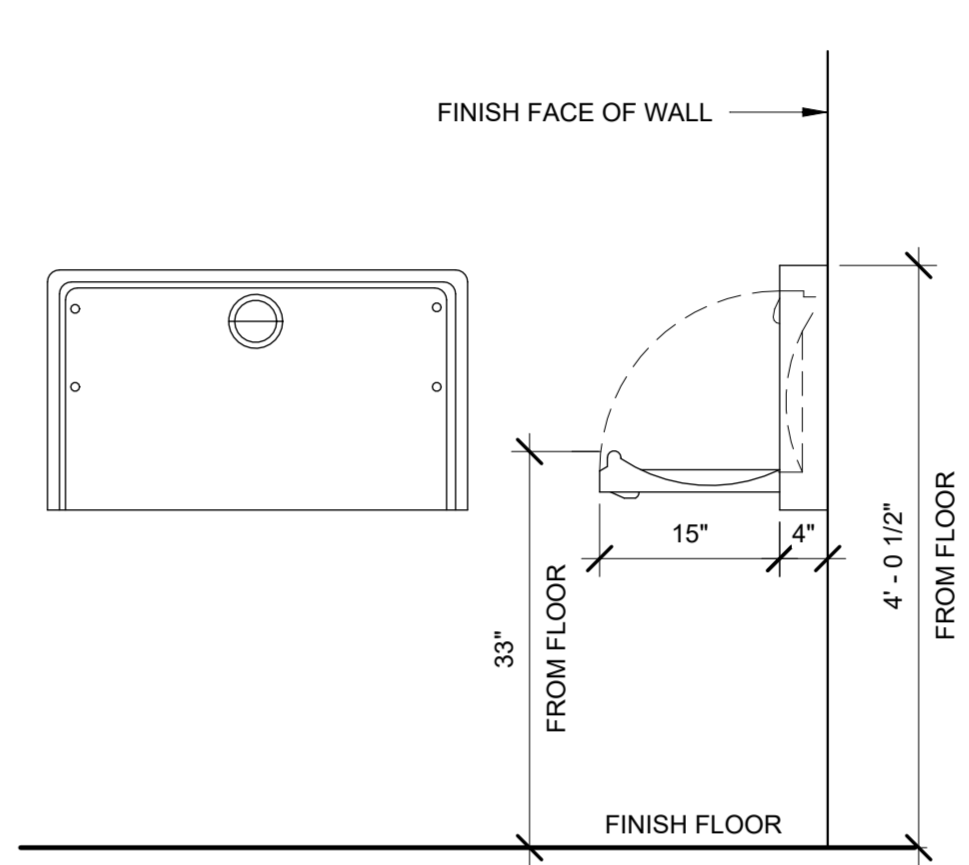
**ACCESS. R.R. STALL** 1



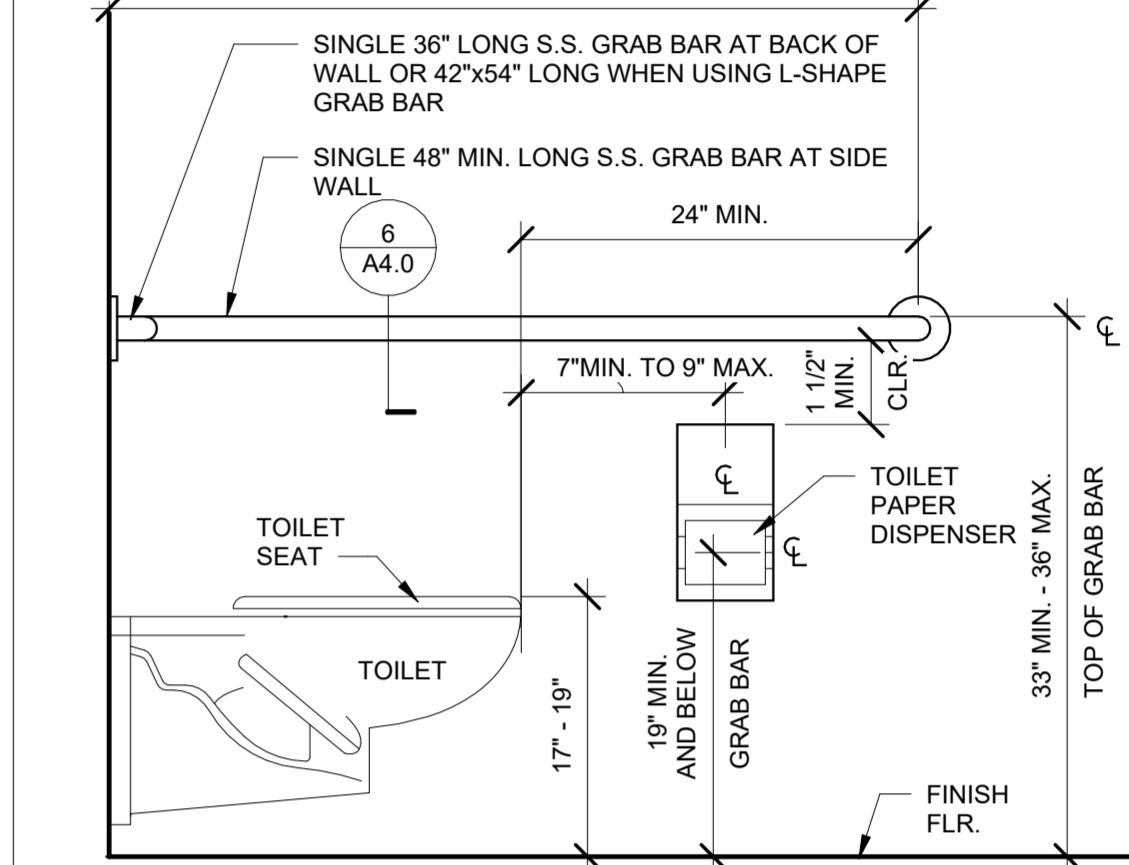
**S.S. COUNTER** 17



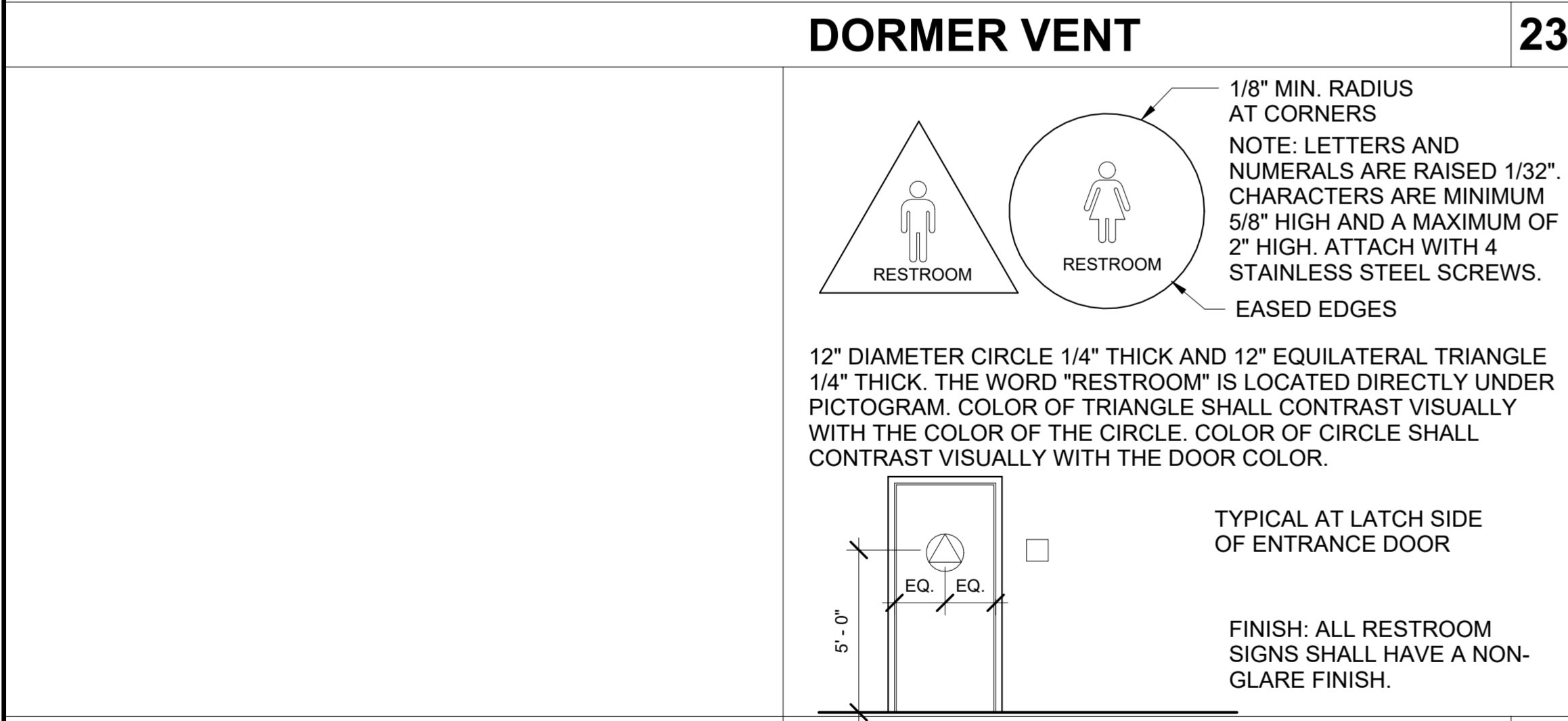
**RESTROOM I.D. SIGN** 12



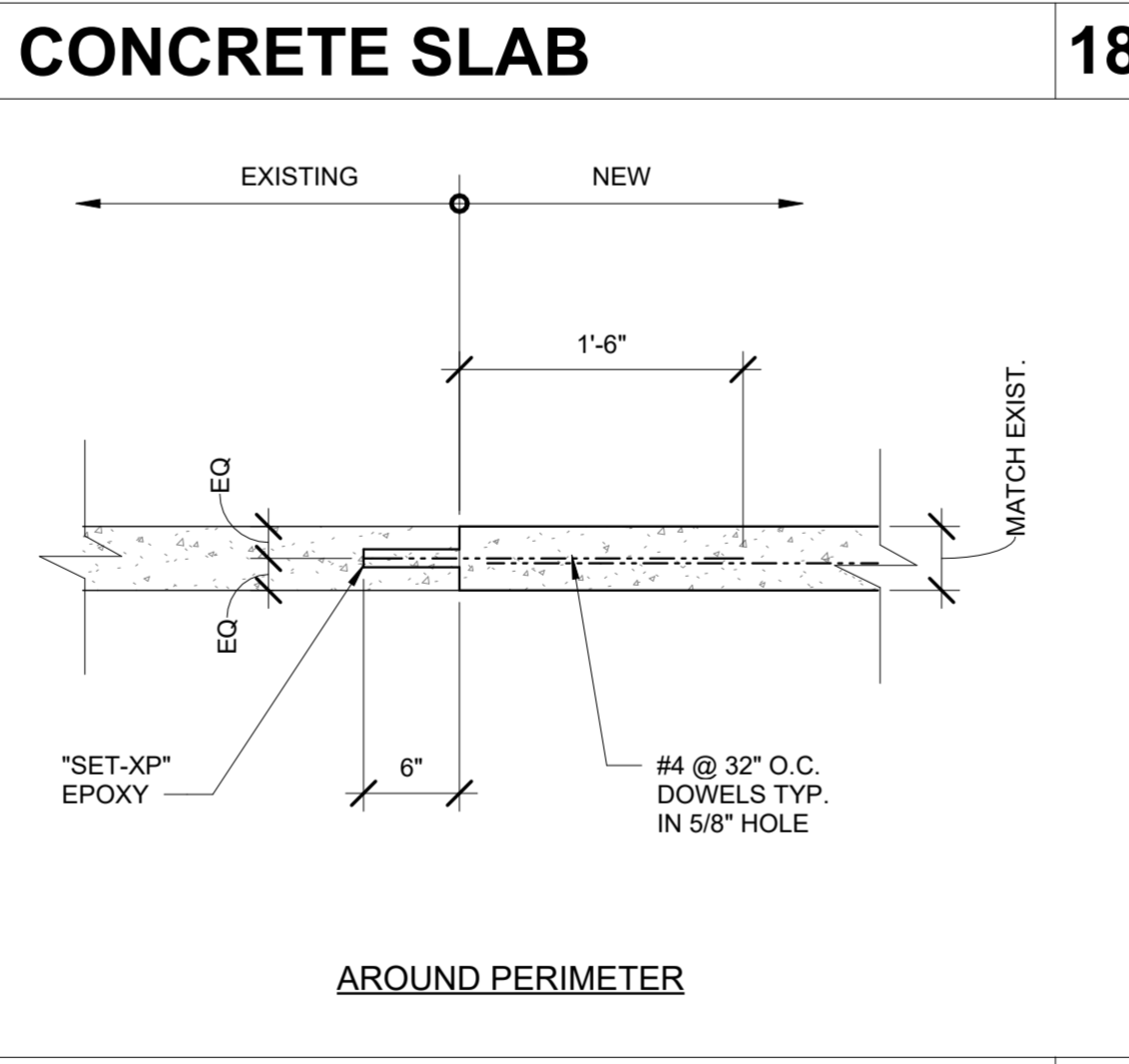
**CHANGING STATION** 7



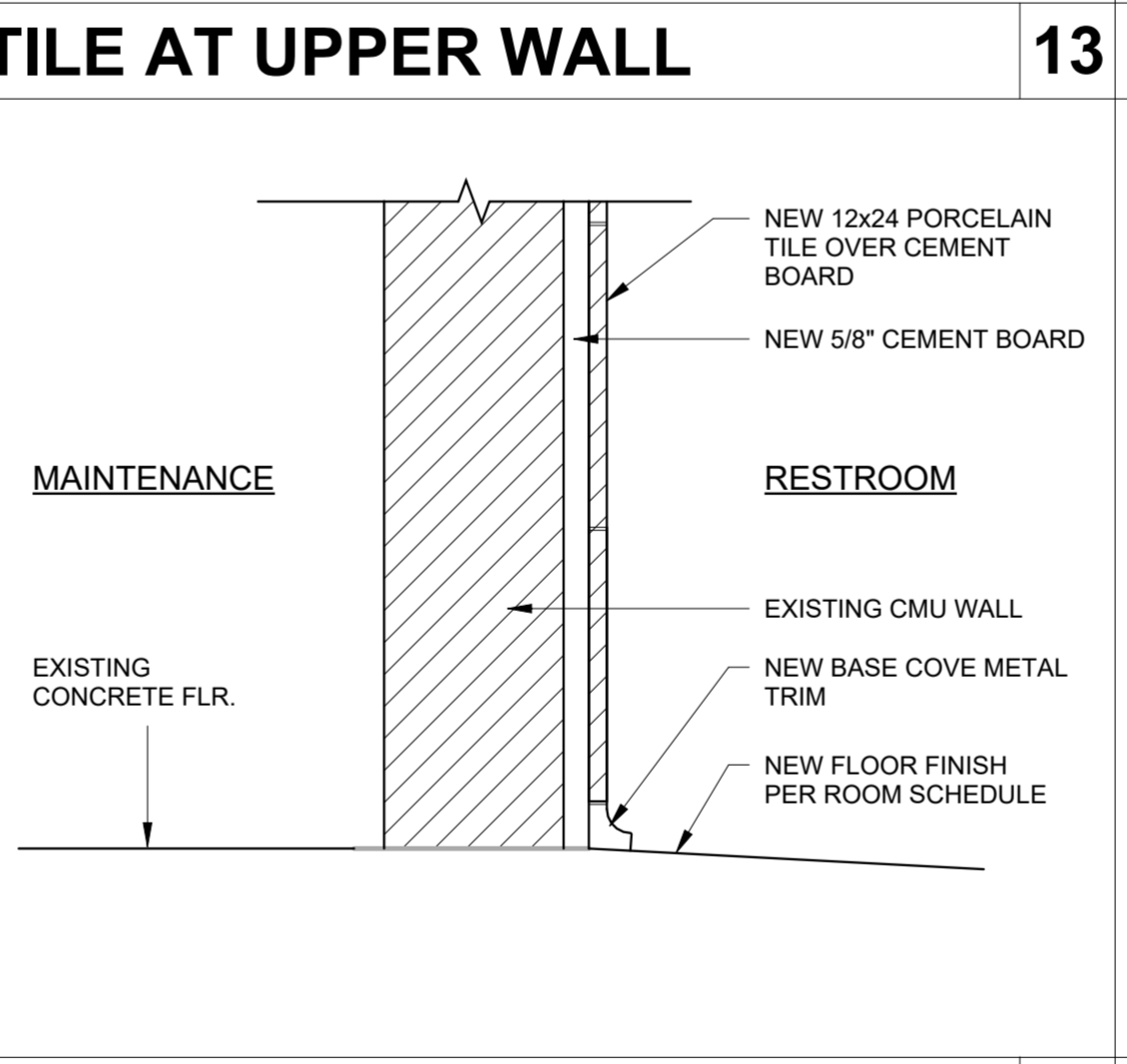
**WATER CLOSET** 2



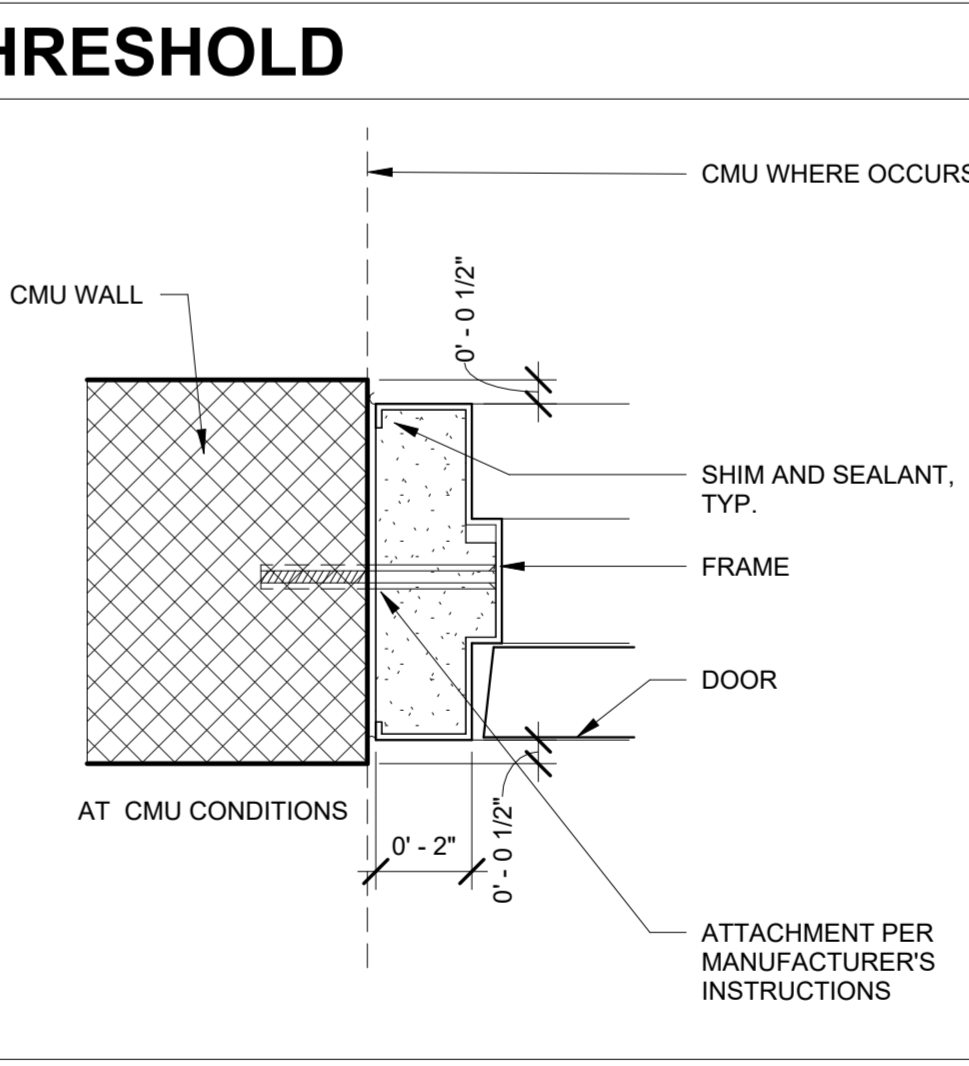
**DORMER VENT** 23



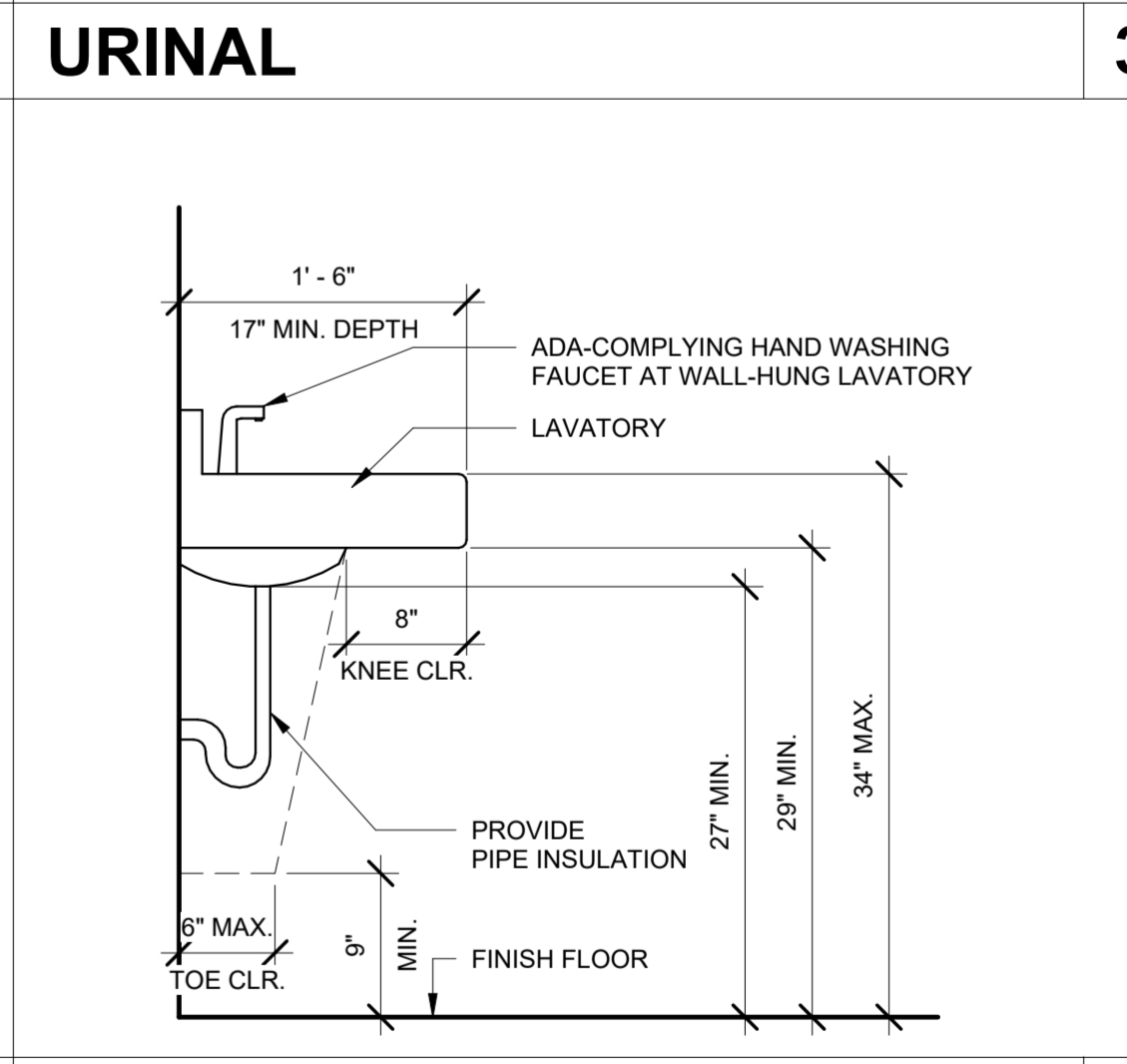
**CONCRETE SLAB** 18



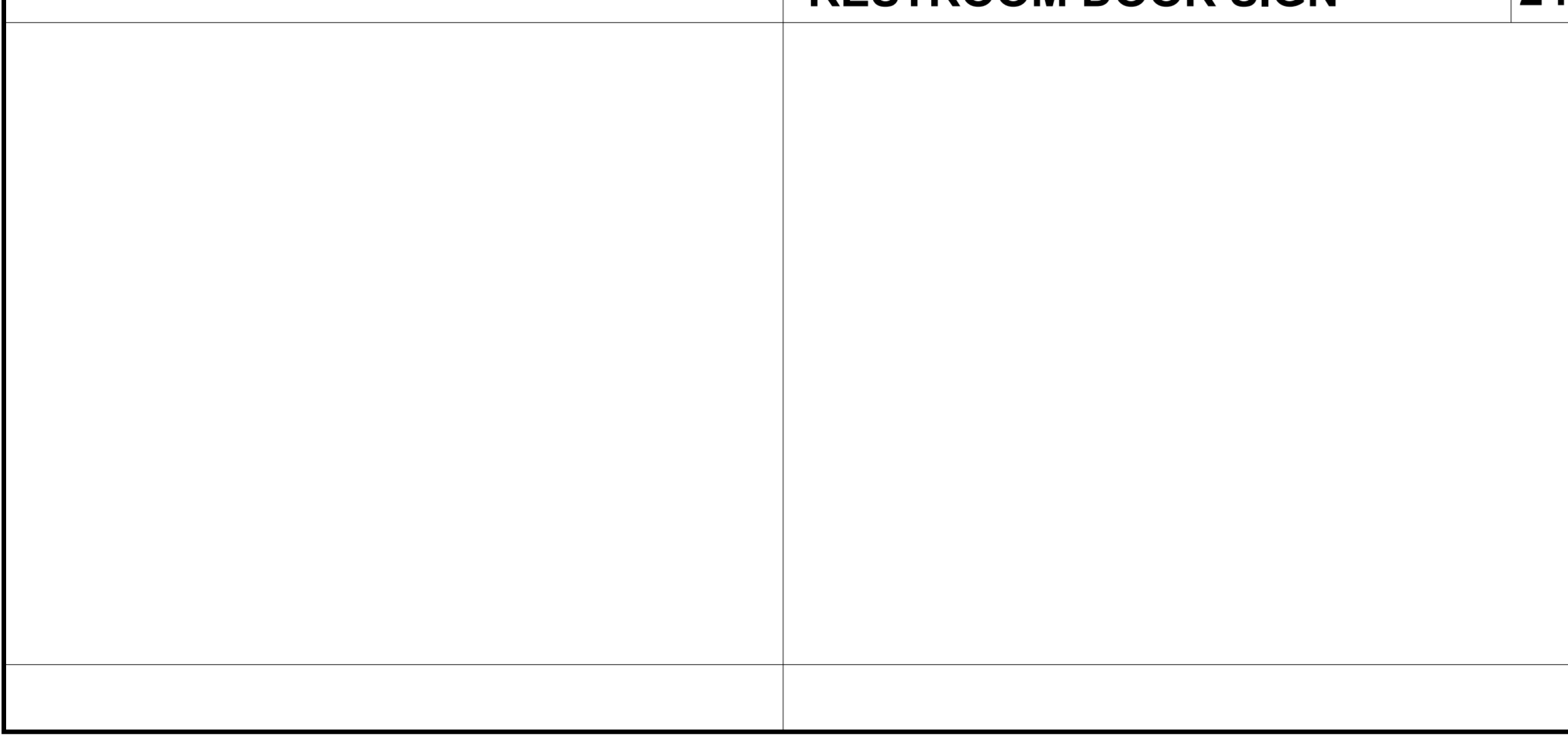
**TILE AT UPPER WALL** 13



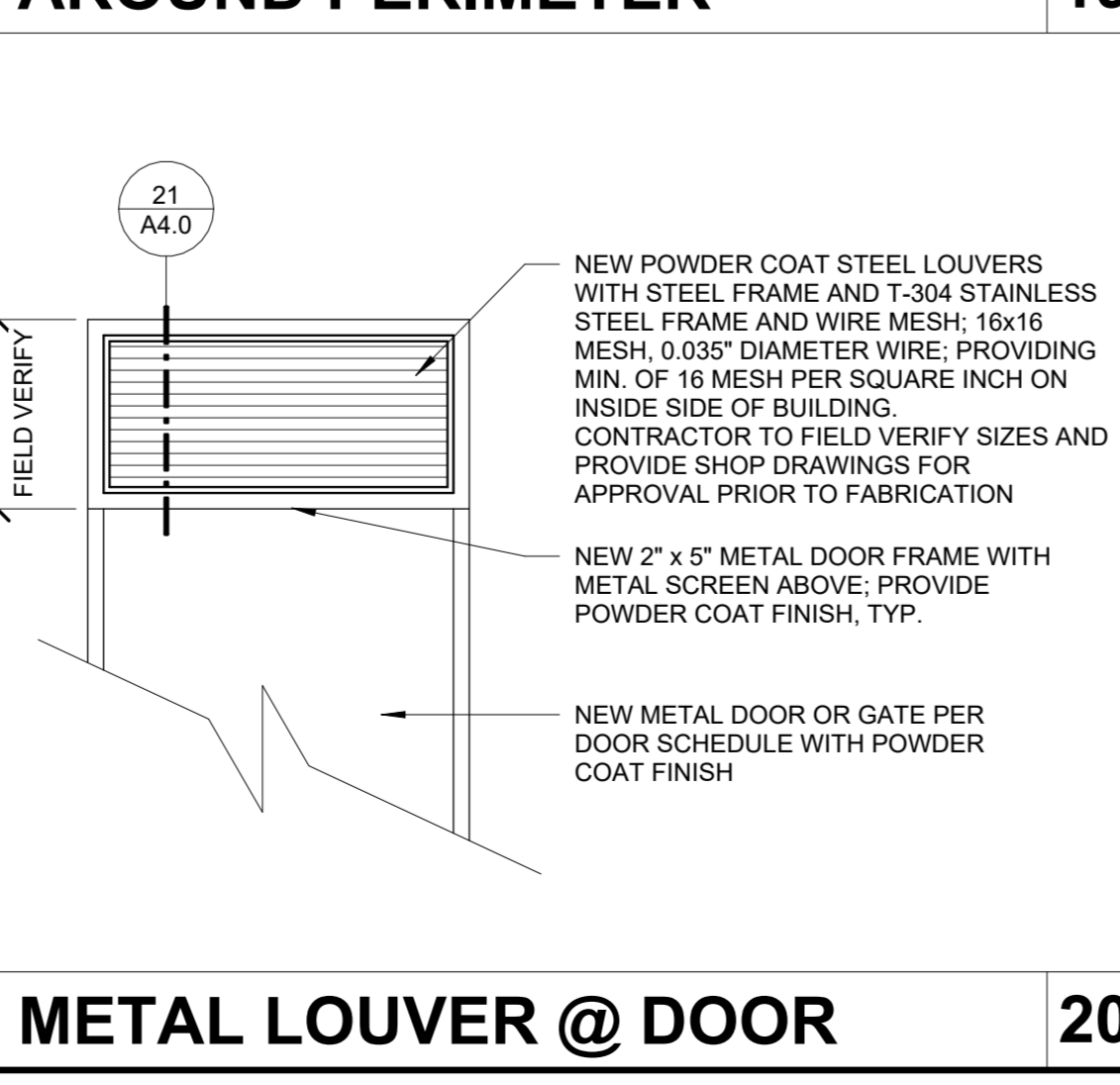
**THRESHOLD** 8



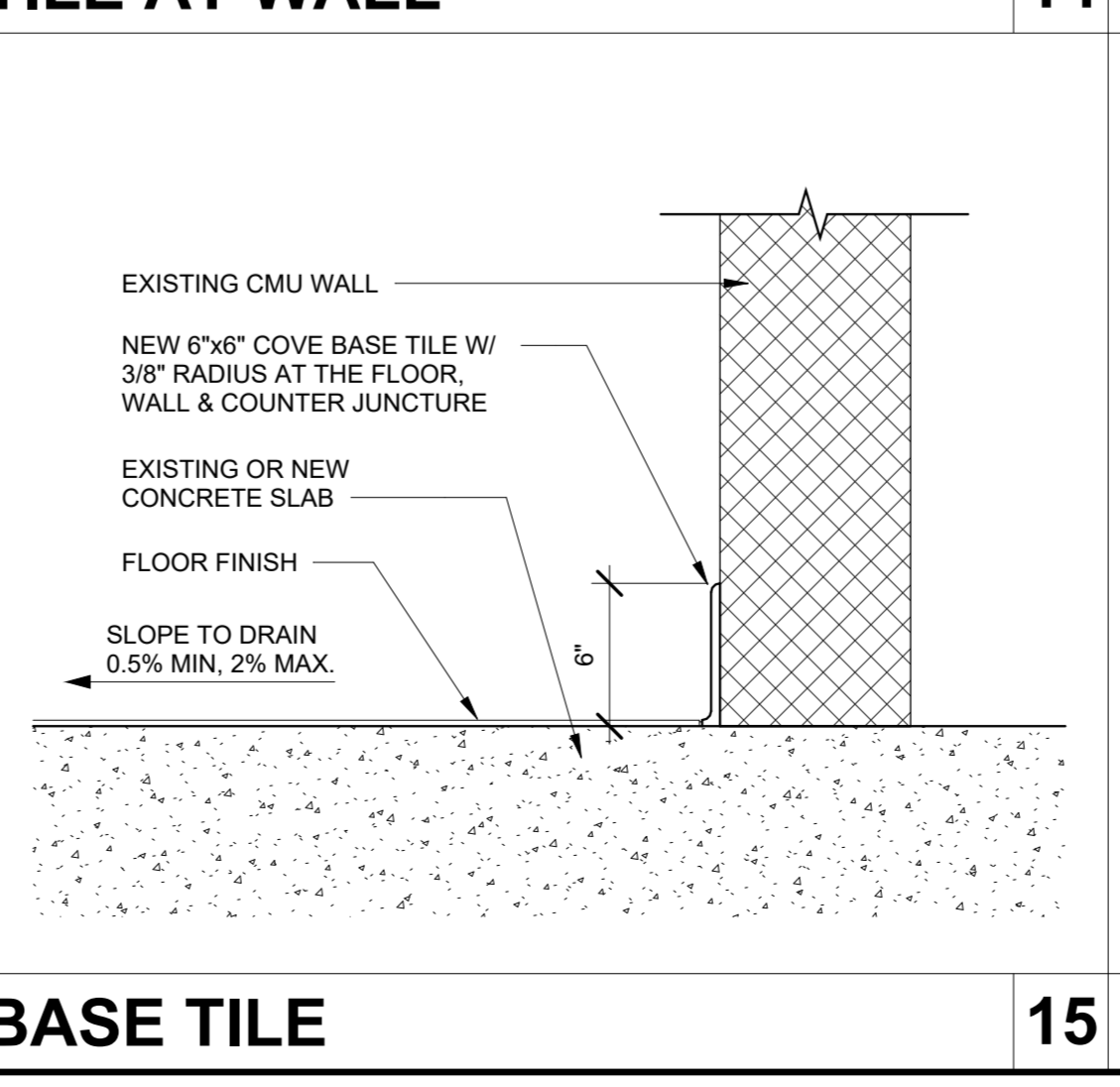
**URINAL** 3



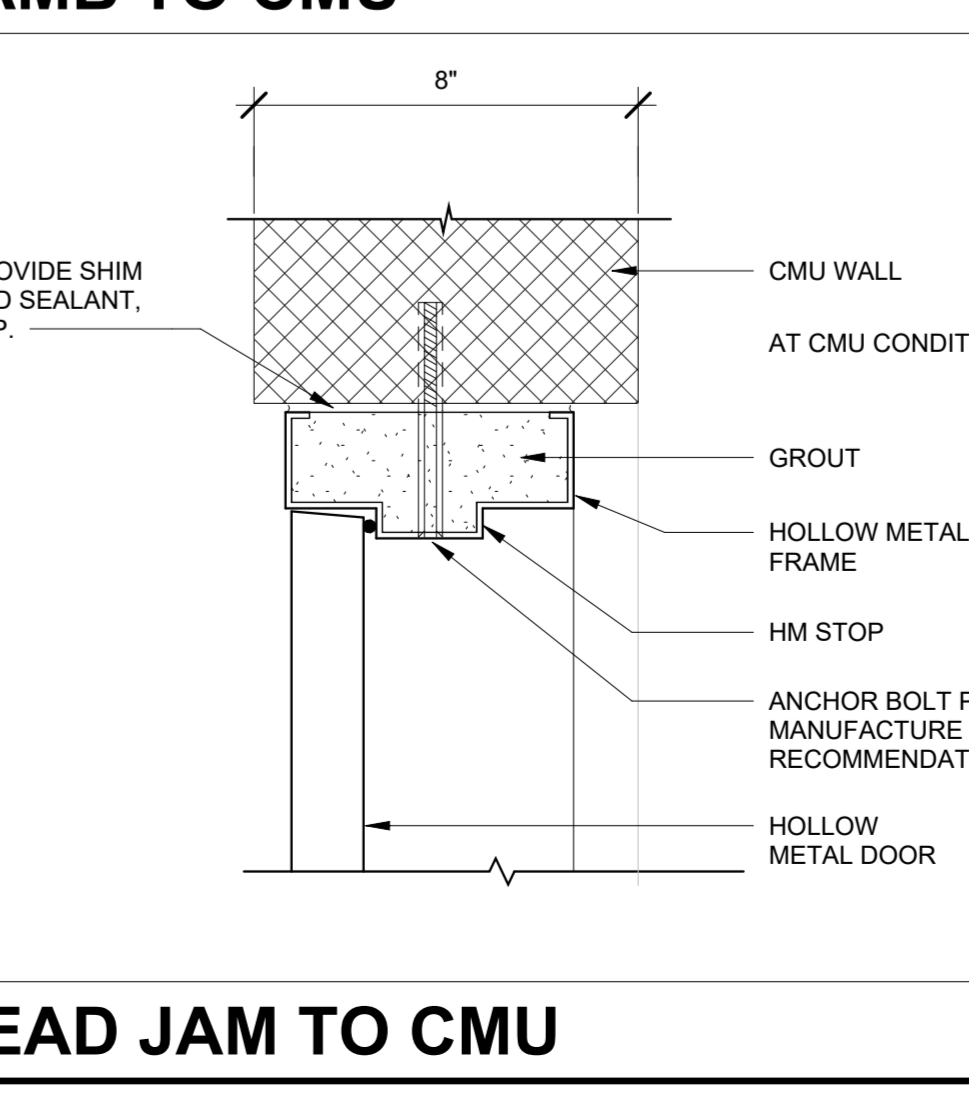
**RESTROOM DOOR SIGN** 24



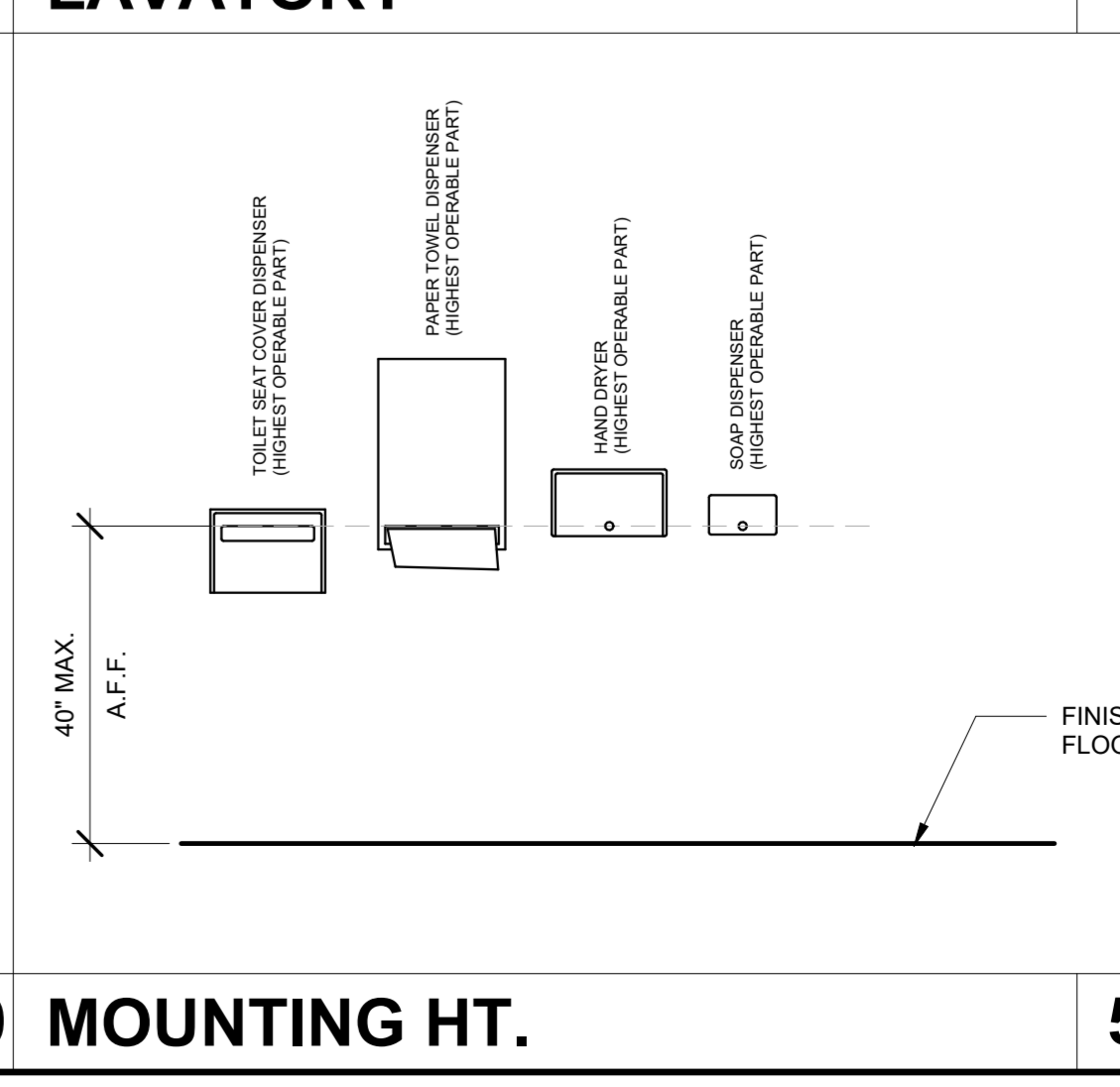
**METAL LOUVER @ DOOR** 20



**TILE AT WALL** 14



**JAMB TO CMU** 9



**LAVATORY** 4



**BASE TILE** 15



**HEAD JAM TO CMU** 10

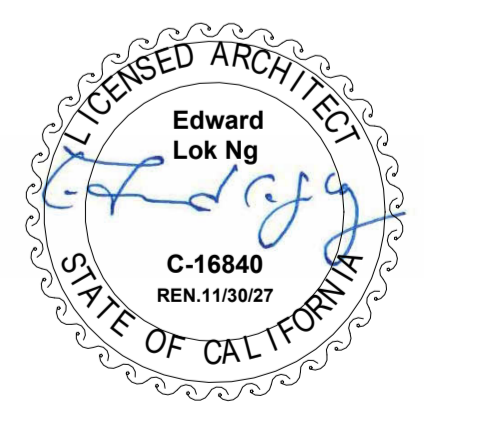


**MOUNTING HT.** 5

NO.	DATE	REV.	BY	CHK.

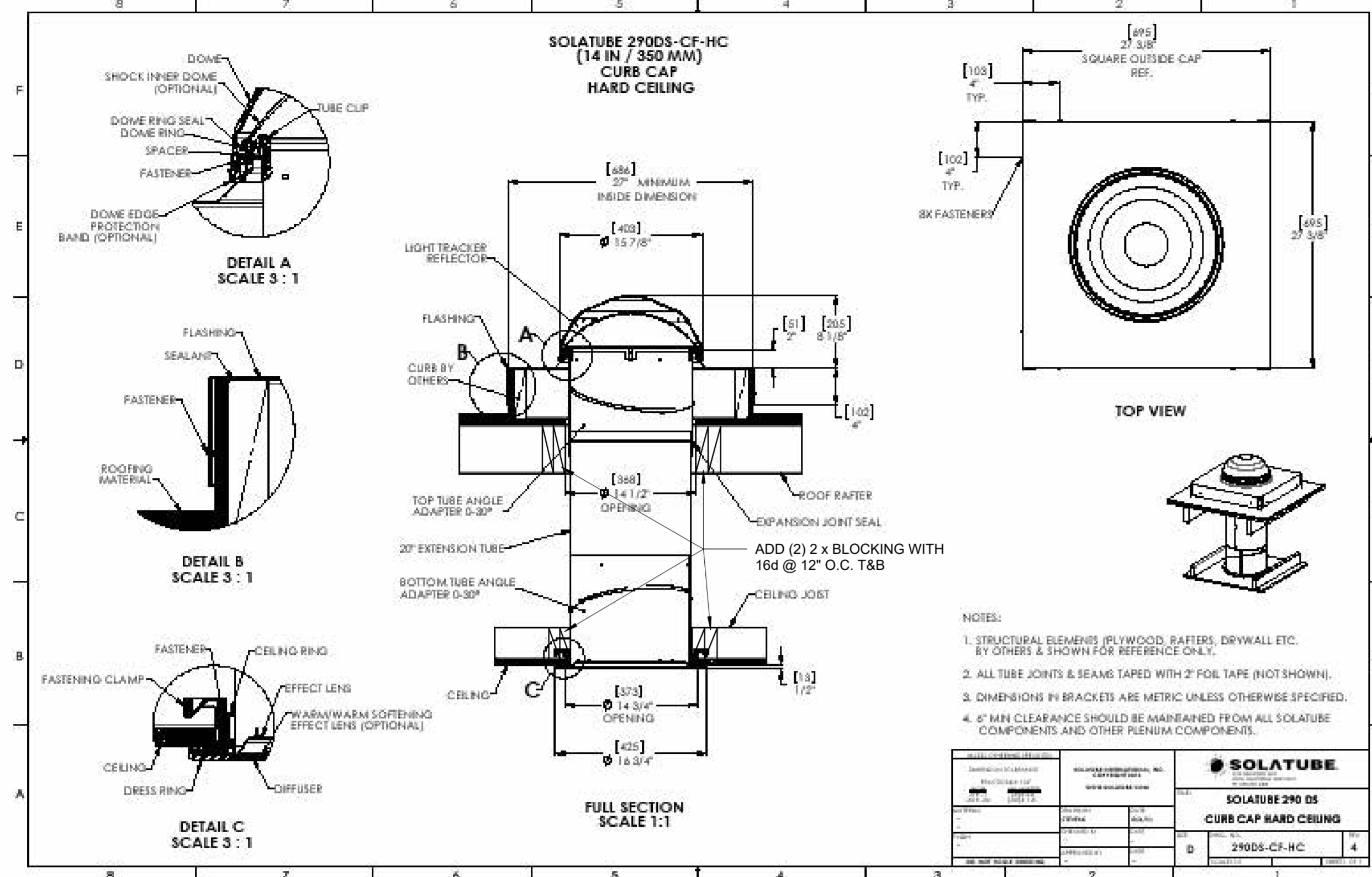
Designer:	LA
CAD Draft:	RM
Architect:	LK
Engineer:	EDA
Client:	PVFPD
Date Issue:	5/13/2026
Job Number:	3153

Client:	
Consultant:	



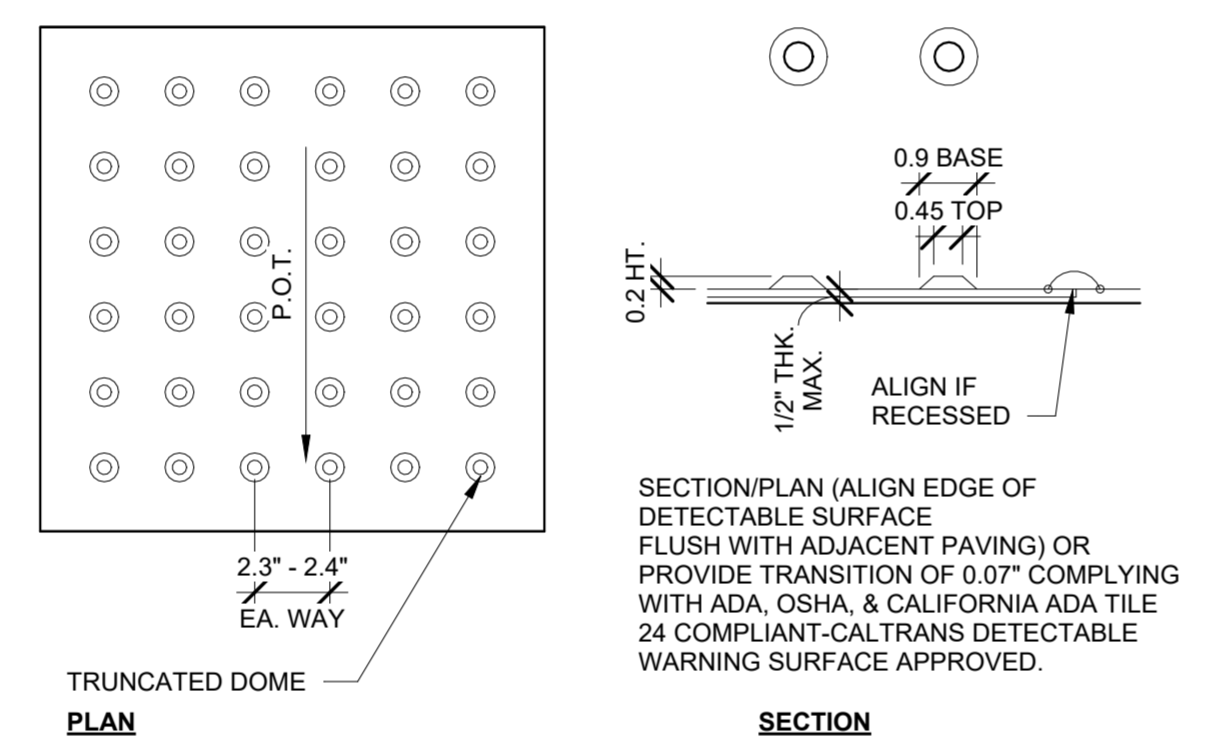
- DETAILS - DORMER VENT, LOUVERS, TOILET
- ACCESSORIES, SIGNAGE, & TILE

These drawings and accompanying information, as instruments of service, are the exclusive property of the Architect and their use and publication shall be restricted to the original site for which they were prepared. Re-use, reproduction or publication by any method, in whole or part, is prohibited by written permission from the Architect. Title to these plans and specifications shall remain with the Architect without prejudice, and visual with BOA.

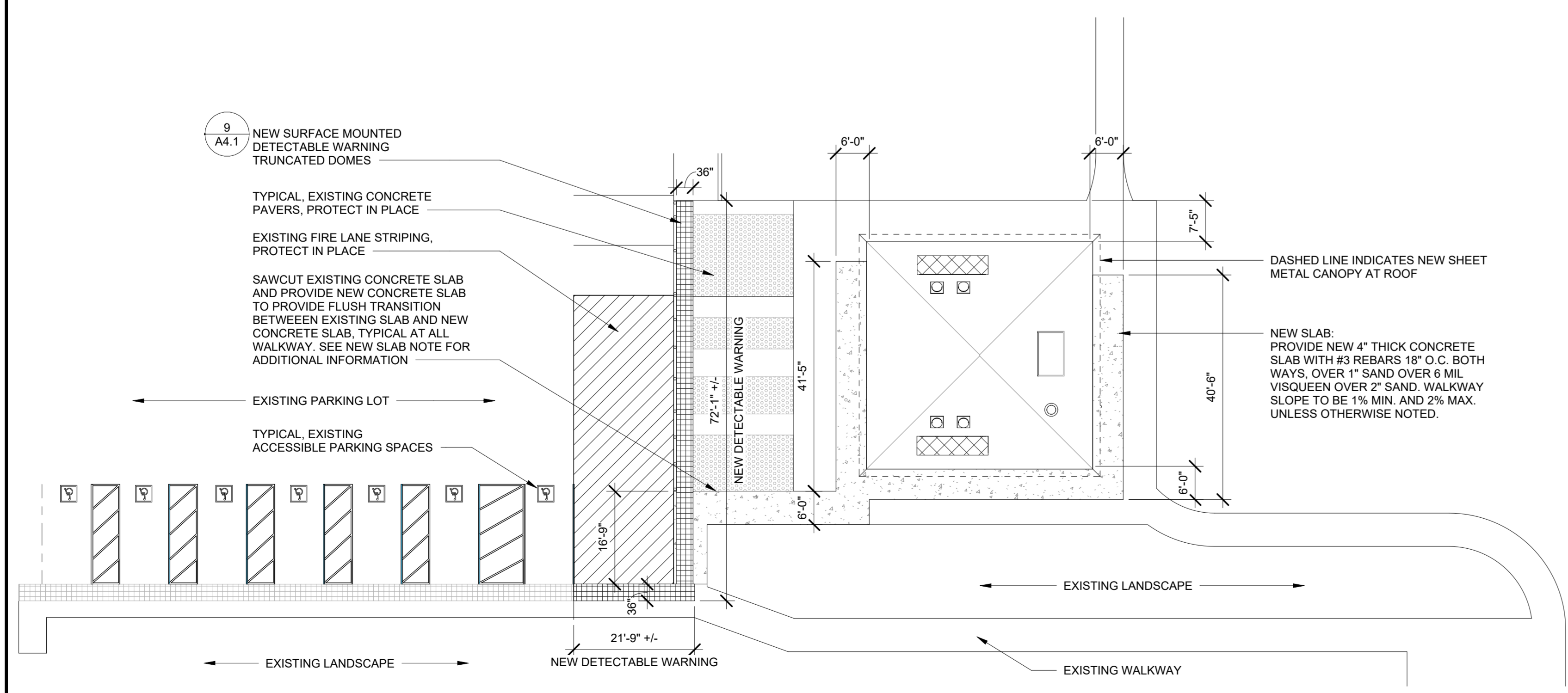


<b>SOLATUBE</b>			
SOLATUBE 290 DS			
CURVE CAP HARD CEILING			
D	290DS-CF-HC	4	

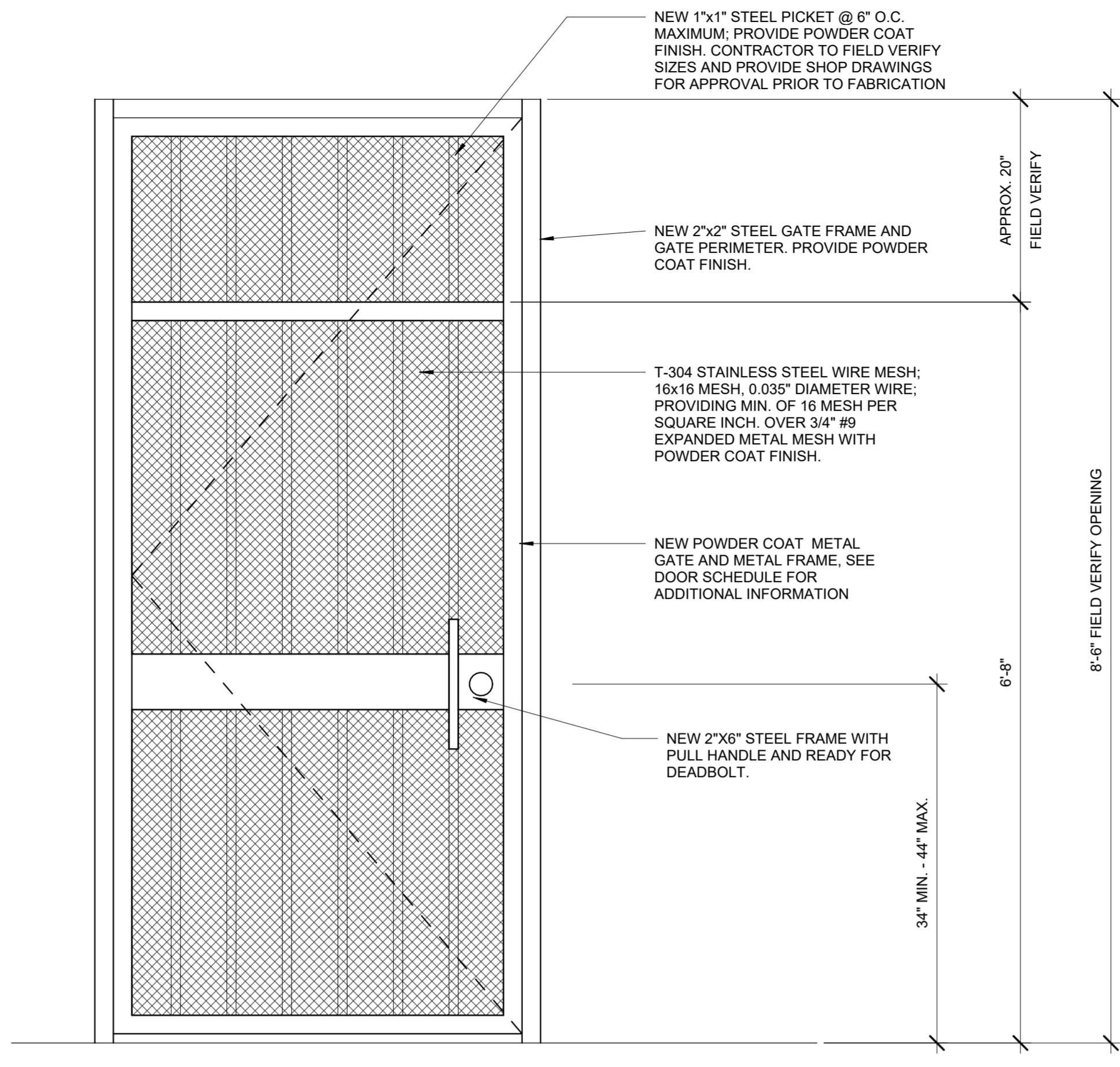
**10 SOLATUBE 290 DS**  
SCALE: 1" = 1'-0"



**9 DETECTABLE WARNING**  
SCALE: 1" = 1'-0"



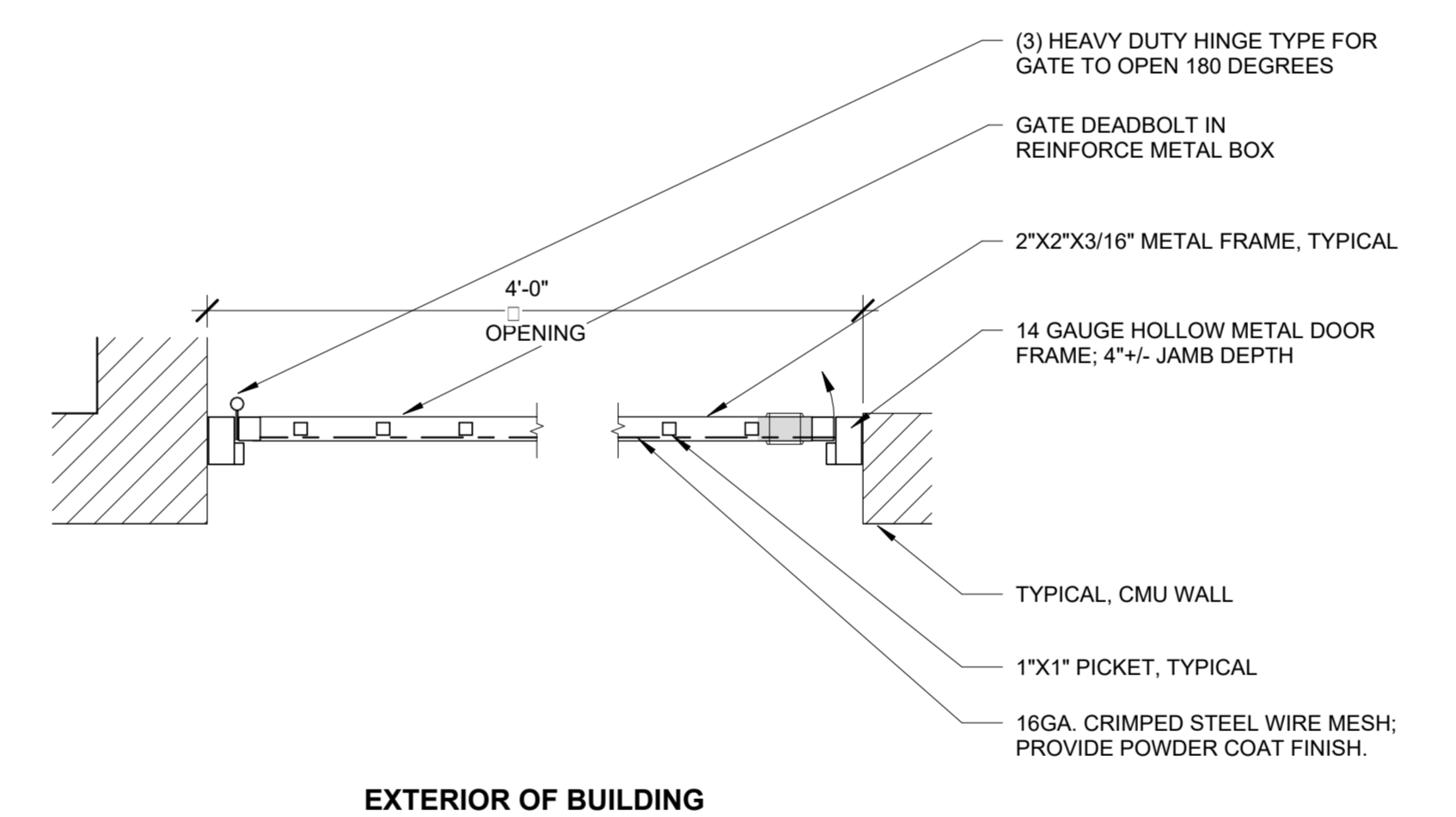
**12 ENLARGED SITE PLAN**  
SCALE: 1/16" = 1'-0"



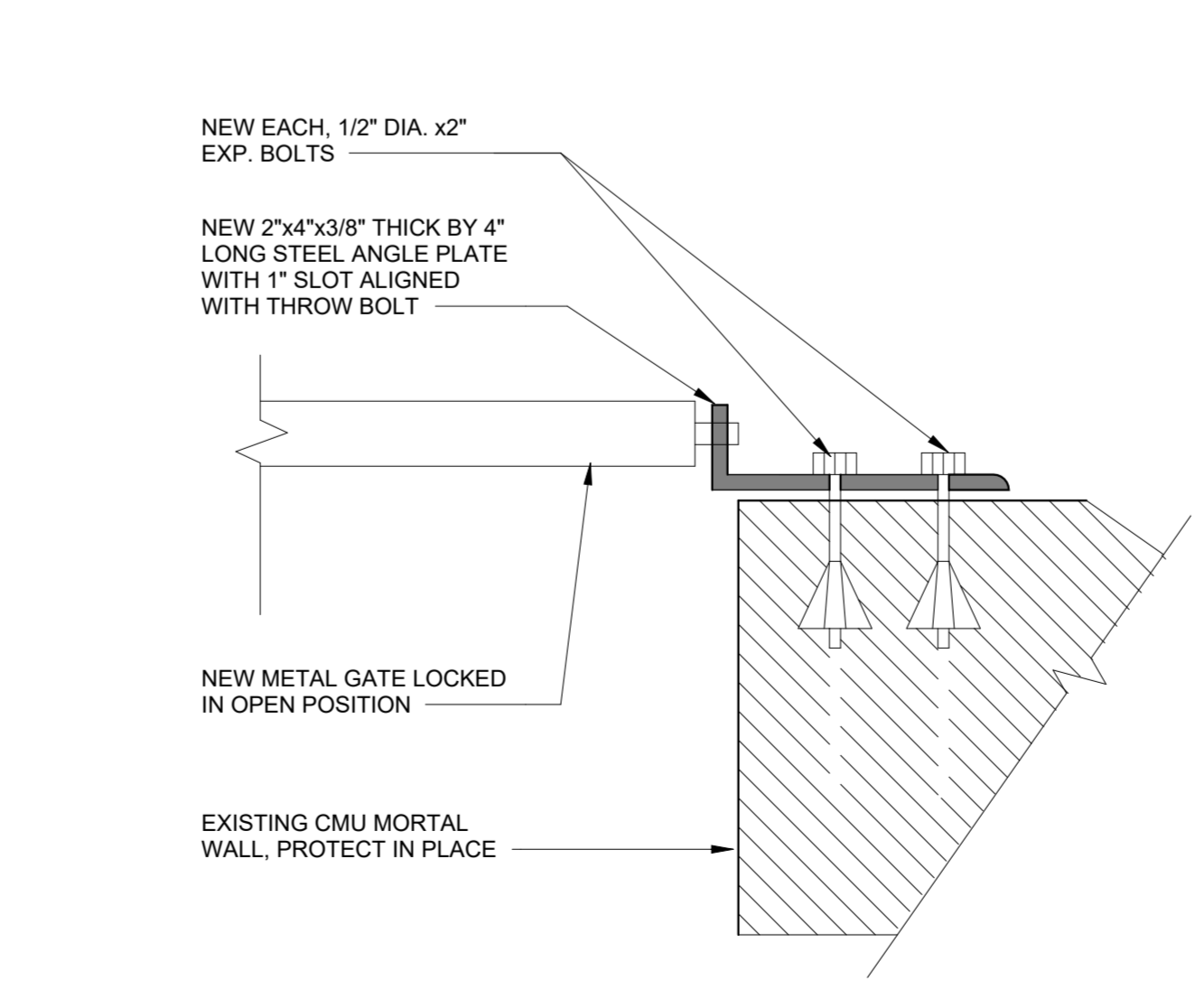
**NOTE: INSTALLING 1/2" x 6" LONG @ ± 24" O.C. ALL THREAD EPOXY EMBED INTO WALL. INSTALLING STAINLESS STEEL DOOR FRAME AND STAINLESS STEEL DOOR.**

**NOTE:** CONTRACTOR TO PROVIDE SHOP DRAWINGS FOR NEW POWDER COAT LOUVER SCREEN ASSEMBLY APPROVAL PRIOR TO PLACING ORDER.

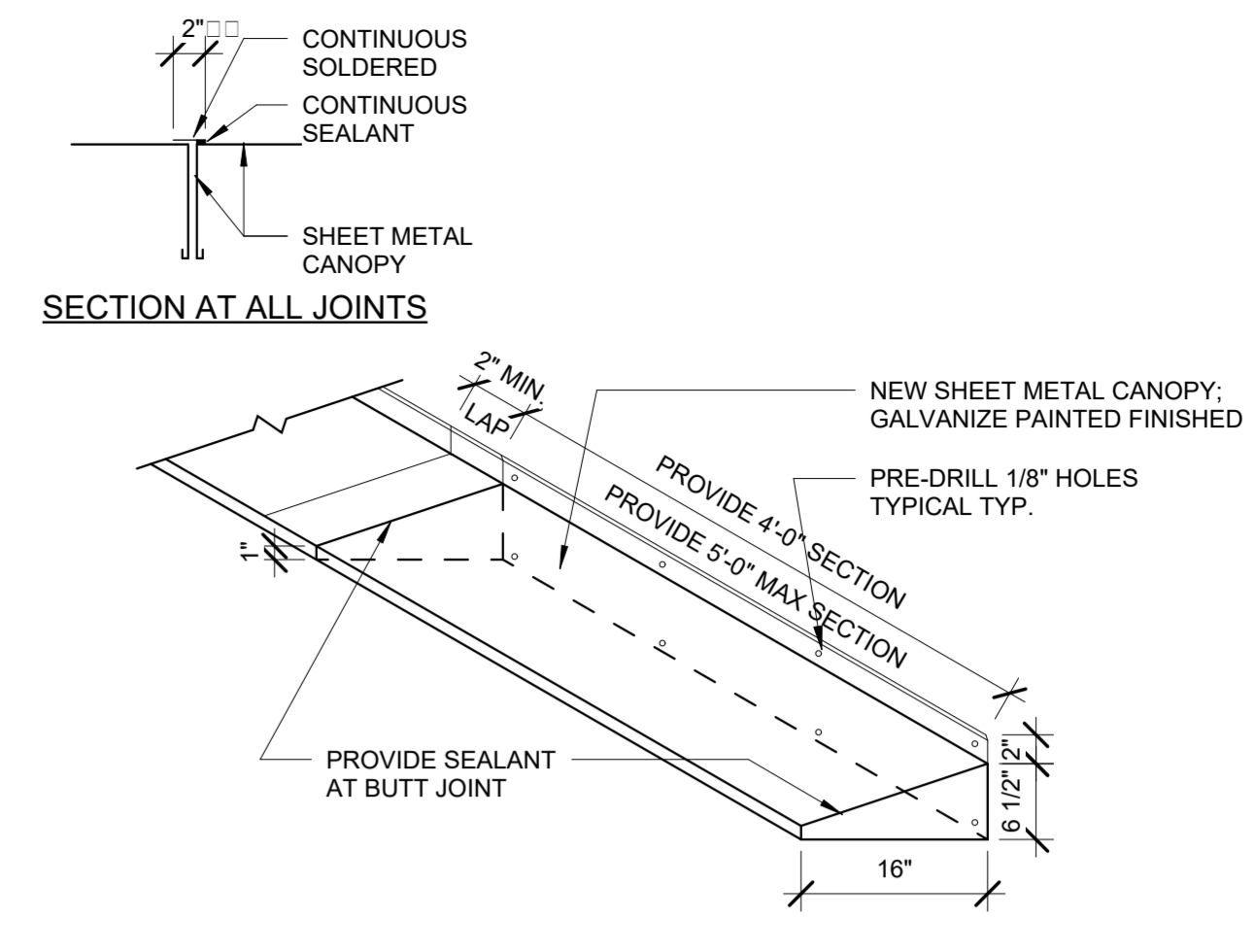
**6 METAL GATE WITH SCREEN MESH**  
SCALE: 1" = 1'-0"



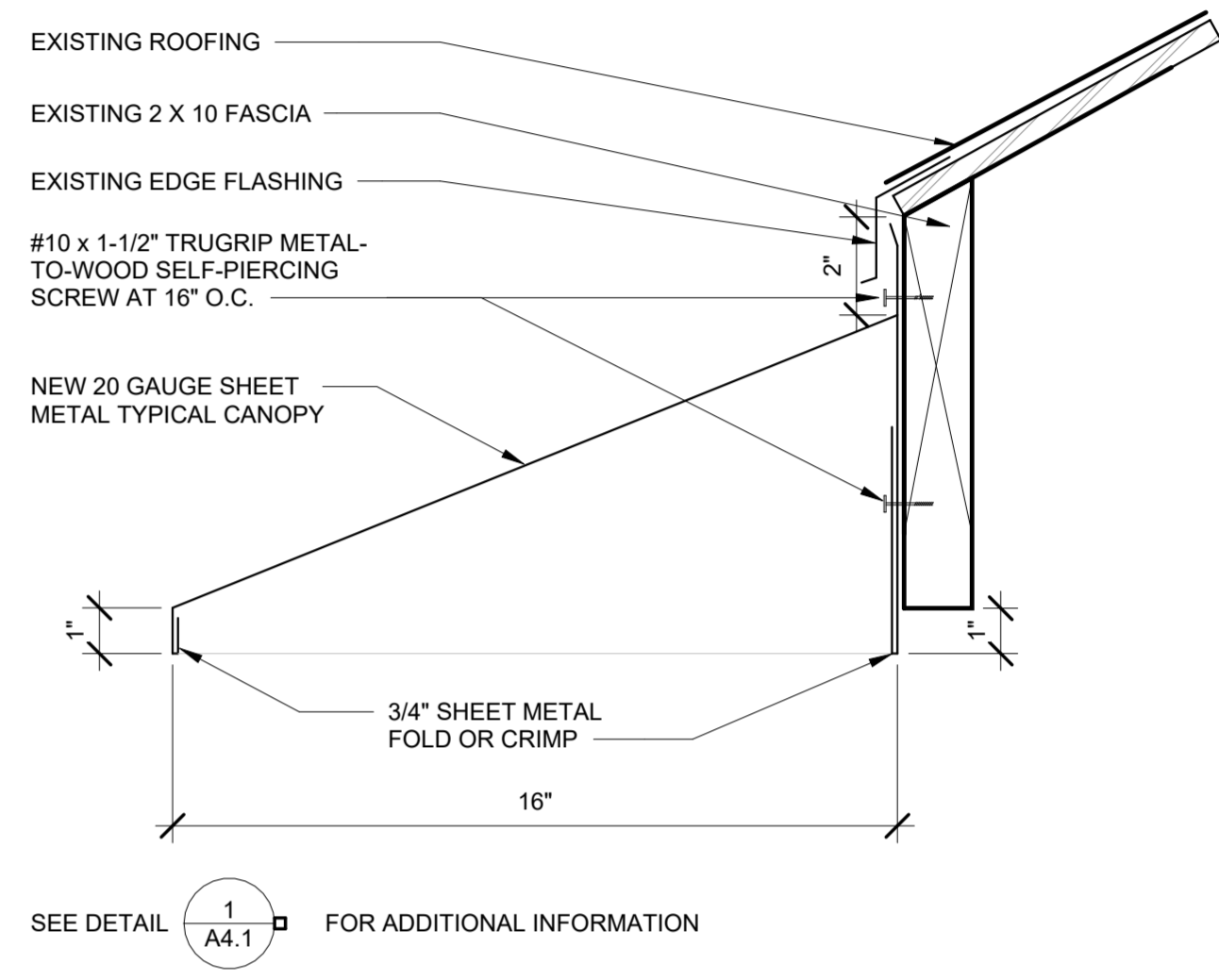
**7 GATE HARDWARE**  
SCALE: 1" = 1'-0"



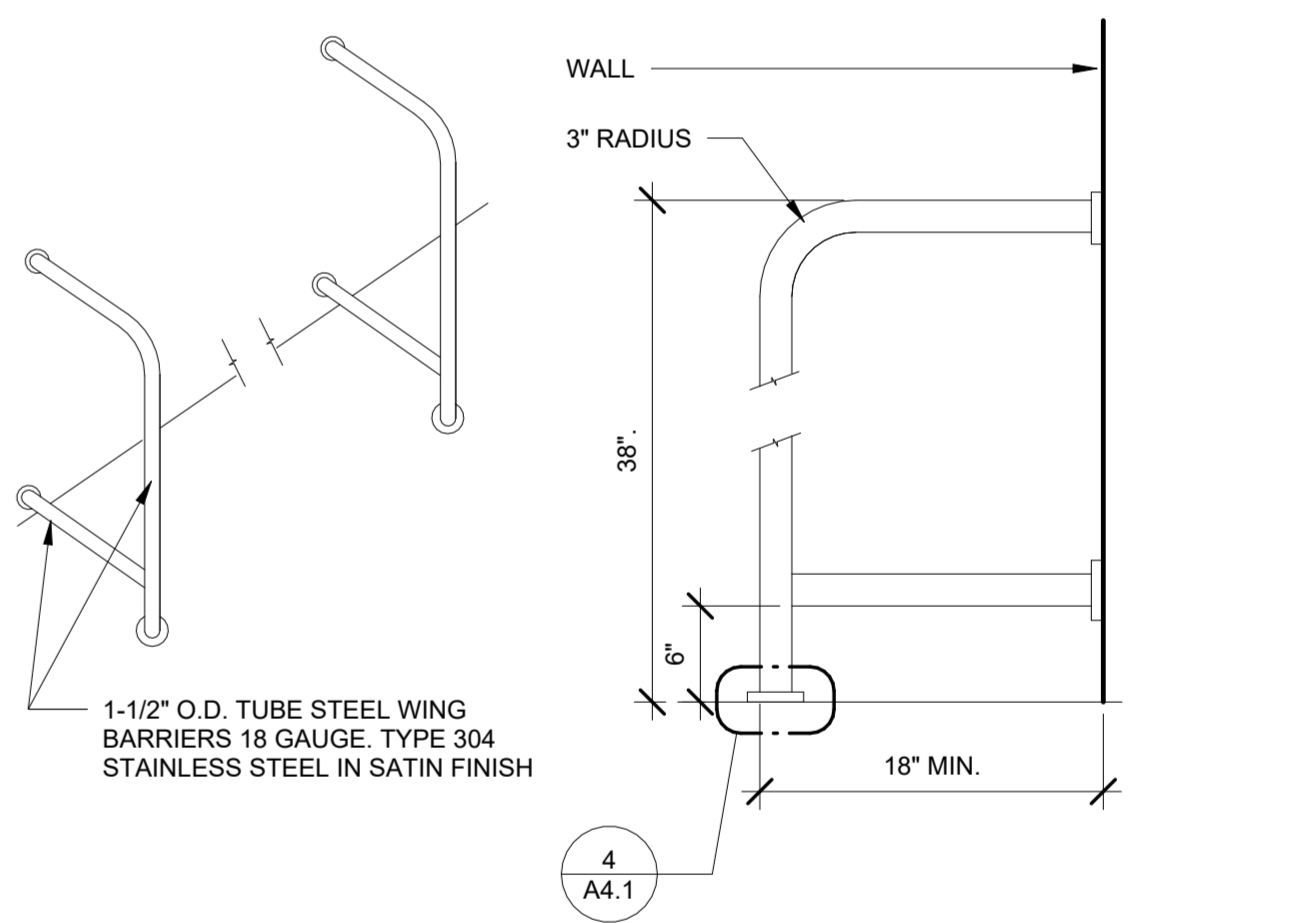
**8 LATCH DETAIL**  
SCALE: 6" = 1'-0"



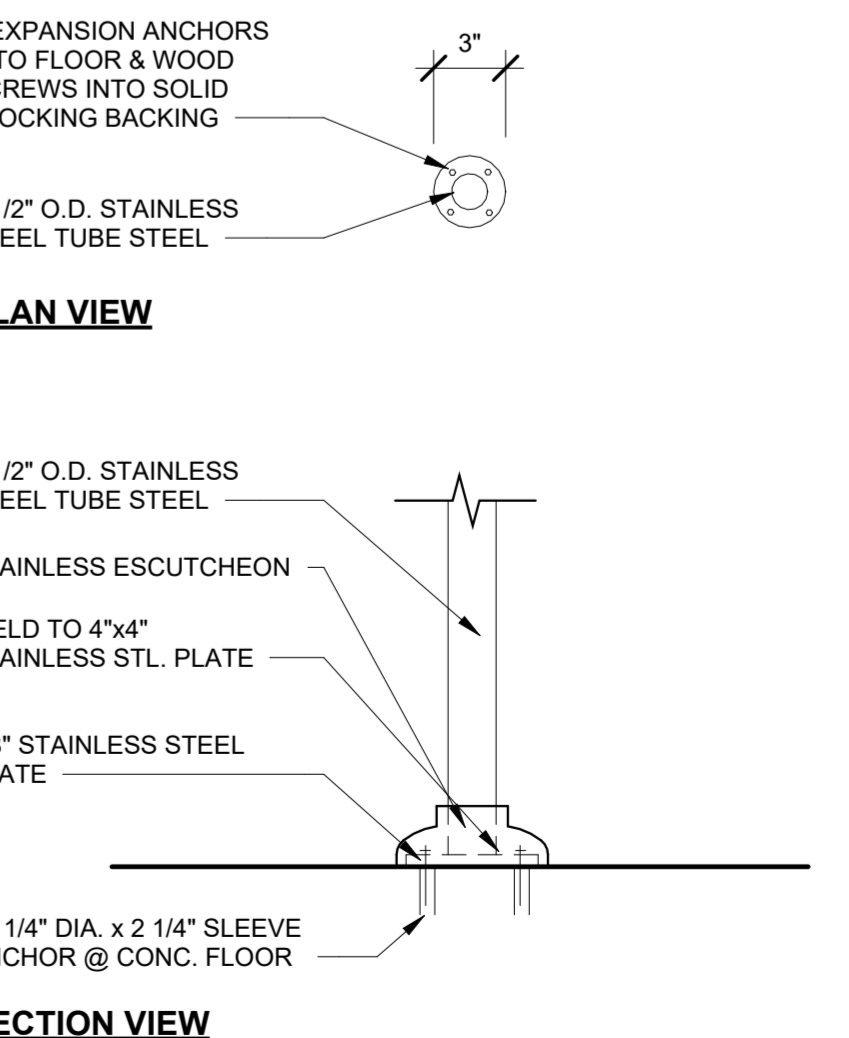
**1 SHEET METAL CANOPY ISO.**  
SCALE: 3/4" = 1'-0"



**2 SHEET METAL CANOPY**  
SCALE: 3" = 1'-0"



**3 WING BARRIERS**  
SCALE: 1" = 1'-0"

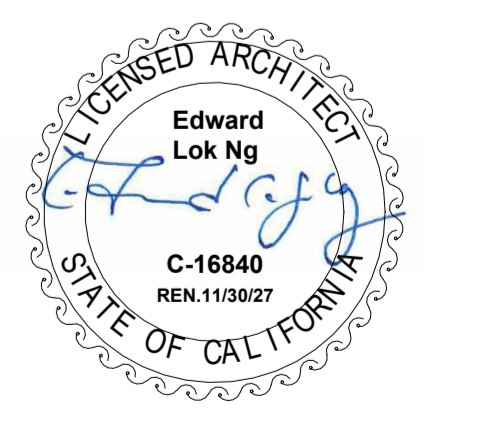


**4 RAIL TUBE ATTACHMENT**  
SCALE: 1 1/2" = 1'-0"

NO.	DATE	REV.	BY	CHK.

Designer:	LA
CAD Draft:	RM
Architect:	LK
Engineer:	EDA
Client:	PVFPD
Date Issue:	5/12/2026
Job Number:	3153

Client:	
Consultant:	

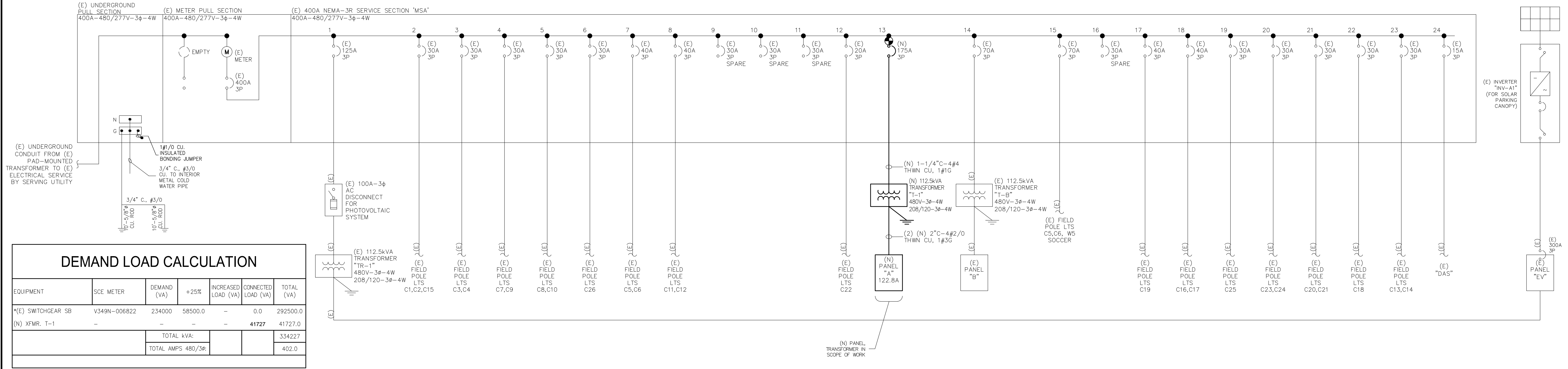


- ENLARGED SITE PLAN, METAL GATE, SHEET METAL CANOPY, & SOLATUBE DETAILS



These drawings and accompanying instruments of service are the exclusive property of the Architect and their use and publication shall be restricted to the original site for which they were prepared. Reuse, reproduction or publication by any method, in whole or part, is prohibited by written permission from the Architect. Title to these plans and specifications shall remain with the Architect without prejudice, and shall constitute prima facie evidence of acceptance of these restrictions.

**CONTRACTOR SHALL VERIFY EXISTING  
CONDITION / CONFIGURATION OF  
SWITCHGEAR PRIOR TO INSTALLATION  
OF (N) BREAKER, TRANSFORMER,  
ASSOCIATED SERVICES DOWNSTREAM**



DEMAND LOAD CALCULATION					
EQUIPMENT	SCE METER	DEMAND (VA)	+25% INCREASED LOAD (VA)	CONNECTED LOAD (VA)	TOTAL (VA)
(E) SWITCHGEAR SB	V349N-006822	234000	58500.0	0.0	292500.0
(N) XFMR. T-1	-	-	-	41727	41727.0
TOTAL kVA:					334227
TOTAL AMPS 480/3φ:					402.0

SINGLE LINE DIAGRAM

Architecture Interiors Planning

**BOA**

1511 Cota Ave. Long Beach, CA 90813 Tel. 562-912-7900

**FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS**

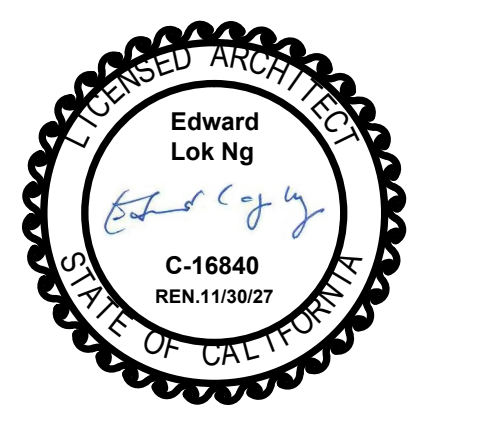
275 E PLEASANT VALLEY RD., CAMARILLO, CA 93010

DATE	BY	CHK

Designer:	LA
CAD Draft:	RM
Architect:	LOK
Engineer:	PVFPD
Date Issue:	2-4-2026
Job Number:	3153

Client:

Consultant:



● SINGLE LINE DIAGRAM

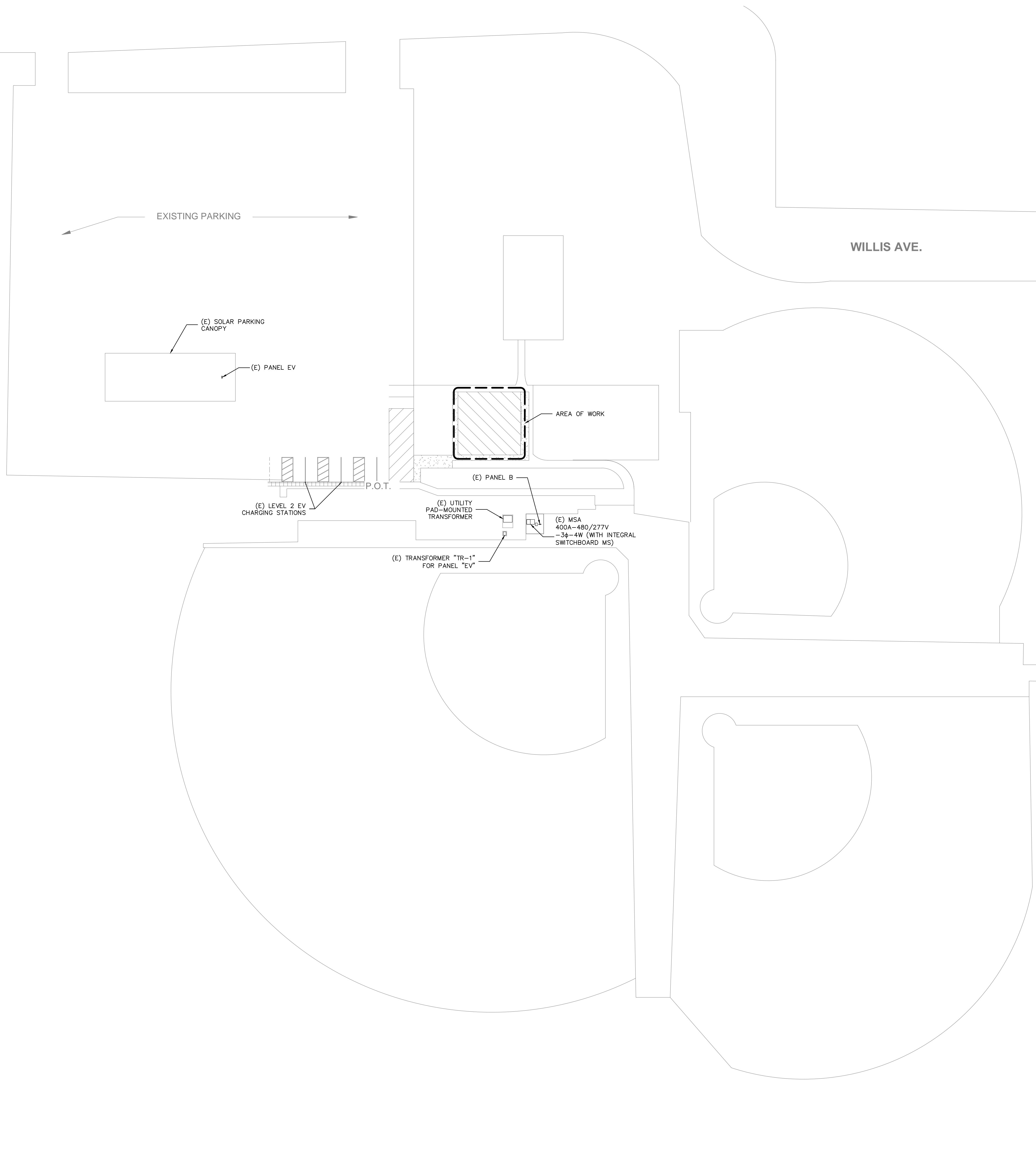
**E1.1**

NOT USED



These drawings and accompanying instruments of service are the exclusive property of the Architect and their use and publication shall be restricted to the original site for which they were prepared. Reuse, reproduction or publication in whole or part, is prohibited by written permission from the Architect. Title to these plans and specifications shall remain with the Architect without prejudice, and shall remain with them shall constitute prima facie evidence of acceptance of these restrictions.

FREEDOM PARK RD



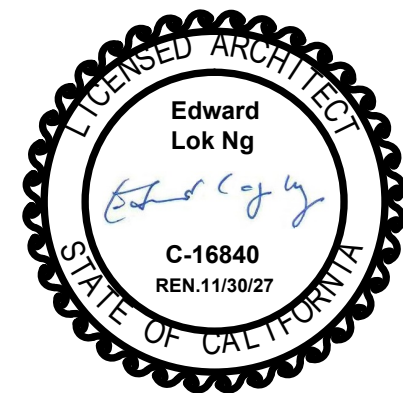
E PLEASANT VALLEY RD.

### S I T E P L A N

SCALE: 1/32"=1'-0"



- SITE PLAN
- 
- 



Client:

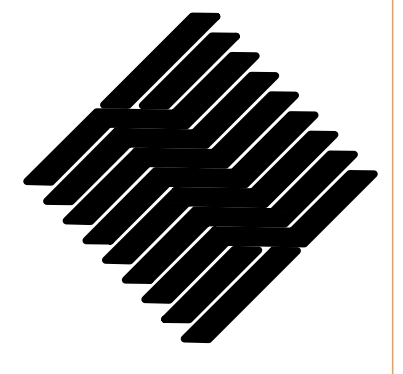
Consultant:

Designer: LA  
 CAD Draft: RM  
 Architect: LOK  
 Engineer: PVRPD  
 Date Issue: 2-4-2026  
 Job Number: 3153

REV	DATE	BY	CHK

**FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS**

275 E PLEASANT VALLEY RD., CAMARILLO, CA 93010



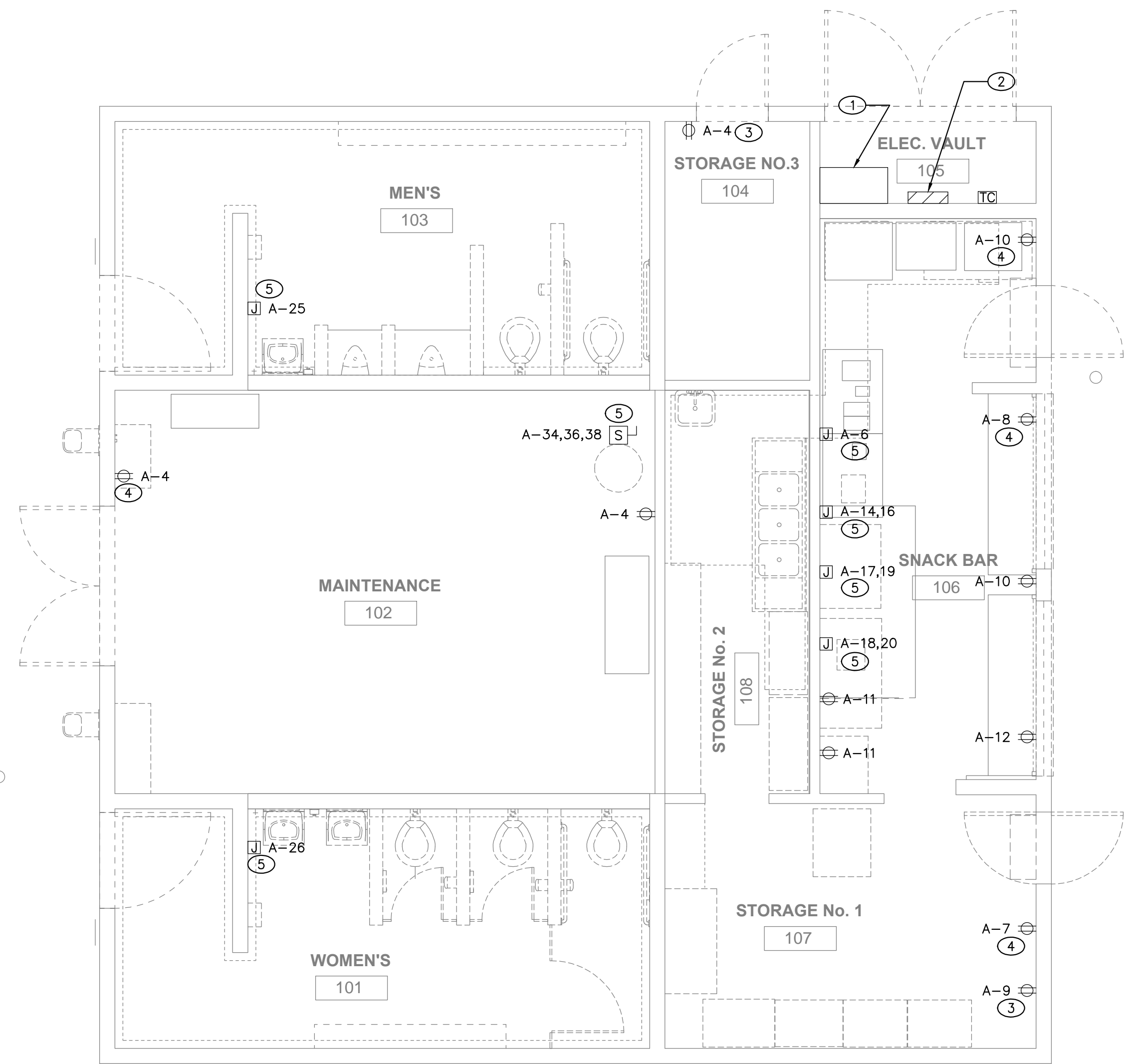
# BOA

Architecture  
Interiors  
Planning

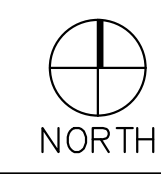
1511 Cota Ave. Long Beach, CA 90813 Tel. 562-912-7900

## E2.0

These drawings and accompanying instruments of service are the exclusive property of the Architect and their use and publication shall be restricted to the original site for which they were prepared. Re-use, reproduction or publication by any method, in whole or part, is prohibited by written permission from the Architect. Title to these plans and specifications shall remain with the Architect without obligation, and shall constitute prima facie evidence of acceptance of these restrictions.

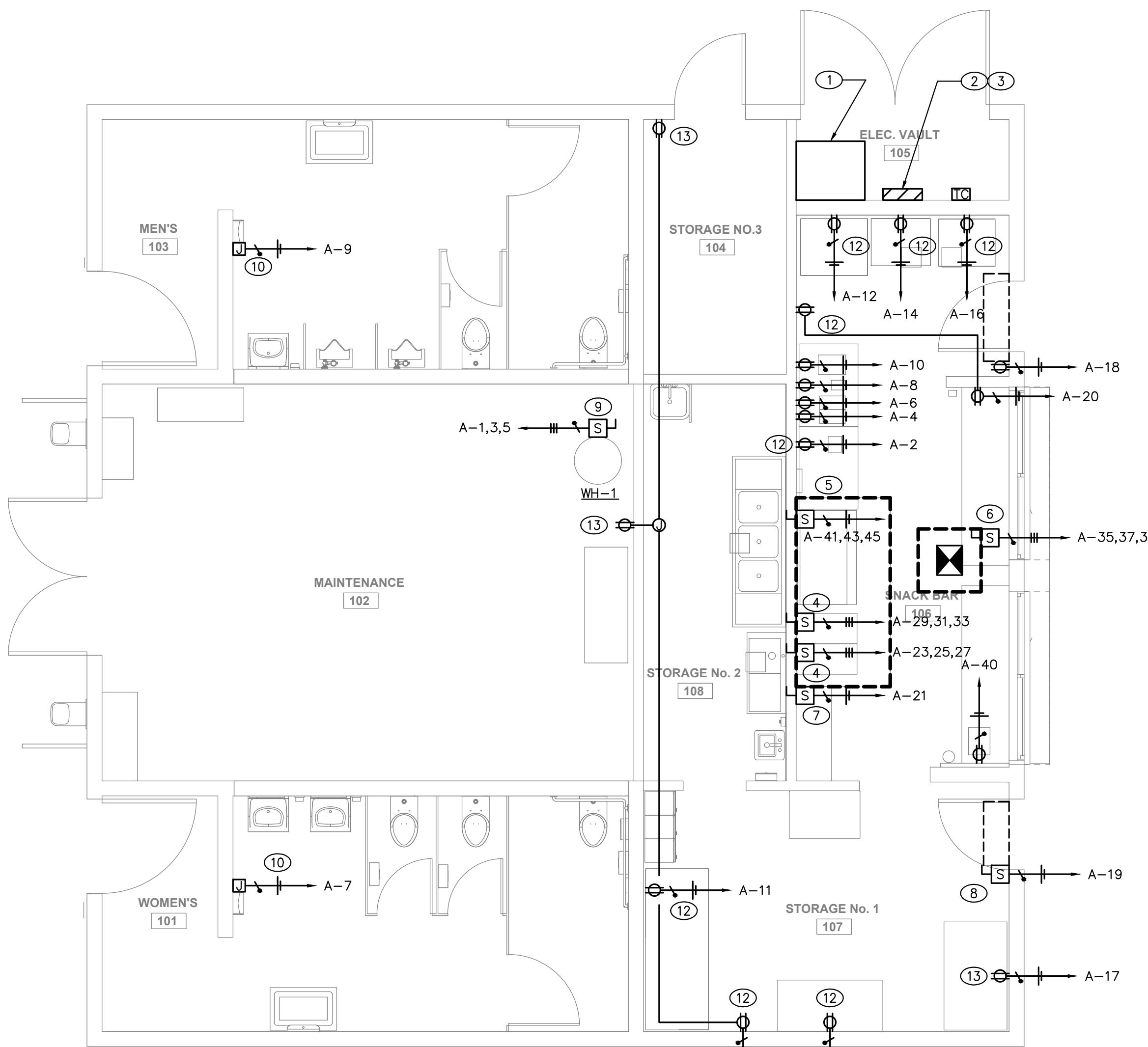


- NOTES:
- 1 DEMO (E) TRANSFORMER T-1 IN ELECTRICAL VAULT ROOM 105
  - 2 DEMO (E) ELECTRICAL PANELS IN SPACE; DEMO (E) CIRCUITING FROM PANELS TO POINTS OF USE UNLESS OTHERWISE NOTED
  - 3 REPLACE (E) RECEPTACLES WITH (N) RECEPTACLE AND (N) RECEPTACLE COVERS; MODIFY / EXTEND / REPAIR (E) WIRING AS NECESSARY AND PREPARE FOR RECIRCUITING TO (N) PANELS
  - 4 DEMO (E) RECEPTACLES AND ASSOCIATED WIRING; TYP UNLESS OTHERWISE NOTED
  - 5 DEMO (E) CIRCUITING ASSOCIATED WITH (E) EQUIPMENT, SNACK BAR APPLIANCES WINDOW AC UNIT, EXHAUST FAN; EQUIPMENT TO BE DEMOLISHED BY GENERAL CONTRACTOR



DEMOLITION POWER PLAN

SCALE: 1/4"=1'-0"

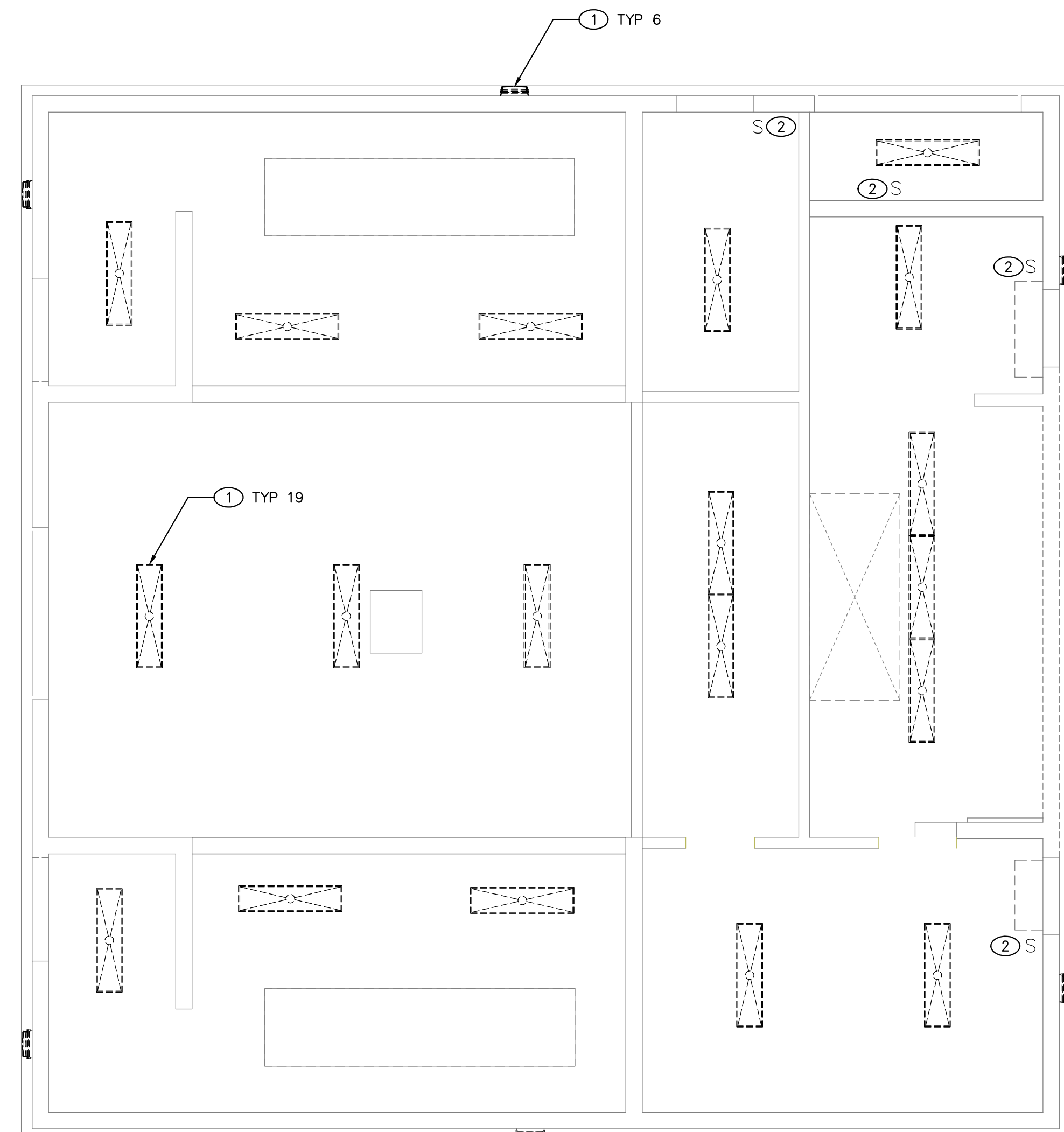


- NOTES:
- 1 PROVIDE TRANSFORMER T-1 IN ELECTRICAL VAULT ROOM 105
  - 2 PROVIDE (N) BREAKERS TO FEED PANELS DOWNSTREAM; PROVIDE CONDUIT, WIRING, CIRCUITING FROM ELECTRICAL SERVICE TO PANELS IN SPACE
  - 3 PROVIDE (N) ELECTRICAL PANELS A IN ELECTRICAL ROOM; PROVIDE (N) CIRCUITING FROM PANELS TO POINTS OF USE
  - 4 PROVIDE 3/4" CONDUIT RUN FOR ELECTRIC FRYERS FOR FUTURE INSTALLATION AFTER SERVICE DEMAND READING; TYP 2
  - 5 PROVIDE 3/4" CONDUIT RUN FOR ELECTRIC GRIDDLE FOR FUTURE INSTALLATION AFTER SERVICE DEMAND READING
  - 6 PROVIDE CIRCUITING TO (N) MAKE-UP AIR UNIT; PROVIDE 3/4" C - 3#12+1#12 GND WIRING; PROVIDE 20A SWITCH
  - 7 PROVIDE (N) CIRCUITING TO KITCHEN HOOD; PROVIDE 20A SWITCH
  - 8 PROVIDE CIRCUITING FOR AIR CURTAIN
  - 9 PROVIDE (N) CIRCUITING TO (N) 10KW TANK-TYPE WATER HEATER IN MAINTENANCE ROOM; PROVIDE 3/4" C - 3#8+1#10 GND WIRING; PROVIDE 40A SWITCH
  - 10 PROVIDE CIRCUITING FOR HAND DRYERS
  - 11 PROVIDE (N) RECEPTACLES, ASSOCIATED CIRCUITING FOR ANCHILARIES; TYP UNLESS OTHERWISE NOTED
  - 12 PROVIDE (N) GFCI RECEPTACLES, ASSOCIATED CIRCUITING
  - 13 RECIRCUIT (E) GENERAL RECEPTACLES TO (N) PANELS; MAINTAIN / MODIFY (E) CONDUITS, WIRES AS NECESSARY



RENOVATION POWER PLAN

SCALE: 1/4"=1'-0"

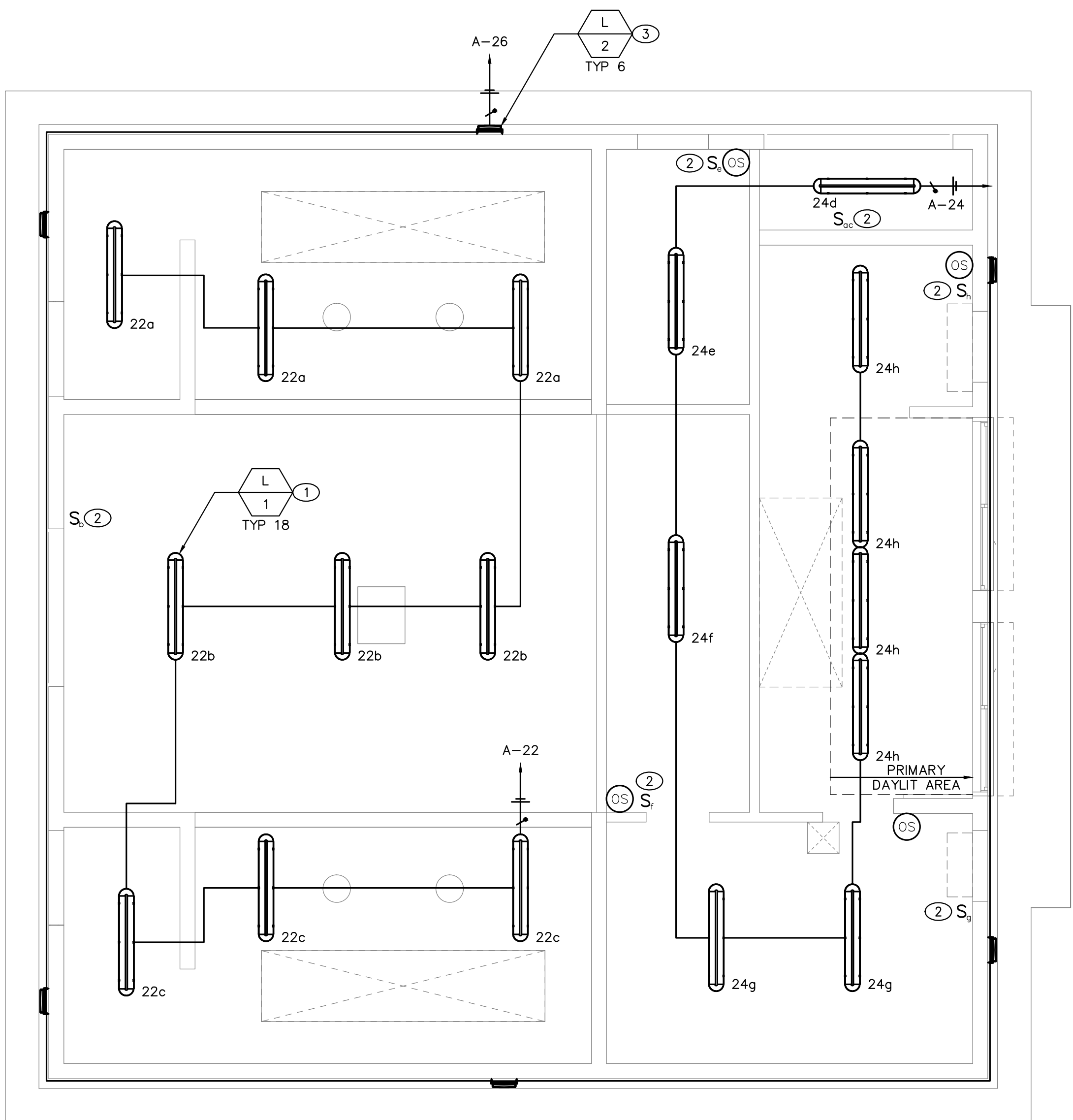


- NOTES:
- 1 DEMO (E) LED LIGHT FIXTURES AND ASSOCIATED CIRCUITING WITHIN AREA OF WORK
  - 2 DEMO (E) SWITCH



DEMOLITION LIGHTING PLAN

SCALE: 1/4"=1'-0"



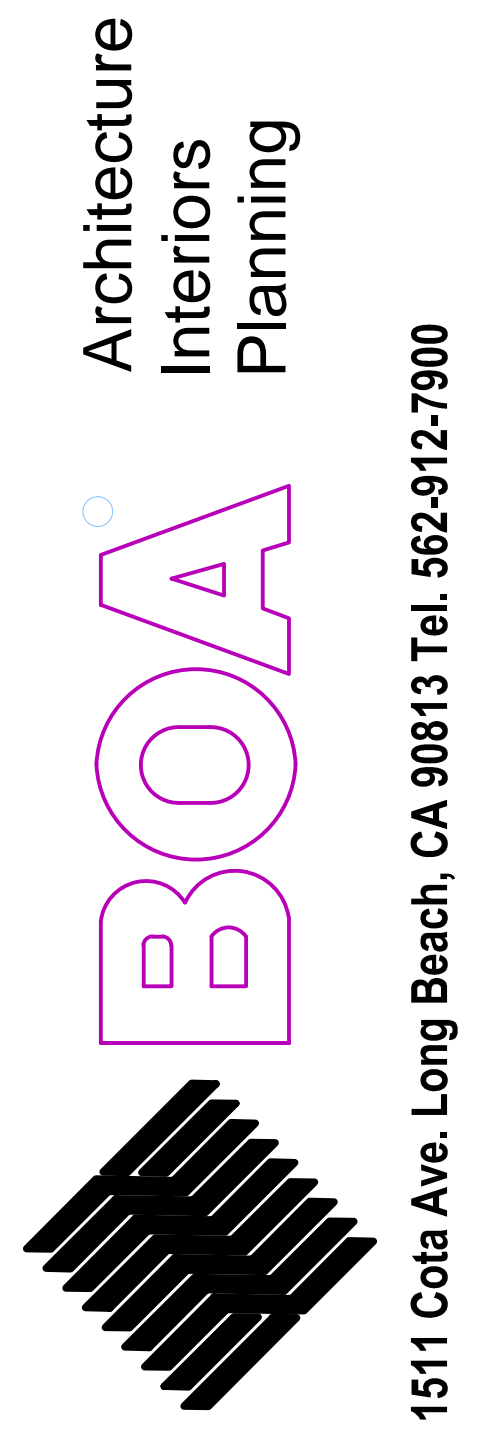
- NOTES:
- 1 NEW LED LIGHT FIXTURES; INSTALL NEW CONDUIT, WIRE, AND CIRCUIT
  - 2 NEW SWITCH WITH OCCUPANCY SENSOR AS IDENTIFIED HEREIN
  - 3 PROVIDE (N) EXTERIOR LIGHT FIXTURES AND ASSOCIATED CIRCUITING

**DAYLIGHT CONTROL NOT REQUIRED FOR ROOMS WITH LESS THAN 120 WATTS CUMMULATIVELY IN PRIMARY DAYLIT AREA AND SECONDARY DAYLIT AREA**



RENOVATION LIGHTING PLAN

SCALE: 1/4"=1'-0"

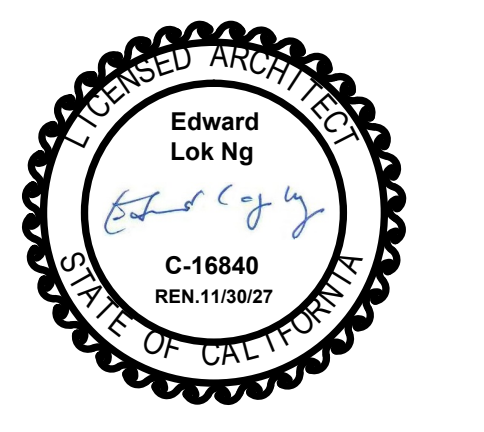


**FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS**  
275 E PLEASANT VALLEY RD., CAMARILLO, CA 93010

DESIGNED BY	LA
DRAWN BY	RM
CHECKED BY	LOK
DATE	2-4-2025

Designer:	LA
CAD Draft:	RM
Architect:	LOK
Engineer:	PVPPD
Date Issue:	2-4-2025
Job Number:	3153

Client: \_\_\_\_\_  
Consultant: \_\_\_\_\_



POWER, LIGHTING PLAN

**E2.1**

These drawings and accompanying instruments of service, as instruments of service, are the exclusive property of the Architect and their use and publication shall be restricted to the original site for which they were prepared. Reuse, reproduction or publication by any method, in whole or part, is prohibited by written permission from the Architect. This to these plans and specifications shall remain with the Architect without replication, and shall constitute prima facie evidence of acceptance of these restrictions.

STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION  
INDOOR LIGHTING  
CERTIFICATE OF COMPLIANCE  
Project Name: (Camarillo) Snack Bar Renovation - Freedom Park  
Report Page: (Page 2 of 8)  
Project Address: 275 EAST PLEASANT VALLEY ROAD, CAMARILLO CA 93010  
Date Prepared: 2026-02-24T19:52:14-08:00

**A. GENERAL INFORMATION**  
01 Project Location (City) Camarillo 04 Total Conditioned Floor Area (ft²) 0  
02 Climate Zone 1 05 Total Unconditioned Floor Area (ft²) 1,408  
03 Occupancy Types Within Project (select all that apply): 06 # of Stories (Habitable Above Grade) 1  
All Other Occupancies

**B. PROJECT SCOPE**  
This table includes any lighting systems that are within the scope of the permit application and are demonstrating compliance using the prescriptive path outlined in 140.6 / 170.2(e) or 141.0(b)(1) / 180.2(b)(4) for alterations.

Scope of Work	Conditioned Spaces	Unconditioned Spaces
	04	05
	Calculation Method	Area (ft²)
My Project Consists of (check all that apply):		
<input type="checkbox"/> New Lighting System	N/A	0
<input type="checkbox"/> New Lighting System - Parking Garage	N/A	0
<input checked="" type="checkbox"/> Altered Lighting System	N/A	0
<b>Total Area of Work (ft²)</b>		<b>1408</b>

Generated Date/Time: Documentation Software: Energy Code Ace  
CA Building Energy Efficiency Standards - 2022 Nonresidential Compliance Report Version: 2022.0.000 Compliance ID: 38113-0226-0002 Schema Version: rev 20220101 Report Generated: 2026-02-24 16:52:17

STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION  
INDOOR LIGHTING  
CERTIFICATE OF COMPLIANCE  
Project Name: (Camarillo) Snack Bar Renovation - Freedom Park  
Report Page: (Page 2 of 8)  
Project Address: 275 EAST PLEASANT VALLEY ROAD, CAMARILLO CA 93010  
Date Prepared: 2026-02-24T19:52:14-08:00

**C. COMPLIANCE RESULTS**  
If any cell on this table says "DOES NOT COMPLY" or "COMPLIES WITH EXCEPTIONAL CONDITIONS" refer to Table D for guidance.

Lighting in conditioned and unconditioned spaces must not be combined for compliance per 140.6(b) / 170.2(e)	Allowed Lighting Power per 140.6(b) / 170.2(e) (Watts)				Adjusted Lighting Power per 140.6(c) / 170.2(e) (Watts)			Compliance Results	
	01	02	03	04	05	06	07		08
	Complete Building Category 140.6(b)(1)	Area Category 140.6(b)(2) / 170.2(e)(4)	Tailored Area Category 140.6(b)(3) / 170.2(e)(4)(*)	Tailored Area Category 140.6(b)(3) / 170.2(e)(4)(*)	Total Allowed (Watts)	Total Designed (Watts)	Adjustments PAF Lighting Control Credits 140.6(d)(1) / 170.2(e)(3)	Total Adjusted (Watts) *includes Adjustments	
Conditioned					794.95	594		594	COMPLIES
Unconditioned									COMPLIES
									COMPLIES

**D. EXCEPTIONAL CONDITIONS**  
This table is auto-filled with uneditable comments because of selections made or data entered in tables throughout the form.

**E. ADDITIONAL REMARKS**  
This table includes remarks made by the permit applicant to the Authority Having Jurisdiction.

Generated Date/Time: Documentation Software: Energy Code Ace  
CA Building Energy Efficiency Standards - 2022 Nonresidential Compliance Report Version: 2022.0.000 Compliance ID: 38113-0226-0002 Schema Version: rev 20220101 Report Generated: 2026-02-24 16:52:17

STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION  
INDOOR LIGHTING  
CERTIFICATE OF COMPLIANCE  
Project Name: (Camarillo) Snack Bar Renovation - Freedom Park  
Report Page: (Page 2 of 8)  
Project Address: 275 EAST PLEASANT VALLEY ROAD, CAMARILLO CA 93010  
Date Prepared: 2026-02-24T19:52:14-08:00

**F. INDOOR LIGHTING FIXTURE SCHEDULE**  
This table includes all planned permanent and portable lighting other than dwelling unit/hotel/motel room lighting. Multifamily dwelling unit and hotel/motel room lighting is documented in Table T. If using Table T to document lighting in multifamily common use areas providing shared provisions for living, eating, cooking or sanitation, those luminaires are not included here.

Designed Wattage - Unconditioned Spaces									
01	02	03	04	05	06	07	08	09	10
Name or Item Tag	Complete Luminaire Description	Modular (Track) Fixture	Small Aperture & Color Change	Watts per luminaire¹	How is Wattage determined	Total Number of Luminaires	Excluded per 140.6(d)(3) / 170.2(e)(2)	Design Watts	Field Inspector
L-1	4' Surface Mounted Linear LED	No	NA	33	Mfr. Spec	18	No	594	Pass
							<b>Total Designed Watts - UNCONDITIONED SPACES</b>	594	

**G. MODULAR LIGHTING SYSTEMS**  
This section does not apply to this project.

**H. INDOOR LIGHTING CONTROLS (Not including PAFs)**  
This table includes lighting controls for conditioned and unconditioned spaces.

Building Level Controls			Field Inspector		
01	02	03	04	05	06
Mandatory Demand Response 110.126(c)	Shut-off controls 130.3(c) / 160.5(b)(4)	Field Inspector	Pass	Fail	Pass
NA - 4,000W subject to multilevel	See Area/Space Level Controls		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**I. LIGHTING POWER ALLOWANCE: COMPLETE BUILDING OR AREA CATEGORY METHODS**  
Each area complying using the Complete Building or Area Category Methods per 140.6(b) is included in this table. Column 06 indicates if additional lighting power allowances per 140.6(b)(2) or adjustments per 140.6(b) are being used.

Unconditioned Spaces					
01	02	03	04	05	06
Area Description	Complete Building or Area Category Primary Function Area	Allowed Density (W/ft²)	Area (ft²)	Allowed Wattage (Watts)	Additional Allowance / Adjustment Area Category
101, 103 - Men's, Women's Restroom	Restroom	0.65	454	296.1	No
102, 105 - Maintenance, Electrical Room	All Other Space Types	0.4	411	164.4	No

Generated Date/Time: Documentation Software: Energy Code Ace  
CA Building Energy Efficiency Standards - 2022 Nonresidential Compliance Report Version: 2022.0.000 Compliance ID: 38113-0226-0002 Schema Version: rev 20220101 Report Generated: 2026-02-24 16:52:17

STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION  
INDOOR LIGHTING  
CERTIFICATE OF COMPLIANCE  
Project Name: (Camarillo) Snack Bar Renovation - Freedom Park  
Report Page: (Page 3 of 8)  
Project Address: 275 EAST PLEASANT VALLEY ROAD, CAMARILLO CA 93010  
Date Prepared: 2026-02-24T19:52:14-08:00

**I. LIGHTING POWER ALLOWANCE: COMPLETE BUILDING OR AREA CATEGORY METHODS**

104, 107, 108 - Storage Rooms	All Other Space Types	0.4	328	131.2	No	No
106 - Snack Bar	Kitchen/Food Preparation	0.95	215	204.25	No	No
<b>TOTALS</b>			<b>1,408</b>	<b>794.95</b>	See Tables J, or P for detail	

**J. ADDITIONAL ALLOWANCE: AREA CATEGORY METHOD QUALIFYING LIGHTING SYSTEM**  
This section does not apply to this project.

**K. TAILORED METHOD GENERAL LIGHTING POWER ALLOWANCE**  
This section does not apply to this project.

**L. ADDITIONAL LIGHTING ALLOWANCE: TAILORED WALL DISPLAY**  
This section does not apply to this project.

**M. ADDITIONAL LIGHTING ALLOWANCE: TAILORED FLOOR AND TASK LIGHTING**  
This section does not apply to this project.

**N. ADDITIONAL LIGHTING ALLOWANCE: TAILORED DECORATIVE / SPECIAL EFFECTS**  
This section does not apply to this project.

**O. ADDITIONAL LIGHTING ALLOWANCE: TAILORED VERY VALUABLE MERCHANDISE**  
This section does not apply to this project.

**P. POWER ADJUSTMENT: LIGHTING CONTROL CREDIT (POWER ADJUSTMENT FACTOR (PAF))**  
This section does not apply to this project.

Generated Date/Time: Documentation Software: Energy Code Ace  
CA Building Energy Efficiency Standards - 2022 Nonresidential Compliance Report Version: 2022.0.000 Compliance ID: 38113-0226-0002 Schema Version: rev 20220101 Report Generated: 2026-02-24 16:52:17

STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION  
INDOOR LIGHTING  
CERTIFICATE OF COMPLIANCE  
Project Name: (Camarillo) Snack Bar Renovation - Freedom Park  
Report Page: (Page 3 of 8)  
Project Address: 275 EAST PLEASANT VALLEY ROAD, CAMARILLO CA 93010  
Date Prepared: 2026-02-24T19:52:14-08:00

**Q. RATED POWER REDUCTION COMPLIANCE FOR ONE-FOR-ONE ALTERATIONS**  
This section does not apply to this project.

**R. 80% LIGHTING POWER FOR ALL ALTERATIONS - CONTROLS EXCEPTIONS**  
This section does not apply to this project.

**S. DAYLIGHT DESIGN POWER ADJUSTMENT FACTOR (PAF)**  
This section does not apply to this project.

**T. DWELLING UNIT LIGHTING**  
This section does not apply to this project.

**U. DECLARATION OF REQUIRED CERTIFICATES OF INSTALLATION**  
Selections have been made based on information provided in this document. If any selections have been changed by permit applicant, an explanation should be included in Table E. Additional Remarks. These documents must be provided to the building inspector during construction and can be found online.  
Form/Title: NRCL-17-E - Must be submitted for all buildings.

Generated Date/Time: Documentation Software: Energy Code Ace  
CA Building Energy Efficiency Standards - 2022 Nonresidential Compliance Report Version: 2022.0.000 Compliance ID: 38113-0226-0002 Schema Version: rev 20220101 Report Generated: 2026-02-24 16:52:17

STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION  
INDOOR LIGHTING  
CERTIFICATE OF COMPLIANCE  
Project Name: (Camarillo) Snack Bar Renovation - Freedom Park  
Report Page: (Page 3 of 8)  
Project Address: 275 EAST PLEASANT VALLEY ROAD, CAMARILLO CA 93010  
Date Prepared: 2026-02-24T19:52:14-08:00

**V. DECLARATION OF REQUIRED CERTIFICATES OF ACCEPTANCE**  
Selections have been made based on information provided in this document. If any selections have been changed by the permit applicant, an explanation should be included in Table E. Additional Remarks. These documents must be provided to the building inspector during construction and any with "A" in the form name must be completed through an Acceptance Test Technician Certification Provider (ATCP). For more information visit: <http://www.energy.ca.gov/ttc24/atcp/providers.html>

Form/Title	Systems/Spaces To Be Field Verified
NRCL-17I-02-A - Must be submitted for occupancy sensors and automatic time switch controls.	101, 103 - Men's, Women's Restroom; 104, 107, 108 - Storage Rooms; 106 - Snack Bar

Generated Date/Time: Documentation Software: Energy Code Ace  
CA Building Energy Efficiency Standards - 2022 Nonresidential Compliance Report Version: 2022.0.000 Compliance ID: 38113-0226-0002 Schema Version: rev 20220101 Report Generated: 2026-02-24 16:52:17

STATE OF CALIFORNIA  
CALIFORNIA ENERGY COMMISSION  
INDOOR LIGHTING  
CERTIFICATE OF COMPLIANCE  
Project Name: (Camarillo) Snack Bar Renovation - Freedom Park  
Report Page: (Page 4 of 8)  
Project Address: 275 EAST PLEASANT VALLEY ROAD, CAMARILLO CA 93010  
Date Prepared: 2026-02-24T19:52:14-08:00

**H. INDOOR LIGHTING CONTROLS (Not including PAFs)**  
Area Level Controls

04	05	06	07	08	09	10	11	12
Area Description	Complete Building or Area Category Primary Function Area	Manual Area Controls 130.3(a) / 160.5(b)(4)	Multi-Level Controls 130.3(a) / 160.5(b)(4)	Shut-Off Controls 130.3(c) / 160.5(b)(4)	Primary/Daylighting 130.3(d) / 160.5(b)(4)	Secondary Daylighting 140.6(d)(1) / 170.2(e)(2)	Interlocked Systems 140.6(d)(1) / 170.2(e)(2)	Field Inspector
		Pass	Fail	Pass	Fail	Pass	Fail	
101, 103 - Men's, Women's Restroom	Restroom	Ready/Accessible	NA; Restrooms	Occupancy Sensor	NA; Not daylight zone	NA; Not daylight zone	No	<input type="checkbox"/>
102, 105 - Maintenance, Electrical Room	All Other Space Types	Ready/Accessible	NA; General Equip. rm	NA; Elec. equip. rm	NA; General Equip. rm	NA; General Equip. rm	No	<input type="checkbox"/>
104, 107, 108 - Storage Rooms	All Other Space Types	Ready/Accessible	NA; General Equip. rm	Occupancy Sensor	NA; Not daylight zone	NA; Not daylight zone	No	<input type="checkbox"/>
106 - Snack Bar	Kitchen/Food Preparation	Ready/Accessible	NA; General Equip. rm	Occupancy Sensor	NA; Not daylight zone	NA; Not daylight zone	No	<input type="checkbox"/>

Plan Sheet Showing Daylit Zones:

**I. LIGHTING POWER ALLOWANCE: COMPLETE BUILDING OR AREA CATEGORY METHODS**  
Each area complying using the Complete Building or Area Category Methods per 140.6(b) is included in this table. Column 06 indicates if additional lighting power allowances per 140.6(b)(2) or adjustments per 140.6(b) are being used.

Unconditioned Spaces					
01	02	03	04	05	06
Area Description	Complete Building or Area Category Primary Function Area	Allowed Density (W/ft²)	Area (ft²)	Allowed Wattage (Watts)	Additional Allowance / Adjustment Area Category
101, 103 - Men's, Women's Restroom	Restroom	0.65	454	296.1	No
102, 105 - Maintenance, Electrical Room	All Other Space Types	0.4	411	164.4	No

Generated Date/Time: Documentation Software: Energy Code Ace  
CA Building Energy Efficiency Standards - 2022 Nonresidential Compliance Report Version: 2022.0.000 Compliance ID: 38113-0226-0002 Schema Version: rev 20220101 Report Generated: 2026-02-24 16:52:17

**DOCUMENTATION AUTHOR'S DECLARATION STATEMENT**  
I certify that this Certificate of Compliance documentation is accurate and complete.  
Documentation Author Name: Kevin Friedman  
Signature Date: 2026-04-24  
Signature: *Kevin Friedman*  
Address: 10061 VALBERT AVENUE SUITE 300  
City/State: TOLSON VALLEY CA 92008  
Phone: (714) 913-8993

**RESPONSIBLE PERSON'S DECLARATION STATEMENT**  
I certify the following under penalty of perjury under the laws of the State of California:  
1. The information provided on this Certificate of Compliance is true and correct.  
2. I am eligible under Division 3 of the Business and Professions Code to accept responsibility for the building design or system design identified on this Certificate of Compliance (responsible design).  
3. The energy features and performance specifications, materials, components, and manufactured devices for the building design or system design identified on this Certificate of Compliance conform to the requirements of the 2022, Part 1 and Part 6 of the California Code of Regulations.  
4. The building design features or system design features identified on this Certificate of Compliance are consistent with the information provided on other applicable compliance documents, worksheets, calculations, plans and specifications submitted to the enforcement agency for approval with this building permit application.  
5. I will ensure that a completed signed copy of this Certificate of Compliance will be made available with the documentation the building owner provides to the enforcement agency for all applicable inspections. I understand that a completed signed copy of this Certificate of Compliance is required to be included with the documentation the building owner provides to the enforcement agency at occupancy.  
Responsible Designer Name: LOK NO: Kevin Friedman  
Address: 512 REDONDO AVENUE  
City/State: LONG BEACH CA 90814  
Signature Date: 2026-04-24  
Signature: *Kevin Friedman*  
Phone: (562) 912-7900

Generated Date/Time: Documentation Software: Energy Code Ace  
CA Building Energy Efficiency Standards - 2022 Nonresidential Compliance Report Version: 2022.0.000 Compliance ID: 38113-0226-0002 Schema Version: rev 20220101 Report Generated: 2026-02-24 16:52:17

### LIGHTING FIXTURE SCHEDULE

SYMBOL	TYPE	DESCRIPTION	TOTAL V-A	LAMP			V/PH	BALLAST	REMARKS
				NO.	V-A	TYPE			
	L1	LITHONIA 54" LINEAR CEILING MOUNT LED VAP-4800LM-FST-MD-MVOLT-GZ 10-35K-80CRI	33	1	33	LED	120/1	STANDARD	SURFACE MOUNT
	L2	LITHONIA VANDAL RESISTANT LED WALL TRACK TMPX2-LED-ALO-40K-MVOLT-DDBXD	54	1	54	LED	120/1	STANDARD	SURFACE MOUNT

**NOTES:**  
1. ALL FIXTURE BALLASTS SHALL BE U.L. APPROVED AND CERTIFIED PER CEC 2-5314 (b).  
2. ALL MOUNTING HEIGHTS SHALL BE VERIFIED WITH ARCHITECTURAL DRAWINGS.  
3. EXIT SIGNS SHALL NOT BE USED AS JUNCTION BOXES.  
4. GENERAL LIGHTING OVERRIDE SWITCH SHALL OPERATE FOR A MAXIMUM OF 2 HOURS.  
5. ALL LIGHTING CONTROL EQUIPMENT SHALL BE APPROVED BY THE CALIFORNIA ENERGY COMMISSION AND BE LISTED IN THE APPLIANCE EFFICIENCY DATABASE (TO INCLUDE TIMELOCKS, PHOTOSENSORS ETC.)

LIGHTING FIXTURE SCHEDULE

TITLE 24

Architecture Interiors Planning  
**BOA**  
 1511 Cota Ave. Long Beach, CA 90813 Tel. 562-912-7900  
 FREEDOM PARK RESTROOM AND SNACK BAR BUILDING ACCESSIBILITY IMPROVEMENTS  
 275 E PLEASANT VALLEY RD., CAMARILLO, CA 93010

Designer: LA  
 CAD Draft: RM  
 Architect: LOK  
 Engineer: PVPD  
 Client: PVPD  
 Date Issue: 2-4-2026  
 Job Number: 3153

Client:  
 Consultant:

Edward Lok Ng  
 C-16840  
 REG. IN CALIFORNIA  
 TITLE 24  
**E3.0**

*SPECIFICATIONS FOR*

**FREEDOM PARK RESTROOM AND  
SNACK BAR BUILDING  
ACCESSIBILITY IMPROVEMENTS**

**VENTURA COUNTY, CALIFORNIA**

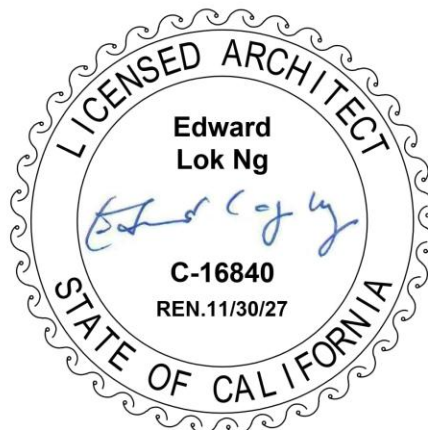
PREPARED FOR:

PLEASANT VALLEY RECREATION AND PARK DISTRICT

May 2026

Prepared by:

**BOA Architecture**  
512 Redondo Beach Avenue  
Long Beach, CA 90813  
(562) 912-7900



**SECTION 000101  
PROJECT DIRECTORY**

Title : **FREEDOM PARK RESTROOM AND SNACK BAR, BUILDING  
ACCESSIBILITY IMPROVEMENTS**

Client Agency : PLEASANT VALLEY RECREATION AND PARK DISTRICT  
(PVRPD)  
PLEASANT VALLEY, CA 93010  
CONTACT: Matthew Parker, Park Services Manager  
P: (805) 482-1666  
Email: mparker@pvrpd.org

Location : FREEDOM PARK  
275 E PLEASANT VALLEY RD, CAMARILLO, CA 93010

Project Manager : Matthew Parker, Park Services Manager  
Pleasant Valley Recreation and Park District  
Pleasant Valley, CA 93010  
Email: mparker@pvrpd.org

Consultant : Edward Lok Ng, Architect  
Leo Arteaga, Project Manager  
BOA Architecture  
512 Redondo Ave.  
Long Beach, CA 90814  
Tel: 562-912-7900  
Tel: 310-832-2681

**DOCUMENT 00 0110**  
**TABLE OF CONTENTS**

**INTRODUCTORY INFORMATION**

Document 000100 - Cover Page  
Document 000101 - Project Directory  
Document 000110 - Table of Contents

SCHEDULE, CLAUSES AND ATTACHMENTS, AND SOLICITATION REQUIREMENTS  
Issued separately by the District

**TECHNICAL SPECIFICATIONS**

**DIVISION 1 – GENERAL REQUIREMENTS**

Section	01 1000	Summary of Work
Section	01 2513	Product Substitution Procedures
Section	01 2976	Progress Payment Procedures
Section	01 3113	Project Coordination
Section	01 3119	Project Meetings
Section	01 3300	Submittal Procedures
Section	01 3543	Environmental Procedures
Section	01 4000	Quality Requirements
Section	01 5000	Temporary Facilities and Controls
Section	01 6000	Product Requirements
Section	01 7300	Execution
Section	01 7329	Cutting and Patching
Section	01 7419	Construction Waste Management Disposal
Section	01 7704	Closeout Procedures and Training
Section	01 7836	Warranties
Appendix	A	As-Built Plans for Reference

**DIVISION 2 – EXISTING CONDITIONS**

Section 02 4119 - Selective Structure Demolition

**DIVISION 3 – CONCRETE**

Section 03 1000 - Concrete Forming Accessories  
Section 03 2000 - Concrete Reinforcement  
Section 03 3000 - Cast-In-Place Concrete

**DIVISION 4 – MASONRY**

Section 04 0514 - Masonry Mortaring-Grouting  
Section 04 2200 - Concrete Unit Masonry

**DIVISION 5 – METALS**

Section 05 5000 - Metal Fabrication

**DIVISION 6 – WOOD, PLASTICS, AND COMPOSITES**

Section 06 1000 - Rough Carpentry

Freedom Park Restroom & Snack Bar 00 0110 - 1  
Bldg. Accessibility Improvements

**DOCUMENT 00 0110**  
**TABLE OF CONTENTS**

**DIVISION 7 – THERMAL AND MOISTURE PROTECTION**

- Section 07 1000 - Damproofing
- Section 07 2600 - Vapor Barriers
- Section 07 2719 - Plastic Sheet Air Barriers
- Section 07 6000 - Flashing and Sheet Metal
- Section 07 9200 - Joint Sealants

**DIVISION 8 – OPENINGS**

- Section 08 1113 - Hollow Metal Doors and Frames
- Section 08 6250 - Tubular Daylighting Device
- Section 08 7100 - Door Hardware
- Section 08 9000 – Louvers and Vents

**DIVISION 9 – FINISHES**

- Section 09 2900 - Gypsum Board
- Section 09 3000 - Tile
- Section 09 9113 - Exterior Painting
- Section 09 9123 - Interior Painting

**DIVISION 10 – SPECIALTIES**

- Section 10 1400 - Signage
- Section 10 2115 - Toilet Compartments
- Section 10 2813 - Toilet Accessories

**DIVISION 11 – EQUIPMENT**

- Section 11 4000 - Food Service Equipment and Fixtures

**DIVISION 12 – FURNISHINGS – N/A**

**DIVISION 13 – SPECIAL CONSTRUCTION – N/A**

**DIVISION 14 – CONVEYING EQUIPMENT – N/A**

**DIVISION 21 – FIRE SUPPRESSION – N/A**

**DIVISION 22 – PLUMBING**

- Section 22 0500 - Common Work Results for Plumbing
- Section 22 0513 - Basic Plumbing Materials Method
- Section 22 1116 – Domestic Water Piping
- Section 22 1319 - Sanitary Waste Piping Specialties
- Section 22 4000 - Plumbing Fixtures

**DIVISION 23 – HEATING, VENTILATING, AND AIR CONDITIONING (HVAC)**

- Section 23 7433 - Filtered Supply Fan

**DIVISION 25 – INTEGRATED AUTOMATION – N/A**

**DIVISION 26 – ELECTRICAL**

**DOCUMENT 00 0110  
TABLE OF CONTENTS**

Section	26 0000 - Electrical
Section	26 0529 - RIB-Hangers and Supports for Electrical Systems
Section	26 0533.13 - RIB-Conduit for Electrical Systems
Section	26 0533.16 - RIB-Boxes for Electrical Systems
Section	26 0553 - RIB-Identification for Electrical Systems
Section	26 2416 - RIB-Panelboards
Section	26 2816.16 - RIB-Enclosed Switches
Section	26 0500 - Common Work Results for Electrical
Section	26 0513 - Basic Electrical Materials and Methods
Section	26 0519 - Low Voltage Wires
Section	26 2200 - Low Voltage Transformer
Section	26 2726 - Wiring Device Details
Section	26 5000 - Lighting

DIVISION 27 – COMMUNICATIONS – N/A

DIVISION 28 – ELECTRONIC SAFETY AND SECURITY – N/A

DIVISION 31 – EARTHWORK – NOT USED – N/A

DIVISION 32 – EXTERIOR IMPROVEMENTS

Section 32 1313 - Concrete Paving

Section 32 1726 – Detectable Warning

DIVISION 33 – UTILITIES – N/A

END OF DOCUMENT

**SECTION 01 1000  
SUMMARY OF WORK**

GENERAL

1.1 SCOPE

- A. The Contractor shall provide all materials, labor, tools, plant, supplies, equipment, transportation, superintendence, temporary construction of every nature, and all other services and facilities necessary to complete the construction of the restroom facilities, including all incidental work described in the contract documents.
- B. The scope of work is contained in the contract documents.
- C. The scope of work includes, but is not limited to the following:
  - 1. General contractor to be responsible for all demolition in preparation for new work.
  - 2. Remodel existing snack bar building and its restrooms and replacement of exterior walkway and new detectable warning domes. The work to be performed includes:
    - a. **EXTERIOR: Site:** Replace non-compliant walkway with a compliant path of travel to the building entrances from arrival points and provide detectable warning dome mat between hazardous vehicular areas.
    - b. **EXTERIOR: Building,** provide new roof overhang, new solar tubes, new dormer vents, new make-up air, replacement of light fixtures with new LED light fixture type, power wash all exterior walls and provide new paint finish of existing building.
    - c. **INTERIOR OF BUILDING: Restrooms:** Renovation to provide saw cutting & removal of the concrete slab & CMU partition walls for new replacement of plumbing fixtures, partitions, accessories, replacement of new LED light fixtures, new paint finish, new concrete polish, new porcelain wall tile, and new gates & gate hardware, new doors & hardware, and signage for accessibility compliance.
    - d. **INTERIOR OF BUILDING: Snack Bar:** Sawcut & replace concrete slab, repair/remodel with new quarry tile floor & quarry cove base, replace counter tops, new roll up doors, new sliding service windows, new air curtains, new supply fan, new doors and door hardware, replacement of lights with new LED lighting fixtures, new plumbing fixtures, new floor sinks, replacement of electrical outlets/switches, new tables, replacement of non-compliant kitchen equipment. Removal of existing kitchen appliances and new type kitchen equipment per plan. Contractor to disposed of unusable kitchen equipment and to coordinate with District for storage of existing equipment to be re-use and to verify and protect existing equipment condition.
    - e. **Building electrical: Electrical work:** Provide new step-down transformer with new breaker, circuiting, and a new panel. Provide electrical services from building electrical service panel to on site and in space. Provide circuiting to Snack Bar equipment, HVAC, Plumbing, Lighting, Receptacles, and ancillaries, new lighting, and lighting controls to comply with title 24.

**SECTION 01 1000  
SUMMARY OF WORK**

- D. All work shall be in accordance with applicable codes and local regulations that may apply. In case of conflict in or between the Contract Documents and a governing code or ordinance, the more stringent standard shall apply.

1.2 MISCELLANEOUS CONTRACT EXPENSES

- A. The Contractor must include in its bid the cost fees or charges payable to State, local, District, or special community development agencies unless otherwise stated in the General Requirements. Contractor will not be required to obtain building permits from the County's Building Department.

PART 2 - PRODUCTS (Not used)

PART 3 - EXECUTIONI (Not used)

END OF SECTION

**SECTION 01 2513  
PRODUCT SUBSTITUTION PROCEDURES**

**PART 1 - GENERAL**

**1.1 SECTION INCLUDES**

- A. This Section includes administrative and procedural requirements for handling requests for substitutions submitted 60 days after the date established in the Notice of Award and pursuant to Article 6.14 of the General Conditions.

**1.2 RELATED REQUIREMENTS**

- A. Section 01 3300: Submittal Procedures.
- B. Section 01 6000: Product Requirements.
- C. Section 01 7000: Execution and Closeout Requirements.

**PART 2 - PRODUCTS - N/A**

**PART 3 - EXECUTION**

**3.1 APPLICATION**

- A. CONTRACTOR proposed changes in products or materials required by the Contract Documents 60 days or more after the Notice of Award are requests for substitutions. DISTRICT will consider requests for substitution if a product is no longer manufactured or the DISTRICT and ARCHITECT, after a diligent search have verified that product or material is not available to CONTRACTOR. The following are not considered to be valid requests for substitutions:
  - 1. Revisions to the Contract Documents requested by Owner or ARCHITECT.
  - 2. Specified options of products included in the Contract Documents.
  - 3. Substitutions requested on a "or equal" basis.

**3.2 SUBMITTALS**

- A. Transmit submittals as described in related Sections for each request for substitution.
  - 1. Identify the product to be replaced in each request. Include related Specification Section and Drawing number.

**SECTION 01 2513  
PRODUCT SUBSTITUTION PROCEDURES**

2. Provide complete documentation denoting compliance with the requirements for substitutions, and the following information, as appropriate.
  - a. A detailed comparison of the significant qualities of the proposed substitution with those specified in the Contract Documents. Significant qualities may include elements, such as performance, weight, size, durability, and visual effect.
  - b. Product Data, including Drawings, descriptions of products, fabrication, and installation procedures.
  - c. Samples, where applicable or requested.
  - d. CONTRACTOR certification the proposed substitution conforms to requirements of the Contract Documents in every respect and is appropriate for the applications indicated.
  - e. CONTRACTOR waiver of rights to an increase in the Contract Amount, Milestones and/or Contract Time that may subsequently become necessary because of the failure of the substitution to adequately perform.
3. If required, ARCHITECT will request additional information or documentation for evaluation. DISTRICT will notify CONTRACTOR of acceptance or rejection of the substitution.
4. ARCHITECT will review and consider request for substitution and provide a recommendation to DISTRICT.
5. Where a proposed substitution involves and/or affects more than one Subcontractor, CONTRACTOR shall ensure each Subcontractor cooperates with the other Subcontractor involved to coordinate the Work, provide uniformity and consistency, and assure compatibility of all products.
6. CONTRACTOR submittal and ARCHITECT review of Shop Drawings, Product Data, material lists or Samples do not constitute an acceptable or valid request for substitution.

END OF SECTION

**SECTION 01 2976  
PROGRESS PAYMENT PROCEDURES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section specifies administrative and procedural requirements for a certified Application for Payment.
  - 1. Coordinate the certified Schedule of Values and certified Application for Payment with, but not limited to, the Construction Schedule, submittal log, and list of Subcontractors.

**1.2 RELATED REQUIREMENTS:**

- A. Section 01 3300 – Submittal Procedures.
- B. Section 01 7704 – Closeout Procedures and Training.

**PART 2 - PRODUCTS - N/A**

**PART 3 - EXECUTION**

**3.1 APPLICATION FOR PAYMENT**

- A. Each certified Application for Payment shall be consistent with previous applications and payments as reviewed by Engineer, paid for by DISTRICT, and:
  - 1. The initial Application for Payment and Final Application for Payment at time of Substantial Completion involve additional requirements.
- B. Payment Application Times: The period of Work covered by each Application for Payment is payment date for each progress payment as specified in the General Conditions. The period covered by each Application for Payment is previous month.
- C. Payment Application Forms: Use City provided forms for the Application for Payment.
- D. Application Preparation: Complete every entry on the form. Include execution by a person authorized to sign legal documents on behalf of General Contractor. Engineer will return incomplete applications without action.
- E. Transmittal: Submit a minimum of four signed and original copies of each certified Application for Payment to Engineer. All copies shall be complete, including releases and similar attachments.

**SECTION 01 2976**  
**PROGRESS PAYMENT PROCEDURES**

1. Transmit each copy with a transmittal form listing attachments and recording appropriate information related to the application, in a manner acceptable to Engineer.
- F. Initial Application for Payment within 60 days of issuance of Notice to Proceed: Administrative actions and submittals that must precede or coincide with submittal for first certified Application for Payment include, but are not limited to, the following:
1. Certified Schedule of Values.
  2. Performance and payment bonds.
  3. List of principal suppliers and fabricators.
  4. Worker Compensation certificates, if applicable.
  5. Auto Insurance, if applicable.
  6. Hazardous Material Insurance Certificates, if applicable.
  7. Construction Schedule.
  8. Submittal Schedule.
  9. Emergency Contact List.
  10. Copies of authorizations and licenses from governing authorities for performance of Work.
  11. Certified Payroll (Submitted directly to Labor Compliance in electronic format as specified by District including hard copy).
- G. Applications for Payment: Administrative actions and submittals that must precede or coincide with submittal of Progress Applications for Payment include, but are not limited to, the following:
1. Certified Payroll (submitted directly to Labor Compliance in electronic format as specified by District including hard copy).
  2. Updated and current Project Record Drawings (as built).
  3. Monthly Construction Schedule (updated, submitted, and approved).
  4. Approved Schedule of Values.
  5. List of Subcontractors (Payments Summary).
- H. Final Application for Payment at Substantial Completion: Following Engineer issuance of certificate of Substantial Completion, submit an Application for Payment:
1. Administrative actions, submittals, and/or Work that shall precede or coincide with this application include:
    - a. Occupancy permits and similar approvals by authorities having legal jurisdiction over Work.
    - b. Removal of temporary facilities and services.
    - c. Testing, adjusting, and balance records.
    - d. Removal of surplus materials, rubbish, and similar elements.
    - e. Meter readings.
    - f. Start-up performance reports.
    - g. District personnel training and orientations.
    - h. Operating and maintenance instruction manuals.
    - i. Preliminary Warranties, guarantees, and maintenance agreements.
    - j. Delivery of extra materials, products and or stock.

**SECTION 01 2976  
PROGRESS PAYMENT PROCEDURES**

- k. Change over information related to District occupancy, use, operation, and maintenance.
- l. Final cleaning.
- m. Ensure that Work is completed.
- n. Advise on shifting insurance coverage.
- o. List of defective Work recognized as exceptions to certificate of Substantial Completion.
- p. Change of door locks, including keys, to District system.
- q. Certified Payroll (submitted directly to Labor Compliance in electronic format as specified by the District including hard copy).
- r. Certification that all benefit contributions due and owing to appropriate union trusts has been paid by General Contractor and Subcontractors, as specified by the Project Stabilization Agreement (PSA) and Article 6.49 of the General Conditions.
- s. Waivers and releases for General Contractor.

Payment amount to be based on actual quantities of work completed and unit bid prices. Total bid item quantities completed x unit bid price.

END OF SECTION

**SECTION 01 3113**  
**PROJECT COORDINATION**

**PART 1 - GENERAL**

**1.1 SECTION INCLUDES**

- A. This Section specifies administrative and procedural requirements necessary for coordinating Work operations for Design Bid Build projects including, but not limited to, the following:
  - 1. General coordination procedures.
  - 2. Coordination drawings.

**1.2. RELATED REQUIREMENTS**

- A. Section 01 3300: Submittal Procedures.
- B. Section 01 7700: Contract Closeout.

**PART 2 - PRODUCTS – N/A**

**PART 3 - EXECUTION**

**3.1 COORDINATION**

- A. CONTRACTOR shall coordinate operations included in various sections of Contract Documents to assure efficient and orderly installation of each part of Work. Coordinate Work operations included under related sections of Contract Documents that depend on each other for proper installation, connection, and operation of Work, including but not limited to:
  - 1. Schedule construction operations in sequence required where installation of one part of Work depends on installation of other components, before or after its own installation.
  - 2. Coordinate installation of different components to assure maximum accessibility for required maintenance, service, and repair.
  - 3. Provide provisions to accommodate items scheduled for later installation.
  - 4. Prepare and administer provisions for coordination drawings.
- B. Where necessary, prepare memoranda for distribution to each party involved, outlining special procedures required for coordination. Include such items as required in notices, reports, attendance at meetings, and:

**SECTION 01 3113**  
**PROJECT COORDINATION**

1. Prepare similar memoranda for PROJECT MANAGER and Separate Work Contract where coordination of their Work is required.
- C. Administrative Procedures: Coordinate scheduling and timing of required administrative procedures with other construction activities to avoid conflicts and assure orderly progress of Work. Such administrative activities include, but are not limited to, following:
1. Preparation of schedules.
  2. Installation, relocation, and removal of temporary facilities.
  3. Delivery and processing of submittals.
  4. Progress meetings.
  5. Project closeout activities.
- D. Conservation: Coordinate Work operations to assure operations are carried out with consideration given to conservation of energy, water, materials, and:
1. Salvage materials and equipment involved in performance of but not actually incorporated into Work.

3.2 SUBMITTALS

- A. Coordination Drawings and Files: CONTRACTOR shall prepare coordination drawings to coordinate the installation of products and materials fabricated, furnished, and installed by separate entities, under different parts of the Contract. CONTRACTOR shall notify PROJECT MANAGER and ARCHITECT of all major conflicts in writing in a timely manner so that the design team can respond without construction delays. Coordination drawings shall address the following at a minimum:
1. Limitations in available space for installation or service. CONTRACTOR shall overlay plans of each trade and verify space requirements and conflicts between trades. Minor changes and adjustments that do not affect design intent shall be made by CONTRACTOR and shall be highlighted for ARCHITECT'S review.
  2. Incompatibility between items provided under different trades (such as difference in voltage between equipment specified under Divisions 22 and 23 and electrical power provided under Division 26.)
  3. Inconsistencies between drawings, specifications, and codes (between trades and within each trade).

**SECTION 01 3113**  
**PROJECT COORDINATION**

4. Additional items required for existing facilities construction projects shall be designed and prepared from available as-built drawings that are verified through non-invasive and non-destructive, visual observation only. CONTRACTOR shall field verify actual existing conditions during and upon completion of demolition work and incorporate findings into preparation of co-ordination drawings. Minor changes and adjustments that do not affect design intent shall be made by Sub-Contractor and shall be highlighted for PROJECT MANAGER and ARCHITECT'S reviews.
- B. Prepare coordination drawings in CAD with each trade on a separate layer, in specified color and scale. CONTRACTOR and each Subcontractor shall provide and forward reproducible copies and CAD drawing files in the order described here:
1. HVAC Subcontractor will indicate all ductwork, piping, and equipment complete with installation and dimensioned service clearances, duct, and pipe sizes, fitting types and sizes, top or bottom of duct and pipe elevations, distances of ducts, pipes and equipment from building reference points and hanger and support locations. Minor changes and adjustments that do not affect design intent shall be made by Subcontractor and shall be highlighted for PROJECT MANAGER and ARCHITECT'S reviews. Forward drawings to plumbing Subcontractor for further co-ordination. HVAC items shall be indicated using orange lines.
  2. Plumbing Subcontractor will indicate all plumbing lines, and equipment complete with installation and dimensioned service clearances, pipe sizes, fitting types and sizes, top or bottom of pipe elevations, distances of pipes and equipment from building reference points and hanger/support locations Co-ordinate with HVAC Subcontractor. Minor changes and adjustments that do not affect design intent shall be made by Sub-contractor and shall be highlighted for PROJECT MANAGER and ARCHITECT'S reviews Upon completion drawings shall be forwarded to OTHER Subcontractor for further co-ordination. All Plumbing items shall be indicated using blue lines.
  3. Electrical and Low Voltage Subcontractors will indicate service, and feeder conduit runs and other electrical equipment complete, including low voltage with installation and dimensioned service clearances, sizes, top or bottom of conduit and rack elevations, distances of conduits and equipment from building reference points and hanger and support locations. Co-ordinate with Plumbing and HVAC Subcontractors. Minor changes and adjustments that do not affect design intent shall be made by sub-contractors and shall be highlighted for PROJECT MANAGER and ARCHITECT'S reviews. Upon completion drawings shall be forwarded to CONTRACTOR for further co-ordination. Electrical work shall be indicated in dark green lines. Low voltage work shall be indicated in light green lines.

**SECTION 01 3113**  
**PROJECT COORDINATION**

4. CONTRACTOR will be responsible for the overall coordination review. As directed by PROJECT MANAGER and/or ARCHITECT. As each coordination drawing is completed, CONTRACTOR will meet with PROJECT MANAGER to review and resolve all conflicts on coordination drawings.
- C. Shop Drawing Submittals
1. Once coordination is complete, General Contractor is required to submit for approval annotated, as-fabricated drawings as are required to make a complete representation of the entire scope. These drawings must be fully dimensioned projections including, but not limited to, plans, sections, elevations, and axonometric diagrams. The number, format, and medium of these drawings shall be determined in the Subcontractor's contract. Printed copies must be delivered to per submittal requirements.
  2. The General Contractor shall be responsible for incorporating Design or Field Revisions initiated after the sign-off of a given Zone into the Consolidated Model as negotiated with Owner and according to the sequence set forth in this document.
- D. Closeout and As-Built Plans
1. The General Contractor is responsible to provide complete, up to date, coordinated plans, in DWG format at the completion of the coordination process.
  2. General Contractor shall require Subcontractors to maintain their drawings throughout the construction process and reflect any changes in response to coordination changes or to RFIs, ASIs, Bulletins, Addenda and Owner's Directives.
  3. At closeout, the Subcontractor must re-submit any shop drawings to reflect changes that occurred during the plans coordination.
  4. At closeout General Contractor shall provide complete As-Built record files to Owner / project manager per District Submittal and Close out requirements.

END OF SECTION

**SECTION 01 3119  
PROJECT MEETINGS**

**PART 1 - GENERAL**

**1.1 SECTION INCLUDES**

- A. This Section specifies administrative and procedural requirements for Project meetings, including but not limited to, the following:
  - 1. Job start meeting.
  - 2. Pre-installation conferences.
  - 3. Progress meetings.
  - 4. Meetings as required by Owner.

**1.2 RELATED REQUIREMENTS**

- A. Division 1

**PART 2 – PRODUCTS - N/A**

**PART 3 - EXECUTION**

**3.1 JOB START MEETING**

- A. In accordance with General Conditions Article 2.6, Owner will schedule a job start meeting before starting the Work, at a time and date determined by Owner. Meeting shall be held at the Project site, or another location as determined by Owner. Meeting will be held in order to review responsibilities, procedures, and other administrative requirements contained within the Contract Documents.
- B. Authorized representatives of OWNER, INSPECTOR, ARCHITECT, CONTRACTOR, and other parties shall attend the meeting. All participants at the meeting shall be familiar with the Project and authorized to conclude matters relating to the Work.
- C. Agenda items shall include significant items which could affect progress of the Work, including, but not limited to the following:
  - 1. Preliminary Construction Schedule.
  - 2. Critical work sequencing.
  - 3. Designation of responsible personnel.
  - 4. Identification of Owner.

**SECTION 01 3119  
PROJECT MEETINGS**

5. Procedures for processing field decisions.
6. Request for Proposal.
7. Request for Clarification.
8. Construction Directive and Change Order.
9. Procedures for processing Applications for Payment.
10. Prevailing wages.
11. Submittal and review of Shop Drawings, Product Data, material lists, and Samples.
12. Preparation of project record documents.
13. Use of the Project site and/or premises.
14. Parking availability.
15. Office, work, and storage areas.
16. Equipment deliveries and priorities.
17. Safety procedures.
18. First Aid.
19. Security.
20. Housekeeping.
21. Working hours.
22. Contract Compliance Officer.
23. Insurance Services including OCIP.
24. Environmental Health and Safety.
25. Substantial Completion, Administrative Closeout and Contract Completion requirements and procedures.
26. Procedures for Mandatory Dispute and Claim Resolution.
27. Storm Water Pollution Prevention Plan (SWPPP).
28. CEQA Compliance.

**SECTION 01 3119  
PROJECT MEETINGS**

- D. Owner shall prepare and issue meeting minutes to attendees and interested parties no later than five calendar days after the meeting date.

3.2 PRE-INSTALLATION CONFERENCES

- A. CONTRACTOR shall coordinate and conduct pre-installation conferences at the Project site as required by related Sections of the Contract Documents.

- B. CONTRACTOR, manufacturers, and fabricators involved in or affected by the installation and its coordination or integration with other pre-ceding and/or subsequent installations of Work shall attend the meeting. CONTRACTOR shall advise Owner, INSPECTOR, and ARCHITECT of scheduled meeting dates in order to secure their attendance.

- 1. CONTRACTOR shall review the progress of construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for the following:

- a. Contract Documents.
- b. Options.
- c. Related Construction Directives and Change Orders.
- d. Purchases.
- e. Deliveries.
- f. Shop Drawings, Product Data, and quality-control samples.
- g. Review of mockups.
- h. Possible conflicts.
- i. Compatibility problems.
- j. Time schedules.
- k. Weather limitations.
- l. Manufacturer's recommendations.
- m. Warranty requirements.
- n. Compatibility of materials.
- o. Acceptability of substrates.
- p. Temporary facilities.

**SECTION 01 3119  
PROJECT MEETINGS**

- q. Space and access limitations.
  - r. Governing regulations.
  - s. Safety.
  - t. Inspecting and testing requirements.
  - u. Required performance results.
  - v. Recording requirements.
  - w. Protection.
2. CONTRACTOR shall record significant discussions and directives received from each conference. CONTRACTOR shall, within three (3) calendar days after the meeting date, distribute the minutes of the meeting to all concerned parties, including but not limited to, Owner, INSPECTOR, and ARCHITECT.

**3.3 PROGRESS MEETINGS**

- A. Progress meetings will be held at the Project site at regular intervals, typically weekly, as determined by the Owner.
- B. In addition to representatives of CONTRACTOR, OWNER, and ARCHITECT, each Subcontractor, supplier, or other entity concerned with current progress or involved in planning, coordination, or performance of the Work shall, if requested by Owner, be represented at these meetings. All participants at the conference shall be familiar with the Project and authorized to conclude all matters relating to the Work.
- C. Failure of CONTRACTOR to be so represented at any progress meeting which is held at a mutually agreed time or for which a written notice is given, shall not relieve CONTRACTOR from abiding by any and all Owner determinations or directives issued at such meeting.
- D. Owner will review and correct or approve minutes of the previous progress meeting and will review other significant items affecting progress. Topics for discussion as appropriate to the status of the Project include but are not limited to:
  - 1. Interface requirements.
  - 2. Construction Schedule.
  - 3. Sequence and coordination.
  - 4. Status of submittals / RFCs.
  - 5. Deliveries.

**SECTION 01 3119  
PROJECT MEETINGS**

6. Off-site fabrication.
  7. Access.
  8. Site utilization.
  9. Temporary Construction Facilities and Controls.
  10. Hours of work.
  11. Hazards and risks.
  12. Housekeeping.
  13. Quality of materials, fabrication, and execution.
  14. Unforeseen conditions.
  15. Testing and Inspection.
  16. Defective Work.
  17. Construction Directive.
  18. Request for Proposal.
  19. Change Order Proposals and Change Orders.
  20. Documentation of information for payment requests.
  21. Application for Payment.
  22. Other items as required or as brought forth.
  23. Initial Notice of Start of Issue, Event, Condition, Circumstance, or Cause of Perceived Delay, Disruption, Interference, Hindrance, Acceleration. (Article 12.2.1 of the General Conditions).
  24. Final Notice of End of Issue, Event, Condition, Circumstance, or Cause of Perceived Delay, Disruption, Interference, Hindrance, Acceleration (Article 12.2.2 of the General Conditions).
  25. Storm Water Pollution Prevention.
  26. CEQA Compliance.
- E. No later than three (3) calendar days after each progress meeting, Owner will prepare and distribute minutes of the meeting to each present and absent party.

**SECTION 01 3119  
PROJECT MEETINGS**

Include a brief summary, in narrative form, of progress, decisions, directives, actions taken, and all other issues since the previous meeting and report.

1. Schedule Updating: CONTRACTOR shall revise the Construction Schedule after each progress meeting where revisions to the schedule have been made or recognized and issue the revised schedule at the next scheduled progress meeting.

3.4 ADDITIONAL MEETINGS

- A. Owner, upon giving notice to the intended parties and without further obligation, may require additional meetings to discuss Work and/or Project related activities.

3.5 OWNER'S RIGHT TO RECORD

- A. CONTRACTOR agrees on behalf of itself and all its subcontractors that the OWNER may audiotape or videotape any meetings, training, and any work at any time during the Project

END OF SECTION

**SECTION 01 3300  
SUBMITTAL PROCEDURES**

**PART 1 - GENERAL**

**1.1 Schedule of Submittals**

- A. Within 30 days after receiving a Notice to Proceed, the Contractor must submit a Schedule of Submittals, in the format indicated below, in duplicate, listing all items that must be furnished for review and approval by the Engineer. The schedule must indicate the type of items (such as sample, shop drawings, catalog cut, and so forth) and include the scheduled dates of submittal. In preparing the schedule, adequate time (16 days or more exclusive of time in the mail) must be allowed for review and approval and possible resubmittal. Also, the schedule must be coordinated with the approved construction progress chart. The Contractor must revise and/or update the schedule monthly. Such revised schedules must be submitted to the Engineer for approval.
  
- B. Within 30 days after receiving a Notice to Proceed, the Contractor must complete and submit to the Engineer a listing of all subcontractors, including subcontractor's name, address, telephone number, fax number, and email address. Include an updated list with each progress payment request.
  
- C. Schedule of Submittals Format

Project \_\_\_\_\_

Contract No. \_\_\_\_\_

Project Description \_\_\_\_\_

Spec. Section	Spec. Description	Paragraph Number	*Submittal Type	Date		Action Taken	Assigned Number
				Submittal	Returned		

\*Submittal Type:

- C – Certificate
- S – Sample
- SD – Shop Drawing

- CD – Catalog Data
- PL – Spare Parts List
- MM – Maintenance Manual

**SECTION 01 3300  
SUBMITTAL PROCEDURES**

1.2 Shop Drawings and Related Data

- A. Prior to submittal, the Contractor must stamp and sign the submittal to indicate that it is in accordance with the contract documents without deviation and has been reviewed and approved by the Contractor. The Contractor must make any corrections required by the Engineer. If the Contractor considers any correction indicated on the drawings to constitute a change to the contract drawings or specifications, notice must be given to the Engineer. Four prints of all approved shop drawings must be given to the Engineer. The approval of the drawings by the Engineer must not be construed as a complete check but indicates only that the submittal appears to comply with the contract documents. Approval of the shop drawings does not relieve the Contractor of responsibility for any error that may exist because the Contractor is responsible for the dimensions and for satisfactory construction of all work. The submission by the Contractor must be accompanied by a transmittal letter in a format approved by the Engineer.

1.3 Material, Equipment, and Fixture Lists

- A. When required by the technical provisions, lists of materials, equipment, and fixtures must be submitted by the Contractor in accordance with the requirements specified for shop drawings. The lists must be supported by sufficient descriptive material, such as catalogs, cuts, diagrams, and other data published by the manufacturer, as well as by evidence of compliance with safety and performance standards, to demonstrate conformance to the specification requirements. Catalog numbers alone are not acceptable. The data must include the name and address of the nearest service and maintenance organization that regularly stocks repair parts. No consideration will be given to partial lists submitted from time to time. Approval of materials and equipment is tentative, subject to submission of complete shop drawings indicating compliance with the contract documents.

1.4 Certificates of Compliance

- A. Any certificates required for demonstrating proof of compliance of materials with specification requirements, including statements of application, and extended guarantees, must be signed and submitted in quadruplicate to the Engineer at least 10 days before delivery. The Contractor must review all certificates before submissions are made to the Engineer, to ensure compliance with the contract specification requirements and to ensure that the affidavit is properly signed. Each certificate must be signed by an official authorized to certify on behalf of the manufacturing company and must contain the name and address of the Contractor, the project name and location, and the quantity and date or dates of shipment or delivery to which the certificates apply. Copies of laboratory test reports submitted with certificates must contain the name and address of the testing laboratory and the dates of tests to which the report applies. Certification must not be construed as relieving the Contractor from furnishing satisfactory material

**SECTION 01 3300  
SUBMITTAL PROCEDURES**

if, after tests are performed on selected samples, the material is found not to meet the specific requirements.

**1.5 Review of Submittals**

- A. When submittals are reviewed by others, each submittal must be returned to the Engineer stamped and signed or marked in one of the following ways:
  - 1. A Action: The Contractor is advised that "A Action" means that fabrication, manufacture, or construction may proceed, provided the work complies with the contract documents.
  - 2. B Action: The Contractor is advised that "B Action" means that fabrication, manufacture, or construction may proceed, provided the work complies with the notations and the contract documents.
  - 3. C Action: The Contractor is advised that "C Action" means that no work may be fabricated, manufactured, or constructed and that the Contractor must make a new submittal. Any submission marked "C Action" is not permitted on the site.
- B. The "A Action" or "B Action" submittals must be returned to the Engineer. The Contractor is responsible for obtaining prints of them and for distributing them to the field and to subcontractors.
- C. In the case of shop drawings in the form of manufacturers' descriptive literature, catalog cuts, and brochures stamped "A Action" or "B Action," returned to the Engineer, the Contractor is responsible for distributing them to the field and to the subcontractors. If the shop drawings are stamped "C Action," the Engineer will provide copies to the Contractor, who must submit new shop drawings to the Engineer.
- D. In the case of samples stamped "A Action" or "B Action," the Engineer will provide one of the samples to the Contractor. In the case of samples stamped "C Action," all of the submitted samples must be returned.

**1.6 Spare Parts Data**

- A. Spare parts data must be submitted in quadruplicate.

**1.7 Schedule of Values**

- A. The Contractor must submit a construction cost breakdown using the attached Schedule of Values. When applicable, a separate cost breakdown form must be submitted for each separate building. However, the total cost of site work and building facility must be included in the cost estimate breakdown. The number of items provided on the Systems Construction Cost Estimate Breakdown form are the minimum required. Additional subdivision of these items may be used by the Contractor.

**SECTION 01 3300  
SUBMITTAL PROCEDURES**

- B. Submit the construction cost breakdown after contract award to the Engineer.
  - C. Do not delete items from the Schedule of Values form. However, expand the schedule "Description of Work" as necessary to allow evaluation of work or to make progress payments.
  - D. If the contract price changes, the Schedule of Values must be revised to reflect the change(s) and forwarded to the Engineer.
  - E. A current Schedule of Values must accompany all Contractor Requests for Payment.
- 1.8 As-built plans.
- A. Contractor to submit as built plans.
  - B. During construction, maintain as-built redline drawings for all drawings and final as-builds for contractor-generated coordination drawings. Update after completion of commissioning.

PART 2 - PRODUCTS - N/A

PART 3 - EXECUTION - N/A

3.1 PROCEDURE

- A. Timing of Submittals:
  - 1. In accordance with General Conditions, CONTRACTOR shall submit to ARCHITECT, with copy of transmittal to the Owner, those Shop Drawings, Product Data, diagrams, materials lists, Samples, and other submittals required by the Contract Documents.
  - 2. The scheduling of submittals shall be sequenced to support the progress of the Work, and shall be:
    - a. Submitted sufficiently in advance of construction, fabrication, or installation in order to allow time for transmittal, review, modification, correction, (and resubmission and re-review when required.)
    - b. Phased with adequate time between submittals in order to allow for proper review by the ARCHITECT without negative impact to the Milestones Schedule.
  - 3. CONTRACTOR shall coordinate submittal of related items and ARCHITECT reserves the right to withhold action on a submittal requiring coordination with other submittals until all related submittals are received by ARCHITECT.
  - 4. CONTRACTOR shall revise, update, and submit submittal schedule to ARCHITECT and Owner on the first of each month, or as required by Owner.

**SECTION 01 3300  
SUBMITTAL PROCEDURES**

5. CONTRACTOR shall allow in the Construction Schedule at least sixteen working days for ARCHITECT review following ARCHITECT receipt of submittal. For mechanical, plumbing, electrical, low voltage, fire sprinklers, door and hardware, and other submittals requiring joint review with Owner, CONTRACTOR shall allow a minimum of eighteen days following ARCHITECT receipt of submittal. Deferred approval items shall be allowed additional time for City / District agencies review.
6. No adjustments to the Contract Time or Milestones will be authorized because of a failure to transmit submittals to ARCHITECT sufficiently in advance of the Work to permit review and processing or where CONTRACTOR fails to provide ARCHITECT submittals on related items.
7. In case of product substitution, Shop Drawing preparation shall not commence until such time as OWNER accepts or rejects the proposed substitution in accordance with the procedures described in the General Conditions.

END OF SECTION

**SECTION 01 3543**  
**ENVIRONMENTAL PROCEDURES**

**PART 1 - GENERAL**

**1.1 Scope**

- A. The work covered by this section consists of furnishing all labor, material, and equipment and performing all work required for compliance with environmental regulations and preventing pollution during, and as a result of, construction operations under this contract, in addition to those measures set forth in other technical provisions of these specifications.
- B. The Contractor and subcontractors must comply with all applicable environmental federal, state, local environmental, health and safety laws and regulations.

**1.2 Notification**

- A. The Contractor must, after receiving a notice of noncompliance with the foregoing provisions, immediately take corrective action. The notice, when delivered to its Contractor or its authorized representative at the site of the work, is deemed enough for this purpose. If the Contractor fails or refuses to comply promptly, the Engineer may issue an order stopping all or part of the work until satisfactory corrective action has been taken. No part of the time lost because of any such stop orders may be made the subject of a claim for extension of time or for excess costs or damages by the Contractor unless it is subsequently determined that the Contractor was in compliance.

**1.3 Environmental Regulatory Compliance**

- A. Within 30 days after receiving the notice to proceed or not less than 15 days prior to commencing on-site work, the Contractor must submit any environmental documents that are required by federal, state, or local environmental regulations. Plans must be approved by the Engineer prior to commencing on-site work and must describe and include, but is not limited to, the following
  - 1. Waste Minimization and Management Plan must describe how natural resources potentially impacted by construction will be protected or managed; construction wastes will be stored and disposed of or recycled; and pollutants associated with building materials will be controlled. The waste minimization and management section of the plan must also list materials and construction debris to be recycled and address the disposal of solid and hazardous wastes and materials, including asbestos and lead-based paint. It must also include tables applicable to the reclamation of chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs) in accordance with the City recycling code and 1.4 (B) below.

**SECTION 01 3543**  
**ENVIRONMENTAL PROCEDURES**

2. Environmental Compliance Plan must document NEPA compliance by describing mitigation measures to address environmental concerns/sensitive receptors identified in the National Environmental Policy Act (NEPA) document(s) in Section B. 1500, Attachments, and as set out in the mitigation measures in the General Requirements.

1.4 Environmental Site Controls

- A. Location of Hazardous Materials: The location of the Contractor's temporary storage of any hazardous materials and/or wastes must be appropriately marked and included in the health and Safety Plan (see Section 1.5 below).
- B. Post Construction Cleanup or Obliteration: The Contractor must remove and properly dispose of all signs of temporary construction facilities such as haul roads, work area, structures, foundations of temporary structures, excess or waste materials, or any other vestiges of construction as directed by the Engineer. No separate or direct payment may be made for post construction cleanup, and all associated costs must be considered included in the contract price.
- C. Dust Control: The Contractor must keep the site free from dust in accordance with applicable regulations.
- D. Noise Minimization: The Contractor must perform demolition and construction operations to minimize noise including conducting work during less sensitive hours of the day in accordance with the City's Noise Ordinance.

1.5 Health and Safety

- A. Prior to commencing on-site work, the Contractor must submit an Occupational Safety and Health Administration (OSHA) Emergency Action Plan (EAP) to the Engineer to demonstrate compliance by the Contractor and subcontractors with applicable OSHA regulations. If the Contractor is not required by OSHA to develop a written EAP, i.e., if 10 or fewer are employed for the construction project or any other specific regulations identified by OSHA, then the Contractor shall submit to the Engineer a signed letter stating the Contractor shall meet OSHA's EAP requirements in verbal communication to all employees.
- B. Copies of Material Safety Data Sheets (MSDSs) for any hazardous material(s), as defined by OSHA's Hazard Communications Standard, must be included whenever such materials arrive on-site. MSDSs must be kept together and maintained centrally on-site through to project completion. Provide a copy of each MSDS in the Operating and Maintenance Manual. The use of asbestos containing materials, in excess of one percent as defined by US Environmental Protection Agency regulations, is prohibited in the construction of this project. Provide an executed copy of the "Certificate of

**SECTION 01 3543  
ENVIRONMENTAL PROCEDURES**

Asbestos and Lead-Based Paint (New Work)” in the Operating and Maintenance Manual.

- C. The use of lead-based paint is prohibited in the construction of this project.
- D. The use of lead-containing solder for plumbing and plumbing fixtures is prohibited in the construction of this project.
- E. The Contractor must sign and submit to the Engineer a “Certification of Asbestos and Lead-Based Paint” for this project.
- F. See following exhibits for additional information.

PART 2 - PRODUCTS - N/A

PART 3 - EXECUTION - N/A

END OF SECTION

**SECTION 01 3543  
ENVIRONMENTAL PROCEDURES**

**Safety and Health and Related Environmental Requirements**

The Contractor is required to meet all applicable OSHA, federal, state, and local safety, health, and related environmental requirements in addition to the City requirement listed in this table.

<b>Issue</b>	<b>City Requirements</b>
<b>Asbestos</b>	<p><i>Review of Facility Asbestos Survey:</i> Before any building maintenance, equipment installation, renovation, alteration, demolition, or other project begins, determine whether ACBM will be disturbed.</p> <p><i>Proper Work Practices:</i> If ACBM is present, follow proper control procedures and work practices.</p> <p><i>Consultation with Facility Asbestos Coordinator:</i> Consult with the facility manager or his or her designee before the start of any work likely to disturb ACBM. Disturbance means activities that crumble or pulverize ACBM or presumed asbestos-containing material (PACM) or generate visible debris. Operations may include drilling, abrading, cutting a hole, pulling cable, and crawling through tunnels or attics and spaces above the ceiling where asbestos is actively disturbed or asbestos-containing debris is actively disturbed.</p> <p><i>Asbestos Work Authorization:</i> You must have an approved Form 8210, <i>Work Authorization - Asbestos</i>, before work begins within any building containing asbestos.</p>
<b>Barricades, Barriers, and Warnings</b>	<p>Your barricades must meet the OSHA requirements. In addition, you assume control of your work area during your activities unless otherwise specified in writing by the City Engineer (CE) or City Engineer's representative (CER).</p>
<b>Confined Spaces</b>	<p>Confined space work must meet the OSHA requirements. You must have a comprehensive confined space program that includes a written program, employee training, entry and testing equipment, and rescue capabilities.</p> <p>If you require access to confined space requiring a permit, then the trained, designated City representative must review and approve the project and permit. Entry into other confined spaces must be in accordance with OSHA regulations.</p>
<b>Electrical Work</b>	<p>Lock or rope off work areas involving exposed energized equipment or have an attendant present to prevent accidental contact by unqualified people. Refer to the Barricade section of this guideline for additional information.</p>
<b>Elevated Work and Fall Protection</b>	<p>Follow strictly the applicable OSHA fall protection requirements.</p>
<b>Excavation</b>	<p>All excavations 4 feet or more in depth must be properly shored or sloped and meet all OSHA requirements.</p> <p>Before any digging or drilling commences, inform the City COR and call Dig Safe or its local equivalent to determine whether any underground utilities are in the work area. Submit documentation that these notifications have been performed. You must not begin digging or drilling until you have verified that underground utilities have been identified and are properly marked so that work may be accomplished in a safe manner.</p>
<b>Fire Protection</b>	<p>Do not block, remove, or otherwise prevent City fire extinguishers from being immediately accessible and usable.</p> <p>If a system must be impaired by a scheduled shutdown, notify the Engineer, and do not proceed without the Engineer's authorization.</p>
<b>Hazard Communication</b>	<p>Inform the Engineer before any chemicals are used. Before materials are brought on site, provide material safety data sheets (MSDSs) and an inventory of materials. For projects that are anticipated to use substantial quantities of hazardous materials, you may be required to provide a routing, storage, and waste disposal plan.</p>
<b>Hazardous Materials</b>	<p>Follow all OSHA requirements regarding hazardous materials. Hazardous materials include, but are not limited to, flammable and combustible liquids, gasoline, diesel fuel, motor oil, lubricating oil, hydraulic oil, corrosive cleaners, and battery acid.</p> <p>Provide secondary containment for all containers of liquids that are over 5 gallons in capacity.</p> <p>Immediately report all hazardous material releases ("spills"), regardless of how small or where they occur, to the designated Engineer. Releases include solids, liquids, and gases.</p>
<b>Hot Work</b>	<p>Do not begin any hot work until the Engineer has completed and signed a City Hot Work Permit. The permit will be valid for only a single work shift. You must display the permit at the work site.</p> <p>You are prohibited from performing hot work (a) when the City has not authorized it, (b) in</p>

**SECTION 01 3543  
ENVIRONMENTAL PROCEDURES**

	locations in which fire protection systems have been impaired, (c) in the presence of explosive or flammable atmospheres, or (d) in locations where large quantities of flammable and combustible materials are unprotected.
<b>Powered Industrial Trucks</b>	Powered industrial trucks and other mobile equipment must follow all traffic rules of the City facility. The maximum speed limit for in-plant powered vehicles is 5 miles per hour. Many work areas have posted speed limits that you must strictly follow. Perform refueling only in authorized locations following safe procedures. As a rule, the City does not allow gas- or diesel-powered industrial equipment inside City facilities. Coordinate exceptions to the rule through the City safety office.
<b>Ladders</b>	Strictly follow all OSHA requirements regarding ladders. Barricade the ladder use area to prevent contact with mobile equipment and employees.
<b>Lead-Based Paint</b>	<i>Review of Facility Lead Survey:</i> Before any construction, alterations, and/or repair activities begin, determine whether LBP will be disturbed. If the painted surface has not been tested, you must have it tested before beginning any activities that could potentially disturb LBP. <i>Proper Work Practices:</i> If LBP is present, follow proper control procedures and work practices. <i>Consultation with Engineer:</i> Consult with the Engineer before the start of any work likely to disturb LBP. Examples of activities that may affect LBP include paint removal by scraping, sanding, power tools, or heat guns; alterations that include removing drywall, structural steel, or other building materials coated with LBP; welding, cutting, or other hot work on coated metal surfaces; abrasive blasting of mailboxes and other equipment; and moving or cleaning of abrasive blasting enclosures.
<b>Lockout/Tagout</b>	Provide a copy of your lockout/tagout procedures, which must meet or exceed the OSHA Lockout/Tagout standard. You will be given access to and must review the City lockout/tagout program. If you encounter a City lockout/tagout device that prevents the continuation of work, do not make any attempts to remove, tamper with, or bypass the devices. Contact the Engineer and plan to have the lockout device removed in accordance with City lockout removal policies.
<b>Personal Protective Equipment</b>	Before beginning work, evaluate the work area for hazards, determine whether contract employees will be required to use personal protective equipment (PPE) to protect themselves from these hazards, and document the hazard assessment. Wear the PPE required regardless of your perception of hazard potential.
<b>Regulated and Prohibited Materials</b>	<i>Pesticides.</i> The City has restricted the use of pesticides. Obtain prior approval of the City environmental compliance coordinator for special cases that may require the use of pesticide treatments. <i>Seventeen Chemical Prohibition.</i> Adhere to chemical prohibition policies. Do not use on City property any of the 17 chemicals prohibited by EPA unless the Engineer authorizes its use (each of these chemicals must be authorized separately). The district environmental compliance coordinator can supply the list. <i>Asbestos-Free Products.</i> Install no asbestos-containing products or materials in City facilities. <i>Lead.</i> Apply no lead-based paint in City facilities.
<b>Scaffolding</b>	Follow strictly the applicable OSHA scaffolding requirements. Provide adequate barrier protection around the scaffolding to prevent hazards to City staff.
<b>Walking and Working Surfaces</b>	If the project requires temporary modifications to the means of egress, inform the Engineer before performing such actions, provide appropriate alternative means of egress, and communicated these to all employees.

**SECTION 01 3543  
ENVIRONMENTAL PROCEDURES**

**Emergency Procedures**

<b>Preparations for Emergency</b>	<p>Be prepared for emergency situations.            Ensure that emergency telephone numbers are site specific, readily available, easily read, and communicated to all employees.            Train and authorize employees to implement emergency procedures.</p>
<b>Medical Emergencies</b>	<p>Have procedures and medical supplies to provide emergency medical services for your own personnel.            Determine how to contact emergency medical services before work begins and have on-site capabilities to contact such services immediately.</p>
<b>Fires</b>	<p>See Fire Protection above.            In the event of a fire, you must:            - Immediately remove personnel from the area or building following City evacuation procedures.            - Immediately contact the nearest City employee and inform him or her of the fire. You may also activate an emergency alarm in the area. If no City employees are on-site, immediately contact the local fire department.            Personnel trained in the use and limitations of fire extinguishers may attempt to extinguish the fire if it is safe to do so.</p>
<b>Chemical Releases</b>	<p>See Hazardous Materials above.            If the event of a hazardous material release, you must:            - Immediately remove personnel from the area or building following City evacuation procedures.            - Immediately contact the designated City representative and inform him or her of the release. You may also activate an emergency alarm in the area. If no City employees are on-site, immediately contact the local fire department.            Contractor personnel should not respond to the release unless specifically trained and protected to perform hazardous material response.</p>
<b>Power Outages</b>	<p>In the event of a power outage, you must:            - Immediately stop work and assemble for a head count and possible facility egress.            - Inform all contract employees that equipment may automatically restart when power resumes.            - Immediately contact the designated City representative and inform him or her of the status of contract work and personnel head count. Relay at this time all hazards created due to the power outage.            When power resumes evaluate the status of operations that were being performed relative to hazard potential. For example, the interruption of ventilation in confined spaces may generate atmospheric hazards.</p>
<b>Accident Investigation and Reporting</b>	<p>As soon as is practical after an accident, investigate and document an accident investigation. The documentation must describe the incident and identify the causes and the corrective actions that will prevent future incidents.            Report all accidents, whether or not they result in injury. Give the written report to the Engineer within 24 hours of the accident or incident.</p>

**SECTION 01 3543  
ENVIRONMENTAL PROCEDURES**

**Certificate of Asbestos and Lead-Based Paint  
(New Work)**

To: District Engineer

Subject: Certification for new construction

District facility name: \_\_\_\_\_

District facility address: \_\_\_\_\_

**Certification for new construction:**

This Contractor/Owner hereby certifies that no asbestos-containing material in excess of 1 percent as defined by applicable US Environmental Protection Agency regulations, and no lead-based paint has been furnished or installed at the referenced project.

Contractor/Owner name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Date executed: \_\_\_\_\_

**SECTION 01 4000  
QUALITY REQUIREMENTS**

**PART 1 - GENERAL**

**1.1 Contractor Quality Control**

- A. Contractor Quality Control: The Contractor is responsible for the overall quality of all its own work and the work performed by their subcontractors working under this contract. The quality of any part of the work installed must not be less than that required by the technical divisions of this specification. If the Engineer determines that the quality of work does not conform to the applicable specifications and drawings, the Contractor will be advised in writing of the areas of nonconformance, and within 7 days the Contractor must correct the deficiencies and advise the Engineer in writing of the corrective action taken.
- B. Noncompliance with Quality Control Requirements: Failure of the Contractor to comply with the above requirements may be cause for termination for default as defined in the contract documents.

**1.2 Submittals**

- A. Prior to the start of on-site work, the Contractor must submit to the Engineer a Contractor Quality Control Plan that includes the following information:
  - 1. Procedures for reviewing coordination drawings, shop drawings, certificates, certifications, or other submittals.
  - 2. Testing and inspection schedule, keyed to Construction Schedule, indicating tests and inspections to be performed, names of persons responsible for inspection and testing for each segment of work including preparatory, initial, and follow-up.
  - 3. Proposed forms to be used including Contractor's Daily Report, Contractor Test and Inspection Report and Non-Compliance Check-Off List.

**1.3 Quality Control Procedures**

- A. Monitor quality control over Contractor staff, subcontractors, suppliers, manufacturers, products, services, site conditions, and workmanship.
- B. Comply fully with manufacturer's published instructions, including each step-in sequence of installation.
- C. Should manufacturer's published instructions conflict with Contract Documents, request clarification from the Engineer before proceeding.
- D. Comply with specified standards as a minimum quality for work, except where more stringent tolerances, codes, or specified requirements indicate higher standards or more precise workmanship.

**SECTION 01 4000  
QUALITY REQUIREMENTS**

- E. Perform work by persons who are thoroughly qualified and trained in their respective trade, to produce workmanship of specified quality.

1.4 Contractor Field Inspection and Testing

- A. Contractor: Test and Inspect work provided under this Contract to ensure work follows compliance with Contract requirements. Required tests and inspections are indicated in each individual Specification Section and shall be performed as required by the City inspector.
- B. Preparatory Inspection: Performed prior to beginning work and prior to beginning each segment of work and includes:
  - 1. Review of Contract requirements.
  - 2. Review of shop drawings and other submittal data after return and approval.
  - 3. Examination to assure materials and equipment conform to Contract requirements.
  - 4. Examination to assure required preliminary or preparatory work is complete.
- C. Initial Inspection: Performed when representative portion of each segment of work is completed and includes:
  - 1. Quality of workmanship.
  - 2. Review for omissions or dimensional errors.
  - 3. Examination of products used, connections and supports.
  - 4. Approval or rejection of inspected segment of work.
- D. Follow-Up Inspections: Performed daily, and more frequently as necessary, to assure non-complying work has been corrected.

1.5 Contractor's Daily Report

- A. The Contractor shall maintain daily reports, and provide copies to the Engineer if requested, for days that work was performed. Include the following information:
  - 1. Date, weather, minimum, and maximum temperatures, rainfall, and other pertinent weather occurrences.
  - 2. Daily workforce of Contractor and subcontractors, by trades.
  - 3. Description of work started, ongoing work, and work completed by each subcontractor.
  - 4. Coordination implemented between various trades.
  - 5. Approval of substrates received from various trades.
  - 6. Nonconforming and unsatisfactory items to be corrected.
  - 7. Remarks

1.6 Contractor's Test and Inspection Reports

- A. Prepare and submit to the Engineer, a written report of each test or inspection signed by Contractor Quality Control Representative performing inspection within 2 days following day inspection was made.

**SECTION 01 4000  
QUALITY REQUIREMENTS**

- B. Include the following on written reports of inspection:
1. Cover sheet prominently identifying that inspection "CONFORMS" or "DOES NOT CONFORM" to Contract Documents.
  2. Date of inspection and date of report.
  3. Project name, location, solicitation number, and Contractor.
  4. Names and titles of individuals making inspection, if not Contractor's Project Field Superintendent.
  5. Description of Contract requirements for inspection by referencing Specification Section.
  6. Description of inspection made, interpretation of inspection results, and notification of significant conditions at time of inspection.
  7. Requirements for follow-up inspections.

1.7 Non-Compliance Check-Off List

- A. Maintain check-off list of work that does not comply with Contract Documents, stating specifically what is non-complying, date faulty work was originally discovered, and date work was corrected. No requirement to report deficiencies corrected same day it was discovered. Submit copy of Non-Compliance Check-Off List of non-complying work items to the Engineer on a weekly basis.

1.8 Completion and Inspection of Work

- A. Prior to final acceptance by the Engineer and issuance of a Certificate of Substantial Completion and/or Notice of Completion, submit a certification signed by Contractor to the Engineer stating that all work has been inspected and all work, except as specifically noted, is complete and in compliance with Contract Documents.

PART 2 – PRODUCTS N/A

PART 3 – EXECUTION N/A

END OF SECTION

**SECTION 01 5000  
TEMPORARY FACILITIES AND CONTROLS**

**PART 1 - GENERAL**

**1.1 General**

- A. The Contractor must provide all temporary facilities and services required to complete the work and to comply with OSHA and other applicable regulations.
- B. The Contractor must maintain temporary facilities in a proper, safe, operating, and sanitary condition for the duration of this Contract. Upon completion of this Contract, all such temporary work and facilities shall be removed in their entirety.

**1.2 Project Sign**

- A. The Contractor must construct and erect a minimum of two hard hat signs at locations designated by the Engineer. The signs must be erected prior to the commencement of on-site work.

**1.3 Temporary Water**

- A. The District will provide water from the existing services required for construction under this project and will pay all costs in connection with them.

**1.4 Temporary Electricity**

- A. Service Required: The District will provide temporary electric power throughout the construction period from the existing service. Contractor shall be responsible for connection. Contractor to provide power centers for miscellaneous tools and equipment used in the construction work, lighting for safe and adequate working conditions throughout site (at least 1/4 watts of incandescent lighting per square foot, with a socket voltage of at least 110 volts and using 100 watt lamps minimum); power for construction building.
- B. Safety: The Contractor must provide and maintain lights and signs to prevent damage or injury and must illuminate all hazardous areas. Safety lights must be operational from dusk to dawn.
- C. Requirements of Regulatory Agencies: The Contractor must obtain permits as required by local government authorities, comply with the National Electrical Code, applicable local codes, and utility regulations.
- D. Use of Permanent System: The Contractor must regulate any part of the permanent electrical system that is used for construction purposes in order to prevent interference with safety and with the orderly progress of the work. The Contractor must leave permanent electrical services in a condition as good as new.

**SECTION 01 5000  
TEMPORARY FACILITIES AND CONTROLS**

- E. Materials: The materials may be new or used in the temporary works but must be adequate in capacity for the purposes intended and must not create unsafe conditions or violate the requirements of applicable codes. At the Contractor's option, patented specialty materials may be used if UL-approved.
  - F. Conductors: The Contractor must use wire, cable, or busses of appropriate type, sized in accordance with the National Electrical Code for the applied loads. Use only UL-approved wire.
  - G. Equipment: In compliance with NEMA standards, the Contractor must provide an appropriate enclosure for the environment in which the equipment is used.
  - H. Installation: The Contractor must provide all required facilities, including transformers, conductors, poles, conduits, raceways, fuses, switches, fixtures, and lamps, located so as to avoid interference with cranes and materials-handling equipment, storage areas, traffic areas, and work under other contracts. The Contractor must install all work to have a neat and orderly appearance and to make it structurally sound throughout. The Contractor must maintain it to give continuous service and to provide safe working conditions. The Contractor must modify the service as required by the progress of the job.
  - I. Removal: The Contractor must remove all temporary equipment and materials upon completion of construction, repair all damage caused by the installation. and restore the area to satisfactory condition.
- 1.5 Temporary Water
- A. The District will provide and maintain a temporary water supply system for building purposes.
- 1.6 Sanitary Provisions
- A. The Contractor must provide and keep in neat and sanitary condition conveniences and accommodations for the use of the construction personnel necessary to comply with the requirements and regulations of the local department of health and of other authorities having jurisdiction.
- 1.7 Approaches and Exits
- A. The Contractor must provide all necessary approaches and exits required to properly execute the work.

PART 2 - PRODUCTS - N/A

PART 3 - EXECUTION - N/A

END OF SECTION

**SECTION 01 6000  
PRODUCT REQUIREMENTS**

**PART 1 - GENERAL**

**1.1 Product Options and Substitutions**

- A. Provide Products that comply with Contract Documents, which are undamaged and new at time of installation.
- B. Provide Products complete with accessories, trim, finish, safety guards, and other devices and details needed for complete installation and intended use and effect.

**1.2 Product Delivery Requirements**

- A. Transport and handle Products in accordance with manufacturer's instructions, using means and methods that will prevent damage, deterioration, and loss, including theft.
- B. Schedule Product delivery to minimize long-term storage at the Project sites and prevent overcrowding of construction spaces.
- C. Coordinate Product delivery with installation schedule to assure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
- D. Deliver Products to Project site in undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- E. Promptly inspect shipments to ensure that Products comply with project requirements, quantities are correct, Products are undamaged and properly protected.
- F. Provide equipment and personnel to handle Products by methods to prevent soiling, disfigurement, or damage.

**1.3 Product Storage and Handling Requirements**

- A. Store and protect Products in accordance with manufacturers' published instructions, with seals and labels intact and legible.
- B. Store Products subject to damage by elements above ground, under cover in weathertight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's published instructions.
- C. For exterior storage of fabricated Products, place on sloped supports, above ground.

**SECTION 01 6000  
PRODUCT REQUIREMENTS**

- D. Provide off-site storage and protection when Project site does not permit on-site storage or protection.
- E. Cover Products subject to deterioration with impervious sheet covering. Provide ventilation to avoid condensation or potential degradation of Product.
- F. Store loose granular materials on solid flat surfaces in a well-drained area. Prevent mixing with foreign matter.
- G. Provide equipment and personnel to store Products by methods to prevent soiling, disfigurement, or damage.
- H. Arrange storage of Products to permit access for inspection. Periodically inspect to verify Products are undamaged and are maintained in acceptable condition.

PART 2 - PRODUCTS (Not used)

PART 3 - EXECUTION (Not used)

END OF SECTION

**SECTION 01 7300  
EXECUTION**

**PART 1 - GENERAL**

**1.1 Layout of Work**

- A. The Contractor must lay out its work to match existing or from City-established base lines and benchmarks as indicated on the drawings. The Contractor shall be responsible for all measurements based on them. The Contractor must furnish, at its own expense, all stakes, templates, platforms, equipment, tools, materials, and labor as may be required in laying out any part of the work from the base lines and benchmarks established by the City. The Contractor is responsible for the execution of the work to those lines and grades established or indicated by the Engineer.

**1.2 Contractor's Temporary Use of Facilities and Equipment**

- A. No new facilities or equipment intended for the permanent installation, including materials-handling vehicles, may be used for temporary purposes unless specified in the contract or unless the Contractor has the written permission of the Engineer.

**1.3 Cleaning**

**A. Cleaning During Construction:**

1. Maintain areas free of waste materials, debris, and rubbish. Maintain site in a clean and orderly condition.
2. Remove debris and rubbish from pipe chases, plenums, attics, crawl spaces, and other closed or remote spaces, prior to enclosing the space.
3. Broom and vacuum clean interior areas prior to start of surface finishing and continue cleaning to eliminate dust.
4. Collect and remove waste materials, debris, and rubbish from site as specified in the Environmental Compliance and Management Plan as required in Section 01 3543 - Environmental Procedures.

**B. Final Cleaning:**

1. Use cleaning materials and agents recommended by manufacturer or fabricator of surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property, or that might damage finished surfaces.
2. Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit of Work to condition expected from a commercial building cleaning and maintenance program. Comply with manufacturer's published instructions.
3. Complete following cleaning operations before requesting the Engineer's inspection for Substantial Completion.
  - a. Clean Project Site, yard, and grounds if applicable, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste materials, litter and foreign substances. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.

## SECTION 01 7300 EXECUTION

- Rake grounds that are neither planted nor paved, to a smooth even-textured surface.
- b. Remove tools, construction equipment, machinery, and surplus material from Project Site.
  - c. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
  - d. Broom clean concrete floors in unoccupied spaces.
  - e. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other substances that are noticeable vision-obscuring materials. Replace chipped or broken glass and other damaged transparent materials. Polish mirrors and glass, taking care not to scratch surfaces.
  - f. Remove labels that are not permanent labels.
  - g. Touch-up and otherwise repair and restore marred exposed finishes and surfaces. Replace finishes and surfaces that cannot be satisfactorily repaired or restored, or that show evidence of repair or restoration. Do not paint over "UL" and similar labels, including mechanical and electrical name plates.
  - h. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills. Clean ducts, blowers, and coils if units were operated without filters during construction.
  - i. Leave Project clean and ready for occupancy.
4. Remove temporary protection and facilities installed during construction to protect previously completed installations during remainder of construction.
  5. Comply with governing regulations and safety standards for cleaning operations. Remove waste materials from Project Site and dispose of in accordance with requirements of local authorities having jurisdiction.
    - a. Where extra materials of value remain after completion of construction have become District property, store these materials as directed by the Engineer.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION

**SECTION 01 7329  
CUTTING AND PATCHING**

**PART 1 - GENERAL**

**1.1 SECTION INCLUDES**

- A. This Section specifies procedural requirements for cutting and patching.

**1.2 RELATED REQUIREMENTS**

- A. Section 01 3300 - Submittal Procedures.
- B. Section 01 7419 – Construction and Demolition Waste Management
- C. Section 01 7836 - Warranties.

**1.3 DEFINITIONS**

- A. Cutting. The word “cutting” as used in the Contract Documents includes, but is not limited to, cutting, drilling, chopping, and other similar operations and the word “patching” includes, but is not limited to, patching, rebuilding, reinforcing, repairing, refurbishing, restoring, replacing, or other similar operations.

**1.4 SUBMITTALS**

- A. Cutting and Patching Proposal: CONTRACTOR shall submit a proposal to PROJECT MANAGER as is required, describing procedures well in advance of the time cutting and patching will be performed if the Contract Documents requires approval of these procedures before proceeding. Include the following information, as applicable, in the proposal:
  - 1. Describe the extent of cutting and patching required. Denote how it will be performed and indicate why it cannot be avoided.
  - 2. Describe anticipated results in terms of changes to existing construction. Include changes to structural elements and operating components as well as changes in the building’s appearance or other significant visual elements.
  - 3. Utilities: List utilities that cutting and patching operations will disturb or affect. List utilities to be relocated and those that will be temporarily out-of-service. Indicate how long service will be disrupted.
  - 4. Where cutting and patching involves adding reinforcement to structural elements, submit details and engineering calculations showing integration of reinforcement with the original structure.

**SECTION 01 7329  
CUTTING AND PATCHING**

5. Review by ARCHITECT and City Building Department prior to proceeding with cutting and patching does not waive ARCHITECT right to later require complete removal and replacement of defective Work. Cutting and patching shall be reviewed by the ARCHITECT and the City Building Department if a structural elements are to remain.

1.5 QUALITY ASSURANCE

- A. Requirements for structural Work: Do not cut and patch structural elements in a manner that would change their load-carrying capacity or load-deflection ratio. If the load carrying member is meant to be supported as part of the new Work, then the supporting members should be part of the City Building Department approved design. If shoring of a structural element is required to be cut and patched, then the CONTRACTOR is required to provide a City Building Department approved design.

1. Obtain approval from ARCHITECT and City Building Department of the cutting and patching proposal before cutting and patching the following structural elements:

- a. Foundation construction.
- b. Bearing and retaining walls.
- c. Structural concrete.
- d. Structural steel.
- e. Lintels.
- f. Timber and primary wood framing.
- g. Structural decking.
- i. Miscellaneous structural metals.
- k. Equipment supports.

- B. Operational Limitations: Do not cut and patch operating elements or related components in a manner that would result in reducing their capacity to perform as intended. Do not cut and patch operating elements or related components in a manner that would result in increased maintenance or decreased operational life or safety.

1. Obtain review of the cutting and patching proposal before cutting and patching the following operating elements or safety related systems:

- a. Primary operational systems and equipment.

**SECTION 01 7329  
CUTTING AND PATCHING**

- b. Air or smoke barriers.
  - c. Water, moisture, or vapor barriers.
  - d. Membranes and flashings.
  - e. Fire protection systems.
  - f. Noise and vibration control elements and systems.
  - g. Control systems.
  - h. Communication and/or data systems.
  - j. Electrical wiring systems.
- C. Visual Requirements: Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in the opinion of ARCHITECT, reduce the building's aesthetic qualities. Do not cut and patch construction in a manner that would result in visual evidence of cutting and patching. Remove and replace Work cut and patched in a visually unsatisfactory manner.

1.6 WARRANTY

- A. Existing Warranties: Replace, patch, and repair material and surfaces cut or damaged by methods and with materials in such a manner as not to void any warranties required or existing.

PART 2 - PRODUCTS - N/A

PART 3 - EXECUTION

3.1 INSPECTION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching is to be performed before cutting. If unsafe or unsatisfactory conditions are encountered, take corrective action before proceeding.
  - 1. Before proceeding, meet at the Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.

3.2 PREPARATION

- A. Temporary support: Provide adequate temporary support of existing improvements or Work to be cut.

**SECTION 01 7329  
CUTTING AND PATCHING**

- B. Protection: Protect existing improvements and Work during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of existing improvements or Work that might be exposed during cutting and patching operations.
- C. Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Where the Work requires sandblasting of existing surfaces in order to receive new materials secured by cementitious, adhesive or chemical bond, completely remove existing finishes, stains, oil, grease, bitumen, mastic and adhesives or other substances deleterious to the new bonding or fastening of new Work. Utilize wet sand blasting for interior surfaces and for exterior surfaces where necessary to prevent objectionable production of dust.

**3.3 PERFORMANCE**

- A. General: Employ skilled workmen to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time and complete without delay. Carefully remove existing Work to be salvaged and/or reinstalled. Protect and store for reuse into the Work. Verify compatibility and suitability of existing substrates before starting the Work.
- B. Cutting: Cut existing construction using methods least likely to damage elements retained or adjoining Work. Where possible, review proposed procedures with the original installer; comply with the original installer's recommendations.
  - 1. In general, where cutting, use hand or small power tools designed for sawing or grinding, not hammering and chopping. Cut holes and slots as small as possible, neatly to size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when not in use.
  - 2. To avoid marring existing finished surfaces, cut or drill from the exposed or finished side into concealed surfaces.
  - 3. Cut through concrete and masonry using a cutting machine, such as a carborundum saw or a diamond-core drill. Saw cut reinforcing bars and paint ends with bituminous paint except where bonded into new concrete or masonry.
  - 4. Woodwork: Cut and remove it to a panel or joint line.
  - 5. Sheet Metal: Remove back to joint, lap, or connection. Secure loose or unfastened ends or edges and seal watertight.
  - 6. Plaster: Cut back to sound plaster on straight lines, and back bevel edges of remaining plaster. Trim existing lath and prepare for new lath.

**SECTION 01 7329  
CUTTING AND PATCHING**

7. Gypsum Wallboard: Cut back on straight lines to undamaged surfaces with at least two opposite cut edges centered on supports.
  8. Flooring: Completely remove flooring and clean backing of prior adhesive. Carefully remove flooring for patching and repairing of existing tile flooring scheduled to remain.
- C. Patching: Patch with durable seams that are as invisible as possible. Comply with required tolerances.
1. Where feasible, inspect and test patched areas to demonstrate integrity of the installation. Verify conditions of existing substrates prior to executing Work.
  2. Restore exposed finishes of patched areas and extend finish restoration into retaining adjoining construction in a manner that will eliminate all evidence of patching and refinishing.
  3. Concrete: Maintain cut edges in a moist condition for twenty-four hours prior to the placement of new concrete. In lieu of this an epoxy adhesive may be provided. Finish placed concrete to match existing unless noted otherwise. Concrete shall have a compressive strength of 3,000 psi where installed to repair and match existing improvements, unless noted otherwise.
  4. Metal Fabrications: Items to remain exposed shall have their edges cut and ground smooth and rounded.
  5. Sheet Metal: Replace removed or damaged sheet metal items for new Work.
  6. Lath and Plaster: Install new lath materials to match existing and fasten to supports at 6-inch centers. Provide a 6-inch lap where new lath to adjoins existing lath. Fasten new lath as required for new Work. Restore paper backings as required. Apply a bonding agent on cut edges of existing plaster. Apply three coat plaster of the type, thickness, finish, texture, and color to match existing.
  7. Gypsum Wallboard: Fasten cut edges of wallboard. Install patches with at least two opposite edges centered on supports and secure at 6-inch centers. Tape and finish joints and fastener heads. Patching shall be non-apparent when painted or finished.
  8. Resilient Flooring: Completely remove flooring and prepare substrate for new material.
  9. Painting: Prepare areas to be patched, patch and paint as specified under related sections of the Contract Documents.

**SECTION 01 7329  
CUTTING AND PATCHING**

3.4 CLEANING

- A. Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar items. Thoroughly clean piping, conduit, and similar features before applying paint or other finishing materials. Restore damaged coverings to their original condition.
- B. Comply with waste disposal requirements in Section 01 7419 "Construction and Demolition Waste Management."

END OF SECTION

**SECTION 01 7419  
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

**PART 1 GENERAL**

**1.1 SUMMARY**

- A. Section includes Procedures for achieving the most environmentally conscious Work feasible within the limits of the Construction Schedule, Contract Sum, and available materials, equipment, and products.
  - 1. Participate in promoting efforts of the District to create an energy-efficient and environmentally sensitive structure.
  - 2. Use recycled-content, toxic-free, and environmentally sensitive materials, and equipment.
  - 3. Use environmentally sensitive procedures.
    - a. Protect the environment, both on-site and off-site, during demolition and construction operations.
    - b. Prevent environmental pollution and damage.
    - c. Effect optimum control of solid wastes.
- B. Related Documents: The Contract Documents, as defined in Section 01 1000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents and prevailing City Ordinances.
- C. Related Sections:
  - 1. Section 01 4000 - Quality Requirements: Contractor's Daily Report.
  - 2. Section 01 5000 - Temporary Facilities and Controls: Temporary ventilation, progress cleaning, and waste removal.
  - 3. Section 01 6000 - Product Requirements: Substitutions.
  - 4. Section 02 4116 - Demolition.

**1.2 DEFINITIONS**

- A. Adequate ventilation: Ventilation, including air circulation and air changes, required to cure materials, dissipate humidity, and prevent accumulation of dust fumes, vapors, or gases.
- B. Construction and demolition waste: Include solid wastes, such as building materials, packaging, rubbish, debris, and rubble resulting from construction, remodeling, repair, and demolition operations.
  - 1. Rubbish: Includes both combustible and noncombustible wastes, such as paper, boxes, glass, crockery, metal and lumber scrap, metal cans, and bones.
  - 2. Debris: Includes both combustible and noncombustible wastes, such as leaves and tree trimmings that result from construction or maintenance and repair work.
- C. Chemical waste: Includes petroleum products, bituminous materials, salts, acids, alkalis, herbicides, pesticides, organic chemicals, and inorganic wastes.

**SECTION 01 7419**  
**CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

- D. Diversion: Redirection of waste ordinarily deposited in a municipal landfill to a recycling facility or to another destination for reuse.
- E. Environmental pollution and damage: The presence of chemical, physical, or biological elements or agents which adversely affect human health or welfare; unfavorably alter ecological balances; or degrade the utility of the environment for aesthetic, cultural, or historical purposes.
- F. Hazardous materials: Includes pesticides, biocides, and carcinogens as listed by recognized authorities, such as the Environmental Protection Agency (EPA) and the International Agency for Research on Cancer (IARC).
- G. Interior final finishes: Materials and products that will be exposed at interior, occupied spaces; including flooring, wallcovering, finish carpentry, and ceilings.
- H. Municipal Solid Waste Landfill: A permitted facility that accepts solid, non-hazardous waste such as household, commercial, and industrial waste, including construction and demolition waste.
- I. Packaged dry products: Materials and products that are installed in dry form and are delivered to the site in manufacturer's packaging; including carpets, resilient flooring, ceiling tiles, and insulation.
- J. Sediment: Soil and other debris that has been eroded and transported by storm or well production runoff water.
- K. Sanitary wastes:
  - 1. Garbage: Refuse and scraps resulting from preparation, cooking, distribution, or consumption of food.
  - 2. Sewage: Domestic sanitary sewage.
- L. Wet products: Materials and products installed in wet form, including paints, sealants, adhesives, and special coatings.

**1.3 SUBMITTALS**

- A. Solid Waste Management and Environmental Protection Plan: Prepare and submit at the Preconstruction Meeting a Solid Waste Management and Environmental Protection Plan including, but not limited to, the following:
  - 1. Procedures for Recycling/Re-Use Program in compliance with the City recycling code.
  - 2. Revise and resubmit Solid Waste Management and Environmental Protection Plan as required by the City.
    - a. Approval of the Contractor's Solid Waste Management and Environmental Protection Plan will not relieve the Contractor of responsibility for adequate

**SECTION 01 7419  
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

and continuing control of pollutants and other environmental protection measures.

- B. With each Contractor's Report as specified in Section 01 4000 – Quality Requirements, submit an updated Summary of Solid Waste Disposal and Diversion. Submit on form in Appendix A of this Section. Include manifests, weight tickets, receipts, and invoices specifically identifying the Project and waste material for:
  - 1. Municipal Solid Waste Landfills.
  - 2. Recycling/Reuse Facilities.
  
- C. With Record Submittals specified in Section 01 7704 - Closeout Procedures and Training, submit the following:
  - 1. Final Summary of Solid Waste Disposal and Diversion. Submit on form in Appendix A of this Section.
  - 2. Resource Conservation and Recovery Act Project Summary. Submit on form in Appendix B of this Section.

PART 2 PRODUCTS - N/A

PART 3 EXECUTION

**3.1 RECYCLING AND REUSE**

- A. Collection: Implement a recycling/reuse program that includes separate collection of waste materials of the following types as appropriate to local and regional recycling/reuse facilities:
  - 1. Concrete.
  - 2. Metal.
    - a. Ferrous.
    - b. Non-ferrous.
  - 3. Wood.
  - 4. Debris.
  - 5. Paper/Cardboard.
  - 6. Plastic.
  - 7. Gypsum.
  - 8. Paint.
  - 9. Others as appropriate.
  
- B. Recycling/reuse centers: Contact governmental solid waste offices, Environmental Protection Agency (EPA) regional offices, and applicable non-profit organizations.
  - 1. Concrete.
  - 2. Metal.
    - a. Ferrous.
    - b. Non-ferrous.
  - 3. Wood.

**SECTION 01 7419  
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

4. Debris.
5. Paper/Cardboard.
6. Plastic.
7. Gypsum.
8. Paint.
9. Others as appropriate.

C. Handling:

1. Clean materials which are contaminated prior to placing them in collection containers. Deliver materials free of dirt, adhesives, solvents, petroleum contamination, and other substances deleterious to recycling process.
2. Arrange for collection by or delivery to the appropriate recycling or reuse facility.

D. Participate in re-use programs: identify local and regional re-use programs, including but not limited to non-profit organizations such as schools, local housing agencies, and public arts programs, which accept used materials. The following are examples for contractor's information only.

1. National materials exchange network, such as CAL-MAX, a free service provided by various state and regional offices, designed to help businesses find markets for materials that traditionally would be discarded. The premise of the program is that material discarded by one business may be a resource for another business.
  - a. Items and regions covered by materials exchange programs may vary. Contact the applicable regional materials exchange program. In California, contact CAL-MAX at (916) 255-2369.
2. Habitat for Humanity, a non-profit housing organization that rehabilitates and builds housing for low income families.
  - a. Sites requiring donated materials vary. Contact the national hotline (800) HABITAT.

E. Rebates, tax credits, and other savings obtained for recycled or re-used materials accrue to Contractor.

3.2 ENVIRONMENTAL CONTROLS

A. Protection of natural resources: Preserve the natural resources within the Project boundaries and outside the limits of permanent Work performed under this Contract in their existing condition or restore to an equivalent or improved condition as approved by the Engineer, upon completion of the Work.

1. Confine demolition and construction activities to work area limits indicated on the Drawings and as directed by the Engineer.
  - a. Temporary construction: As specified in Section 01 5000 - Temporary Facilities and Controls.
  - b. Demolition and salvage operations: As specified in Section 02 4119 - Selective Structure Demolition.
  - c. Disposal operations for demolished and waste materials that are not identified to be salvaged, recycled, or reused:

**SECTION 01 7419**  
**CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

- 1) Remove debris, rubbish, and other waste materials resulting from demolition and construction operations, from site.
  - 2) No burning permitted.
  - 3) Transport materials with appropriate vehicles and dispose off-site to areas which are approved for disposal by governing authorities having jurisdiction.
  - 4) Avoid spillage by covering and securing loads when hauling on or adjacent to public streets or highways. Remove spillage and sweep, wash, or otherwise clean project site, streets, or highways.
  - 5) Comply with applicable regulations.
2. Water resources as follows:
- a. Comply with requirements of the National Pollutant Discharge Elimination System (NPDES) and the State Pollutant Discharge Elimination System (SPDES).
  - b. Oily substances: Prevent oily or other hazardous substances from entering the ground, drainage areas, or local bodies of water.
    - 1) Store and service construction equipment at areas designated for collection of oil wastes.
  - c. Mosquito abatement: Prevent ponding of stagnant water conducive to mosquito breeding habitat.
  - d. Prevent run-off from site during demolition and construction operations.
3. Land resources: Prior to construction, identify land resources to be preserved within the Work area. Do not remove, cut, deface, injure, or destroy land resources including trees, shrubs, vines, grasses, top soil, and landforms without permission from The District.
4. Air Resources: Prevent the creation of dust, air pollution, and odors.
- a. Use water sprinkling, temporary enclosures, and other appropriate methods to limit dust and dirt rising and scattering in air to lowest practical level.
    - 1) Do not use water when it may create hazardous or other adverse conditions such as flooding and pollution.
  - b. Store volatile liquids, including fuels and solvents, in closed containers.
  - c. Properly maintain equipment to reduce gaseous pollutant emissions.
  - d. Interior final finishes: Schedule construction operations involving wet products prior to packaged dry products to the greatest extent possible in accordance with The City approved Solid Waste Management and Environmental Protection Plan.
6. Noise Control: Perform demolition and construction operations to minimize noise. Perform noise producing work in less sensitive hours of the day or week as directed by the Engineer.
- a. Repetitive, high level impact noise will be permitted only between the hours permitted in the City & District Noise Ordinance. Do not exceed the limitations specified by OSHA.
  - b. Provide equipment, sound-deadening devices, and take noise abatement measures that are necessary for compliance.

END OF SECTION

**SECTION 01 7419  
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

Appendix A

SUMMARY OF SOLID WASTE DISPOSAL AND DIVERSION

Project Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

<b>Solid Waste Material</b>	<b>Date Material Disposed/ Diverted</b>	<b>Amount Disposed/ Diverted (ton or cu.yd)</b>	<b>Municipal Solid Waste Facility (name, address, &amp; phone number)</b>	<b>Recycling/Reuse Facility (name, address, &amp; phone number)</b>	<b>Comments (if disposed, state why not diverted)</b>
Concrete					
Metal					
Wood					
Debris					
Paper/ Cardboard					
Plastic					
Gypsum					
Paint					
Other:					

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 01 7419  
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

Appendix B

RESOURCE CONSERVATION AND RECOVERY ACT - PROJECT SUMMARY.

Project Name: \_\_\_\_\_

Contractor Name: \_\_\_\_\_ License Number: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

1.0 EPA GUIDELINE ITEMS

A. Fly Ash:

1. Total dollar amount of concrete and cement provided for this project.  
\$\_\_\_\_\_.
2. Total dollar amount of concrete and cement containing fly ash provided for this project. \$\_\_\_\_\_.
3. Were there any technical impediments to increasing the amount of concrete and cement containing fly ash provided for this project? \_\_\_\_\_.
  - a. If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

B. Floor Tiles (ceramic):

1. Total dollar amount of floor tile (ceramic) provided for this project.  
\$\_\_\_\_\_.
2. Total dollar amount of floor tile (ceramic) containing recycled materials provided for this project. \$\_\_\_\_\_.
3. Were there any technical impediments to increasing the amount of floor tile (ceramic) containing recycled materials provided for this project?  
\_\_\_\_\_.
  - a. If yes, please explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

2.0 SPECIFICATIONS

NOT USED

**SECTION 01 7419  
CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL**

3.0 SOLID WASTE PREVENTION

- A. Total dollar amount of solid waste disposed of (landfill) for this project.  
    \$\_\_\_\_\_.
- B. Total weight of solid waste disposed (landfill) for this project. \$\_\_\_\_\_.

4.0 RECYCLING

- A. Total dollar value of solid waste diverted from landfill and recycled or reused for this project. (Express as total dollar amount for solid waste disposal in landfill for equivalent type and amount of diverted waste.)     \$\_\_\_\_\_.
- B. Total weight of solid waste diverted from landfill and recycled or reused for this project. (Express as total weight for solid waste disposal in landfill for equivalent type and amount of diverted waste.) \$\_\_\_\_\_.

5.0 COMMENTS

- A. Comments and suggestions for increasing amount of recycled materials used in construction materials.

---

---

---

---

---

---

- B. Comments and suggestions for improving solid waste prevention and recycling efforts during construction.

---

---

---

---

---

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 01 7704**  
**CLOSEOUT PROCEDURES AND TRAINING**

**PART 1 - GENERAL**

**1.1 Manuals**

- A. Purpose: Operation and maintenance manuals are for the training of and use by District employees in the operation and maintenance of the systems and related equipment as specified below. The manuals must consist of instruction on systems and equipment. A separate manual or chapter must be prepared for each of the following classes of equipment or system where applicable:
1. Doors & Windows.
  2. Lighting & Controls.
  3. Plumbing Systems.
  4. Miscellaneous building equipment and systems.
- B. Content: Unless otherwise indicated, each chapter must contain the following, as applicable:
1. Introduction.
  2. Table of contents.
  3. Description of system (including design intent and considerations).
- C. Preparation: The outline below is intended as a general guide for preparing the manuals. The manuals must be prepared to provide for the optimum operation and maintenance of the various systems. The description of systems and general operating instructions for plumbing and electrical manuals may cover only complicated or unusual parts of these systems, such as sewage ejectors, transformers, high tension switchgear, and signal and alarm systems. Manufacturer's literature and data must be those of the actual equipment installed under contract for the facility. Further guidance is available in the ASHRAE Handbook, 1984, Systems Volume, Chapter 39, Mechanical Maintenance.
- D. Suggested Outline for Operation and Maintenance (O&M) Manuals: This is a suggested outline, with general requirements of O&M manuals. The outline is presented to indicate the extent of material to be covered and the individual items required in manuals for major facilities. The outline may be modified to suit specific installations; however, the purpose of the manual must be fulfilled. The manual is not intended to duplicate manufacturers' data, but proper references must be made in the text of the O&M manual to indicate that that information is applicable and where it is located.
1. Part I. Description and Design Intent
    - a. Introduction
      - 1) Provide a brief description of project and purpose of the maintenance manual. The following statements must be included: "Operation and maintenance of this equipment must be performed in accordance with this manual and posted instructions, subject to compliance with applicable technical guides and standards issued by the District. It is recognized that minor changes in control points and settings will be required, based on actual operating experience, to correct varying conditions and improve operation. When such changes appear

**SECTION 01 7704**  
**CLOSEOUT PROCEDURES AND TRAINING**

necessary, they must be submitted to the maintenance manager for consideration. Upon approval of any changes, the applicable portions of all copies of the manual and proposed instructions must be revised and reissued, and any change in operating procedure brought to the attention of all operating personnel."

- 2) "This manual is specifically developed to assist the District official in charge at the facility to operate and maintain the building systems and equipment. Manufacturers' recommendations set forth for certain components must be followed during the complete warranty period for that equipment."
  - 3) Contents of Manual. This portion of the introduction must explain that the manual is to contain complete operating, maintenance, and safety instructions for all equipment listed. It must also contain any other appropriate references as required to outline an explanation of the manuals and major categories of reference material required with the manuals.
- b. Table of Contents
- 1) The table of contents must list numbers and titles of chapters, sections, and main paragraphs, with their page numbers. Each volume in a set of manuals must contain its own table of contents. Publications containing 10 or more illustrations or tables must include a list of illustrations or tables, as applicable. These lists must show number, title, and page number of each illustration and table. Following is a typical table of contents:
    - a. Doors
      - 1.) Specialized hardware
    - b. Electrical Systems
      - 1.) Incoming Service
      - 2.) Electrical power distribution
      - 3.) Lighting and lighting controls
    - c. Miscellaneous Building Equipment
2. Part II. Operating Sequence and Procedures
- a. Contents: Each chapter must describe the procedures necessary for District personnel to operate the system and equipment covered in that chapter.
  - b. Operating Procedures:
    - 1) Startup: Give complete instructions for energizing the equipment and making initial settings and adjustments whenever applicable.
    - 2) Operation: Give detailed instructions in proper sequence for each mode of operation.
    - 3) Emergency Operation: If some functions of the equipment can be operated while other functions are disabled, give instructions for operations under these conditions.

**SECTION 01 7704**  
**CLOSEOUT PROCEDURES AND TRAINING**

- 4) Shutdown: Include instructions for stopping and securing the equipment after operation. If a sequence is required, give step-by-step instructions in that order.

3. Part III. Maintenance Instructions and Requirements

- a. Contents: Each chapter must describe the procedures necessary for District personnel to perform the maintenance on the systems and equipment covered in that chapter. Emphasis must be placed on the method of mechanical control of systems and equipment from a maintenance standpoint.
- b. Manufacturers' Brochures: Include manufacturers' descriptive literature covering devices used in the system, together with illustrations, exploded views, and renewal parts lists. This section must also include special devices manufactured by the Contractor.
- c. Special Maintenance: Provide information of a maintenance nature covering warranty items that have not been discussed elsewhere.
- d. Warranty: Include a copy of the "special" or extended warranty in the operation and maintenance manual.

E. Submittal, In both "hard" and electronic flash drive format:

1. Preliminary Submittal: Two draft copies of the completed manuscript for items in this outline must be submitted to the project manager for review within 30 days after approval of equipment to be provided. One copy will be returned to the Contractor within 15 days after submittal and, if required, must be revised, and resubmitted within 15 days.
2. Final Submittal: four complete sets of manuals must be furnished to the Engineer not later than 30 days before completion of the project.
3. Final Submittal must be accepted by the Engineer before training can begin.

1.2 Other Closeout Submittals

- A. Additional requirements for Systems Manuals, Operating Instructions, Training, and other deliverables are contained in individual Specification Sections. All closeout requirements must be provided to and accepted by the Engineer prior to requesting final payment. Examples of additional closeout requirements include, but are not limited to, the following

1. Final Punch-List with all items certified as complete.
2. Record "As Built" Drawings, the Contractor shall submit certified As-Built Record Drawings and Specifications in the quantities and media specified.
3. Warranty, the Contractor shall submit all transferable guarantees and warranties for equipment, materials and installations furnished by any manufacturer, supplier, or installer.
4. Wiring Diagrams.
5. Shop Drawings and Product Data.
6. Fixture Lamping schedule.
7. Signed Asbestos and Lead-Based Paint Certificate.

**SECTION 01 7704  
CLOSEOUT PROCEDURES AND TRAINING**

8. Survey Report.
9. Material Safety Data Sheets
10. Signed and sealed Contractor Release of Claims.

PART 2 - PRODUCTS - N/A

PART 3 - EXECUTION - N/A

END OF SECTION

## SECTION 01 7836 WARRANTIES

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. This Section includes administrative and procedural requirements for warranties, including manufacturers and installers' standard warranties on products and special product warranties.
  - 1. Refer to the General Conditions for terms of the guarantee period for the Work.

#### 1.2 RELATED REQUIREMENTS

- A. Section 01 6000 - Product Requirements.
- B. Section 01 7329 - Cutting and Patching.
- C. Section 01 7704 – Closeout Procedures and Training.

### PART 2 - PRODUCTS - N/A

### PART 3 - EXECUTION

#### 3.1 WARRANTY REQUIREMENTS

- A. Disclaimers and Limitations: Manufacturer's disclaimers and limitations on product warranties shall not relieve CONTACTOR of the warranty of the Work incorporating such materials, products, and equipment. Manufacturer's disclaimers and limitations on warranties do not relieve suppliers, manufacturers, installers, and Subcontractors of the requirement to countersign special warranties with CONTRACTOR.
- B. Standard warranties are preprinted written warranties published by individual manufacturers for particular products and are specifically endorsed by the manufacturer to OWNER.
- C. Special warranties are written warranties required by or incorporated in the Contract Documents, either to extend time limits provided by standard warranties or to provide greater rights for OWNER.
- D. Related Damages and Losses: When correcting failed or defective warranted Work, remove and replace Work that has been damaged as a result of such failure or which must be removed and replaced to provide access for correction of warranted Work.

**SECTION 01 7836  
WARRANTIES**

- E. Reinstatement of Warranty: When Work covered by a warranty has failed and been corrected by replacement or rebuilding, reinstate the warranty by written endorsement with the reinstated warranty equal to the original warranty.
- F. Replacement Cost: Upon determination the Work covered by a warranty has failed and/or is defective, replace or rebuild the Work to an acceptable condition complying with requirements of the Contract Documents. CONTRACTOR is responsible for the cost of replacing or rebuilding defective Work regardless of whether OWNER has benefited from use of the Work through a portion of its anticipated useful service life.
- G. OWNER Recourse: Expressed warranties made to OWNER are in addition to implied warranties and shall not limit the duties, obligations, rights, and remedies otherwise available under the law. Expressed warranty periods shall not be interpreted as limitations on the time in which OWNER can enforce such other duties, obligations, rights, or remedies.
- H. Rejection of Warranties: The Project Engineer reserves the right to reject warranties and to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
- I. Where the Contract Documents require a special warranty, or similar commitment on the Work or part of the Work, Project Engineer reserves the right to refuse to accept the Work until CONTRACTOR presents evidence the entities required to countersign such commitments have done so.

3.2 SUBMITTALS

- A. Submit written preliminary warranties prior to Substantial Completion and final warranties prior to Contract Completion. If the certificate of Substantial Completion designates a commencement date for warranties other than the date of Substantial Completion for the Work, submit written warranties as set forth in the certificate of Substantial Completion.
  - 1. When a designated portion of the Work is partially used and/or occupied by OWNER, submit properly executed warranties to ARCHITECT within fifteen days of the Partial Use or Occupancy of the designated portion of the Work.
- B. When the Contract Documents require CONTRACTOR, or CONTRACTOR and a Subcontractor, installer, supplier or manufacturer to execute a special warranty, prepare a written document containing appropriate terms and identification, ready for execution by the required parties. Submit a draft to Project Engineer, through the ARCHITECT, for approval prior to final execution.
  - 1. Refer to Divisions 02 through 49 for specific content requirements and particular requirements for submitting special warranties.

**SECTION 01 7836  
WARRANTIES**

- C. Form of Submittal: Prior to Contract Completion, compile two copies of each required final warranty properly executed by CONTRACTOR, or by CONTRACTOR and Subcontractor, installer, supplier, or manufacturer. Organize the warranty documents into an orderly sequence based on the Specifications.
- D. Bind warranties and bonds in heavy-duty, commercial-quality, durable three ring, vinyl-covered loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8½ by 11 paper.
  - 1. Provide heavy paper dividers with celluloid covered tabs for each separate warranty. Mark the tab to identify the item or installation. Provide a typed description of the product or installation, including the name of the product, and the name, address, and telephone number of the installer.
  - 2. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project title and/or name, and name of CONTRACTOR.
  - 3. When warranted Work requires operation and maintenance manuals, provide additional copies of each required warranty, as necessary, for inclusion in each required manual.

END OF SECTION

**SECTION 02 4119  
SELECTIVE STRUCTURE DEMOLITION**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Procedures for demolition and removal of existing building elements.
  - 2. Removal of designated building equipment and fixtures.
  - 3. Salvaged items.
  - 4. Salvaged material.
  - 5. Salvaged items for re-use.
  
- B. Related Documents: The Contract Documents, as defined in Section 01 10 00 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.
  
- C. Related Sections:
  - 1. Section 01 3543 - Environmental Procedures: Recycling and reuse of waste materials.

**1.2 SYSTEM DESCRIPTION**

- A. The extent of Selective Demolition Work is that Work necessary and required to facilitate the new construction indicated.
  
- B. Demolition shall be such that all construction, new and existing, can be performed, and completed in accordance with the construction documents.
  
- C. The contractor shall visit the project site and familiarize himself with the existing conditions and project requirements.
  
- D. Verify the scope of the Work under this Section including salvage material. The Contractor shall be responsible for removing all materials and kitchen equipment which the District wishes to salvage prior to the beginning of this Work and securely storing them. Contractor to verify during the pre-construction meeting for equipment that is owned by the district and equipment owned by the Baseball little league and for which equipment to salvage.

**1.3 QUALITY ASSURANCE**

- A. Performance Criteria:
  - 1. Requirements of Structural Work: Do not cut structural work in a manner resulting in a reduction of load-carrying capacity of load/deflection ratio.

**SECTION 02 4119**  
**SELECTIVE STRUCTURE DEMOLITION**

2. Operational and Safety Limitations: Do not cut operational elements and safety-related components in a manner resulting in a reduction of capacities to perform in a manner intended or resulting in decreased operational life, increased maintenance, or decreased safety.
3. Visual Requirements: Do not cut work which is exposed on the exterior or exposed in occupied spaces of the building in a manner resulting in a reduction of visual qualities or resulting in substantial evidence of the demolition work judged by the Engineer to be cut and patched in a visually unsatisfactory manner.
4. Loading: Do not superimpose loads at any point upon existing structure beyond design capacity including loads attributable to materials, construction equipment, demolition operations, shoring, and bracing.
5. Vibration: Do not use means, methods, techniques, or procedures which would induce vibration into any element of the structure.
6. Fire: Do not use means, methods, techniques, or procedures which would produce any fire hazard unless otherwise approved by the Engineer.
7. Water: Do not use means, methods, techniques, or procedures which would produce excessive water run-off, and water pollution.
8. Air Pollution: Do not use means, methods, techniques, or procedures which would produce uncontrolled dust, fumes, or other damaging air pollution.

1.4 PROJECT SITE

- A. Indicated "Existing Construction" was obtained from existing drawings or other information which may not reflect actual conditions. The Contractor shall verify all existing conditions and notify the Engineer of discrepancies before proceeding with the Work.
- B. Perform the removal, cutting, drilling, etc., of existing work with extreme care, and using small tools in order not to jeopardize the structural integrity of the building.
- C. Occupancy: Contractor shall have full use of the facility during construction.
- D. Condition of Structure: The District assumes no responsibility for the actual condition of portions of the structure to be demolished.
- E. Partial removal: Items of salvageable value to the Contractor may be removed from the structure as the work progresses if not claimed by the District. Salvaged items must be transported from the site as they are removed.
- F. Protection: Make sure that the safe passage of persons around the area of demolition is maintained during the demolition operation. Conduct operations to prevent injury to adjacent buildings, structures, other facilities, and persons.

**SECTION 02 4119  
SELECTIVE STRUCTURE DEMOLITION**

**1.5 PROTECTION OF EXISTING CONSTRUCTION**

- A. Provide temporary protection of existing construction (floors, roof, and walls) when adjoining new work and in traffic areas.
- B. Provide temporary construction, constructed of framing and plywood, to protect existing construction and surrounding surfaces from damage by movement of materials and personnel.
- C. The contractor is responsible for all damage to existing structure and shall replace or repair all areas of damage.
- D. Repair, replace, or rebuild existing construction as required or as directed which has been removed, altered, or disrupted to allow for new construction. Existing construction shall be corrected to match adjacent construction, new or existing.
- E. Perform cutting of existing concrete and masonry construction with saws and core drills. Do not use jack-hammers or explosives.

**PART 2 - PRODUCTS**

**2.1 SALVAGED ITEMS**

- A. The Contract Documents indicate the existing materials that are to be reinstalled in the new construction. The Contractor shall remove, protect, and reinstall these items as indicated.
  - 1. Items for "Reinstallation" will be indicated as such within the Contract Documents.
- B. Materials scheduled for reinstallation which are damaged by the Contractor to the extent that they cannot be reinstalled shall be replaced by the Contractor with equal quality material at no additional cost to the District.
- C. Coordinate with the Engineer on disposition of salvage items note scheduled for reinstallation, demolished materials, and equipment. Salvaged materials, not reinstalled, shall be delivered, as directed, to the District.

**2.2 SALVAGED MATERIALS**

- A. Removed and salvaged materials of value not designated for reinstallation, unless claimed as salvage by the District, shall become the property of the Contractor and shall be removed from the premises by the Contractor and recycled, reused, or disposed of as specified in Section 01 3543- Environmental Procedures.

**SECTION 02 4119  
SELECTIVE STRUCTURE DEMOLITION**

- B. The District will remove or, under separate contract, have all materials and equipment which the District requires removed prior to Work under this Section begins.

**2.3 SALVAGED ITEMS FOR RE-USE**

- A. Materials and items scheduled for re-use which are damaged by the contractor to the extent which they cannot be re-used shall be replaced by the Contractor at no additional cost to the District.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7300 - Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by the Engineer.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**3.2 PREPARATION**

- A. Temporary Support: Provide adequate temporary support for work to be cut to prevent failure. Do not endanger other work.
- B. Provide adequate protection of other work during selective demolition to prevent damage and provide protection of the work from adverse weather exposure.

**3.3 PROCEDURE**

- A. Employ only skilled tradesmen to perform selective demolition.
- B. Cut work by methods least likely to damage work to the retained and work adjoining.
- C. In general, where physical cutting action is required, cut work with sawing and grinding tools, not with hammering and chopping tools. Core drill openings through concrete and masonry work.

**SECTION 02 4119  
SELECTIVE STRUCTURE DEMOLITION**

- D. Patch with seams which are durable and as invisible as possible. Comply with specified tolerances for the work.
- E. Where selective demolition terminates at a surface or finish to remain, completely remove all traces of material selectively demolished, including mortar beds. Provide smooth, even, substrate transition.

**3.4 POLLUTION CONTROLS**

- A. Use temporary enclosures and other suitable methods to limit the amount of dust and dirt rising and scattering in the air to the lowest practical level. Comply with AQMD standards.
- B. Comply with governing authorities pertaining to environmental protection.
  - 1. Protect natural resources as specified in Section 01 3543 - Environmental Procedures.
- C. Clean adjacent portion of the structure and improvement of dust, dirt and debris caused by demolition operations, as directed by the Engineer and governing authorities. Return adjacent areas to their condition prior to the start of the work.

**3.5 DISPOSAL OF DEMOLISHED MATERIALS**

- A. Collect, recycle, reuse, and dispose of demolished materials as specified in Section 01 3543 - Environmental Procedures and as approved by the County in the Solid Waste Management and Environmental Protection Plan.

**3.6 SCHEDULE OF SELECTIVE DEMOLITION**

- A. Slab on Grade:
  - 1. Where indicated, saw cut perimeter of existing slab minimum of 50 percent of slab thickness to provide a breaking point to remove existing concrete.
  - 2. Break concrete slab to be removed into portions easily removed, maximum 3-foot dimensions in any side.
  - 3. Remove all concrete pieces within removed area down to the existing subgrade.
- B. Plumbing:
  - 1. Remove all plumbing fixtures and accessories including all exposed supply, waste, and vent piping.
  - 2. Concealed piping within and below slab construction shall be identified and capped a minimum of 3 inches (8 cm) below finish floor.
- C. Electrical Service:

**SECTION 02 4119**  
**SELECTIVE STRUCTURE DEMOLITION**

1. All electrical circuits within the existing structure shall be abandoned from the existing service entrance section, beyond.
  2. Remove all abandoned electrical conduit, boxes, and wiring back to the existing electrical service which is to remain.
- D. Provide additional selective demolition as indicated and required by the Contract Documents and as required for indicated new construction.
- E. Items for demolition covered under the plans and these specifications include wood bench, roll-up door, cove base, floor tile, plumbing features, concrete slab saw cut, cap utilities, remove interior partition walls, built-in counters, some doors, electrical lighting, toilet partitions, metal screen at roof, selective demolition, and as shown on drawings.
- F. Payment for items of work covered in the plans and Division 2 specification will be based on the lump sum bid price for building demolition and removals, no additional compensation will be allowed.

END OF SECTION

**SECTION 03 1000  
CONCRETE FORMING AND ACCESSORIES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes
  - 1. Formwork for cast-in place concrete, with shoring, bracing, and anchorage.
  - 2. Openings for other work.
  - 3. Form accessories.
  - 4. Form stripping.
- B. Related Documents: The Contract Documents, as defined in section 01 1000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.
- C. Related Sections; Supply of concrete accessories for placement by this section:
  - 1. Section 03 2000 – Concrete Reinforcement.
  - 2. Section 03 3000 – Cast-In-Place Concrete.

**1.2 REFERENCES**

- A. American Concrete Institute (ACI):
  - 1. ACI 301 - Structural Concrete for Buildings.
  - 2. ACI 318 - Building Code Requirements for Reinforced Concrete.
  - 3. ACI 347 - Recommended Practice For Concrete Formwork.
- B. United States Department of Commerce Product Standard (PS):
  - 1. PS 1 - Construction and Industrial Plywood.

**1.3 SUBMITTALS**

- A. Section 01 3300 - Submittal Procedures: Procedures for submittals.
  - 1. Product Data: Provide data on void form materials and installation requirements. Submit data on form-coating materials.
  - 2. Shop Drawings: Indicate pertinent dimensions, materials, bracing, and arrangement of joints and ties.

**1.4 QUALITY ASSURANCE**

- A. Perform Work in accordance with ACI 347.

**SECTION 03 1000  
CONCRETE FORMING AND ACCESSORIES**

- B. Where necessary, design formwork under direct supervision of a Professional Engineer experienced in design of formwork and licensed in State where Project is located at no additional cost to the District.

**1.5 DELIVERY, STORAGE, AND HANDLING**

- A. Section 01 6000 - Product Requirements: Transport, handle, store, and protect products.
- B. Deliver void forms and installation instructions in manufacturer's packaging.
- C. Store off ground in ventilated and protected manner to prevent deterioration from moisture.

**1.6 ENVIRONMENTAL REQUIREMENTS**

- A. Environmental Impact:
  - 1. Formwork: Reuse forms to greatest extent possible without damaging structural integrity of concrete and without damaging aesthetics of exposed concrete.

**PART 2 - PRODUCTS**

**2.1 WOOD FORMS**

- A. Forms for Exposed Finish Concrete: Plywood panels, to provide continuous, straight, smooth, exposed surfaces. Furnish in largest practicable sizes to minimize number of joints and to conform to joint system shown on drawings.
  - 1. Plywood complying with U.S. Product Standard PS-1 "B-B (Concrete Form) Plywood," Class I, Exterior Grade or better, mill-oiled, and edge-sealed, with each piece bearing legible inspection trademark.
- B. Forms for Unexposed Finish Concrete: Plywood, lumber, metal, or other acceptable material. Provide lumber dressed on at least 2 edges and one side for tight fit.
- C. Lumber: Construction grade; with grade stamp clearly visible.

**2.2 PREFABRICATED FORMS**

- A. Preformed Steel Forms: Minimum 16 gage, well matched, tight fitting, stiffened to support weight of concrete without deflection detrimental to tolerances and appearance of finished surfaces.

**SECTION 03 1000  
CONCRETE FORMING AND ACCESSORIES**

- B. Void Forms (Carton Forms): Moisture resistant treated paper faces, biodegradable, structurally sufficient to support weight of wet concrete mix until initial set. Thickness indicated on drawings.
- C. Tubular Column Type: Metal or fiberglass-reinforced plastic. Provide units with sufficient wall thickness to resist wet concrete loads without deformation.
- D. Forms for Textured Finish Concrete: Units of face design, size, arrangement, and configuration to match the control sample. Provide solid backing and form supports to ensure stability of textured form liners.

**2.3 ACCESSORIES**

- A. Form Ties: Factory-fabricated, removable, or snap-off type, metal, of fixed or adjustable length as applicable, with cone ends. Designed to prevent form deflection and to prevent spalling concrete upon removal. Back break dimension, 1-1/2 inch from exposed concrete surface. Provide ties that, when removed, will leave holes not larger than 1-inch diameter in concrete surface.
- B. Form Release Agent: 100 percent biodegradable colorless agent which will not stain concrete, or absorb moisture, or impair natural bonding or color characteristics of subsequent coatings intended for use on concrete surfaces. Zero VOC.
  - 1. Envirolux by Conspec,
  - 2. SMD-10 Soy Form Release by Strategic Market Development
  - 3. Bio-Form by Leahy-Wolf,
  - 4. Or equal as permitted in Section 01 60 00 - Product Requirements: Product options and substitutions.
- C. Corners: Chamfered, wood strip 3/4x3/4-inch size; maximum possible lengths.
- D. Dovetail Anchor Slot: Galvanized steel, 22-gage thick, foam filled, release tape sealed slots, anchors for securing to concrete formwork.
- E. Nails, Spikes, Lag Bolts, Through Bolts, Anchorages: Sized as required, of sufficient strength and character to maintain formwork in place while placing concrete.
- F. Waterstops (Rubber/PVC): Rubber or Polyvinyl chloride, minimum 1,750 tensile strength, minimum 50 degrees F to plus 175 degrees F working temperature range, width as indicated on Drawings, maximum possible lengths, ribbed profile, preformed corner sections, heat welded jointing.

**SECTION 03 1000  
CONCRETE FORMING AND ACCESSORIES**

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7300 - Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, and conditions are as required, and ready to receive Work.
  - 1. Verify lines, levels, and centers before proceeding with formwork. Ensure that dimensions agree with Drawings.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by the Engineer.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to District.

**3.2 EARTH FORMS**

- A. Hand trim sides and bottom of earth forms. Remove loose soil prior to placing concrete.

**3.3 FORMWORK INSTALLATION**

- A. Install formwork, shoring and bracing to achieve design requirements, in accordance with requirements of ACI 347R.
- B. Provide bracing to ensure stability of formwork. Shore or strengthen formwork subject to overstressing by construction loads.
- C. Arrange and assemble formwork to permit dismantling and stripping. Do not damage concrete during stripping. Permit removal of remaining principal shores.
- D. Align joints and make watertight. Furnish in largest available sizes to minimize number of joints and to conform to joint system indicated on Drawings.
- E. Obtain the Engineer's approval before framing openings in structural members which are not indicated on Drawings.
- F. Provide chamfer strips on external corners of concrete members, to produce uniform, smooth lines, and tight edge joints.
- G. Install void forms in accordance with manufacturer's published instructions. Protect forms from moisture or crushing.

**SECTION 03 1000  
CONCRETE FORMING AND ACCESSORIES**

**3.4 FORM RELEASE AGENT APPLICATION**

- A. Apply form release agent on formwork in accordance with manufacturer's published instructions.
- B. Apply prior to placement of reinforcing steel, anchoring devices, and embedded items.
- C. Do not apply form release agent where concrete surfaces will receive special finishes or applied coverings which are affected by agent. Soak inside surfaces of untreated forms with clean water. Keep surfaces coated prior to placement of concrete.

**3.5 INSERTS, EMBEDDED PARTS, AND OPENINGS**

- A. Provide formed openings where required for items to be embedded in passing through concrete work.
- B. Locate and set in place items which will be cast directly into concrete.
- C. Coordinate with work of other sections in forming and placing openings, slots, recesses, sleeves, bolts, anchors, other inserts, and components of other Work.
- D. Install accessories in accordance with manufacturer's published instructions, straight, level, and plumb. Ensure items are not disturbed during concrete placement.
- E. Provide temporary ports or openings in formwork where required to facilitate cleaning and inspection. Locate openings at bottom of forms to allow flushing water to drain.
- F. Close temporary openings with tight fitting panels, flush with inside face of forms, and neatly fitted so joints will not be apparent in exposed concrete surfaces.
- G. Install water stops in accordance with manufacturer's published instructions continuous without displacing reinforcement. Seal joints watertight.

**3.6 FORM CLEANING**

- A. Clean forms as erection proceeds, to remove foreign matter within forms.
- B. Clean formed cavities of debris prior to placing concrete.
- C. Flush with water or use compressed air to remove remaining foreign matter. Ensure that water and debris drain to exterior through clean-out ports.
- D. During cold weather, remove ice and snow from within forms. Do not use de-icing salts. Do not use water to clean out forms unless formwork and concrete construction proceed within heated enclosure. Use compressed air or other means to remove foreign matter.

**SECTION 03 1000  
CONCRETE FORMING AND ACCESSORIES**

3.7 CONSTRUCTION

- A. Site Tolerances:
  - 1. Construct formwork to maintain tolerances required by ACI 301 and ACI 347.
  - 2. Camber slabs and beams 1/4 inch per 10 feet in accordance with ACI 301.

3.8 FIELD QUALITY CONTROL

- A. Section 01 40 00 - Quality Requirements: Field inspection and testing.
- B. Inspect erected formwork, shoring, and bracing to ensure that work is in accordance with formwork design, and that supports, fastenings, wedges, ties, and items are secure.

3.9 FORM REMOVAL

- A. Do not remove forms or bracing until concrete has gained sufficient strength to carry its own weight and imposed loads.
- B. Loosen forms carefully. Do not wedge pry bars, hammers, or tools against finish concrete surfaces scheduled for exposure to view.
- C. Store removed forms in manner that surfaces to be in contact with fresh concrete will not be damaged. Discard damaged forms.

END OF SECTION

**SECTION 03 2000  
CONCRETE REINFORCEMENT**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Reinforcing steel bars.
  - 2. Reinforcement accessories.
  
- B. Related Documents: The Contract Documents, as defined in Section 01 10 00 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.
  
- C. Related Sections:
  - 1. Section 03 3000 - Cast-in-Place Concrete: Coordination between concrete placement and reinforcing.

**1.2 REFERENCES**

- A. American Concrete Institute (ACI):
  - 1. ACI 301 - Structural Concrete for Buildings.
  - 2. ACI 318 - Building Code Requirements for Reinforced Concrete.
  - 3. ACI SP-66 - American Concrete Institute - Detailing Manual.
  
- B. American Society for Testing and Materials (ASTM):
  - 1. ASTM A 184 - Fabricated Deformed Steel Bar Mats for Concrete Reinforcement.
  - 2. ASTM A 615 - Deformed and Plain Billet Steel Bars for Concrete Reinforcement.
  - 3. ASTM A 704 - Welded Steel Plain Bar or Rod Mats for Concrete Reinforcement.
  
- C. American Welding Society (AWS):
  - 1. AWS D 1.4 – Structural Welding Code for Reinforcing Steel.
  
- D. Concrete Reinforcing Steel Institute (CRSI):
  - 1. CRSI - Manual of Practice.
  - 2. CRSI 63 - Recommended Practice for Placing Reinforcing Bars.
  - 3. CRSI 65 - Recommended Practice for Placing Bar Supports, Specifications and Nomenclature.

**1.3 SUBMITTALS**

- A. Submittal Procedures:
  - 1. Shop Drawings: Indicate bar sizes, spacings, locations, and quantities of reinforcing steel [and wire fabric, bending and cutting schedules, and supporting

**SECTION 03 2000  
CONCRETE REINFORCEMENT**

and spacing device. Include special reinforcement required for openings through concrete structures.

2. Assurance/Control Submittals;
  - a. Manufacturer's Certificate: Certify that products meet or exceed specified requirements.
  - b. Submit certified copies of mill test report of reinforcement materials analysis.

1.4 QUALITY ASSURANCE

- A. Perform Work in accordance with CRSI 63, 65 and Manual of Practice ACI 301, ACI SP-66, ACI 318, and ASTM A 184.
- B. Reinforcement design is provided by the Structural Engineer of Record, experienced in design of this work, and licensed in the State where the Project is located.

1.5 ENVIRONMENTAL REQUIREMENTS

- A. Resource Management
  1. Recycled Content
    - a. Steel Products: Post-consumer recycled content plus one half of pre-consumer recycled content not less than 75 percent.

PART 2 - PRODUCTS

2.1 STEEL REINFORCEMENT

- A. Reinforcing Steel: ASTM A 706, 60 ksi yield grade; deformed billet steel bars, unfinished.
- B. Reinforcing bars for welding: ASTM A706, Grade 60.
- C. Reinforcing mesh: ASTM A185, mesh size and gauge as shown 60 ksi minimum tensile strength. Provide mesh in flat sheets only.
- D. Tie wire: ASTM A82, Annealed copper-bearing steel, 16 gauge minimum.
- E. Chairs and similar support items:
  1. Standard manufactured products conforming to Concrete Reinforcing Steel Institute, "Manual of Standard Practice," latest edition.
- F. Use dense precast concrete supports with embedded wire ties for reinforcement placed on grade. Elsewhere, use wire bar supports.

**SECTION 03 2000  
CONCRETE REINFORCEMENT**

- G. Welding electrodes: AWS D1.4-11, Table 5.1 and Table 5.3, low hydrogen electrodes, E8018 for A706 Grade 60 steel.
- H. Reinforcing Bar size: As noted per plan.

**2.2 ACCESSORIES**

- A. Tie Wire: Minimum 16 gage annealed type.
- B. Chairs, Bolsters, Bar Supports, Spacers: Sized and shaped for strength and support of reinforcement during concrete placement conditions including load bearing pad on bottom to prevent vapor barrier puncture.
- C. Special Chairs, Bolsters, Bar Supports, Spacers Adjacent to Weather Exposed Concrete Surfaces: Plastic coated steel type (CRSI, Class 1) or stainless steel protected (CRSI, Class 2); size and shape as required.

**2.3 FABRICATION**

- A. Fabricate concrete reinforcing in accordance with ACI SP-66 and ACI 318.
- B. Weld reinforcement in accordance with AWS D1.4.
- C. Locate reinforcing splices not indicated on drawings, at point of minimum stress. Review location of splices with the Engineer.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7300 - Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, and conditions are as required, and ready to receive Work.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**SECTION 03 2000  
CONCRETE REINFORCEMENT**

**3.2 PLACEMENT**

- A. Place, support and secure reinforcement against displacement. Do not deviate from required position.
- B. Do not displace or damage vapor barrier.
- C. Accommodate placement of formed openings.
- D. Maintain concrete cover around reinforcing in accordance with ACI 318.

**3.3 FIELD QUALITY CONTROL**

- A. Section 01 4000 - Quality Requirements: Field inspection.
- B. Inspect reinforcing locations, bar types and sizes, wire ties, and welding (if applicable).

END OF SECTION

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Includes all labor, materials, and appliances, and perform all operations in connection with the installation of Concrete Work, and all related work incidental to the completion thereof, as shown on the drawings, complete, in strict accordance with the drawings and as specified herein. Section Includes:
1. Cast-in-place (CIP) concrete in foundations, foundation walls, slabs-on-grade.
  2. Finishing of concrete slabs and toppings. Concrete liquid surface treatment, sealer, and slip-resistant coatings.
  3. Expansion and contraction, control joints in CIP concrete.
  4. Concrete curing and protection.
  5. Non-shrink grout including installation and forming.
  6. Testing related services.
- B. Related Documents: The Contract Documents, as defined in Section 01 10 00 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other Documents and References in Section 1.2.
- C. Related Sections: Related work specified elsewhere includes but may not be limited to
1. Section 03 2000 – Concrete Reinforcement.

**1.2 REFERENCES**

- A. General:
1. The publications listed below form a part of this specification to the extent referenced.
  2. Where a date is given for reference standards, the edition of that date shall be used. Where no date is given for reference standards, the latest edition available on the date of Notice Inviting Bids shall be used.
- B. American Association of State Highway and Transportation Officials (AASHTO).
1. AASHTO M182, "Standard Specification for Burlap Cloth Made from Jute or Kenaf and Cotton Mats."
- C. Unless otherwise shown or specified, the work shall conform to the following standards and recommendations of the American Concrete Institute (ACI), latest editions adopted:
1. ACI 117, "Standard Specification for Tolerances for Concrete Construction and Materials."
  2. ACI 121R, "Quality Assurance Systems for Concrete Construction."

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

3. ACI 212.2R, "Guide for Use of Admixtures in Concrete."
4. ACI 302.1R, "Guide for Concrete Floor and Slab Construction."
5. ACI 304R, "Guide for Measuring, Mixing, Transporting, and Placing Concrete."
6. ACI 304.2-R, "Placing Concrete by Pumping Methods."
7. ACI 305, "Hot Weather Concreting."
8. ACI 306, "Cold Weather Concreting."
9. ACI 306.1 "Standard Specification for Cold Weather Concreting."
10. ACI 308, "Standard Practice for Curing Concrete."
11. ACI 309R, "Guide for Consolidation for Concrete."
12. ACI 315, "Details and Detailing of Concrete Reinforcement."
13. ACI 347, "Guide to Formwork for Concrete."
14. ACI SP-15, "Field Reference Manual" which includes ACI 301 "Specifications for Structural Concrete for Buildings" and reference standards specified therein.

D. American Society for Testing and Materials (ASTM).

1. ASTM A615, "Standard Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement."
2. ASTM C33, "Standard Specification for Concrete Aggregates."
3. ASTM C39, "Standard Test Method for Compressive Strength of Cylindrical Concrete Specimens."
4. ASTM C94, "Standard Specification for Ready-Mixed Concrete."
5. ASTM C150, "Standard Specification for Portland Cement."
6. ASTM C156, "Standard Test Method for Water Retention by Concrete Curing Materials."

E. Concrete Reinforcing Steel Institute (CRSI),

1. CRSI "Manual of Standard Practice."

1.3 SUBMITTALS

A. Submittal Procedures:

1. Review of submittals will cover general design only. In no case shall submittal review relieve the Contractor of the responsibility for strength of concrete, general or detailed dimension, quality or quantity of materials, or any other conditions, functions, performance or guarantees required.
2. Product Data:
  - a. Manufacturers' literature containing product and installation specifications and details.
  - b. Where Manufacturer's specifications, recommendations, and/or directions are required in this specification, deliver to the Engineer two (2) copies of such printed specifications, recommendations, and/or directions for approval before any work is commenced.
  - c. Sources of fine and coarse aggregate. Once approved, the source of fine and coarse aggregate shall not be changed without written approval of the Engineer.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- d. List of manufacturers and brand names for cement, mineral and liquid admixtures, bond breakers, curing compounds, joint sealants, and materials other than aggregates and reinforcing steel. Include product data sheets, instructions, and specifications for use.
- 3. Batch Plant Equipment and Procedures
  - a. Supplier of concrete and ready-mix grout. Only one source will be approved for the Contractor, including all subcontractors. All concrete and ready-mixed grout supplied to the project shall originate from the approved single facility.
  - b. The following information shall be submitted:
    - 1) Name of supplier.
    - 2) Plant location.
    - 3) Plant volume and output capacity.
    - 4) Capacity of transit equipment.
    - 5) Estimated travel time from plant to jobsite.
  - c. If the Contractor elects to use an on-site concrete batching plant, the following information shall be submitted:
    - 1) Drawings and data including proposed location of the batch plant on the site.
    - 2) List of and performance data for material handling equipment.
    - 3) Procedures for processing, handling, transporting, sorting, and proportioning the materials for concrete.
  - d. All other data necessary to show the supplier's capability to produce concrete of the quality and quantity required.
- 4. Concrete Procedures
  - a. The following information shall be submitted:
    - 1) Procedure for mixing and transporting concrete to the point of placement.
    - 2) Procedures for placement of concrete.
    - 3) Methods of obtaining and maintaining the required concrete temperature during placement and initial curing.
    - 4) Procedures for consolidating the concrete.
    - 5) Procedures how concrete is finished and cured (slab-on-grade concrete).
- 5. Assurance/Control Submittals:
  - a. Test Reports: Submit the following reports directly to the Engineer from Testing Laboratory, with copy to Contractor. Prepare reports in conformance with Section 01 4000 - Quality Requirements.
  - b. Submit laboratory test reports for concrete materials and mix design test, including certified copy of results of aggregate tested by ASTM C1260 or C1567. Mix designs for each strength and type of concrete proposed for use. Details to be included are found in section 2.7.
  - c. Certificates: Manufacturer's certificate that Products meet or exceed specified requirements.
  - d. Qualification Documentation: Submit documentation of experience indicating compliance with specified qualification requirements.
- 6. Delivery Tickets:

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- a. Copies of delivery tickets for each load of concrete delivered to site.
  - b. Indicate information on each ticket required by ASTM C94 including additional information required herein.
  - c. Mix identification number on ticket shall match number on submitted and approved mix design
  - d. Indicate number of drum revolution from when water is added until concrete is discharged.
  - e. Submit copies to Testing Laboratory same day as concrete delivery.
7. Verification Samples:
- a. At exposed concrete location provide a sample of concrete with medium broom finish and sealed for Engineer's approval.
- B. Closeout Procedures and Training:
1. Project Record Documents: Accurately record the following:
    - a. Shop drawings shall be corrected to reflect actual field changes and become part of the "Record As-Built Drawings."
  2. Extra Products: Submit extra products as specified in this Section.

**1.4 DELIVERY, STORAGE, AND HANDLING**

- A. Section 01 6000 - Product Requirements: Transport, handle, store, and protect Products.
- B. Deliver materials in unopened containers with labels identifying contents.
- C. Store powdered materials in dry area and in manner to prevent damage. Protect liquid materials from freezing or exceeding maximum storage temperatures set by product manufacturer.

**1.5 PROJECT CONDITIONS OR SITE CONDITIONS**

- A. Jobsite Requirements:
  1. Conform to ACI 305 R when placing concrete during hot weather.
  2. Conform to ACI 306 R when placing concrete during cold weather.

**1.6 ENVIRONMENTAL REQUIREMENTS**

- A. Environmental Impact:
  1. Concrete placement accessories:
    - a. Mixing equipment: Return excess concrete to supplier; minimize water used to wash equipment.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

**PART 2 - PRODUCTS**

**2.1 MANUFACTURERS**

- A. Subject to compliance with project requirements, manufacturers offering Products which may be incorporated in the Work include the following:
1. Applied Concrete Technology, Inc.,
  2. The Euclid Chemical Company,
  3. Fortifiber Corporation,
  4. ChemRex Inc.,
  5. W.R. Meadows, Inc.,
  6. Reef Industries,
  7. Stego Industries LLC,.
  8. L & M Construction Chemicals, Inc.
  9. Curecrete Chemical Company, Inc.
  10. Midwest Floor Care Inc.,
  11. General Resource Technology, Inc.,
  12. Or approved equal
- B. Product Requirements: Product options and substitutions: Permitted.

**2.2 CONCRETE MATERIALS**

- A. Concrete:
1. Concrete shall be in accordance with ASTM C94. If a conflict exists between ASTM C94 and these specifications, these specifications shall govern.
- B. Portland Cement: ASTM C150 – Type I unless otherwise specified or approved by the Engineer.
1. Assume full responsibility for the quality and soundness of cement. Cement is to be of one type and from the same mill; it is to be of uniform color for all concrete with permanently exposed concrete finishes.
- C. Liquid admixtures: All admixtures shall be used in conformance with the manufacturer's recommendations. When air entraining admixtures, water reducing admixtures, high range water reducing admixtures, and non-corrosive accelerating admixtures are used in any combination, all products shall be from the same manufacturer or the ready-mix concrete producer shall certify that they are compatible. The following admixtures are permitted when approved in writing prior to use or are required as specified herein and shall be used in strict accordance with the manufacturer's specifications or recommendations:
1. Calcium chloride: Conform to ACI 301. The water soluble chloride ion level shall not exceed 0.3 percent by weight of cement.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

2. Air-entraining admixtures: ASTM C260 shall be used to achieve the specified air content in all permanently exposed exterior concrete. For steel hard trowel interior slab finish, do not use air entrainment admixtures. The total air entrainment (entrained and entrapped air) must not exceed 3 percent. For steel trowel exterior slab finish, comply with ACI 318 and ACI 302.
  - a. Euclid: AEA-92 or Air Mix 200.
  - b. BASF: Micro-Air, MBVR-Standard, and MB AE 90.
  - c. Sika: Sika AEA-14, Sika AEA-15, and Sika Air.
  - d. W.R. Grace: Darex EH, Darex II AEA, Daravair AT60, Daravair 1400, and Daravair 1000.
  - e. Or approved equal.
  
3. Water-reducing admixtures: Conform to ASTM C494, Type A, containing not more chloride ions than allowed in paragraph C., above.
  - a. Euclid: Eucon WR series or Eucon MR.
  - b. BASF: Masterpave, Masterpave N, PolyHeed 997, Pozzolith 220N, and Glenium 7500.
  - c. W.R. Grace: Daracem 55 and Daracem 65, WRDA 82 and WRDA with HYCOL.
  - d. Sika: Sikament HP, Plastocrete 161, and Sikament 686.
  - e. General Resource Technology: Polychem 400 NC and Polychem 1000.
  - f. Or approved equal.
  
4. Water-reducing/accelerating admixtures: Conform to ASTM C494, Type C or E having long-term test results showing non-rusting on metal deck and reinforcing steel.
  - a. Euclid: Accelguard series.
  - b. BASF: Pozzutec 20+, Pozzolith NC 534, and Rheocrete CNI.
  - c. Sika: Sika Rapid-1 and Plasocrete 161FL.
  - d. W.R. Grace: Lubricon NCA, Polarset, and DCI.
  - e. Or approved equal.
  
5. Water-reducing/retarding admixtures: Conform to ASTM C494, Type D containing not more than 1 percent chloride ions.
  - a. Euclid: Eucon Retarder series.
  - b. BASF: Delvo Stabilizer, Masterpave series, and Pozzolith 100XR, 200N, 220N and 322N.
  - c. Sika: Plastimet.
  - d. W.R. Grace: Daratard 17, WRDA-64, and WRDA-82.
  - e. Or approved equal.
  
6. High-range/water-reducing (HRWR) admixtures: Conform to ASTM C494, Type F or G super plasticizers containing 1 percent maximum chloride ions may be used with low slump (3 inches maximum) concrete to produce flowable concrete (up to 8 inches slump) with early strength gain and 28-day strengths equal to reference concrete. HRWR admixture may be used providing not more than 60 minutes is

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

allowed from addition of admixture to final placement of concrete. HRWR admixture shall be used in concrete with a maximum water/ cement ratio of 0.50 or less and is suggested in the following:

- a. In pumped concrete.
  - b. In concrete topping slabs
  - c. In lieu of the specified water-reducing admixture (Type A) where confinement of placing due to heavy reinforcement or narrow space requires flowable concrete.
  - d. Where more than 30 minutes is required between the addition of admixtures to final placement of the concrete, a combination of water-reducing, set controlling admixtures (ASTM C494, Types A, D, & E) as in Master Builders Company "Synergized Performance System" may be used.
    - 1) Euclid: Eucon 37 or Eucon 537.
    - 2) BASF: Rheobuild 1000, Glenium 3000 NS, and Glenium 3400NV.
    - 3) Sika: Sikament 300, Viscocrete 2100, and Sikament 686.
    - 4) W.R. Grace: Daracem 100, ADVA Cast 530, Mira 92, and ADVA Cast 575.
    - 5) Or approved equal.
- D. Fly ash: Conform to ASTM C618. The use of quality fly ash will be permitted as a cement-reducing admixture (minimum 15 percent and maximum 25 percent). Fly ash used in concrete shall be from a single source and of a single class in combination with Portland cement of a single source and single class unless otherwise approved by the Engineer. The fly ash shall meet all of the requirements of ASTM C618, Class C or Class F, with the following special requirements: The loss on ignition in Table 1 shall not exceed 3 percent. Compliance to Table 1A shall apply. The amount retained on the 325 sieve in Table 2 shall not exceed 34 percent. Where a Type II low-alkali cement is specified, the total C<sub>3</sub>A shall be less than 8 percent of total cementitious material. The chemical analysis of fly ash shall be reported in accordance with ASTM C311. Quality assurance testing and reports for a minimum of six months shall be submitted by the fly ash supplier. The option to use fly ash must be approved prior to use.
- E. Granulated Blast Furnace Slag is an alternative to fly ash and shall conform to ASTM C989 Grade 100 or 120. Granulated blast furnace slag may be used as a substitute for a maximum of 30 percent of Portland cement.
- F. Certification: Certification of the above requirements is required from the admixture manufacturer prior to mix design review and approval by the Engineer. Upon request by the Engineer, a qualified representative is to be provided to assure proper use of admixtures. Use of admixtures, other than listed above will be permitted only when approved by the Engineer.
- G. Aggregates:
1. Normal-weight concrete - ASTM C33. For slabs, also conform to combined aggregate grading recommendations of ACI 302 and ACI 302.1R, unless otherwise permitted by the Engineer.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

2. All concrete exposed to the weather shall conform to the limits of deleterious substances and physical properties of Table 3, ASTM C 33.
3. Local aggregates: Local aggregates not complying with ASTM C33 but which have been shown by special test or actual service to produce concrete of adequate strength and durability may be used when acceptable to the Engineer.
4. The nominal size of an aggregate particle shall not exceed:
  - a. 20 percent of the narrowest dimension between sides of forms.
  - b. 33 percent of the depth of slabs.
  - c. 75 percent of the dimension between reinforcing bars.
  - d. 75 percent of the dimension between reinforcing bars and forms.
5. Maximum size of coarse aggregates and minimum cementitious contents: ACI 301 and ACI 302.1R.
6. Concrete aggregate alkali-silica reactivity (ASR) shall be tested in accordance with ASTM C1260 with a 14-day expansion (no supplementary cementing materials) or ASTM C1567 (with supplementary cementing materials) of less than 0.1 percent. Materials (cement, supplementary cementing materials, and aggregates) to be used in the concrete shall be tested. Coarse aggregates and fine aggregates shall be individually tested. If two grades of coarse aggregates are blended, they shall be individually tested.
7. Abrasive aggregates non-slip finishes: Fused aluminum oxide grits, or crushed emery, as abrasive for non-slip finish with emery aggregate containing not less than 40 percent aluminum oxide and not less than 25 percent ferric oxide. Use material that is factory-graded, packaged, rustproof, non- glazing, and unaffected by freezing, moisture, and cleaning materials.

H. Water:

1. Clean, potable, and free of injurious amounts of oil, acid, alkali, organic or other deleterious matter not detrimental to concrete; drinkable.
2. Water shall contain no more than 650 parts per million of chlorides as Cl or more than 1000 parts per million of sulfates as SO<sub>4</sub>. In no case shall the water contain an amount of impurities that will cause a change in the setting time of Portland cement of neither more than 25 percent nor a reduction in compressive strength of mortar at 14 days of more than 5 percent when compared to the results obtained with distilled water when tested in accordance with ASTM C109.
3. Water used for curing shall not contain impurities in amounts to cause discoloration of the concrete or mortar or to produce etching of the surface.
4. Recycled water shall conform to ASTM C94.

2.3 CURING/SEALING/HARDENERS

- A. Dissipating liquid membrane-forming compounds for curing concrete; Conform to ASTM C309, Type 1. Curing compound shall be compatible with floor sealer or finish used. Low VOC.
  1. Euclid: VOX Kurex DR VOX series; waterborne products.
  2. W.R. Meadows: 1100-Clear series.
  3. Edoco: Burke Aqua Resin Cure.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

4. L&M Construction Chemicals: Cure R.
5. BASF: Kure 200W
6. Or approved equal.

B. Method of curing shall be approved by the finish flooring applicator where finishes are indicated.

C. Exterior Sealers: applied to horizontal concrete surfaces permanently exposed to salts, deicer chemicals, and moisture, including parking decks. The manufacturer shall provide a five-year labor and materials warranty on performance of the sealer. Sealer shall be compatible with the curing compound used.

1. Euclid: Eucoguard or Diamond Clear or Super Diamond Clear.
2. ChemREX: Hydrozo Clear 40.
3. Or approved equal.

D. Liquid Densifier/Sealer/Hardener: to be applied on exposed concrete floors cured with dissipating membrane forming curing compound to harden and densify concrete surfaces. Sealers are to be clear, chemically reactive, a waterborne solution of silicate or silicate materials and proprietary components, odorless, and colorless.

1. ChemMasters: Chemisil Plus
2. Conspec Marketing and Manufacturing Co., Inc. Intraseal
3. Euclid Chemical Company: Euco Diamond Hard (Liquid Sealer and Hardener)
4. L&M Construction Chemicals: Seal Hard (Liquid Sealer and Hardener)
5. Curecrete Chemical Company: Ashford Formula (Liquid Sealer and Hardener)
6. W.R. Meadows, Inc.: Liqui-Hard
7. Sika: Sikafloor 3S
8. Sonneborn: Kure-N-Harden
9. Symons Corporation: Buff Hard
10. Or approved equal.

#### 2.4 JOINTS AND EMBEDDED ITEMS:

A. Construction and Contraction Joints: Comply with ACI 301 and recommendations of ACI 302.1R. Sealant shall be two-part semi-rigid epoxy and shall have minimum Shore A Hardness of 80 when measured with ASTM D2240.

B. Isolation Joints: Fillers shall consist of 1/8-inch width strips of neoprene, synthetic rubber, or approved substitute, extending the full depth of the slab. Sealant shall be two-part elastomeric type, polyurethane base.

#### 2.5 PROPORTIONING

A. Prepare design mixes for each type and strength of concrete by either laboratory trial batch or field experience methods as specified in ACI 301. If laboratory trial batch method is used, use an independent testing facility acceptable to the Engineer for

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

preparing and reporting proposed mix designs. The testing facility shall not be the same as used for field quality control testing and inspection unless otherwise acceptable to the Engineer.

- B. Submit written reports to the testing laboratory of each proposed mix for each concrete class at least 15 days prior to start of work. Do not begin concrete production until mixes have been reviewed and approved. Include the following information for each concrete mix design:
1. Method used to determine the proposed mix design.
  2. Gradation of fine and coarse aggregates, plus combined aggregate gradation for slabs, ACI 302.1R.
  3. Aggregate specific gravities and absorptions.
  4. Proportions of all ingredients including reported on a saturated surface dried basis all admixtures added either at the time of batching or at the job site.
  5. Water-cementitious ratio.
  6. Slump, ASTM C143.
  7. Certification of the chloride content of individual admixtures and of the mixes as proposed.
  8. Air Content: ASTM C173 (Volumetric Method).
  9. Unit weight of concrete, ASTM C138.
  10. Strength at 3, 7, and 28 days, ASTM C39.
  11. Method of recording batch proportions.
  12. Substantiating test reports.
- C. Concrete types and strengths: Minimum 28 Day Compressive Strength shall be per design requirements but not less than:
1. Paving base, columns, beams, walls, foundations, and footings: 3,500 psi.
  2. Slab-on-grade: 3,500 psi.
  3. All concrete exposed to weather shall be air entrained (ASTM C260).
  4. All concrete shall be normal weight except as noted above.

When the concrete mix design is developed from laboratory trial batching, adjust proportions to produce a design mix at least 1200 psi greater than the specified strength.

When the field experience method is used, the required average compressive strength shall be determined in accordance with ACI 318. Documentation that proposed concrete proportions will produce an average compressive strength equal to or greater than the required average compressive strength shall consist of a field strength test record representing materials and proportions to be used for this project. A field strength test record shall consist of at least 10 consecutive tests encompassing a period of time of not less than 45 days and made within the past 12 months.

Also, see general and specific notes on structural drawings.

- D. Weights: All concrete shall be normal-weight concrete unless otherwise designated on the structural drawings.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- E. Aggregate gradation: For slabs, also conform to combined aggregate grading recommendations of ACI 302.1R, unless otherwise permitted. For all other concrete not otherwise noted the coarse aggregate gradation shall conform to ASTM C33 size no. 57 or larger.
- F. Durability: Conform to ACI 301.
1. All concrete exposed to potentially destructive weathering, such as freezing and thawing, or to de-icer chemicals is to be air-entrained, 6 percent  $\pm$ 1percent, a minimum six sacks cementitious per cubic yard of concrete, 0.45 maximum water-cementitious ratio, and 4-inch maximum slump.
  2. Water-cement ratio: For concrete subject to freezing and thawing or deicer chemicals, the water-cement ratio shall not exceed 0.53 by weight including any water added to meet specified slump in accordance with the requirements of ASTM C94 unless otherwise noted.
- G. Slump: Conform to ACI 301.
1. 3 ½ inch maximum for consolidation by vibration
  2. 5 inch maximum for consolidation by other methods
  3. 8 inch maximum for flowable concrete. Concrete containing HRWR admixture (super plasticizer): 3 inch maximum before addition of HRWR
  4. Where field conditions require slump to exceed that specified above, the increased slump shall be obtained by the use of a superplasticizer only, and the Contractor shall obtain written approval from the Engineer who may require an adjustment to the mix.
- H. Slab-On-Grade
1. Concrete shall conform to ACI 302.1R except that the minimum 28-day compressive strength shall be 3,500 psi.
  2. The minimum cementitious content shall be in accordance with ACI 302.1R Table 6.2.
  3. The maximum water-cementitious ratio shall be 0.48.
  4. The maximum water content shall not be greater than 250 lbs. per cubic yard of concrete.
  5. The air content shall be less than 3 percent.
- I. Production of concrete: Conform to ACI 301:
1. Cast-in-place concrete used in the work shall be produced at a single off-site batching plant or may be produced at an on-site batch plant.
  2. All concrete shall be proportioned conforming to the approved mix designs and of the materials contained in those approved mixes. A certified copy of the design weights for each mix shall be kept at the producing plant for each class of concrete used on the project.
  3. Plant equipment and facilities are to conform to the "Check List for Certification of Ready-Mixed Concrete Production Facilities" of the National Ready-Mixed

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- Concrete Association (NRMCA) and have NRMCA or approved certification within the past year.
4. Coarse aggregates shall be washed and, if necessary, shall be uniformly moistened just before batching. Each size of coarse aggregate shall be batched from separate bins as required to produce the combined grading requirements.
  5. Prior to adding a high-range water reducer (super plasticizer), slump shall not exceed the working limit. The high-range water reducing admixture shall be accurately measured and pressure-injected into the mixer as a single dose. If added at the jobsite, the field dispensing system shall conform to the same requirements as a plant system and tested prior to each day's operation. After the addition of the high-range water reducer, the concrete shall be mixed at mixing speed for a minimum of 5 minutes.
  6. Ready-mixed and on-site batched concrete shall be batched, mixed, and transported in accordance with ASTM C94.
    - a. Truck mixers and their operation shall ensure that the discharged concrete is uniformly within acceptable limits of consistency, mix, and grading. All mechanical details of the mixer, such as water-measuring and discharge apparatus, conditions of the blades, speed of rotation, general mechanical condition of the unit, and clearance of the drum shall be checked before the use of the unit will be permitted.
    - b. Truck mixers shall be equipped with approved revolution counters by which the number of revolutions of the drum or blades may readily be verified. The water tank system of the truck shall be equipped with gauges that permit accurate determination of the tank contents.
    - c. Each batch of concrete shall be mixed in a truck mixer for not less than 80 revolutions of the drum or blades and at the rate of rotation designated as mixing speed by the manufacturer of the equipment. Additional mixing, if any, shall be at the speed designated as the agitating speed by the manufacturer of the equipment. All materials, including mixing water but excluding any high-range water reducers added onsite, shall be in the mixer drum before actuating the revolution counter for determining the number of revolutions of mixing.
    - d. The concrete producer shall furnish duplicate delivery tickets, one for the Contractor and one given to the District's Representative for each batch of concrete. The information provided on the delivery ticket shall include the quantity of materials batched including the amount of free water in the aggregate and any water added onsite. Show the date, time of day batched, and if ready-mixed the time of discharge from the truck. The quantity of water that can be added at the site without exceeding the maximum water-cementitious ratio specified shall be noted on the delivery ticket.
  7. Concrete produced by on-site volumetric batching and continuous mixing if approved shall conform to ASTM C685.
  8. For concrete produced on site with a central batch plant, mixing shall be done in an approved batch mixer.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- a. The Contractor shall maintain and operate the on-site batch plant and transportation equipment in a manner that will produce the results specified in this section.
  - b. The Engineer reserves the right to reject the proposed on-site plant if, in his/her opinion, the on-site plant will interfere with other operations or impair the quality of the concrete.
  - c. The quantities of cement, pozzolanic materials, and aggregates used in each batch shall be determined by automatic weighing. The quantity of water shall be determined by weighing or volumetric measurement.
  - d. The weighing equipment for aggregates shall be readily adjustable both to compensate for variation in moisture content of the aggregates and for changing mix proportions. Moisture-sensing devices shall automatically compensate the aggregate weights for changes in moisture content. The charging of weigh hoppers directly from aggregate handling equipment such as front-end loaders will not be permitted.
  - e. Mixers in centralized batching and mixing plants shall be arranged so that mixing actions can be observed from a location convenient to the mixing-plant operator's station.
  - f. Equipment shall be provided that discharges pozzolanic material into the cement hopper only after the addition of the Portland cement. Pozzolanic materials shall be stored in such a manner as to permit ready access for the purpose of inspection and sampling and be suitably protected against contamination of moisture. Should any pozzolan show evidence of contamination or be otherwise unsuitable, the Engineer will reject it and require that it be removed from the site.
  - g. Dispensers for admixtures shall have the capacity of the full quantity of the properly diluted solution required for each batch. They should be maintained in a clean and freely operating condition. Admixtures shall be added to the premeasured water for the batch or shall be discharged into the batch by flowing automatically and uniformly into the stream of mixing water from the beginning to end of its flow into the mixer. Equipment for measurement shall give visual confirmation of the accuracy of the measurement for each batch.
  - h. The central batch mixer shall be rotated at a speed recommended by the manufacturer and mixing shall be continued for a minimum of 1-1/2 minutes after all materials are in the drum.
  - i. Each stationary mixer shall be equipped with a mechanically operated timing and signaling device that will indicate and ensure the completion of the required mixing period and will count the batches.
  - j. All concrete shall be mixed until there is a uniform distribution of the materials and shall be discharged completely before the mixer is recharged.
9. The Engineer may increase the mixing time when the charging and mixing operations fail to produce a delivered batch in which variations of consistency, mix, or grading are within the limits specified.
10. Variations in consistency during the discharge of a single batch shall not exceed 1 inch of slump, except that a greater variation will be permitted if the slump of the

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- concrete decreases and no water is added. Variations in mix and in grading of different parts of the delivered batch shall be within limits stated in ASTM C94.
11. Water shall be introduced prior to, during, and following mixer-charging operations.
  12. When a mixer produces unsatisfactory results, it shall be repaired promptly and effectively, or it shall be replaced.
  13. Mixers shall not be loaded in excess of their rated capacity.
  14. Overmixing, such as to require addition of water to preserve the required consistency or to reduce slump, will not be permitted.
  15. All other concrete: Conform to ACI 301
  16. Use of accelerating admixtures in cold weather and retarding admixtures in hot weather shall not relax placement requirements specified herein.
  17. All concrete placed at ambient temperatures below 50 degrees F is to contain an approved accelerator. The concrete temperature when delivered at the site shall be at least 50 degrees F.
  18. All concrete placed at ambient temperatures above 80 degrees F is to contain an approved retarder.
  19. All concrete required to be air-entrained is to contain an approved air-entraining admixture.
  20. When improved workability, pumpability, lower water-cement ratio, or high ultimate and/or early strength is required, the HRWR admixture (super plasticizer) may be used.
  21. Ensure air content for slabs with steel trowel finish is less than 3.0 percent.
  22. The concrete shall be of such consistency and composition that it can be worked readily into the corners and angles of the forms and around reinforcement without permitting materials to segregate or free water to collect on the surfaces. Within the limiting requirements, adjust the consistency of the concrete as may be necessary to produce mixtures which will be placeable with reasonable methods of placing and compacting. Maintain on the job at all times adequate extra cement to be used at rate of 1/2 sack cement per cubic yard concrete for each 2" slump increase for corrections due to wetness desired or obtained. No water shall be added to concrete except with the approval of the District inspector.
  23. No water shall be added to concrete except with the approval of the District inspector. The water-cementitious ratio stated on the approved mix designs shall not be exceeded unless approved by the Engineer. Re-tempered concrete shall be mixed for not less than 80 revolutions of the drum or blades and at the rate of rotation designated as mixing speed by the manufacturer of the equipment.
  24. Adjustments to concrete mixes: Mix design adjustments may be requested by Contractor when characteristics of materials, job conditions, weather, test results, or other circumstances warrant at no additional cost to District. Laboratory test data for revised mix design and strength results must be submitted and accepted before using in work.

2.6 FORMWORK

- A. Section 03 1000: Concrete Forming and Accessories

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

2.7 REINFORCING MATERIALS

- A. Section 03 2000: Concrete Reinforcement

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by the Engineer.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

3.2 INSTALLATION - GENERAL

- A. Install all cast-in-place concrete work in accordance with ACI 301 except as herein specified.
- B. All bearing materials shall be inspected by the Engineer prior to placing concrete. The Engineer shall be the sole judge as to the suitability of the bearing material.
- C. Compact stone base aggregate to thickness indicated on drawings. Proof roll stone screenings topping to provide smooth hard surface on which to place slab. Surface should not show footprints or truck tracks when driven over.
- D. Immediately before placing concrete, spaces to be occupied by concrete shall be free from standing water, ice, mud, and debris.
- E. Concrete shall not be deposited under water or where water in motion may injure the surface finish of the concrete.
- F. Immediately before placing concrete for exterior sidewalk, curb and gutter, pavements, and slab-on-grade, subbases and compacted subgrades shall be thoroughly moistened, but not muddied, by sprinkling with water. Surfaces shall be kept moist by frequent sprinkling, as required, up to the time of placing of concrete.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- G. Forms and the reinforcement shall be thoroughly cleaned of ice and other coatings. Remove surplus form releasing agent from the contact face of forms.
- H. Notify all trades concerned and the District's Representative sufficiently in advance of the scheduled time for concrete placement to permit installation of all required work by other trades.
- I. Before placing concrete, all required embedded items, including dovetail anchor slots, anchors, inserts, curb angles, metal frames, fixtures, sleeves, drains, stair nosing's, accessory devices for Mechanical and Electrical installations shall be properly located, accurately positioned and built into the construction, and maintained securely in place.
- J. Build into construction all items furnished by the District and other trades. Provide all offsets, pockets, slabs, chases, and recesses as job conditions require.
- K. Place and properly support reinforcing steel and anchor bolts.
- L. The alignment, orientation, spacing, and embedment length of mechanical load transfer devices in slab-on-grade and pavements shall conform to dimensions and tolerances shown on the drawings.
- M. The Engineer and District Inspector shall be notified when the first concrete pour is scheduled.

**3.3 INSTALLATION - FORMWORK**

- A. Section 03 1000 - Concrete Forming and Accessories
- B. Construction and Contraction Joints: Conform to ACI 301 and recommendations of ACI 302.1R.

**3.4 REINFORCEMENT**

- A. Placement: Section 03 2000 - Concrete Reinforcement

**3.5 METHODS OF PLACEMENT AND PLACING CONCRETE**

- A. Placement: Conform to ACI 301:
  - 1. Maintain concrete cover around reinforcing as per Section 3.3 above and ACI 301.
  - 2. The methods and equipment used for transporting concrete to the site work and the time that elapses during transportation shall not cause segregation of coarse aggregate or slump loss in excess of 1 inch when measured at the point of discharge.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

3. Concrete shall be placed within 90 minutes after the water has been added to the cement and aggregates. Concrete shall be placed prior to initial concrete set.
4. Placing of concrete will not be permitted during rainfall or when rain appears imminently. If rain should fall subsequent to placement, the concrete shall be completely protected until curing is complete.
5. Cold-Weather Placement: Comply with provisions of ACI 306.1 "Standard Specifications for Cold-Weather Concreting" and as follows.
  - a. When air temperature has fallen to or is expected to fall below 40 deg F (4 deg C), uniformly heat water and aggregates before mixing to obtain a concrete mixture temperature of not less than 50 deg F (10 deg C) and not more than 80 deg F (27 deg C) at point of placement.
  - b. When necessary, arrangements for heating, covering, insulating, or housing the concrete work shall be made in advance of placement and shall be adequate to maintain the required temperature during the first 24 hours.
  - c. Do not use calcium chloride, salt, or other materials containing antifreeze agents or chemical accelerators unless otherwise accepted in mix designs.
  - d. Concrete shall not be placed on frozen ground or placed when the ambient temperature is 40 deg F or less and dropping.
  - e. Do not use frozen materials or materials containing ice or snow. Do not place concrete on frozen subgrade or on subgrade containing frozen materials.
  - f. Protect concrete work from physical damage or reduced strength that could be caused by frost, freezing actions, or low temperatures using vented heaters and insulating blankets.
  - g. Vent heater exhaust gases that contain carbon dioxide outside of enclosed areas.
  - h. Concrete temperatures shall be maintained above 50 degrees F for the first 7 days of curing.
6. Hot-Weather Placement: When hot weather conditions exist that would impair quality and strength of concrete, place concrete complying with ACI 305R "Standard Specification for Hot-Weather Concreting" and as specified.
  - a. Cool ingredients before mixing to maintain concrete temperature at time of placement to below 90 deg F (32 deg C). Mixing water may be chilled or chopped ice of a size that will melt completely during mixing may be used to control temperature, provided water equivalent of ice is calculated to total amount of mixing water. Using liquid nitrogen to cool concrete is Contractor's option.
  - b. Reject any concrete that has a temperature at the point of placement above 90 deg F, unless approved otherwise by the Engineer. When air temperatures are between 80 and 90 deg F the maximum mixing and delivery time is reduced to 75 minutes. When air temperatures exceed 90 deg F, the maximum mixing and delivery time is reduced to 60 minutes.
  - c. Cover reinforcing steel with water-soaked burlap if it becomes too hot, so that steel temperature will not exceed the ambient air temperature immediately before embedding in concrete.
  - d. Fog spray forms, reinforcing steel, and subgrade just before placing concrete. Keep subgrade moisture uniform without puddles or dry areas.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- e. Use water-reducing retarding admixture when required by high temperatures, low humidity, or other adverse placing conditions, as acceptable to the Engineer.
- f. Spray evaporative retardants, wind breaks, misters, or shade concrete when the rate of surface evaporation when calculated in accordance with ACI 305.5 exceeds 0.2 lb./sq. foot per hour.

**B. Depositing Concrete**

- 1. Deposit concrete as near its final position as possible to avoid segregation due to re-handling or flowing. Hoppers, tremies, pump line, ducts, chutes, or other methods approved by the Engineer shall be used to deposit concrete in its final position within the specified time limits and without segregation of the mix.
- 2. The sequence of concrete placement and the number, type, position, and design of joints shall be approved by the Engineer prior to concrete placement.
- 3. Place floor slabs-on-grade by "strip cast" method.
- 4. Concrete shall be deposited as nearly as practical in its final position to avoid segregation due to re-handling or flowing. No concrete shall have a free fall of over three feet from truck, mixer, or buggies.
- 5. The concreting shall be carried on at such a rate that the concrete is plastic at all times and flows readily into the spaces between reinforcing bars. No concrete that has partially hardened or been contaminated by foreign materials shall be deposited in the work
- 6. When concreting is started, it shall be carried on as a continuous operation until the placing of the section is completed.
- 7. Except as intercepted by joints, concrete shall be placed in continuous layers. The depth of layers shall not exceed 20 inches. Succeeding layers shall be placed while the previous layer is still plastic. Concrete placement shall begin at the lowest point in each section of concrete to be placed.
- 8. Protect adjacent surfaces from concrete drippings, spillage, and splashes. Hardened or partially hardened splashes or accumulations of concrete on forms or reinforcement shall be removed before the work proceeds. Clean all damaged surfaces immediately.
- 9. All conveyances shall be thoroughly cleaned at frequent intervals during the placement of the concrete, and before the beginning a new run of concrete all hardened concrete and foreign materials shall be removed from the surfaces.
- 10. The Superintendent or Foreman in charge of concrete work shall mark on the drawings the time and date of the placing of each concrete pour. Locations where concrete test cylinders are made shall also be noted on the drawings. Such drawings shall be kept on file at the job until their completion and shall be subject to the inspection of the Engineer at all times.

**C. Conveyor Belts and Chutes**

- 1. Chutes or conveyor belts shall not be used except as approved by the Engineer.
- 2. Concrete shall be conveyed from the mixer to the place of final deposit by methods that will prevent separation and loss of material.

**SECTION 03 3000**  
**CAST-IN-PLACE CONCRETE**

3. Chutes longer than 50 feet and conveyor belts longer than 110 feet will not be permitted.
4. Equipment for conveying and chuting concrete shall be of such size and design as to insure a practically continuous flow of concrete at the delivery point without separation of material.
5. Provide runways or other means for wheeled equipment to convey concrete to point of deposit. Construct runways so that supports will not bear upon reinforcement or fresh concrete.
6. The minimum slope of chutes shall enable concrete of the specified consistency to readily flow.
7. Ends of chutes, hopper gates, and other points of concrete discharge throughout the conveying, hoisting, and placing system shall be designed and arranged so that concrete passing from them will not fall separated into whatever receptacle immediately receiving the concrete. Adequate headroom provision must be made at such points for a vertical drop and for proper baffling.
8. If a conveyor belt is used, it shall be wiped clean by a device operated so that none of the mortar adhering to the belt will be wasted.

**D. Pumping of Concrete**

1. The type and operation of a concrete pump shall be subject to the approval of the Engineer. The equipment used in placing the concrete and the method of its operation shall introduce the concrete into the forms without high velocity.
2. During pumping, the Contractor shall have on-site a standby placing system, acceptable to the Engineer, to ensure that in the event of breakdown of the primary placing equipment, the concrete placement can continue without cold joints.
3. The minimum diameter of the hose or conduit shall be 4 inches unless otherwise approved by the Engineer. Aluminum conduits shall not be used for conveying the concrete. Pumping equipment, hoses, and conduits that are not functioning properly shall be replaced.

**E. Joints**

1. Joints shall be vertical in walls and horizontal in slabs.
2. Dowel bars and tie bars shall be inspected
3. Control joints for controlling concrete shrinkage shall be provided in floor slabs, walls, decks, conduits, and channels as shown on the plans or approved by the Engineer.
4. Joint spacing and sawcut depth for slab-on-grade and concrete pavement shall conform to that shown on the pour sequencing plan and/or drawings.
  - a. Sawed control (contraction) joints for pavements and slab-on-grade shall be installed as soon as practical so as not to ravel the concrete but less than 12 hours.
  - b. The minimum sawcut joint depth shall be 1/4 of the slab thickness unless an early-entry SOFF-CUT saw is used in accordance with manufacturer recommendations (typically sawed between 1 to 4 hours after finishing to a 1-inch minimum depth.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- c. Joint spacing shall not exceed 2-1/2 times the slab thickness in inches unless otherwise approved by the Engineer.
- d. The long dimension of a slab shall not exceed 1.5 times the short dimension unless otherwise approved by the Engineer.
- 5. Joints in slabs shall align with joints in adjoining walls unless otherwise approved by the Engineer or shown in the drawings. Joints shall also line up with architectural reveals and form lines. All corners shall be relieved by cutting joint to adjacent control joint.
- 6. When not otherwise shown on the drawings or specified, concrete placement for walls shall be constructed in segments no longer than 30 feet unless otherwise approved by the Engineer.
- 7. If there is a delay in casting but prior to concrete initial set, the concrete placed after the delay shall be thoroughly spaded and consolidated at the edge of that previously placed to avoid cold joints. Concrete shall then be brought to correct level and struck off with a straight edge. Bullfoats shall be used to smooth slab surfaces, leaving it free of humps or hollows.
- 8. Where placing concrete is interrupted long enough for the concrete to take its initial set, the working face shall be made a construction joint.
  - a. Preparation and disposition of unplanned cold joints in walls shall be approved by the Engineer.
  - b. For slab-on-grade, pavements, sidewalk, and curb and gutter, concrete shall be removed back to the nearest planned joint and a construction joint installed.
- 9. Unless otherwise noted on the drawings, where concrete is to be placed against existing concrete, except in the case of expansion joints, the joint face of the existing concrete shall be roughened.
  - a. Before new concrete is placed against hardened concrete, the bonding surface of the existing concrete shall be roughened to an amplitude of 0.25 inch using bush hammers, abrasive blasting, or high-pressure water blasting.
  - b. Fresh concrete may be green-cut with water blasting and hand tools to remove concrete laitance and spillage and to expose sound aggregate.
  - c. The prepared surfaces of hardened concrete shall be kept thoroughly wet during the 24-hour period immediately prior to the placement of the new concrete. Wetting shall be accomplished by continuous sprinkling or by covering exposed surfaces with wet burlap.
  - d. Where shown on the drawings or permitted by the Engineer, bond-preventing compound shall be applied by brush in accordance with the manufacturer's printed instructions.
- 10. Corner sections of walls shall not be placed until the adjoining wall sections have cured at least 14 days.

**F. Consolidation**

- 1. All concrete shall be thoroughly consolidated by internal mechanical vibrators during the placing operation and shall be thoroughly worked around the reinforcement and embedded fixtures and into corners of the forms.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

2. Concrete for slabs 8 inches thick or less may be consolidated with vibrating screeds. Slabs between 8 to 12 inches thick shall be compacted with internal vibrators and (optionally) with vibrating screeds.
  3. Concrete shall be consolidated by vibration to the maximum practicable density. The concrete shall be free from pockets of coarse aggregate and entrapped air.
  4. Vibrators shall have a minimum diameter of 3 inches with a frequency of at least 7000 vibrations per minute and with an amplitude adequate to consolidate the concrete in the section being placed.
  5. Forms shall contain sufficient windows or shall be limited in height to allow visual observation of the concrete during placement. Sufficient illumination shall be provided in the interior of forms so that at the places of concrete deposition the concrete shall be visible from the deck or runway.
  6. Vibrators shall not be secured to forms or reinforcement.
  7. Keep a minimum of two standby vibrators in operable condition on the job during concreting operations.
  8. Consolidation shall be carried on continuously with the placing of concrete.
  9. The number of vibrators employed shall be sufficient to consolidate the concrete within 15 minutes after it is deposited in the forms.
  10. When consolidating each layer of concrete, the vibrator shall be operated at regular and frequent intervals 18 to 30 inches apart.
  11. The vibrator shall be kept in nearly a vertical position as possible. The use of vibrators to shift or drag concrete after deposition will not be permitted. Vibrators shall not be laid horizontally or laid over.
  12. The vibrator head shall penetrate 6 to 8 inches into the preceding layer and then be withdrawn at a slow rate. The top part of each layer shall be re-vibrated systematically at the latest time the concrete can be made plastic by means of vibration.
  13. Concrete shall not be placed until the previous layer has been vibrated.
  14. Unless directed otherwise by the Engineer, the top 2 feet of walls shall be re-vibrated approximately 1 hour after placement of concrete and while a running vibrator will still sink under its own weight into the concrete and liquefy it momentarily.
- G. Protection of cast concrete: Conform to ACI 301.
- H. Repair of surface defects: ACI 301.
1. Inspect concrete surfaces and surfaces to be painted immediately upon removal of forms Irregularities shall be immediately rubbed or ground to secure a smooth, uniform, and continuous surface.
  2. Clean surfaces of tie holes. Tie holes shall be filled solidly with patching mortar.
  3. Surfaces to be smoothed shall not be plastered or coated.
  4. Patch imperfections as needed or as directed by the Engineer. Repairs in accordance with Section 3.8 shall not be made until the surface has been inspected and repair methods have been approved by the Engineer.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

**3.6 FINISHING**

- A. Finishing of formed surfaces: ACI 301:
1. Tops of forms:
    - a. Strike concrete smooth at tops of forms.
    - b. Float to texture comparable to formed surfaces.
  2. Formed surfaces:
    - a. Finished formed surfaces shall conform accurately to the shape, alignment, grades, and sections shown on the drawings or prescribed by the Engineer.
    - b. Surfaces shall be free from fins, bulges, ridges, honeycombing, or roughness of any kind and shall present a finished, smooth, continuous hard surface.
    - c. Permanently exposed surfaces: ACI 301 - "Smooth Form Finish" with the fins ground smooth and air holes shall be filled with a non-shrink mortar. The color of the patch material shall match the color of the surrounding concrete. Surfaces in unfinished areas unexposed to public view: ACI 301- "Rough Form Finish".
- B. Slabs: Minimum slab surface tolerance must satisfy ACI 301 and ACI 302.1R as measured in accordance with ASTM E1155.
1. Slabs-on-grade:
    - a. For exposed slabs, install semi-rigid epoxy sealant in construction and contraction joints after slab has a minimum of 60 days or otherwise approved by the Engineer.
    - b. Separate slabs-on-grade from vertical surfaces with 1/2-inch-thick joint filler. Extend joint filler from bottom of slab to within 1/8 inch of finished slab surface.
    - c. Allowable tolerance for slab on grade surfaces, measured in accordance with ACI 117 and ASTM E1155, shall meet or exceed an overall value of FF35/FL25, with minimum local value of FF24/FL17.
  2. Concrete Finishes:
    - a. The following will not be permitted on slab or floor finishes:
      - 1) Dusting dry cement or sand on the surface to absorb excess moisture.
      - 2) Use of a mortar finishing coat.
      - 3) Excessive troweling or manipulation that brings water or a large number of fines to the surface.
      - 4) Use of a Fresno.
      - 5) Addition of water to the surface during the finishing operation.
      - 6) Use of the floor during construction in a manner that leads to marring or staining the finish.
    - b. Surface preparation
      - 1) The concrete shall be brought up evenly to slightly above finished grade and shall be thoroughly compacted and consolidated. The top shall be struck off to accurately established grade strips or grade blocks. Complete screeding before any excess moisture or bleed water is present on the surface.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

- 2) After bull floating, defer additional finishing operations until the concrete has stiffened sufficiently to sustain foot traffic pressure with an indentation of not more than ¼ inch.
- c. Exposed concrete slabs shall be sealed or sealed and hardened using a liquid compound compatible with the curing method used as described in 3.7 Curing, Protection, Liquid Hardeners and Sealers of this Section.
- d. Exterior Concrete Finishes: Unless otherwise noted on the drawings, floors and walkways shall be sloped a minimum 0.125 inch per foot to drain water. A light steel trowel with medium broom finish unless otherwise noted on the plans. Apply exterior sealer to surfaces exposed to deicer chemicals that is compatible with the curing method used.
- e. Exposed Ramps, Landings and Stair Treads: A light steel trowel with medium broom finish unless otherwise noted on the plans. Surfaces shall be sealed or sealed and hardened using a liquid compound compatible with the curing method used.
- f. A heavy broom finish shall be provided on disabled person ramps.

**3.7 CURING, PROTECTION, LIQUID HARDENERS AND SEALERS**

**A. Temperature, Wind, and Humidity**

1. When concrete slabs and other unformed concrete is placed in warm, dry, dusty, or windy conditions, concrete surfaces shall be protected from rapid drying by use of windbreaks, shading, fogging with professionally designed nozzles, or a combination of these measures. Hot weather concreting procedures provided in ACI 305R shall be used when ambient conditions dictate.
2. Cold weather concreting procedures provided in ACI 306R shall be used when ambient conditions dictate.
3. Changes in air temperature immediately adjacent to the concrete during and immediately following the 7-day initial curing period shall be kept as uniform as possible and shall not exceed 5 deg. F in any 1 hour or 50 deg. F. in any 24-hour time period.

**B. Curing Compound**

1. All curing methods must be placed immediately after final finishing (i.e., within two hours). Contractor's attention is directed to the fact that experience shows the most important time of curing is from three to four hours after placing and extending five to six hours thereafter. It is extremely important, therefore, to prevent loss of moisture, particularly during this period when concrete is especially vulnerable to plastic shrinkage cracks. All exposed surfaces of concrete including floor slabs, whether or not they receive a finish flooring, shall be protected from premature drying for a minimum of seven days.
2. Apply the specified curing compound in strict accordance with manufacturer's written instructions. Curing compound shall not be diluted by the addition of solvents or thinners, nor shall it be altered in any other manner. Curing compound that has become chilled and is too viscous for satisfactory application shall be heated by steam or hot water bath until it has proper fluidity. The temperature of

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

the compound shall not exceed 100 °F. Curing compound shall not be heated by direct exposure of the container to fire.

3. When used on an unformed concrete surface, application of the first coat of curing compound shall commence immediately after finishing operations have been completed. When curing compound is used on a formed concrete surface, the surface shall first be moistened with a fine spray of water immediately after the forms have been removed. The spray shall be continued until the surface does not readily absorb further water. As soon as the surface film of water has disappeared and the surface is almost dry, the first coat of curing compound shall be applied. In the event that application is delayed on either formed or unformed surfaces, the surface shall be kept continuously moist until the compound has been applied or the specified period of water curing has elapsed.
4. Surfaces shall be sprayed uniformly with 2 coats of curing compound. Each coat shall provide a minimum coverage of 1 gallon per 250 square feet of surface. As soon as the first coat has become dry, a second coat shall be applied in the same manner. The direction of application of the second coat shall be perpendicular to the first coat. The curing compound shall be sprayed using approved pneumatic or pump driven equipment having the following characteristics:
  - a. Separate lines to the nozzle for material and for compressed air
  - b. A filtering system for the removal or entrapment of contaminants
  - c. A constant application pressure
5. Curing compound shall not be used on any concrete surface specified to receive additional concrete, coatings, grout, and chemical treatment

**C. Protection**

1. Freshly placed concrete must be protected against wash by rain.
2. Dust control shall be provided in the surrounding areas during placement. If, in the opinion of the Engineer, these conditions are not satisfactory met, concrete shall not be placed.
3. During the first 2-day period of curing, no traffic on or loading of the floors will be permitted.
4. The contractor shall allow no traffic and take precautions to avoid damage to the membrane of the curing compound for a period of not less than 28 days. Damage shall be repaired immediately to the satisfaction of the Engineer.
5. Special care shall be taken to prevent avoid damaging the surfaces and joints due to load stresses from construction equipment, heavy shock, and excessive vibration. During construction activities, concrete shall be protected against damage with plywood or other approved materials until final acceptance by the Engineer.
6. Precautions shall be taken to prevent overloading floors, pavements, slabs, beams, and other members. The Contractor shall comply with the Engineer's instructions regarding the loads that will be permitted on these members during construction.
7. Self-supporting structures shall not be loaded in such a way to overstress the concrete.

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

**3.8 PATCHING AND REPAIR**

- A. Concrete will be considered by the Engineer as not conforming to the intent of the drawings and specifications for the following reasons:
  - 1. Concrete this is not formed as shown on the drawings.
  - 2. Concrete this is not in true alignment or level.
  - 3. Concrete which exhibits a defective surface.
  - 4. Concrete with defects that reduce the structural integrity of a member or members.
  - 5. Concrete jointed slabs with uncontrolled random cracking.
  
- B. Non-conforming concrete to required thickness, lines, details, and elevations will be rejected by the Engineer and shall be modified or replaced with concrete that conforms to the contract requirements without a claim by the Contractor for additional cost or extension of contract time.
  
- C. Do not patch, fill, touch-up, repair, or replace exposed concrete except upon express direction of District Engineer for each individual area. Should the District Engineer grant permission for the Contractor to attempt restoration of a defective area by patching or other repair methods, such permission shall not be considered a waiver of the Engineer's right to require complete removal of the defective area if, in the Engineer's opinion, the restoration does not provide the structural or aesthetic integrity of the member or members.
  
- D. All repairs of defective areas shall conform to ACI 301. On areas requiring treatment of defects and until such repairs have been completed, only water cure will be permitted.
  
- E. At any time prior to final acceptance, concrete found to be defective, damaged, or not in accordance with the specifications shall be repaired or removed and replaced with acceptable concrete.
  
- F. If approved by the Engineer, repair or replace concrete with excessive honeycombing due to improper placement.
  - 1. Honeycombed areas shall be removed down to solid concrete a minimum of 1 inch over the entire area. Feathered edges will not be permitted. If chipping is necessary, the edges shall be perpendicular to the surface or slightly undercut.
  - 2. Laitance and soft material shall be removed prior to patching with a pea gravel concrete mix and bonding agent approved by the Engineer.
  - 3. The area to be patched and an area at least 6 inches wide surrounding it shall be dampened to prevent absorption of water from the patching materials.
  - 4. If a cement slurry bonding grout is approved, the heavy-cream consistency grout shall then be rigorously brushed into the surface. The concrete patch material shall be installed prior to the bonding grout skimming over or drying.
  - 5. If approved, a bonding admixture, bonding compound, or epoxy adhesive may be used in strict accordance with the manufacturer's preparation and application recommendations. Comply with ACI 301 and ACI 503.2 for standard specifications

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

for bonding plastic concrete to hardened concrete with a multiple component epoxy adhesive.

6. The repair concrete shall be thoroughly consolidated in place and struck off so as to leave the patch slightly higher than the surrounding surface. The concrete shall be left undisturbed for at least 1 hour to permit initial shrinkage then finished.
7. The patched area shall be kept damp for 7 days.
8. The color of the patch material shall match the color of the surrounding concrete. Repairs shall be made promptly while the base concrete is less than 28 days old
9. Metal tools shall not be used in finishing a patch in a formed wall that will be exposed.

G. Areas requiring patching shall not exceed 2 sq. ft. per 1000 sq. ft. of surface area and shall be widely dispersed. Areas showing excessive defects as determined by the Engineer shall be removed and replaced.

H. High spots identified in the floor flatness and levelness survey may be removed with bump grinding. Areas to be ground shall not exceed more than 10 percent of any one slab nor more than 5 percent of the total slab-on-grade area. There are no limitations for exterior concrete pavement areas requiring grinding.

I. If approved by the Engineer, concrete slab random cracking may be routed and sealed. The number of interior/exterior slabs to be routed and sealed shall not exceed more than 20 feet of any one slab nor more than 5 percent of the total number of slab-on-grade/pavement slabs. Slabs with more than one structural crack or with multiple cracks within a slab shall be removed and replaced. If random cracks are attributed to non-working sawcut control joints, uncracked joints parallel to the cracking shall be filled with a structural epoxy.

J. Interior slab-on-grade subjected to lift truck traffic shall be routed and sealed with a semi-rigid epoxy sealant. Exterior slabs may be routed and sealed with the flexible joint sealant to be installed in pavement joints.

K. Completed concrete work which fails to meet one or more requirements and which cannot be brought into compliance may be accepted or rejected by the District Engineer. In this event, modifications may be required to assure that remaining work complies with the requirements.

L. The costs of any additional tests or analysis, including additional architectural and engineering services, performed to prove the adequacy of the concrete work, shall be borne by the Contractor without extension of contract time.

### 3.9 FIELD QUALITY CONTROL

A. Quality Requirements: Field testing and inspection.

B. Requirements:

**SECTION 03 3000  
CAST-IN-PLACE CONCRETE**

1. Provide and maintain an adequate program of quality control for the materials, production methods, and workmanship to assure conformance of all work to the project contract documents. ACI 121R outlines the essential elements of the Material Control portion of the QA program.
2. All materials, equipment, and methods shall be subject to verification inspections and/or testing as specified herein; ACI 121R.

END OF SECTION

**SECTION 04 0514  
MASONRY MORTARING AND GROUTING**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Mortar and for unit masonry.
  - 2. Grout for unit masonry.
  
- B. Related Sections:
  - 1. Section 04 2200 - Concrete Unit Masonry: Installation of mortar and grout, reinforcement, and anchorages.

**1.2 REFERENCES**

- A. American Society for Testing and Materials (ASTM):
  - 1. ASTM C 94 - Specification for Ready-Mixed Concrete.
  - 2. ASTM C 143 - Test Method for Slump of Hydraulic Cement Concrete.
  - 3. ASTM C 144 - Specification for Aggregate for Masonry Mortar.
  - 4. ASTM C 150 - Specification for Portland Cement.
  - 5. ASTM C 207 - Specification for Hydrated Lime for Masonry Purposes.
  - 6. ASTM C 270 - Specification for Mortar for Unit Masonry.
  - 7. ASTM C 387 - Specification for Packaged, Dry, Combined Materials for Mortar and Concrete.
  - 8. ASTM C 404 - Specification for Aggregates for Masonry Grout.
  - 9. ASTM C 476 - Specification for Grout for Masonry.
  - 10. ASTM C 1019 - Method of Sampling and Testing Grout.
  - 11. ASTM C 1142 - Specification for Extended Life Mortar for Unit Masonry.
  - 12. ASTM C 90 – Standard Specifications for Load Bearing Concrete
  
- B. IMIAC - International Masonry Industry All-Weather Council: Recommended Practices and Guide Specifications for Cold Weather Masonry Construction.

**1.3 SUBMITTALS**

- A. Section 01 3300 - Submittal Procedures: Procedures for submittals.
  - 1. Samples: Submit two samples 3-inch x 3 inch in size illustrating mortar color and color range.
  - 2. Assurance/Control Submittals:
    - a. Design Data: Design mix in accordance with the Proportion specification of ASTM C 270 and required environmental conditions.
    - b. Test Reports: Submit the following reports directly to Engineer from Testing Laboratory, with copy to Contractor. Prepare reports in conformance with Section 01 4000 - Quality Requirements.

**SECTION 04 0514  
MASONRY MORTARING AND GROUTING**

- 1) Conformance to Proportion specification of ASTM C 270.
- 2) Test and evaluation reports to ASTM C 780.
- c. Certificates: Submit manufacturer's certificate that Products meet or exceed specified requirements.

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: Company experienced in performing the Work of this Section.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Section 01 6000 - Product Requirements: Transport, handle, store, and protect Products.
- B. Store sand for mortar on plastic sheeting to prevent contamination by extraneous chemicals in earth beneath.

1.6 PROJECT CONDITIONS OR SITE CONDITIONS

- A. Environmental Requirements:
  1. Cold Weather Requirements: IMIAC - Recommended Practices and Guide Specifications for Cold Weather Masonry Construction.
  2. Specific Cold Weather Requirements: When the ambient air temperature is below 40 degrees F, heat mixing water to maintain mortar temperature between 40 degrees F and 120 degrees F until placed. When the ambient air temperature is below 32 degrees F, heat the sand and water to maintain this mortar temperature.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Portland Cement: ASTM C 150, normal-Type I or Type II; gray color. Fly ash, slag, and pozzolans not permitted as substitutes for Portland cement.
- B. Mortar Aggregate: ASTM C 144, standard masonry type; clean, dry, protected against dampness, freezing, and foreign matter.
- C. Grout Aggregate: ASTM C 404; use of blast furnace slag is not permitted. Maximum coarse aggregate size, 3/8 inch.
- D. Calcium chloride is not permitted in mortar or grout. Admixtures or other chemicals containing Thiocyanates, Calcium Chloride or more than 0.1 percent chloride ions are not permitted.

**SECTION 04 0514  
MASONRY MORTARING AND GROUTING**

- E. Hydrated Lime: ASTM C 207, Type S.
- F. Water: Potable.
- G. Admixtures: Not permitted unless approved by Engineer prior to construction.

**2.2 MIXES - MORTAR**

- A. Mortar: Type "N" or Type "S", as recommended by manufacturer, in accordance with the Proportion specification of ASTM C 270.
  - 1. Mixing of components on-site is acceptable.
  - 2. Mixing on-site water and packaged dry blended mix for mortar (ASTM C 387), that contains no masonry cement, is acceptable.
- B. Pointing Mortar: Duplicate original mortar proportions. Add aluminum tristearate, calcium stearate, or ammonium stearate equal to 2 Percent of Portland cement weight.
- C. Mortar Color: Match Existing

**2.3 MIXING - MORTAR**

- A. Thoroughly mix mortar ingredients in accordance with ASTM C 270, in quantities needed for immediate use.
  - 1. Maintain sand uniformly damp immediately before the mixing process.
  - 2. Provide uniformity of mix and coloration.
  - 3. Do not use anti-freeze compounds.
  - 4. If water is lost by evaporation, re-temper only within 2 hours of mixing. Do not re-temper mortar more than 2 hours after mixing.

**2.4 MIXES - GROUT FILL**

- A. Grout fill is for concrete masonry unit bond beams, lintels, and reinforced cells with reinforcing bars and embedded plates.
  - 1. Compressive Strength: 2000 psi minimum at 28 days, as determined in accordance with the provisions of ASTM C 1019.
  - 2. Slump: 8 inches, minimum; 10 inches, maximum, taken in accordance with ASTM C 143.
  - 3. Use coarse grout when grout space is equal to or greater than 4 inches in both directions.
  - 4. Use fine grout when grout space is smaller than 4 inches in either direction.
  - 5. Do not use air-entrainment admixtures.

**SECTION 04 0514  
MASONRY MORTARING AND GROUTING**

2.5 MIXING - GROUT

- A. Grout: Batch and mix grout in accordance with ASTM C 94 or ASTM C476 for site batched and mixed grout. Do not use anti-freeze compounds to lower the freezing point of grout.

PART 3 - EXECUTION

3.1 INSTALLATION

- A. After reinforcing of masonry is securely tied in place, plug cleanout holes with masonry units. Brace against wet grout pressure.
- B. Install mortar and grout under provisions of Section 04 2200 – Concrete Unit Masonry.

END OF SECTION

**SECTION 04 2200  
CONCRETE UNIT MASONRY**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Concrete unit masonry veneer.
  
- B. Related Documents: The Contract Documents, as defined in Section 01 1000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other Documents.
  
- C. Related Sections:
  - 1. Section 04 0514 - Masonry Mortaring and Grouting: Mortar and grout.

**1.2 REFERENCES**

- A. American Concrete Institute (ACI):
  - 1. ACI 530 - Building Code Requirements for Masonry Structures.
  - 2. ACI 530.1 - Specifications for Masonry Structures.
  
- B. American Society for Testing and Materials (ASTM):
  - 1. ASTM A 615 - Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement.
  - 2. ASTM C 55 - Specification for Concrete Brick.
  - 3. ASTM C 129 - Specification for Non-Load Bearing Concrete Masonry Units.
  
- C. International Masonry Industry All- Weather Council (IMIAC): Recommended Practices and Guide Specifications for Cold Weather Masonry construction.

**1.3 SUBMITTALS**

- A. Section 01 3300 - Submittal Procedures: Procedures for submittals.
  - 1. Product Data: Data for each masonry unit type, accessory, and other manufactured products indicated.
  - 2. Shop Drawings: Precast inserts and keys showing sizes, profiles, and locations of each precast unit required.
  - 3. Samples: Two samples of each masonry unit type to illustrate color, texture, and extremes of color range.
  - 4. Assurance/Control Submittals:
    - a. Certificates: Manufacturer's certificate that Products meet or exceed specified requirements.

**SECTION 04 2200  
CONCRETE UNIT MASONRY**

5. Submit layout of control joint placement for the Engineer's approval prior to starting any work.

1.4 QUALITY ASSURANCE

- A. Perform Work in accordance with ACI 530 and ACI 530.1.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Section 01 6000 - Product Requirements: Transport, handle, store, and protect Products.
- B. Materials shall be delivered and stored so as to avoid damage from breakage, moisture, staining, or damage of any kind.

1.6 PROJECT CONDITIONS OR SITE CONDITIONS

- A. Environmental Requirements:
  1. Cold Weather Requirements: IMIAC - Recommended Practices and Guide Specifications for Cold Weather Masonry Construction.
  2. Hot Weather Requirements: IMIAC - Recommended Practices and Guide Specifications for Hot Weather Masonry Construction.

**PART 2 - PRODUCTS**

2.1 CONCRETE MASONRY UNITS

- A. Lightweight units used for non-load bearing walls, meeting requirements of ASTM C129, Type I. Provide units meeting fire resistance ratings.
- B. Lightweight units used for load bearing walls, meeting requirements of ASTM C90, Grade N, Type I. Provide units meeting fire resistance ratings.
- C. Units to be high precision block or glazed. Sizes and colors as designated on Plans.
- D. Special shaped units, U-blocks, etc., shall meet same specifications as adjacent units.
- E. Concrete masonry veneer units shall match existing Concrete Masonry Units in size, texture, and color.

2.2 MORTAR

- A. Specified in Section 04 0514 – Masonry Mortaring and Grouting.

2.3 REINFORCING

**SECTION 04 2200  
CONCRETE UNIT MASONRY**

- A. Horizontal reinforcing for concrete masonry units shall be mill galvanized, ladder type with 9-gauge parallel wires in each face and 9-gauge cross members a maximum of 24 inches on center, butt welded to side rods. Provide prefabricated corners and tees.
- B. Reinforcing bars for lintels shall meet ASTM A615, Grade 60.

**2.4 CONTROL JOINTS**

- A. Joint filler shall be pre-formed neoprene or poly-vinyl chloride.
- B. Control joint placement in non-reinforced masonry:
  - 1. Vertical control joints shall generally be located:
    - a. At major changes in wall height.
    - b. At changes in wall thickness.
    - c. At control joints in foundations, in roof, and in floors.
    - d. At chases and recesses for piping, columns, fixtures, etc.
    - e. At one or both sides of wall openings.
    - f. Near wall intersections.
    - g. Near return angles in L, T, and U-shaped structures.
  - 2. Maximum spacing of control joints shall be in no case exceed 24 feet or as otherwise indicated on the Plans.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7300 - Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
- C. Report in writing to the Engineer about prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by the Engineer.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**3.2 PREPARATION**

- A. Provide temporary bracing during installation of masonry Work. Maintain in place until building structure provides permanent bracing.
- B. Lay out work to avoid use of less than 8-inch x 8-inch faced units at jambs in exposed work.

**SECTION 04 2200  
CONCRETE UNIT MASONRY**

- C. Lintel block shall extend into side walls at jambs, at least 8 inches.

**3.3 INSTALLATION**

- A. CMU Base Drainage Course: Lay base drainage course of CMU, consisting of 2 wythes separated by a cavity sized to accommodate through-wall flashing and mesh.
- B. Mortar shall be thoroughly mixed and kept moist but shall not be re-tempered for use after initial set.
- C. Lay only dry masonry units.
- D. Use masonry saw for cutting exposed surfaces. Cut units to provide 1/8-inch clearance around electrical boxes and similar items.
- E. Do not use chipped, cracked, or broken units.
- F. Set units plumb, true to line, and level.
- G. Adjust units to final position while mortar is soft and plastic. If unit is displaced after mortar has stiffened, remove unit, clean joints and unit of mortar and reset with fresh mortar.
- H. When joining fresh work to set or partially set masonry clean exposed surface and remove loose mortar before laying fresh masonry.
- I. When necessary to stop a horizontal, run rack back one-half block length in each course, do not tooth.
- J. Unless indicated otherwise partitions shall extend from floor to bottom of floor or roof construction above.
- K. Where rated partitions run perpendicular to deck, fill voids at deck with grout.

**3.4 BOND**

- A. Lay units in running bond with vertical joints centered on unit in course below unless indicated otherwise on drawings.

**3.5 MORTAR BEDS**

- A. Lay hollow units with full mortar coverage on horizontal and vertical face shells. Provide full mortar coverage on horizontal and vertical face shells and webs where adjacent to cells or cavities to be filled with grout and on starting courses.
- B. Lay block with full horizontal and vertical joints.

**SECTION 04 2200  
CONCRETE UNIT MASONRY**

**3.6 WIRE REINFORCEMENT**

- A. Wire Reinforcements shall be placed as follows:
  - 1. Four-inch concrete block walls with ends adjoining other partitions
    - a. Concrete block on slab on grade – continuous horizontal reinforcements 24 inches on center vertically (every third course).
    - b. Concrete block on slabs above grade - Continuous horizontal reinforcement 16 inches on center vertically (every other course).
  - 2. Eight-inch concrete block walls
    - a. Concrete block walls on slab on grade - continuous horizontal reinforcement 16-inches on center vertically (every other course).
    - b. Concrete block walls on slabs above grade - continuous horizontal reinforcements 24-inches on center vertically (every third course).
  - 3. Wire reinforcement shall be completely embedded in mortar or grout. Joints with wire reinforcement shall be at least the thickness of the wire.
  - 4. Wire reinforcement shall be lapped at least 8 inches at splices and shall contain at least one cross wire of each piece of reinforcement in the lapped distance.

**3.7 JOINTS**

- A. Nominal thickness shall be 3/8 inch (9 mm) and uniform.
- B. Shove vertical joints tight.
- C. Strike joints flush in surfaces to be exposed or painted.
- D. Tool joints slightly concave in surfaces to be exposed or painted.

**3.8 BUILT-UP WORK**

- A. Cooperate with other trades in building in items in masonry work.
- B. Grout shall be solid and placed around built-in elements and frames.

**3.9 CLEANING AND POINTING**

- A. Dry brush masonry surfaces after mortar has set at end of each day's work and after final points.
- B. Cut out and repoint defective joints.
- C. At final completion of masonry work fill holes in joints and tool to match adjacent work. Cut out and repoint defective joints.
- D. Leave work and surrounding surfaces clean and free of mortar spots and droppings.

**3.10 MASONRY JOINT REINFORCEMENT, TIES, AND ANCHORS**

**SECTION 04 2200  
CONCRETE UNIT MASONRY**

- A. Embed joint reinforcement, ties, and anchors with minimum 5/8-inch cover to outside face.
- B. Place single wire joint reinforcement at maximum spacing of 18 inches on center vertically. Mechanically attach anchors to the joint reinforcement with clips or hooks.

3.11 CONTROL AND EXPANSION JOINTS

- A. Construct control joints as detailed in the drawings as masonry progresses.

END OF SECTION

**SECTION 05 5000  
METAL FABRICATIONS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
1. Square and Rectangular Metal Tubing
  2. Decorative Metal Fencing & Gates
  3. Metal Roof Vent
  4. Metal Louver System
  5. Metal Sheet
  6. Miscellaneous fabrications, as indicated on the Drawings.
- B. Related Documents: The Contract Documents, as defined in Division 1 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other Documents.

**1.2 REFERENCES**

- A. American Society for Testing and Materials (ASTM):
1. ASTM A123, "Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products."
  2. ASTM A153, "Zinc Coating (Hot-Dip) on Iron and Steel Hardware."
  3. ASTM A307, "Carbon Steel Bolts and Studs, 60,000 psi Tensile Strength."
  4. ASTM A568, "Specification for General Requirements for Steel Sheet, Carbon, and High-Strength, Low Alloy Hot-Rolled and Cold Rolled."
  5. ASTM A627, "Specification for Homogeneous Tool-Resisting Steel Bars for Security Applications."
  6. ASTM A780, "Practice for Repair of Damaged and Uncoated Areas of Hot-Dipped Galvanized Coatings."
- B. American Welding Society (AWS):
1. AWS D1.1 - Structural Welding Code.
- C. Steel Structures Painting Council Specification (SSPC):
1. Steel Structures Painting Manual.

**1.3 SUBMITTALS**

- A. Division 1 - Submittal Procedures: Procedures for submittals.
1. Product Data:
    - a. Submit complete descriptive data for all stock items.
  2. Shop Drawings:
    - a. Prepare Shop Drawings under seal of professional structural engineer registered in state where Project is located for products requiring structural engineering.

**SECTION 05 5000  
METAL FABRICATIONS**

- b. Include profiles, sizes, connection attachments, reinforcing, anchorage, size and type of fasteners and accessories, erection drawings, elevations, welded connections using standard AWS welding symbol with net weld lengths.
- c. Take field measurements prior to preparation of shop drawings and fabrication when possible. Allow for trimming and fitting whenever taking of field measurements before fabrication might delay construction.

**1.4 DELIVERY, STORAGE, AND HANDLING**

- A. Section 01 6000 - Product Requirements: Transport, handle, store, and protect Products.

**PART 2 - PRODUCTS**

**2.1 MATERIALS**

- A. Steel plates, angles, and other structural shapes shall conform to ASTM A36.
- B. Steel pipe shall conform to ASTM A53, Grade B, Schedule 40.
- C. Galvanized steel pipe and tube shall conform to ASTM A53.
- D. Steel Tubing shall conform to ASTM A500.
- E. Sheet Steel Galvanized: ASTM A446.
- F. Sheet and Strip Steel Hot Rolled: ASTM A568.
- G. Welding Materials: AWS D1.1; type required for materials being welded.
- H. Stainless Steel Sheet: ASTM A 240/A 240M, type 304 with #4 finish.
- I. Fasteners
  - 1. Bolts, Nuts and Washers for Exterior Locations: ASTM A307, galvanized in accordance with ASTM A153.
  - 2. Bolts, Nuts and Washers for Interior Locations: ASTM A307, Grade A, regular hexagon head.
  - 3. Bolts, Round Head: ANSI B-18.5
  - 4. Wood Screws, Flat Head Carbon Steel: ANSI B-18.6.1.
  - 5. Plain Washers, Helical Spring Type Carbon Steel: FS FF-W-84.
- J. Primers:
  - 1. Primer for Painting: One of following:
    - a. Tnemec, Kansas City, MO, (816) 474-3400: No. 99 red primer.
    - b. Chessman-Elliot Company: Ceco No. 15 Primox.

**SECTION 05 5000  
METAL FABRICATIONS**

- c. Rowe Products, Inc.: No. 7-C-19.
  - d. Section 01 60 00 – Product Requirements. Substitutions: Permitted.
2. Touch-Up Primer for Galvanized Surfaces: FS TT-P-641.

**2.2 FABRICATION**

- A. Fabricate steel items according to approved shop drawings and to applicable portions of AISC Specifications. Conceal welds where possible; grind exposed welds smooth and flush with adjacent finished surface. Ease exposed edges to small uniform radius.
- B. Pre-assemble products in shop to greatest extent possible. Disassemble units to extent necessary for shipping and handling. Clearly mark units for re-assemble and installation.
- C. For exposed to view fabrications, use materials which are smooth and free of surface blemishes including pitting, seams marks, roller marks, roller trade names, and roughness. Remove blemishes by grinding or by welding and grinding, prior to cleaning, treating and application of surface finishes including zinc coating.
- D. Fabricate items with joints tightly fitted and secured.
- E. Fit and shop assemble in largest practical sections for delivery to Project site.
- F. Exposed Mechanical Fastenings: Flush countersunk screws or bolts; unobtrusively located; consistent with design of structure, except where specifically noted otherwise.
- G. Make exposed joints butt tight, flush and hairline.
- H. Fabricate anchorage and related components of same material and finish as metal fabrication, unless indicated otherwise.
- I. Galvanize miscellaneous framing and supports.

**2.3 ROUGH HARDWARE**

- A. Furnish bent or otherwise custom fabricated bolts, plates, anchors, hangers, dowels, and other miscellaneous steel and iron shapes as required for framing and supporting woodwork, and for anchoring or securing woodwork to concrete or other structures. Straight bolts and other stock rough hardware items are specified in Division 6 sections.
- B. Fabricate items to sizes, shapes, and dimensions required. Furnish malleable-iron washers for heads and nuts which bear on wood structural connections; elsewhere, furnish steel washers.

**SECTION 05 5000  
METAL FABRICATIONS**

**2.4 MISCELLANEOUS STEEL TRIM**

- A. Provide shapes and sizes indicated for profiles shown. Unless otherwise indicated, fabricate units from structural steel shapes, plates, and steel bars, with continuously welded joints and smooth exposed edges. Use concealed field splices wherever possible. Provide cutouts, fittings, and anchorages as required for coordination of assembly and installation with other work.

**2.5 FINISHES, GENERAL**

- A. Comply with NAAMM "Metal Finishes Manual" for recommendations relative to application and designations of finishes.
- B. Finish metal fabrications after assembly.

**2.6 STEEL AND IRON FINISHES**

- A. Galvanizing: For those items indicated for galvanizing, apply zinc-coating by the hot-dip process compliance with the following requirements:
  - 1. ASTM A153 for galvanizing iron and steel hardware.
  - 2. ASTM A123 for galvanizing both fabricated and unfabricated iron and steel products made of uncoated rolled, pressed, and forged shapes, plates, bars, and strip 0.0299 inch thick and heavier.
- B. Preparation for Shop Priming: Prepare uncoated ferrous metal surfaces to comply with minimum requirements indicated below for SSPC surface preparation specifications and environmental exposure conditions of installed metal fabrications:
  - 1. Interiors (SSPC Zone 1A): SSPC-SP3 "Power Tool Cleaning":
- C. Apply shop primer to uncoated surfaces of metal fabrications, except those with galvanized finish or to be embedded in concrete, sprayed-on fireproofing, or masonry, unless otherwise indicated. Comply with requirements of SSPC-PA1 "Paint Application Specification No. 1" for shop painting.

**2.7 SHOP PAINTING AND PROTECTIVE COATING**

- A. Conform to Steel Structures Painting Council Specification 15-68T, Type 1, including preparation for painting.
- B. Hot-Dip galvanizing and zinc coatings applied on products fabricated from rolled, pressed, and forged steel shapes, plates, bars, and strips shall comply with ASTM Specification A123. Galvanized surfaces for which a shop coat of paint is specified shall be chemically treated to provide a bond for the paint. Except for bolts and nuts, all galvanizing shall be done after fabrication.

**SECTION 05 5000  
METAL FABRICATIONS**

- C. Clean surfaces of rust, scale, grease, and foreign matter in accordance with SSPC SP-1 solvent cleaning, prior to finishing. Prepare surfaces for painting in accordance with SSPC-SP2 Hand Tool Cleaning, SSPC-SP3 Power Tool Cleaning or SSPC SP-7 Brush Off Blast Cleaning.
- D. Do not prime surfaces in direct contact bond with concrete or where field welding is required.
- E. Prime paint items scheduled with one coat.
- F. Protect aluminum surfaces in contact with steel with zinc chromate primer.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7000 - Execution and Closeout Requirements: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
- C. Report in writing to Project Manager prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**3.2 PREPARATION**

- A. Coordinate and furnish anchorages, setting drawings, diagrams, templates, instructions, and directions for installation of anchorages, including concrete inserts, sleeves, anchor bolts, and miscellaneous items having integral anchors that are to be embedded in concrete or masonry construction. Coordinate delivery of such items to project site.

**3.3 FABRICATION**

- A. General:
  - 1. For fabrication of Work exposed to view, provide only materials smooth and free of blemishes. Remove blemishes by grinding or by welding and grinding, before cleaning, treating, and installation of surface finishes including zinc coatings.

**SECTION 05 5000  
METAL FABRICATIONS**

2. Eased exposed edges to a radius of approximately 1/32 inch, unless otherwise indicated or specified.

B. Metal Roof Vent: Frames and wire mesh shall be shop fabricated and assembled from galvanized sheet metal of size and shape indicated on the drawings.

### 3.4 INSTALLATION

A. Fastening to In-Place Construction: Provide anchorage devices and fasteners where necessary for securing miscellaneous metal fabrications to in-place construction; include threaded fasteners for concrete and masonry inserts, toggle bolts, through-bolts, lag bolts, wood screws, and other connectors as required.

B. Cutting, Fitting, and Placement: Perform cutting, drilling, and fitting required for installation of miscellaneous metal fabrications. Set metal fabrication accurately in location, alignment, and elevation; with edges and surfaces level, plumb, true, and free of rack; and measured from established lines and levels.

C. Provide temporary bracing or anchors in formwork for items that are to be built into concrete masonry or similar construction.

D. Fit exposed connections accurately together to form hairline joints. Weld connections that are not to be left as exposed joints but cannot be shop welded because of shipping size limitations. Do not weld, cut, or abrade the surfaces of *exterior* units which have been hot dip galvanized after fabrication, and are intended for bolted or screwed field connections.

E. Field Welding: Comply with AWS Code for procedures of manual shielded metal-arc welding, appearance and quality of welds made, methods used in correcting welding work, and the following:

1. Use materials and methods that minimize distortion and develop strength and corrosion resistance of base metals.
2. Obtain fusion without undercut or overlap.
3. Remove welding flux immediately.
4. At exposed connections, finish exposed welds and surfaces smooth and blended so that no roughness shows after finishing and contour of welded surface matches those adjacent.

### 3.5 ADJUSTING AND CLEANING

A. Touch-Up Painting: Immediately after erection, clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with same material as used for shop painting to comply with SSPC-PA 1 requirements for touch-up of field painted surfaces.

1. Apply by brush or spray to provide a minimum dry film thickness of 2.0 mils.

**SECTION 05 5000  
METAL FABRICATIONS**

- B. For galvanized surfaces clean welds, bolted connections and abraded areas and apply galvanizing repair paint to comply with ASTM A780.

3.6 PROTECTION

- A. Protect the Work of this section until Substantial Completion.

END OF SECTION

**SECTION 06 1000  
ROUGH CARPENTRY**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Wood Framing.
  - 2. Concealed blocking behind wall mounted items.
  - 3. Sheathing material.
  - 4. Wood treatment.
  
- B. Related Documents: The Contract Documents, as defined in Section 01 1000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.

**1.2 REFERENCES**

- A. American Lumber Standards Committee (ALSC):
  - 1. Softwood Lumber Standards.
  
- B. American Plywood Association (APA):
  - 1. Grades and Standards.
  
- C. American Society for Testing and Materials (ASTM):
  - 1. ASTM A307 - Specification for Carbon Steel Bolts and Studs, 60,000 psi Tensile Strength.
  - 2. ASTM E84 - Test Method for Surface Burning Characteristics of Building Materials.
  
- D. American Wood Preservers Association (AWPA):
  - 1. AWPA - C1 - All Timber Products - Preservative Treatment by Pressure Process.
  - 2. AWPA - C15 - Wood for Commercial-Residential Construction Preservative Treatment by Pressure Processes.
  - 3. AWPA - C20 - Structural Lumber - Fire-Retardant Treatment by Pressure Processes.
  - 4. AWPA - C27 - Plywood - Fire-Retardant Treatment by Pressure Processes.
  - 5. AWPA - P5 - Waterborne Preservatives.
  
- E. Underwriters' Laboratories, Inc. (UL):
  - 1. UL FR S - Fire Rated Treated Wood with Flame Spread and Smoke Developed Ratings of 25 or less in accordance with ASTM E84.
  - 2. UL 723 - Test for Surface Burning Characteristics of Building Materials.

**SECTION 06 1000  
ROUGH CARPENTRY**

**1.3 SUBMITTALS**

- A. Section 01 3300 - Submittal Procedures: Procedures for submittals.
  - 1. Assurance/Control Submittals:
    - a. Certificates:
      - 1) Pressure Treated Wood: Certification from treating plant stating chemicals and process used and net amount of preservative retained are in conformance with specified standards.
      - 2) Preservative Treated Wood: Certification for water-borne preservative that moisture content was reduced to 19 percent maximum, after treatment.
      - 3) Fire-Retardant Treated Wood: Certification from treating plant stating that fire-retardant treatment materials comply with governing code, ordinances and requirements of local authority having jurisdiction, and treatment will not bleed through finished surfaces.

**1.4 QUALITY ASSURANCE**

- A. Perform Work in accordance with the following agencies:
  - 1. Lumber Grading Agency: Certified by ALSC.
  - 2. Plywood Grading Agency: Certified by APA.
- B. Regulatory Requirements: Conform to applicable codes for fire-retardant treatment of wood surfaces for flame/smoke ratings.

**1.5 DELIVERY, STORAGE AND HANDLING**

- A. Section 01 6000 - Product Requirements: Transport, handle, store, and protect products.
  - 1. Inspect wood materials for conformance to specified grades, species, and treatment at time of delivery to Project Site.
  - 2. Reject and return unsatisfactory wood materials.
- B. Provide facilities for handling and storage of materials to prevent damage to edges, ends, and surfaces.
- C. Keep materials dry. Stack materials off ground minimum 12 inches or, if on concrete slab-on-grade, minimum 1-1/2 inches, fully protected from weather. Provide for air circulation within and around stacks and under temporary coverings.
- D. For materials pressure treated with waterborne chemicals, place spacers between each bundle to provide air circulation.

**SECTION 06 1000  
ROUGH CARPENTRY**

1.6 ENVIRONMENTAL REQUIREMENTS

- A. Environmental Impact:
1. Formaldehyde: Products containing urea-formaldehyde will not be permitted.
  2. Wood pressure treatment products: Products containing chromium will not be permitted. Products containing arsenic will not be permitted.
  3. Use exterior plywood only. Interior plywood is not permitted.

PART 2 - PRODUCTS

2.1 LUMBER MATERIALS

- A. Lumber, finished 4 sides, 15 percent maximum moisture content. Each piece of lumber to be factory marked with type, grade, mill, and grading agency.
1. Light framing: Construction grade Douglas fir or southern pine, appearance grade where exposed.
  2. Structural framing and timbers: No. 2 grade Douglas Fir, Southern Pine, or Spruce, appearance grade where exposed.
  3. Boards: Construction grade.

2.2 NAILERS, BLOCKING, FURRING AND SLEEPERS

- A. Wood for nailers, blocking, furring, and sleepers: Construction grade, finished 4 sides, 15 percent maximum moisture content. Pressure preservative treat items in contact with roofing, flashing, waterproofing, masonry, concrete, or the ground.

2.3 BUILDING PAPER

- A. Asphalt saturated felt, non-perforated.

2.4 FASTENERS

- A. Fasteners: Provide manufacturers with recommended power tools for each type of fastener.
1. Bolts, Nuts, Washers, Lag Screws, and Wood Screws: ASTM A307, Medium carbon steel; size and type to suit application; galvanized for treated wood; plain finish for other interior locations, of size and type to suit application, unless otherwise noted.
  2. Expansion Shield Fasteners: For anchorage of non-structural items to solid masonry and concrete.
  3. Powder or Pneumatically Activated Fasteners: For anchorage of non-structural items to steel.

**SECTION 06 1000  
ROUGH CARPENTRY**

4. Fasteners for Wood and Plywood (over 1/2 inch) to Light Gage Metal Framing and Metal Deck (up to 1/8 inch thick):
  - a. Hilti PWH #3 with wings.
  - b. ITW TEKS/4 with wings.
  - c. Or approved equal.
5. Fasteners for Wood and Plywood (up to 2 inches thick) to Metal (from 1/8 inch to 1/4 inch thick):
  - a. Hilti PFH #4 with wings.
  - b. ITW TEKS/4 with wings.
  - c. Or approved equal.
6. Fasteners for Non-Structural Wood Members to Masonry: 1/4-inch diameter x 3-1/4 inch with Philips flat head.
  - a. Tapcon masonry anchors, by ITW Buildex.
  - b. Kwik-Con II fastener, by Hilti.
  - c. Or approved equal
7. Fasteners for preservative treated lumber must be hot dipped galvanized, type 304 or 316 stainless steel, or zinc-polymer coated.

**2.5 WOOD TREATMENT**

- A. Preservative Pressure Treated Lumber, Alkaline Copper Quat (ACQ): Type B, Ammoniacal Copper Quat or Type D, Amine Copper Quat.
  1. Manufacturers:
    - a. Chemical Specialties, Incorporated,
    - b. Arch Wood Protection, Inc.,
    - c. Osmose Inc.,
    - d. Or approved equal.
  2. Products:
    - a. CSI: "Preserve."
    - b. Arch Wood: "Natural Select."
    - c. Osmose: "Nature Wood."
    - d. Or approved equal.
  3. Impregnate lumber with preservative treatment conforming to AWWA Standard C1 and P5. Apply the preservative in a closed cylinder by pressure process in accordance with AWWA Standard C15.
  4. Retention of preservative:
    - a. Moderate service conditions (weather exposure): 0.25 pounds per cubic foot (oxide basis).
    - b. Severe conditions (constant contact with ground or water): 0.40 pounds per cubic foot (oxide basis).
  5. Remove excess moisture where shrinkage is a serious fault or where treated lumber will be in contact with plaster, or stucco, and where water-borne treated lumber is to be painted or stained.
  6. Lumber shall be dried to 15 to 19 percent moisture content after treatment, and material to be painted or stained shall have knots and pitch streaks sealed as with untreated wood.

**SECTION 06 1000  
ROUGH CARPENTRY**

7. Liberally brush freshly cut surfaces, bolt holes, and machined areas with the same preservative in accordance with AWWPA Standard M4.
  8. Treatment material shall provide protection against termites and fungal decay and shall be registered for use as a wood preservative by the U. S. Environmental Protection Agency.
- B. Wood Requiring Treatment:
1. Lumber, Preservative Treated: Nailers, blocking, stripping, and similar items in conjunction with roofing, flashing, and other construction. Sills, blocking, furring, stripping, and similar items in contact with masonry or concrete.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7300 - Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
  1. Verify that spacing, direction, and details of supports are correct to accommodate installation of blocking, backing, stripping, furring, and nailing strips.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by the Engineer.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**3.2 INSTALLATION - FRAMING**

- A. Set structural members level and plumb, in correct position.
- B. Make provisions for erection loads, and for sufficient temporary bracing to maintain structure safe, plumb, and in true alignment until completion of erection and installation of permanent bracing.
- C. Place horizontal members, crown side up.
- D. Construct load bearing framing and curb members full length without splices.
- E. Double members at openings as indicated on Drawings. Space short studs over and under opening to stud spacing.

## SECTION 06 1000 ROUGH CARPENTRY

- F. Construct double joist headers at ceiling openings and under wall stud partitions that are parallel to roof trusses. Frame rigidly into roof trusses.
- G. Place full width continuous sill flashings under framed walls on cementitious foundations. Lap flashing joint 4 inches.
- H. Place sill gasket directly on sill flashing. Puncture gasket clean and fit tight to protruding foundation anchor bolts.
- I. Coordinate installation of wood decking and prefabricated wood trusses.
- J. Install miscellaneous blocking, nailing strips and framing where required as backing for attachment of wall mounted fixtures, cabinetwork, and other items, and as detailed on Drawings. Coordinate to allow proper attachment of work of other Sections.
  - 1. Secure in place using specified fasteners. Use only recommended power tools for placement of fasteners.
  - 2. Recess heads of fasteners below surface of wood members.
- K. Secure in place with appropriate fasteners. Use fasteners of correct size that will not penetrate members where opposite side will be exposed to view or require finishing. Do not split wood with fasteners; set panel products to allow expansion at joints.
- L. Construct members of continuous pieces of longest possible lengths.

### 3.3 SITE TREATMENT OF WOOD MATERIALS

- A. Apply preservative treatment in accordance with manufacturer's published instructions.
- B. Brush apply two coats of preservative treatment on wood in contact with cementitious materials and roofing and related metal flashings. Treat site-sawn cuts.
- C. Allow preservative to dry prior to erecting members.

### 3.4 CONSTRUCTION

- A. Site Tolerances:
  - 1. Framing Members: 1/4 inch from true position, maximum.

### 3.5 FIELD QUALITY CONTROL

- A. Section 01 4000 - Quality Requirements: Field inspection.
- B. Framing Inspection:

**SECTION 06 1000  
ROUGH CARPENTRY**

1. Inspect wood framing installation and connections at completion of each phase of wood construction for correct installation, nailing, connections, and fasteners.
2. Inspect and verify that types and spacing of fasteners are installed in locations specified or indicated on Drawings.
3. Inspect types, locations, and fasteners for structural metal framing connectors.
4. Inspect types, locations, and connections of hold-down anchors.
5. Inspect wood to steel beam connections.

3.6 SCHEDULE - NAILING

<u>CONNECTION</u>	<u>NAILING</u>
Joist to sill or girder, toenail	3 - 8d
Bridging to joist, toenail each end	2 - 8d
Bottom Plate to joist or blocking, face nail	16d at 16 inches o.c.
Top plate to stud, end nail	2-16d
Stud to bottom plate	4-8d, toenail or 2-16d, end nail
Double studs, face nail	16d at 24 inches o.c.
Double top plates, face nail	16d at 16 inches o.c.
Top plates, laps and intersections, face nail	2 - 16d
Continuous header, two pieces	16d at 16 inches o.c. along each edge
Ceiling joists to plate, toenail	3 - 8d
Continuous header to stud, toenail	4 - 8d
Ceiling joists, laps over partitions, face nail	3 - 16d
Ceiling joists to parallel rafters, face nail	3 - 16d
Rafter to plate, toenail	3 - 16d
Built-up corner studs	16d at 24 inches o.c.
Built-up beams	20d at 32 inches o.c. at top and bottom staggered 2 - 20d at ends and at each splice

Payment for items of work covered under Division 6 of the plans and these specifications shall be based on the lump sum bid pricing identified in the Bid Schedule. No additional compensation will be allowed.

END OF SECTION

**SECTION 07 1000  
DAMPPROOFING**

**PART 1 – GENERAL**

**1.1 RELATED DOCUMENTS**

- A. The General Provisions of the Contract, including General and Supplementary Conditions and General Requirements (if any), apply to the work specified in this section.

**1.2 SCOPE OF WORK**

- A. Provide all labor, materials, services, and equipment required to complete the laminated sheet vapor barriers completely ready to receive concrete.
- B. Vapor barriers are to be placed under all new interior on grade concrete slabs.

**1.3 QUALITY ASSURANCE**

- A. The installer shall be experienced in placement of vapor barrier and shall be associated with waterproofing or roofing work.

**1.4 SUBMITTALS**

- A. Manufacturer's Data, Laminated Vapor Barriers: For information only, submit two copies of specifications, installation instructions and general recommendations from the vapor barrier materials manufacturer's certification or other data substantiating that the materials comply with requirements. Indicate by copy of transmittal form that Installer has received copy of manufacturer's specifications, instructions, and recommendations.

**1.5 JOB CONDITIONS**

- A. Examination of Substrate: The Installer must examine the substrate and the conditions under which the vapor barrier work is to be performed and notify the Contractor in writing of unsatisfactory conditions. Do not proceed with the work until unsatisfactory conditions have been corrected projections through the vapor barriers have been installed.
- B. Proceed with vapor barrier work only after substrate construction and framing of openings has been completed, and wood blocking, nailers, curbs, vents, drains and other projections through the vapor barrier have been installed.
- C. Weather Conditions: Proceed with installation only when existing and forecasted weather conditions will permit the work to be performed in accordance with manufacturer's instructions and will permit the immediate installation of other work to be placed over the vapor barrier.

**SECTION 07 1000  
DAMPPROOFING**

**PART 2 - PRODUCTS**

**2.1 LAMINATED PLASTIC VAPOR BARRIER**

- A. Heavy Kraft papers laminated between sheets of inert polyethylene, reinforced with glass fibers, with vapor transmission of .10 perms or less (ASTM E-96).
- B. Products offered by manufacturers to comply with the requirements include the following: Moistop; as manufactured by Fortifiber Corp. or approved equal.

**2.2 VAPOR BARRIER ACCESSORY MATERIALS**

- A. Adhesives: Provide the types of adhesives recommended by the vapor barrier manufacturer for the application shown and condition of installation in each case.

**PART 3 - EXECUTION**

**3.1 INSTALLATION**

- A. Comply with manufacturer's instructions for the particular conditions of installation in each case. If printed instructions are not available or do not apply to the project conditions, consult the manufacturer's technical representative for specific recommendations before proceeding with the work.
- B. Under Floor Slabs on Grade: Install the type indicated by the method indicated. Exercise care to avoid punctures. Extend coverage to extremity of areas to receive barrier. Attach wherever necessary with adhesive.
- C. Seal joints in vapor barriers, and seal to other surfaces at extremities of coverage, by lapping and bonding with adhesives. Where adhesively sealed joints are not effective, and where nails or staples have been installed, seal with vapor barrier tape. Use vapor barrier tape or strips of vapor barrier material with adhesive to seal punctures, tears, and penetrations through the barrier.

**3.2 PROTECTION OF VAPOR BARRIERS**

- A. Do not allow foot traffic on vapor barriers. Proceed with vapor barrier installation ahead of the installation of insulation or other covering material only to the extent required for proper sequencing of the work.
- B. The vapor-barrier installer shall advise the Contractor of required procedures for surveillance and protection of installed vapor barriers, so that continuing construction activities and the work of other trades will not result in punctures or other forms of damage or deterioration of the vapor barriers.

END OF SECTION

**SECTION 07 2600  
VAPOR BARRIERS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

**A. Section Includes:**

1. Vapor barrier and accessories for installation under concrete slabs.

**B. Related Requirements:**

1. Division 01 - General Requirements.
2. Section 03 3000: Cast-in-Place Concrete.
3. Division 09: Finishes; flooring sections.

**1.2 REFERENCES**

**A. American Concrete Institute (ACI) Publication:**

1. ACI 302.2R - Guide for Concrete Slabs that Receive Moisture-Sensitive Flooring Materials.

**B. ASTM International (ASTM):**

1. ASTM D882 - Standard Test Method for Tensile Properties of Thin Plastic Sheeting.
2. ASTM D1709 - Standard Test Methods of Impact Resistance of Plastic Film by the Free-Falling Dart Method.
3. ASTM E154 Standard Test Methods for Water Vapor Retarders Used in Contact with Earth under Concrete Slabs.
4. ASTM E1643 - Selection, Design, Installation, and Inspection of Water Vapor Retarders Used in Contact with Earth or Granular Fill under Concrete Slabs.
5. ASTM E1745 - Standard Specification for Plastic Water Vapor Retarders Used in Contact with Soil or Granular Fill under Concrete Slabs.

**1.3 SUBMITTALS**

**A. Product Data:** Submit manufacturer's product data and installation instructions for vapor barrier and accessories.

**B. Samples:**

1. 12 inch by 12 inch vapor barrier samples.
2. Pressure-Sensitive Tape: 12 inch long sample.

**C. Test Reports:** Conducted by nationally recognized independent testing agency indicating conformance with specified performance requirements.

**1.4 DELIVERY, STORAGE AND HANDLING**

**A. Deliver, store, handle and protect in accordance with manufacturer's instructions and recommendations.**

**SECTION 07 2600  
VAPOR BARRIERS**

- B. Deliver materials in manufacturer's packaging with labels intact.
- C. Store materials in a clean and dry area.

**PART 2 - PRODUCTS**

**2.1 MATERIALS**

- A. Multi-layer plastic extrusion manufactured with high grade prime, virgin, polyolefin resins. Thickness shall be 15 mils minimum.
  - 1. Stego Wrap by Stego Industries LLC.
  - 2. Perminator by W.R. Meadows.
  - 3. Ecoshield-E by Epro.
  - 4. Husky Yellow Guard by Poly-America.
  - 5. Equal.
- B. Physical Properties:
  - 1. Maintain permeance of less than 0.01 Perms [grains/(ft<sup>2</sup> · hr · inHg)] as tested in accordance with mandatory conditioning tests per ASTM E1745 Section 7.1 (7.1.1-7.1.5).
  - 2. Class Rating per ASTM E1745: Class A.
  - 3. Puncture resistance per ASTM D1709: 2200 g or higher.
  - 4. Provide third party documentation that all testing was performed on a single production roll per ASTM E1745 Section 8.1
- C. Accessories: Provide manufacturer recommended accessories for seams, penetrations, and perimeter edges, including tapes, mastics, termination for a complete vapor barrier installation per ASTM E1643.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Verification of Conditions: Examine subsoil and notify Owner of deficiencies detrimental to proper vapor barrier installation; do not proceed until corrected.

**3.2 INSTALLATION**

- A. Install vapor barrier in accordance with ASTM E1643 and manufacturer's instructions.
  - 1. Unroll vapor barrier with the longest dimension parallel with the direction of the concrete placement and face laps away from the expected direction of the placement whenever possible.
  - 2. Extend vapor barrier to the perimeter of the slab. If practicable, terminate it at the top of the slab, otherwise, where obstructed by impediments, such as dowels, waterstops, or any other site condition requiring early termination of the vapor barrier. At the point of termination, seal vapor barrier to the foundation wall, grade beam or slab itself using manufacturer ASTM E1643

**SECTION 07 2600**  
**VAPOR BARRIERS**

compliant accessory designed to adhere to concrete. Seam tape shall not be used for sealing the vapor barrier to the foundation wall, grade beam, or slab.

3. Overlap joints 6 inches and seal with manufacturer's seam tape.
  4. Seal vapor barrier penetrations per manufacturer's instructions.
  5. Avoid the use of non-permanent stakes driven through the vapor barrier.
- B. Prior to concrete placement inspect vapor barrier for damage. Clean damaged areas and with vapor barrier material cut a minimum 6 inches larger than damaged area on all sides. Seal the main vapor barrier with continuous seam tape.

3.3 CLEAN UP

- A. Remove rubbish, debris and waste materials and legally dispose of them off the Project site.

3.4 PROTECTION

- A. Protect the Work of this section until Substantial Completion.

END OF SECTION

**SECTION 07 2719  
PLASTIC SHEET AIR BARRIERS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

**A. Section Includes:**

1. Mechanically attached permeable flexible plastic sheet air barriers.
2. Flexible flashing of openings, penetrations, joints, and terminations of exterior walls and taping of seams.

**B. Related Requirements:**

1. Section 06 1000 – Rough Carpentry
2. Section 07 6000 – Flashing and Sheet Metal.
3. Section 07 9200 – Joint Sealants.
4. Section 08 1113 – Hollow Metal Doors and Frames.

**1.2 REFERENCES**

**A. ASTM International:**

1. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
2. ASTM E1677 - Standard Specification for an Air Barrier (AB) Material or System for Low-Rise Framed Building Walls.
3. ASTM E2178 – Standard Test Method for Air Permeance of Building Materials.

**B. International Code Council (ICC):**

1. ICC-ES Evaluation Reports.

**1.3 SUBMITTALS**

**A. Product Data:** Submit manufacturer's product data for each material and component proposed for installation.

**B. Shop Drawings:** Dimensioned plans and elevations indicating:

1. Complete information as to size and location of openings, sleeves, conduits, ducts, boxes, inserts, attachments, and structural interferences.

**SECTION 07 2719**  
**PLASTIC SHEET AIR BARRIERS**

- 2. Layout of air barrier showing sheet lapping, cutting, flashing, and taping, with references to enlarged details.
- C. Installation Instructions: Submit detailed manufacturer's installation instructions.
- D. Material Samples: Submit minimum 8-1/2-inch by 11-inch samples of air barrier, and 12 inch long flashing.
- E. Test Reports: Submit Test Reports showing performance characteristics equaling or exceeding those specified.
- F. Evaluation Reports: Submit ICC-ES Evaluation Report demonstrating conformance of plastic sheet air barrier to CBC 1404.2, for use as water-resistive barrier.
- G. Qualification Statements:
  - 1. Installer: Statement from plastic sheet air barrier manufacturer indicating installer is approved, certified, or has been trained for the installation of their products.
- H. Commissioning Services Provider (CxSP) will review the Submittals of this Section as part of the Commissioning of Thermal and Moisture Protection.

1.4 QUALITY ASSURANCE

- A. Manufacturer:
  - 1. Plastic sheet air barrier components and accessories shall be from a single source.
  - 2. Manufacturer shall have a minimum of five years of continued experience in the manufacture of the specified products.
- B. Installer:
  - 1. Minimum five years in the installation of air/weather barriers.
  - 2. Trained or certified by manufacturer for the installation of their products.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Deliver materials to the job site in undamaged and original packaging.
- B. Store materials in a clean, dry, protected location and within temperature range required by plastic sheet air barrier manufacturer. Protect stored materials from direct sunlight.
- C. Handle materials in accordance with Manufacturer's recommendations.

**SECTION 07 2719  
PLASTIC SHEET AIR BARRIERS**

1.6 WARRANTY

- A. Provide a ten-year manufacturer's standard material warranty for replacement of plastic sheet air barriers that fail due to material defects.
- B. Installation Warranty: Provide a two-year installation warranty for the plastic sheet air barrier, including accessories, against loss of water-tight seal and loss of attachment.
- C. Warranty shall start on the day of Substantial Completion.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Manufacturer and Products:
  - 1. DuPont (E. I. du Pont de Nemours and Company): Tyvek CommercialWrap.
  - 2. Polymer Group Inc., TyparMetroWrap.
  - 3. Equal.
- B. Properties:
  - 1. Plastic sheet air barrier shall be Type I in accordance to ASTM E1677.
  - 2. Air Permeance: shall not exceed 0.004 cfm/ft<sup>2</sup>, under a pressure differential of 0.3 in w.g. (1.57 psf) (0.02 L/m<sup>2</sup> at 75 Pa), when tested in accordance with ASTM E2178.
  - 3. Flame-spread and smoke-developed indexes of less than 25 and 450, respectively, when tested in accordance to ASTM E84.

2.2 MISCELLANEOUS MATERIALS

- A. Flashing: Self-adhesive butyl rubber compound, bonded to a high-density polyethylene film, aluminum foil, or spunbonded polyolefin to produce an overall thickness of not less than 0.025 inch (0.6 mm).
  - 1. DuPont (E. I. du Pont de Nemours and Company); FlexWrap and StraightFlash.
  - 2. Polymer Group Inc.; Flashing Flex and Flashing AT.
  - 3. Equal.
- B. Fasteners: Manufacturer approved fasteners.

**SECTION 07 2719**  
**PLASTIC SHEET AIR BARRIERS**

- C. Tape: Three-inch-wide seam tape. Pressure-sensitive plastic tape recommended by air barrier manufacturer for sealing joints and penetrations in air barrier.
- D. Sealants and Adhesive Primers: Compatible with plastic sheet air barrier and flashings system and approved by the Environmental Health Department.
  - 1. Sealant: Dow Corning 732.
  - 2. Spray Adhesive: Design Polymerics DP77.
  - 3. Equal.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Examine substrates, areas, and conditions under which plastic sheet air barrier will be installed.
- B. Verify that substrate to receive air barrier has been completed and inspected before commencement of work.
- C. For the installation of flashing and tape, surface shall be smooth, clean, dry, and free from voids, loose substrate, protrusions, or any material that would hinder adhesion.

**3.2 INSTALLATION**

- A. Install plastic sheet air barrier in accordance to manufacturer's installation guidelines, providing continuity throughout exterior walls. Install plastic sheet air barrier with drainage plane surface pattern in vertical position for proper drainage.
- B. Install plastic sheet air barrier starting from the bottom of the building up to ensure proper overlapping of vertical and horizontal seams. Upper layer of plastic sheet air barrier shall overlap bottom layer by a minimum of six inches. Plastic sheet air barrier shall extend over the weep screed by two inches and be taped down.
- C. Secure plastic sheet air barrier by fastening into studs at 12 to 18 inches on center vertically.
- D. Unroll plastic sheet air barrier directly over windows and doors rough openings. Do not install fasteners within six inches of the sills and jambs of the openings and within nine inches of the header, plastic sheet air barrier shall be fastened at these locations during flashing installation.
- E. Horizontal joints shall be overlapped a minimum of six inches with upper courses overlapping lower courses in water-shedding fashion. Vertical seams shall be overlapped a minimum of six inches. Overlap corners of building a minimum of 12 inches.

**SECTION 07 2719**  
**PLASTIC SHEET AIR BARRIERS**

- F. Tape vertical and horizontal seams using adhesive tape recommended by manufacturer. Seal tears and cuts with adhesive tape as recommended by manufacturer.
- G. Place patch or strip of self-adhered flashing over plastic sheet air barrier where base plates, metal channels, z-girts, or other hardware will be installed.

**3.3 FLASHING**

- A. Cut air barrier from door and window openings along with jambs and sill. Cut a header flap at 45 degree angle to expose eight inches of plastic sheet air barrier to allow for head flashing installation. Install sill flashing per manufacturer instructions, overlapping up the jambs a minimum of six inches on each side.
- B. Wrap flashing around interior jamb, wall face, and exterior jamb, overlapping the vertical portion of the sill flashing by at least two inches.
- C. Adhere flashing to the head following manufacturer's instructions. Flashing shall wrap jamb flashings by a minimum of two inches.
- D. Flash piping, conduit, duct and similar penetrations through walls, and flashing ledgers and sills as recommended by manufacturer.

**3.4 FIELD QUALITY CONTROL**

- A. Manufacturer's technical representative shall inspect the work and submit a statement indicating that the installation has been done in conformance to manufacturer's installation instructions.

**3.5 CLEANING**

- A. Remove rubbish, debris, and waste material and legally dispose of off the Project site.

**3.6 PROTECTION**

- A. Protect the Work of this section until Substantial Completion.

**END OF SECTION**

**SECTION 07 6000  
FLASHING AND SHEET METAL**

**PART 1 - GENERAL**

**1.1 SUMMARY**

**A. Section Includes:**

1. Sheet metal flashings in connection with roofing.
2. Reglet and counter flashing assemblies.
3. Miscellaneous metal flashing and counter flashing as required, except where provided under Divisions 22 Plumbing, 23 HVAC, or 26 Electrical.
4. Metal edging.
5. Drip flashings.
6. Sheet metal covering at outside storage units.
7. Sheet metal wall coverings.
8. Roof pipe flashings.
9. Other sheet metal items, not necessarily specified herein or in other sections, but required to prevent penetration of water into building.

**B. Related Requirements:**

1. Division 01 - General Requirements.
2. Section 05 5000 – Metal Fabrication.
3. Section 07 9200 - Joint Sealants.
4. Division 8 - Openings.
5. Division 22 - Plumbing.
6. Division 23 - HVAC.
7. Division 26 - Electrical.

**1.2 SUBMITTALS**

- A. Shop Drawings: Submit for fabricated sheet metal indicating shapes, details, methods of joining, anchoring, and fastening, thicknesses and gages of metals, concealed reinforcement, expansion joint details, sections, and profiles.
- B. Samples: Submit Samples for materials or assemblies as requested.
- C. Product Data: Submit brochures of manufactured items.

**SECTION 07 6000  
FLASHING AND SHEET METAL**

**1.3 QUALITY ASSURANCE**

- A. Drawings and requirements of specified govern. Provide the Work of this section in conformance with the Architectural Sheet Metal Manual published by SMACNA for conditions not indicated or specified and for general fabrication of sheet metal items.
- B. Materials shall conform to following standards:
  - 1. ASTM A167 - Stainless and Heat-Resisting Chromium-Nickel Steel Plate, Sheet, and Strip.
  - 2. ASTM A653 - Sheet Steel, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process.
  - 3. ASTM B370 - Copper Sheet and Strip for Building Construction.
- C. Pre-installation Meetings: Refer to Division 07 roofing sections as appropriate. Attend the pre-installation and inspection meetings for roofing Work.

**1.4 DELIVERY, STORAGE AND HANDLING**

- A. Do not install bent or otherwise damaged materials.

**PART 2 - PRODUCTS**

**2.1 MATERIALS**

- A. Galvanized Sheet Steel: ASTM A653, coating designation G90, hot-dip galvanized.
- E. Fastenings:
  - 1. Galvanized Steel: Nails, rivets, and other fastenings furnished in connection with galvanized sheet steel Work shall be sealed with rust resistive coating. Rivets shall be tinned. Nails and other fastenings shall be zinc-coated.
- F. Soldering Flux: Raw muriatic acid for galvanized steel; rosin for tin, lead, and tinned copper; non-corrosive soldering salts for uncoated copper and acid-type flux formulated for soldering stainless steel.
- G. Solder: ASTM B32, Grade 5A, composed of 95-5 tin-antimony. Name of product manufacturer and grade designation shall be labeled, stamped, or cast onto each coil or bar.

**2.2 FABRICATION**

- A. General:
  - 1. Accurately form sheet metal Work to dimensions and shapes indicated and required. Cope finish molded and brake metal shapes with true, straight, sharp lines and angles and, where intersecting each other, to a precise fit. Unless otherwise specified, all galvanized sheet steel shall be 22 gage. Exposed edges of sheet metal shall have a ½ inch minimum hemmed edge.

**SECTION 07 6000  
FLASHING AND SHEET METAL**

2. Soldering of sheet steel or copper shall be performed with well-heated copper soldering iron or soldering torch, joints full flowing, neat and consistent. Fill joint completely with solder. Clean materials at joints before soldering, and tin coppers before soldering. Exposed soldering on finished surfaces shall be scraped smooth. Lock seam work shall be fabricated flat and true to line and soldered along its entire length. Acid-fluxed Work shall be neutralized after fabrication.
  3. Form and install sheet metal Work to provide proper allowances for expansion and contraction, without causing undue stresses in any part of completed Work. Installation must be water and weather tight.
- B. Reglet Type Counterflashing: Where roof comes in contact with vertical surfaces, provide counterflashing. Set top of counter flashing 8 inches above roof deck unless otherwise indicated and extend down at least 5 inches or to top of cant strip. Counterflashing and reglets shall be 22 gage galvanized sheet steel. Lap counter flashing and reglets 3 inches minimum at splices and miter at angles or supply special metal corner fittings. Reglet and method of securing flashing shall be so constructed that flashing is firmly locked in place but may be readily removed for replacement.
- C. Roof Pipe Flashings: Provide 24 gage galvanized steel flashings with a storm worker.
- D. Miscellaneous Flashing: Unless otherwise indicated, miscellaneous flashing shall be fabricated of galvanized steel. Exterior doors and windows, unless covered by overhangs shall be provided with 22 gage galvanized steel drip flashing as detailed. At wood construction, nail flashing to framing before paper backed lath is installed.

**PART 3 – EXECUTION**

**3.1 PREPARATION**

- A. Concrete and masonry materials in contact with sheet metal shall be painted with alkali resistant coating, such as heavy-bodied bituminous paint. Wood in contact with sheet metal shall be painted with two coats of aluminum paint or one coat of heavy-bodied bituminous paint.

**3.2 INSTALLATION**

- A. Counterflashing:
1. Install at constant horizontal elevation across roof slope and slope at constant height above cant or as indicated.
  2. Provide minimum 3-inch lap at all end splices of counterflashing.
- B. Galvanized sheet steel parapet coping and flashing shall be continuous over top of parapet to form a watertight cap, with waterproof seams at approximately 10 feet on center, or as indicated. Anchor coping to outside of wall with a continuous cleat face nailed at 24 inch centers. Coping shall be fastened on inside wall with hex head screws and bonded sealing washers through oversized holes in the back

**SECTION 07 6000  
FLASHING AND SHEET METAL**

of the coping. Corners and angles shall be lapped and soldered; do not install joint sealant.

**3.3 TESTING**

A. Perform field water testing to demonstrate installation is watertight. Continue testing with a continuous hose stream applied at base of installation for at least 30 minutes. If leaking is observed, discontinue test and repair installation, then test until satisfactory results are obtained.

**3.4 PROTECTION**

A. Protect the Work of this section until Substantial Completion.

**3.5 CLEANING**

A. Remove rubbish, debris, and waste materials and legally dispose of off the Project site.

END OF SECTION

## SECTION 07 9200 JOINT SEALANTS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Joint sealants.
  - 2. Preparation for application of sealants.
- B. Related Requirements:
  - 1. Division 01 - General Requirements.
  - 2. Section 06 2000 - Finish Carpentry.
  - 3. Section 07 6000 - Flashing and Sheet Metal.
  - 4. Division 08 - Openings.
  - 5. Division 09 - Finishes.
  - 6. Section 10 2813 - Toilet Accessories.

#### 1.2 SUBMITTALS

- A. Shop Drawings: Submit Shop Drawings indicating sealant joint locations, with full-size sealant joint details.
- B. Product Data: Submit manufacturer's literature for each sealant material.
- C. Material Samples: Submit Samples indicating color range available for each sealant material intended for installation in exposed locations.
- D. Certifications: Submit manufacturer's certification materials comply with specified requirements.
- E. Site Samples: At locations required, provide a Sample of sealant for each typical installation, approximately 24 inches long, including joint preparation, backing, sealant, and tooling. Allow backing to extend 6 inches beyond end of sealant for inspection of substrate.
- F. Test Reports: Submit manufacturer's adhesion compatibility test reports according to ASTM C794 for each substrate.

#### 1.3 QUALITY ASSURANCE

- A. Qualifications of Installer: The Work of this section shall be installed by a firm which has been in the business of installing similar materials for at least five consecutive years; and can show evidence of satisfactory completion of five projects of similar size and scope. Installer shall have applicators trained and approved by manufacturer for performing this Work.

**SECTION 07 9200  
JOINT SEALANTS**

1.4 DELIVERY, STORAGE AND HANDLING

- A. Store in accordance with manufacturer's recommendations. Provide a uniform ambient temperature between 60- and 80-degrees F.

1.5 WARRANTY

- A. Manufacturer: five-year material warranty.
- B. Installer: two-year installation/application warranty.

PART 2 - PRODUCTS

2.1 GENERAL

- A. Furnish sealants meeting following in-service requirements:
  - 1. Normal curing schedules are permitted.
  - 2. Non-staining, color fastness (resistance to color change), and durability when subjected to intense actinic (ultraviolet) radiation are required.
- B. Furnish the products of only one manufacturer unless otherwise required, sealant colors as selected to match the adjoining surfaces.

2.2 MANUFACTURERS

- A. Subject to compliance with project requirements, manufacturers offering specified items which may be incorporated into the work include the following:
  - 1. Bostik, Inc.
  - 2. Dow Corning.
  - 3. GE Silicones.
  - 4. Mameco International.
  - 5. W.R. Meadows, Inc.
  - 6. Nomaco, Inc.
  - 7. Pecora Corporation.
  - 8. Sika Corporation.
  - 9. Sonneborn Building Products Div. ChemRex, Inc.
  - 10. Tremco.
  - 11. USG Corp.
  - 12. Or approved equal.

2.3 MATERIALS

- A. Sealants:
  - 1. Sealant 1: Acrylic latex, one-part, non-sag, mildew resistant acrylic emulsion compound complying with ASTM C834, Type S, Grade NS, formulated to be paintable.

**SECTION 07 9200  
JOINT SEALANTS**

- a. Tremco Inc., Acrylic Latex Caulk.
  - b. Pecora Corporation, AC-20.
  - c. Equal.
2. Sealant 2: Butyl sealant, one-part, non-sag, solvent-release-curing sealant complying with ASTM C1311, gun grade and formulated with a minimum of 75 percent solids.
- a. Tremco Inc., Tremco Butyl Sealant.
  - b. Pecora Corp., BC-158.
  - c. Equal.
3. Sealant 3: Silicone sealant, one-part non-acid-curing silicone sealant complying with ASTM C920, Type S, Grade NS, Class 25.
- a. Dow Corning Corp., Dow Corning 790, 791, 795.
  - b. General Electric Co., Silpruf.
  - c. Tremco, Inc., Spectrem 1.
  - d. Pecora Corp., 864.
  - e. Equal.
4. Sealant 4: One-part mildew-resistant silicone sealant, complying with ASTM C920, Type S, Grade NS, Class 25.
- a. Dow Corning Corp., Dow Corning 786.
  - b. General Electric Co., Sanitary 1700.
  - c. Tremco, Inc., Proglaze White.
  - d. Equal.
5. Sealant 5: One-part non-sag urethane sealant, complying with ASTM C920, Type S, Grade NS, Class 25.
- a. Sika Corporation, Sikaflex -221e.
  - b. Equal.
6. Sealant 6: Multi-part pouring urethane sealant, complying with ASTM C920, Type M, Grade P, Class 25.
- a. Sika Corporation, Sikaflex 2C NS/SL.

## SECTION 07 9200 JOINT SEALANTS

- b. Equal.
- 7. Sealant 7: Acoustical sealant, non-drying, non-hardening permanently flexible conforming to ASTM D217.
  - a. Pecora Corp., BA-98 Acoustical Sealant.
  - b. Equal.
- B. See 07 8413 - Penetration Firestopping for rated sealants.
- C. .Joint Backing: ASTM D1056; round, closed cell Polyethylene Foam Rod; oversized 30 to 50 percent larger than joint width, reticulated polyolefin foam.
- D. Primer: Non-Staining Type. Provide primer as required and shall be product of manufacturer of installed sealant.
- E. Bond Breaker: Pressure sensitive tape recommended by sealant manufacturer.
- F. Sealants shall have normal curing schedules, shall be nonstaining, color fast and shall resist deterioration due to ultraviolet radiation.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Verify that joint openings are ready to receive Work and field tolerances are within the guidelines recommended by sealant manufacturer.

#### 3.2 SURFACE PREPARATION

- A. Joints and spaces to be sealed shall be completely cleaned of all dirt, dust, mortar, oil, and other foreign materials which might adversely affect sealing Work. Where necessary, degrease with a solvent or commercial degreasing agent. Surfaces shall be thoroughly dry before application of sealants.
- B. If recommended by manufacturer, remove paint and other protective coatings from surfaces to be sealed before priming and installation of sealants.
- C. Preparation of surfaces to receive sealant shall conform to the sealant manufacturer's specifications. Provide air pressure or other methods to achieve required results. Provide masking tape to keep sealants off surfaces that will be exposed in finished Work.
- D. Etch concrete or masonry surfaces to remove excess alkalinity unless sealant manufacturer's printed instructions indicate that alkalinity does not interfere with sealant bond and performance. Etch with 5 percent solution of muriatic acid; neutralize with dilute ammonia solution, rinse thoroughly with water and allow to dry before sealant installation.

**SECTION 07 9200  
JOINT SEALANTS**

- E. Perform preparation in accordance with ASTM C804 for solvent release sealants, and ASTM C962 for elastomeric sealants.
- F. Protect elements surrounding Work of this section from damage or disfiguration.

**3.3 SEALANT APPLICATION SCHEDULE**

<b>Location</b>	<b>Type</b>	<b>Color</b>
A. Exterior and Interior joints in horizontal surfaces of concrete; between metal and concrete masonry and mortar.	Sealant 6	To match adjacent material
B. Exterior door, entrance, and window frames. Exterior and interior vertical joints in concrete and masonry metal flashing.	Sealant 3 or 5	To match adjacent material
C. Joints within glazed curtain wall system. Skylight framing system. Aluminum entrance system glass and glazing.	Sealant 3	Translucent or Black
D. Interior joints in ceramic tile and at plumbing fixtures.	Sealant 4	Translucent or White
E. Under thresholds.	Sealant 2	Black
F. All interior joints not otherwise scheduled	Sealant 1	To Match Adjacent Surfaces
G. Heads and sills, perimeters of frames and other openings in insulated partitions	Sealant 7	Match Adjacent Surfaces

**3.4 APPLICATION**

- A. Provide sealant around all openings in exterior walls, and any other locations indicated or required for structure weatherproofing and/or waterproofing.
- B. Sealants shall be installed by experienced mechanics using specified materials and proper tools. Preparatory Work (cleaning, etc.) and installation of sealant shall be as specified and in accordance with manufacturer's printed instructions and recommendations.
- C. Concrete, masonry, and other porous surfaces, and any other surfaces recommended by manufacturer, shall be primed before installing sealants. Primer must be installed with a brush that will reach all parts of joints to be filled with sealant.

## SECTION 07 9200 JOINT SEALANTS

- D. Sealants shall be stored and installed at temperatures as recommended by manufacturer. Sealants shall not be installed when they become too jelled to be discharged in a continuous flow from gun. Modification of sealants by addition of liquids, solvents, or powders is not permitted.
- E. Sealants shall be installed with guns furnished with proper size nozzles. Sufficient pressure shall be furnished to fill all voids and joints solid. In sealing around openings, include entire perimeter of each opening, unless indicated or specified otherwise. Where gun installation is impracticable, suitable hand tools shall be provided.
- F. Sealed joints shall be neatly pointed on flush surfaces with beading tool, and internal corners with a special tool. Excess material shall be cleanly removed. Sealant, where exposed, shall be free of wrinkles and uniformly smooth. Sealing shall be complete before final coats of paint are installed.
- G. Comply with sealant manufacturer's printed instructions except where more stringent requirements are indicated on Drawings or specified.
- H. Partially fill joints with joint backing material, furnishing only compatible materials, until joint depth does not exceed 1/2-inch joint width. Minimum joint width for metal-to-metal joints shall be 1/4 inch. Joint depth, shall be not less than 1/4 inch and not greater than 1/2-inch.
- I. Install sealant under sufficient pressure to completely fill voids. Finish exposed joints smooth, flush with surfaces or recessed as indicated. Install non-tracking sealant to concrete expansion joints subject to foot or vehicular traffic.
- J. Where joint depth prevents installation of standard bond breaker backing rod, furnish non-adhering tape covering to prevent bonding of sealant to back of joint. Under no circumstances shall sealant depth exceed 1/2 inch maximum, unless specifically indicated on Drawings.
- K. Prime porous surfaces after cleaning. Pack joints deeper than 3/4 inch with joint backing to within 3/4 inch of surface. Completely fill joints and spaces with gun applied compound, forming a neat, smooth bead.

### 3.5 MISCELLANEOUS WORK

- A. Sealing shall be provided wherever required to prevent light leakage as well as moisture leakage. Refer to Drawings for condition and related parts of Work.
- B. Install sealants to depths as indicated or, if not indicated, as recommended by sealant manufacturer but within following general limitations:
  - 1. For joints in concrete walks, slab and paving subject to traffic, fill joints to a depth equal to 75 percent of joint width, but not more than 3/4 inch deep or less than 3/8 inch deep, depending on joint width.
  - 2. For building joints, fill joints to a depth equal to 50 percent of joint width, but not more than 1/2 inch deep or less than 1/4 inch deep.

**SECTION 07 9200  
JOINT SEALANTS**

3.6 CLEANING

- A. Remove rubbish, debris, and waste materials and legally dispose of off the Project site.

3.7 CURING

- A. Sealants shall cure in accordance with manufacturer's printed recommendations. Do not disturb seal until completely cured.

3.8 PROTECTION

- A. Protect the Work of this section until Substantial Completion.

END OF SECTION

**SECTION 08 1113  
HOLLOW METAL DOORS AND FRAMES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Hollow Metal doors and frames.
  
- B. Related Documents: The Contract Documents, as defined in Section 01 1000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.
  
- C. Related Sections:
  - 1. Section 08 7100 - Door Hardware: Hardware coordination.
  - 2. Section 09 9113 – Exterior Painting & 09 9123 Interior Painting: Field painting and finishing of doors and frames.

**1.2 REFERENCES**

- A. American Society for Testing and Materials (ASTM):
  - 1. ASTM A 152 - Methods for Fire Tests of Door Assemblies.
  - 2. ASTM A 653/A 653M - Standard Specification for Steel Sheets, Zinc-Coated (Galvanized) or Zinc-Iron Alloy-Coated (Galvannealed) by the Hot-Dip Process; 1996.
  
- B. Door Hardware Institute (DHI):
  - 1. DHI - The Installation of Commercial Steel Doors and Steel Frames, Insulated Steel Doors in Wood Frames and Builder's Hardware.
  - 2. DHI A115 Series - Specifications for Steel Doors and Frame Preparation for Hardware.
  
- C. Steel Door Institute (SDI):
  - 1. SDI-100 - Recommended Specifications Standard Steel Doors and Frames.
  - 2. SDI-105 - Recommended Erection Instructions for Steel Frames.

**1.3 SUBMITTALS**

- A. Section 01 3300 - Submittal Procedures: Procedures for submittals.
  - 1. Product Data: Indicate door materials, gauges, configurations, and location of cut-outs hardware reinforcement, and finish.
    - a. Shop Drawings: Indicate door elevations, internal reinforcement, closure method, and cut-outs for louvers.

**SECTION 08 1113  
HOLLOW METAL DOORS AND FRAMES**

1.4 DELIVERY, STORAGE AND PROTECTION

- A. Section 01 6000 - Product Requirements: Transport, handle, store, and protect products.
- B. Protect doors and frames with resilient packaging.
- C. Break seal onsite to permit ventilation.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Subject to compliance with project requirements, manufacturers offering items which may be incorporated in the Work include the following:
  - 1. Amweld Building Products, Incorporated,
  - 2. Ceco Door Products,
  - 3. Curries Company,
  - 4. Republic Builders Products,
  - 5. Steelcraft,
  - 6. Or approved equal

2.2 FRAMES MATERIALS

- A. Exterior Frames: 14 gage, cold-rolled steel, mitered and welded, 2-inch profile, for installation in a metal or wood stud and gypsum board partition.
- B. Interior Frames: 16 gage, cold-rolled steel, mitered and welded, 2-inch profile, for installation in a metal or wood stud and gypsum board partition.

2.3 DOORS CONSTRUCTION

- A. General: Custom-made, flush-panel "seamless type" with one-piece face panels; continuous weld, seamless edge construction with no visible seams or joints on faces or on vertical edges.
  - 1. Doors: SDI-100, Level II - Heavy-Duty - 1-3/4 inch, Model 1 - Full Flush Design, 16 gage cold-rolled steel.
    - a. Exterior doors: Thermal Insulation: Exterior doors shall be insulated to R values scheduled or indicated on drawings.
    - b. Interior Doors: Kraft Honeycomb, Phenolic treated.

**SECTION 08 1113  
HOLLOW METAL DOORS AND FRAMES**

2.4 ACCESSORIES

- A. Rubber Silencers: Resilient rubber.

2.5 PROTECTIVE COATINGS

- A. Bituminous Coating: Fibered asphalt emulsion.
- B. Primer: Exposed surfaces shall be cleaned, treated with Bonderite chemical and given one baked-on shop coat of grey rust inhibiting primer.

2.6 FABRICATION

- A. Fabricate unit's rigid, neat, and free from warp or buckle. Fabricate KD or welded as specified. Weld exposed joints continuously; grind, dress, and make smooth, flush, and invisible.
- B. Reinforce units to receive surface applied finish hardware.
- C. Prepare frame for silencers. Provide three single rubber silencers for single doors and two single silencers on frame head at double doors without mullions.
- D. Primer: Air dried.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Section 01 7300 - Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

3.2 INSTALLATION

- A. Install frames in accordance with SDI-105.

**SECTION 08 1113  
HOLLOW METAL DOORS AND FRAMES**

- B. Install doors in accordance with DHI.
- C. Install doors in accordance with manufacturer's published instructions, of size, and at locations indicated.
- D. Coordinate with adjacent wall construction for anchor placement.
- E. Field paint doors and frames as specified in Section 09 9113 & 09 9123.
- F. The frame is to be mounted to the studding in such a manner to prevent the spreading of the frame from the studs of less than 1/2 inch.

**3.3 CONSTRUCTION**

- A. Interface with Other Work:
  - 1. Coordinate frame installation with size, location, and installation.
  - 2. Coordinate with door opening construction, door frame, and door hardware installation.
- B. Site Tolerances:
  - 1. Maximum Diagonal Distortion: 1/16 inch measured with straight edge, corner to corner.

**3.4 FIELD QUALITY CONTROL**

- A. Section 01 4000 - Quality Requirements: Field inspection.
- B. Inspect metal door and frame installation, alignment, attachment to structure, and operation.

**3.5 ADJUSTING AND CLEANING**

- A. Adjust hardware for smooth and balanced door movement.
- B. Section 01 7300 - Execution: Cleaning installed Work.

Payment for items of work covered under Division 8 of the plans and these specifications shall be based on the lump sum bid pricing identified in the Bid Schedule. No additional compensation will be allowed.

END OF SECTION

**SECTION 08 6250**  
**TUBULAR DAYLIGHTING DEVICE**

**PART 1 GENERAL**

**1.1 SECTION INCLUDES**

- A. Tubular daylighting devices (TDD) and accessories.

**1.2 RELATED SECTIONS**

- A. Section 06 1000 - Wood Framing. Site built wood curbs and nailers.
- B. Section 07 6000 - Flashing and Sheet Metal. Metal curb flashings.

**1.3 REFERENCES**

- A. American Architectural Manufacturers Association (AAMA):
  - 1. AAMA/WDMA/CSA 101/I.S.2/A440 - Standard/Specification for Windows, Doors, and Unit Skylights; 2011.
- B. ASTM International (ASTM):
  - 1. ASTM A463/A463M - Standard Specification for Steel Sheet, Aluminum Coated, by the Hot Dip Process.
  - 2. ASTM A653/A653M - Standard Specification for Steel Sheet, Zinc Coated (Galvanized), by the Hot Dip Process.
  - 3. ASTM A792/A792M - Standard Specification for Steel Sheet, 55% Aluminum-Zinc Alloy-Coated by the Hot-Dip Process.
  - 4. ASTM B209 - Standard Specification for Aluminum and Aluminum-Alloy Sheet and Plate.
  - 5. ASTM D635 - Test Method for Rate of Burning and/or Extent of Time of Burning of Self-Supporting Plastics in a Horizontal Position.
  - 6. ASTM D1929 - Test Method for Ignition Properties of Plastics.
  - 7. ASTM D2843 - Standard Test Method for Density of Smoke from the Burning or Decomposition of Plastics.
  - 8. ASTM F1642 - Standard Test Method for Glazing and Glazing Systems Subject to Airblast Loading.
  - 9. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
  - 10. ASTM E108 - Standard Test Methods for Fire Tests of Roof Coverings.
  - 11. ASTM E283 - Test Method for Rate of Air Leakage Through Exterior Windows, Curtain Walls, and Doors Under Specified Pressure Differences Across the Specimen.
  - 12. ASTM E308 - Standard Practice for Computing the Colors of Objects by Using the CIE System.
  - 13. ASTM E330 - Structural Performance of Exterior Windows, Curtain Walls, and Doors.
  - 14. ASTM E547 - Test Method for Water Penetration of Exterior Windows, Skylights, Doors, and Curtain walls by Cyclic Air Pressure Difference.
  - 15. ASTM E1886 - Standard Test Method for Performance of Exterior Windows, Curtain Walls, Doors, and Impact Protective Systems Impacted by Missiles

**SECTION 08 6250**  
**TUBULAR DAYLIGHTING DEVICE**

and Exposed to Cyclic Pressure Differentials.

16. ASTM E1996 - Standard Specification for Performance of Exterior Windows, Curtain Walls, Doors, and Impact Protective Systems Impacted by Windborne Debris in Hurricane.
17. ASTM F2912 - Standard Specification for Glazing and Glazing Systems Subject to Airblast Loading.

C. International Code Council (ICC):

1. ICC 500 - Standard for the Design and Construction of Storm Shelters.

D. International Code Council Evaluation Service, Inc. (ICC-ES):

1. ICC-ES AC-16 - Acceptance Criteria for Plastic Skylights; 2008.

1.4 PERFORMANCE REQUIREMENTS

- A. Daylight Reflective Tubes: Spectralight Infinity with INFRAREDuction Technology combines ultra-high Visible Light reflectance with Ultra-low Infrared (IR) reflectance. Patented spectrally-selective optical surface yields an average total- and specular-reflectance for the Visible Light spectrum (400 nm to 700 nm) providing maximized visible light transmission and less than 25 percent reflectance for Infrared (IR) heat wavelengths (750 nm to 2500 nm) for minimized heat transmission, resulting in a spectrally-selective Total Solar Spectrum (250 nm to 2500 nm) reflectance less than 37 percent, as measured using a Perkin Elmer Lambda 1050 spectrophotometer with a Universal Reflectance Accessory. Color:  $a^*$  and  $b^*$  (defined by CIE  $L^*a^*b^*$  color model) shall not exceed plus 2 or be less than minus 2 as determined in accordance with ASTM E308.
- B. BRIGHTEN UP 290 DS (Suspended or Open Ceilings)
  1. AAMA/WDMA/CSA 101/IS2/A440, Class CW-PG70 size tested 14 inch (350 mm), Type TDDCC.
    - a. Air Infiltration Test: Air infiltration will not exceed 0.30 cfm/sf aperture with a pressure delta of 1.57 psf across the tube when tested in accordance with ASTM E283.
    - b. Water Resistance Test:
      - 1) Passes water resistance; no uncontrolled water leakage with a pressure differential of 10.7 psf (512 Pa) or 15 percent of the design load (whichever is greater) and a water spray rate of 5 gallons/hour/sf for 24 minutes when tested in accordance with ICC-ES AC-16, ASTM E547 and ASTM E331.
    - c. Uniform Load Test: All units tested with a safety factor of (3) for positive pressure and (2) for negative pressure, acting normal to plane of roof in accordance with ASTM E330.
      - 1) No breakage, permanent damage to fasteners, hardware parts, or damage to make system inoperable or cause excessive permanent deflection of any section when tested at a Positive Load of 150 psf (7.18 kPa) or Negative Load of 60 psf (2.87 kPa) in accordance with ICC AC-16 Section A, or Negative Load of 70 psf (3.35 kPa) if tested per ICC AC-16 Section B.

**SECTION 08 6250**  
**TUBULAR DAYLIGHTING DEVICE**

- d. Fire Testing:
  - 1) When used with the Dome Edge Protection Band, all domes meet fire rating requirements as described in the International Building Code.
  - 2) When used with Dome Edge Protection Band and Rooftop Fire Glazing, all domes meet prescriptive method of Option 1 of IBC 708A.2.1 and IWUIC 101.2.
  - 3) Self-Ignition Temperature - Greater than 650 degrees F per ASTM D1929.
  - 4) Smoke Density: Rating no greater than 450 per ASTM E84 in way intended for use. Classification C.
  - 5) Rate of Burn and/or Extent: Maximum Burning Rate: 2.5 inches/min (62 mm/min) Classification CC-2 per ASTM D635.
  - 6) Rate of Burn and/or Extent: Maximum Burn Extent: 1 inch (25 mm) Classification CC-1 per ASTM D635.

**1.5 SUBMITTALS**

- A. Submit under provisions of Section 01 3000.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Storage and handling requirements and recommendations.
  - 3. Data sheets showing roof dome assembly, flashing base, reflective tubes, diffuser assembly, and accessories.
  - 4. Installation requirements.
- C. Shop Drawings. Submit shop drawings showing layout, profiles, and product components, including rough opening and framing dimensions, anchorage, roof flashings, and accessories.
- D. Verification Samples: As requested by Architect.
- E. Test Reports: Independent testing agency or evaluation service reports verifying compliance with specified performance requirements.

**1.6 QUALITY ASSURANCE**

- A. Manufacturer Qualifications: All primary products specified in this section will be supplied by a single manufacturer with a minimum of twenty years' experience in the top lighting industry. Secondary products shall be acceptable to the primary manufacturer.
- B. Installer Qualifications: All products shall be installed by a single installer with a minimum of five years' experience demonstrated, with adequate equipment, skilled workers, and practical experience to meet the project schedule.
- C. Pre-Installation Meeting: Contractor shall convene a pre-installation meeting on the project site minimum one week before beginning work of this Section. The meeting

**SECTION 08 6250  
TUBULAR DAYLIGHTING DEVICE**

shall include the Architect or Owner's Representative and representatives of all trades related to:

1. Coordinate between the at least the following trades.
  - a. Roofing to install the flashing and skylight. Cut holes in roof deck and flash curb to deck.
  - b. Ensure clear paths for TDD units and coordinate with mechanical so not to interfere with pathways.
2. Verify project requirements and site logistics.
3. Assess integrity of the roofing system and building structure.
4. Review manufacturer's installation instructions and warranty requirements.

**1.7 DELIVERY, STORAGE, AND HANDLING**

- A. Deliver products in a cool dry location protected from the weather and in the manufacturer's original unopened containers until ready for installation.
- B. Store products in manufacturer's unopened packaging until ready for installation.

**1.8 PROJECT CONDITIONS**

- A. Coordinate delivery schedule with the Contractor and project schedule to minimize on site storage.
- B. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.
- C. Store materials in a dry area, protected from freezing, staining, contamination, or damage.

**1.9 WARRANTY**

- A. Daylighting Device: Manufacturer's standard warranty for 10 years.

**PART 2 PRODUCTS**

**2.1 MANUFACTURERS**

- A. Acceptable Manufacturer: Solatube International, Inc.; 2210 Oak Ridge Way, Vista, CA 92081. Tel. Toll Free: 888-765-2882. Tel: (760) 477-1120. Fax: (760) 597-4488. Email: [commsales@solatube.com](mailto:commsales@solatube.com). Web: [www.solatube.com](http://www.solatube.com).
- B. Requests for substitutions will be considered in accordance with provisions of Section 01 6000.

**2.2 TUBULAR DAYLIGHTING DEVICES**

- A. Tubular Daylighting Devices General: Transparent roof-mounted skylight dome and self-flashing curb, reflective tube, and ceiling level diffuser assembly, transferring sunlight to interior spaces; complying with ICC AC-16.

**SECTION 08 6250**  
**TUBULAR DAYLIGHTING DEVICE**

- B. Brighten Up Series: Solatube Model 290 DS: 14 Inch (350 mm) Daylighting System:
1. Model:
    - a. Solatube Model 290 DS used for daylighting systems with suspended or hard ceilings. AAMA Type TDDCC.
  2. Capture Zone:
    - a. Roof Dome Assembly: Transparent, UV and impact resistant dome with flashing base supporting dome and top of tube.
      - 1) Outer Dome Glazing: Type DA, 0.125 inch (3.25 mm) minimum thickness impact resistant injection molded acrylic classified as CC2 material; UV inhibiting (100 percent UV C, 100 percent UV B and 98.5 percent UV A), impact modified acrylic blend.
        - a) Raybender 3000: Variable prism optic molded into outer dome to capture low angle sunlight and limit high angle sunlight.
      - 2) Tube Ring: Attached to top of base section; 0.090 inch (2.3 mm) nominal thickness injection molded high impact acrylic; to prevent thermal bridging between base flashing and tubing and channel condensed moisture out of tubing.
      - 3) Dome Seal: Polyethylene foam seal, black, 0.13-inch (3.2 mm) thick by 14.62 (371 mm) diameter, 2 PCF polyethylene foam.
      - 4) LightTracker Reflector, made of aluminum sheet, thickness 0.015 inch (0.4 mm) with Spectralight Infinity. Positioned in the dome to capture low angle sunlight.
    - b. Dome Options:
      - 1) Dome Edge Protection Band: Type PB, for fire rated Class A, B or C roof applications. Aluminized steel nominal thickness of 0.028 inches (0.7 mm).
    - c. Flashings:
      - 1) Roof Flashing Base:
        - a) One Piece: One-piece, seamless, leak-proof flashing functioning as base support for dome and top of tube. Sheet steel, corrosion resistant conforming to ASTM A653/A653M or ASTM A463/A463M or ASTM A792/A792M, 0.028 inch (0.7 mm) plus or minus .006 inch (.015 mm) thick.
          - 1) Base Style: Type FC, Curb Cap, with inside dimensions of 27 inches by 27 inches to cover curb.
    - d. Curbs: Metal Insulated Roof Curb: Corrosion resistant 18 Gauge hot-dipped galvanized steel conforming to ASTM A653 G90 with continuous welded seams, integrated base plate for water tightness and extra strength, lined with 1-1/2-inch fiberglass fireproof sound attenuating thermal insulation, factory installed 2 by 2 treated wood nailer secured to top ledge of curb. Curb designed for single-ply roofing, lightweight fill, or tapered insulation low slope roof types.
      - 1) C14 14 inch (356 mm) high Metal insulated curb
      - 2) Flashing Options:

**SECTION 08 6250**  
**TUBULAR DAYLIGHTING DEVICE**

- a) Curb Cap Insulation: Type CCI, nominal 1-inch-thick thermal isolation pad to reduce thermal conduction between curb-cap and tubing and thermal convection between room air and curb-cap. Rated R-6 ( $^{\circ}\text{F}\cdot\text{ft}^2\cdot\text{hr}/\text{Btu}$ ) Insulation is Polyisocyanurate foam utilizing CFC, HCFC, and HFC free blowing agent. Type-1 Class-1 per ASTM C 1289; Passes UL 1715 (15-minute thermal barrier per IBC 2603.4); Attic ventilation may be required per IBC 1203.2( $^{\circ}\text{F}\cdot\text{ft}^2\cdot\text{hr}/\text{Btu}$ )
  - b) Roof Flashing Turret Extensions: Provide manufacturers' standard extension tubes for applications requiring it.
3. Transfer Zone:
- a. Extension Tubes: Aluminum sheet, thickness 0.015 inch (0.4 mm).
    - 1) Reflective Tubes:
      - a) Reflective Extension Tube: Type EXX with total length of run as indicated on the Drawings.
      - b) Interior Finish: Spectralight Infinity with INFRAREDuction Technology combining ultra-high Visible Light reflectance with Ultra-low Infrared (IR) reflectance.
      - c) Color:  $a^*$  and  $b^*$  (defined by CIE  $L^*a^*b^*$  color model) shall not exceed plus 2 or be less than minus 2 as determined in accordance with ASTM E308.
    - 2) Tube Options
      - a) Extension Tube Angle Adapter: Provide manufacturer's standard adapters for applications requiring:
        - 1) Type A1 one 0-to-90-degree extension tube angle adapter.
      - b) Severe Climate Glazing: Type SCG, PET GAG plastic glazing to minimize potential for condensation and heat loss. Nominal thickness is 0.039 inches (0.99 mm).
      - c) Wire Suspension Kit: Type E, use the wire suspension kit when additional bracing to the structure is required.
      - d) Thermal Insulation Panel: Type TIP, high-performance dual-glazed, tube insulation system.
4. Delivery Zone:
- a. Ceiling Ring: Injection molded impact resistant acrylic. Nominal thickness is 0.110 inches (2.8 mm).
  - b. Ceiling Ring Seal: Polyethylene foam seal, white, 0.25 inch (6.4 mm) wide by 0.19 inch (4.8 mm) high, 2 PCF polyethylene foam with low-tack pressure sensitive adhesive.
  - c. Upper glazing: PET GAG plastic with EPDM low density sponge seal to minimize condensation and bug, dirt, and air infiltration per ASTM E283. The nominal thickness is 0.039 inches (0.99 mm).
    - 1) Natural Effect Lens: Type LN.
  - d. Round Diffusers/Decorative Fixtures: Dual Glazed Diffuser Assembly.
    - 1) Lower glazing with integral injection molded acrylic Dress Ring

**SECTION 08 6250**  
**TUBULAR DAYLIGHTING DEVICE**

classified as CC2 material. Nominal thickness is 0.110 inches (2.8 mm)

- a) Classic Vusion Diffuser: Type L4, molded acrylic plastic classified as CC2 material (nominal thickness 0.090 inches (2.29 mm) with injection molded acrylic Diffuser Trim Ring.

### 2.3 ACCESSORIES

- A. Fasteners: Same material as metals being fastened, non-magnetic steel, non-corrosive metal of type recommended by manufacturer, or injection molded nylon.
- B. Suspension Wire: Steel, annealed, galvanized finish, size and type for application and ceiling system requirement.
- C. Sealant: Polyurethane or copolymer based elastomeric sealant as provided or recommended by manufacturer.

## PART 3 EXECUTION

### 3.1 EXAMINATION

- A. Do not begin installation until substrates have been properly prepared.
- B. Examine openings, substrates, structural support, anchorage, and conditions for compliance with requirements for installation tolerances and other conditions.
- C. If substrate and rough opening preparation is the responsibility of another installer, notify Architect of unsatisfactory preparation before proceeding.

### 3.2 PREPARATION

- A. Clean surfaces thoroughly prior to installation.
- B. Coordinate requirements for power supply, conduit, and wiring.
- C. Prepare surfaces using the methods recommended by the manufacturer for achieving the best result for the substrate under the project conditions.

### 3.3 INSTALLATION

- A. Install in accordance with manufacturer's printed instructions.
- B. Coordinate installation with substrates, air and vapor retarders, roof insulation, roofing membrane, and flashing to ensure that each element of the Work performs properly, and that finished installation is weather tight.
  - 1. Install flashing to produce weatherproof seal with curb and overlap with roofing system termination at top of curb.
  - 2. Provide thermal isolation when components penetrate or disrupt building insulation. Pack fibrous insulation in rough opening to maintain continuity of thermal barriers.

**SECTION 08 6250  
TUBULAR DAYLIGHTING DEVICE**

3. Coordinate attachment and seal of perimeter air and vapor barrier material.

C. Where metal surfaces of tubular unit skylights will contact incompatible metal or corrosive substrates, including preservative-treated wood, provide permanent separation as recommended by manufacturer

D. Align device free of warp or twist, maintain dimensional tolerances.

E. Inspect installation to verify secure and proper mounting. Test each fixture to verify operation, control functions, and performance. Correct deficiencies.

**3.4 CLEANING**

A. Clean exposed surfaces according to manufacturer's written instructions. Touch up damaged metal coatings and finishes. Remove excess sealants, glazing materials, dirt, and other substances.

**3.5 PROTECTION**

A. Protect installed products until completion of project.

B. Touch-up, repair or replace damaged products before Substantial Completion.

END OF SECTION

**SECTION 08 7100  
DOOR HARDWARE**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Door hardware
- B. Related Divisions:
  - 1. Section 07 9200 – Joint Sealants.
  - 2. Section 08 1113 – Hollow Metal Doors and Frames.
- C. Specific Omissions: Hardware for the following is specified or indicated elsewhere.
  - 1. Signs.
  - 2. Toilet accessories, including grab bars.
  - 3. Installation.

**1.2 REFERENCES**

- A. Use date of standard in effect as of Bid date.
  - 1. American National Standards Institute – ANSI 156.18 – Materials and Finishes.
    - a) ANSI A156.18 Materials and Finishes
  - 2. BHMA – Builders Hardware Manufacturers Association
  - 3. DHI – Door and Hardware Institute
  - 4. NFPA – National Fire Protection Association
    - a) NFPA 80 – Fire Doors and Windows
    - b) NFPA 105 – Smoke and Draft Control Door Assemblies
    - c) NFPA 252 – Fire Tests of Door Assemblies
  - 5. UL – Underwriters Laboratories
    - a) UL10C – Positive Pressure Fire Tests of Door Assemblies.
    - b) UL 305 – Panic Hardware
  - 6. WHI – Warnock Hersey Incorporated State of California Building Code
  - 7. Local applicable codes
- B. Abbreviations
  - 1. Manufacturers: see table at 2.1.A of this section

**1.3 SUBMITTALS & SUBSTITUTIONS**

**SECTION 08 7100  
DOOR HARDWARE**

- A. **SUBMITTALS:** Submit six copies of schedule per D. Only submittals printed on one sided will be accepted and reviewed. Organize vertically formatted schedule into “Hardware Sets” with index of doors and headings, indicating complete designations of every item required for each door or opening. Minimum 10pt font size. Include following information:
1. Type, style, function, size, quantity, and finish of hardware items.
  2. Use BHMA Finish codes per ANSI A156.18.
  3. Name, part number and manufacturer of each item.
  4. Fastenings and other pertinent information.
  5. Location of hardware set coordinated with floor plans and door schedule.
  6. Explanation of abbreviations, symbols, and codes contained in schedule.
  7. Mounting locations for hardware.
  8. Door and frame sizes, materials, and degrees of swing.
  9. List of manufacturers used and their nearest representative with address and phone number.
  10. Catalog cuts.
  11. Point-to-point wiring diagrams.
  12. Manufacturer’s technical data and installation instructions for electronic hardware.
- B. Bid and submit manufacturer’s updated/improved item if scheduled item is discontinued.
- C. **Deviations:** Highlight, encircle or otherwise identify deviations from “Schedule of Finish Hardware” on submittal with notations clearly designating those portions as deviating from this section.
- D. If discrepancy between drawings and scheduled material in this section, bid the more expensive of the two choices, note the discrepancy in the submittal and request direction from Engineer for resolution.
- E. Substitutions per Section 01 6000 – Product Requirements. Include product data and indicate benefit to the Project. Furnish operating samples on request. Engineer will make final determination of equivalency.
- F. Items listed with no substitute manufacturers have been requested by District to meet existing standard.
- G. Furnish as-built/as-installed schedule with closeout documents, including keying schedule, riser and point-to-point wiring diagrams, manufacturers’ installation, adjustment and maintenance information, and supplier’s final inspection report.
- 1.4 **QUALITY ASSURANCE:**
- A. **Qualifications**
1. Hardware supplier: direct factory contract supplier who employs a certified architectural hardware consultant (AHC), available at reasonable times during course of work for project hardware consultation to Engineer and Contractor.

**SECTION 08 7100  
DOOR HARDWARE**

- a. Responsible for detailing, scheduling, and ordering of finish hardware. Detailing implies that the submitted schedule of hardware is correct and complete for the intended function and performance of the openings.
  - A. Hardware: Free of defects, blemishes, and excessive play. Obtain each kind of hardware (latch and locksets, exit devices, hinges, and closers) from one manufacturer.
  - B. Furnish hardware items required to complete the work in accordance with specified performance level and design intent, complying with manufacturers' instructions and code requirements.
- 1.5 DELIVERY, STORAGE AND HANDLING:
- A. Delivery: coordinate delivery to appropriate locations (shop or field).
    - 1. Permanent keys and cores: secured delivery direct to District's representative.
  - B. Acceptance at Site: Items individually packaged in manufacturers' original containers, complete with proper fasteners and related pieces. Clearly mark packages to indicate contents, locations in hardware schedule and door numbers.
  - C. Storage: Provide securely locked storage area for hardware, protect from moisture, sunlight, paint, chemicals, dust, excessive heat and cold, etc.
- 1.6 PROJECT CONDITIONS AND COORDINATION:
- A. Where exact types of hardware specified are not adaptable to finished shape or size of members requiring hardware, provide suitable types having as nearly as practical the same operation and quality as type specified, subject to Engineer's approval.
  - B. Coordination: Coordinate hardware with other work. Furnish hardware items of proper design for use on doors and frames of thickness, profile, swing, security, and similar requirements indicated, as necessary for proper installation and function, regardless of omissions or conflicts in the information on the Contract Documents. Furnish related trades with the following information:
    - 1. Location of embedded and attached items to concrete.
    - 2. Location of wall-mounted hardware, including wall stops.
    - 3. Location of finish floor materials and floor-mounted hardware.
    - 4. At masonry construction, coordinate with the anchoring and frame supplier prior to frame installation by placing a strip of insulation, wood, or foam, on the back of the hollow metal frame behind the rabbet section for continuous hinges, as well as at rim panic hardware strike locations, silencers, coordinators, and door closer arm locations. When the frame is grouted in place, the backing will allow drilling and tapping without dulling or breaking the installer's bits.
    - 5. Manufacturers' templates to door and frame fabricators.
  - C. Check Shop Drawings for doors and entrances to confirm that adequate provisions will be made for proper hardware installation.
  - D. Environmental considerations: segregate unused recyclable paper and paper product packaging, uninstalled metals, and plastics, and have these sent to a recycling center.

**SECTION 08 7100  
DOOR HARDWARE**

1.7 WARRANTY

- A. Part of respective manufacturers' regular terms of sale. Provide manufacturers' written warranties:
  - 1. Locksets: Three years.
  - 2. Closers: Ten years mechanical.
  - 3. Hinges: One year.
  - 4. Other Hardware: Two years.

1.8 REGULATORY REQUIREMENTS 2022 CALIFORNIA BUILDING CODE

- A. Locate latching hardware between 34 inches to 44 inches above the finished floor, according to the California Building Code, Section 11B-404.2.7.
- B. Handles, pull, latches, locks, other operating devices: readily operable from egress side without tight grasping, tight pinching, or twisting of the wrist to operate. California Building Code 11B-309.4.
- C. Adjust doors to open with not more than 5.0-pounds pressure to open at exterior doors and 5.0-pounds at interior doors. As per California Building Code, Section 11B-404.2.9, local authority may increase the allowable pressure for fire doors to achieve positive latching, but not to exceed 15-pounds.
  - 1. Door latch shall release when subjected to a 15-pound force.
  - 2. Door must be set in motion when subjected to a 30-pound force.
  - 3. Once set in motion, door shall swing to a full-open position when subjected to a 5-pound force.
- D. Adjust door closer sweep periods so that from an open position of 90 degrees, the time require to move the door to a position of 12 degrees from the latch is 5 seconds minimum, measured to the landing side of the door, per California Building Code Section 11B-404.2.8.1.
- E. Adjust delayed action spring hinge at accessible stalls for so that from the open position of 70 degrees, the door or gate shall move to the closed position in 1.5 seconds minimum, per California Building Code Section 11B-404.2.8.2.
- F. Smooth surfaces at bottom 10 inches of push sides of doors, facilitating push-open with wheelchair footrests, per California Building Code Section 11B-404.2.10.
- F. Door opening clear width at accessible stalls no less than 32 inches, measured from face of frame stop, or edge of inactive leaf of pair of doors, to door face with door opened to 90 degrees. Hardware projection not a factor in clear width if located above 30 inches and the hardware projects no more than 4 inches. California Building Code Section 11B-404.2.3.
- G. Door opening clear height no less than 80 inches measured from top of sill to bottom of frame header stop. Projections into clear opening height not to exceed 2 inches. California Building Code Section 11B-307.4 Exception.

**SECTION 08 7100  
DOOR HARDWARE**

- H. Thresholds: floor or landing no more than 0.50 inches below the top of the threshold of the doorway. Change in level between 0.25 inches and 0.50 inches: beveled to slope no greater than 1:2 (50 percent slope). California Building Code Section 11B-404.2.5 & 11B-303.2.
- I. Floor stops: Do not locate in path of travel. Locate no more than 4 inches from walls.
- J. Meet California Building Code Sections 11B-404.

**PART 2 - PRODUCTS**

**2.1 MANUFACTURERS:**

- A. Listed acceptable alternate manufacturers in accordance with the Item Equivalency provisions:
  - 1. Hinges
    - a. (IVES) Ives.
    - b. Select.
    - c. Hager.
    - d. Or approved equal.
  - 2. Key System
    - a. (CLK) Clark Security
    - b. Schlage.
    - c. Or approved equal.
  - 3. Mechanical Locks
    - a. (SCH) Schlage.
    - b. Falcon.
    - c. Or approved equal.
  - 4. Closers
    - a. (LCN) LCN
    - b. Or approved equal.
  - 5. Push & Pull Plates
    - a. (IVES) Ives.
    - b. Trimco
    - c. Or approved equal.
  - 6. Kickplates
    - a. (IVES) Ives.
    - b. Trimco.
    - c. Or approved equal.
  - 7. Stops & Holders
    - a. (TRI) Trimco.
    - b. Rockwood.
    - c. Or approved equal.
  - 8. Threshold
    - a. (PEM) Pemko.
    - b. Or approved equal.

## SECTION 08 7100 DOOR HARDWARE

### 2.2 HINGING METHODS:

- A. Drawings typically depict doors at 90 degrees; doors will actually swing to maximum allowable. Use wide-throw conventional or continuous hinges as needed up to 8 inches in width to allow door to stand parallel to wall for true 180-degree opening. Advise Engineer if 8-inch width is insufficient.
- B. Conform to manufacturer's published hinge selection standard for door dimensions, weight, and frequency, and to hinge selection as scheduled. Where manufacturer's standard exceeds the scheduled product, furnish the heavier of the two choices, notify Engineer of deviation from scheduled hardware.
- C. Continuous Hinges:
  - 1. Pinned steel/stainless steel type: continuous stainless steel, 0.25-inch diameter stainless-steel hinge pin, 316 alloy.
    - a. Use engineered application-specific wide-throw units as needed to provide maximum swing degree of swing, advise architect if required width exceeds 8 inches.

### 2.3 LOCKSETS, LATCHSETS, DEADBOLTS

- D. Mortise Locksets and Latchsets: as scheduled.
  - 1. Chassis: cold-rolled steel, handing field-changeable without disassembly.
  - 2. Universal lock case – 10 functions in one case.
  - 3. Floating mounting tabs automatically adjusts to fit a beveled door edge.
  - 4. Latchbolts: 0.75 inch throw stainless steel anti-friction type.
  - 5. Lever Trim: through-bolted, accessible design, cast lever or solid extruded bar type levers as scheduled. Filled hollow tube design unacceptable.
    - a. Spindles: security design independent breakaway. Breakage of outside lever does not allow access to inside lever's hubworks to gain wrongful entry.
    - b. Inside lever applied by screwless shank mounting – no exposed trim mount screws.
    - c. Levers rotate up or down for ease of use.
    - d. Vandalgard locks: locked lever freely rotates down while remaining securely locked. This feature prevents damage to internal lock components when subjected to excessive force.
  - 6. Furnish solid cylinder collars with wave springs. Wall of collar to cover rim of mortise cylinder.
  - 7. Thumbturns: accessible design not requiring pinching or twisting motions to operate.
  - 8. Deadbolts: stainless steel 1-inch throw.
  - 9. Electric operation: Manufacturer-installed continuous duty solenoid.
  - 10. Strikes: 16 gage curved steel, bronze or brass with 1 inch deep box construction, lips of sufficient length to clear trim and protect clothing.
  - 11. Scheduled Lock Series and Design: Schlage L series, 03L design or approved equal.

**SECTION 08 7100  
DOOR HARDWARE**

**2.6 CLOSERS**

**A. Surface Closers:**

1. Full rack-and-pinion type cylinder with removable non-ferrous cover and cast iron body. Double heat-treated pinion shaft, single piece forged piston, chrome-silicon steel spring.
1. ISO 2000 certified. Units stamped with date-of-manufacture code.
2. Independent lab-tested 10,000,000 cycles.
3. Non-sized and adjustable. Place closers inside building, stairs, and rooms.
4. Plates, brackets, and special templating when needed for interface with particular header, door and wall conditions and neighboring hardware.
5. Advanced Variable Backcheck (AVB): where scheduled, these units commence backcheck at approximately 45 degrees.
6. Adjustable to open with not more than 5.0-pounds pressure to open at exterior doors and 5.0-pounds at interior doors. As per California Building Code, Section 1133B.2.5 and 1008.1.3, local authority may increase the allowable pressure for fire doors to achieve positive latching, but not to exceed 15-pounds.
7. Separate adjusting valves for closing speed, latching speed and backcheck, fourth valve for delayed action where scheduled.
8. Extra-duty arms (EDA) at exterior doors scheduled with parallel arm units. EDA arms: rigid main and forearm, reinforced elbow.
9. Exterior door closers: tested to 100 hours of ASTM B117 salt spray test, furnish data on request.
10. Exterior doors: seasonal adjustments not required for temperatures from 120 degrees F to -30 degrees F, furnish checking fluid data on request.
11. Non-flaming fluid, will not fuel door or floor covering fires.
12. Pressure Relief Valves (PRV) not permitted.

**B. High Security Closers: Removable heavy gage metal case. Cylinders independent test lab certified to exceed 10,000,000 cycles. Vandal and tamper resistant forged steel arm. Exposed fasteners: pinned TORX type.**

1. Advanced Variable Backcheck (AVB): where scheduled, these units commence backcheck at approximately 45 degrees.

**2.7 OTHER HARDWARE**

**A. Door Stops: Provide stops to protect walls, casework, or other hardware.**

1. Unless otherwise noted in Hardware Sets, provide wall type with appropriate fasteners. Where wall type cannot be used, provide floor type. If neither can be used, provide overhead type.
2. Locate overhead stops for maximum possible opening. Consult with District for furniture locations. Minimum: 90deg stop / 95deg deadstop. Note degree of opening in submittal.

**SECTION 08 7100  
DOOR HARDWARE**

- B. Through-bolts: Do not use. Coordinate with hollow metal frames and doors; ensure provision of proper embedded blocking to support wood screws for mounting door closers.
  - 1. Exception: surface-mounted overhead stops, holders, and friction stays.

2.8 FINISH:

- A. Generally: BHMA 626 Satin Chromium.
  - 1. Areas using BHMA 626: furnish push-plates, pulls and protection plates of BHMA 630, Satin Stainless Steel, unless otherwise scheduled.
- B. Door closers: factory powder coated to match other hardware, unless otherwise noted.
  - 1. Provide manufacturer's "SRI" special rust-inhibiting epoxy undercoat.

2.9 KEYING REQUIREMENTS:

- A. Key System: Clark Security Sargent "LA" keyway or approved equal utility-patented keyway, interchangeable core. Utility patent protection to extend at least until 2029. Key blanks available only from factory-direct sources, not available from after-market key blank manufacturers. Initiate and conduct meeting(s) with Engineer to determine system keyway(s), keybow styles, structure, and degree of geographic exclusivity. Do not order keys or cylinders without written confirmation of actual requirements from the Engineer.
- B. Keys
  - 1. Factory registered master key system.
  - 2. Construction keying: furnish temporary keyed-alike cores. Remove at substantial completion and install permanent cylinders/cores in District's presence. Demonstrate that construction key no longer operates.
  - 3. Furnish 10 construction keys.
  - 4. Furnish 2 construction control keys.
- C. Key Cylinders: furnish utility patented, 6-pin solid brass construction.
- D. Cylinder cores: furnish keyed at factory of lock manufacturer where permanent records are maintained. Locks and cylinders same manufacturer.
- E. Permanent keys: use secured shipment direct from point of origination to District.
  - 1. For estimate: 3 keys per change combination, 5 master keys per group, 5 grand-master keys, 3 control keys.
  - 2. For estimate: VKC stamping plus "DO NOT DUPLICATE."
  - 3. Bitting List: use secured shipment direct from point of origination to District upon completion.

PART 3 - EXECUTION

3.1 ACCEPTABLE INSTALLERS

## SECTION 08 7100 DOOR HARDWARE

- A. Can read and understand manufacturers' templates, suppliers' hardware schedule, and printed installation instructions. Can readily distinguish drywall screws from manufacturers' furnished fasteners. Available to meet with manufacturers' representatives and related trades to discuss installation of hardware.

### 3.2 PREPARATION

- A. Ensure that walls and frames are square and plumb before hardware installation. Make corrections before commencing hardware installation. Installation denotes acceptance of wall/frame condition.
- B. Locate hardware per SDI-100 and applicable building, fire, life-safety, accessibility, and security codes.
  - 1. Notify Engineer of code conflicts before ordering material.
  - 2. Locate latching hardware between 34 inches to 44 inches above the finished floor, per California Building Code, Section 1008.1.9.2 and 1133B.2.5.2.
  - 3. Locate panic hardware between 36 inches to 44 inches above the finished floor.
  - 4. Where new hardware is to be installed near existing doors/hardware scheduled to remain, match locations of existing hardware.
- C. Overhead stops: before installing, determine proposed locations of furniture items, fixtures, and other items to be protected by the overhead stop's action.

### 3.3 INSTALLATION

- A. Install hardware per manufacturer's instructions and recommendations. Do not install surface-mounted items until finishes have been completed on substrate. Set units level, plumb and true to line and location. Adjust and reinforce attachment substrate for proper installation and operation. Remove and reinstall or replace work deemed defective by Architect.
  - 1. Gaskets: install jamb-applied gaskets before closers, overhead stops, rim strikes, etc; fasten hardware over and through these seals. Install sweeps across bottoms of doors before astragals, cope sweeps around bottom pivots, trim astragals to tops of sweeps.
  - 2. When hardware is to be attached to existing metal surface and insufficient reinforcement exists, use RivNuts, NutSerts or equal anchoring device for screws.
  - 3. Use manufacturers' fasteners furnished with hardware items or submit Request for Substitution with Engineer.
  - 4. Replace fasteners damaged by power-driven tools.
- B. Locate floor stops no more than 4 inches from walls and not within paths of travel. See paragraph 2.2 regarding hinge widths, door should be well clear of point of wall reveal. Point of door contact no closer to the hinge edge than half the door width. Where situation is questionable or difficult, contact Engineer for direction.
- C. Core concrete for exterior door stop anchors. Set anchors in approved non-shrink grout.
- D. Locate overhead stops for minimum 90 degrees at rest and for maximum allowable degree of swing.

## **SECTION 08 7100 DOOR HARDWARE**

- E. Drill pilot holes for fasteners in wood doors and/or frames.
- F. Lubricate and adjust existing hardware scheduled to remain. Carefully remove and give to District items not scheduled for reuse.

### **3.4. ADJUSTING**

- A. Adjust and check for proper operation and function. Replace units, which cannot be adjusted to operate freely and smoothly.
  - 1. Hardware damaged by improper installation or adjustment methods: repair or replace to Engineer's satisfaction.
  - 2. Adjust doors to fully latch with no more than 1 pound of pressure.
  - 3. Adjust delayed-action closers on fire-rated doors to fully close from fully-opened position in no more than 10 seconds.
  - 4. Adjust door closers per 1.9 this section.

### **3.5 DEMONSTRATION**

- A. Demonstrate mechanical hardware and electrical, electronic, and pneumatic hardware systems, including adjustment and maintenance procedures.

### **3.6 PROTECTION/CLEANING:**

- A. Cover installed hardware, protect from paint, cleaning agents, weathering, carts/barrows, etc. Remove covering materials and clean hardware just prior to substantial completion.
- B. Clean adjacent wall, frame, and door surfaces soiled from installation reinstallation process.

### **3.7 SCHEDULE OF FINISH HARDWARE**

- A. See door schedule in drawings for hardware set assignments.
- B. Do not order material until submittal has been reviewed, stamped, and signed by Architect's door hardware consultant.

## SECTION 08 7100 DOOR HARDWARE

146871 X-130707 Version 1

Legend:

 Link to catalog cut sheet








 Electrified Opening

### Hardware Group No. 001

For use on Door #(s):

01                      03

Provide each SGL door(s) with the following:

QTY		DESCRIPTION	CATALOG NUMBER		FINISH	MFR
1	SET	GATE HINGE/CLOSER	MAMMOTH-180		689	LOC
1	EA	DBL CYL DEAD LOCK	L9462T		626	SCH
2	EA	FSIC CORE	23-030		626	SCH
1	SET	ANTI VANDAL PULL	1097 HA (SCHLAGE L9462) BTC MOUNTING		630	TRM
1	EA	SIGN	"THESE DOORS TO REMAIN UNLOCKED ....."			ADA
1	EA	KICK PLATE	K0050 10" X 2" LDW B4E		630	TRM
1	EA	WALL STOP & HOLDER	1254		626	TRM
1	EA	FLOOR STOP	7280		630	TRM
3	EA	SILENCER-METAL	1229A			TRM

SIGNAGE "THESE DOORS TO REMAIN UNLOCKED DURING BUSSINESS HOURS"

HINGE/CLOSER

GATE FABRICATOR TO PROVIDE THE REQUIRED REINFORCEMENT FOR THE SPECIFIED HARDWARE COMPONENTS

WALL STOP & HOLDER TO BE MOUNTED AT TOP OF GATE

BOTTOM OF GATE 10 INCH HEIGHT TO BE CLEAR TO MEET ADA REQUIREMENT









EXTERIOR - ANTI-VANDAL PULL BACK TO BACK MOUNTING

### Hardware Group No. 002

For use on Door #(s):

07

Provide each SGL door(s) with the following:









QTY		DESCRIPTION	CATALOG NUMBER		FINISH	MFR
3	EA	HINGE	5BB1 4.5 X 4.5 NRP		630	IVE
1	EA	STOREROOM LOCK	L9080T 17A		626	SCH
1	EA	FSIC CORE	23-030		626	SCH
1	EA	OH STOP	100S		630	GLY
1	EA	SURFACE CLOSER	4040XP REG OR PA AS REQ		689	LCN
1	EA	GASKETING	188SBK PSA		BK	ZER
1	EA	DOOR SWEEP	39A		A	ZER
1	EA	THRESHOLD	547A-223		A	ZER

**SECTION 08 7100  
DOOR HARDWARE**

**Hardware Group No. 003**

For use on Door #(s):  
06








Provide each SGL door(s) with the following:

QTY		DESCRIPTION	CATALOG NUMBER		FINISH	MFR
3	EA	HINGE	5BB1 4.5 X 4.5 NRP		630	IVE
1	EA	STOREROOM LOCK	L9080T 17A		626	SCH
1	EA	FSIC CORE	23-030		626	SCH
1	EA	OH STOP	100S		630	GLY
1	EA	SURFACE CLOSER	4040XP REG OR PA AS REQ		689	LCN
1	EA	GASKETING	188SBK PSA		BK	ZER
1	EA	DOOR SWEEP	39A		A	ZER
1	EA	THRESHOLD	547A-223		A	ZER

**Hardware Group No. 004**

For use on Door #(s):  
04












Provide each SGL door(s) with the following:

QTY		DESCRIPTION	CATALOG NUMBER		FINISH	MFR
3	EA	HINGE	5BB1 4.5 X 4.5 NRP		630	IVE
1	EA	STOREROOM LOCK	L9080T 17A		626	SCH
1	EA	FSIC CORE	23-030		626	SCH
1	EA	SURFACE CLOSER	4040XP SCUSH		689	LCN
1	EA	GASKETING	188SBK PSA		BK	ZER
1	EA	DOOR SWEEP	39A		A	ZER
1	EA	THRESHOLD	547A-223		A	ZER

**Hardware Group No. 005**

For use on Door #(s):  
05

Provide each PR door(s) with the following:

QTY		DESCRIPTION	CATALOG NUMBER		FINISH	MFR
6	EA	HINGE	5BB1HW 5 X 4.5 NRP		630	IVE
1	SET	AUTO FLUSH BOLT	3800 SERIES		626	TRM
1	EA	STOREROOM LOCK	L9080T 17A		626	SCH
1	EA	FSIC CORE	23-030		626	SCH
2	EA	DUST PROOF STRIKE	3910/3910N /3911		630	TRM
1	EA	COORDINATOR X FILLER BAR X BRACKETS	3094 SERIES		600	TRM
2	EA	MOUNTING BRACKET	3095/3096		689	TRM
2	EA	SURFACE CLOSER	4040XP SCUSH WMS		689	LCN
2	EA	KICK PLATE	K0050 10" X 1" LDW		630	TRM
1	EA	GASKETING	188SBK PSA		BK	ZER
2	EA	DOOR SWEEP	39A		A	ZER
1	EA	ASTRAGAL	44ST X 188		STST	ZER
1	EA	THRESHOLD	547A-223		A	ZER

**SECTION 08 7100  
DOOR HARDWARE**

**Hardware Group No. 006**

For use on Door #(s):

02

Provide each PR door(s) with the following:

QTY		DESCRIPTION	CATALOG NUMBER		FINISH	MFR
6	EA	HINGE	5BB1HW 5 X 4.5 NRP		630	IVE
1	SET	AUTO FLUSH BOLT	3800 SERIES		626	TRM
1	EA	CLASSROOM LOCK	L9070T.17.626.A.626.17.626.A.626		626	SCH
1	EA	FSIC CORE	23-030		626	SCH
2	EA	DUST PROOF STRIKE	3910/3910N /3911		630	TRM
1	EA	COORDINATOR X FILLER BAR X BRACKETS	3094 SERIES		600	TRM
2	EA	MOUNTING BRACKET	3095/3096		689	TRM
2	EA	SURFACE CLOSER	4040XP SCUSH WMS		689	LCN
2	EA	KICK PLATE	K0050 10" X 1" LDW		630	TRM
1	EA	GASKETING	188SBK PSA		BK	ZER
2	EA	DOOR SWEEP	39A		A	ZER
1	EA	ASTRAGAL	44ST X 188		STST	ZER
1	EA	THRESHOLD	547A-223		A	ZER

**Hardware Group No. 007**

For use on Door #(s):

13                      14

Provide each RU door(s) with the following:

QTY		DESCRIPTION	CATALOG NUMBER		FINISH	MFR
-----	--	-------------	----------------	--	--------	-----

ALL HARDWARE BY ROLL UP DOOR MANUFACTURER

Payment for items of work covered under Division 8 of the plans and these specifications shall be based on the lump sum bid pricing for the various items identified under Door and Windows in the Bid Specifications.

END OF SECTION

**SECTION 08 9000  
LOUVERS AND VENTS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

**A. Section Includes:**

1. Fixed, extruded-steel louvers.

**1.2 PERFORMANCE REQUIREMENTS**

**A. Design:** Design louvers, including comprehensive engineering analysis by a qualified engineer, using structural performance requirements and design criteria indicated.

**B. Structural Performance:** Louvers shall withstand the effects of gravity loads and the following loads and stresses within limits and under conditions indicated without permanent deformation of louver components, noise or metal fatigue caused by louver blade rattle or flutter, or permanent damage to fasteners and anchors.

1. **Wind Loads:** Determine loads based on a uniform pressure of 30 lb./sq. ft. (1435 Pa), acting inward or outward.

**C. Louver Performance Ratings:** Provide louvers complying with requirements specified, as demonstrated by testing manufacturer's stock units identical to those provided, except for length and width according to AMCA 500-L.

**1.3 SUBMITTALS**

**A. Product Data:** For each type of product indicated.

1. For louvers specified to bear AMCA seal, include printed catalog pages showing specified models with appropriate AMCA Certified Ratings Seals.

**B. Shop Drawings:** For louvers and accessories. Include plans, elevations, sections, details, and attachments to other work. Show frame profiles and blade profiles, angles, and spacing.

**C. Samples:** For each type of metal finish required.

**D. Submittal:** For louvers indicated to comply with structural performance requirements and design criteria indicated.

**E. Product Test Reports:** Based on tests performed according to AMCA 500-L.

**SECTION 08 9000  
LOUVERS AND VENTS**

**PART 2 - PRODUCTS**

**2.1 MATERIALS**

- A. Aluminum Extrusions: ASTM B 221M, Alloy 6063-T5.
- B. Aluminum Sheet: ASTM B 209M, Alloy 3003 with temper as required for forming.
- C. Fasteners: Use types and sizes to suit unit installation conditions.
  - 1. For fastening aluminum, use aluminum or 300 series stainless-steel fasteners.

**2.2 FABRICATION, GENERAL**

- A. Fabricate frames, including integral sills, to fit in openings of sizes indicated, with allowances made for fabrication and installation tolerances, adjoining material tolerances, and perimeter sealant joints.
- B. Join frame members to each other and to fixed louver blades with fillet welds concealed from view welds, threaded fasteners, or both, as standard with louver manufacturer unless otherwise indicated or size of louver assembly makes bolted connections between frame members necessary.

**2.3 FIXED, EXTRUDED-ALUMINUM LOUVERS**

- A. Horizontal Non-drainable Blade Louver; model E4JS – 4” deep 45 degree standard J blade extruded aluminum stationary louver.
  - 1. Basis-of-Design Product: Architectural Louvers Co. (Harray, LLC); Model E4JS. Subject to compliance with requirements, provide the specified product or comparable product by one of the following:
    - a. Manufacturers of equivalent products submitted and approved in accordance with Section 01 2513 - Product Substitution Procedures.
  - 2. Louver Depth: 4 inches (100 mm)
  - 3. Blade Profile: Plain blade without center baffle.
  - 4. Frame and Blade Nominal Thickness: Not less than 0.080 inch (2.03 mm).
  - 5. Louver Performance Ratings:
    - a. Free Area: Not less than 8.06 sq. ft. (0.75 sq. m) for 48-inch- (1220-mm-) wide by 48-inch- (1220-mm-) high louver.
    - b. Point of Beginning Water Penetration: Not less than 888 fpm (4.5 m/s).
    - c. Air Performance: Not more than 0.13-inch wg (32-Pa) static pressure drop at 800 fpm (4.6 m/s) free-area velocity.
  - 6. AMCA Seal: Mark units with AMCA Certified Ratings Seal.

**SECTION 08 9000  
LOUVERS AND VENTS**

**2.5 ALUMINUM FINISHES**

- A. High-Performance Organic Finish: 3-coat fluoropolymer finish complying with AAMA 2605 and containing not less than 70 percent PVDF resin by weight in color coat. Prepare, pre-treat, and apply coating to exposed metal surfaces to comply with coating and resin manufacturers' written instructions.
  - 1. Color and Gloss: As selected by Architect from manufacturer's full range. Provided with powder coating finish.

**PART 3 - EXECUTION**

**3.1 INSTALLATION**

- A. Locate and place louvers and vents level, plumb, and at indicated alignment with adjacent work.
- B. Use concealed anchorages where possible. Provide brass or lead washers fitted to screws where required to protect metal surfaces and to make a weather-tight connection.
- C. Provide perimeter reveals and openings of uniform width for sealants and joint fillers, as indicated.
- D. Repair damaged finishes so no evidence remains of corrective work. Return items that cannot be refinished in the field to the factory and refinish entire unit or provide new units.
- E. Protect galvanized and nonferrous-metal surfaces that will be in contact with concrete, masonry, or dissimilar metals from corrosion and galvanic action by applying a heavy coating of bituminous paint.

END OF SECTION

**SECTION 09 2900  
GYPSUM BOARD**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Walls and Ceilings.
  - 2. Cementitious backer board.
  - 3. Accessories.

**1.2 RELATED SECTIONS**

- A. Related Sections:
  - 1. Section 06 1000 – Rough Carpentry.
  - 2. Section 07 1000 – Dampproofing.
  - 3. Section 07 9200 – Joint Sealants.
  - 4. Section 09 9123 – Interior Painting.

**1.3 REFERENCES**

- A. ASTM C1396 – 11 Standard Specifications for Gypsum Board.
- B. ASTM C473 – 12 Standard Test Methods for Physical Testing of Gypsum Panel Products.
- C. ASTM C1629 – Standard Classification for Abuse-Resistant Nondecorated Interior Gypsum Panel Products and Fiber-Reinforced Cement Panels.

**1.4 PERFORMANCE REQUIREMENTS**

- A. Level 3 (highest) for hard- and soft-body impact when tested in accordance with ASTM C1629.
- B. Average water absorption for panels is not greater than (5) percent by weight after a two-hour immersion when tested in accordance with ASTM C473.

**1.5 SUBMITTALS**

- A. Submit under provisions of Section 01 3000 – Submittal Procedures.
- B. Product Data: Manufacturer's data sheets on each product to be used, including:
  - 1. Preparation instructions and recommendations.
  - 2. Storage and handling requirements and recommendations.
  - 3. Installation methods.

**SECTION 09 2900  
GYPSUM BOARD**

1.6 QUALITY ASSURANCE

- A. Quality Standards: GA-216 – Recommended Specifications for the Application and Finishing of Gypsum Board.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Store products in manufacturer's unopened packaging until ready for installation.

1.8 PROJECT CONDITIONS

- A. Maintain environmental conditions (temperature, humidity, and ventilation) within limits recommended by manufacturer for optimum results. Do not install products under environmental conditions outside manufacturer's absolute limits.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Subject to compliance with project requirements, manufacturers offering items which may be incorporated in the Work include the following:
  - 1. United States Gypsum Company.
  - 2. National Gypsum Properties, LLC.
  - 3. American Gypsum.
  - 3. Or approved equal.
- B. Requests for substitutions will be considered in accordance with provisions of Section 01 6000 – Product Requirements.

2.2 GYPSUM BOARD

- A. Water-Resistant Gypsum Backing Board: ASTM C630; 5/8 inch thick, ends cut square and finished smooth. 48-inch width, maximum permissible length; ends and edges straight and solid, edges tapered. Board consisting of a noncombustible water-resistant gypsum core, surfaced on face and back with water-repellent paper bonded to the core & face paper folded around long edges to reinforce and protect core, to be used at wet locations, see plans.
- B. Hi-impact XP Gypsum Board: 5/8" thick moisture and mold resistant with tapered edges; paper faced gypsum board with superior impact resistance & face paper folded around long edges to reinforce and protect core, ends cut square and finished smooth, typical at all locations. See plans for more info. Typical provide moisture resistant at wet locations.

**SECTION 09 2900  
GYPSUM BOARD**

**2.3 ACCESSORIES**

- A. Corner Beads and Edge Trim: GA 201 and GA 216.
- B. Joint Compound for gypsum board products: meeting the following requirements:
  - a. Shall conform to ASTM C475.
  - b. In areas subject to moisture after installation such as bathrooms and locker areas use setting type joint compound.
- C. Joint Tapes for gypsum boards: Shall conform to ASTM C475.
- D. Finishing Materials: Texture coat finish material shall be manufactured by U.S. Gypsum, Hamilton, or Highland Stucco and Lime Products, Inc., or equal.
- E. Acoustical Sealant: Non-hardening, non-shrinking, for use in conjunction with gypsum board, as recommended by Board Manufacturer and conforming to ASTM C919. Sealant shall maintain fire and sound rating assembly.
- F. Fasteners:
  - 1. Self-drilling, self-tapping bugle-head drywall screws; in conformance to ASTM C1002. No. 6 Type S or S12, 1 5/8-inch long for metal framing,
  - 2. Wood framing: Screws: Type W 1 5/8-inch minimum length for single-layer panels. Screws shall be furnished with a corrosion-resistant treatment.
  - 3. Adhesive: as recommended by board manufacturer and in compliance to ASTM C557.

**PART 3 – EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7300 – Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by Engineer.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**SECTION 09 2900  
GYPSUM BOARD**

3.2 INSTALLATION

- A. Install in accordance with manufacturer's instructions and as indicated on the Drawings.
- B. Fasten gypsum board to furring or framing with screws.
- C. Tape, fill, and sand joints.

3.3 FINISH LEVEL SCHEDULE

- A. Level 4: Walls and ceilings are scheduled to receive paint finish.
  - 1. Level 1, plus three (3) separate coats of compound at joints, angles, fasteners, and accessories. Compound shall be smooth and free of tool marks and ridges.

3.4 PROTECTION

- A. Protect installed products until Substantial Completion.
- B. Touch-up, repair or replace damaged products before Substantial Completion.

Payment for items of work covered under Division 9 of the plans and these specifications shall be based on the lump sum bid pricing identified in the Bid Schedule. No additional compensation will be allowed.

END OF SECTION

**SECTION 09 3000  
TILE**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Tile and Accessories: Wall Glazed.
- B. Related Sections:
  - 1. Section 07 9200 - Joint Sealant.

**1.2 REFERENCES**

- A. American National Standards Institute (ANSI):
  - 1. ANSI A108.5, 1999 - Specifications for Ceramic Tile Installed with Dry-Set Portland Cement Mortar or Latex-Portland Cement Mortar.
  - 2. ANSI A108.10, 1999 - Specifications for Installation of Grout in Tilework.
  - 3. ANSI A118.1, 1999 - Standard Specification for Dry-Set Portland Cement Mortar.
  - 4. ANSI A118.4, 1999 - Latex-Portland Cement Mortar.
  - 5. ANSI A118.9, 1999 - Test Methods and Specifications for Cementitious Backer Units
  - 6. ANSI A137.1, 1988 - Specifications for Ceramic Tile.
- B. ASTM International (ASTM):
  - 1. ASTM C 50 - Standard Specification for Portland Cement.
  - 2. ASTM C 207 - Standard Specification for Hydrated Lime for Masonry Purposes.
  - 3. ASTM C 847 - Standard Specification for Metal Lath.
- C. Tile Council of North America (TCNA): TCA Handbook for Ceramic Tile Installation, 2007.

**1.3 SUBMITTALS**

- A. Section 01 3300 – Submittal Procedures: Procedures for submittals.
  - 1. Manufacturer's data sheets on each product to be used, including:
    - a. Preparation instructions and recommendations.
    - b. Storage and handling requirements and recommendations.
    - c. Installation methods.
  - 2. Shop Drawings: Indicate tile layout, patterns, color arrangement, perimeter conditions, junctions with dissimilar materials, control and expansion joints, thresholds, ceramic accessories, and setting details.
  - 3. Manufacturer's Certificate:
    - a. Certify that products meet or exceed specified requirements.
    - b. For each shipment, type and composition of tile provide a Master Grade Certificate signed by the manufacturer and the installer certifying that products meet or exceed the specified requirements of ANSI A137.1.
  - 4. Maintenance Data: Include recommended cleaning methods, cleaning materials, stain removal methods, and polishes and waxes.

**SECTION 09 3000  
TILE**

1.4 QUALITY ASSURANCE

- A. Installer Qualifications: Company experienced in performing the Work of this Section.
- B. Single Source Responsibility: Obtain each type and color of tile from a single source. Obtain each type and color of mortar, adhesive and grout from the same source.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Deliver and store products in manufacturer's unopened packaging until ready for installation.
- B. Protect adhesives and liquid additives from freezing or overheating in accordance with manufacturer's instructions.
- C. Store tile and setting materials on elevated platforms, under cover and in a dry location and protect from contamination, dampness, freezing, or overheating.

1.6 ENVIRONMENTAL REQUIREMENTS

- A. Do not install adhesives in an unventilated environment.
- B. Maintain ambient and substrate temperature of 50 degrees F during tiling and for a minimum of 7 days after completion.

1.7 EXTRA MATERIALS

- A. Provide for District's use a minimum of 2 percent of the primary sizes and colors of tile specified, boxed, and clearly labeled.

**PART 2 PRODUCTS**

2.1 MANUFACTURERS

- A. Subject to compliance with project requirements, manufacturers offering items which may be incorporated I the Work include the following:
  - 1. Dal-Tile Corporation.
  - 2. American Marazzi Tile, Inc.
  - 3. Roca Tile Group.
  - 4. Or approved equal as provided in Section 01 6000 – Product Requirements.

2.2 TILE

- A. General: Provide tile that complies with ANSI A137.1 for types, compositions and other characteristics indicated. Provide tile in the locations and of the types colors and pattern indicated on the Drawings and identified in the Schedule and the end of this Section. Tile shall also be provided in accordance with the following:
  - 1. Factory Blending: For tile exhibiting color variations within the ranges selected under Submittal of samples, blend tile in the factory and package so tile taken

**SECTION 09 3000  
TILE**

from one package shows the same range of colors as those taken from other packages.

2. Mounting: For factory mounted tile, provide back or edge mounted tile assemblies as standard with the manufacturer, unless otherwise specified.
3. Factory Applied Temporary Protective Coatings: Where indicated under tile type, protect exposed surfaces of tile against adherence of mortar and grout by precoating with a continuous film of petroleum paraffin wax applied hot. Do not coat unexposed tile surfaces.

**B. Floor and Wall Porcelain Tile:**

1. Colors: As scheduled.
2. Trim Units: Matching cove base, cove base corner, bullnose, cove/inside finger cove, radius cap, sink rail incorner/outcorner, outside cove corner shapes in sizes coordinated with field tile.
3. Spacing: install with 1/16" spacing to accept un-sanded grout only.

**C. Floor and Wall Quarry Tile:**

1. Colors: As scheduled.
2. Trim Units: Matching cove base, cove base corner, bullnose, cove/inside finger cove, radius cap, sink rail incorner/outcorner, outside cove corner shapes in sizes coordinated with field tile.
3. Spacing: install with 1/16" spacing to accept un-sanded grout only.

**D. Trim:**

1. Integral bullnose at external corners.
2. Provide bullnose where tile projects from jamb.
3. Bullnose w/ cove base at bottom walls.

**E. Stone Thresholds:**

1. Exterior installation: Marble thresholds with minimum abrasive hardness value of 10 tested in accordance with ASTM C241.
2. Size and profile shaped to provide transition between tile surfaces and adjoining finished floor surfaces, or as indicated. Width not less than 4 inches. Edges beveled on a slope of no greater than 1:2. Cut to fit door frame profile.

**F. See Color / Material Schedule on Drawings for size and color.**

**2.3 SETTING MATERIALS**

**A. Mortar Bed Materials:**

1. Portland cement: ASTM C150, type 1, gray or white.
2. Hydrated Lime: ASTM C207, Type S.
3. Sand: ASTM C144, fine.
4. Latex additive: As approved.
5. Water: Clean and potable.

**SECTION 09 3000  
TILE**

- B. Grout:
  - 1. Standard Grout: Cement grout, sanded or unsanded, as specified in ANSI A118.6; color as selected.
  - 2. Polymer modified cement grout, sanded or unsanded, as specified in ANSI A118.7; color as selected.
- C. Membrane at Walls:
  - 1. 4 mil (0.1 mm) thick polyethylene film, ASTM D4397, ANSI A 118.10.
  - 2. Reinforced asphalt paper.
- D. Cementitious Backing Units
  - 1. ANSI A 118.9 or ASTM C 1325 (Type B).
  - 2. 2" alkali – resistant glass fiber mesh type.

**PART 2 EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 73 00 – Execution: Verification of existing conditions before starting work.
  - 1. Verify that wall surfaces are free of substances which would impair bonding of setting materials, smooth and flat within tolerances specified in ANSI A137.1 and are ready to receive tile.

**3.2 PREPARATION**

- A. Protect surrounding work from damage.
- B. Remove any curing compounds or other contaminants.
- C. Vacuum clean surfaces and damp clean.
- D. Seal substrate surface cracks with filler. Level existing substrate surfaces to acceptable flatness tolerances.
- E. Install cementitious backer board in accordance with ANSI A108.11 and board manufacturer's instructions. Tape joints and corners, cover with skim coat of dry-set mortar to a feather edge.
- F. Prepare substrate surfaces for adhesive installation in accordance with adhesive manufacturer's instructions.

**3.3 INSTALLATION - GENERAL**

- A. Install tile and grout in accordance with applicable requirements of ANSI A108.1 through A108.13, manufacturer's instructions, and TCA Handbook recommendations.
- B. Lay tile to pattern indicated. Arrange pattern so that a full tile or joint is centered on each wall and that no tile less than 1/2 width is used. Do not interrupt tile pattern

**SECTION 09 3000  
TILE**

through openings.

- C. Cut and fit tile to penetrations through tile, leaving sealant joint space. Form corners and bases neatly. Align floor joints.
- D. Place tile joints uniform in width, subject to variance in tolerance allowed in tile size. Make joints watertight, without voids, cracks, excess mortar, or excess grout.
- E. Form internal angles square and external angles bullnose.

**3.4 INSTALLATION - WALL TILE**

- A. Wall Tile: Over cementitious backer units on studs, install in accordance with TCA Handbook Method W244C-07, using membrane at toilet rooms.

**3.5 CLEANING**

- A. Clean tile and grout surfaces.

**3.6 PROTECTION OF FINISHED WORK**

- A. Do not permit traffic over finished floor surface for 72 hours after installation.
- B. Cover floors with Kraft paper and protect from dirt and residue from other trades.
- C. Where floor will be exposed for prolonged periods cover with plywood or other similar type walkways

Payment for items of work covered under Division 9 of the plans and these specifications shall be based on the lump sum bid pricing identified in the Bid Schedule. No additional compensation will be allowed.

**END OF SECTION**

**SECTION 09 9113  
EXTERIOR PAINTING**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes surface preparation and the application of paint systems on exterior substrates listed in part, 3.6 Exterior Painting Schedule.
- B. Related Requirements:
  - 1. Section 09 9123 "Interior Painting" for surface preparation and the application of paint systems on interior substrates.

**1.3 DEFINITIONS**

- A. Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
- B. Gloss Level 2: Not more than 10 units at 60 degrees and 35 units at 85 degrees, according to ASTM D 523
- C. Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
- D. Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
- E. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
- F. Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
- G. Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.
- H. EG: Ethylene Glycol. Ethylene glycol is listed as a hazardous air pollutant (HAP) by the U.S. EPA.
- I. Blocking: Two painted surfaces sticking together such as a painted door sticking to a painted jamb.

**SECTION 09 9113  
EXTERIOR PAINTING**

- J. RAVOC: Reactivity adjusted VOC 'Reactivity' means the ability of a VOC to promote ozone formation.
- K. PDCA: Painting & Decorating Contractors of America [www.pdca.org](http://www.pdca.org)
- L. SSPC: Scopes of SSPC Surface Preparation Standards and Specifications. [www.sspc.org](http://www.sspc.org).
- M. Green Wise: Green Wise products are tested in an ISO accredited laboratory to meet environmentally determined performance standards established by Coatings Research Group, Inc.
- N. Dunn-Edwards Conformance Chart: [DE CONFORMANCE TABLE](#)

1.4 ACTION SUBMITTALS

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
- B. Samples for Initial Selection: For each type of topcoat product.
- C. Samples for Verification: For each type of paint system and each color and gloss of topcoat.
  - 1. Submit Samples on rigid backing, no smaller than 7 inches by 10 inches (177.8 mm by 254 mm) or larger than 8.5 inches by 11 inches.
  - 2. Label each Sample for project, architect, general contractor, painting contractor, paint color name and number, paint brand name, "P" number if applicable, and application area.
- D. Product List: For each product indicated, include the following:
  - 1. Cross-reference to paint system and locations of application areas. Use same designations indicated on Drawings and in schedules.
  - 2. VOC content.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
  - 1. Paint: Provide not less than 1 gal. (3.8 L) of each material and color applied.

**SECTION 09 9113  
EXTERIOR PAINTING**

1.6 QUALITY ASSURANCE

- A. Mockups: Apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
1. Architect will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.
    - a. Vertical and Horizontal Surfaces: Provide samples of at least 100 sq. ft. (9 sq. m).
    - b. Other Items: Architect will designate items or areas required.
  2. Final approval of color selections will be based on mockups.
    - a. If preliminary color selections are not approved, apply additional mockups of additional colors selected by Architect at no added cost to Owner.
  3. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
  4. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 degrees F (7 degrees C) or more than 120 degrees F (49 degrees C).
1. Maintain containers in clean condition, free of foreign materials and residue.
  2. Remove rags and waste from storage areas daily.

1.8 FIELD CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50- and 90-degrees F (10 and 32 degrees C).
- B. Do not apply paints in snow, rain, fog, or mist; when relative humidity exceeds 85 percent; or at temperatures less than 5 degrees F (3 degrees C) above the dew point; or to damp or wet surfaces.
- C. Painting contractor should follow proper painting practices and exercise judgment based on his or her experience and project specific conditions as to when to proceed.

**SECTION 09 9113  
EXTERIOR PAINTING**

**PART 2 - PRODUCTS**

**2.1 MANUFACTURERS**

- A. Basis-of-Design Product: Provide products listed from Dunn-Edwards Corporation

**2.2 PAINT, GENERAL**

- A. Material Compatibility:

1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.

- B. VOC Content: Provide materials that comply with VOC limits of authorities having jurisdiction.

- C. Colorants: The use of colorants containing hazardous chemicals, such as ethylene glycol, is prohibited.

- D. Colors: As selected by the Architect.

1. Indicate a percentage of the surface area that will be painted with deep tones.

**2.3 SOURCE QUALITY CONTROL**

- A. Testing of Paint Materials: Owner reserves the right to invoke the following procedure:

1. Owner may engage the services of a qualified testing agency to sample paint materials. Contractor will be notified in advance and may be present when samples are taken. If paint materials have already been delivered to Project site, samples may be taken at Project site. Samples will be identified, sealed, and certified by testing agency.
2. Testing agency will perform tests for compliance with product requirements.
3. Owner may direct Contractor to stop applying paints if test results show materials being used do not comply with product requirements. Contractor shall remove noncomplying paint materials from Project site, pay for testing, and repaint surfaces painted with rejected materials. Contractor will comply with requirements to use compatible products and systems as described in Paragraph 2.2.A. Contractor will be required to remove rejected materials from previously painted surfaces if, on repainting with complying materials, the two paints are incompatible.

**SECTION 09 9113  
EXTERIOR PAINTING**

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
  - 1. Concrete: 12 percent.
  - 2. Masonry (Clay and CMU): 12 percent.
  - 3. Wood: 15 percent.
  - 4. Portland Cement Plaster: 12 percent.
  - 5. Gypsum Board: 12 percent.
- C. Portland Cement Plaster Substrates: Verify that plaster is fully cured, including pH testing to determine that alkalinity is within limits established by the manufacturer.
- D. Exterior Gypsum Board Substrates: Verify that finishing compound is sanded smooth.
- E. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- F. Proceed with coating application only after unsatisfactory conditions have been corrected.
  - 1. Application of coating indicates acceptance of surfaces and conditions.

**3.2 PREPARATION**

- A. Comply with manufacturer's written instructions.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
  - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection.
- C. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.

## SECTION 09 9113 EXTERIOR PAINTING

1. Remove incompatible primers and re-prime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.
- D. Concrete Substrates: Remove release agents, curing compounds, efflorescence, and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces to be painted exceeds that permitted in manufacturer's written instructions.
- E. Masonry Substrates: Remove efflorescence and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces or mortar joints exceeds that permitted in manufacturer's written instructions.
- F. Steel Substrates: Remove rust, loose mill scale, and shop primer if any. Clean using methods recommended in writing by paint manufacturer.
- G. Shop Primed Steel Substrates: Clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with the same material as used for shop priming to comply with SSPC-PA 1 for touching up shop primed surfaces.

### 3.3 APPLICATION

- A. Apply paints according to manufacturer's written instructions.
  1. Use applicators and techniques suited for paint and substrate indicated.
  2. The number of coats scheduled is the minimum number of coats required. Additional coat(s) shall be applied at no additional cost to the Owner, to completely hide base material, provide uniform color, and to produce satisfactory finish results.
  3. Apply coatings without thinning except as specifically required by label directions or required by these specifications. In such cases, thinning shall be the minimum reduction permitted.
  4. Paint surfaces behind movable items same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed items with prime coat only.
  5. Paint both sides and edges of exterior doors and entire exposed surface of exterior door frames.
  6. Paint entire exposed surface of window frames and sashes.
  7. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
  8. Priming may not be required on items delivered with prime or shop coats, unless otherwise specified. Touch up prime coats applied by others as required ensuring an even primed surface before applying finish coat.
- B. Tint each undercoat to a lighter shade of the finish coat (not to exceed 2 ounces of colorant) to facilitate identification of each coat if multiple coats of same material are to be applied.

**SECTION 09 9113  
EXTERIOR PAINTING**

- C. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
- D. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
- E. Block Fillers: Provide block fill as scheduled to conform to the following: PDCA Standard P12-05.
  - 1. Level 3 - Premium fill: One or multiple coats of high-performance block filler manufactured to be applied at a high dry film build. Block filler shall be back-rolled to eliminate voids and reduce the majority of the masonry profile depth.
- F. Painting Fire Suppression, Plumbing, HVAC, Electrical, Communication, and Electronic Safety and Security Work:
  - 1. Paint the following work where exposed to view:
    - a. Equipment, including panelboards and switch gear.
    - b. Uninsulated metal piping.
    - c. Uninsulated plastic piping.
    - d. Pipe hangers and supports.
    - e. Metal conduit.
    - f. Plastic conduit.
    - g. Tanks that do not have factory-applied final finishes.
    - h. Other items as directed by the Architect.

**3.4 FIELD QUALITY CONTROL**

- A. Dry Film Thickness Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry film thickness.
  - 1. Contractor shall touch up and restore painted surfaces damaged by testing.
  - 2. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written recommendations.

**3.5 CLEANING AND PROTECTION**

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.

**SECTION 09 9113  
EXTERIOR PAINTING**

- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

**3.6 EXTERIOR PAINTING SCHEDULE**

**A. Concrete Substrates, Masonry, Clay, Stucco, Non-Traffic Surfaces:**

**1. Premium Latex System:**

- a. Prime Coat: Primer, alkali resistant, waterbased, interior/exterior, Dunn-Edwards, Eff-Stop Select [ESSL00](#).
- b. Intermediate Coat: Latex, exterior, matching topcoat.
- c. Topcoat: Latex, exterior, semi-gloss, Dunn-Edwards, Spartashield [SSHL50](#) 100% acrylic, (Gloss Level 5).

**B. CMU Substrates:**

**1. Premium Latex System:**

- a. Prime Coat: Block filler, latex, interior/exterior, Dunn-Edwards, Smooth BLOCFIL Select [SBSL00](#) or Eff-Stop Select [ESSL00](#).
- b. Intermediate Coat: Latex, exterior, matching topcoat.
- c. Topcoat: Latex, exterior, semi-gloss, Dunn-Edwards, Spartashield [SSHL50](#) 100% acrylic, (Gloss Level 5).

**C. Ferrous Metal Substrates:**

**1. Premium Latex over a Waterborne Alkyd Primer System:**

- a. Prime Coat: Primer, rust inhibitive, waterborne alkyd, interior/exterior, Dunn-Edwards, Bloc-Rust Premium [BRPR00](#) Series or Enduraprime rust preventative primer [ENPR00](#).
- b. Intermediate Coat: Latex, exterior, matching topcoat.
- c. Topcoat: Latex, exterior, semi-gloss, Dunn-Edwards, Spartashield [SSHL50](#) 100% acrylic, (Gloss Level 5).

**D. Wood Substrates:**

**1. Premium Latex System:**

- a. Prime Coat: Primer, waterbased, exterior, Dunn-Edwards, Ultra-Grip Premium [UGPR00](#) or EZ-Prime Premium [EZPR00](#)
- b. Intermediate Coat: Latex, exterior, matching topcoat.
- c. Topcoat: Latex, exterior, semi-gloss, Dunn-Edwards, Spartashield [SSHL50](#) 100% acrylic, (Gloss Level 5).

END OF SECTION

**SECTION 09 9123  
INTERIOR PAINTING**

**PART 1 - GENERAL**

**1.1 RELATED DOCUMENTS**

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.

**1.2 SUMMARY**

- A. Section includes surface preparation and the application of paint systems on the following interior substrates listed in 3.6 Interior Painting Schedule.
- B. Related Requirements:
  - 1. Section 055000 "Metal Fabrication" for shop priming of metal substrates with primers specified in this Section.
  - 2. Section 099113 "Exterior Painting" for surface preparation and the application of paint systems on exterior substrates.

**1.3 DEFINITIONS**

- A. Gloss Level 1: Not more than 5 units at 60 degrees and 1 to 2 units at 85 degrees.
- B. Gloss Level 2: 5 to 9 units at 60 degrees and 10 to 15 units at 85 degrees.
- C. Gloss Level 3: 10 to 15 units at 60 degrees and 15 to 30 units at 85 degrees.
- D. Gloss Level 4: 20 to 35 units at 60 degrees and 35 to 50 units at 85 degrees.
- E. Gloss Level 5: 40 to 50 units at 60 degrees.
- F. Gloss Level 6: 70 to 80 units at 60 degrees.
- G. Gloss Level 7: More than 80 units at 60 degrees.
- H. Blocking: Two painted surfaces sticking together such as a painted door sticking to a painted jamb.
- I. Mildew Resistant: Certified products are specially formulated with microbicidal additives that resist mold, mildew, and algae growth on the paint film and inhibit growth of bacterial odors.

**SECTION 09 9123  
INTERIOR PAINTING**

- J. CHPS: Collaborative for High Performance Schools. A national movement to improve student performance and the entire educational experience by building the best possible schools. [www.chps.net](http://www.chps.net).
- K. EG: Ethylene Glycol. Ethylene glycol is listed as a hazardous air pollutant (HAP) by the U.S. EPA.
- L. PDCA: Painting & Decorating Contractors of America [www.pdca.org](http://www.pdca.org) .
- M. RAVOC: Reactivity adjusted VOC. "Reactivity" means the ability of a VOC to promote ozone formation
- N. SSPC: The Society for Protective Coatings publishes Scopes of SSPC Surface Preparation Standards and Specifications [www.sspc.org](http://www.sspc.org) .
- O. Dunn-Edwards Conformance Chart: [D-E CONFORMANCE TABLE](#)

**1.4 ACTION SUBMITTALS**

- A. Product Data: For each type of product. Include preparation requirements and application instructions.
- B. LEED v.4 Requirements: Interior paints and coatings must pass CDPH Standard Method V1.1 (also called section 01350) emissions testing; and they must comply with the VOC content limits of the California ARB 2007 Suggested Control Measure for Architectural Coatings.
- C. Samples for Initial Selection: For each type of topcoat product.
- D. Samples for Verification: For each type of paint system and in each color and gloss of topcoat.
  - 1. Submit Samples on rigid backing, no smaller than 7 inches X 10 inches (177 mm X 254 mm) or larger than 8.5 inches X 11 inches (216 mm X 280 mm).
  - 2. Label each Sample for project, architect, general contractor, painting contractor, paint color name and number, paint brand name, "P" number if applicable, and application area.
- E. Product List: For each product indicated, include the following:
  - 1. Cross-reference to paint system and locations of application areas. Use same designations indicated on Drawings and in schedules.
  - 2. VOC content.

**SECTION 09 9123  
INTERIOR PAINTING**

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Furnish extra materials that match products installed and that are packaged with protective covering for storage and identified with labels describing contents.
  - 1. Paint: Provide not less than 1 gal. (3.8L) of each material and color applied.

1.6 QUALITY ASSURANCE

- A. Mockups: Apply mockups of each paint system indicated and each color and finish selected to verify preliminary selections made under Sample submittals and to demonstrate aesthetic effects and set quality standards for materials and execution.
  - 1. Architect will select one surface to represent surfaces and conditions for application of each paint system specified in Part 3.
    - a. Vertical and Horizontal Surfaces: Provide samples of at least 100 sq. ft. (9 sq. m).
    - b. Other Items: Architect will designate items or areas required.
  - 2. Final approval of color selections will be based on mockups.
    - a. If preliminary color selections are not approved, apply additional mockups of additional colors selected by Architect at no added cost to Owner.
  - 3. Approval of mockups does not constitute approval of deviations from the Contract Documents contained in mockups unless Architect specifically approves such deviations in writing.
  - 4. Subject to compliance with requirements, approved mockups may become part of the completed Work if undisturbed at time of Substantial Completion.

1.7 DELIVERY, STORAGE, AND HANDLING

- A. Store materials not in use in tightly covered containers in well-ventilated areas with ambient temperatures continuously maintained at not less than 45 deg F (7 deg C).
  - 1. Maintain containers in clean condition, free of foreign materials and residue.
  - 2. Remove rags and waste from storage areas daily.

1.8 FIELD CONDITIONS

- A. Apply paints only when temperature of surfaces to be painted and ambient air temperatures are between 50- and 90-degrees F (10 and 32 degrees C).
- B. Do not apply paints when relative humidity exceeds 85 percent; at temperatures less than 5 degrees F (3 degrees C) above the dew point; or to damp or wet surfaces.

**SECTION 09 9123  
INTERIOR PAINTING**

- C. Painting contractor should follow proper painting practices and exercise judgment based on his or her experience and project specific conditions as to when to proceed.

**PART 2 - PRODUCTS**

**2.1 MANUFACTURERS**

- A. Basis-of-Design Product: Provide products listed from the Dunn-Edwards Corporation.

**2.2 PAINT, GENERAL**

- A. Material Compatibility:

- 1. Provide materials for use within each paint system that are compatible with one another and substrates indicated, under conditions of service and application as demonstrated by manufacturer, based on testing and field experience.
- 2. For each coat in a paint system, provide products recommended in writing by manufacturers of topcoat for use in paint system and on substrate indicated.

- B. VOC Content: Provide material that comply with VOC limits of authorities having jurisdiction.

- C. Colorants: The use of colorants containing hazardous chemicals, such as ethylene glycol, is prohibited and zero VOC colorants should be used whenever possible.

- D. Colors: As selected by the Architect.

- 1. Indicate a percentage of surface area which will be painted with deep tones.

**2.3 SOURCE QUALITY CONTROL**

- A. Testing of Paint Materials: Owner reserves the right to invoke the following procedure:

- 1. Owner may engage the services of a qualified testing agency to sample paint materials. Contractor will be notified in advance and may be present when samples are taken. If paint materials have already been delivered to Project site, samples may be taken at Project site. Samples will be identified, sealed, and certified by testing agency.
- 2. Testing agency will perform tests for compliance with product requirements.
- 3. Owner may direct Contractor to stop applying coatings if test results show materials being used do not comply with product requirements. Contractor shall remove noncomplying paint materials from Project site, pay for testing, and repaint surfaces painted with rejected materials. Contractor will comply with requirements to use compatible products and systems as described in Article 2.2. Contractor will

**SECTION 09 9123  
INTERIOR PAINTING**

be required to remove rejected materials from previously painted surfaces if, on repainting with complying materials, the two paints are incompatible.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Examine substrates and conditions, with Applicator present, for compliance with requirements for maximum moisture content and other conditions affecting performance of the Work.
- B. Maximum Moisture Content of Substrates: When measured with an electronic moisture meter as follows:
  - 1. Concrete: 12 percent.
  - 2. Masonry (Clay and CMU): 12 percent.
  - 3. Wood: 15 percent.
  - 4. Gypsum Board: 12 percent.
  - 5. Plaster: 12 percent.
- C. Gypsum Board Substrates: Verify that finishing compound is sanded smooth.
- D. Plaster Substrates: Verify that plaster is fully cured, including pH testing to determine that alkalinity is within limits established by the manufacturer.
- E. Spray-Textured Ceiling Substrates: Verify that surfaces are dry.
- F. Verify suitability of substrates, including surface conditions and compatibility with existing finishes and primers.
- G. Proceed with coating application only after unsatisfactory conditions have been corrected.
  - 1. Application of coating indicates acceptance of surfaces and conditions.

**3.2 PREPARATION**

- A. Comply with manufacturer's written instructions.
- B. Remove hardware, covers, plates, and similar items already in place that are removable and are not to be painted. If removal is impractical or impossible because of size or weight of item, provide surface-applied protection before surface preparation and painting.
  - 1. After completing painting operations, use workers skilled in the trades involved to reinstall items that were removed. Remove surface-applied protection if any.

**SECTION 09 9123  
INTERIOR PAINTING**

- C. Clean substrates of substances that could impair bond of paints, including dust, dirt, oil, grease, and incompatible paints and encapsulants.
  - 1. Remove incompatible primers and re-prime substrate with compatible primers or apply tie coat as required to produce paint systems indicated.
- D. Concrete Substrates: Remove release agents, curing compounds, efflorescence, and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces to be painted exceeds that permitted in manufacturer's written instructions, including pH testing to determine that alkalinity is within limits established by the manufacturer.
- E. Masonry Substrates: Remove efflorescence and chalk. Do not paint surfaces if moisture content or alkalinity of surfaces or mortar joints exceed that permitted in manufacturer's written instructions.
- F. Steel Substrates: Remove rust, loose mill scale, and shop primer, if any. Clean using methods recommended in writing by paint manufacturer.
- G. Shop Primed Steel Substrates: Clean field welds, bolted connections, and abraded areas of shop paint, and paint exposed areas with the same material as used for shop priming to comply with SSPC-PA 1 for touching up shop primed surfaces.
- H. Galvanized Metal Substrates: Remove grease and oil residue from galvanized sheet metal fabricated from coil stock to produce clean, lightly etched surfaces that promote adhesion of subsequently applied paints.
- I. Aluminum Substrates: Remove loose surface oxidation.
- J. Wood Substrates:
  - 1. Scrape and clean knots and apply coat of knot sealer before applying primer.
  - 2. Sand surfaces that will be exposed to view and dust off.
  - 3. Prime edges, ends, faces, undersides, and backsides of wood.
  - 4. After priming, fill holes and imperfections in the finish surfaces with putty or plastic wood filler. Sand smoothly when dried.
- K. Cotton or Canvas Insulation Covering Substrates: Remove dust, dirt, and other foreign material that might impair bond of paints to substrates.

**3.3 APPLICATION**

- A. Apply paints according to manufacturer's written instructions.
  - 1. Use applicators and techniques suited for paint and substrate indicated.
  - 2. Paint surfaces behind movable equipment and furniture same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed equipment or furniture with prime coat only.

**SECTION 09 9123  
INTERIOR PAINTING**

3. Paint front and backsides of access panels, removable or hinged covers, and similar hinged items to match exposed surfaces.
  4. Do not paint over labels of independent testing agencies or equipment name, identification, performance rating, or nomenclature plates.
  5. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.
- B. Tint each undercoat to a lighter shade of the finish coat (not to exceed 2 ounces of colorant) to facilitate identification of each coat if multiple coats of same material are to be applied.
- C. If undercoats or other conditions show through topcoat, apply additional coats until cured film has a uniform paint finish, color, and appearance.
- D. Apply paints to produce surface films without cloudiness, spotting, holidays, laps, brush marks, roller tracking, runs, sags, ropiness, or other surface imperfections. Cut in sharp lines and color breaks.
- E. Block Fillers: Provide block fill as scheduled to conform to the following PDCA Standard P12-05:
1. Level 3 - Premium Fill: One or multiple coats of high-performance block filler manufactured to be applied at a high dry film build. Block filler shall be back-rolled to eliminate voids and reduce the majority of the masonry profile depth.
- F. Painting Fire Suppression, Plumbing, HVAC, Electrical, Communication, and Electronic Safety and Security Work:
1. Paint the following work where exposed in equipment rooms:
    - a. Equipment, including panelboards and switch gear.
    - b. Uninsulated metal piping.
    - c. Uninsulated plastic piping.
    - d. Pipe hangers and supports.
    - e. Metal conduit.
    - f. Plastic conduit.
    - g. Tanks that do not have factory-applied final finishes.
    - h. Duct, equipment, and pipe insulation having cotton or canvas insulation covering or other paintable jacket material.
    - i. Other items as directed by the architect.
  2. Paint the following work where exposed in occupied spaces:
    - a. Equipment, including panelboards.
    - b. Uninsulated metal piping.
    - c. Uninsulated plastic piping.
    - d. Pipe hangers and supports.
    - e. Metal conduit.

**SECTION 09 9123  
INTERIOR PAINTING**

- f. Plastic conduit.
  - g. Duct, equipment, and pipe insulation having cotton or canvas insulation covering or other paintable jacket material.
  - h. Other items as directed by the Architect.
3. Paint portions of internal surfaces of metal ducts, without liner, behind air inlets and outlets that are visible from occupied spaces.

**3.4 FIELD QUALITY CONTROL**

- A. Dry Film Thickness Testing: Owner may engage the services of a qualified testing and inspecting agency to inspect and test paint for dry film thickness.
- 1. Contractor shall touch up and restore painted surfaces damaged by testing.
  - 2. If test results show that dry film thickness of applied paint does not comply with paint manufacturer's written recommendations, Contractor shall pay for testing and apply additional coats as needed to provide dry film thickness that complies with paint manufacturer's written recommendations.

**3.5 CLEANING AND PROTECTION**

- A. At end of each workday, remove rubbish, empty cans, rags, and other discarded materials from Project site.
- B. After completing paint application, clean spattered surfaces. Remove spattered paints by washing, scraping, or other methods. Do not scratch or damage adjacent finished surfaces.
- C. Protect work of other trades against damage from paint application. Correct damage to work of other trades by cleaning, repairing, replacing, and refinishing, as approved by Architect, and leave in an undamaged condition.
- D. At completion of construction activities of other trades, touch up and restore damaged or defaced painted surfaces.

**3.6 INTERIOR PAINTING SCHEDULE**

- A. Gypsum Board Substrates:
- 1. Premium Low Odor / Zero VOC Latex System:
    - a. Prime Coat: Primer sealer, latex, interior, Dunn-Edwards, Vinylastic Select [VNSL00](#).
    - b. Intermediate Coat: Latex, interior, matching topcoat

**SECTION 09 9123  
INTERIOR PAINTING**

- c. Topcoat: Latex, interior, semi-gloss, Dunn-Edwards, Spartawall [SWLL50](#), (Gloss Level 5).
- B. Concrete Substrates, Masonry, Clay, Nontraffic Surfaces:
  - 1. Premium Low Odor / Zero VOC Latex System:
    - a. Prime Coat: Primer, alkali resistant, waterbased, interior/exterior, Dunn-Edwards, Eff-Stop Select [ESSL00](#).
    - b. Intermediate Coat: Latex, interior, matching topcoat.
    - c. Topcoat: Latex, interior, semi-gloss, Dunn-Edwards, Spartawall [SWLL50](#), (Gloss Level 5).
- C. CMU Substrates:
  - 1. Premium Low Odor / Zero VOC Latex System:
    - a. Block Filler: Block filler, latex, interior/exterior, Dunn-Edwards, Smooth Blocfil Select [SBSL00](#).
    - b. Intermediate Coat: Latex, interior, matching topcoat.
    - c. Topcoat: Latex, interior, semi-gloss, Dunn-Edwards, Spartawall [SWLL50](#), (Gloss Level 5).
- D. Ferrous Metal Substrates:
  - 1. Premium Low Odor / Zero VOC Latex over a Waterborne Alkyd Primer System:
    - a. Prime Coat: Primer, alkyd, anti-corrosive, for metal, Dunn-Edwards, Bloc-Rust Premium [BRPR00](#) Series or Enduraprime rust preventative primer [ENPR00](#).
    - b. Intermediate Coat: Latex, interior, matching topcoat.
    - c. Topcoat: Latex, interior, semi-gloss, Dunn-Edwards, Spartawall [SWLL50](#), (Gloss Level 5).
- E. Wood Substrates:
  - 1. Premium Low Odor / Zero VOC Latex System:
    - a. Prime Coat: Primer, acrylic, for interior wood, Dunn-Edwards, Ultra-Grip Select [UGSL00](#) or Dunn-Edwards, Inter-Kote [IKPR00](#).
    - b. Intermediate Coat: Latex, interior, matching topcoat.
    - c. Topcoat: Latex, interior, flat, Dunn-Edwards, Spartazero [SZRO10](#), (Gloss Level 1).  
Or
    - d. Topcoat: Latex, interior, semi-gloss, Dunn-Edwards, Spartawall [SWLL50](#), (Gloss Level 5).

END OF SECTION

## SECTION 10 1400 SIGNAGE

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes: Supply and installation of Interior Room Signs, and Geometric Signs.
- B. Related Sections:
  - 1. Project Signs, see Construction Facilities and Temporary Controls: Section 08 1113, Hollow Metal Doors and Frames.
  - 2. Section 09 1113, Exterior Painting
  - 3. Section 09 1123, Interior Painting

#### 1.2 SUBMITTALS

- A. Make submittals in accordance with section 01 3300.
- B. Shop Drawings: Submit shop drawings showing sizes of signs and lettering, construction details of signs and anchoring details.
- C. Submittals: Submit color and texture samples of all materials to be used for signs.
- D. Samples: Submit 1 full size sample of each toilet room signs.

#### 1.3 QUALITY ASSURANCE

- A. Manufacturers shall have been regularly engaged in manufacturing identifying devices for minimum of 5 years.
- B. Pre-Installation Conference: Notify District project manager when signs are ready for installation. Arrange for conference at site. Do not proceed with installation until ARCHITECT'S approval of specific locations and methods of attachment has been obtained.
- C. Provide signs from one manufacturer.

#### 1.4 PRODUCT HANDLING

- A. Use all means necessary to protect signs before, during and after installation. In event of damage, immediately make necessary repairs and replacements.

**SECTION 10 1400  
SIGNAGE**

**PART 2 - PRODUCTS**

**2.1 MANUFACTURE**

- A. Products of following manufacturers are acceptable and are the basis for intended design and quality.
1. Vomar Products Inc.
  2. ASI-Modulex, Inc.
  3. Mohawk Sign Systems, Inc.
  4. Accent Signage Systems.
  5. The Gruenke Company.
  6. Ada Sign Products.
  7. AccuBraille.
  8. Equal.

**2.2 MATERIAL AND FABRICATION**

- A. Interior Room Identification Sign Materials:
1. Substrate Panel: 1/8 inch minimum thick, integrally colored, or clear acrylic plastic, or laminated acrylic. Conforming to ASTM D4802; non-glare (matte), UV stable, suitable for interior and exterior use.
    - a. Corners shall be square.
    - b. Edges shall be square and eased.
    - c. Colors as selected by ARCHITECT from manufacturer's custom color range.
  2. Fasteners:
    - a. Stainless steel tamper-proof screws and plastic anchors.
    - b. Signs mounted on fire-rated doors shall be secured with adhesive.
    - c. Adhesives and sealants shall comply with the limits for VOC content.
- B. Characters and Symbols: Shall be fabricated by one of the processes described below:
1. Computer cut raised characters and graphics shall be cut from 1/16 inch integrally colored acrylic. Raised characters and graphics shall be inlaid

## SECTION 10 1400 SIGNAGE

1/32 inch minimum into first surface of sign background, secured with adhesive so it cannot be removed without the use of tools. Raised characters and graphics shall have beveled, eased, or rounded edges. Non-tactile text and graphics shall be applied to the second surface, and background color shall be applied to the second surface and protected with film or an additional backplate. Pictograms and other symbols including the International Symbol of Accessibility, which are included on signs with raised characters and Braille, are not required to be raised.

2. Raised characters and graphics including braille shall be integral to sign face and shall be formed into sign face by high pressure thermoforming using a negative mold. No applied, glued, welded tactile elements are acceptable. Raised characters and graphics shall have beveled, eased, or rounded edges. No sharp, square edges are acceptable. Non-tactile text and graphics shall be applied to the second surface, and background color shall be applied to the second surface and protected with vinyl film. Pictograms and other symbols including the International Symbol of Accessibility, which are included on signs with raised characters and Braille, or other signs are not required to be raised.

### 2.3 COMMUNICATION ELEMENTS AND FEATURES

#### A. Raised Characters Raised characters shall comply with CBC 11B-703.2.

1. Character Type: Characters on signs shall be raised 1/32 inch minimum above their background and shall be sans serif uppercase characters duplicated in Braille. Characters and Braille shall be in a horizontal format.
2. Character Height: Character height measured vertically from the baseline of the character shall be 5/8 inch minimum and 2-inch maximum based on the height of the uppercase letter "I".
3. Character Proportions: Characters shall be selected from fonts where the width of the uppercase letter "O" is 60 percent minimum and 110 percent maximum of the height of the letter "I".
4. Stroke Thickness: Stroke thickness of the uppercase letter "I" shall be 15 percent maximum of the height of the character.
5. Character and Line Spacing shall be in conformance to CBC 11B-703.2.7 and 11B-703.2.8.
6. Character Placement: Shall be placed in accordance to Section 2.3, C below.

#### A. Visual Characters: Visual characters shall comply with CBC Section 11B-703.5. Characters shall be conventional in form and shall be uppercase or lowercase or a combination of both, as indicated on the drawings. Characters shall not be italic, oblique, highly decorative, or of other unusual forms.

## **SECTION 10 1400 SIGNAGE**

1. **Finish and Contrast:** Characters and their backgrounds shall have a non-glare finish. Characters shall contrast with their background with either light characters on a dark background or a dark character on a light background.
  2. **Character Proportions:** Characters shall be selected from fonts where the width of the uppercase letter "O" is 60 percent minimum and 110 percent maximum of the height of the uppercase of the letter "I".
  3. **Character Height:** Minimum character height shall comply with CBC Table 11B-703.5.5.
  4. **Height from Finish Floor or Ground:** Visual characters shall be 40 inches minimum above the finish floor or ground
  5. **Stroke Thickness:** Uppercase letter "I" shall be 10 percent minimum and 20 percent maximum of the height of the character.
  6. **Character and Line Spacing:** Shall be in accordance to CBC 11B-703.5.8 and 11B-703.5.9.
- B. Braille:** Contracted Grade 2 Braille, conforming to CBC 11B-703.3. Braille characters shall be inlaid optically correct acrylic Raster beads into computer drilled holes in the panel surface.
1. **Dimensions and Capitalization:** Braille dots shall have a domed or rounded shape and shall comply with CBC Table 11B-703.3.1. The indication of an uppercase letter or letters shall only be used before the first word of sentences, proper nouns and names, individual letters of the alphabet, initials, and acronyms.
  2. **Position:** Braille shall be positioned below the corresponding text in a horizontal format, flush left or centered. If text is multi-lined, Braille shall be placed below the entire line of text. Braille shall be separated 3/8 inch minimum and 1/2 maximum from any other tactile characters and 3/8 inch minimum from raised borders and decorative elements.
- C. Pictograms:** In conformance to CBC 11B-703.6. Pictograms shall have a field height of 6 inches minimum. Characters and Braille shall not be located in the pictogram field.
1. **Finish and Contrast:** Pictograms and their field shall have a non-glare finish. Pictograms shall contrast with their field with either a light pictogram on a dark field or a dark pictogram on a light field.
  2. **Text Descriptors:** Pictograms shall have text descriptors located directly below the pictogram field, and shall comply with CBC 11B-703.2, 11B-703.3 and 11B-703.4.
- D. International Symbol of Accessibility (ISA):** Shall comply with CBC 11B-703.7 and CBC Figure 11B-703.7.2.1. The ISA shall consist of a white figure on a blue background. The blue color shall be approximate to FS. 15090 in Federal Standard 595C.

## SECTION 10 1400 SIGNAGE

- E. Mounting Locations and Height: Signs with tactile characters shall be as indicated on the drawings and in conformance to CBC 11B-703.4.
1. Mounting Locations:
    - a. Identification signs for rooms and spaces shall be located on the wall adjacent to the latch side of the door, as one enters the room or space.
    - b. Signs that identify exits shall be located at the exit door when approached in the direction of egress travel.
    - c. Signs containing tactile characters shall be located so that a clear floor space 18-inches minimum by 18-inches minimum, centered on the tactile characters, is provided beyond the arc of any door swing between the closed position and 45-degree open position.
    - d. Where a tactile sign is provided at a door, the sign shall be located alongside the door at the latch side.
    - e. Where a tactile sign is provided at double doors with one active leaf, the sign shall be located at the inactive leaf.
    - f. Where a tactile sign is provided at double doors with two active leaves, the sign shall be located to the right of the right-hand door.
    - g. Where there is no wall space at the latch side of a single door or at the right side of double doors, signs shall be located on the nearest adjacent wall.
  2. Mounting height above finish floor or ground: Tactile characters on signs shall be located 48 inches minimum above the finish floor or ground surface, measured from the baseline of the lowest Braille cells and 60 inches maximum above the finish floor or ground surface, measured from the baseline of the highest line of raised characters.

### 2.4 RESTROOM SIGNAGE

- A. Multiple-Occupancy restrooms shall be provided with geometric symbols and wall mounted pictograms with text descriptors.
- B. Geometric Symbols:
  1. Doorways leading to toilet rooms shall be identified by a geometric symbol complying with CBC Section 11B-703.7.2.6.
  2. Male Restroom Door Symbol: 1/4-inch-thick equilateral triangle with edges 12 inches long, with vertex pointing upward, the triangle symbol shall contrast with the door, either light on a dark background or dark on a light background. A male silhouette shall appear within the equilateral triangle in contrasting color to it.

## SECTION 10 1400 SIGNAGE

3. Female Restroom Door Sign: 1/4-inch-thick circle 12-inch diameter, the circle symbol shall contrast with the door, either light on a dark background or dark on a light background. A female silhouette shall appear within the circle in contrasting color to it.
  4. Edges and Vertices on Geometric Symbols: Shall be eased or rounded at 1/16 inch minimum or chamfered at 1/8 inch maximum. Vertices shall be radiused between 1/8 minimum and ¼ inch maximum.
  5. Location and Mounting Height: Symbols shall be mounted at 58 inches minimum and 60 inches maximum above the finish floor or ground surface measured from the centerline of the symbol. Where a door is provided the symbol shall be mounted within one inch of the vertical centerline of the door.
- C. Room Identification for Multiple-Occupancy Restrooms: Provide a room identification sign, including a pictogram of the International Symbol of Accessibility on a side. Restroom names shall be "Women" or "Men." Characters, Braille, pictograms and mounting locations and height shall be in conformance to section 2.3. Size and field verify to replace old sign with new type per detail shown on plans.

### PART 3 – EXECUTION

#### 3.1 EXAMINATION

- A. Verify that surfaces are ready to receive work.
- B. Beginning of installation means installer accepts condition of existing surfaces.

#### 3.2 INSTALLATION

- A. Interior Identification Signs and Interior Directional Signs:
  1. Anchor signs to wall using 4 tamperproof, round head screws, one at each corner of sign. Furnish plastic anchors.
  2. In addition to screws, signs shall be secured to wall with high-bond two-faced tape.
  3. For installation on glass, fasten sign to glass with very high bond double faced tape. On opposite side of glass, anchor matching backplate to glass with very high-bond double-faced tape.
- C. Geometric Signs: Toilet room signs shall be anchored to doors with 3 tamperproof countersunk screws, designed for anchoring to material of wall.

**SECTION 10 1400  
SIGNAGE**

3.3 CLEANUP

- A. Remove rubbish, debris, and waste materials and legally dispose of off Project site.

3.4 PROTECTION

- A. Protect Work of this section until Substantial Completion.

Payment for items of work covered under Division 10 of the plans and these specifications shall be based on the lump sum bid pricing identified in the Bid Schedule. No additional compensation will be allowed.

END OF SECTION

**SECTION 10 2115  
TOILET COMPARTMENTS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Solid phenolic toilet compartments, urinal screens, hardware, and vision screens.
  
- B. Related Sections:
  - 1. Division 01 – General Requirements.
  - 2. Section 06 1000 – Rough Carpentry.
  - 3. Section 10 2813 – Toilet Accessories.

**1.2 DESIGN REQUIREMENTS**

- A. Compartments: Floor supported overhead braced type units consisting of solid phenolic pilasters, panels, and doors; plated steel leveling devices with stainless steel covers; and stainless-steel fittings, hardware, and fastenings.
  
- B. Urinal Screens: Floor supported and wall hung type consisting of solid phenolic screen panels and plated steel leveling devices with stainless steel covers, stainless steel fittings and fastening.

**1.3 SUBMITTALS**

- A. Section 01 3300 - Submittal Procedures: Procedures for submittals.
  - 1. Product Data: Submit manufacturer's data sheets for each product specified.
  - 2. Shop Drawings: Submit manufacturer's shop drawings for each product specified, including the following:
    - a. Plans, elevations, details of construction and attachment to adjacent construction.
    - b. Show anchorage locations and accessory items.
    - c. Verify dimensions with field measurements prior to final production of toilet compartments.
  - 3. Material Samples:
    - a. Submit full range of Samples of phenolic chips for initial color selection. Chips shall be at least 2-inch by 3-inch.
    - b. Submit Samples of hardware and fasteners.
  - 4. Closeout documents: Submit operation and maintenance data and warranty.

**SECTION 10 2115  
TOILET COMPARTMENTS**

1.4 QUALITY ASSURANCES

- A. American Society for Testing and Materials (ASTM):
  - 1. ASTM A 167 - Specification for Stainless and Heat-Resisting Chromium-Nickel Steel Plate, Sheet, and Strip.
  - 2. ASTM E-84 – Standard Test Method for Surface Burning Characteristics of Building Materials.
  - 3. Chemical Resistance: Panels to meet or exceed Scientific Equipment Furniture Association's (S.E.F.A.) list of 49 standard chemicals.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle materials and products in strict compliance with manufacturer's instructions and recommendations. Protect from damage.

1.7 WARRANTY

- A. Toilet Compartment Manufacturer shall provide a 25-year material warranty for solid phenolic panels and hardware.

PART 2 - PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Subject to compliance with project requirements, manufacturers offering specified items which may be incorporated in the Work include the following:
  - 1. Bobrick Washroom Equipment, Inc.
  - 2. Capitol Partitions.
  - 3. Comtec Industries.
  - 4. Metpar Corporation.
  - 5. Scranton Products.
  - 6. Or approved equal.

2.2 MATERIALS

- A. Stiles, Panels, Doors, and Screens, DuralineSeries, 1080 Series.
  - 1. Solid phenolic material constructed of solidly fused plastic laminate with matte-finish melamine surfaces, colored face sheets, and black phenolic resin core that are integrally bonded. Edges shall be black.
  - 2. Door & Panel Height: 58"

**SECTION 10 2115  
TOILET COMPARTMENTS**

3. Floor Clearance: 12"
  4. Color: as noted on Drawings.
  5. Option to provide gap-Free Privacy Design.
  6. Finish Thickness:
    - a. Stiles and doors shall be 3/4 inch.
    - b. Panels shall be 1/2 inch.
- B. Heavy Duty Stainless Steel Hardware
1. All hardware to be Institutional Hardware, 18-8, type-304 stainless steel with satin finish.
  2. All hardware concealed inside compartments with the exception of out-swinging doors.
- C. Latch with Vandal-Resistant Option
1. Sliding door latch 14 gauge and slide on nylon track.
  2. Sliding door latch shall require less than 5-pound force to operate. Twisting latch operation will not be acceptable.
  3. Latch track attached to door by flathead machine screws into factory installed threaded brass inserts.
  4. Latch handle shall have rubber bumper to act as door stop.
  5. Latch shall allow door to be lifted over 8-gauge keeper for emergency access.
  6. Metal-to-metal connection shall withstand a direct pull of over 1000 pounds per screw.
  7. ADA approved latch.
- D. Hinges Cam with Vandal-Resistant Option
1. Heavy gauge with stainless steel satin finish.
  2. All doors equipped with self-closing hinge.
  3. Threaded inserts are factory installed for securing hinges. Theft-resistant, stainless steel pin-in-head, Torx screws are furnished for door hardware. Balanced hinge is adjustable to hold door of unoccupied toilet compartment partially open or fully closed.
  4. Door furnished with two 11-gauge vinyl-coated door stops to resist door from being kicked out of compartment.
  5. Door stops and keeper secured with stainless steel, one-way, machine screws from inside of compartment to threaded brass inserts.
- E. Mounting brackets 18-gauge stainless steel and extend full height of panel. U-channels furnished for panel to stile mounting. Angle brackets furnished for stile to wall and stile to panel mounting. Angle brackets furnished for panel to wall mounting.
- F. Leveling Device 3/16 inch hot rolled steel bar; chromate-treated and zinc-plated; through-bolted to base of solid phenolic stile.
- G. Stile Shoe one-piece, 4 inch high, type-304, 22-gauge stainless steel with satin finish. Top shall have 90 degree return to stile. One-piece shoe capable of adapting to 3/4 inch

## SECTION 10 2115 TOILET COMPARTMENTS

or 1 inch stile thickness and capable of being fastened (by clip) to stiles starting at wall line.

- H. Overhead Braced Headrail satin finish, extruded anodized aluminum 0.125 inches thick with anti-grip profile.

### PART 3 – EXECUTION

#### 3.1 EXAMINATION

- A. Section 01 7300 – Execution: Verification of existing conditions before starting work.
  - 1. Check areas scheduled to receive compartments for correct dimensions, plumbness of walls, and soundness of surfaces that would affect installation of mounting brackets.
  - 2. Verify spacing of plumbing fixtures to assure compatibility with installation of compartments.
  - 3. Do not begin installation of compartments until conditions are satisfactory.

#### 3.2 INSTALLATION

- A. Install compartments rigidly, straight, plumb, and level and in accordance with manufacturer's installation instructions.
- B. Installation methods shall conform to manufacturer's recommendations for backing and proper support.
- C. Conceal evidence of drilling, cutting, and fitting to room finish.
- D. Maintain uniform clearance at vertical edge of doors.

#### 3.3 ADJUSTMENT AND CLEANING

- A. Adjust hardware for proper operation after installation.
- B. Set hinge cam on in-swinging doors to hold doors open when unlatched.
- C. Set hinge cam on out-swinging doors to hold unlatched doors in closed position.
- D. Clean exposed surfaces of compartments, hardware, and fittings.

END OF SECTION

**SECTION 10 2813  
TOILET ACCESSORIES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Toilet Accessories.
  - 2. Attachment hardware.
  
- B. Related Documents: The Contract Documents, as defined in the General Conditions, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.
  
- C. Related Sections:
  - 1. Section 06 1000 - Rough Carpentry: Placement of backing and blocking for attachment of accessories.

**1.2 REFERENCES**

- A. American Society for Testing and Materials (ASTM):
  - 1. ASTM A 123 - Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products.
  - 2. ASTM A 167 - Specification for Stainless and Heat-Resisting Chromium-Nickel Steel Plate, Sheet, and Strip.
  - 3. ASTM A 366 - Specification for Steel, Carbon, Cold-Rolled Sheet, Commercial Quality.

**1.3 SUBMITTALS**

- A. Section 01 3300 - Submittal Procedures: Procedures for submittals.
  - 1. Product Data: Data for each accessory describing size, finish, details of function, and attachment methods.

**1.4 QUALITY ASSURANCE**

- A. Regulatory Requirements: Conform to California Building Code, 2016 Edition and Federal ADA for mounting heights and locations of accessories.

**1.5 DELIVERY, STORAGE, AND HANDLING**

- A. Section 01 6000 - Product Requirements: Transport, handle, store, and protect products.

**SECTION 10 2813  
TOILET ACCESSORIES**

- B. Deliver accessories in original labeled packaging, bearing manufacturer's name and type of accessory.

**PART 2 - PRODUCTS**

**2.1 MANUFACTURERS**

- A. Subject to compliance with project requirements, manufacturers offering specified items which may be incorporated in the Work include the following:
  1. American Specialties Company,
  2. Bobrick Washroom Equipment,
  3. Bradley Corporation,
  4. McKinney Parker,
  5. Or approval equal as permitted in Section 01 6000 - Product Requirements: Product options and substitutions.

**2.2 MATERIALS**

- A. Sheet Steel: ASTM A 366.
- B. Galvanized Sheet Steel: ASTM A 366, ASTM A 123 to 1.25 ounces per square yard.
- C. Stainless Steel Sheet: ASTM A167, Type 304.
- D. Fasteners, Screws, and Bolts: Stainless Steel, tamper-proof.
- E. Expansion Shields: Fiber, lead, or rubber as recommended by accessory manufacturer for component and substrate.

**2.3 MANUFACTURED UNITS – See Drawings.**

**2.4 FABRICATION**

- A. Weld and grind smooth joints of fabricated components.
- B. Form exposed surfaces from single sheet of stock, free of joints. Form surfaces flat without distortion. Maintain surfaces without scratches or dents.
- C. Fabricate grab bars of tubing, free of visible joints, return to wall with end attachment flanges.
- D. Shop assembles components and package complete with anchors and fittings.

**SECTION 10 2813  
TOILET ACCESSORIES**

- E. Provide steel anchor plates, adapters, and anchor components for installation.
- F. Back paint components where contact is made with building finishes to prevent electrolysis.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7300 - Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
  - 1. Verify correct location of opening in wall for recessed accessories.
  - 2. Verify that attachment blocking and backing plates are in place in the correct location for accessory connections.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by the Engineer.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**3.2 PREPARATION**

- A. Deliver inserts and rough-in frames to site for scheduled installation.
- B. Provide and use templates and rough-in measurements as required.

**3.3 INSTALLATION**

- A. Install fixtures, accessories, and items in accordance with manufacturer's instructions, and as indicated on Drawings. Use tamper-proof fasteners.
- B. Install plumb and level, securely and rigidly anchored to substrate.

**3.4 ADJUSTING AND CLEANING**

- A. Adjust accessories for proper operation and verify mechanisms function smoothly.
- B. Remove temporary labels and protective coatings. Clean and polish exposed surfaces.

**SECTION 10 2813  
TOILET ACCESSORIES**

Payment for all items of work identified under Division 10 of the plans and these specifications shall be based on the lump sum pricing for the various bid items identified as Building Specialties on the Bid Schedule.

END OF SECTION

**SECTION 11 4000  
FOOD SERVICE EQUIPMENT AND FIXTURES**

**PART 1 - GENERAL**

**1.1 DESCRIPTION**

- A. Work of this section, as shown or specified, shall be provided by the Contractor and shall be in accordance with the requirements of the Contract Documents.
- B. Work includes all labor, materials, equipment, accessories, and appliances required to furnish and install food service equipment as indicated on the drawings and herein specified.
- C. Related work in other Sections:
  - 1. Section 06 1000 – Rough Carpentry.
  - 2. Division 22 - Plumbing.
  - 3. Division 26 - Electrical.
- D. Contractor shall provide cutting of holes in equipment or fixtures for pipes and drains as required for their installation.
- E. Contractor shall provide adequate raceways and accesses in fixtures for the plumbing lines and for Electrical Contractor to install his work. Where there is neglect by the Contractor to provide for such space, he shall make the necessary revisions/repairs to the work without expense to the District. Cutting and patching required by such work shall be reworked to its original finish.
- F. Contractor shall provide and locate outlet boxes, receptacles, device plates, and switches, junction boxes, where they are a part of the fixture and indicated on equipment electrical layout sheets. All other electrical work shall be furnished and installed by the Electrical Contractor, including installation of conduits in fixtures, connection to boxes, and the wiring of electrical outlets and equipment.
- G. The drawings indicate the desired basic arrangement and dimensions of the equipment; minor deviations therefore may be substituted for approval according to Section 01 2513, and provided basic requirements are met and no major rearrangements of services to the equipment are required to affect the proposed alteration, such deviations shall be made without expense to District.
- H. The Contractor shall be responsible for the satisfactory operation of the assembled equipment. Tests of the installed equipment shall be required. Defects or deficiencies noted as a result of tests shall be corrected to the entire satisfaction of the District and/or his agent at the expense of the Contractor. The Contractor shall consult the mechanical and electrical drawings and their accompanying specifications to determine additional requirements of the work and shall cooperate with all trades to insure a completely satisfactory installation.

**SECTION 11 4000  
FOOD SERVICE EQUIPMENT AND FIXTURES**

- I. Required voltages, cycles and phase and electrical requirements shall be checked before ordering equipment.

**1.2 SUBMITTALS**

- A. All submittals shall be made according to Section 01 3300 and as described herein.
- B. Submit the following for each item:
  1. The Contractor shall submit for approval two (2) copies of 1/4" scale plans showing location of all plumbing, and electrical with elevations and sections of all special equipment for use of the respective trades. The Contractor shall be responsible for the accuracy of the outlets in the building in connection with his work. One copy with approved corrections shall be returned to the Contractor who shall revise such drawings and re-submit two (2) additional copies for final approval.
  2. The Contractor shall submit two (2) copies for approval of 3/4" (20mm) scale shop drawings covering all items of work included; detail drawings shall show all dimensions and all details of construction installation and the relation to adjoining and related work; all reinforcements, anchorages and other work required for complete installation. One copy with approval or corrections shall be returned to the Contractor who shall revise such drawings and resubmit two (2) additional copies for final approval. (Scale: 3/4" (20mm) and larger, as required.) Shop drawing blueprints shall not be larger than 30" x 42" (760 x 1060mm).
- C. After final approval Contractor shall print and distribute four (4) copies of shop drawings to other interested parties, or as directed by the District.
- D. Approval of such drawings shall not relieve the Contractor from responsibility for any deviations from the drawings and specifications unless such deviations are approved in writing by the District or his agent.

**1.3 WORK NOT INCLUDED**

- A. Plumbing and electrical trims, including stainless steel cover plates for outlets and pull boxes, and connections shall be furnished by the respective trades involved, unless otherwise specified.
- B. Connections to the mechanical and electrical services are specified under the General Contractor specifications and shall not be considered as part of the work of this section, unless specifically indicated otherwise on drawings or specifications.

**1.4 QUALITY ASSURANCE**

**SECTION 11 4000  
FOOD SERVICE EQUIPMENT AND FIXTURES**

- A. All Food Service Equipment and Fixtures shall be provided and installed using experienced, skilled workmen to the highest standard of workmanship and shall be free of any defects due to faulty workmanship.
- B. All work and materials shall conform to the drawings and specifications; any changes or deviations in materials or methods must be approved by the Architect.
- C. Food Service Equipment and Fixtures shall meet requirements of local and state codes where applicable. Comply with all laws, ordinances, rules and regulations and orders of any public authority having jurisdiction over this part of the Work.
- D. The Contractor shall be responsible for taking accurate job-site measurements for all dimensions related to the Work.
- E. The Contractor shall examine all conditions pertaining to the installation of Food Service Equipment and Fixtures and shall provide all coordination as required to achieve the proper and timely completion of the installation.
- F. The Contractor will not change brands of materials during the course of the work unless approved by the Architect.

**PART 2 - PRODUCTS**

**2.1 EQUIPMENT**

- A. All equipment and fixtures shall be provided as indicated on the drawings, equipment schedule, and specifications and as described herein.
- B. All electrically operated or heated equipment shall be in full accordance with and will conform to the latest standard of the National Board of Fire Underwriters, National Electrical Manufacturer's Association and Underwriters Laboratories, Inc. Where applicable standards have been set up by that agency and are acceptable to authorities having jurisdiction.
- C. All steam-heated equipment shall be manufactured in accordance with A.S.M.E. code requirements and shall carry the A.S.M.E. stamp.
- D. Food service equipment, electric commercial cooking and warming equipment and soda fountain equipment shall conform to standards of the National Sanitation Foundation standards.

**SECTION 11 4000  
FOOD SERVICE EQUIPMENT AND FIXTURES**

- E. "Cord and plug" shall mean a sufficient length (from item to receptacle) of grease resistant insulated cord with cap of sufficient size and capacity to carry the connected load. Plug shall match receptacles.
- F. Contractor to verify all pertinent data with District before ordering all items listed in the construction documents Food Service Specialty Equipment Schedule.
- G. Contractor to verify the exact voltage and phase to be used prior to ordering any equipment.

**PART 3 - EXECUTION**

**3.1 DELIVERIES AND STORAGE**

- A. The equipment and fixtures shall be delivered and installed on schedule.
- B. The Contractor shall submit to the District within five (5) days of execution of contract, a Progress Schedule, showing the order of expected progress of the job with the expected starting and completion dates of the various parts of the job.
- C. Insofar as possible, work shall be fabricated and finished in the shop and delivered completely to the job site ready to set in place.
- D. Follow manufacturers' recommendations for all handling and storage of equipment.

**3.2 INSTALLATION**

- A. Manufacturer's directions shall be followed in all cases where manufacturers of articles used in this contract furnish directions or prints covering points not shown on the drawings or specifications.
- B. Installation of equipment shall be in strict accordance with manufacturer's approved shop and installation drawings.
- C. State and local health regulations and ordinances and minimum standards of the National Sanitation Foundation Standards Nos. 1, 2, 3, and 4 shall be fully adhered to and other additional requirements which might develop shall be included to insure a complete sanitary installation.
- D. All equipment and fixtures installed against walls shall be sealed off with mastic approved by the Health department to prevent vermin harborage.

**SECTION 11 4000**  
**FOOD SERVICE EQUIPMENT AND FIXTURES**

- E. Contractor shall provide a competent representative to be present when installation is complete and ready to put into operation, and to instruct District's employees in the proper use and maintenance of items and to set up a maintenance schedule.
- F. Repair damage done to the premises as a result of installation of equipment and fixtures.
- G. During and upon completion of work, remove excess materials, rubbish, and debris from site. Fixtures and equipment shall be wiped clean and floors swept broom clean.

END OF SECTION

**SECTION 22 0500  
COMMON WORK RESULTS FOR PLUMBING**

**PART 1 – GENERAL**

**1.1 SUMMARY**

**A. Section Includes:**

1. This Section provides the basic plumbing requirements that apply to the Work of Division 22.

**B. Related Requirements:**

1. Division 01: General Requirements.
2. Division 22: Plumbing
3. Division 26: Electrical.

**1.2 REGULATORY REQUIREMENTS**

- A.** Current federal Safe Drinking Water Act (SDWA) regulations require the furnishing of lead-free pipe, solder, and flux in the installation or repair of plumbing in non-residential facilities connected to public drinking water systems. Under this regulation, solders and flux are considered lead-free when they contain 0.2 percent lead or less. Under California regulations pipes and pipe fittings are considered lead-free when they contain 0.25 percent lead or less as defined in California Assembly Bill 1953 (AB 1953). No pipe, pipe fittings, or any other fitting or fixture intended to convey or dispense water for human consumption by drinking or cooking is allowed in the domestic plumbing system, if they do not meet the low lead definition of AB 1953. Weighted average lead content of the wetted surface area of pipes, fittings and fixtures may not exceed 0.25 percent.

1. Provide lead-free water pipe, solder, and flux materials that meet the standards as outlined by the federal SDWA regulations and California AB 1953 if installed in drinking water system.
2. Collect pipe, solder, and flux material samples as required by the Project Inspector. Test samples shall be delivered to an Owner designated testing laboratory for testing of lead content.
  - a. Test samples for lead content by the atomic absorption spectrophotometry method.
3. Materials found not conforming to SDWA and California AB 1953 regulations shall be deemed defective Work and shall be replaced with lead-free materials.
4. Comprehensive testing of the remaining materials for their lead content shall be performed as required by the Project INSPECTOR.

- A.** Materials, fabrication, equipment, and installation shall comply with industry standards and code requirements. Where manufacturer's recommendations exceed industry standards, the manufacturer's recommendation must establish

**SECTION 22 0500**  
**COMMON WORK RESULTS FOR PLUMBING**

the minimum standard. As a minimum, standards from the following organizations shall apply:

1. ANSI - American National Standards Institute.
  2. ASME - American Society of Mechanical Engineers.
    - a. ASME Boiler and Pressure Vessel Code.
    - b. ASME B31 - Standards for Pressure Piping.
  3. ASHRAE - American Society of Heating, Refrigerating and Air-Conditioning Engineers.
  4. ASTM - American Society for Testing and Materials.
    - a. ASTM A53 Specification for Welded and Seamless Pipe.
  5. AWWA - American Water Works Association.
  6. CSA - Canadian Standards Association.
  7. FM Global - Factory Mutual Global
  8. IAPMO - International Association of Plumbing and Mechanical Officials.
  9. NFPA - National Fire Protection Association.
  10. OSHA - Occupational Safety and Health Administration.
  11. SMACNA - Sheet Metal and Air Conditioning Contractors' National Association.
  12. UL - Underwriters Laboratories Inc.
  13. Intertek (ETL Certification).
- B. Materials, fabrication, equipment, and installation shall comply with federal, state, and local codes including, but not limited to, the following:
1. CBC, California Building Code, and CMC, California Plumbing Code.
    - a. Latest edition as adopted by the City, the County, and the State of California including amendments effective on the Effective Date of the Contract.
  2. California Code of Regulations, Title 8, Industrial Relations, Division 1, Chapter 4, Division of Industrial Safety.
  3. OSHA - Occupational Safety and Health Administration.
  4. CDPH - California Department of Public Health.
  5. SCAQMD - South Coast Air Quality Management District.
- C. Specifications or Drawings shall not be construed to permit deviation from the requirements of governing codes unless approval has been obtained from legally constituted authorities having jurisdiction, and the Architect. The Contract Documents may contain more stringent requirements than those legally required.
- D. Permits and Fees: Refer to the General and Supplementary Conditions.

**SECTION 22 0500  
COMMON WORK RESULTS FOR PLUMBING**

1.3 SUBMITTALS

- A. Provide submittals in accordance with Section 01 3300: Submittal Procedures and with specific requirements of Division 22 sections, as applicable.
- B. The above information shall become the basis for inspecting and testing materials and actual installation procedures performed in the Work.
- C. Shop Drawings: Submit one additional copy when control diagrams having line voltage connections are indicated. Shop Drawings shall be specifically prepared for the Work of this Project. Drawings prepared in accordance with requirements of Section 01 3113: Project Coordination and Section 01 3300 may be provided by the Architect to serve as a background for the Shop Drawings. Shop Drawings shall comply with the requirements of Section 01 3113 and Section 01 3300 and shall indicate at a minimum:
  - 1. Complete system layout of equipment, components, plumbing fixtures, piping, indicating service clearances, and pipe sizes, fitting types and sizes and pipe elevations, distances of pipes and equipment from building reference points and hanger support locations. The above items shall be coordinated on the shop drawings according to the requirements of Section 01 3113.
  - 2. Schedule and description of equipment, piping, and fittings.

1.4 PROJECT RECORD DOCUMENTS

- A. Comply with provisions of Section 01 7700: Contract Closeout.
- B. Project Record Drawings:
  - 1. Provide a complete set of plumbing drawings in AutoCAD and, if available, BIM, complete with external reference drawings, fonts, blocks, and plotter pen color/line thickness settings on CD-ROM. Also submit one set of full-size reproducible plots on vellum and 3 sets of prints.
  - 2. Before Contract Completion, deliver corrected and completed prints to the District. Delivery of project record documents to the District does not relinquish responsibility of furnishing required information omitted from project record documents.
- C. Operation and Maintenance Manuals:
  - 1. Submit two copies of operation and maintenance manuals in required form and content. If no revisions are required, furnish one additional copy. If revisions are required, one copy shall be returned with instructions for changes; perform such changes and return three copies of manuals. Manuals shall be bound in accordance to Section 01 7700. Deliver manuals to the District. Submit an electronic copy of the entire manual in PDF file format.
  - 2. Contents of Manual:

**SECTION 22 0500**  
**COMMON WORK RESULTS FOR PLUMBING**

- a. Title sheet with Project name, including names, addresses and telephone number of Contractor, installer, and related equipment suppliers.
- b. Manufacturer's operating instructions including, but not limited to, the following:
  - 1) Identification of components and controls.
  - 2) Trouble shooting checklist and guidelines.
  - 3) Recommendations for optimum performance.
  - 4) Warnings and safety precautions on improper or hazardous operational procedures or conditions
- c. Manufacturer's product data and parts and maintenance booklet for each item of equipment furnished under Division 22 that includes the following as a minimum:
  - 1) Manufacturer's model, identification, and serial numbers.
  - 2) Exploded view of assembly drawings identifying each component or part with the relevant part number.
  - 3) Directory of manufacturer's representatives, service contractors, and part distributors.
  - 4) Maintenance and trouble-shooting instructions, including schedule for preventive maintenance, periodic inspection, and cleaning criteria.
- d. Project Record Drawings: Complete set of plumbing, fire protection and control system drawings in 50 percent reduced print format shall be furnished with the manual. Submit the above record drawings on CD-ROM in AutoCAD and, if available, BIM, complete with external reference drawings, fonts, blocks, and plotter pen color/line thickness settings.
- e. Testing, Adjusting, and Balancing reports: Submit as specified in Section 23 0593.
- f. South Coast Air Quality Management District (SCAQMD) permits to install and operate boilers, water heaters and other fuel burning equipment and third-party source test reports as required by SCAQMD to allow start-up and operation of equipment.
- g. County industrial waste permits.
- h. Valve directory complete with location, function, size, and model of each valve with reference to the project record drawings.
- i. Equipment and component identification chart complete with location, function, size, and model of each equipment or component with reference to the project record drawings.

**SECTION 22 0500  
COMMON WORK RESULTS FOR PLUMBING**

1.5 COORDINATION

- A. Contract Documents indicate extent and general arrangement of Work under Division 22. Contractor shall coordinate work in accordance with Section 01 3113 requirements and make adjustments as required to provide maximum headroom, a neat arrangement to keep passageways and openings clear to provide accessibility and provisions for maintenance, and to meet code requirements.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Delivery and Storage: Deliver materials to Project site in their original unopened containers with labels intact and legible at time of delivery. Store in strict accordance with manufacturer's recommendations.
- B. Do not store plastic pipe or materials in direct sunlight.

1.7 PRELIMINARY OPERATION

- A. District may require any portion of plumbing Work to be operated before Substantial Completion. Such operation shall be in addition to regular tests, demonstrations and instructions required under the Contract Documents, and shall be performed as required.
- B. Notify the INSPECTOR at least 24 hours in advance of lighting or re-lighting pilots.

1.8 TRAINING OF OWNER PERSONNEL

- A. Training of Owner's personnel shall include:
  - 1. A minimum of 4 hours of on-site overview of the overall Plumbing System.
  - 2. Refer to Division 22 sections for specific training on each of the components of the Plumbing System.
- B. Contract shall include the cost of training Owner operation and maintenance personnel in operating, adjusting, maintenance, troubleshooting, and Project site repair of each component, equipment, or system provided under this Contract.
- C. Operational and maintenance training shall be conducted on the Project site, unless indicated otherwise.
- D. Upon completion of Owner training, a completion certificate indicating the nature of the training and a description of the systems, complete with equipment and component lists shall be issued to each trainee. The certificate should be issued in duplicate with one copy retained by the District.
- E. An attendance sheet with the names and signatures of all participants attending the training shall be submitted to the District and kept as part of the project documents.

1.9 GUARANTEES AND DAMAGE RESPONSIBILITY

- A. Sound of water flowing in piping shall not be transmitted to building structure. Operation of mechanical system must not produce operational sounds that can be heard outside of rooms enclosing apparatus or equipment.

**SECTION 22 0500  
COMMON WORK RESULTS FOR PLUMBING**

**PART 2 – PRODUCTS**

**2.1 MATERIALS AND EQUIPMENT**

- A. Unless otherwise specified, materials and equipment shall be new, in good and clean condition. Equipment, materials, and components shall be of the make; type and model number noted on Drawings or specified. Pieces of equipment of the same type shall be by the same manufacturer.
- B. Whenever an item is listed by a single proprietary name, with or without model number and type, it shall be for purpose of design only, to indicate characteristics and quality desired. Proprietary designation listed on Drawings, or listed first in Specifications, is used as a basis for design to establish a standard for quality and performance and space requirements.
- C. Equipment and materials indicated or required to be installed outdoors shall be of the type that is designed, manufactured, listed, or approved by authorities having jurisdiction for outdoor installation by being resistant to the adverse effects of weather. The additional protective measures against outdoor weather required by the manufacturers' installation instructions and prevalent practice shall be provided.
- D. For substitution of materials or products, refer to the General Conditions.

**PART 3 – EXECUTION**

**3.1 SERVICE INTERRUPTIONS, OFF-SITE, GAS AND WATER**

- A. Schedule Work so there shall be no service interruptions of existing systems or systems during normal hours of operation of affected systems and facilities.
- B. When service interruptions are mandatory, arrange in advance with the District as to time and date of such interruptions.
- C. Systems which are interrupted shall be returned into operation in such manner that they will function as originally intended.

**3.2 CUTTING, NOTCHING, AND BACKING**

- A. Conform to California Building Code, Title 24, Part 2, for notches and bored holes in wood and for pipes and sleeves embedded in concrete and for cuts in steel, as detailed on structural Drawings.
- B. Where pipes pass through or are located within one inch of any construction element, install a resilient pad, ½ inch thick minimum, to prevent contact.
- C. Furnish provisions for recesses, chases, and accesses and provide blocking and backing for proper reception and installation of plumbing Work.

**3.3 LOCATION OF PIPING AND EQUIPMENT**

**SECTION 22 0500  
COMMON WORK RESULTS FOR PLUMBING**

- A. Location of piping, apparatus and equipment indicated on the Drawings is approximate and must be altered to avoid obstructions, preserve headroom, and provide free and clear openings and passageways.
- B. Trenches parallel to footings shall not be closer than 18 inches to the face of footings and shall not be below a plane having a downward slope of 2 horizontal to one vertical, from a line 9 inches above bottom of footing.
- C. Pipe in tunnels shall be installed close to one side of tunnel to provide maximum space for passage. Pipe shall not be installed through crawl hole unless otherwise specified or detailed on Drawings.
- D. Place equipment in locations and spaces indicated, disassemble and/or reassemble equipment as required by Project conditions.

**3.4 TESTS AND TESTING**

- A. Tests shall be as required under the applicable sections of Division 22, including this Section.
- B. Additional tests may be required in the case of products, materials, and equipment if:
  - 1. Submitted items are altered, changed, or cannot be determined as exactly conforming to the Contract Documents.
  - 2. Performance testing and results may also be required on certain items which are as specified, including fan, and pump performance.
- C. Piping Tests:
  - 1. Perform tests required to demonstrate that operation of plumbing systems and their parts are in accordance with Specifications covering each item or system, and furnish materials, instruments, and equipment necessary to conduct such tests. Tests shall be performed in presence of the Inspector, and representatives of any governmental agency having jurisdiction. Work shall not be concealed or covered until required results are provided.
  - 2. If required tests are not performed, Owner may provide in accordance with the Contract Documents.
  - 3. Pressure gauges furnished in testing shall comply with CPC. Air shall be bled from lines requiring hydrostatic or water tests.
  - 4. Systems shall be pressure-tested in accordance with pipe testing schedule below. Pipe test shall indicate no loss in pressure after a minimum duration of 4 hours at test pressures indicated. Where local codes require higher test pressures than specified herein for fire sprinkler systems, local codes shall govern.
  - 5. Fuel gas lines shall be first tested with piping exposed, before backfilling trenches or lathing; second with piping in finished arrangement, backfilled and paved where required, and walls finished.

**SECTION 22 0500  
COMMON WORK RESULTS FOR PLUMBING**

6. Piping systems may be tested as a unit or in sections, but entire system shall successfully meet requirements specified herein, before final testing by the Inspector.
7. Repair of damage to pipes and their appurtenances or to any other structures resulting from or caused by these tests, shall be provided.

D. Pipe Testing Schedule:

<b>System Tested</b>	<b>Test Pressure (psig)</b>	<b>Test With:</b>
Cast-iron soil, waste and interior downspout, condensate drain from air conditioning equipment	10 feet of water, vertically	
Storm water disposal lines	Running water test	Water
Vacuum pump or condensate pump discharge and condensate return piping	150	Water
Domestic water piping	200	Water
Gas piping(steel threaded or plastic)	60 (both tests)	Air
Gas piping (steel welded)	100 (both tests)	Air

E. Equipment Performance Assurance Tests:

1. Before operating any equipment or systems, a thorough check shall be performed to determine that systems have been flushed and cleaned as required and that equipment has been installed, aligned, lubricated, and serviced. Factory instructions must be checked to verify installations have been completed and recommended lubricants have been installed in bearings, gearboxes, crankcases, and similar equipment. Care shall be furnished in lubricating bearings to avoid damage by over-lubrication and blowing out seals. Equipment shall also be checked for damage that may have occurred during shipment, after delivery, or during installation. Damaged equipment, products, and materials shall be replaced or repaired as required.
2. Upon completion of the above, adjust the system settings to within normal operating conditions to prevent the system from being damaged upon start-up.
3. Run test the equipment after start-up for five consecutive days. Tests shall include operation of all equipment and systems for a period of not less than two 8-hour periods at 90 percent of the full specified capacities.
4. Equipment Start-up Reports: For each equipment or system on which start-up is performed, submit 8 copies of start-up report for review by the Architect.
  - a. The start-up report shall include the manufacturer's standard start-up form completed and signed by the start-up technician.
5. Provide, maintain, and pay costs for equipment, instruments, and operating personnel as required for specified tests.

**SECTION 22 0500  
COMMON WORK RESULTS FOR PLUMBING**

6. Provide electric energy and fuel required for tests.
  7. Final adjustment to equipment or systems shall meet specified performance requirements.
  8. Equipment, systems, or Work deemed defective during testing shall be replaced or corrected as required. Test until satisfactory results are provided.
- F. Specific Coordinated Plan for Test and Balance:
1. Provide a narrative of the operational intent that clearly describes the function and sequence of operation of each component, equipment, or system installed. Instruct designated Owner personnel in the operation of the installed systems.
  2. Prior to final test and balance, plumbing equipment and systems shall be operated and tested as indicated in Article 3.04.F above to demonstrate satisfactory overall operation of the installed systems.
  3. Welding performed as part of this Division may be subject to radiographic inspections at random in accordance with requirements specified in Section 22 0513: Basic Plumbing Materials and Methods.

3.5 NOISE AND VIBRATION REDUCTION

- A. Correct noise or vibration caused by plumbing systems. Provide all necessary adjustments to specified and installed equipment and accessories to reduce noise to the lowest possible level
- B. Correct noise or vibration problems caused by failure to install work in accordance with Contract Documents. Include all labor and materials required because of such failure. Pay for re-testing of corrected noise or vibration problems by the project acoustical consultant including travel, lodging, test equipment expenses, etc.

3.6 PROTECTION, CARE AND CLEANING

- A. In addition to storage criteria of the General Conditions, and provisions under Section 01 5000: Construction Facilities and Temporary Controls, the following shall be provided:
  1. Provide for the safety and good condition of materials and equipment until Substantial Completion. Protect materials and equipment from damage.
  2. Protect installed Work.
  3. Replacements: In case of damage, provide repairs and/or replacements immediately as required.
  4. Protect covering for bearings, open connections to tanks, pumps, compressors, and similar equipment.
  5. Interior piping shall be maintained free of dirt, grit, dust, and other foreign materials.
  6. Fixtures, piping, finished brass or bronze, and equipment shall have grease, adhesive, labels, and foreign materials removed. Chromium, nickel plate,

**SECTION 22 0500**  
**COMMON WORK RESULTS FOR PLUMBING**

polished bronze, or brass Work shall be polished. Glass shall be cleaned inside and out.

7. Before initial start-up and again before Substantial Completion, piping shall be drained and flushed to completely remove grease and foreign matter. Pressure regulating assemblies, traps, strainers, boilers, flush valves, and similar items shall be thoroughly cleaned. Tag system with an information tag listing responsible party and date of element before initial start-up and again before Substantial Completion. Compressed air, oil, and gas piping shall be blown out with oil-free compressed air or inert gas.

END OF SECTION

**SECTION 22 0513  
BASIC PLUMBING MATERIALS METHOD**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Waterproofing.
  - 2. Electrical Connections and Protection.
  - 3. Supports and anchors.
  - 4. Cleaning, Protection and Adjustment.
  - 5. Dielectric Fittings.
  - 6. Piping connections.
  - 7. Mechanical Identification.
  - 8. Sleeves and Seals.
  
- B. Related Documents: The Contract Documents, as defined in Section 01 1000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other Documents.
  
- C. Related Sections:
  - 1. 07 9200 - Joint Sealants: Sealants.
  - 2. 09 9123 - Interior Painting: Field painting.

**1.2 WATERPROOFING**

- A. Where work penetrates waterproofing, including waterproof concrete, Engineer will approve the method of installation & waterproofing prior to performing the work. Furnish necessary sleeves, caulking and flashing required to make openings watertight.

**1.3 ELECTRICAL CONNECTIONS AND PROTECTION**

- A. Regardless of voltage, provide control wiring, interlock wiring, and equipment control wiring for the equipment provided under this division of the specifications.
- B. Furnish electrical disconnect switches, starters and combination starter disconnects required for equipment provided under this division of the specifications. Circuit breakers furnished shall be rated for motor protection.
- C. Power wiring not used for control functions, complete from power source to motor or equipment junction box, including power wiring through starters, shall be provided under Division 26.

**SECTION 22 0513  
BASIC PLUMBING MATERIALS METHOD**

- D. Coordinate to ensure that electrical devices furnished or provided are compatible with the electrical systems used.
- E. Confirm final location of electrical equipment to be installed in the vicinity of piping.

**1.4 PAINTING**

- A. Painting requirements of this section shall conform to Division 9 – Finishes: Painting.
- B. Provide surface preparation, priming, and final coat application in strict accordance with manufacturer's recommendations.
- C. Provide field painting of systems, equipment and miscellaneous metals located outdoors. Application shall be in strict accordance with manufacturer's recommendations.
- D. Provide painting of plumbing piping and equipment exposed in mechanical equipment room and in occupied spaces. Plumbing items to be painted are as follows:
  - 1. Piping, pipe hangers, pipe insulation, and supports
  - 2. Equipment and supports.
  - 3. Accessory items.

**1.5 CLEANING, PROTECTION AND ADJUSTMENT**

- A. Cleaning
  - 1. General cleaning requirements are specified in Division 1 – General Requirements.
  - 2. Upon completion of the work, clean the exterior surface of equipment, accessories, and trim installed. Clean, polish, and leave equipment, accessories, and trim in first-class condition.
- B. Protection of Surfaces
  - 1. Protect surfaces from damage during the construction period.
  - 2. Provide plywood or similar material under equipment or materials stored on floors or roofs. Provide protection in areas where construction may damage surfaces.
  - 3. Surfaces damaged during the construction will be repaired or replaced at no additional cost to the District. The method for repairing the damages or replacing; the Engineer must approve the damaged services.
- C. Protection of Services
  - 1. Protect services from damage during the construction period.
  - 2. Repair, replace and maintain utilities, facilities, or services (underground, above ground, interior or exterior) damaged, broken or otherwise rendered inoperative during construction.

**SECTION 22 0513  
BASIC PLUMBING MATERIALS METHOD**

3. Services damaged during the construction shall be replaced at the cost of the Contractor at fault. The method used in repairing, replacing, or maintaining; the Engineer must approve the damaged services.

**D. Protection of Equipment and Materials**

1. Equipment and materials shall be stored in a manner that shall maintain an orderly, clean appearance. If stored onsite in open or unprotected areas, equipment and material shall be kept off the ground and out of standing water by means of pallets or racks and covered with tarpaulins.
2. Equipment and material, if left unprotected and damaged, shall be repainted, or otherwise refurbished at the discretion of the Owner. Equipment and material are subject to rejection and replacement if, in the opinion of the Engineer or manufacturer the equipment has deteriorated or been damaged to the extent that its immediate use or performance is questionable, or that its normal life expectancy has been curtailed.
3. During the construction period, protect piping, fittings, valves, equipment, and associated appurtenances from damage and dirt. Each system of piping shall be flushed to remove grit, dirt, sand, and other foreign matter for as long a time as required to thoroughly clean the systems.

**E. Adjustment**

1. After the entire installation has been completed, make required adjustments to balancing valves, circulating systems, pressure reducing valves and similar devices until performance requirements are met.
2. Provide factory-lubricated bearings for equipment. Before initial startup of equipment, inspect and verify bearings for proper amounts of lubricant. If required, provide proper amounts of lubricant in accordance with manufacturer's recommendations.

**1.6 DIELECTRIC FITTINGS**

- A. Ferrous to non-ferrous pipe connections shall be made with threaded, soldered, plain, or welded end connections that match piping system material. Dielectric fittings shall prevent any electrolytic action between dissimilar materials.

**1.7 PIPING CONNECTIONS**

- A. Make pipe connections according to the following
  1. Provide unions in supply piping systems 4 inches and smaller:
    - a. Adjacent to each side of valve
    - b. At final connection to equipment
  2. Provide flanged connections for supply piping systems 4 ½ inches and larger:
    - a. Adjacent to each side of valve
    - b. At final connection to equipment

**SECTION 22 0513  
BASIC PLUMBING MATERIALS METHOD**

3. Provide sewer lateral cleanout:
  - a. As indicated on Plans.

**1.8 SLEEVES AND SEALS**

- A. Sleeves for Pipes Through Non-Fire Rated Floors: 18 gage (1.2 mm thick) galvanized steel.
- B. Sleeves for Pipes Through Non-Fire Rated Beams, Walls, Footings, and Potentially Wet Floors: Steel pipe or 18 gage (1.2 mm thick) galvanized steel.
- C. Sleeves for Round Ductwork: Galvanized steel.
- D. Sleeves for Rectangular Ductwork: Galvanized steel or wood.
- E. Sealant: refer to Section 07 9200 – Joint Sealants.

**PART 2 - PRODUCTS**

**2.1 PIPE HANGERS AND SUPPORTS**

- A. Manufacturers: Subject to compliance with project requirements, manufacturers offering Products which may be incorporated in the Work include the following:
  1. Grinnell.
  2. Elcen.
  3. Fee and Mason.
  4. Kin-Line.
  5. Michigan.
  6. Unistrut.
  7. Or approved equal.
- B. Plumbing Piping - DWV:
  1. Conform to ASTM F708.
  2. Hangers for Pipe Sizes 1/2 to 1-1/2 Inch (13 to 38 mm): Malleable iron, adjustable swivel, split ring.
  3. Hangers for Pipe Sizes 2 Inches (50 mm) and Over: Carbon steel, adjustable, clevis.
  4. Multiple or Trapeze Hangers: Steel channels with welded spacers and hanger rods.
  5. Wall Support for Pipe Sizes to 3 Inches (75 mm): Cast iron hook.
  6. Wall Support for Pipe Sizes 4 Inches (100 mm) and Over: Welded steel bracket and wrought steel clamp.
  7. Vertical Support: Steel riser clamp.

**SECTION 22 0513  
BASIC PLUMBING MATERIALS METHOD**

8. Floor Support: Cast iron adjustable pipe saddle, lock nut, nipple, floor flange, and concrete pier or steel support.
9. Copper Pipe Support: Carbon steel ring, adjustable, copper plated.

**C. Plumbing Piping - Water:**

1. Conform to ASTM F708.
2. Hangers for Pipe Sizes 1/2 to 1-1/2 Inch (13 to 38 mm): Malleable iron adjustable swivel, split ring.
3. Hangers for Cold Pipe Sizes 2 Inches (50 mm) and Over: Carbon steel, adjustable, clevis.
4. Hangers for Hot Pipe Sizes 2 to 4 Inches (50 to 100 mm): Carbon steel, adjustable, clevis.
5. Hangers for Hot Pipe Sizes 6 Inches (150 mm) and Over: Adjustable steel yoke, cast iron roll, double hanger.
6. Multiple or Trapeze Hangers: Steel channels with welded spacers and hanger rods.
7. Multiple or Trapeze Hangers for Hot Pipe Sizes 6 Inches (150 mm) and Over: Steel channels with welded spacers and hanger rods, cast iron roll.
8. Wall Support for Pipe Sizes to 3 Inches (76 mm): Cast iron hook.
9. Wall Support for Pipe Sizes 4 Inches (100 mm) and Over: Welded steel bracket and wrought steel clamp.
10. Wall Support for Hot Pipe Sizes 6 Inches (150 mm) and Over: Welded steel bracket and wrought steel clamp with adjustable steel yoke and cast-iron roll.
11. Vertical Support: Steel riser clamp.
12. Floor Support for Cold Pipe: Cast iron adjustable pipe saddle, lock nut, nipple, floor flange, and concrete pier or steel support.
13. Floor Support for Hot Pipe Sizes to 4 Inches (100 mm): Cast iron adjustable pipe saddle, lock nut, nipple, floor flange, and concrete pier or steel support.
14. Floor Support for Hot Pipe Sizes 6 Inches (150 mm) and Over: Adjustable cast iron roll and stand, steel screws, and concrete pier or steel support.
15. Copper Pipe Support: Carbon steel ring, adjustable, copper plated.

**2.2 PIPE HANGER AND SUPPORT SCHEDULE**

PIPE HANGER AND SUPPORT SCHEDULE		
PIPE SIZE Inches (mm)	MAX. HANGER SPACING Feet (m)	HANGER ROD DIAMETER - Inches (mm)
1/2 to 1-1/4 (12 to 32)	6.5 (2)	3/8 (9)
1-1/2 to 2 (38 to 50)	10 (3)	3/8 (9)
2-1/2 to 3 (62 to 75)	10 (3)	1/2 (13)
4 to 6 (100 to 150)	10 (3)	5/8 (15)
8 to 12	14 (4.25)	7/8 (22)

**SECTION 22 0513  
BASIC PLUMBING MATERIALS METHOD**

(200 to 300)		
PVC (All Sizes)	6 (1.8)	3/8 (9)
C.I. Bell and Spigot (or No-Hub) and at Joints	5 (1.5 )	1/2 (13)

**2.3 PROTECTION OF ELECTRICAL EQUIPMENT**

- A. Plan and arrange overhead piping to avoid dedicated electrical space that may include motors, controllers, switchboards, panel boards, or similar equipment.
  - 1. Dedicated electrical space is equal to the width and depth of the electrical components and extends from the floor to a height of 6 feet above the electrical components or to the structural ceiling, whichever is lower. No piping, leak detection apparatus, equipment, components, or associated appurtenances foreign to the electrical installation shall be in the dedicated electrical space.
  - 2. Dropped, suspended, or any other type of ceiling that does not add strength to the building structure can not be provided as a separation between dedicated electrical space for the installation of foreign components within the dedicated electrical space.
- B. Where the installation of foreign components occurs above the dedicated electrical space (6 feet above the electrical systems), contractor must provide a means of secondary containment to prevent damage to the electrical systems.
- C. Secondary Containment Piping System
  - 1. Piping system shall consist of clear unpigmented Polyvinyl Chloride pipe and fittings. The containment piping system shall be longitudinally split. The pipe shall align via a tongue and groove and the fittings shall be manufactured in two halves.
  - 2. The pipe and fitting shall be temporarily held together by clips affixed over top of integral fitting clip locators. Final system joining shall be provided by welding components together via an injection bonding process.
  - 3. Final containment inspection shall be provided via a low-pressure air test per manufacturer's requirements.

**2.4 DIELECTRIC FITTINGS**

- A. Dielectric unions shall be factory – fabricated assemblies with a minimum working pressure as required to suit system pressures.
- B. Dielectric flanges shall be factory – fabricated, companion flange assemblies with a minimum working pressure as required to suit system pressures.
- C. Dielectric flange kits shall be field – fabricated with a minimum working pressure as required to suit system pressures. Kit shall include flanges, full face type phenolic gasket, phenolic bolt sleeves, phenolic washers, and steel backing washers.

**SECTION 22 0513  
BASIC PLUMBING MATERIALS METHOD**

- D. Dielectric couplings shall be galvanized steel with inert and noncorrosive, thermoplastic lining, threaded ends and a minimum working pressure as required to suit system pressures.
- E. Dielectric nipples shall be electroplated steel nipple with unert and noncorrosive, thermoplastic lining, plain, threaded, or grooved ends and a minimum working pressure as required to suit system pressures.
- F. Acceptable Manufacturers:
  - 1. Watts Industries
  - 2. Zurn Industries
  - 3. Sioux Chief Industries
  - 4. Or approved equal.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7300 - Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by the Engineer.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**3.2 PREPARATION - MECHANICAL IDENTIFICATION**

- A. Degrease and clean surfaces to receive adhesive for identification materials.

**3.3 INSTALLATION - GENERAL**

- A. Install in accordance with manufacturer's instructions.
- B. The use of lead-containing solder for plumbing and plumbing fixtures is prohibited in the construction of this project.

**SECTION 22 0513  
BASIC PLUMBING MATERIALS METHOD**

**3.4 INSTALLATION - PIPE HANGER AND SUPPORTS**

- A. Support horizontal piping as scheduled.
- B. Install hangers to provide minimum 1/2-inch (13 mm) space between finished covering and adjacent work.
- C. Place hangers within 12 inches (300 mm) of each horizontal elbow.
- D. Use hangers with 1-1/2 inch (38 mm) minimum vertical adjustment.
- E. Support horizontal cast iron pipe adjacent to each hub, with 5 feet (1.5 m) maximum spacing between hangers.
- F. Where several pipes can be installed in parallel and at same elevation, provide multiple or trapeze hangers.
- G. Support riser piping independently of connected horizontal piping.
- H. Provide copper plated hangers and supports for copper piping.
- I. Design hangers for pipe movement without disengagement of supported pipe.
- J. Prime coat exposed steel hangers and supports. Hangers and supports located in crawl spaces, pipe shafts, and suspended ceiling spaces are not considered exposed.

**3.5 INSTALLATION - MECHANICAL IDENTIFICATION**

- A. Install identifying devices after completion of coverings and painting.
- B. Install plastic nameplates with corrosive-resistant mechanical fasteners, or adhesive.
- C. Install tags using corrosion resistant chain. Number tags consecutively by location.
- D. Install underground plastic pipe markers 6 to 8 inches (150 to 200 mm) below finished grade, directly above buried pipe.
- E. Identify control panels and major control components outside panels with plastic nameplates.
- F. Identify valves in main and branch piping with tags.
- G. Identify piping, concealed or exposed, with plastic pipe markers and plastic tape pipe markers. Use tags on piping 3/4-inch (20 mm) diameter and smaller. Identify service, flow direction, and pressure. Install in clear view and align with axis of piping. Locate identification not to exceed 20 feet (6 m) on straight runs including risers and drops, adjacent to each valve and tee, at each side of penetration of structure or enclosure, and at each obstruction.

**SECTION 22 0513  
BASIC PLUMBING MATERIALS METHOD**

Payment for all items of work identified in Division 22 in the plans and these specifications will be based on the lump sum pricing for items identified as Plumbing in the Bid Schedule. No additional Compensation will be allowed.

END OF SECTION

**SECTION 22 1116  
DOMESTIC WATER PIPING**

**PART 1 - GENERAL**

**1.1 SUMMARY**

**A. Section Includes:**

1. Below ground (outboard of building footprint) and above ground domestic water pipes, fittings, and valve above grade and inside the building.
2. Valves.
3. Dielectric Fittings.
4. Escutcheons.

**1.2 SUBMITTALS**

- A. Product Data: For each type of product indicated.
- B. Field quality-control reports.

**1.3 QUALITY ASSURANCE**

- A. Piping materials shall bear label, stamp, or other markings of specified testing agency.
- B. Comply with NSF 61 for potable domestic water piping and components.

**PART 2 - PRODUCTS**

**2.1 COPPER TUBE AND FITTINGS**

**A. Hard Copper Tube: ASTM B 88, Type L water tube, drawn temper.**

1. Wrought-Copper Solder-Joint Fittings: ASME B16.22, wrought-copper pressure fittings.
2. Bronze Flanges: ASME B16.24, Class 150, with solder-joint ends.
3. Copper Unions: MSS SP-123, cast-copper-alloy, hexagonal-stock body, with ball-and-socket, metal-to-metal seating surfaces, and solder-joint ends.

**2.2 PIPING JOINING MATERIALS**

- A. Metal, Pipe-Flange Bolts and Nuts: ASME B18.2.1, carbon steel unless otherwise indicated.
- B. Solder Filler Metals: ASTM B 32, lead-free alloys. Include water-flushable flux according to ASTM B 813.

**SECTION 22 1116  
DOMESTIC WATER PIPING**

**2.3 BALL VALVES**

- A. Manufacturers:
  - 1. Grinnell Corporation.
  - 2. Other acceptable manufacturers offering equivalent products.
    - a. Hammond Valve.
    - b. Milwaukee Valve Company.
    - c. Red-White Valve Corporation.
    - d. Nibco.
    - e. Apollo.
    - f. Or equal.
- B. Up to 2 Inches: Bronze two-piece body, stainless or chrome plated steel ball, Teflon seats and stuffing box ring, lever handle solder, or threaded ends. Note: Three-piece full port ball valves are recommended up to 3". Also recommended to add option for extended handle stem for insulated pipes.
- C. Over 2 Inches: Cast steel body, chrome plated steel ball, Teflon seat and stuffing box seals, lever handle, flanged.

**2.4 DIELECTRIC FITTINGS**

- A. General Requirements: Assembly of copper alloy and ferrous materials or ferrous material body with separating nonconductive insulating material suitable for system fluid, pressure, and temperature.
- B. Dielectric Unions:
  - 1. Description:
    - a. Pressure Rating: 150 psig at 180 deg F.
    - b. End Connections: Solder-joint copper alloy and threaded ferrous.

**2.5 ESCUTCHEONS**

- A. General: Manufactured ceiling, floor, and wall escutcheons and floor plates.
- B. One Piece, Cast Brass: Polished, chrome-plated finish with setscrews.

**PART 3 - EXECUTION**

**3.1 PIPING INSTALLATION**

- A. Drawing plans, schematics, and diagrams indicate general location and arrangement of domestic water piping. Indicated locations and arrangements are used to size pipe and calculate friction loss, expansion, and other design considerations. Install piping as indicated unless deviations to layout are approved on Coordination Drawings.

**SECTION 22 1116  
DOMESTIC WATER PIPING**

- B. Install copper tubing under building slab according to CDA's "Copper Tube Handbook."
- C. Install domestic water piping level and plumb.
- D. Install piping concealed from view and protected from physical contact by building occupants unless otherwise indicated.
- E. Install nipples, unions, special fittings, and valves with pressure ratings the same as or higher than system pressure rating used in applications below unless otherwise indicated.
- F. Install piping free of sags and bends.
- G. Install fittings for changes in direction and branch connections.
- H. Provide water source up through roof to MAU-1 to include isolation valve.

**3.2 JOINT CONSTRUCTION**

- A. Ream ends of pipes and tubes and remove burrs. Bevel plain ends of steel pipe.
- B. Remove scale, slag, dirt, and debris from inside and outside of pipes, tubes, and fittings before assembly.
- C. Soldered Joints: Apply ASTM B 813, water-flushable flux to end of tube. Join copper tube and fittings according to ASTM B 828 or CDA's "Copper Tube Handbook."
- D. Dissimilar-Material Piping Joints: Make joints using adapters compatible with materials of both piping systems.

**3.3 DIELECTRIC FITTING INSTALLATION**

- A. Install dielectric fittings in piping at connections of dissimilar metal piping and tubing.
- B. Dielectric Fittings for NPS 2 and Smaller: Use dielectric unions.
- C. Dielectric Fittings for NPS 2-1/2 to NPS 64: Use dielectric flanges or flange kits.

**3.4 ESCUTCHEON INSTALLATION**

- A. Install escutcheons for penetrations of walls, ceilings, and floors.
- B. Escutcheons for New Piping:
  - 1. Piping with Fitting or Sleeve Protruding from Wall: One-piece, deep pattern.
  - 2. Bare Piping at Wall and Floor Penetrations in Finished Spaces: One piece, cast brass with polished chrome-plated finish.

**SECTION 22 1116  
DOMESTIC WATER PIPING**

**3.5 FIELD QUALITY CONTROL**

- A. Perform tests and inspections.
- B. Piping Inspections:
  - 1. Do not enclose, cover, or put piping into operation until it has been inspected and approved by authorities having jurisdiction.
  - 2. During installation, notify authorities having jurisdiction at least one day before inspection must be made. Perform tests specified below in presence of authorities having jurisdiction:
    - a. Roughing-in Inspection: Arrange for inspection of piping before concealing or closing-in after roughing-in and before setting fixtures.
    - b. Final Inspection: Arrange final inspection for authorities having jurisdiction to observe tests specified below and to ensure compliance with requirements.
  - 3. Reinspection: If authorities having jurisdiction find that piping will not pass tests or inspections, make required corrections and arrange for reinspection.
  - 4. Reports: Prepare inspection reports and have them signed by authorities having jurisdiction.
- C. Piping Tests:
  - 1. Fill domestic water piping. Check components to determine that they are not air bound and that piping is full of water.
  - 2. Test for leaks and defects in new piping and parts of existing piping that have been altered, extended, or repaired. If testing is performed in segments, submit a separate report for each test, complete with diagram of portion of piping tested.
  - 3. Leave new, altered, extended, or replaced domestic water piping uncovered and unconcealed until it has been tested and approved. Expose work that was covered or concealed before it was tested.
  - 4. Cap and subject piping to static water pressure of 50 psig above operating pressure, without exceeding pressure rating of piping system materials. Isolate test source and allow to stand for four hours. Leaks and loss in test pressure constitute defects that must be repaired.
  - 5. Repair leaks and defects with new materials and retest piping or portion thereof until satisfactory results are obtained.
  - 6. Prepare reports for tests and for corrective action required.
- D. Domestic water piping will be considered defective if it does not pass tests and inspections.
- E. Prepare test and inspection reports.

**3.6 CLEANING**

- A. Clean and disinfect potable domestic water piping as follows:
  - 1. Purge new piping and parts of existing piping that have been altered, extended, or repaired before using.

**SECTION 22 1116  
DOMESTIC WATER PIPING**

2. Use purging and disinfecting procedures prescribed by authorities having jurisdiction; if methods are not prescribed, use procedures described in either AWWA C651 or AWWA C652 or follow procedures described below:
  - a. Flush piping system with clean, potable water until dirty water does not appear at outlets.
  - b. Fill and isolate system according to either of the following:
    - 1) Fill system or part thereof with water/chlorine solution with at least 50 ppm of chlorine. Isolate with valves and allow to stand for 24 hours.
    - 2) Fill system or part thereof with water/chlorine solution with at least 200 ppm of chlorine. Isolate and allow to stand for three hours.
  - c. Flush system with clean, potable water until no chlorine is in water coming from system after the standing time.
  - d. Submit water samples in sterile bottles to authorities having jurisdiction. Repeat procedures if biological examination shows contamination.
- B. Prepare and submit reports of purging and disinfecting activities.
- C. Clean interior of domestic water piping system. Remove dirt and debris as work progresses.

END OF SECTION

**SECTION 22 1319  
SANITARY WASTE PIPING SPECIALTIES**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section includes the following sanitary drainage piping specialties:
1. Cleanouts.
  2. Floor drains.
  3. Roof flashing assemblies.
  4. Miscellaneous sanitary drainage piping specialties.
  5. Flashing materials.

**1.2 SUBMITTALS**

- A. Product Data: For each type of product indicated.

**1.3 QUALITY ASSURANCE**

- A. Drainage piping specialties shall bear label, stamp, or other markings of specified testing agency.

**PART 2 - PRODUCTS**

**2.1 CLEANOUTS**

- A. Cast-Iron Floor Cleanouts:
1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Josam Company; Josam Div.
    - b. Oatey.
    - c. Sioux Chief Manufacturing Company, Inc.
    - d. Smith, Jay R. Mfg. Co.; Division of Smith Industries, Inc.
    - e. Tyler Pipe; Wade Div.
    - f. Watts Drainage Products Inc.
    - g. Zurn Plumbing Products Group; Light Commercial Operation.
    - h. Zurn Plumbing Products Group; Specification Drainage Operation.
  2. Standard: ASME A112.36.2M for adjustable housing cleanout.
  3. Size: Same as connected branch.
  4. Closure: Brass plug with straight threads and gasket OR cast-iron plug.
  5. Top Loading Classification: Light Duty.
  6. Riser: ASTM A 74, Service class, cast-iron drainage pipe fitting and riser to cleanout.

**SECTION 22 1319  
SANITARY WASTE PIPING SPECIALTIES**

- B. Cast-Iron Wall Cleanouts:
1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Josam Company; Josam Div.
    - b. MIFAB, Inc.
    - c. Smith, Jay R. Mfg. Co.; Division of Smith Industries, Inc.
    - d. Tyler Pipe; Wade Div.
    - e. Watts Drainage Products Inc.
    - f. Zurn Plumbing Products Group; Specification Drainage Operation.
  2. Standard: ASME A112.36.2M. Include wall access.
  3. Size: Same as connected drainage piping.
  4. Closure Plug Size: Same as or not more than one size smaller than cleanout size.
  5. Wall Access: Round, flat, chrome-plated brass, or stainless-steel cover plate with screw.

2.2 FLOOR DRAINS

- A. Cast-Iron Floor Drains :
1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Commercial Enameling Co.
    - b. Josam Company; Josam Div.
    - c. MIFAB, Inc.
    - d. Prier Products, Inc.
    - e. Smith, Jay R. Mfg. Co.; Division of Smith Industries, Inc.
    - f. Tyler Pipe; Wade Div.
    - g. Watts Drainage Products Inc.
    - h. Zurn Plumbing Products Group; Light Commercial Operation.
    - i. Zurn Plumbing Products Group; Specification Drainage Operation.
  2. Standard: ASME A112.6.3 with backwater valve, if required.
  3. Body Material: Gray iron.
  4. Backwater Valve: Integral, ASME A112.14.1, swing-check type, if required.
  5. Coating on Interior and Exposed Exterior Surfaces: Acid-resistant enamel, where required. .
  6. Sediment Bucket:
  7. Top or Strainer Material: Nickel bronze.
  8. Top of Body and Strainer Finish: [Nickel bronze] [Polished bronze] [Rough bronze] <Insert finish>.
  9. Top Shape: Square.
  10. Top Loading Classification: Light Duty.

**SECTION 22 1319**  
**SANITARY WASTE PIPING SPECIALTIES**

**2.3 ROOF FLASHING ASSEMBLIES**

- A. Roof Flashing Assemblies:
  - 1. Available Manufacturers: Subject to compliance with requirements, manufacturers offering products that may be incorporated into the Work include, but are not limited to, the following:
    - a. Acorn Engineering Company; Elmdor/Stoneman Div.
    - b. Thaler Metal Industries Ltd.
- B. Description: Manufactured assembly made of 6.0-lb/sq. ft., 0.0938-inch-thick, lead flashing collar and skirt extending at least 10 inches from pipe, with galvanized-steel boot reinforcement and counterflashing fitting.
  - 1. Open-Top Vent Cap: Without cap.
  - 2. Low-Silhouette Vent Cap: With vandal-proof vent cap.
  - 3. Extended Vent Cap: With field-installed, vandal-proof vent cap.

**2.4 MISCELLANEOUS SANITARY DRAINAGE PIPING SPECIALTIES**

- A. Air-Gap Fittings:
  - 1. Standard: ASME A112.1.2, for fitting designed to ensure fixed, positive air gap between installed inlet and outlet piping.
  - 2. Body: Bronze or cast iron.
  - 3. Inlet: Opening in top of body.
  - 4. Outlet: Larger than inlet.
  - 5. Size: Same as connected waste piping and with inlet large enough for associated indirect waste piping.
- B. Vent Caps :
  - 1. Description: Cast-iron body with threaded or hub inlet and vandal-proof design. Include vented hood and setscrews to secure to vent pipe.
  - 2. Size: Same as connected stack vent or vent stack.

**2.5 FLASHING MATERIALS**

- A. Lead Sheet: ASTM B 749, Type L51121, copper bearing, with the following minimum weights and thicknesses, unless otherwise indicated:
  - 1. General Use: 6-lb/sq. ft., 0.0938-inch thickness.
- B. Fasteners: Metal compatible with material and substrate being fastened.
- C. Metal Accessories: Sheet metal strips, clamps, anchoring devices, and similar accessory units required for installation; matching or compatible with material being installed.
- D. Solder: ASTM B 32, lead-free alloy.
- E. Bituminous Coating: SSPC-Paint 12, solvent-type, bituminous mastic.

**SECTION 22 1319**  
**SANITARY WASTE PIPING SPECIALTIES**

**PART 3 - EXECUTION**

**3.1 INSTALLATION**

- A. Refer to Division 22 Section "Common Work Results for Plumbing" for piping joining materials, joint construction, and basic installation requirements.
- B. Install cleanouts in aboveground piping according to the following, unless otherwise indicated:
  - 1. Size same as drainage piping up to NPS 4." Use NPS 4" for larger drainage piping unless larger cleanout is indicated.
  - 2. Locate at each change in direction of piping greater than 45 degrees.
  - 3. Locate at minimum intervals of 50 feet for piping NPS 4" and smaller and 100 feet for larger piping.
- C. For floor cleanouts for piping below floors, install cleanout deck plates with top flush with finished floor.
- D. For cleanouts located in concealed piping, install cleanout wall access covers, of types indicated, with frame and cover flush with finished wall.
- E. Install floor drains at low points of surface areas to be drained. Set grates of drains flush with finished floor, unless otherwise indicated.
  - 1. Position floor drains for easy access and maintenance.
  - 2. Set floor drains below elevation of surrounding finished floor to allow floor drainage. Set with grates depressed according to the following drainage area radii:
    - a. Radius, 30 Inches or Less: Equivalent to 1 percent slope, but not less than 1/4-inch total depression.
    - b. Radius, 30 to 60 Inches: Equivalent to 1 percent slope.
    - c. Radius, 60 Inches or Larger: Equivalent to 1 percent slope, but not greater than 1-inch total depression.
  - 3. Install floor-drain flashing collar or flange so no leakage occurs between drain and adjoining flooring. Maintain integrity of waterproof membranes where penetrated.
  - 4. Install individual traps for floor drains connected to sanitary building drain, unless otherwise indicated.
- F. Install roof flashing assemblies on sanitary stack vents and vent stacks that extend through roof.
- G. Install flashing fittings on sanitary stack vents and vent stacks that extend through roof.
- H. Install floor-drain, trap-seal primer fittings on inlet to floor drains that require trap-seal primer connection.
  - 1. Exception: Fitting may be omitted if trap has trap-seal primer connection.
  - 2. Size: Same as floor drain inlet.

**SECTION 22 1319**  
**SANITARY WASTE PIPING SPECIALTIES**

- I. Install air-gap fittings on draining indirect-waste piping discharge into sanitary drainage system.
- J. Install vent caps on each vent pipe passing through roof.
- K. Install escutcheons at wall, floor, and ceiling penetrations in exposed finished locations and within cabinets and millwork. Use deep-pattern escutcheons if required to conceal protruding pipe fittings.

**3.2 CONNECTIONS**

- A. Piping installation requirements are specified in other Division 22 Sections. Drawings indicate general arrangement of piping, fittings, and specialties.
- B. Install piping adjacent to equipment to allow service and maintenance.

**3.3 FLASHING INSTALLATION**

- A. Install sheet flashing on pipes, sleeves, and specialties passing through or embedded in floors and roofs with waterproof membrane.
  - 1. Pipe Flashing: Sleeve type, matching pipe size, with minimum length of 10 inches, and skirt or flange extending at least 8 inches around pipe.
  - 2. Sleeve Flashing: Flat sheet, with skirt or flange extending at least 8 inches around sleeve.
- B. Set flashing on floors and roofs in solid coating of bituminous cement.
- C. Secure flashing into sleeve and specialty clamping ring or device.
- D. Install flashing for piping passing through roofs with counterflashing or commercially made flashing fittings, according to Division 07 Section "Sheet Metal Flashing and Trim."
- E. Extend flashing up vent pipe passing through roofs and turn down into pipe, or secure flashing into cast-iron sleeve having calking recess.

**3.4 PROTECTION**

- A. Protect drains during remainder of construction period to avoid clogging with dirt or debris and to prevent damage from traffic or construction work.
- B. Place plugs in ends of uncompleted piping at end of each day or when work stops.

END OF SECTION

**SECTION 22 4000  
PLUMBING FIXTURES AND EQUIPMENT**

**PART 1 - GENERAL**

**1.1 SUMMARY**

**A. Section Includes:**

1. Access Panel.
2. Drinking Fountain
3. Expansion Tank.
4. Floor Drain.
5. Floor Sink.
6. Hose Bibb.
7. Lavatory.
8. Sink Food Prep
9. Sink Hand Wash
10. Sink Mop.
11. Sink Three Compartment.
12. Trap Primer.
13. Urinal.
14. Water Closet.
15. Water Heater.

- B. Related Documents:** The Contract Documents, as defined in Section 011000 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other Documents.

**C. Related Sections:**

1. Section 07 9200 - Joint Sealants: Seal fixtures to walls and floors.
2. Section 22 0500 - Plumbing

**1.2 REFERENCES**

**A. American Society of Mechanical Engineers (ASME):**

1. ASME A112.18.1 - Finished and Rough Brass Plumbing Fixture Fittings.

**1.3 SUBMITTALS**

**A. Section 01 6000 – Product Requirements, Product Data, and Samples: Procedures for submittals.**

**1. Product Data:**

- a. Product Data: Provide catalogue illustrations of fixtures, sizes, rough-in dimensions, utility sizes, trim, and finishes.

**SECTION 22 4000  
PLUMBING FIXTURES AND EQUIPMENT**

- b. Provide submittals for all fixtures and equipment, and all associated trim and hardware.
- B. Section 01 7704 – Closeout Procedures and Training: Procedures for closeout submittals.
  - 1. Project Record Documents: Accurately record the following:
    - a. Operation and Maintenance Data: Include fixture trim exploded view and replacement parts lists.

**1.4 DELIVERY, STORAGE, AND HANDLING**

- A. Section 01 6000 – Product Requirements: Transport, handle, store, and protect Products.
- B. Only accept fixtures on site in factory packaging. Inspect for damage.
- C. Protect installed fixtures from damage by securing areas and by leaving factory packaging in place to protect fixtures and prevent use.

**PART 2 - PRODUCTS**

**2.1 MANUFACTURERS**

- A. Subject to compliance with project requirements, manufacturers offering Products which may be incorporated in the Work include the following:
  - 1. Access Panel:
    - a. JL Industries TMS.
    - b. Or approved equal.
  - 2. Floor Drain:
    - a. J. R. Smith Fig. 2115-1.
    - b. Or approved equal.
  - 3. Floor Sink:
    - a. J. R. Smith.
    - b. Or approved equal.
  - 4. Hose Bibb:
    - a. Acorn 8121.
    - b. Or approved equal.
  - 5. Lavatory:
    - a. American Standard Lucerne Wall-Hung Lavatory; meter Chicago faucet 3501-8E2805ABCP.
    - b. Or approved equal.
  - 6. Sink Food Prep:
    - a. Regency 60S1181818XR; Elkay faucet LK940LGN08T6H.
    - b. Or approved equal.

**SECTION 22 4000  
PLUMBING FIXTURES AND EQUIPMENT**

7. Sink Handwash:
  - a. Regency 600HS172HDM; Chicago faucet MVP 802-665CP.
  - b. Or approved equal.
8. Trap Primer:
  - a. PPP Model P-2.
  - b. Or approved equal.
9. Urinal:
  - a. American Standard Washbrook Flowise 6590.503; Conceal Flushometer w/ push button.
  - b. Or approved equal.
10. Water closets:
  - a. American Standard Madera Flowise 16-1/2" Height Elongated Toilet; Conceal Flushometer w/ push button.
  - b. Or approved equal.
11. Water Heater:
  - a. Rheem E40A-12-G Electric.
  - b. Or approved equal.
12. Faucet for Mop Sink:
  - a. T&S Brass and Bronze Works, model B-0665-BSTP w/ approved vacuum breaker.
  - b. Or approved equal.

B. Furnish and install Products as indicated in Drawings.

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Section 01 7300 - Execution: Verification of existing conditions before starting work.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready to receive Work.
  1. Verify that walls and floor finishes are prepared and ready for installation of fixtures.
  2. Verify that electric power is available and of the correct characteristics.
- C. Report in writing to the Engineer prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by the Engineer.
- D. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**SECTION 22 4000  
PLUMBING FIXTURES AND EQUIPMENT**

**3.2 PREPARATION**

- A. Rough-in fixture piping connections in accordance with minimum sizes indicated in fixture rough-in schedule for particular fixtures.

**3.3 INSTALLATION**

- A. Plumbing Fixtures:
  - 1. Install in accordance with manufacturer's instructions.
  - 2. Install each fixture with trap, easily removable for servicing and cleaning.
  - 3. Provide chrome plated rigid or flexible supplies to fixtures with screwdriver stops, reducers, and escutcheons.
  - 4. Install components level and plumb.
  - 5. Install and secure fixtures in place with wall carriers and bolts.
  - 6. Seal fixtures to wall and floor surfaces with sealant.
  - 7. Water Closets, Urinals and Lavatories: Provide adjustable cast iron fixture supports for all wall hung water closets, except where single vertical carriers in shallow walls occur.
  - 8. The use of lead-containing solder for plumbing and plumbing fixtures is prohibited in the construction of this project.
- B. Trap Primers
  - 1. Install primers under sinks and/or lavatories, and behind access panels out of line of sight. Provide access panels
  - 2. Trap primers to have approval of plumbing and drainage institute.
  - 3. Install trap primers in accordance with manufacturer's recommendations.
- C. Backflow Preventers
  - 1. Install in accordance with manufacturer's recommendations.
  - 2. Pipe relief through fixed air gap and discharge to sewer.
  - 3. Install adjacent to wall and/or floor utilizing stand-off brackets, angle frame, and/or concrete piers.
  - 4. Test unit for leaks and pressure drop. Clean and/or replace soiled strainer media.
- D. Protective Shielding Guards
  - 1. Manufactured, plastic enclosure for covering hot- and cold-water supplies, trap and drain piping, and complying with ADA requirements and meeting ANSI code for barrier-free design. Provide at all accessible sinks and lavatories.

**3.4 ADJUSTING**

- A. Refer to Specification Section 01 7300 – Execution.

**SECTION 22 4000  
PLUMBING FIXTURES AND EQUIPMENT**

- B. Adjust stops or valves for intended water flow rate to fixtures without splashing, noise, or overflow.

3.5 CLEANING

- A. At completion clean plumbing fixtures and equipment.

3.6 FIELD QUALITY CONTROL

- A. Section 01 4000 - Quality Requirements: Field testing and inspection.

Payment for items of work covered under Division 22 of the plans and these specifications shall be based on the lump sum bid pricing identified in the Bid Schedule. No additional compensation will be allowed.

END OF SECTION

**SECTION 237433  
FILTERED SUPPLY FAN**

**PART 1 – GENERAL**

**1.1 SUMMARY**

- A. This section includes modular rooftop filtered make-up air fan(s), designed to deliver fresh outside makeup air for installations requiring frequent air changes. Units are designed for indoor or outdoor applications and are available in vertical or horizontal discharge configurations.

**1.2 SUBMITTALS**

- A. The manufacturer assumes no liability for the use or results of use of this document. This specification is to be reviewed by the engineer to confirm requirements of the project and building codes are met.
- B. As the manufacturer continues product development, it reserves the right to change design and specifications without notice.

**1.3 QUALITY ASSURANCE**

- A. ETL-Listed to listed and conforms to UL705 and CSA Std. C22.2.
- B. Miami-Dade Certification - NOA-2 Supply

**1.4 WARRANTY**

- A. All units are provided with the following 2-year standard warranty. Optional extended warranty available.
- B. This warranty shall not apply if:
  - 1. The equipment is not installed by a qualified installer per the manufacturer's installation instructions shipped with the product.
  - 2. The equipment is not installed in accordance with Federal, State, and Local codes and regulations.
  - 3. The equipment is misused, neglected, or not maintained per the manufacturer's maintenance instructions.
  - 4. The equipment is not operated within its published capacity.
  - 5. The invoice is not paid within the terms of the sales agreement.
- C. The manufacturer shall not be liable for incidental and consequential losses and damages potentially attributable to malfunctioning equipment. Should any part of the equipment prove to be defective in material or workmanship within the 2-year warranty period, upon examination by the manufacturer, such part will be

**SECTION 237433  
FILTERED SUPPLY FAN**

repaired or replaced by the manufacturer at no charge. The buyer shall pay all labor costs incurred in connection with such repair or replacement. Equipment shall not be returned without manufacturer's prior authorization, and all returned equipment shall be shipped by the buyer, freight prepaid to a destination determined by the manufacturer.

**PART 2 – PRODUCTS**

**2.1 MANUFACTURERS**

- A. Subject to compliance with project requirements, manufacturers offering Products which may be incorporated in the Work include the following:
1. Loren Cook.
  2. Greenheck.
  3. CaptiveAire
  4. Approved equal.

**2.2 GENERAL ASSEMBLY**

- A. Unit(s) shall be factory assembled, tested, and shipped as a complete packaged assembly, for indoor or outdoor mounting, consisting of the following specifications, deliver all capacities scheduled, and conform to design indicated herein. Alternate layouts or dimensional changes will not be accepted.

**2.3 CABINET**

- A. Unit(s) shall be constructed of minimum 20-gauge G-90 galvanized steel riveted together via structural pop-rivets. All metal shall be CNC bent for precise assembly.
1. Base Construction: The base shall be constructed of galvanized steel for improved rigidity. Base shall be structurally reinforced to accommodate the blower assembly.
  2. Rigging Provisions: The unit shall have a structural base constructed of minimum 14-gauge G-90 galvanized steel and include lifting points on all four sides.
  3. Roof Construction: Roof shall be pitched to allow for proper drainage.
  4. Exterior Wall Construction: All exterior walls shall consist of galvanized steel construction.
  5. Service Access Doors: All door jambs shall be gasketed around their perimeter. Doors may be mounted via spring actuated, stainless steel hinges with stainless steel rivets, and self-compressing stainless steel pad lockable latches or through removable sliding panels.
  6. Each compartment shall have removable access panels to allow for ease of service and maintainability. Electrical cabinet doors shall be outfitted with schematic and/or manual pouches formed into the door, along with wiring diagram attached to the interior of the door from the factory.

**SECTION 237433  
FILTERED SUPPLY FAN**

- B. Entire interior and exterior casing shall be constructed of minimum 20-gauge G-90 galvanized steel with no painting and shall have undergone a salt spray corrosion test as per ASTM B 117.

**2.4 SUPPLY AIR BLOWER AND MOTOR**

- A. All supply fans shall be belt driven.
- B. The blower assembly shall consist of a centrifugal backward inclined, non-overloading wheel secured directly to a heavy-duty, ball bearing type motor via two set screws. The motor and wheel assembly shall be mounted to a heavy gauge galvanized steel frame. The motor shall be controlled by a variable frequency drive, allowing for variable airflow without the need of belts and pulleys.
- C. Blower Motor: Motor shall be a premium efficiency motor available as:
  - 1. Open Drip Proof (ODP) motor driven by a Variable Frequency Drive.
- D. Fans to be selected at or near efficiency peak. Check fan curves provided with job.
- E. Blower and motor assembly shall be dynamically balanced. The entire blower and motor assembly shall be mounted on rubber vibration isolators. Wheels balanced as per AMCA 204-96; Balance Quality and Vibration Levels for fans.

**2.5 SHAFTS AND BEARINGS**

- A. Shafts shall be precision ground and polished. Heavy duty, pre-lubricated bearings designed for, and individually tested, specifically for use in air handling applications.

**2.6 AIRFLOW CONFIGURATIONS**

- A. Unit shall be configurable for down (vertical) discharge through unit.
- B. Unit intake airflow configuration shall be through use of a fresh/outdoor damper.
  - 1. Damper: Manufacturer shall provide and install on unit, when possible, a two-position, motor-operated damper with internal end switch to energize the blower-starter circuit. Blades shall be a maximum of 6" wide 16-gauge G-90 galvanized steel and shall be made to guarantee the absence of noticeable vibration at design air velocities. Damper blades are to be mounted on friction-free synthetic bearings. Damper edges shall have PVC coated polyester fabric mechanically locked into blade edge. Jamb seals used are flexible metal compression type. Damper shall exceed AMCA Class 1A standard for low leakage. Damper assembly shall be a single assembly and outfitted with an integral bird screen and louver/gutter system to divert any drainage through the base of the unit – intake air hood not required.

**SECTION 237433  
FILTERED SUPPLY FAN**

2. Actuator: A single direct drive damper actuator shall be used with spring return to ensure that the outdoor air section opens when not powered.

2.7 INTAKE

- A. Screened Intake Hood.

2.8 CURB (Selectable options)

- A. Full Perimeter Curb for pitched roof (or on shims).
- B. 16 Gauge
- C. MPU Clips

2.9 FILTERS

- A. Provide mesh filter and MERV-13 filtration as part of unit. All filters shall be furnished and installed to meet the performance requirements set forth in the schedule and as specified under another section of this work.
- B. Aluminum-mesh filters shall have aluminum frames with media to be layers of slit and expanded aluminum, varying in pattern to obtain maximum depth loading.
- C. The MERV-13 filters shall be (2") thick, pleated throw away. MERV-13 filters shall be installed on manufactured frames with clips for rated performance.

2.10 ELECTRICAL

- A. Installation shall be pre-wired and housed in an insulated electrical cabinet within the unit to protect against risk of condensation.
- B. All units shall be provided with single point electrical connection.
- C. Unit shall be provided with a door safety switch that de-energizes the supply fan when the door is opened.

2.11 OPTIONS

- A. Motorized Discharge Dampers.
- B. Motor Disconnect.
- C. Roof Curb.
- D. Duct Adapter.
- E. Cooling Thermostat.
- F. Extended Power Drop

**SECTION 237433  
FILTERED SUPPLY FAN**

2.12 INTAKE

- A. Provide intake at 3' below or 10' from grease exhaust termination.

PART 3 – EXECUTION

3.1 EXAMINATION

- A. Examine all areas and conditions under which packaged units are to be installed. Do not proceed with work until unsatisfactory conditions have been corrected in a manner acceptable to Installer.

3.2 INSTALLATION

- A. Install units in accordance with manufacturer's instructions, drawings, written specifications, manufacturer's installation manual, and all applicable building codes.

3.3 CONNECTIONS

- A. Provide installation of associated ductwork, plenums, diffusers, registers, et al. for complete installation.
- B. Electrical connections conform to applicable requirements in Division 26 Sections.

3.4 SYSTEM START-UP

- A. System start-up is performed by a factory-trained Service Technician.
- B. Provide worker-safe installation for equipment access, pitched roof, harnesses, eye bolts, et al.

END OF SECTION

**SECTION 26 0000  
ELECTRICAL**

**PART 1 - GENERAL**

**1.1 SCOPE OF WORK**

- A. The work covered by this section consists of furnishing and installing all I, materials, equipment, fixtures and performing all labor and operations for complete and operable systems.
- B. Provide all new materials, unless noted otherwise, of the best quality, and in perfect condition, and materials of the same make and quality throughout the work and as hereinafter specified. Comply with the requirements of ASTM, NEMA, U.L., and NBFM for materials and equipment.
- C. The intent of these specifications is to establish a standard of quality of materials installed. Include materials as specified without exception in the Base Bid. Submit for approval any proposed substitution, complete descriptive, technical, and cost comparison data and test reports. Do not furnish or install any substitute items without written approval at the time of contract signing. Reimburse the Owner for any additional engineering charges and for any changes in the work of other trades resulting from substitutions. List proposed substitutions on the Bid Form, stating the reasons for substitution. When requested by the Architect or Engineer of Record's, samples, electrically wired at 120V with plug, or system demonstrations of both specified and proposed items will be submitted for inspection at the Engineer's office and at a time convenient to all concerned parties.
- D. Where a substitution alters the design or space requirements indicated on the plans, Contractor is responsible for all additional cost for Engineering to revise plans.
- E. Verifying Drawings and Job Conditions:
  - 1. Examine all drawings and specifications in a manner to be fully familiar of all work required.
  - 2. Visit the site and verify existing conditions. Where existing conditions differ from drawings, make adjustments and allowances for all necessary equipment to complete all parts of the drawings and specifications.
- F. Shop Drawings:
  - 1. Submit drawings in one (1) set accompanied by letter of transmittal listing the number and dates of the drawings submitted.
  - 2. Mark the drawings submitted with the name of the project, numbered consecutively, and bearing approval as evidence that the drawings have been checked. Any drawings submitted without this approval will be returned for resubmission.

**SECTION 26 0000  
ELECTRICAL**

3. Submit Shop drawings on, but not limited to, the following:
  - a. Panels
  - b. Lighting Fixtures
  - c. Transformer
  - d. Product List
  - e. Time switches
  
- G. Drawings of Record:
  1. Provide and keep up-to-date, a complete record set of blue line prints. Show every change from the original drawings. Keep this set of prints on the job site and use only as a record set. Do not make changes in the layout without definite instruction in each case. Obtain a set of Contract Drawings from Architect and incorporate all changes as noted on the record set of prints. Deliver this set to the Architect upon completion and acceptance of work.
  
- H. Accuracy of Plans and Specifications:
  1. Plans and/or specifications showing deviation from standard practice methods or from compliance with codes, and/or any omissions, does not relieve the responsibility of furnishing, making or installing all items required by code and/or intended for the function of the system.
  
- I. Permits, Fees, and Insurance:
  1. Obtain and pay for all insurance, permits, etc. necessary for this Contract.
  
- J. Codes and Regulations:
  1. All work performed under this Section of the Specifications complies with the rules and regulations of the Division of Industrial Safety, State of California, as set forth in the latest edition of the Electrical Safety Orders, the National Electrical Code, NFPA, and all rules and regulations of local codes having jurisdiction, including the presently adopted edition Title 21 and 24 California Administrative Code.
  
- K. Testing and Adjustment:
  1. Test all circuits, outlets, switches, lights, motors, circuit breakers and any other electrical equipment, upon completion of all electrical work.
  
- L. Guarantees of Materials and Workmanship:
  1. Furnish and install all materials under this Contract, new and free from all defects, and guaranteed for a period of two years from the date of acceptance of the work. Should any trouble develop during this period due to defective material or faulty workmanship, furnish all necessary labor and materials to correct the trouble without additional cost to the Contract. Correct any defective material or inferior workmanship noticed at the time of installation immediately, to the satisfaction of the Architect.
  
- M. Removal of Rubbish:

**SECTION 26 0000  
ELECTRICAL**

1. Remove rubbish, excess materials, tools or equipment related to this portion of the work, frequently during construction and upon completion of the work.

N. Drawings and Specifications:

1. The electrical drawings are considered as part of these specifications, and any work or materials shown on the drawings and not mentioned in the specifications, or vice versa, shall be as if specifically mentioned in both.
2. The data herein specified and shown on the drawings is as exact as could be prepared, but their extreme accuracy is not guaranteed. The drawings and specifications are for assistance and guidance. The installation is essentially as shown and specified. The exact location of the equipment, material, apparatus and devices as well as the distances and levels, are more or less governed by the physical conditions and arrangements of the building. Accept this Contract with this understanding.
3. Make minor changes, when ordered by the Architect, accommodating the installation of the work with other sections of the Contract without additional cost to the Contract.

O. Safety Conditions:

It is the Contractor's responsibility to prevent any damages to personnel and/or property resulting from contact with new or existing energized circuits, switches, circuit breakers, or other electrical apparatus. All electrical work to be constructed with electrical systems de-energized in the area of work.

P. Final Inspection and Acceptance:

After all requirements of the specifications and drawings have been completed, a representative of the Owner will inspect the work. Provide competent personnel to demonstrate the operation of any item or system involved to the complete satisfaction of each representative.

**PART 2 - PRODUCTS**

**2.1 PANELBOARDS:**

- A. Provide the automatic circuit breaker type, quick-make, and quick-break panelboards. Provide wiring gutter sides, top, and bottom.
- B. Provide panelboards from the same manufacturers as the main switchboard; type, mounting, and size as noted on the drawings with silver-plated copper bussing.
- C. Where space is called for on the panelboard schedules, provide space and mounting for future circuit breaker installation as indicated.

**SECTION 26 0000  
ELECTRICAL**

- D. Use trims having doors equipped with flush type combination lock and catch, two milled type keys supplied with each panel, all locks are keyed alike. Provide a clear covered directory frame with a typed identification card, indicating type of circuit and location, in accordance with final circuitry and panel designation on each door. Completely fill in all panel directories, using actual connections, Owner's designations, or other factual information. Key all doors to Yale LL803, or as directed by Owner.
- E. Where called for on the drawings, provide a separate compartment within the panelboards for contactors and/or time switches.

**2.2 CIRCUIT BREAKERS:**

- A. Provide circuit breakers with inverse time characteristic thermal and magnetic tripping elements, with an interrupting capacity of not less than 10,000 amperes, UL labeled, NEMA rated, molded case type. Use common trip single handle multi-pole breakers. Handle extensions are not permitted. All circuit breakers will have covers sealed on non-interchangeable trip breakers and trip unit covers sealed in interchangeable trip breakers to prevent tampering. Be sure the circuit breaker current rating markings clearly visible after breaker is installed. One manufacturer for all circuit breakers for a given panel. Provide bolt-on circuit breakers unless specifically noted on electrical drawings.

**2.3 TRANSFORMERS:**

- A. Provide copper transformers manufactured with the minimum following attributes:
  - 1. Dry type, with the ratings shown on the Drawings.
  - 2. Provide standard taps FCAN/FCBN.
  - 3. Adjust all taps to nominal 120V, 208V, or 480V, as close as practicable and as required for the voltage indicated.
- B. Provide insulation with temperature rise not exceeding 150 degrees C, under full load, in an ambient temperature of 40 degrees C.
- C. Provide transformers manufactured in accordance with current standards of IEE, ANSI, and NEMA, and provide UL listing and label.
- D. Install the transformer case on suitable vibration isolators and connect on primary and secondary sides with minimum of 18" of liquid tight flexible metallic conduit.
- E. Where drawings specify transformers suitable for non-sinusoidal current load of specified "K Factor", the transformer shall be U.L. listed specifically for that application.

**SECTION 26 0000  
ELECTRICAL**

**2.4 POWER DISCONNECT SWITCHES:**

- A. Provide power disconnect switches having product construction requirements as specified and/or indicated. Where not otherwise indicated, the following requirements apply:
  - 1. Enclosure: NEMA I, surface type in dry locations. Use NEMA 3R for exterior locations.
  - 2. Ratings: Voltage, ampacity, horsepower and inductive ratings complying with power source voltage and characteristics of load controlled.
  - 3. Mechanism: Heavy-duty, quick-make, quick-break, with voidable interlock to prevent opening enclosure in "ON" position. External lockable handle operation with provision for not less than two padlocks.
  - 4. Poles and Fusing: Comply with load requirements. Provide unfused switches except where fusing is indicated or required to comply with Code Requirements. Where fuses are installed, use dual-element time delay fuses.
  
- B. Provide power disconnect switches of the following manufacturers with characteristics complying with load and power source indicated:
  - 1. Westinghouse: Type HF or HU.
  - 2. General Electric: Type TH.
  - 3. Square D: Type HD or HU.
  
- C. Provide the number of poles necessary to include a pole for each ungrounded conductor. Equip switch with neutral terminal point where neutral is present. Do not switch neutral unless indicated.

**2.5 PUSHBUTTON STATIONS AND CONTROL DEVICES:**

- A. The type and size of all pushbutton stations, switches, pilot lights and other control devices are as indicated on the drawings.

**2.6 RELAYS:**

- A. Install control relays for automatic controls or for interlocking as indicated in the drawings. Provide relays with the number and type of poles and with operating coils as indicated. Equip relays with contacts rated not less than 15 amperes for continuous inductive load, unless otherwise shown or specified. Rate operating coils for continuous duty at the operating voltage shown on the drawings.

**2.7 FUSES:**

- A. Provide (in a location designated by the Owner) a spare fuse cabinet with the following:
  - 1. Nameplate "spare fuses".

**SECTION 26 0000  
ELECTRICAL**

2. Necessary fuse holders.
  3. Spare set of each size and type of fuses.
- B. Provide dual element fuses for all 600 volt or lower voltage requirements unless otherwise indicated or specified. Where fuses are not made for this application, furnish Buss "Limitron" or approved equal fuses.
- C. Provide Bussman Fuses as indicated on plans.
- D. Replace fuses "blown" or damaged during construction with new fuses of proper rating and type for the particular use, replace spare sets.

**2.8 LIGHTING FIXTURES:**

- A. Furnish, install, and connect lighting fixtures of type designed on the plans.
1. Verify all fixture locations with Architectural drawings prior to rough in.
  2. Where there is conflict in fixture quantities on any of the plans the greatest amount will prevail. The description of the lighting fixture supersedes the catalog number and is to be furnished and installed with type to fit description.

**2.9 CONDUIT AND FITTINGS:**

- A. Rigid Conduit (RGS): Hot dipped galvanized or sherardized steel. Republic Steel Co. or approved equal. Intermediate metal conduit may be used, where CEC allows, in lieu of RGS.
- B. Electrical metallic tubing (EMT): Welded, electro-galvanized thin wall steel tubing. All couplings are gland compression type.
- C. Non-metallic conduit (PVC): Polyvinyl chloride Schedule 40 or 80. Install a copper ground wire, sized per National Electrical Code, in all non-metallic conduit power raceways. Use PVC in underground installations only.
- D. Liquid tight Flexible Metal Electrical Conduit: Hot-dipped galvanized steel with exterior, molded polyvinyl jacket. Use for all final connections to all vibrating equipment, transformers, and the like. 18" maximum. Provide a code sized ground wire.
- E. Flexible metallic steel tubing: Liquid tight without a nonmetallic jacket. Use as allowed by code and were permitted by this Specification, section 3.06.C. Provide a code sized ground conductor.
- F. Condulet Type Fittings: As manufactured by Crouse Hinds Company, Appleton Electric Company, or Pyle National or approved equal, smooth inside and out, taper threaded with integral bushings.

**SECTION 26 0000  
ELECTRICAL**

2.10 CONDUCTORS:

- A. Provide copper conductors, 600-volt A.C. unless noted otherwise. Aluminum conductors are not permitted.
- B. Use THWN conductors for underground and damp locations, THHN for dry areas.
- C. Deliver conductors to the site in unbroken packages, marked with the manufacturer's name, date of manufacture, voltage, and classification letters. Use only wire recently manufactured (10 months or less).
- D. Provide signal service and low voltage control conductors as specified or noted on the drawings.
- E. No conductor supplying 120 volts or more will be smaller than No. 12 AWG unless otherwise noted on the drawings.
- F. Fixture wire to comply with latest requirements of the National Board of Fire Underwriters. The carrying capacity of the wire as per the latest requirements of the National Electrical Code. No fixture wire may be smaller than #18 gauge. Protect wiring with tape or tubing at all points where abrasion is likely to occur.
- G. Install all conductors of each electrical system in an approved raceway. Factory assemblies, non-metallic/pliable/corrugated raceways, type UF cable or multi-conductor assemblies are not approved.
- H. Use solid conductor, size #10 AWG and smaller, stranded for #8 AWG and larger.

2.11 JUNCTION AND PULL BOXES:

- A. Above grade level, provide galvanized junction and pull boxes with removable covers, secured with machine screws. The sizes of all boxes determined by the number and size of conductors entering the box, and by the sizes of conduit terminating in the box. All boxes conform to the applicable Electrical Safety Orders, State of California. Pull boxes flush with grade shall be concrete, with bolt down concrete or steel covers, per plans, with engraved or beadweld identification.

2.12 OUTLET BOXES:

- A. Provide galvanized outlet boxes and covers, one piece pressed steel, knockout fixture outlets equipped with 3/8" fixture studs and plaster rings.

**SECTION 26 0000  
ELECTRICAL**

- B. Where standard boxes are not suitable, provide boxes of special design to fit space.
- C. Cast aluminum or cast iron for outlet boxes exposed to weather, in damp locations, or surface mounted with threaded hubs for conduit connections; cover made watertight with gasket and non-ferrous screws.
- D. Provide outlet boxes in plaster covered walls with raised covers or plaster rings to finish flush with plaster.

**2.13 SWITCHES:**

- A. Local single pole switches: Flush tumbler type A.C. rated quiet type, heavy duty, back or side wired with binding screws, 20A, 120/277V rated switches, Bryant #4901, Hubbell or Leviton #1221, Sierra #5021, or Arrow Hart #1991. Two pole, three-way and lock type of the same manufacturer, white.
- B. Horsepower rated and approved for motor control service on switches controlling or disconnecting single-phase motor loads in excess of 1/3 h.p. Switches complete with overload devices of proper motor nameplate rating.
- C. Local single pole dimmer switches: Flush tumbler type with slide adjustment. 0-10 volt, back or side wired with binding screws, 20A, 120/277V rated.

**2.14 RECEPTACLES:**

- A. Convenience outlets consist of a duplex convenience receptacle mounted in an outlet box in the wall, flush with the finish surface and complete with plate.
- B. Receptacles for convenience outlets: Standard duplex, 3-wire grounding type 15 ampere, 125 volt, Hubbell, Bryant, Leviton, or Arrow Hart #5262 white, unless otherwise indicated.
- C. Weatherproof G.F.C.I. receptacles: 15 ampere, 2P 3-wire grounding type, 125 volt with gray fiberglass lift cover plate, Hubbell #GF5262, unless otherwise shown on plans.

**2.15 PLATES:**

Provide stainless steel plates for all switches, convenience outlets, telephone outlets and all other similar outlets, unless otherwise specified or noted.

**2.16 NAMEPLATES:**

- A. Nameplates shall be micarta or lamacoid plate, 1/8" thick and have approved size, with beveled edges and engraved white letters on black background.

## SECTION 26 0000 ELECTRICAL

Provide nameplates for all items of electrical equipment as well as circuits in the service distribution and power distribution panelboards; lighting distribution panelboards; separately mounted motor starting switches; disconnect switches; motor control pushbutton stations and other similar devices. Each nameplate as approved by the Architect. Use two machine screws for attachment. Cement/adhesive is not approved.

### PART 3 - EXECUTION

- 3.1 If construction of building reveals that any part of the Electrical Work would not be readily accessible if installed according to drawings, notify the Architect before proceeding with such installation.
- 3.2 All concrete work such as pull boxes, raised pads, conduit envelopes, and other areas where affecting Electrical Work are the responsibility of the Electrical Contractor.
- 3.3 Coordinate layout and installation of electrical work with the overall construction schedule and work schedules of various trades to prevent delay in completion of the project.
  - A. Verify dimensions and information regarding accurate location of equipment, structural limitations, and finish with other affected sections.
  - B. Job Conditions:
    1. The drawings do not always show offsets, bends, special fittings, or junctions or pull boxes necessary to meet job conditions. Provide the items as required at no cost to the Owner.
  - C. Weatherproof Equipment:
    1. Use weather resistant electrical devices or equipment located in damp, semi-exposed areas. Comply with NEMA Type 3R requirements for enclosures.
  - D. Where devices are shown diagrammatically in the same location, neatly group them together in a reasonable manner. Provide one-piece plate where such is manufactured.
- 3.4 Equipment requiring electrical under other sections is part of the Contract. Work includes all necessary connections.
- 3.5 EXCAVATION AND BACKFILLING:

Excavate and backfill in accordance with section in these documents covering that work.

**SECTION 26 0000  
ELECTRICAL**

**3.6 CONDUIT:**

- A. Install all conduit concealed, except where specifically indicated as exposed. Use rigid galvanized steel or I.M.C. for all exposed conduit. Paint with two coats to match adjacent surroundings, if viewed by the public.
- B. Use galvanized rigid steel on all conduit installed in concrete and masonry walls, 3/4 inch trade size minimum, unless otherwise specified and/or noted on the plans. Verify conduit runs in concrete slab, prior to placement. Otherwise, do not run conduits in slabs.
- C. All conduit installed in the dry walls or dry ceilings of the building structures, shall be steel tube (EMT), except that in certain locations and for certain runs where it is impractical to install EMT, and where permission to do so has been given by the Architect, galvanized flexible steel conduit may be used, with a code sized ground conductor.
- D. Run conduit so as not to interfere with or make contact with other piping, fixtures, or equipment. Maintain 6" separation from water piping.
- E. Cut the ends of all conduit square and carefully ream out to full size, and shoulder in fitting.
- F. No running threads will be permitted in locations exposed to the weather, in concrete or underground. Use special watertight union fittings in these locations.
- G. Use PVC Schedule 40 or 80 for all underground conduits. Install all underground conduit at a depth of not less than 24 inches below the final finish grade, unless under concrete slabs or otherwise noted and/or specified. Provide metallic high voltage tape buried 12" above conduit, except under floor slab or under concrete walk, in which case, install 6" below bottom of slab. Use IMC for all horizontal and vertical sweeps or risers with factory applied PVC coating. Verify with serving utilities for service conduits, bends, depth below grade, backfill, etc. for specific types. Schedule 80 PVC sweeps are permitted for conduits 4" diameter and greater.
- H. Cut and patch all pavements, curbs, sidewalks, and gutters, whenever necessary for laying conduit, or whenever damaged by the operations of this trade. Replace materials with quality and finish equal to that removed or damaged.
- I. Where conduit extends through roof to equipment on roof areas, provide weatherproofing as specified in the appropriate section of these Specifications.
- J. Support all conduit in intervals not less than 10'-0" and within 36 inches from any outlet and at each side of bends and elbows. Use galvanized, concealed conduit supports, heavy stamped, one hole malleable conduit clamps secured with nails.

**SECTION 26 0000  
ELECTRICAL**

On exposed conduit supports, use two hole clamps with screws, or galvanized steel framed channels secured by screws may be used for conduit supports. Perforated iron for supporting conduit is not permitted.

- K. Use rigid galvanized steel or I.M.C., threaded, for exposed conduit runs. Install parallel or perpendicular to walls, structural members or intersection of vertical plane and ceilings. Avoid field made bends and offsets where possible. Do not install crushed or deformed raceways.
- L. Provide metal sleeves and install where conduit passes through masonry or concrete walls. Use No. 20 gauge galvanized steel sleeves, no more than 1/2 inch greater in diameter than the outside diameter of the conduit. Caulk conduit into sleeves with stone wool, Duseal or Oakum and weatherproof below grade. Where conduit passes through fire resistive walls, partitions, and floors, pack void spaces between conduits with U.S.G. Thermafiber or equal, as approved by the State Fire Marshal.
- M. Provide a heavy nylon cord pull rope in all empty conduits for future use. Leave in place for future use in all runs and tagged with plastic tag at terminating end indicating the location of the opposite end of the conduit.
- N. Use factory-manufactured ells, except where noted otherwise. Field bends are permitted for EMT conduit less than 1" diameter. Conduit radius for signal system is ten times the internal diameter of the conduit.
- O. Cap or seal all conduit ends until wires are pulled.
- P. Use watertight gland compression type connectors and couplings on fittings for thin wall metallic conduit. Screw type or crimp type are not permitted.
- Q. Wire all rotating electrical equipment with flexible, liquid-tight conduit with appropriate slack from disconnect switch to equipment.
- R. Install expansion coupling at all expansion joint locations, refer to Architectural Drawings for locations.
- S. Use approved type-bending machines for PVC conduits. Use of blow torch is prohibited.
- T. For grouping, use conduit trapezes made up of suitable Unistrut or Kindorf hangers.
- U. Seal or cap all conduit for a watertight installation.
- V. Use approved conductor pulling machines for all underground conduits. Use of truck is prohibited.

**SECTION 26 0000  
ELECTRICAL**

**3.7 OUTLET BOXES:**

- A. Attach outlet boxes on metal studs with TEC screws. Use wood screws for attachment on wood studs. Nails are not acceptable.
- B. Cover all boxes with outlet box protector, Appleton SB-CK or approved equal. Keep plaster and dirt from entering box or panels. If plaster does get in, removed it prior to pulling in wires.
- C. Close all unused openings with plugs.

**3.8 INSTALLATION OF CONDUCTORS:**

- A. Unless otherwise indicated or specified, do not install conductors of less than No. 12 AWG size. For control conductors protected by 15 ampere or lower overcurrent protection, No. 14 AWG conductors will be installed. Where approved by Code, remote control and signal circuits utilize No. 18 or No. 16 AWG sizes. Increase No. 12 to No. 10 AWG for 120 volt home runs exceeding 75 feet.
- B. Color code power wire and cable for feeders and branch circuits.
- C. Install all electrical conductors, including signal and communications circuits in an approved raceway.
- D. Neatly group conductors in panels, switchgear and terminal cabinets, etc., and form in a manner to fan into terminals with regular spacing. Lace formed groups of conductors with No. 12 waxed twine, or Panduit Co. Nylon Straps Numbers "SST-4-H" or "SST-2". Lace larger conductors with marlin and secure with cleats, or Panduit Co. Nylon Sta-Straps Numbers "SSC-4-H" and tie anchors ETA-1, TA-2, or TM-1-2-3.
- E. Install U.L. approved covered wire from all lighting fixture lamp sockets into outlet or junction box.

**3.9 WIRING COLOR CODE**

- A. 208Y/120 Volt System
  - Phase A - Black.
  - Phase A Switch Leg - Black with "S" tag.
  - Phase B - Red.
  - Phase B Switch Leg - Red with "S" tag.
  - Phase C - Blue.
  - Phase C - Switch Leg - Blue with "S" tag.
  - Travelers - Yellow.
  - Neutral - White.

**SECTION 26 0000  
ELECTRICAL**

Equipment Ground - Green.

B. 480Y/277 Volt System

Phase A - Brown Phase A - Brown.

Phase A Switch Leg - Brown with "S" tag.

Phase B - Orange.

Phase B Switch Leg - Orange with "S" tag.

Phase C - Yellow.

Phase C Switch -Leg- Yellow with "S" tag.

Travelers - Yellow with "T" tag.

Neutral - Grey.

Equipment Ground - Green with Yellow stripe.

C. Provide identification tags on each conductor entering panel, switch, junction box and pull box to identify conductor.

3.10 UNDERGROUND PULL BOXES:

A. Set underground pull boxes at +3" above highest adjacent grade level.

B. No splices in Fire Alarm or Signal System conductors are permitted.

C. Size per NEC.

D. Provide nameplate on all covers.

1. "ELEC"

2. "LOW VOLTAGE"

3.11 CONDUCTOR JOINTS AND TAPING:

A. Make joints in conductors smaller than No. 6 AWG with solderless, tapeless, wing nut type pressure cable connector. Join conductors No. 6 AWG and larger together with approved type or pressure connector and tape to provide insulation not less than that of the conductor. Make connections to switch or bus bar with one-piece copper lugs for conductors No. 8 AWG or larger.

3.12 GROUNDING:

B. Provide grounding for entire electrical installation as required by the serving utility and codes mentioned in these specifications. Including:

1. Conduit.

2. Neutral or identified conductor of interior wiring system.

3. Power and lighting panel boards.

4. Non-current carrying metal parts or fixed equipment.

**SECTION 26 0000  
ELECTRICAL**

5. Electrical panels in separate buildings.

END OF SECTION

**SECTION 26 0529  
HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Support and attachment requirements and components for equipment, conduit, cable, boxes, and other electrical work.

**1.02 REFERENCE STANDARDS**

- A. ASTM A123/A123M - Standard Specification for Zinc (Hot-Dip Galvanized) Coatings on Iron and Steel Products 2017.
- B. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware 2023.
- C. ASTM B633 - Standard Specification for Electrodeposited Coatings of Zinc on Iron and Steel 2023.
- D. MFMA-4 - Metal Framing Standards Publication 2004.
- E. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- F. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.

**1.03 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Coordinate sizes and arrangement of supports and bases with actual equipment and components to be installed.
  - 2. Coordinate work to provide additional framing and materials required for installation.
  - 3. Coordinate compatibility of support and attachment components with mounting surfaces at installed locations.
  - 4. Coordinate arrangement of supports with ductwork, piping, equipment and other potential conflicts.
  - 5. Notify Architect of conflicts with or deviations from Contract Documents. Obtain direction before proceeding with work.
- B. Sequencing:
  - 1. Do not install products on or provide attachment to concrete surfaces until concrete has cured; see Section 033000.

**1.04 SUBMITTALS**

**SECTION 26 0529  
HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS**

- A. Product Data: Provide manufacturer's standard catalog pages and data sheets for channel/strut framing systems, nonpenetrating rooftop supports, and post-installed concrete/masonry anchors.
- B. Shop Drawings: Include details for fabricated hangers and supports where materials or methods other than those indicated are proposed for substitution.

**1.05 DELIVERY, STORAGE, AND HANDLING**

- A. Receive, inspect, handle, and store products in accordance with manufacturer's instructions.

**PART 2 PRODUCTS**

**2.01 SUPPORT AND ATTACHMENT COMPONENTS**

- A. General Requirements:
  - 1. Comply with the following. Where requirements differ, comply with most stringent.
    - a. NFPA 70.
    - b. Requirements of authorities having jurisdiction.
  - 2. Provide required hangers, supports, anchors, fasteners, fittings, accessories, and hardware as necessary for complete installation of electrical work.
  - 3. Provide products listed, classified, and labeled as suitable for purpose intended, where applicable.
  - 4. Do not use products for applications other than as permitted by NFPA 70 and product listing.
  - 5. Do not use wire, chain, perforated pipe strap, or wood for permanent supports unless specifically indicated or permitted.
  - 6. Steel Components: Use corrosion-resistant materials suitable for environment where installed.
    - a. Indoor Dry Locations: Use zinc-plated steel or approved equivalent unless otherwise indicated.
    - b. Outdoor and Damp or Wet Indoor Locations: Use galvanized steel, stainless steel, or approved equivalent unless otherwise indicated.
    - c. Zinc-Plated Steel: Electroplated in accordance with ASTM B633.
    - d. Galvanized Steel: Hot-dip galvanized after fabrication in accordance with ASTM A123/A123M or ASTM A153/A153M.
- B. Conduit and Cable Supports: Straps and clamps suitable for conduit or cable to be supported.

**SECTION 26 0529**  
**HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS**

1. Conduit Straps: One-hole or two-hole type; steel or malleable iron.
  2. Conduit Clamps: Bolted type unless otherwise indicated.
- C. Outlet Box Supports: Hangers and brackets suitable for boxes to be supported.
- D. Metal Channel/Strut Framing Systems:
1. Description: Factory-fabricated, continuous-slot, metal channel/strut and associated fittings, accessories, and hardware required for field assembly of supports.
  2. Comply with MFMA-4.
  3. Channel Material:
    - a. Indoor Dry Locations: Use painted steel, zinc-plated steel, or galvanized steel.
    - b. Outdoor and Damp or Wet Indoor Locations: Use galvanized steel.
- E. Hanger Rods: Threaded, zinc-plated steel unless otherwise indicated.
- F. Anchors and Fasteners:
1. Unless otherwise indicated and where not otherwise restricted, use anchor and fastener types indicated for specified applications.
  2. New Concrete: Use preset concrete inserts.
  3. Existing Concrete: Use expansion anchors.
  4. Solid or Grout-Filled Masonry: Use expansion anchors.
  5. Hollow Masonry: Use toggle bolts.
  6. Hollow Stud Walls: Use toggle bolts.
  7. Steel: Use welded threaded studs complying with AWS D1.1/D1.1M with lock washers and nuts or Beam clamps (MSS Type 19 21 23 25 or 27) complying with MSS SP-69.
  8. Sheet Metal: Use sheet metal screws.
  9. Wood: Fasten with lag screws or through bolts.
  10. Items Mounted on Hollow Walls and Nonstructural Building Surfaces: Mount cabinets, panelboards, disconnect switches, control enclosures, pull and junction boxes, transformers, and other devices on slotted-channel racks attached to substrate by means that meet seismic-restraint strength and anchorage requirements.
  11. Plastic and lead anchors are not permitted.
  12. Preset Concrete Inserts: Continuous metal channel/strut and spot inserts specifically designed to be cast in concrete ceilings, walls, and floors.
    - a. Manufacturer: Same as manufacturer of metal channel/strut framing system.

**SECTION 26 0529**  
**HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS**

- b. Comply with MFMA-4.
  - c. Channel Material: Use galvanized steel.
13. Post-Installed Concrete and Masonry Anchors: Evaluated and recognized by ICC Evaluation Service, LLC (ICC-ES) for compliance with applicable building code.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify that field measurements are as indicated.
- B. Verify that mounting surfaces are ready to receive support and attachment components.
- C. Verify that conditions are satisfactory for installation prior to starting work.

**3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Install hangers and supports in accordance with NECA 1.
- C. Install anchors and fasteners in accordance with ICC Evaluation Services, LLC (ICC-ES) evaluation report conditions of use where applicable.
- D. Provide independent support from building structure. Do not provide support from piping, ductwork, or other systems.
- E. Unless specifically indicated or approved by Architect, do not provide support from suspended ceiling support system or ceiling grid.
- F. Unless specifically indicated or approved by Architect, do not provide support from roof deck.
- G. Do not penetrate or otherwise notch or cut structural members without approval of Structural Engineer.
- H. Equipment Support and Attachment:
  - 1. Use metal, fabricated supports or supports assembled from metal channel/strut to support equipment as required.
  - 2. Use metal channel/strut secured to studs to support equipment surface mounted on hollow stud walls when wall strength is not sufficient to resist pull-out.

**SECTION 26 0529**  
**HANGERS AND SUPPORTS FOR ELECTRICAL SYSTEMS**

3. Use metal channel/strut to support surface-mounted equipment in wet or damp locations to provide space between equipment and mounting surface.
  4. Securely fasten floor-mounted equipment. Do not install equipment such that it relies on its own weight for support.
- I. Preset Concrete Inserts: Use manufacturer provided closure strips to inhibit concrete seepage during concrete pour.
  - J. Secure fasteners in accordance with manufacturer's recommended torque settings.
  - K. Remove temporary supports.

**3.03 CONCRETE BASES**

- A. Construct concrete bases of dimensions indicated but not less than 4 inches (100 mm) larger in both directions than supported unit, and so anchors will be a minimum of 10 bolt diameters from edge of the base.
- B. Use 3000-psi (20.7-MPa), 28-day compressive-strength concrete. Concrete materials, reinforcement, and placement requirements are specified in Division 03 Section "Cast-in-Place Concrete or Cast-in-Place Concrete (Limited Applications)" as applicable.
- C. Anchor equipment to concrete base.
  1. Place and secure anchorage devices. Use supported equipment manufacturer's setting drawings, templates, diagrams, instructions, and directions furnished with items to be embedded.
  2. Install anchor bolts to elevations required for proper attachment to supported equipment.
  3. Install anchor bolts according to anchor-bolt manufacturers written instructions.

**3.04 FIELD QUALITY CONTROL**

- A. Inspect support and attachment components for damage and defects.
- B. Repair cuts and abrasions in galvanized finishes using zinc-rich paint recommended by manufacturer. Replace components that exhibit signs of corrosion.
- C. Correct deficiencies and replace damaged or defective support and attachment components.

END OF SECTION

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Galvanized steel rigid metal conduit (RMC).
- B. PVC-coated galvanized steel rigid metal conduit (RMC).
- C. Flexible metal conduit (FMC).
- D. Liquidtight flexible metal conduit (LFMC).
- E. Galvanized steel electrical metallic tubing (EMT).
- F. Reinforced thermosetting resin conduit (RTRC).

**1.02 REFERENCE STANDARDS**

- A. ANSI C80.1 - American National Standard for Electrical Rigid Steel Conduit (ERSC) 2020.
- B. ANSI C80.3 - American National Standard for Electrical Metallic Tubing -- Steel (EMT-S) 2020.
- C. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- D. NECA 101 - Standard for Installing Steel Conduits (Rigid, IMC, EMT) 2020.
- E. NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable 2014.
- F. NEMA RN 1 - Polyvinyl-Chloride (PVC) Externally Coated Galvanized Rigid Steel Metal Conduit and Intermediate Metal Conduit 2018.
- G. NEMA TC 14 (SERIES) - Reinforced Thermosetting Resin Conduit and Fittings Series 2015.
- H. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- I. UL 1 - Flexible Metal Conduit Current Edition, Including All Revisions.
- J. UL 6 - Electrical Rigid Metal Conduit-Steel Current Edition, Including All Revisions.

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

- K. UL 360 - Liquid-Tight Flexible Metal Conduit Current Edition, Including All Revisions.
- L. UL 514B - Conduit, Tubing, and Cable Fittings Current Edition, Including All Revisions.
- M. UL 797 - Electrical Metallic Tubing-Steel Current Edition, Including All Revisions.
- N. UL 1203 - Explosion-Proof and Dust-Ignition-Proof Electrical Equipment for Use in Hazardous (Classified) Locations Current Edition, Including All Revisions.

**1.03 ADMINISTRATIVE REQUIREMENTS**

**A. Coordination:**

- 1. Coordinate minimum sizes of conduits with actual type and quantity of conductors to be installed, including adjustments for conductor sizes increased for voltage drop.
- 2. Coordinate arrangement of conduits with structural members, ductwork, piping, equipment, and other potential conflicts.
- 3. Verify exact conduit termination locations required for boxes, enclosures, and equipment.
- 4. Coordinate work to provide roof penetrations that preserve integrity of roofing system and do not void roof warranty.
- 5. Notify Architect of conflicts with or deviations from Contract Documents. Obtain direction before proceeding with work.

**B. Sequencing:**

- 1. Do not begin installation of conductors and cables until installation of conduit between termination points is complete.

**1.04 SUBMITTALS**

- A. **Product Data:** Provide manufacturer's standard catalog pages and data sheets for conduits and fittings.
- B. **Project Record Documents:** Record actual routing for conduits installed underground and conduits 2 inch (53 mm) trade size and larger.

**1.05 QUALITY ASSURANCE**

- A. **Product Listing Organization Qualifications:** Organization recognized by OSHA as Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

**PART 2 PRODUCTS**

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

2.01 CONDUIT APPLICATIONS

- A. Do not use conduit and associated fittings for applications other than as permitted by NFPA 70, manufacturer's instructions, and product listing.
- B. Unless otherwise indicated and where not otherwise restricted, use conduit types indicated for specified applications. Where more than one listed application applies, comply with most restrictive requirements. Where conduit type for particular application is not specified, use galvanized steel rigid metal conduit.
- C. Underground:
  - 1. Under Slab on Grade: Use rigid PVC conduit.
  - 2. Exterior, Direct-Buried: Use rigid PVC conduit.
  - 3. Where rigid polyvinyl chloride (PVC) conduit is provided, transition to galvanized steel rigid metal conduit (RMC), stainless steel rigid metal conduit (RMC), galvanized steel intermediate metal conduit (IMC), stainless steel intermediate metal conduit (IMC), or schedule 80 rigid PVC conduit where emerging from underground.
  - 4. Where rigid polyvinyl (PVC) conduit larger than 2 inch (53 mm) trade size is provided, use PVC-coated galvanized steel rigid metal conduit elbows for bends.
  - 5. Where galvanized steel rigid metal conduit (RMC) or galvanized steel intermediate metal conduit (IMC) is installed in direct contact with earth where soil has resistivity of less than 2000 ohm-centimeters or is characterized as severely corrosive based on soils report or local experience, use corrosion protection tape, factory-applied corrosion protection coating, or field-applied corrosion protection compound acceptable to authorities having jurisdiction to provide supplementary corrosion protection.
  - 6. Where galvanized rigid metal conduit (RMC), galvanized steel intermediate metal conduit (IMC), or galvanized steel electrical metallic tubing (EMT) emerges from concrete into soil, use corrosion protection tape, factory-applied corrosion protection coating, or field-applied corrosion protection compound acceptable to authorities having jurisdiction to provide supplementary corrosion protection for minimum of 4 inches on either side of where conduit emerges.

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

- D. Concealed Within Masonry Walls: Use galvanized steel rigid metal conduit or electrical metallic tubing (EMT).
- E. Concealed Within Hollow Stud Walls: Use electrical metallic tubing (EMT).
- F. Concealed Above Accessible Ceilings: Use electrical metallic tubing (EMT).
- G. Interior, Damp or Wet Locations: Use galvanized steel rigid metal conduit.
- H. Exposed, Interior, Not Subject to Physical Damage: Use galvanized steel rigid metal conduit or electrical metallic tubing (EMT).
- I. Exposed, Interior, Subject to Physical Damage: Use galvanized steel rigid metal conduit.
  - 1. Locations subject to physical damage include, but are not limited to:
    - a. Where exposed below 8 feet, except within electrical and communication rooms or closets.
- J. Exposed, Exterior: Use galvanized steel rigid metal conduit.
- K. Concealed, Exterior, Not Embedded in Concrete or in Contact With Earth: Use galvanized steel rigid metal conduit.
- L. Corrosive Locations Above Ground: Use stainless steel rigid metal conduit (RMC), stainless steel intermediate metal conduit (IMC), PVC-coated galvanized steel rigid metal conduit (RMC), stainless steel electrical metallic tubing (EMT), or reinforced thermosetting resin conduit (RTRC).
- M. Hazardous/Classified Locations: Use galvanized steel rigid metal conduit (RMC), stainless steel rigid metal conduit (RMC), galvanized steel intermediate metal conduit (IMC), stainless steel intermediate metal conduit (IMC), or PVC-coated galvanized steel rigid metal conduit (RMC).
- N. Flexible Connections to Luminaires Above Accessible Ceilings: Use flexible metal conduit (FMC).
  - 1. Maximum Length: 6 feet.
- O. Flexible Connections to Vibrating Equipment:
  - 1. Dry Locations: Use flexible metal conduit (FMC).
  - 2. Damp, Wet, or Corrosive Locations: Use liquidtight flexible metal conduit (LFMC).
  - 3. Maximum Length: 6 feet unless otherwise indicated.

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

- 4. Vibrating equipment includes, but is not limited to:
  - a. Transformers.
  - b. Motors.
- P. Fished in Existing Walls, Where Necessary: Use flexible metal conduit (FMC), galvanized steel electrical metallic tubing (EMT), or stainless steel electrical metallic tubing (EMT).

**2.02 CONDUIT - GENERAL REQUIREMENTS**

- A. Comply with NFPA 70.
- B. Provide conduit, fittings, supports, and accessories required for complete raceway system.
- C. Provide products listed, classified, and labeled as suitable for purpose intended.
- D. Minimum Conduit Size, Unless Otherwise Indicated:
  - 1. Branch Circuits: 3/4 inch (21 mm) trade size.
  - 2. Branch Circuit Homeruns: 3/4-inch trade size.
  - 3. Control Circuits: 1/2-inch trade size.
  - 4. Flexible Connections to Luminaires: 3/8-inch trade size.
  - 5. Underground, Exterior: 1-inch trade size.
- E. Where conduit size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.

**2.03 GALVANIZED STEEL RIGID METAL CONDUIT (RMC)**

- A. Description: NFPA 70, Type RMC galvanized steel rigid metal conduit complying with ANSI C80.1 and listed and labeled as complying with UL 6.
- B. Fittings:
  - 1. Nonhazardous Locations: Use fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B or UL 6.
  - 2. Material: Use steel or malleable iron.
  - 3. Connectors and Couplings: Use threaded type fittings only. Threadless fittings, including set screw and compression/gland types, are not permitted.

**2.04 STAINLESS STEEL RIGID METAL CONDUIT (RMC)**

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

2.05 STAINLESS STEEL INTERMEDIATE METAL CONDUIT (IMC)

2.06 PVC-COATED GALVANIZED STEEL RIGID METAL CONDUIT (RMC)

- A. Description: NFPA 70, Type RMC galvanized steel rigid metal conduit with external polyvinyl chloride (PVC) coating complying with NEMA RN 1 and listed and labeled as complying with UL 6.
- B. Exterior Coating: Polyvinyl chloride (PVC), nominal thickness of 40 mil, 0.040 inch.
- C. PVC-Coated Boxes and Fittings:
  - 1. Manufacturer: Same as manufacturer of PVC-coated conduit to be installed.
  - 2. Nonhazardous Locations: Use boxes and fittings listed and labeled as complying with UL 514A, UL 514B, or UL 6.
  - 3. Hazardous/Classified Locations: Use fittings listed and labeled as complying with UL 1203 for classification of installed location.
  - 4. Material: Use steel or malleable iron.
  - 5. Exterior Coating: Polyvinyl chloride (PVC), minimum thickness of 40 mil, 0.040 inch.
- D. PVC-Coated Supports: Furnish with exterior coating of polyvinyl chloride (PVC), minimum thickness of 15 mil, 0.015 inch.

2.07 FLEXIBLE METAL CONDUIT (FMC)

- A. Description: NFPA 70, Type FMC standard-wall steel flexible metal conduit listed and labeled as complying with UL 1, and listed for use in classified firestop systems.
- B. Fittings:
  - 1. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
  - 2. Material: Use steel or malleable iron.

2.08 LIQUIDTIGHT FLEXIBLE METAL CONDUIT (LFMC)

- A. Description: NFPA 70, Type LFMC polyvinyl chloride (PVC) jacketed steel flexible metal conduit listed and labeled as complying with UL 360.

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

- B. Fittings:
  - 1. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
  - 2. Material: Use steel or malleable iron.
- 2.09 GALVANIZED STEEL ELECTRICAL METALLIC TUBING (EMT)
  - A. Description: NFPA 70, Type EMT galvanized steel electrical metallic tubing complying with ANSI C80.3 and listed and labeled as complying with UL 797.
  - B. Fittings:
    - 1. Description: Fittings complying with NEMA FB 1 and listed and labeled as complying with UL 514B.
    - 2. Material: Use steel or malleable iron.
    - 3. Connectors and Couplings: Use compression/gland.
      - a. Do not use indenter type connectors and couplings.
- 2.10 STAINLESS STEEL ELECTRICAL METALLIC TUBING (EMT)
- 2.11 REINFORCED THERMOSETTING RESIN CONDUIT (RTRC)
  - A. Description: NFPA 70, Type RTRC reinforced thermosetting resin conduit complying with NEMA TC 14 (SERIES).
  - B. Supports: As recommended by manufacturer.
  - C. Fittings: Same type and manufacturer as conduit to be connected.
- 2.12 ACCESSORIES
  - A. Corrosion Protection Tape: PVC-based, minimum thickness of 20 mil, 0.020 inch.
  - B. Conduit Joint Compound: Corrosion-resistant, electrically conductive compound listed as complying with UL 2419; suitable for use with conduit to be installed.
  - C. Epoxy Adhesive for RTRC Conduit and Fittings: As recommended by manufacturer of conduit and fittings to be installed.
  - D. Pull Strings: Use nylon or polyester tape with average breaking strength of not less than 1,250 lbs.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify that field measurements are as indicated.

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

- B. Verify that mounting surfaces are ready to receive conduits.
- C. Verify that conditions are satisfactory for installation prior to starting work.

**3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Install conduit in accordance with NECA 1.
- C. Install galvanized steel rigid metal conduit (RMC) in accordance with NECA 101.
- D. Install PVC-coated galvanized steel rigid metal conduit (RMC) using only tools approved by manufacturer.
- E. Conduit Routing:
  - 1. Unless dimensioned, conduit routing indicated is diagrammatic.
  - 2. When conduit destination is indicated without specific routing, determine exact routing required.
  - 3. Conceal conduits unless specifically indicated to be exposed.
  - 4. Conduits installed underground or embedded in concrete may be routed in shortest possible manner unless otherwise indicated. Route other conduits parallel or perpendicular to building structure and surfaces, following surface contours where practical.
  - 5. Arrange conduit to maintain adequate headroom, clearances, and access.
  - 6. Arrange conduit to provide no more than equivalent of four 90-degree bends between pull points.
  - 7. Arrange conduit to provide no more than 150 feet between pull points.
  - 8. Route conduits above water and drain piping where possible.
  - 9. Arrange conduit to prevent moisture traps. Provide drain fittings at low points and at sealing fittings where moisture may collect.
  - 10. Maintain minimum clearance of 6 inches between conduits and piping for other systems.
  - 11. Maintain minimum clearance of 12 inches between conduits and hot surfaces. This includes, but is not limited to:
    - a. Heaters.
    - b. Hot water piping.
    - c. Flues.
  - 12. Group parallel conduits in same area on common rack.
- F. Conduit Support:

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

1. Secure and support conduits in accordance with NFPA 70 using suitable supports and methods approved by authorities having jurisdiction; see Section 260529.
  2. Provide independent support from building structure. Do not provide support from piping, ductwork, or other systems.
  3. Installation Above Suspended Ceilings: Do not provide support from ceiling support system. Do not provide support from ceiling grid or allow conduits to lay on ceiling tiles.
  4. Use conduit strap to support single surface-mounted conduit.
    - a. Use clamp back spacer with conduit strap for damp and wet locations to provide space between conduit and mounting surface.
  5. Use metal channel/strut with accessory conduit clamps to support multiple parallel surface-mounted conduits.
  6. Use conduit clamp to support single conduit from beam clamp or threaded rod.
  7. Use trapeze hangers assembled from threaded rods and metal channel/strut with accessory conduit clamps to support multiple parallel suspended conduits.
  8. Use nonpenetrating rooftop supports to support conduits routed across rooftops, where approved.
  9. Use of spring steel conduit clips for support of conduits is not permitted.
  10. Use of wire for support of conduits is not permitted.
- G. Connections and Terminations:
1. Use approved zinc-rich paint or conduit joint compound on field-cut threads of galvanized steel conduits prior to making connections.
  2. Where two threaded conduits must be joined and neither can be rotated, use three-piece couplings or split couplings. Do not use running threads.
  3. Use suitable adapters where required to transition from one type of conduit to another.
  4. Provide drip loops for liquidtight flexible conduit connections to prevent drainage of liquid into connectors.
  5. Terminate threaded conduits in boxes and enclosures using threaded hubs or double lock nuts for dry locations and raintight hubs for wet locations.
  6. Provide insulating bushings, insulated throats, or listed metal fittings with smooth, rounded edges at conduit terminations to protect conductors.

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

7. Secure joints and connections to provide mechanical strength and electrical continuity.
- H. Penetrations:
1. Do not penetrate or otherwise notch or cut structural members, including footings and grade beams, without approval of Structural Engineer.
  2. Make penetrations perpendicular to surfaces unless otherwise indicated.
  3. Provide sleeves for penetrations as indicated or as required to facilitate installation. Set sleeves flush with exposed surfaces unless otherwise indicated or required.
  4. Conceal bends for conduit risers emerging above ground.
  5. Where conduits penetrate waterproof membrane, seal as required to maintain integrity of membrane.
  6. Make penetrations for roof-mounted equipment within associated equipment openings and curbs where possible to minimize roofing system penetrations. Where penetrations are necessary, seal as indicated or as required to preserve integrity of roofing system and maintain roof warranty.
  7. Install firestopping to preserve fire resistance rating of partitions and other elements; see Section 078400.
- I. Underground Installation:
1. Minimum Cover, Unless Otherwise Indicated or Required:
    - a. Underground, Exterior: 18 inches.
    - b. Under Slab on Grade: 12 inches to bottom of slab.
  2. Provide underground warning tape in accordance with Section 260553 along entire conduit length.
- J. Concrete Encasement: Where conduits not otherwise embedded within concrete are indicated to be concrete-encased, provide concrete in accordance with Section Concrete with minimum concrete cover of 3 inches on all sides unless otherwise indicated.
- K. Conduit Movement Provisions: Where conduits are subject to movement, provide expansion and expansion/deflection fittings to prevent damage to enclosed conductors or connected equipment. This includes, but is not limited to:
1. Where conduits cross structural joints intended for expansion, contraction, or deflection.

**SECTION 26 0533.13**  
**CONDUIT FOR ELECTRICAL SYSTEMS**

2. Where calculated in accordance with NFPA 70 for reinforced thermosetting resin conduit (RTRC) conduit installed above ground to compensate for thermal expansion and contraction.
  3. Where conduits are subject to earth movement by settlement or frost.
- L. Conduit Sealing:
1. Use foam conduit sealant to prevent entry of moisture and gases. This includes, but is not limited to:
  2. Where conduits cross barriers between areas of potential substantial temperature differential, use foam conduit sealant at accessible point near penetration to prevent condensation. This includes, but is not limited to:
    - a. Where conduits pass from outdoors into conditioned interior spaces.
    - b. Where conduits pass from unconditioned interior spaces into conditioned interior spaces.
- M. Provide pull string in each empty conduit and in conduits where conductors and cables are to be installed by others. Leave minimum slack of 12 inches at each end.
- N. Provide grounding and bonding; see Section 260526.
- O. Identify conduits; see Section 260553.

**3.03 FIELD QUALITY CONTROL**

- A. Repair cuts and abrasions in galvanized finishes using zinc-rich paint recommended by manufacturer. Replace components that exhibit signs of corrosion.
- B. Where coating of PVC-coated galvanized steel rigid metal conduit (RMC) contains cuts or abrasions, repair in accordance with manufacturer's instructions.
- C. Correct deficiencies and replace damaged or defective conduits.

**3.04 CLEANING**

- A. Clean interior of conduits to remove moisture and foreign matter.

**3.05 PROTECTION**

- A. Immediately after installation of conduit, use suitable manufactured plugs to provide protection from entry of moisture and foreign material and do not remove until ready for installation of conductors.

END OF SECTION

**SECTION 26 0533.16**  
**BOXES FOR ELECTRICAL SYSTEMS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Outlet and device boxes up to 100 cubic inches, including those used as junction and pull boxes.
- B. Cabinets and enclosures, including junction and pull boxes larger than 100 cubic inches.

**1.02 REFERENCE STANDARDS**

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- B. NECA 130 - Standard for Installing and Maintaining Wiring Devices 2016.
- C. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum) 2020.
- D. NEMA FB 1 - Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable 2014.
- E. NEMA OS 1 - Sheet-Steel Outlet Boxes, Device Boxes, Covers, and Box Supports 2013 (Reaffirmed 2020).
- F. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- G. UL 50 - Enclosures for Electrical Equipment, Non-Environmental Considerations Current Edition, Including All Revisions.
- H. UL 50E - Enclosures for Electrical Equipment, Environmental Considerations Current Edition, Including All Revisions.
- I. UL 508A - Industrial Control Panels Current Edition, Including All Revisions.
- J. UL 514A - Metallic Outlet Boxes Current Edition, Including All Revisions.

**1.03 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Coordinate the work with other trades to avoid placement of ductwork, piping, equipment, or other potential obstructions within the dedicated equipment spaces and working clearances for electrical equipment required by NFPA 70.

**SECTION 26 0533.16**  
**BOXES FOR ELECTRICAL SYSTEMS**

2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.
3. Coordinate minimum sizes of boxes with the actual installed arrangement of conductors, clamps, support fittings, and devices, calculated according to NFPA 70.
4. Coordinate minimum sizes of pull boxes with the actual installed arrangement of connected conduits, calculated according to NFPA 70.
5. Coordinate the placement of boxes with millwork, furniture, devices, equipment, etc. installed under other sections or by others.
6. Coordinate the work with other trades to preserve insulation integrity.
7. Coordinate the work with other trades to provide walls suitable for installation of flush-mounted boxes where indicated.
8. Notify Architect of any conflicts with or deviations from Contract Documents. Obtain direction before proceeding with work.

**1.04 SUBMITTALS**

- A. **Product Data:** Provide manufacturer's standard catalog pages and data sheets for floor boxes and underground boxes/enclosures.
- B. **Maintenance Materials:** Furnish the following for Owner's use in maintenance of project.
  1. See Section 016000 - Product Requirements, for additional provisions.
  2. **Keys for Lockable Enclosures:** Two of each different key.

**1.05 QUALITY ASSURANCE**

- A. Comply with requirements of NFPA 70.

**PART 2 PRODUCTS**

**2.01 BOXES**

- A. **General Requirements:**
  1. Do not use boxes and associated accessories for applications other than as permitted by NFPA 70 and product listing.
  2. Provide all boxes, fittings, supports, and accessories required for a complete raceway system and to accommodate devices and equipment to be installed.
  3. Provide products listed, classified, and labeled as suitable for the purpose intended.
  4. Where box size is not indicated, size to comply with NFPA 70 but not less than applicable minimum size requirements specified.

**SECTION 26 0533.16**  
**BOXES FOR ELECTRICAL SYSTEMS**

5. Provide grounding terminals within boxes where equipment grounding conductors terminate.
- B. Outlet and Device Boxes Up to 100 cubic inches, Including Those Used as Junction and Pull Boxes:
1. Use sheet-steel boxes for dry locations unless otherwise indicated or required.
  2. Use cast iron boxes or cast aluminum boxes for damp or wet locations unless otherwise indicated or required; furnish with compatible weatherproof gasketed covers.
  3. Use suitable concrete type boxes where flush-mounted in concrete.
  4. Use suitable masonry type boxes where flush-mounted in masonry walls.
  5. Use raised covers suitable for the type of wall construction and device configuration where required.
  6. Use shallow boxes where required by the type of wall construction.
  7. Do not use "through-wall" boxes designed for access from both sides of wall.
  8. Sheet-Steel Boxes: Comply with NEMA OS 1, and list and label as complying with UL 514A.
  9. Cast Metal Boxes: Comply with NEMA FB 1, and list and label as complying with UL 514A; furnish with threaded hubs.
  10. Boxes for Supporting Luminaries: Listed as suitable for the type and weight of load to be supported; furnished with fixture stud to accommodate mounting of luminaire where required.
  11. Boxes for Ganged Devices: Use multigang boxes of single-piece construction. Do not use field-connected gangable boxes unless specifically indicated or permitted.
  12. Minimum Box Size, Unless Otherwise Indicated:
    - a. Wiring Devices (Other Than Communications Systems Outlets): 4 inch square by 1-1/2 inch deep (100 by 38 mm) trade size.
    - b. Communications Systems Outlets: 4 inch square by 2-1/8 inch (100 by 54 mm) trade size.
    - c. Ceiling Outlets: 4 inch octagonal or square by 1-1/2 inch deep (100 by 38 mm) trade size.
  13. Wall Plates: Comply with Section 262726.
- C. Cabinets and Enclosures, Including Junction and Pull Boxes Larger Than 100 cubic inches:
1. Comply with NEMA 250, and list and label as complying with UL 50 and UL 50E, or UL 508A.

**SECTION 26 0533.16**  
**BOXES FOR ELECTRICAL SYSTEMS**

2. NEMA 250 Environment Type, Unless Otherwise Indicated:
3. Junction and Pull Boxes Larger Than 100 cubic inches:
  - a. Provide screw-cover or hinged-cover enclosures unless otherwise indicated.
4. Cabinets and Hinged-Cover Enclosures, Other Than Junction and Pull Boxes:
  - a. Provide lockable hinged covers, all locks keyed alike unless otherwise indicated.
  - b. Back Panels: Painted steel, removable.
  - c. Terminal Blocks: Provide voltage/current ratings and terminal quantity suitable for purpose indicated, with 25 percent spare terminal capacity.

**PART 3 EXECUTION**

**4.01 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Install boxes in accordance with NECA 1 (general workmanship) and, where applicable, NECA 130, including mounting heights specified in those standards where mounting heights are not indicated.
- C. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.
- D. Provide separate boxes for emergency power and normal power systems.
- E. Unless otherwise indicated, provide separate boxes for line voltage and low voltage systems.
- F. Flush-mount boxes in finished areas unless specifically indicated to be surface-mounted.
- G. Box Locations:
  1. Locate boxes to be accessible. Provide access panels in accordance with Section Access Panels as required, where approved by the Architect.
  2. Unless dimensioned, box locations indicated are approximate.
  3. Locate boxes as required for devices installed under other sections or by others.
    - a. Switches, Receptacles, and Other Wiring Devices: Comply with Section 262726.
  4. Locate boxes so that wall plates do not span different building finishes.

**SECTION 26 0533.16**  
**BOXES FOR ELECTRICAL SYSTEMS**

5. Locate boxes so that wall plates do not cross masonry joints.
  6. Unless otherwise indicated, where multiple outlet boxes are installed at the same location at different mounting heights, install along a common vertical center line.
  7. Do not install flush-mounted boxes on opposite sides of walls back-to-back. Provide minimum 6 inches horizontal separation unless otherwise indicated.
  8. Fire Resistance Rated Walls: Install flush-mounted boxes such that the required fire resistance will not be reduced.
    - a. Do not install flush-mounted boxes on opposite sides of walls back-to-back; provide minimum 24 inches separation where wall is constructed with individual noncommunicating stud cavities or protect both boxes with listed putty pads.
    - b. Do not install flush-mounted boxes with area larger than 16 square inches or such that the total aggregate area of openings exceeds 100 square inches for any 100 square feet of wall area.
  9. Locate junction and pull boxes as indicated, as required to facilitate installation of conductors, and to limit conduit length and/or number of bends between pulling points in accordance with Section 260533.13.
  10. Locate junction and pull boxes in the following areas, unless otherwise indicated or approved by the Architect:
    - a. Concealed above accessible suspended ceilings.
    - b. Within joists in areas with no ceiling.
    - c. Electrical rooms.
    - d. Mechanical equipment rooms.
- H. Box Supports:
1. Secure and support boxes in accordance with NFPA 70 and Section 260529 using suitable supports and methods approved by the authority having jurisdiction.
  2. Provide independent support from building structure except for cast metal boxes (other than boxes used for fixture support) supported by threaded conduit connections in accordance with NFPA 70. Do not provide support from piping, ductwork, or other systems.
- I. Install boxes plumb and level.
- J. Flush-Mounted Boxes:

**SECTION 26 0533.16**  
**BOXES FOR ELECTRICAL SYSTEMS**

1. Install boxes in noncombustible materials such as concrete, tile, gypsum, plaster, etc. so that front edge of box or associated raised cover is not set back from finished surface more than 1/4 inch or does not project beyond finished surface.
  2. Install boxes in combustible materials such as wood so that front edge of box or associated raised cover is flush with finished surface.
  3. Repair rough openings around boxes in noncombustible materials such as concrete, tile, gypsum, plaster, etc. so that there are no gaps or open spaces greater than 1/8 inch at the edge of the box.
- K. Install boxes as required to preserve insulation integrity.
- L. Install permanent barrier between ganged wiring devices when voltage between adjacent devices exceeds 300 V.
- M. Install firestopping to preserve fire resistance rating of partitions and other elements, using materials and methods specified in Section 078400.
- N. Close unused box openings.
- O. Install blank wall plates on junction boxes and on outlet boxes with no devices or equipment installed or designated for future use.
- P. Provide grounding and bonding in accordance with Section 260526.
- 4.02 CLEANING
- A. Clean interior of boxes to remove dirt, debris, plaster and other foreign material.
- 4.03 PROTECTION
- A. Immediately after installation, protect boxes from entry of moisture and foreign material until ready for installation of conductors.

END OF SECTION

**SECTION 26 0553**  
**IDENTIFICATION FOR ELECTRICAL SYSTEMS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Electrical identification requirements.
- B. Identification nameplates and labels.
- C. Wire and cable markers.
- D. Voltage markers.
- E. Underground warning tape.
- F. Warning signs and labels.

**1.02 RELATED REQUIREMENTS**

- A. Section 26 0519 - Low-Voltage Electrical Power Conductors and Cables: Color coding for power conductors and cables 600 V and less; vinyl color coding electrical tape.

**1.03 REFERENCE STANDARDS**

- A. ANSI Z535.2 - American National Standard for Environmental and Facility Safety Signs 2011 (Reaffirmed 2017).
- B. ANSI Z535.4 - American National Standard for Product Safety Signs and Labels 2011 (Reaffirmed 2017).
- C. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- D. NFPA 70E - Standard for Electrical Safety in the Workplace 2024.
- E. UL 969 - Marking and Labeling Systems Current Edition, Including All Revisions.

**1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Verify final designations for equipment, systems, and components to be identified prior to fabrication of identification products.
- B. Sequencing:
  - 1. Do not conceal items to be identified, in locations such as above suspended ceilings, until identification products have been installed.

**SECTION 26 0553**  
**IDENTIFICATION FOR ELECTRICAL SYSTEMS**

2. Do not install identification products until final surface finishes and painting are complete.

1.05 SUBMITTALS

- A. Product Data: Provide manufacturer's standard catalog pages and data sheets for each product.
- B. Shop Drawings: Provide schedule of items to be identified indicating proposed designations, materials, legends, and formats.

1.06 QUALITY ASSURANCE

- A. Comply with requirements of NFPA 70.

1.07 FIELD CONDITIONS

- A. Do not install adhesive products when ambient temperature is lower than recommended by manufacturer.

PART 2 PRODUCTS

2.01 IDENTIFICATION REQUIREMENTS

- A. Identification for Equipment:
  1. Use identification nameplate to identify each piece of electrical distribution and control equipment and associated sections, compartments, and components.
    - a. Switchboards:
      - 1) Identify ampere rating and name.
      - 2) Identify voltage and phase.
      - 3) Identify power source and circuit number. Include location when not within sight of equipment.
      - 4) Use identification nameplate to identify main overcurrent protective device.
      - 5) Use identification nameplate to identify load(s) served for each branch device. Identify spares and spaces.
    - b. Panelboards:
      - 1) Identify ampere rating and name.
      - 2) Identify voltage and phase.
      - 3) Identify power source and circuit number. Include location when not within sight of equipment.

**SECTION 26 0553**  
**IDENTIFICATION FOR ELECTRICAL SYSTEMS**

- 4) Use typewritten circuit directory to identify load(s) served for panelboards with a door. Identify spares and spaces using pencil.
      - 5) For power panelboards without a door, use identification nameplate to identify load(s) served for each branch device. Identify spares and spaces.
    - c. Transformers:
      - 1) Identify kVA rating and name.
  2. Service Equipment:
    - a. Use identification nameplate to identify each service disconnecting means.
  3. Available Fault Current Documentation: Use identification label to identify the available fault current and date calculations were performed at locations requiring documentation by NFPA 70 including but not limited to the following.
    - a. Service equipment.
    - b. Industrial control panels.
    - c. Motor control centers.
    - d. Elevator control panels.
    - e. Industrial machinery.
  4. Arc Flash Hazard Warning Labels: Use warning labels to identify arc flash hazards for electrical equipment, such as switchboards, panelboards, industrial control panels, meter socket enclosures, and motor control centers that are likely to require examination, adjustment, servicing, or maintenance while energized.
    - a. Minimum Size: 3.5 by 5 inches.
    - b. Legend: Include orange header that reads "WARNING", followed by the word message "Arc Flash and Shock Hazard; Appropriate PPE Required; Do not operate controls or open covers without appropriate personal protection equipment; Failure to comply may result in injury or death; Refer to NFPA 70E for minimum PPE requirements" or approved equivalent.
- B. Identification for Conductors and Cables:
1. Color Coding for Power Conductors 600 V and Less: Comply with Section 260519.
  2. Use identification nameplate or identification label to identify color code for ungrounded and grounded power conductors inside door or enclosure at

**SECTION 26 0553**  
**IDENTIFICATION FOR ELECTRICAL SYSTEMS**

each piece of feeder or branch-circuit distribution equipment when premises has feeders or branch circuits served by more than one nominal voltage system.

3. Use wire and cable markers to identify circuit number or other designation indicated for power, control, and instrumentation conductors and cables at the following locations:
    - a. At each source and load connection.
    - b. Within boxes when more than one circuit is present.
    - c. Within equipment enclosures when conductors and cables enter or leave the enclosure.
  4. Use wire and cable markers to identify connected grounding electrode system components for grounding electrode conductors.
- C. Identification for Raceways:
1. Use voltage markers to identify highest voltage present for accessible conduits at maximum intervals of 20 feet.
  2. Use identification labels, handwritten text using indelible marker, or plastic marker tags to identify circuits enclosed for accessible conduits at wall penetrations, at floor penetrations, at roof penetrations, and at equipment terminations when source is not within sight.
  3. Use identification labels, handwritten text using indelible marker, or plastic marker tags to identify spare conduits at each end. Identify purpose and termination location.
  4. Use underground warning tape to identify underground raceways.
- D. Identification for Boxes:
1. Use voltage markers to identify highest voltage present.
  2. Use identification labels or handwritten text using indelible marker to identify circuits enclosed.
    - a. For exposed boxes in public areas, use only identification labels.
- E. Identification for Devices:
1. Wiring Device and Wallplate Finishes: Comply with Section 262726.
  2. Use identification label or engraved wallplate to identify serving branch circuit for all receptacles.
    - a. For receptacles in public areas or in areas as directed by Architect, provide identification on inside surface of wallplate.
  3. Use identification label or engraved wallplate to identify load controlled for wall-mounted control devices controlling loads that are not visible from the control location and for multiple wall-mounted control devices installed at one location.

**SECTION 26 0553**  
**IDENTIFICATION FOR ELECTRICAL SYSTEMS**

**2.02 IDENTIFICATION NAMEPLATES AND LABELS**

**A. Identification Nameplates:**

1. **Materials:**
  - a. **Indoor Clean, Dry Locations:** Use plastic nameplates.
  - b. **Outdoor Locations:** Use plastic, stainless steel, or aluminum nameplates suitable for exterior use.
2. **Plastic Nameplates:** Two-layer or three-layer laminated acrylic or electrically non-conductive phenolic with beveled edges; minimum thickness of 1/16 inch; engraved text.
  - a. **Exception:** Provide minimum thickness of 1/8 inch when any dimension is greater than 4 inches.
3. **Stainless Steel Nameplates:** Minimum thickness of 1/32 inch; engraved or laser-etched text.
4. **Aluminum Nameplates:** Anodized; minimum thickness of 1/32 inch; engraved or laser-etched text.
5. **Mounting Holes for Mechanical Fasteners:** Two, centered on sides for sizes up to 1 inch high; Four, located at corners for larger sizes.

**B. Identification Labels:**

1. **Materials:** Use self-adhesive laminated plastic labels; UV, chemical, water, heat, and abrasion resistant.
2. **Text:** Use factory pre-printed or machine-printed text. Do not use handwritten text unless otherwise indicated.

**C. Format for Equipment Identification:**

1. **Minimum Size:** 1 inch by 2.5 inches.
2. **Legend:**
  - a. **Equipment designation or other approved description.**
3. **Text:** All capitalized unless otherwise indicated.
4. **Minimum Text Height:**
  - a. **Equipment Designation:** 1/2 inch.
  - b. **Other Information:** 1/4 inch.
5. **Color:**
  - a. **Normal Power System:** White text on black background.

**D. Format for Caution and Warning Messages:**

1. **Minimum Size:** 2 inches by 4 inches.
2. **Legend:** Include information or instructions indicated or as required for proper and safe operation and maintenance.

**SECTION 26 0553**  
**IDENTIFICATION FOR ELECTRICAL SYSTEMS**

3. Text: All capitalized unless otherwise indicated.
  4. Minimum Text Height: 1/2 inch.
  5. Color: Black text on yellow background unless otherwise indicated.
- E. Format for Receptacle Identification:
1. Minimum Size: 3/8 inch by 1.5 inches.
  2. Legend: Power source and circuit number or other designation indicated.
  3. Text: All capitalized unless otherwise indicated.
  4. Minimum Text Height: 3/16 inch.
  5. Color: Black text on clear background.
- F. Format for Control Device Identification:
1. Minimum Size: 3/8 inch by 1.5 inches.
  2. Legend: Load controlled or other designation indicated.
  3. Text: All capitalized unless otherwise indicated.
  4. Minimum Text Height: 3/16 inch.
  5. Color: Black text on clear background.

**2.03 WIRE AND CABLE MARKERS**

- A. Markers for Conductors and Cables: Use wrap-around self-adhesive vinyl cloth, wrap-around self-adhesive vinyl self-laminating, heat-shrink sleeve, plastic sleeve, plastic clip-on, or vinyl split sleeve type markers suitable for the conductor or cable to be identified.
- B. Markers for Conductor and Cable Bundles: Use plastic marker tags secured by nylon cable ties.
- C. Legend: Power source and circuit number or other designation indicated.
- D. Text: Use factory pre-printed or machine-printed text, all capitalized unless otherwise indicated.
- E. Minimum Text Height: 1/8 inch.
- F. Color: Black text on white background unless otherwise indicated.

**2.04 VOLTAGE MARKERS**

- A. Markers for Conduits: Use factory pre-printed self-adhesive vinyl, self-adhesive vinyl cloth, or vinyl snap-around type markers.
- B. Markers for Boxes and Equipment Enclosures: Use factory pre-printed self-adhesive vinyl or self-adhesive vinyl cloth type markers.

**SECTION 26 0553**  
**IDENTIFICATION FOR ELECTRICAL SYSTEMS**

- C. Minimum Size:
  - 1. Markers for Conduits: As recommended by manufacturer for conduit size to be identified.
  - 2. Markers for Pull Boxes: 1 1/8 by 4 1/2 inches.
  - 3. Markers for Junction Boxes: 1/2 by 2 1/4 inches.
- D. Legend:
  - 1. Markers for Voltage Identification: Highest voltage present.
- E. Color: Black text on orange background unless otherwise indicated.

**2.05 UNDERGROUND WARNING TAPE**

- A. Materials: Use non-detectable type polyethylene tape suitable for direct burial, unless otherwise indicated.
- B. Non-detectable Type Tape: 6 inches wide, with minimum thickness of 4 mil.
- C. Legend: Type of service, continuously repeated over full length of tape.
- D. Color:

**2.06 WARNING SIGNS AND LABELS**

- A. Comply with ANSI Z535.2 or ANSI Z535.4 as applicable.
- B. Warning Signs:
  - 1. Materials: Anodized Aluminum Nameplates; minimum thickness of 1/32 inch; engraved or laser-etched text. Durable, corrosion resistant; in compliance with ANSI Z535.
  - 2. Minimum Size: 7 by 10 inches unless otherwise indicated.
- C. Warning Labels:
  - 1. Materials: Use factory pre-printed or machine-printed self-adhesive polyester or self-adhesive vinyl labels; UV, chemical, water, heat, and abrasion resistant; produced using materials recognized to UL 969.
  - 2. Machine-Printed Labels: Use thermal transfer process printing machines and accessories recommended by label manufacturer.
  - 3. Minimum Size: 2 by 4 inches unless otherwise indicated.

**PART 3 EXECUTION**

**4.01 PREPARATION**

**SECTION 26 0553**  
**IDENTIFICATION FOR ELECTRICAL SYSTEMS**

- A. Clean surfaces to receive adhesive products according to manufacturer's instructions.

**4.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Install identification products to be plainly visible for examination, adjustment, servicing, and maintenance. Unless otherwise indicated, locate products as follows:
  - 1. Surface-Mounted Equipment: Enclosure front.
  - 2. Flush-Mounted Equipment: Inside of equipment door.
  - 3. Free-Standing Equipment: Enclosure front; also enclosure rear for equipment with rear access.
  - 4. Elevated Equipment: Legible from the floor or working platform.
  - 5. Branch Devices: Adjacent to device.
  - 6. Interior Components: Legible from the point of access.
  - 7. Conduits: Legible from the floor.
  - 8. Boxes: Outside face of cover.
  - 9. Conductors and Cables: Legible from the point of access.
  - 10. Devices: Outside face of cover.
- C. Install identification products centered, level, and parallel with lines of item being identified.
- D. Secure nameplates to exterior surfaces of enclosures using stainless steel screws and to interior surfaces using self-adhesive backing or epoxy cement.
- E. Install self-adhesive labels and markers to achieve maximum adhesion, with no bubbles or wrinkles and edges properly sealed.
- F. Install underground warning tape above buried lines with one tape per trench at 3 inches below finished grade.
- G. Mark all handwritten text, where permitted, to be neat and legible.

**4.03 FIELD QUALITY CONTROL**

- A. Replace self-adhesive labels and markers that exhibit bubbles, wrinkles, curling or other signs of improper adhesion.

END OF SECTION

**SECTION 26 2416  
PANELBOARDS**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Power distribution panelboards.
- B. Lighting and appliance panelboards.
- C. Overcurrent protective devices for panelboards.

**1.02 RELATED REQUIREMENTS**

- A. Section 26 05 26 - Grounding and Bonding for Electrical Systems.
- B. Section 26 05 29 - Hangers and Supports for Electrical Systems.
- C. Section 26 05 53 - Identification for Electrical Systems: Identification products and requirements.

**1.03 REFERENCE STANDARDS**

- A. FS W-C-375 - Circuit Breakers, Molded Case; Branch Circuit and Service 2013e, with Amendment (2017).
- B. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- C. NECA 407 - Standard for Installing and Maintaining Panelboards 2015.
- D. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum) 2020.
- E. NEMA PB 1 - Panelboards 2011.
- F. NEMA PB 1.1 - General Instructions for Proper Installation, Operation and Maintenance of Panelboards Rated 1000 Volts or Less 2023.
- G. NETA ATS - Standard For Acceptance Testing Specifications For Electrical Power Equipment And Systems 2021.
- H. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- I. UL 50 - Enclosures for Electrical Equipment, Non-Environmental Considerations Current Edition, Including All Revisions.
- J. UL 50E - Enclosures for Electrical Equipment, Environmental Considerations Current Edition, Including All Revisions.
- K. UL 67 - Panelboards Current Edition, Including All Revisions.

**SECTION 26 2416**  
**PANELBOARDS**

- L. UL 489 - Molded-Case Circuit Breakers, Molded-Case Switches and Circuit Breaker Enclosures Current Edition, Including All Revisions.
- M. UL 943 - Ground-Fault Circuit-Interrupters Current Edition, Including All Revisions.

**1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Coordinate the work with other trades to avoid placement of ductwork, piping, equipment, or other potential obstructions within the dedicated equipment spaces and working clearances for electrical equipment required by NFPA 70.
  - 2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.
  - 3. Coordinate the work with other trades to provide walls suitable for installation of flush-mounted panelboards where indicated.
  - 4. Verify with manufacturer that conductor terminations are suitable for use with the conductors to be installed.
  - 5. Notify Architect of any conflicts with or deviations from Contract Documents. Obtain direction before proceeding with work.

**1.05 SUBMITTALS**

- A. Product Data: Provide manufacturer's standard catalog pages and data sheets for panelboards, enclosures, overcurrent protective devices, and other installed components and accessories.
- B. Shop Drawings: Indicate outline and support point dimensions, voltage, main bus ampacity, overcurrent protective device arrangement and sizes, short circuit current ratings, conduit entry locations, conductor terminal information, and installed features and accessories.
- C. Project Record Documents: Record actual installed locations of panelboards and actual installed circuiting arrangements.
- D. Maintenance Data: Include information on replacement parts and recommended maintenance procedures and intervals.

**SECTION 26 2416**  
**PANELBOARDS**

E. Maintenance Materials: Furnish the following for Owner's use in maintenance of project.

1. Panelboard Keys: Two of each different key.

1.06 QUALITY ASSURANCE

A. Comply with requirements of NFPA 70.

B. Maintain at the project site a copy of each referenced document that prescribes execution requirements.

C. Manufacturer Qualifications: Company specializing in manufacturing the products specified in this section with minimum three years documented experience.

D. Product Listing Organization Qualifications: An organization recognized by OSHA as a Nationally Recognized Testing Laboratory (NRTL) and acceptable to authorities having jurisdiction.

1.07 DELIVERY, STORAGE, AND HANDLING

A. Receive, inspect, handle, and store panelboards in accordance with manufacturer's instructions and NECA 407.

B. Store in a clean, dry space. Maintain factory wrapping or provide an additional heavy canvas or heavy plastic cover to protect units from dirt, water, construction debris, and traffic.

C. Handle carefully in accordance with manufacturer's written instructions to avoid damage to panelboard internal components, enclosure, and finish.

PART 2 PRODUCTS

2.01 MANUFACTURERS

A. ABB/GE: [www.electrification.us.abb.com/#sle](http://www.electrification.us.abb.com/#sle).

B. Eaton Corporation: [www.eaton.com](http://www.eaton.com).

C. Schneider Electric; Square D Products: [www.schneider-electric.us](http://www.schneider-electric.us).

D. Siemens Industry, Inc: [www.usa.siemens.com](http://www.usa.siemens.com).

**SECTION 26 2416**  
**PANELBOARDS**

- E. Source Limitations: Provide panelboards and associated components produced by same manufacturer as other electrical distribution equipment used for project and obtained from a single supplier.

**2.02 PANELBOARDS - GENERAL REQUIREMENTS**

- A. Provide products listed, classified, and labeled as suitable for the purpose intended.
- B. Unless otherwise indicated, provide products suitable for continuous operation under the following service conditions:
  - 1. Altitude: Less than 6,600 feet.
  - 2. Ambient Temperature:
    - a. Panelboards Containing Circuit Breakers: Between 23 degrees F and 104 degrees F.
- C. Short Circuit Current Rating:
  - 1. Provide panelboards with listed short circuit current rating not less than the available fault current at the installed location as indicated on the drawings.
- D. Mains: Configure for top or bottom incoming feed as indicated or as required for the installation.
- E. Branch Overcurrent Protective Devices: Replaceable without disturbing adjacent devices.
- F. Bussing: Sized in accordance with UL 67 temperature rise requirements.
  - 1. Provide fully rated neutral bus unless otherwise indicated, with a suitable lug for each feeder or branch circuit requiring a neutral connection.
  - 2. Provide solidly bonded equipment ground bus in each panelboard, with a suitable lug for each feeder and branch circuit equipment grounding conductor.
- G. Conductor Terminations: Suitable for use with the conductors to be installed.
- H. Enclosures: Comply with NEMA 250, and list and label as complying with UL 50 and UL 50E.
  - 1. Environment Type per NEMA 250: Unless otherwise indicated, as specified for the following installation locations:
    - a. Indoor Clean, Dry Locations: Type 1.
    - b. Outdoor Locations: Type 3R.
  - 2. Boxes: Galvanized steel unless otherwise indicated.

**SECTION 26 2416**  
**PANELBOARDS**

- a. Provide wiring gutters sized to accommodate the conductors to be installed.
- 3. Fronts:
  - a. Fronts for Surface-Mounted Enclosures: Same dimensions as boxes.
  - b. Fronts for Flush-Mounted Enclosures: Overlap boxes on all sides to conceal rough opening.
- 4. Lockable Doors: All locks keyed alike unless otherwise indicated.
- I. Future Provisions: Prepare all unused spaces for future installation of devices including bussing, connectors, mounting hardware and all other required provisions.
- J. Load centers are not acceptable.

**2.03 POWER DISTRIBUTION PANELBOARDS**

- A. Description: Panelboards complying with NEMA PB 1, power and feeder distribution type, circuit breaker type, and listed and labeled as complying with UL 67; ratings, configurations and features as indicated on the drawings.
- B. Conductor Terminations:
  - 1. Main and Neutral Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
  - 2. Main and Neutral Lug Type: Mechanical.
- C. Bussing:
  - 1. Phase and Neutral Bus Material: Copper.
  - 2. Ground Bus Material: Copper.
- D. Circuit Breakers:
  - 1. Provide bolt-on type.
  - 2. Provide thermal magnetic circuit breakers for circuit breaker frame sizes less than 225 amperes.
  - 3. Provide electronic trip circuit breakers for circuit breaker frame sizes 225 amperes and above.
- E. Enclosures:
  - 1. Provide surface-mounted or flush-mounted enclosures as indicated.
  - 2. Fronts: Provide door-in-door trim with hinged cover for access to load terminals and wiring gutters, and separate lockable hinged door with concealed hinges for access to overcurrent protective device handles without exposing live parts.

**SECTION 26 2416**  
**PANELBOARDS**

3. Provide clear plastic circuit directory holder mounted on inside of door.

**2.04 LIGHTING AND APPLIANCE PANELBOARDS**

A. Description: Panelboards complying with NEMA PB 1, lighting and appliance branch circuit type, circuit breaker type, and listed and labeled as complying with UL 67; ratings, configurations and features as indicated on the drawings.

B. Conductor Terminations:

1. Main and Neutral Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
2. Main and Neutral Lug Type: Mechanical.

C. Bussing:

1. Phase Bus Connections: Arranged for sequential phasing of overcurrent protective devices.
2. Phase and Neutral Bus Material: Copper.
3. Ground Bus Material: Copper.

D. Circuit Breakers: Thermal magnetic bolt-on type unless otherwise indicated.

E. Enclosures:

1. Provide surface-mounted or flush-mounted enclosures as indicated.
2. Fronts: Provide door-in-door trim with hinged cover for access to load terminals and wiring gutters, and separate lockable hinged door with concealed hinges for access to overcurrent protective device handles without exposing live parts.
3. Provide clear plastic circuit directory holder mounted on inside of door.

**2.05 OVERCURRENT PROTECTIVE DEVICES**

A. Molded Case Circuit Breakers:

1. Description: Quick-make, quick-break, over center toggle, trip-free, trip-indicating circuit breakers listed and labeled as complying with UL 489, and complying with FS W-C-375 where applicable; ratings, configurations, and features as indicated on the drawings.
2. Interrupting Capacity:
  - a. Provide circuit breakers with interrupting capacity as required to provide the short circuit current rating indicated, but not less than:
    - 1) 10,000 rms symmetrical amperes at 240 VAC or 208 VAC.
    - 2) 14,000 rms symmetrical amperes at 480 VAC.

**SECTION 26 2416  
PANELBOARDS**

- b. Fully Rated Systems: Provide circuit breakers with interrupting capacity not less than the short circuit current rating indicated.
3. Conductor Terminations:
  - a. Provide mechanical lugs unless otherwise indicated.
  - b. Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
4. Thermal Magnetic Circuit Breakers: For each pole, furnish thermal inverse time tripping element for overload protection and magnetic instantaneous tripping element for short circuit protection.
5. Electronic Trip Circuit Breakers: Furnish solid state, microprocessor-based, true rms sensing trip units.
6. Multi-Pole Circuit Breakers: Furnish with common trip for all poles.
7. Provide the following circuit breaker types where indicated:
  - a. Ground Fault Circuit Interrupter (GFCI) Circuit Breakers: Listed as complying with UL 943, class A for protection of personnel.
8. Do not use tandem circuit breakers.
9. Provide multi-pole circuit breakers for multi-wire branch circuits as required by NFPA 70.
10. Provide the following features and accessories where indicated or where required to complete installation:
  - a. Shunt Trip: Provide coil voltage as required for connection to indicated trip actuator.
  - b. Handle Pad-Lock Provision: For locking circuit breaker handle in OFF position.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify that field measurements are as indicated.
- B. Verify that the ratings and configurations of the panelboards and associated components are consistent with the indicated requirements.
- C. Verify that mounting surfaces are ready to receive panelboards.
- D. Verify that conditions are satisfactory for installation prior to starting work.

**SECTION 26 2416  
PANELBOARDS**

**3.02 INSTALLATION**

- A. Perform work in accordance with NECA 1 (general workmanship).
- B. Install products in accordance with manufacturer's instructions.
- C. Install panelboards in accordance with NECA 407 and NEMA PB 1.1.
- D. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.
- E. Provide required support and attachment in accordance with Section 26 05 29.
- F. Install panelboards plumb.
- G. Install flush-mounted panelboards so that trims fit completely flush to wall with no gaps and rough opening completely covered.
- H. Mount panelboards such that the highest position of any operating handle for circuit breakers or switches does not exceed 79 inches above the floor or working platform.
- I. Provide minimum of six spare 1 inch trade size conduits out of each flush-mounted panelboard stubbed into accessible space above ceiling and below floor.
- J. Provide grounding and bonding in accordance with Section 260526.
- K. Install all field-installed branch devices, components, and accessories.
- L. Multi-Wire Branch Circuits: Group grounded and ungrounded conductors together in the panelboard as required by NFPA 70.
- M. Provide filler plates to cover unused spaces in panelboards.

**3.03 FIELD QUALITY CONTROL**

- A. Inspect and test in accordance with NETA ATS, except Section 4.
- B. Molded Case Circuit Breakers: Perform inspections and tests listed in NETA ATS, Section 7.6.1.1 for all main circuit breakers and circuit breakers larger than \_\_\_\_\_ amperes. Tests listed as optional are not required.
- C. Test GFCI circuit breakers to verify proper operation.
- D. Test shunt trips to verify proper operation.

**SECTION 26 2416  
PANELBOARDS**

- E. Correct deficiencies and replace damaged or defective panelboards or associated components.

**3.04 ADJUSTING**

- A. Adjust tightness of mechanical and electrical connections to manufacturer's recommended torque settings.
- B. Adjust alignment of panelboard fronts.

**3.05 CLEANING**

- A. Clean dirt and debris from panelboard enclosures and components according to manufacturer's instructions.
- B. Repair scratched or marred exterior surfaces to match original factory finish.

**END OF SECTION**

**SECTION 26 2816.16**  
**ENCLOSED SWITCHES**

**PART 1 GENERAL**

**1.01 SECTION INCLUDES**

- A. Enclosed safety switches.

**1.02 RELATED REQUIREMENTS**

- A. Section 26 05 26 - Grounding and Bonding for Electrical Systems.
- B. Section 26 05 29 - Hangers and Supports for Electrical Systems.
- C. Section 26 28 13 - Fuses.

**1.03 REFERENCE STANDARDS**

- A. NECA 1 - Standard for Good Workmanship in Electrical Construction 2015.
- B. NEMA 250 - Enclosures for Electrical Equipment (1000 Volts Maximum) 2020.
- C. NEMA KS 1 - Heavy Duty Enclosed and Dead-Front Switches (600 Volts Maximum) 2013.
- D. NETA ATS - Standard For Acceptance Testing Specifications For Electrical Power Equipment And Systems 2021.
- E. NFPA 70 - National Electrical Code Most Recent Edition Adopted by Authority Having Jurisdiction, Including All Applicable Amendments and Supplements.
- F. UL 50 - Enclosures for Electrical Equipment, Non-Environmental Considerations Current Edition, Including All Revisions.
- G. UL 50E - Enclosures for Electrical Equipment, Environmental Considerations Current Edition, Including All Revisions.
- H. UL 98 - Enclosed and Dead-Front Switches Current Edition, Including All Revisions.

**1.04 ADMINISTRATIVE REQUIREMENTS**

- A. Coordination:
  - 1. Coordinate the work with other trades. Avoid placement of ductwork, piping, equipment, or other potential obstructions within the dedicated

**SECTION 26 2816.16**  
**ENCLOSED SWITCHES**

equipment spaces and within working clearances for electrical equipment required by NFPA 70.

2. Coordinate arrangement of electrical equipment with the dimensions and clearance requirements of the actual equipment to be installed.
3. Verify with manufacturer that conductor terminations are suitable for use with the conductors to be installed.
4. Notify Architect of any conflicts with or deviations from Contract Documents. Obtain direction before proceeding with work.

**1.05 SUBMITTALS**

- A. **Product Data:** Provide manufacturer's standard catalog pages and data sheets for enclosed switches and other installed components and accessories.
- B. **Shop Drawings:** Indicate outline and support point dimensions, voltage and current ratings, short circuit current ratings, conduit entry locations, conductor terminal information, and installed features and accessories.
  1. Include dimensioned plan and elevation views of enclosed switches and adjacent equipment with all required clearances indicated.
- C. **Project Record Documents:** Record actual locations of enclosed switches.

**1.06 QUALITY ASSURANCE**

- A. Comply with requirements of NFPA 70.
- B. **Manufacturer Qualifications:** Company specializing in manufacturing the products specified in this section with minimum three years documented experience.

**1.07 DELIVERY, STORAGE, AND HANDLING**

- A. Store in a clean, dry space. Maintain factory wrapping or provide an additional heavy canvas or heavy plastic cover to protect units from dirt, water, construction debris, and traffic.
- B. Handle carefully in accordance with manufacturer's written instructions to avoid damage to enclosed switch internal components, enclosure, and finish.

**PART 2 PRODUCTS**

**2.01 MANUFACTURERS**

- A. **ABB/GE:** [www.geindustrial.com/#sle](http://www.geindustrial.com/#sle).
- B. **Eaton Corporation:** [www.eaton.com](http://www.eaton.com).
- C. **Schneider Electric; Square D Products:** [www.schneider-electric.us](http://www.schneider-electric.us).

Freedom Park Restroom & Snack Bar 26 2816.16 - 2  
Bldg. Accessibility Improvements

**SECTION 26 2816.16**  
**ENCLOSED SWITCHES**

- D. Siemens Industry, Inc: [www.usa.siemens.com](http://www.usa.siemens.com).
- E. Source Limitations: Provide enclosed switches and associated components produced by same manufacturer as other electrical distribution equipment used for project and obtained from single supplier.

**2.02 ENCLOSED SAFETY SWITCHES**

- A. Description: Quick-make, quick-break enclosed safety switches listed and labeled as complying with UL 98; heavy duty; ratings, configurations, and features as indicated on the drawings.
- B. Provide products listed, classified, and labeled as suitable for the purpose intended.
- C. Unless otherwise indicated, provide products suitable for continuous operation under the following service conditions:
  - 1. Altitude: Less than 6,600 feet.
  - 2. Ambient Temperature: Between -22 degrees F and 104 degrees F.
- D. Horsepower Rating: Suitable for connected load.
- E. Voltage Rating: Suitable for circuit voltage.
- F. Short Circuit Current Rating:
  - 1. Provide enclosed safety switches, when protected by the fuses or supply side overcurrent protective devices to be installed, with listed short circuit current rating not less than the available fault current at the installed location as indicated on the drawings.
  - 2. Minimum Ratings:
    - a. Heavy Duty Single Throw Switches Protected by Class R, Class J, Class L, or Class T Fuses: 200,000 rms symmetrical amperes.
- G. Provide with switch blade contact position that is visible when the cover is open.
- H. Fuse Clips for Fusible Switches: As required to accept fuses indicated.
  - 1. Where NEMA Class R fuses are installed, provide rejection feature to prevent installation of fuses other than Class R.
- I. Conductor Terminations: Suitable for use with the conductors to be installed.
- J. Provide solidly bonded equipment ground bus in each enclosed safety switch, with a suitable lug for terminating each equipment grounding conductor.

**SECTION 26 2816.16**  
**ENCLOSED SWITCHES**

- K. Enclosures: Comply with NEMA 250, and list and label as complying with UL 50 and UL 50E.
  - 1. Environment Type per NEMA 250: Unless otherwise indicated, as specified for the following installation locations:
    - a. Indoor Clean, Dry Locations: Type 1.
    - b. Outdoor Locations: Type 3R.
- L. Provide safety interlock to prevent opening the cover with the switch in the ON position with capability of overriding interlock for testing purposes.
- M. Heavy Duty Switches:
  - 1. Comply with NEMA KS 1.
  - 2. Conductor Terminations:
    - a. Lug Material: Aluminum, suitable for terminating aluminum or copper conductors.
  - 3. Provide externally operable handle with means for locking in the OFF position, capable of accepting three padlocks.

**PART 3 EXECUTION**

**3.01 EXAMINATION**

- A. Verify that field measurements are as indicated.
- B. Verify that the ratings of the enclosed switches are consistent with the indicated requirements.
- C. Verify that mounting surfaces are ready to receive enclosed safety switches.
- D. Verify that conditions are satisfactory for installation prior to starting work.

**3.02 INSTALLATION**

- A. Install products in accordance with manufacturer's instructions.
- B. Perform work in accordance with NECA 1 (general workmanship).
- C. Arrange equipment to provide minimum clearances in accordance with manufacturer's instructions and NFPA 70.
- D. Provide required support and attachment in accordance with Section 260529.
- E. Install enclosed switches plumb.
- F. Except where indicated to be mounted adjacent to the equipment they supply, mount enclosed switches such that the highest position of the operating handle does not exceed 79 inches above the floor or working platform.

**SECTION 26 2816.16  
ENCLOSED SWITCHES**

- G. Provide grounding and bonding in accordance with Section 260526.
- H. Provide fuses complying with Section 262813 for fusible switches as indicated or as required by equipment manufacturer's recommendations.

**3.03 FIELD QUALITY CONTROL**

- A. Inspect and test in accordance with NETA ATS, except Section 4.
- B. Perform inspections and tests listed in NETA ATS, Section 7.5.1.1.
- C. Correct deficiencies and replace damaged or defective enclosed safety switches or associated components.

**3.04 ADJUSTING**

- A. Adjust tightness of mechanical and electrical connections to manufacturer's recommended torque settings.

**3.05 CLEANING**

- A. Clean dirt and debris from switch enclosures and components according to manufacturer's instructions.
- B. Repair scratched or marred exterior surfaces to match original factory finish.

**END OF SECTION**

**SECTION 26 0500  
COMMON WORK RESULTS FOR ELECTRICAL**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. This Section specifies the basic requirements for electrical installations and includes requirements common to more than one section of Division 26. It expands and supplements the requirements specified in sections of Division 01.
- B. Related Requirements:
  - 1. Division 01 - General Requirements.
  - 2. Section 033000 - Cast-in-Place Concrete.
  - 3. Section 099100 - Painting and Coating.
- C. Applicable Standards
  - 1. ASTM D 709 (2007) – Laminated Thermosetting materials.
  - 2. ANSI/NEMA FB-1 (2010) – Standard for Fittings, Cast Metal Boxes, and Conduit Bodies for Conduit, Electrical Metallic Tubing, and Cable.
  - 3. ANSI/NEMA 250 (2008) – Enclosure for Electrical Equipment (1000 Volts Maximum).
  - 4. California Electrical Code (CEC).
  - 5. IEEE C57.12.28 (2005) – Standard for Pad-Mounted equipment (Enclosure Integrity).
  - 6. UL 1 (2005) – Standard for Flexible Metal Conduit.
  - 7. UL 1242 (2007) – Standard for Electrical Intermediate Metal Conduit.
  - 8. UL 506 (2008) – Specialty Transformers.
  - 9. UL 6 (2010) – Electrical Rigid Metal Conduit-Steel.
  - 10. UL 797 (2007) – Electrical Metallic Tubing-Steel.
  - 11. UL 870 (2008) – Standard for Wireways, Auxiliary Gutters, and Associated Fittings

**1.2 BASIC ELECTRICAL REQUIREMENTS**

- A. Quality Assurance:
  - 1. Workers possessing the skills and experience obtained in performing work of similar scope and complexity shall perform the Work of this Division.
  - 2. Refer to other sections of the Specifications for other qualification requirements.
- B. Drawings and Specifications Coordination:
  - 1. For purposes of clearness and legibility, Drawings are essentially diagrammatic and the size and location of equipment is indicated to scale whenever possible. Verify conditions, dimensions, indicated equipment sizes, and manufacturer's data and information as necessary to install the Work of this Division. Coordinate location and layout with other Work.
  - 2. Verify final locations for rough-ins with field measurements and with the requirements of the equipment to be connected.
  - 3. Drawings indicate required size and points of termination of conduits, number and size of conductors, and diagrammatic routing of conduit. Install conduits with minimum number of bends to conform to structure, avoid

**SECTION 26 0500  
COMMON WORK RESULTS FOR ELECTRICAL**

- obstructions, preserve headroom, keep openings and passageways clear, and comply with applicable code requirements.
4. Routing of conduits may be changed provided that the length of any conduit run is not increased more than 10 percent of length indicated on the Drawings.
  5. Outlet locations shall be coordinated with architectural elements prior to start of construction. Locations indicated on the Drawings may be distorted for clarity.
  6. Coordinate electrical equipment and materials installation with building components and the Work of other trades
  7. As much as practical, connect equipment for ease of disconnecting, with minimum of interference with other installations.
  8. Coordinate connection of electrical systems with existing underground utilities and services.
- C. Terminology:
1. Signal Systems: Applies to clock, bell, fire alarm, annunciator, sound, public address, buzzer, telephone, television, inter-communication, elevator access controls, lighting control systems and security systems.
  2. Low Voltage: Applies to signal systems operating at 120 volts and less, and power systems operating at less than 600 volts. Medium voltage: Applies to power systems operating at more than 600 volts.
  3. UL: Underwriter's Laboratories Inc, Nationally Recognized Testing Laboratory (NRTL), or equal.
- D. Regulations: Work shall comply with the requirements of authorities having jurisdiction and the California Electrical and Building Codes. Material shall conform to regulations of the National Board of Fire Underwriters for electrical wiring and apparatus. Materials shall be new and listed by UL, or another NRTL.
- E. Structural Considerations for Conduit Routing:
1. Where conduits pass through or interfere with any structural member, or where notching, boring or cutting of the structure is necessary, or where special openings are required through walls, floors, footings, or other buildings elements, conform to CBC, Part 2, Title 24, Section 1906.3 for conduits and pipes embedded in concrete and Sections 2308.9.10 and 2308.9.11 for notches and bored holes in wood; for steel, as detailed on the structural steel Shop Drawings.
  2. Where a concrete encasement for underground conduit abuts a foundation wall or underground structure which the conduits enter, encasement shall rest on a haunch integral with wall or structure, or shall extend down to footing projection, if any, or shall be doweled into structure unless otherwise indicated. Underground structures shall include maintenance holes; pull boxes, vaults, and buildings.
  3. Holes required for conduit entrances into speaker poles, floodlight poles or other poles, shall be drilled with the conduit nipple or coupling welded to

**SECTION 26 0500  
COMMON WORK RESULTS FOR ELECTRICAL**

poles. Welds shall be provided by the electric arc process and shall be continuous around nipple or coupling.

- F. Electrically Operated Equipment and Appliances:
1. Furnished Equipment and Appliances:
    - a. Work shall include furnishing and installing wiring enclosures for, and the complete connection of electrically operated equipment and appliances and electrical control devices which are specified to be furnished and installed in this or other sections of the Specifications, wiring enclosures shall be concealed except where exposed Work is indicated on the Drawings.
    - b. Connections shall be provided as necessary to install equipment ready for use. Equipment shall be tested for proper operation and, if motorized, for proper rotation. If outlets are of incorrect electrical characteristics or any specified equipment fails to operate properly, repair and/or replace the outlet and/or equipment.
  2. Equipment and Appliances Furnished by Others:
    - a. Equipment and appliances indicated on Drawings as "not in contract" (NIC), "furnished by others," or "furnished by the Owner," will be delivered to the Project site. Required electrical connections shall be performed for such equipment and appliances. Motorized equipment will be furnished factory-wired to a control panel or junction box unless otherwise indicated. Appliances will be furnished equipped with portable cord and cap. Provide disconnect switches where required.
    - b. Connections to equipment furnished under this Division shall be part of the Work of this section. Work shall include internal wiring, installation, connection and adjustment of bolted drive motors in which the motor is supplied as a separate unit, and connections only for equipment furnished with factory installed internal wiring, except as further limited by Drawings and this Specification. Work shall include furnishing and installing suitable outlets, disconnecting devices, starters, push-button stations, selector switches, conduit, junction boxes, and wiring necessary for a complete electrical installation. Work shall also include furnishing and installing conduit and boxes for HVAC control systems, furnished under Division 23. Devices and equipment furnished shall be of same type used elsewhere on the Work or as specified.
    - c. Electrical equipment furnished under other sections, for installation and connection under Work of this section, will be delivered to the Project site ready for installation.
    - d. Mechanical equipment furnished under other sections, and requiring electrical connection under this section, will be set in place as part of the Work of the section furnishing such equipment unless noted otherwise.
    - e. Suitability and condition of equipment furnished under other sections shall be determined in advance of installation. Immediate notice of

**SECTION 26 0500  
COMMON WORK RESULTS FOR ELECTRICAL**

damage, unsuitability, or lack of parts shall be given to the entity providing such equipment.

- G. Protection of Materials:
  - 1. Protect materials and equipment from damage and provide adequate and proper storage facilities during progress of the Work. Damaged materials and/or equipment shall be replaced.
  
- H. Cleaning:
  - 1. Exposed parts of Work shall be left in a neat, clean, usable condition. Finished painted surfaces shall be unblemished and metal surfaces shall be polished.
  - 2. Thoroughly clean parts of apparatus and equipment. Exposed parts to be painted shall be thoroughly cleaned of cement, plaster, and other materials. Remove grease and oil spots with solvent. Such surfaces shall be wiped and corners and cracks scraped out. Exposed rough metal shall be smooth, free of sharp edges, carefully steel brushed to remove rust and other spots, and left in proper condition to receive finish painting.
  - 3. Remove rubbish, debris, and waste materials and legally dispose of off the Project site.
  
- I. WARRANTIES
  - 1. Provide one-year warranty on all material and labor performed, unless noted otherwise in specific sections.

**PART 2 - PRODUCTS - NOT USED**

**PART 3 - EXECUTION**

**3.1 GENERAL REQUIREMENTS**

- A. Advise the Inspector before starting the Work of this Division.
- B. Exposed conduits shall be painted to match the surfaces adjacent to installation.
- C. Salvaged materials removed from buildings shall be removed from the Project site as required by the Owner.
- D. Electrical equipment shall be braced and anchored for CBC Seismic Design requirements, or as otherwise indicated on the Drawings.

**3.2 DELIVERY STORAGE AND HANDLING**

- A. Deliver products to project site with proper identification, which shall include names, model numbers, types, grades, compliance labels, and similar information needed for District identification; all products and materials shall be adequately packaged and protected to prevent damage during shipment, storage, and handling.
- B. Coordinate deliveries of electrical materials and equipment to minimize construction site congestion.

**SECTION 26 0500  
COMMON WORK RESULTS FOR ELECTRICAL**

**3.3 CUTTING AND PATCHING**

- A. Cutting and patching of electrical equipment, components, and materials shall include the removal and legal disposal of selected materials, components, and equipment.
- B. Do not endanger or damage installed Work through procedures and processes of cutting and patching.
- C. Repair or restore other work, or surfaces damaged as a result of the work performed under this contract.

**3.4 CLEANUP**

- A. Remove rubbish, debris and waste materials and legally dispose off the Project site.
- B. Remove equipment and implements of service, and leave entire work area neat and clean, to the satisfaction of the Owner Authorized Representative.

**3.5 PROTECTION**

- A. Protect the Work of this section until Substantial Completion.

END OF SECTION

**SECTION 26 0513**  
**BASIC ELECTRICAL MATERIALS AND METHODS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Basic electrical methods.
  - 2. Grounding.
  - 3. Hangers and support.
  - 4. Electrical identification.
  - 5. Electrical system testing and inspection.
  
- B. Related Documents: The Contract Documents, as defined in Section 01 110 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.

**1.2 BASIC ELECTRICAL METHODS**

- A. Drawings are schematic and diagrammatic. Use judgment and care to install electrical Work to function properly and fit within building construction and finishes. Electrical conductors, conduit, components, not shown or specified, which are required for any device or system to produce a complete and operative system are required to be furnished and installed.
  
- B. Exact locations of fixtures are determined from dimension on Drawings, manufacturer's shop drawings, or as may be determined at Project Site. Do not scale Drawings for exact location of any item. Verify item mounting heights as required by project conditions prior to rough-in.
  
- C. Surface mounted raceways or conduit permitted only at locations directed by.
  
- D. Circuit grouping, conduit or cable runs and home runs with number of conductors required by code in each raceway to clarify operation and function of various systems. Provide proper number of conductors and conduits or cables to provide operative system as indicated on Contract Documents. Do not regroup any feeder circuits, branch circuits, home runs, and zone alarms at any point, from that shown on Contract Documents.
  
- E. Do not connect two ungrounded conductors to same circuit breaker/fused switch in any panel. Circuit runs consist of a maximum of five conductors; 3 phase conductors, 1 neutral conductor, and 1 equipment ground conductor, unless otherwise noted. Do not splice branch circuit conductors in any panels, safety switches, or non-automatic circuit breakers in separate enclosures.

**SECTION 26 0513**  
**BASIC ELECTRICAL MATERIALS AND METHODS**

- F. Seal and make permanent watertight penetrations by electrical raceways or equipment through ceilings, walls or floors.
  - 1. Seal penetrations in non-fire rated ceilings, walls or floors material specified in Section 079200 - Sealants.
- G. Tighten electrical connectors and terminals, including screws and bolts, in accordance with equipment manufacturer's published torque tightening values for equipment connectors. Where manufacturer's torquing requirements are not indicated, tighten connectors and terminals to comply with tightening torques specified in UL 486A, and NFPA 70.
- H. Install equipment and materials to provide required maintenance and code working clearance for servicing and maintenance. Coordinate final location of concealed equipment and devices requiring access with final location of required access panels and doors. Allow required space for removal of parts that require replacement or servicing.
- I. Remove existing equipment, lighting fixtures, switches, and receptacles as required to facilitate new installation. Remove existing wiring and conduit serving items to be removed. Conduit in inaccessible areas shall be cut off below finished surfaces and existing surface patched to match existing. Provide blank plates on existing flush mounted outlet boxes that will be abandoned. Remove all abandoned conductors from raceways.

**PART 2 - PRODUCTS**

**2.1 GROUNDING**

- A. Wire:
  - 1. Material: Stranded copper.
  - 2. Grounding Electrode Conductor: Size to meet NFPA 70 requirements.

**2.2 HANGERS AND SUPPORTS**

- A. Product Requirements: Furnish and install approved materials, sizes, and types of anchors, fasteners, and supports to carry loads of equipment and conduit, including weight of wire in conduit plus 300 pounds.
- B. Materials and Finishes: Corrosion resistive.
- C. Anchors and Fasteners:
  - 1. Steel Structural Elements: Beam clamps and welded fasteners.
  - 2. Concrete Surfaces: Self-drilling anchors and expansion anchors.

**SECTION 26 0513**  
**BASIC ELECTRICAL MATERIALS AND METHODS**

3. Hollow Masonry, Plaster, and Gypsum Board Partitions: Toggle bolts and hollow wall fasteners.
4. Solid Masonry Walls: Expansion anchors.
5. Sheet Metal: Sheet metal screws.
6. Wood: Wood screws.

**2.3 ELECTRICAL IDENTIFICATION**

**A. Wire and Cable Markers:**

1. Description: Cloth tape or tubing type wire markers.
2. Locations: Each conductor at panel board gutters, pull boxes, outlet and junction boxes, and each load connection.
3. Legend:
  - a. Power and Lighting Circuits: Branch circuit or feeder number indicated on Drawings.

**PART 3 - EXECUTION**

**3.1 INSTALLATION - GROUNDING**

- A. Provide grounding in conformance with NFPA 70.
- B. Equipment Grounding Conductor: Provide separate, insulated conductor within each feeder and branch circuit raceway. Terminate each end on suitable lug, bus, or bushing.
- C. Testing and Inspection:
  1. Inspect and test in accordance with NETA ATS, except Section 4.
  2. Perform inspections and tests listed in NETA ATS, Section 7.13.

**3.2 INSTALLATION - HANGERS AND SUPPORTS**

- A. Install products in accordance with manufacturer's published instructions.
- B. Furnish and install anchors, fasteners, and supports in accordance with NECA SI.
- C. Do not fasten supports to pipes, ducts, mechanical equipment, and conduit.
- D. Do not use spring steel clips and clamps.
- E. Do not use powder-actuated anchors.
- F. Obtain permission from District Engineer before drilling or cutting structural members.

**SECTION 26 0513**  
**BASIC ELECTRICAL MATERIALS AND METHODS**

- 3.3 **INSTALLATION:** Installation of materials and equipment shall be in strict accordance with manufacturer's recommendations, instructions, industry standards, as indicated on the drawings and as specified herein. Provide all mounting facilities for securing or hanging fixtures, equipment and outlets to the satisfaction of the Engineer. Details shown on the plans are for the purpose of establishing the extent and general methods required. Provide all sleeves, inserts, expansion joints, vibration fitting, etc. Provide storage facilities and protect all work, materials and equipment from damage during process of work. Materials and equipment shall not be stored exposed to weather. Replace all damaged or defective work, materials and equipment without additional cost to the Owner.
- 3.4 **CONDUIT AND WIRING:** All conduit and wiring shall be installed concealed in walls, above ceilings and below floor slabs or exposed in accordance with applicable regulations and the Electrical Drawings. All penetrations of fire-rated walls or ceilings to be coordinated with Owner. Conduit runs are shown diagrammatically. Exact routing and location of the equipment to be determined in the field.
- 3.5 **MOISTURE PROTECTION:** Where required by regulations, all electrical devices in the spray radius of sprinklers shall be installed with weatherproof enclosures in compliance with these regulations.
- 3.6 **FIELD QUALITY CONTROL - ELECTRICAL TESTING AND INSPECTION**
- A. Section 014000 - Quality Control: Field testing and inspection.
- B. Regulatory Requirements:
1. Safety Practices: Include, but not limited to, the following requirements:
    - a. Occupational Safety and Health Act of 1970 - OSHA.
    - b. Accident Prevention Manual for Industrial Operations, Seventh Edition, National Safety Council, Chapter 4.
    - c. Applicable State and Local Safety Operating Procedures.
    - d. NETA Safety/Accident Prevention Program.
    - e. NFPA 70E - Electrical Safety Requirements for Employee Workplace.
    - f. American National Standards for Personnel Protection, ANSI Z244.1.
  2. Perform tests with apparatus de-energized except where otherwise specifically required herein.
  3. Power Circuits: Conductors shorted to ground by a hot line grounded device approved for the purpose.
- C. Tests and inspections include, but are not limited to the following:
1. Proper operation of lights and equipment.
  2. Continuity of raceway system.
  3. Insulation leakage and impedances.
  4. Sub-system tests indicated in other Sections.

**END OF SECTION**

**SECTION 26 0519  
LOW-VOLTAGE WIRES (600 VOLT AC)**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Provisions of Division 01 apply to this section.
- B. Section Includes: Low-voltage wire, splices, terminations, and installation.

**1.2 SUBMITTALS**

- A. Provide in accordance with Division 01.

**PART 2 - PRODUCTS**

**2.1 WIRES**

- A. Wires shall be single conductor type THHN or THWN insulated with polyvinyl chloride and covered with a protective sheath of nylon, rated at 600 volts. Wires may be operated at 90 degrees C. maximum continuous conductor temperature in dry locations, and 75 degrees C. in wet locations and shall be listed by UL Standard 83 for thermoplastic insulated wires, listed by Underwriter's Laboratories (UL) for installation in accordance with Article 310 of the California Electrical Code (CEC). Conductors shall be solid copper for 12 AWG and smaller conductors, and stranded copper for 10 AWG and larger conductors. Conductors shall be insulated with PVC and sheathed with nylon. Wires shall be identified by surface markings indicating manufacturer's identification, conductor size and metal, voltage rating, UL symbol, type designations and optional rating. Indentations for lettering are not permitted. Wires shall be tested in accordance with the requirements of UL standard for types THWN, or THHN.
- B. Conductors shall be solid Class B or stranded Class C, annealed uncoated copper in accordance with UL standards, or another Nationally Recognized Testing Laboratory (NRTL).

**2.2 STANDARDS**

- A. THWN/THHN wires shall comply with the following standards:
  - 1. UL 83 for thermoplastic insulated wires.
  - 2. UL 1063 for machine tool wires and cables.

**PART 3 - EXECUTION**

**3.1 INSTALLATION**

- A. Wires shall not be installed until debris and moisture is removed from conduits, boxes, and cabinets. Wires stored at site shall be protected from physical damage until they are installed, and walls are completed.
- B. Wire-pulling compounds furnished as lubricants for installation of conductors in raceways shall be compounds approved and listed by UL, NRTL, or equal. Oil, grease, graphite, or similar substances are not permitted. Pulling of 2 AWG or larger conductors shall be performed with a cable pull machine. Any runs shorter

**SECTION 26 0519**  
**LOW-VOLTAGE WIRES (600 VOLT AC)**

than 50 feet are exempt. When pulling conductors, do not exceed manufacturer's recommended values

- C. The Project Inspector will observe installation of feeder cables. Notify the Project Inspector not less than two working days in advance of the proposed time of feeder installation.
- D. At outlets for light, power, and signal equipment, pigtail splices with 8-inch circuit conductor leads for connection to fixtures, equipment, and devices.
- E. Pressure cable connectors, pre-insulated 3M Scotchlok, Hubbell Power, O-Z/Gedney or equal, Y, R or B spring-loaded twist-on type, may be furnished in splicing number 8 AWG or smaller wires for wiring systems; except public address and telephone systems.
- F. Joints, splices, taps, and connections to switchboard neutral, bonding or grounding conductors, conductors to ground busses, and transformer connections for wires 6 gage and larger shall be performed with high-pressure cable connectors approved for installation with copper conductors. Connectors shall be insulated with heavy wall heat shrink WCSM, or cold-applied roll-on sleeve RVS. Insulation level shall be a minimum of 600V, and joints, splices, and taps shall be qualified to ANSI C 119.1, UL, NRTL, or equal listed mechanical pressure connections.
- G. Connections to any bussing and high-pressure cable connectors shall be securely bolted together with corrosion-resistant plated carbon steel, minimum grade five machine screws secured with constant pressure-type locking devices.
- H. Connection of any bonding or grounding conductors shall be securely bolted together with corrosion-resistant plated carbon steel, minimum grade five machine screws secured with constant pressure-type locking devices.
- I. Wire switchboards, panel cabinets, pull boxes, and other cabinets except public address, shall be neatly grouped and tied in bundles with nylon ties at 10-inch intervals. In switchboards, panels and terminal blocks, wires shall be fanned out to terminals. If bundles are longer than 24 inches, a maximum of nine current carrying conductors may be bundled together.
- J. Install conductor lengths with a minimum length within the wiring space. Conductors must be long enough to reach the terminal location in a manner that avoids strain on the connecting lug.
- K. Maintain the conductor required bending radius.
- L. Neutral conductors larger than 6 gage, which are not color identified throughout their entire length, shall be taped, painted white or natural gray, or taped white where they appear in switchboards, cabinet, gutters or pull boxes. Neutral conductors 6 gage and smaller shall be white color identified throughout their entire length.
- M. Wiring systems shall be free from short circuits and grounds, other than required grounds. The contractor shall be responsible for the testing of feeder and branch circuit conductor's insulation resistance. The insulation of the conductors shall be tested prior to connections to any panelboards, switchboards, lighting control

**SECTION 26 0519  
LOW-VOLTAGE WIRES (600 VOLT AC)**

systems, LED drivers and wiring devices such as but not limited to GFI receptacles, receptacles, or equipment. Insulation testing of panelboards and switchboards shall be independently performed from the insulation testing of any conductors as specified in other sections of this specification.

1. Utilize the services of an approved independent testing laboratory to perform megger time-resistance insulation testing of feeder conductors. Tests must be conducted with wires disconnected at both ends.
  - a. Provide calibration program records to assure the testing instrument to be within rated accuracy. The test equipment accuracy shall be in accord with the requirements stated by the National Institute of Standards and Technology (NIST).
  - b. Test equipment shall be provided with a label stating the date of last calibration. As a minimum the equipment shall have been calibrated within the past 12 months.
  - c. Test reports shall include the following:
    - 1) Identification of the testing organization.
    - 2) Equipment identification.
    - 3) Ambient conditions.
    - 4) Identification of the testing technician.
    - 5) Summary of project.
    - 6) Description of equipment being tested.
    - 7) Description of tests.
    - 8) Test results.
    - 9) Analysis, interpretation, and recommendations.
2. Utilize the services of an approved independent testing laboratory or a qualified contractor's employee (Technician certified in accordance with ANSI/NETA ETT-2000 Standard for Certification of Electrical Testing Personnel) to perform megger time-resistance insulation testing of branch circuit conductors. Tests must be conducted with wires disconnected at both ends.
  - a. Test equipment and report requirements stipulated under paragraph 3.01.N.1 apply to branch circuit testing.
3. Tests shall be performed in the presence of the Project Inspector.
4. Insulation resistance shall not be less than 100 mega-ohms.

**3.2 COLOR CODES**

- A. General Wiring: Color code conductor insulation as follows:

SYSTEM VOLTAGE		
Conductor	208Y/120	480Y/277
Phase A	Black	Brown

**SECTION 26 0519  
LOW-VOLTAGE WIRES (600 VOLT AC)**

Phase B	Red	Orange
Phase C	Blue	Yellow
Neutral	White	Natural Gray

1. Neutrals shall be colored-distinguished if circuits of two voltage systems are used in the same raceway.
2. For phase and neutral conductors 6 gage or larger, permanent plastic-colored tape may be furnished to mark conductor end instead of coded insulation. Tape shall cover not less than 2 inches of conductor insulation within enclosure.

**3.3 FEEDER IDENTIFICATION**

- A. Feeder wires and cables shall be identified at each point the conduit run is broken by a cabinet, box, gutter, etc. Where terminal ends are available, identification shall be by means of heat shrink wire markers, which provide terminal strain relief. Markers shall be by Tyco Electronics, Panduit, Brady Perma-Sleeve, or equal. Identification in other areas shall be by means of wrap-around tape markers from Tyco Electronics, Panduit, Brady Perma-Code or equal. Markers shall include feeder designation, size, and description.

**3.4 TAPE AND SPLICE KITS**

- A. Splices, joints, and connectors joining conductors in dry and wet locations shall be covered with insulation equivalent to that provided on conductors. Free ends of conductors connected to energized sources shall be taped. Voids in irregular connectors shall be filled with insulating compound before taping. Thermoplastic insulating tape approved by UL, NRTL, or equal for installation as sole insulation of splices shall be furnished and shall be installed according to manufacturer's printed specifications.

**3.5 PROTECTION**

- A. Protect the Work of this section until Substantial Completion.

**3.6 CLEANUP**

- A. Remove rubbish, debris and waste materials and legally dispose of off the Project site.

END OF SECTION

**SECTION 26 2200**  
**LOW-VOLTAGE TRANSFORMERS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Provisions of Division 01 apply to this section
- B. Section Includes: This specification covers single-phase and three-phase general purpose individually mounted dry-type transformers, 600 V maximum, for power and lighting applications. It includes transformers as specified and as indicated on Drawings.
- C. All work, material or equipment shall comply with the codes, ordinances and regulations of the local government having jurisdiction, including the regulations of serving utilities and any participating government agencies having jurisdiction.
- D. Related Sections:
  - 1. Section 26 0500: Basic Electrical Materials and Methods.
  - 2. Section 26 0533: Raceways, Boxes, Fittings and Supports.
- E. Codes and Applicable standards: Products and installation shall meet or exceed the latest edition of the following standards.
  - 1. ANSI/IEEE C57.96, Distribution and Power Transformers, Guide for Loading Dry-Type Transformers; Appendix to ANSI C57.12 Standards.
  - 2. Department of Energy, Energy Act of 2005.
  - 3. International Electrical Code adopted by the State of California.
  - 4. ANSI/IEEE C89.2, Dry-Type Transformers for General applications.
  - 5. IEEE C57.12.91, Test Code for Dry-Type Distribution and Power Transformers.
  - 6. IEEE C57.110 – IEEE Recommended Practice for establishing capability when feeding nonsinusoidal load currents.
  - 7. NEMA standard 20, Dry-Type Transformers for General applications.
  - 8. UL 506, Specialty Transformers.
  - 9. UL 1561, Dry-Type General Purpose and Power Transformers.
  - 10. NEMA TP-1, 2002; Guide for Determining Energy Efficiency for Distribution Transformers.
  - 11. NEMA TP-2, Standard Test Method for Measuring the Energy Consumption of Distribution Transformers.
  - 12. NEMA TP-3, Standard for the Labeling of Distribution Transformer Efficiency.

No requirement of these drawings and specifications shall be construed to void any of the provisions of the above standards. Any conflicts or changes required

**SECTION 26 2200**  
**LOW-VOLTAGE TRANSFORMERS**

to the contract documents in order to obtain compliance with applicable codes shall be brought to the immediate attention of the Owner Authorized Representative by the Contractor.

**F. ACRONYMS**

ANSI	American National Standards Institute
AOR	Architect of Record
CEC	California Electrical Code
EOR	Engineer of Record
IBC	International Building Code
IEEE	Institute of Electrical and Electronics Engineers
IOR	Inspector of Record
NEC	National Electrical Code
NEMA	National Electrical manufacturers Association

**1.2 DESIGN REQUIREMENTS**

- A. Transformers, Dry Type: Distribution transformers shall be wound with copper conductors. Performance of transformers shall meet or exceed the requirements of applicable codes and standards, the DOE Energy Policy Act of 2005 - Public Law 109-58 and the latest requirements of the California Energy Commission Appliance Efficiency Regulations.
- B. Transformers shall be self-cooled type with 220 degrees C. insulation and a maximum temperature rise of 150 degrees C. under continuous full load conditions with an ambient of 40 degrees C.
- C. Transformers shall be furnished with four 2.50 percent (2 above and 2 below normal voltage) taps. Windings shall be of fire-resistant type, designed for natural convection cooling through normal air circulation.
- D. Core mounting frames and enclosures shall be of welded and bolted construction with sufficient mechanical strength and rigidity to withstand shipping, installation, and short circuit stresses.
- E. Enclosure cover plates shall be sheet steel, captive bolted to enclosure framework. Enclosure shall provide suitable ventilating openings with rodent-proof screens, NEMA 1 enclosure. Enclosure shall be provided with lifting lugs and jacking plates as required. Transformers installed outdoors shall be provided with weatherproof NEMA 3R enclosure and weather proof kit.
- F. Transformers shall be furnished complete with mounting channels and mounting bolts. Metal parts, excepting cores and core mounting frames shall be furnished clean, rust-proofed, and provided with a coat of an inert primer.

**SECTION 26 2200**  
**LOW-VOLTAGE TRANSFORMERS**

- G. Transformers up to 35 KVA shall be no more than 40 decibels. Transformers 36 KVA or more shall be a minimum of 5 decibels below NEMA standards per unit. Transformers shall be provided with vibration dampers consisting of Korfund spring loaded shock mounts and Elastorib sheeting. Size and number of shock mounts shall be in accordance with manufacturer's recommendations.
- H. Transformers shall be UL listed.
- I. Each transformer to be installed under this section shall be sound tested at the factory. Contractor shall provide two copies of transformers tests reports for EOR's review.
- J. Equipment shown on drawings to scale is approximate only and based upon a general class of equipment specified. The Contractor shall verify all dimensions and clearances prior to commencement of work.
- K. The Contractor shall verify all points of connection with the manufacturer's requirements, instructions, or recommendations prior to installation. Actual dimensions, weights, clearances and installation requirements shall be verified and coordinated by the contractor.
- L. Provide transformers with a K rating as indicated on drawings. K-rated transformers shall be type NL-UL or NLP-UL as indicated on drawings and be equipped with the following features:
  - 1. Electrostatic shield.
  - 2. NLP series shall have a maximum sound level of 3 dB below NEMA standards.
  - 3. Double-size neutral terminal.
  - 4. Additional coil capacity to compensate for higher non-linear load loss.
  - 5. Heavy-gage ventilated indoor enclosures (provide weather shields where installed indoors).
  - 6. K-rated transformers shall meet all other requirements of this section.

**1.3 SUBMITTALS**

- A. Provide in accordance with Division 01.
- B. Shop Drawings: Include make, catalog number, dimensions, weight, KVA Rating, % Impedance, finish, type, insulation class, design temperature, sound levels, efficiency and taps provided. Include regulation at 80 percent and 100 percent of full load, no-load loss, full-load loss, percent efficiency, percent impedance, noise level and continuous capacity rating.
- C. Provide manufacturers data and inspection report that confirms transformers to be UL 1561 listed with K rating equal to that indicated on drawings.
- D. Provide a connection schematic diagram.

**SECTION 26 2200**  
**LOW-VOLTAGE TRANSFORMERS**

- E. Provide the following tests reports: IOR will review the reports for conformance with specified criteria, and compliance with the applicable standards. Submit one copy for each set of shop drawings being submitted.
1. Load Losses: Measurements shall be taken at multiple load levels and plotted to show compliance with specifications and correlated to efficiency curve for the transformer size and type.
  2. Provide No-Load and Total Losses report.
  3. Applied Voltage.
  4. Temperature Rise.
  5. Induced Voltage.
  6. Sound Level.
  7. Impulse Test.
  8. Manufacturer's nonlinear load test representing real world load mix.  
Transformers not meeting this requirement shall not be installed.

1.4 WARRANTY

- A. Transformers shall be warranted to be free from defects in materials and workmanship for a period of three years from the date of substantial completion.

PART 2 – PRODUCTS

2.1 EQUIPMENT

- A. Transformers shall be Square D, General Electric, PowerSmiths, MGM, Cutler Hammer or owner approved equal.

PART 3 - EXECUTION

3.1 DELIVERY AND STORAGE

- A. Deliver, storage, protect and handle products in accordance with the manufacturer's recommendations.

3.2 INSTALLATION

- A. Transformer core frame shall be installed level on shock absorbing pads within enclosure. Comply with CBC zone 4 seismic requirements.
- B. Mounting bolts on floor mounted transformers shall be extended into pads only and shall not be in direct contact with building structural members.
- C. Flexible jumpers shall be installed for grounding continuity from enclosure to conduits or bus ducts where required.
- D. Transformers installed outdoors or below grade shall be mounted on concrete pads as specified in Section 03 3000: Cast-In-Place Concrete.
- E. Install transformer ventilation openings not closer than 6 inches from wall surfaces.
- F. Do not install transformers in corrosive environments such as swimming pool pump and boiler rooms, or similar areas.

**SECTION 26 2200**  
**LOW-VOLTAGE TRANSFORMERS**

**3.3 VOLTAGE CHECK**

- A. Set taps on transformers to provide satisfactory operating voltages with present loads energized, including new loads and existing loads. A check shall be performed in the presence of the IOR at a panel fed from each transformer, which is farthest from transformer. Voltages at transformers ranging from 118 to 122 volts inclusive, for 120-volt systems and proportionately equivalent for higher voltage systems are permitted.
- B. Provide instruments and accessories required to perform checks. Voltmeters shall be accurate within .075 percent or one percent and shall have scales permitting voltage readings to be performed on upper half of scale. Calibration of the meters shall be observed by the IOR.
- C. Adjust transformer taps under full load operating conditions, to provide normal operating voltages at the loads.

**3.4 PROTECTION**

- A. Protect the Work of this section until Substantial Completion.

**3.5 CLEANUP**

- A. Remove rubbish, debris and waste materials and legally dispose of off Project site.
- B. Repair scratched or marred surfaces affected during the execution of work. Repair surfaces shall match original finish.

END OF SECTION

**SECTION 26 2726  
WIRING DEVICE DETAILS**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Wall switches.
  - 2. Dimmers
  - 3. Receptacles.
  - 4. Device plates and box covers.
  
- B. Related Documents: The Contract Documents, as defined in Section 01 10 00 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.
  
- C. Related Sections:
  - 1. As specified in Section 260500 - Common Work Results for Electrical.

**1.2 REFERENCES**

- A. As specified in Section 260500 - Common Work Results for Electrical.
  
- B. National Electrical Manufacturers Association (NEMA):
  - 1. NEMA WD 1 - General Requirements for Wiring Devices.
  - 2. NEMA WD 6 - Wiring Device - Dimensional Requirements.

**1.3 SUBMITTALS**

- A. As specified in Section 260500 - Common Work Results for Electrical.

**1.4 QUALITY ASSURANCE**

- A. As specified in Section 26 05 00 - Common Work Results for Electrical.
  
- B. Qualifications:
  - 1. Manufacturer: Company specializing in manufacturing the Products specified in this section with minimum 5 years documented experience.

**SECTION 26 2726  
WIRING DEVICE DETAILS**

**PART 2 - PRODUCTS**

**2.1 WALL SWITCHES**

- A. Manufacturers: Subject to compliance with project requirements, manufacturers offering specified items which may be incorporated in the Work include the following:
  - 1. Hubbell, Inc.
  - 2. Leviton Manufacturing, Company, Inc.
  - 3. Pass & Seymour.
  - 4. Division 1 - Product Requirements: Product options and substitutions. Substitutions: Permitted.
  
- B. Provide 20 Amp, 120/277V, specification grade, flush, single pole toggle switches with side and back wired screw terminals. All switches shall be equipped with grounding screws.
  
- C. Single Pole Switch:
  - 1. Leviton Cat. No.1221-2.
  - 2. P&S Cat. No. PS20AC1I.
  - 3. Hubbell Cat. No. HBL1221.
  
- D. Color: White unless indicated otherwise.

**2.2 DIMMER SWITCHES**

- A. Manufacturers: Subject to compliance with project requirements, manufacturers offering specified items which may be incorporated in the Work include the following:
  - 1. Hubbell, Inc.
  - 2. Leviton Manufacturing, Company, Inc.
  - 3. Pass & Seymour.
  - 4. Division 1 - Product Requirements: Product options and substitutions. Substitutions: Permitted.
  
- B. Provide 20 Amp, 120/277V, 0-10V DIMMING, specification grade, flush, slide adjustor with single pole toggle switch with side and back wired screw terminals. All dimmers shall be equipped with grounding screws.
  
- C. Dimmers:
  - 1. Leviton.
  - 2. P&S.
  - 3. Hubbell.
  
- D. Color: White unless indicated otherwise

**SECTION 26 2726  
WIRING DEVICE DETAILS**

**2.3 RECEPTACLES**

- A. Manufacturers: Subject to compliance with project requirements, manufacturers offering specified items which may be incorporated in the Work include the following:
  - 1. Leviton Manufacturing, Company, Inc.
  - 2. Pass & Seymour.
  - 3. Hubbell, Inc.
  - 4. Division 1 - Product Requirements: Product options and substitutions.  
Substitutions: Permitted.
  
- B. Provide duplex, specification grade, 20 Amp, 120 Volt, 2 pole, 3 wire receptacles with grounding screw.
  
- C. Duplex Convenience Receptacle:
  - 1. Leviton Cat. No. 5362.
  - 2. P&S Cat. No. 5362.
  - 3. Hubbell Cat. No. HBL5352.
  
- D. GFCI Receptacle (Side Wired Feed-Thru):
  - 1. Leviton Cat. No. 6599.
  - 2. P&S Cat. No. 2091-SHG.
  - 3. Hubbell Cat. No. HBLGF5362.
  
- E. Color: White unless indicated otherwise.

**2.4 WALL PLATES**

- A. Manufacturers: Subject to compliance with project requirements, manufacturers offering specified items which may be incorporated in the Work include the following:
  - 1. P&S Sierra.
  - 2. Hubbell.
  - 3. Leviton.
  - 4. Division 1 - Product Requirements: Product options and substitutions.  
Substitutions: Permitted.
  
- B. Cover Plate: Stainless steel
  
- C. Weatherproof Cover Plate: Gasketed lockable cast metal with hinged gasketed device, listed as weather proof while in use.
  - 1. Red Dot cast aluminum.

**SECTION 26 2726**  
**WIRING DEVICE DETAILS**

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. As specified in Section 260500 - Common Work Results for Electrical.
- B. Verification of Conditions: Verify that field measurements, surfaces, substrates and conditions are as required, and ready to receive Work.
  - 1. Verify that outlet boxes are installed at proper height.
  - 2. Verify that wall openings are neatly cut and will be completely covered by wall plates.
  - 3. Verify that branch circuit wiring installation is completed, tested, and ready for connection to wiring devices.

**3.2 PREPARATION**

- A. Provide extension rings to bring outlet boxes flush with finished surface.
- B. Clean debris from outlet boxes.

**3.3 INSTALLATION**

- A. Install in accordance with NECA "Standard of Installation."
- B. Install devices plumb and level.
- C. Install switches with OFF position down.
- D. Install receptacles with grounding pole on bottom.
- E. Connect wiring device grounding terminal to branch circuit equipment grounding conductor.
- F. Connect wiring devices by wrapping conductor 2/3 of screw diameter in clockwise direction around screw terminal. Tighten screw to 12 pound-inches. Do not use spring pressure devices for wire connections.
- G. Install cover plates on switch, receptacle, and blank outlets.

**SECTION 26 2726  
WIRING DEVICE DETAILS**

**3.4 CONSTRUCTION**

- A. Interface with other work:
  - 1. Coordinate locations of outlet boxes provided under Division 26 to obtain mounting heights indicated on Drawings.

**3.5 FIELD QUALITY CONTROL**

- A. As specified in Section 260500 – Common Work Results for Electrical.
- B. Inspect each wiring device for defects.
- C. Operate each wall switch with circuit energized and verify proper operation.
- D. Verify that each receptacle device is energized.
- E. Test each receptacle device for proper polarity.
- F. Test each GFCI receptacle device for proper operation.

**3.6 ADJUSTING**

- A. Adjust devices and wall plates to be flush, level and plumb with wall.

**3.7 CLEANING**

- A. Division 1 - Execution: Cleaning installed work.
- B. Clean exposed surfaces to remove splatters and restore finish.

END OF SECTION

**SECTION 26 5000  
LIGHTING**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Interior and exterior luminaires and accessories.
  - 2. Drivers.
- B. Substitutions:
  - 1. Or approved equal if permitted in Division 1 - Product Requirements: Product options and substitutions.
- C. Related Documents: The Contract Documents, as defined in Division 1 - Summary of Work, apply to the work of this section. Additional requirements and information necessary to complete the work of this section may be found in other documents.
- D. Related Sections:
  - 1. Section 26 0500 – Electrical.

**1.2 REFERENCES**

- A. As specified in Section 26 0500 - Electrical.

**1.3 SUBMITTALS**

- A. Division 1 - Submittal Procedures: Procedures for submittals.
- B. As specified in Section 26 0500 – Electrical.
  - 1. Product Data: Provide dimensions, ratings, and performance data for each fixture specified.
  - 2. Assurance/Control Submittals:
    - a. Manufacturer's Instructions: Indicate application conditions and limitations of use stipulated by product testing agency. Include instructions for storage, handling, protection, examination, preparation, and installation of Product.
- C. Division 1 - Closeout Procedures and Training: Procedures for closeout submittals:
  - 1. Operation and Maintenance Data: Submit manufacturer's operation and maintenance instructions for each type of fixture.

**1.4 MOUNTING REQUIREMENTS**

- A. Design of lighting fixtures, accessories, supports, and method of fixture installation shall comply with requirements for earthquake-resistant construction of the State of California.

**SECTION 26 5000  
LIGHTING**

- B. Provide suspension points at no more than two feet from fixture ends. The space between supports shall not exceed eight feet.

1.5 QUALITY ASSURANCE

- A. As specified in Section 26 0500 - Electrical.

1.6 WARRANTY

- A. Provide a two-year labor warranty.
- B. Special Warranty for LEDs and Drivers: Manufacturers standard form in which manufacturer of LED's and drivers agrees to replace components that fail in materials or workmanship within specified warranty period.
  - 1. LED arrays: 10 years from date of Beneficial Occupancy.
  - 2. Drivers: 10 years from date of Beneficial Occupancy.

1.7 MAINTENANCE

- A. Division 1 - Closeout Procedures and Training: Procedures for closeout submittals.

PART 2 - PRODUCTS

2.1 LED LUMINAIRES

- A. General: Except as otherwise indicated, provide LED luminaires, of types and sizes indicated on fixture schedules. Furnish and install LED light fixture with permanently-fixed LED lamp module, complete with dedicated LED drivers and required mounting hardware. Prior to ordering fixtures, verify mounting methods and finishes.
- B. Luminaires to be provided under this scope include the following:
  - 1. Lithonia 54" Linear Ceiling Mounted LED Light VAP-4800LM-FST-MD-MVOLT-GZ-10-35K-80CRI
  - 2. Lithonia Wall-Mounted Vandal Resistant LED Wall Pack TWPX2-LED-AL0-40K-MVOLT-DDBXD
- C. Material and specifications for each luminaire are as follows:
  - 1. Each luminaire shall consist of an assembly that utilizes LEDs as the light source. In addition, a complete luminaire shall consist of a housing, LED array, and electronic driver (power supply).
  - 2. Each luminaire shall be rated for a minimum operational life of 50,000 hours at an average operating time of 12.0 hours per day. This life rating must be conducted at 40°C ambient temperature.
  - 3. The rated operating temperature range shall be -30°C to +40°C.

## SECTION 26 5000 LIGHTING

4. Each luminaire can operate above 100°F [37°C], but not expected to comply with photometric requirements at elevated temperatures.
5. Photometry must be compliant with IESNA LM-79 and shall be conducted at 25°C ambient temperature.
6. The individual LEDs shall be constructed such that a catastrophic loss or the failure of one LED will not result in the loss of the entire luminaire.
7. Luminaire shall be constructed such that LED modules may be replaced or repaired without replacement of whole luminaire.
8. Each luminaire shall be listed with Underwriters Laboratory, Inc. under UL1598 for luminaires, or an equivalent standard from a nationally recognized testing laboratory.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. As specified in Section 26 0500 - Electrical.

#### 3.2 INSTALLATION

- A. Install surface mounted luminaires and exit luminaire signs plumb and adjust to align with building lines and with each other. Secure to prevent movement. Mount exit signs to outlet box mounted flush in wall or ceilings. Outlet box for ceiling mounted exit signs: Connect to rigid conduit system.
- B. Install wall mounted luminaires and exit luminaire signs at height as scheduled.
- C. Install accessories furnished with each luminaire.
- D. Bond products and metal accessories to branch circuit equipment grounding conductor.

#### 3.3 FIELD QUALITY CONTROL

- A. As specified in Section 26 0500 - Electrical.
- B. Operate each luminaire after installation and connection. Inspect for proper connection and operation.

#### 3.4 ADJUSTING

- A. Aim and adjust luminaires as directed by the Engineer

**SECTION 26 5000  
LIGHTING**

**3.5 CLEANING**

- A. Conform to Division 1 - Execution: Cleaning installed work.
- B. Clean electrical parts to remove conductive and deleterious materials.
- C. Remove dirt and debris from enclosures.
- D. Clean photometric control surfaces as recommended by the manufacturer.
- E. Clean finishes and touch up damage.

Payment for items of work identified in Division 26 as identified in the plans and these specifications shall be based on the unit bid pricing for items of work identified as Electrical on the Bid Schedule.

END OF SECTION

**SECTION 32 1313  
CONCRETE PAVING**

**PART 1 - GENERAL**

**1.1 SUMMARY**

- A. Section Includes:
  - 1. Concrete Pavement
  - 2. Concrete curbs.
  
- B. Related Documents: The Contract Documents, as defined in Section 01 0100 - Summary of Work, apply to the Work of this Section. Additional requirements and information necessary to complete the Work of this Section may be found in other documents.

**1.2 REFERENCES**

- A. American Concrete Institute (ACI):
  - 1. ACI 301 - Specifications for Structural Concrete.
  - 2. ACI 308 - Standard Practice for Curing Concrete.
  
- B. American society for Testing and Materials (ASTM):
  - 1. ASTM A 185 - Specification for Steel Welded Wire, Fabric, Plain, for Concrete Reinforcement.
  - 2. ASTM A 615 - Specification for Deformed and Plain Billet-Steel Bars for Concrete Reinforcement.
  - 3. ASTM C 494 - Standard Specification for Chemical Admixtures for Concrete.
  - 4. ASTM C 618 - Standard Specification for Coal Fly Ash and Raw or Calcined Natural Pozzolan for Use as a Mineral Admixture in Concrete.
  - 5. ASTM D 1751 - Specification for Preformed Expansion Joint Fillers for Concrete Paving and Structural Construction (Nonextruding and Resilient Bituminous Types).
  
- C. California Building Code.
  - 1. Finish Surface shall maintain a minimum coefficient of friction of at least 0.6 per CBC 1124B.1/ADA Standard 4.5.1

**1.3 SUBMITTALS**

- A. Procedures for submittals:
  - 1. Product Data: Submit product data for the following:
    - a. Joint filler.
    - b. Joint sealant.
    - c. Concrete admixtures.
    - d. Concrete curing compounds.
  
  - 2. Assurance/Control Submittals:

## SECTION 32 1313 CONCRETE PAVING

- a. Concrete Mix Design: Submit three copies of each proposed mix design for each class of concrete in accordance with ACI 301, Sections 3.9 "Proportioning on the basis of previous field experience or trial mixture", or 3.10 "Proportioning based on empirical data". Submit separate mix design for concrete to be placed by pumping, in addition to the mix design for concrete to be placed directly from the truck chute.
- b. Include the following information in concrete mix design:
  - 1) Proportions of cement, fine and coarse aggregate, and water.
  - 2) Water-cement ratio, 28-day compressive design strength, slump, and air content.
  - 3) Type of cement and aggregate.
  - 4) Aggregate gradation.
  - 5) Type and dosage of admixtures.
  - 6) Special requirements for pumping.
  - 7) Range of ambient temperature and humidity for which design is valid.
  - 8) Special characteristics of mix that require precautions in mixing, placing, or finishing techniques to achieve finished product specified.

### 1.4 QUALITY ASSURANCE

- A. Perform work in accordance with ACI 301.
- B. Conform to ACI 305R when mixing and placing concrete during hot weather.
- C. Conform to ACI 306R when mixing and placing concrete during cold weather.
- D. Regulatory Requirements:
  1. Conform to applicable requirements for paving work on public property.
  2. Contractor must maintain access for vehicular and pedestrian traffic as required for other construction activities. Utilize temporary striping, flagmen, barricades, warning signs, and warning lights as required.

## PART 2 - PRODUCTS

### 2.1 FORM AND REINFORCING MATERIAL

- A. Forms: Steel, wood, or other suitable material of size and strength to resist movement during concrete placement and to retain horizontal and vertical alignment until removal. Use straight forms, free of distortion and defects. Use flexible spring steel forms or laminated boards to form radius bends as required.
  1. APA Exterior Plyform BB or approved equal with a medium density, smooth, hard, fused resin fiber overlay, or metal forms.
  2. Form Oil: Coat forms with nonstaining type coating that will not discolor or deface surface of concrete. Subject to compliance with requirements, manufacturers

## SECTION 32 1313 CONCRETE PAVING

offering specified items which may be incorporated in the work include the following.

- a. "Eucoslip" - Euclid Chemical Co.,
- b. "Form Coating" - Nox-Crete Chemicals,
- c. Or approved equal as permitted in Section 01 6000 - Product Requirements.

B. Curb Forms: Use flexible spring-steel forms or laminated boards to form radius bends. Tolerance: Not to deviate more than 1/4 inch in 10 feet in grade and alignment.

C. Reinforcing:

1. Reinforcing Bars: Deformed steel bars, ASTM A 615, Grade 60.

D. Reinforcing Accessories:

1. Reinforcing Accessories: Subject to compliance with requirements, manufacturers offering specified items which may be incorporated in the work include the following.
  - a. Dayton Superior Corp.,
  - b. Heckmann Building Products, Inc.,
  - c. Hohmann & Barnard, Inc.,
  - d. Richmond Screw Anchor Co., Inc.,
  - e. Or approved equal as permitted in Section 01 6000 – Product Requirements.
2. Conform to Concrete Reinforcing Steel Institute Manual of Standard Practice. Include spacers and chairs with plastic tipped legs, ties, and other devices necessary for properly assembling, placing, spacing, and supporting forms and reinforcement in place.

### 2.2 CONCRETE MATERIALS

A. Cement:

1. Portland Cement: ASTM C150 Type 1.
2. High-early Strength Portland Cement: ASTM C150, Type III.

B. Aggregates: ASTM C33.

1. Fine aggregate shall be natural sand, or sand prepared from stone or gravel. Grains shall be clean, hard, durable, uncoated, and free from silt, loam, and clay.
2. Coarse Aggregates: Crushed stone, gravel, or other approved inert materials of similar characteristics, or combinations thereof, having hard, strong, durable pieces free from adherent coatings. Maximum size of pieces shall be 3/4" to #4 except for footings, which may be 1-1/2". The maximum size of aggregate may also be not larger than one fifth of the narrowest dimension between forms, nor larger than three fourths of the minimum clear spacing between reinforcing bars.

C. Water: Clean and free from injurious amounts of oil, acids, salts, organic or other deleterious matter.

**SECTION 32 1313  
CONCRETE PAVING**

- D. Air Entrainment: ASTM C260.
1. Use air-entrained concrete for exterior exposed concrete including walls, walks, paving, etc. where minimum daily temperatures are expected below 38 degrees F during pouring or subsequent 38-day curing period.
  2. Proportion air-entraining concrete to attain minimum 28-day compressive strength specified.
  3. Total Air Entrainment in Concrete: Not less than four percent nor more than six percent volume of concrete.
- E. Admixtures:
1. May be used at contractor's option to provide workability at low slumps, increased compressive strength, retardation, or acceleration of the concrete.
  2. Chemical Admixtures: ASTM C494. Mineral Admixtures: ASTM C618.
  3. The cement factor shall not be reduced, and changes shall be made in the other mixed proportions to ensure the minimum strength requirements.
  4. Use of admixtures approved in writing by Architect. No additional expense to the Owner will be allowed.
  5. No calcium chloride shall be used.
  6. Before any admixture is accepted for use, the Contractor shall submit certified laboratory reports on each additive material to the Engineer. The report shall show the following:
    - a. Confirmation of compliance with the applicable ASTM Standard.
    - b. Evaluation of the effects of the admixture on the properties of the concrete to be made on the job, including consideration of the anticipated ambient conditions on the job, and proposed construction procedures.
    - c. Determination of within-lot uniformity of product proposed for use.

**2.3 CONCRETE MIXES**

- A. Concrete Proportions:
1. Concrete shall be homogenous, and when hardened, shall have the required strength, resistance to deterioration, durability, water tightness, and the properties as specified.
  2. Minimum concrete strength at 28 days shall be.
    - a. 3,000 psi for walks.
    - b. 3,000 psi for concrete pavement and pads, no Deputy Inspector required.
  3. Slump of concrete:
    - a. Pavement: 2-1/2-inch minimum to 4 inch maximum.
- B. Ready-Mix Concrete:
1. Ready-mix concrete shall conform to ASTM C94. The mixing agitation shall begin within 30 minutes, and the concrete shall be discharged from the truck within one hour after the water has been added to the concrete mix.
  2. Delivery tickets are to accompany each concrete truck and shall be kept in the job superintendent's file. Delivery tickets must indicate the following information or be subject to rejection:

**SECTION 32 1313  
CONCRETE PAVING**

- a. Name of project.
  - b. Supplier of concrete.
  - c. Truck identity and ticket serial number.
  - d. Date of delivery.
  - e. Brand of cement.
  - f. Cement content.
  - g. Strength classification.
  - h. Batching time.
  - i. Point of deposit.
  - j. Total amount of water.
  - k. Weight of aggregate.
  - l. Daily temperature.
  - m. Number of cubic yards in load.
  - n. Admixture content.
  - o. Name of Contractor.
  - p. Name of driver.
  - q. Time loaded and first mixing of concrete.
  - r. Reading of revolution counter.
3. Quantity of water used for each batch shall be accurately measured.

**2.4 JOINT MATERIALS**

- A. Sealed expansion and contraction joints: Filler of nonbituminous rubber or cork conforming to ASTM D1752.
- B. Non-sealed joints:
1. Non-sealed Joints: Subject to compliance with requirements, manufacturers offering specified items which may be incorporated in the work include the following.
    - a. "Flexcell" - Celotex Corp.
    - b. "Seal Tight Fiber Expansion Joint" - W.R. Meadows, Inc.
    - c. Or approved equal as permitted in Section 01 6000 – Product Requirements.
  2. Filler premolded bituminous type conforming to ASTM D1751.
- C. Noncompressive Filler:
1. Noncompressive Filler: Subject to compliance with requirements, manufacturers offering specified items which may be incorporated in the work include the following.
    - a. "Styrofoam SM" - Dow Chemical Co.
    - b. "Foamular" - Owens Corning.
    - c. Or approved equal as permitted in Section 01 6000 – Product Requirements.
  2. 2 inch or 1-inch-thick sheets.
- D. Compressive Filler:

**SECTION 32 1313  
CONCRETE PAVING**

1. Compressive Filler: Subject to compliance with requirements, manufacturers offering specified items which may be incorporated in the work include the following.
  - a. "Ethafoam" - Dow Chemical Co.
  - b. "Rodofoam No. 423" - Sternson Group.
  - c. Or approved equal as permitted in Section 01 6000 – Product Requirements.
2. 2 inch or 1-inch-thick sheets, compression modulus within the range of 15 to 25 pounds per square inch per inch.

**E. Filler Adhesive for Noncompressive Filler and Compressive Filler:**

1. Filler Adhesive: Subject to compliance with requirements, manufacturers offering specified items which may be incorporated in the work include the following.
  - a. "General Purpose Mastic No. 11" - Dow Chemical Co.
  - b. "Rodofast" - Sternson Group.
  - c. Or approved equal as provided in Section 01 6000 - Product Requirements.

**F. Slab-on-grade Construction Joints:** Provide a full slab depth 24-gauge metal pre-shaped key, approximate depth of key to be 1/4 slab thickness and a key width of about 1/10 slab thickness.

**G. Joint Sealants:** ASTM C920. Non-priming, pourable, self-leveling polyurethane. Subject to compliance with project requirements manufacturers offering joint sealants which may be incorporated in the Work include, but are not limited to the following:

1. Sonolastic Paving Joint Sealant, by Sonneborn.
2. Sonomeric CT 1 Sealant, by Sonneborn.
3. Sonomeric CT 2 Sealant, by Sonneborn.
4. Vulkem 45, by Mameco.
5. Chem-Caulk, by Bostik.
6. "THC-900" – Tremco.
7. Or approved equal as provided in Section 01 6000 - Product Requirements.

**2.5 CURING MATERIALS**

**A. Sealers:**

1. Sealers: Subject to compliance with requirements, manufacturers offering specified items which may be incorporated in the work include the following.
  - a. "Polyseal" - W.R. Meadows, Inc.
  - b. "Kure-N-Seal" – Sonneborn.
  - c. "Cure-Hard" - W.R. Meadows, Inc.
  - d. Or approved equal as provided in Section 01 6000 - Product Requirements.
2. ASTM C156 and ASTM C309, Type I. Material shall become integral part of concrete and leave slab free of residue or film.

**B. Membrane:** Opaque-white polyethylene sheet, 0.006-inch-thick, meeting requirements of ASTM C171.

**SECTION 32 1313  
CONCRETE PAVING**

**PART 3 - EXECUTION**

**3.1 EXAMINATION**

- A. Verification of Conditions: Verify that field measurements, surfaces, substrates, and conditions are as required, and ready for earthwork operations to begin.
  - 1. Verify gradients and elevations of base are correct, and base is dry.
- B. Report in writing to the District any prevailing conditions that will adversely affect satisfactory execution of the Work of this Section. Do not proceed with Work until unsatisfactory conditions have been corrected and approved by the Engineer.
- C. By beginning Work, Contractor accepts conditions and assumes responsibility for correcting unsuitable conditions encountered at no additional cost to the District.

**3.2 SUBGRADE PREPARATION**

- A. Thoroughly wet subgrade and then compact with two passes of a 500-pound roller.
- B. Pumping: Where concrete paving or sidewalks and curbs are to be placed, yielding material deflecting more than 1/2 inch under a 500 lb. roller shall be removed to a depth of not less than 4 inches below subgrade elevation and replaced with approved granular material which shall then be compacted as described above.
- C. The subgrade must be in a moist condition when the concrete is placed. In cold weather, the subgrade shall be prepared and protected to provide a subgrade free from frost when the concrete is deposited.

**3.3 FORM CONSTRUCTION**

- A. Check complete formwork for grade and alignment to the following tolerances:
  - 1. Top of form: Not more than 1/8 inch in 10 feet.
  - 2. Vertical face: Longitudinal axis not more than 1/4 inch in 10 feet.

**3.4 PLACING REINFORCEMENT**

- A. Support reinforcing and wire securely together to prevent displacement by construction loads and traffic, or the placing of concrete. For slabs on grade, supporting pieces of concrete blocks or bricks may be used.
- B. Reinforcement shall be kept clean from oil, dirt and loose mill scale or other coatings which might destroy the concrete bond. Remove tags and markings prior to concrete placement.

**SECTION 32 1313  
CONCRETE PAVING**

- C. Do not place concrete until reinforcement has been inspected and approved by the City Inspector and District Engineer.

**3.5 CONCRETE PLACEMENT AND FINISHING**

- A. Tamp and consolidate concrete with a suitable wood or metal tamping bar and the surface shall be finished to grade with a wood float.
- B. Finished surfaces shall not vary more than 3/16 inch from the testing edge of a 10-foot straightedge.
- C. Curb Expansion Joints: Fill joints with 1/2-inch-thick joint filler strips conforming to ASTM D1751 or ASTM D1752.
- D. Contraction Joints: Divide the surface of paving, walks and terraces into rectangular areas not to exceed 5 feet 0 inches each way.
  - 1. Cut a groove in the top portion of the slab to a depth of at least one-fourth of the slab thickness using a jointer or by sawing a groove in the hardened concrete with a power-driven saw.
  - 2. Membrane-cured surface damaged during the sawing operations shall be resprayed as soon as the surface becomes dry.
- E. Slab Finishes: ACI 301, paragraph 11.7 and as follows:
  - 1. Broom Finish: On walks, unless other finishes have been indicated or specified.
  - 2. Broom or Belt Finish: On level walks. Broom in direction perpendicular to travel and approved sample panel. Submit joint pattern layout prior to starting work.

**3.6 TOLERANCES**

- A. Horizontal slabs: Finished surfaces true with no deviation more than 1/8 inch when tested with a 10-foot straightedge, non-accumulative. No coarse aggregate showing.

**3.7 EXPANSION JOINTS**

- A. Install transverse expansion joints at returns and 15 feet maximum on center. See Drawings.
- B. Install longitudinal expansion joints where curbs and paved areas abut each other, buildings, other concrete slabs and pads or vertical restraints.
- C. Place joint filler with top edge 1/4 inch below the surface and shall be held in place with steel pins or other devices to prevent warping of the filler during floating and finishing.

**SECTION 32 1313  
CONCRETE PAVING**

- D. Immediately after finishing operations are completed, round joint edges with edging tool having a radius of 1/8 inch. Remove concrete over the joint filler.
- E. At the end of the curing period, clean and fill expansion joints with joint sealer. Fill joints flush with concrete surface. Dummy groove joints shall not be sealed.

**3.8 CURING**

- A. Immediately after the finishing operations, the exposed concrete surface shall be cured for 7 days by the mat, impervious sheet, or membrane-curing method.

**3.9 BACKFILLING**

- A. After curing, remove debris and backfill the adjoining areas, grade and compact to conform to the surrounding area in accordance with the lines and grades indicated.

**3.10 PROTECTION**

- A. Protect the completed work from damage. Repair damaged concrete and clean concrete discolored during construction. Remove work that is damaged and reconstruct to entire length between regularly scheduled joints. Refinishing damaged portions is not acceptable.
- B. Prevent vehicles and heavy equipment from driving on new pavement for a minimum of 14 days.

END OF SECTION

**SECTION 32 1726**  
**DETECTABLE WARNING SURFACE PANELS SURFACE APPLIED**

**PART 1 - GENERAL**

**1.1 SECTION INCLUDES**

- A. Surface Applied Detectable Warning Surface Panels (SA) with an in-line truncated dome pattern surface applied to existing concrete walkways at pedestrian crossing's locations to the dimensions shown on the Drawings, in accordance with the Contract Documents.

**1.2 SUBMITTALS**

- A. Submit per Section 01 3300: Submittal Procedures.
- B. Product Data Sheet: Submit literature describing products, installation procedures, and routine maintenance.
- C. A representative sample of proposed panels to be furnished must be submitted along with the required certified test reports for approval.
- D. Certified test report must be submitted to demonstrate conformance to these specifications. Testing must be conducted by an independent testing laboratory.
- E. Installation procedures must be submitted along with product drawings.

**1.3 QUALITY ASSURANCE**

- A. Detectable warning surface panels and detectable warning tiles must comply with detectable warnings on walking surfaces section of the Americans with Disabilities Act (ADA) - Title 49 CFR TRANSPORTATION, part 37.9 STANDARDS FOR ACCESSIBLE TRANSPORTATION FACILITIES, Appendix A, Section 4.29.2 DETECTABLE WARNINGS ON WALKING SURFACES.
- B. Comply with manufacturer's recommendations.
- C. Protect all specialty items before, during and after installation. Immediately replace or repair any damaged material at no additional cost to the District.
- D. Special warnings for disabled persons shall comply with 2022 CBC Sections 11B-705 Standards.

**SECTION 32 1726**  
**DETECTABLE WARNING SURFACE PANELS SURFACE APPLIED**

1.4 WARRANTY

- A. Manufacturer shall provide a 5-year material warranty.
- B. Installer shall provide a 5-year labor warranty.

PART 2 - PRODUCTS

2.1 MANUFACTURERS

- A. Provide Surface Applied Detectable Warning Surface Panels (SA) by ADA Solutions OR equal. Color: Safety Yellow or as approved by the University.
- B. Dome pattern shall be in an in-line pattern only.

2.2 MATERIALS

- A. Composition: Surface Applied Detectable Warning Surface Panels (SA) shall be manufactured using a matte finish exterior grade homogeneous (uniform color throughout thickness of product) glass and carbon reinforced polyester based Sheet Molding Compound (SMC) composite material. Truncated domes must contain fiberglass reinforcement within the truncated dome for superior structural integrity and impact resistance. A matte finish will be required on the Tactile Warning Surface for superior slip resistance performance superior to that offered by a gloss finish. Use of Tactile Warning Surface Products employing coatings or featuring layers of material with differing composition, performance, or color properties is expressly prohibited under this Section.
- B. Color: Color shall be single, homogeneous color throughout panel
  - 1. Federal Yellow (Y), Federal Standard Color No. 33538
- C. Domes: Raised truncated domes of 0.2" nominal height, base diameter of 0.9" and top diameter of 0.45." Truncated dome spacing shall have a center-to-center (horizontally and vertically) spacing of 2.3" – 2.4" measured between the most adjacent domes on square grid.
- D. Fasteners: Surface Applied Detectable Warning Surface Panels (SA) shall have a minimum of twelve (2'x3' Tactile Warning Surface Tile) to twenty-four (3'x5' Tactile Warning Surface Tile) countersunk fastening holes. Color matched, stainless steel 304, flat head drive anchor: ¼" diameter x 1 1/2" long.
- E. Adhesive:

**SECTION 32 1726**  
**DETECTABLE WARNING SURFACE PANELS SURFACE APPLIED**

1. M-1 Polyether Structural Adhesive/Sealant by Chem Link
  2. Urethane Elastomeric Adhesive by Bostik (Hydroment Ultra-Set Advanced or Durabond D-818)
  3. Approved equal.
- F. Sealants:
1. Single Component Urethane Sealant:
    - a. Sources: BASF NP1 by BASF Building Systems or Sikaflex 1A by Sika Corp.
    - b. Colors: Black, Limestone, Redwood Tan
  2. Polyether Structural Adhesive/Sealant by Chem Link (M-1)
    - a. Colors: Black, Gray, Limestone, White
    - b. Approved Equal

**PART 3 - EXECUTION**

**3.1 INSTALLATION**

- A. Panels shall be installed according to the manufacturer's instructions.
- B. To the maximum extent possible, the SA panels shall be oriented such that the rows of in-line truncated domes are parallel with the direction of the ramp OR walkway. When multiple panels regardless of size are used, the truncated domes shall be aligned between the panels and throughout the entire tactile warning surface installation.
- C. Cutting of SA Tiles may be required to accommodate specific site conditions. All possible attempts shall be made to minimize cutting of the SA Tiles. The minimum acceptable width of the cut SA Tile shall be 9".
- D. For proper curing of adhesive and sealant, air and substrate temperatures must maintain a minimum temperature of 40°F for at least 8 hours after installation of panels.
- E. Verify that substrate is flat across application area of SA panel. Field grinding of concrete may be required to remove high spots and assure a flat substrate is achieved prior to panel installation.
- F. Prior to application of adhesive to concrete substrate, remove any residual contamination by mechanical abrasion, sand blasting, or power washing. On green concrete, remove all release agents, friable and loose concrete. Dry all visible and standing water prior to applying adhesive.

**SECTION 32 1726**  
**DETECTABLE WARNING SURFACE PANELS SURFACE APPLIED**

- G. Apply minimum 3/8" bead of adhesive on the backside of SA panel continuous along both perimeter and interior flat frame surface.
- H. For superior adhesion and panel support in high traffic areas, full coverage of adhesive may be desired.
- I. Set the SA panel(s) true and square to the curb ramp areas as detailed in the Drawings. Allow 1/8" separation between successive SA panels for expansion/contraction.
- J. Drill 1/4" holes to a depth of 2" at all fastener locations provided in top of SA panel. Additional attachment locations may be required at the perimeter of cut panels or as needed to properly secure panel to substrate. Locate new holes through center of truncated domes using a 5-point 1/2" x 82-degree countersink drill bit.
- K. Mechanically fasten SA panels to the concrete substrate using manufacturer supplied composite sleeve anchors with stainless steel drive pins. Ensure that the fastener has been set to full depth, straight and true. Care should be taken when setting the fastener to avoid striking the surface of the SA panel.
- L. Apply a continuous bead of sealant around the perimeter edge of the installed SA panel.
- M. Do not allow foot traffic on installed SA panel until the perimeter edge sealant has fully cured.

**3.2 CLEANING AND PROTECTING**

- A. Protect panels against damage during construction period to comply with panel manufacturer's specification.
- B. Protect panels against damage from rolling loads following installation by covering them with plywood or hardwood.
- C. Remove strippable protective film from SA panel within 24 hours of installation of the panel. Note that hot temperatures and excess exposure to sunlight can cause protective film to permanently adhere to panels surface.
- D. Clean panels not more than four days prior to the date scheduled for inspection intended to establish date of Substantial Completion in each area of project. Clean panel by method specified by panel and tile manufacturer.

END OF SECTION

**PLEASANT VALLEY RECREATION & PARK DISTRICT**  
**REQUEST FOR QUALIFICATIONS**  
**FOR**  
**CONSTRUCTION RENOVATIONS OF THE FREEDOM PARK RESTROOM AND**  
**SNACK BAR FACILITY**



**RFQ RELEASE DATE:**

FRIDAY, June 5, 2026

**STATEMENTS OF QUALIFICATIONS DUE:**

WEDNESDAY, July 15, 2026

No Later Than 12:00 P.M. PDT

**DELIVER STATEMENTS OF QUALIFICATIONS TO:**

ADMINISTRATIVE OFFICE

**PLEASANT VALLEY RECREATION & PARK DISTRICT**

*Attn: Matthew Parker*

1605 E. Burnley Street, Camarillo, CA 93010

Phone: (805) 482-1996

Table of Contents

- Introduction..... 3**
- District Background ..... 3**
- Project Background ..... 3**
- Project Scope ..... 4**
  - A. Pre-Construction Phase ..... 4**
  - B. Construction Phase ..... 4**
  - C. Closeout Phase ..... 4**
- Minimum Requirements ..... 4**
- Submission Requirements ..... 5**
  - A. Firm Information ..... 5**
  - B. Relevant Experience..... 5**
  - C. Project Team..... 5**
  - D. Project Approach ..... 5**
  - E. References ..... 5**
  - F. Litigation History ..... 5**
- COST PROPOSAL REQUIREMENTS (SHORTLISTED FIRMS ONLY) ..... 5**
  - Cost Proposal Format..... 6**
- Evaluation Criteria..... 6**
- Firm Selection & Notification..... 6**
- Contract Requirements ..... 7**
- Estimated Selection & Approval Schedule ..... 8**
- Questions..... 8**
- Submittal Instructions..... 8**

# NOTICE INVITING QUALIFICATIONS FOR PROJECT MANAGEMENT FOR CONSTRUCTION RENOVATIONS OF THE FREEDOM PARK RESTROOM AND SNACK BAR FACILITY

## Introduction

The Pleasant Valley Recreation and Park District (“District”) is soliciting Statements of Qualifications (SOQs) from qualified firms to provide Construction Management (CM) Services for the construction of an existing restroom and snack bar facility at Freedom Park.

The selected firm will act as the District’s representative during construction and will be responsible for project oversight, coordination, compliance, and successful delivery of the project within schedule and budget.

## District Background

The District, an independent special district, was formed in January 1962 under the State Public Resources Code of California. The birth of the District was approved by the voters in the Camarillo community to provide quality programs, parks and facilities that could be enjoyed by everyone. The District is located in and around the city of Camarillo, serves a population of over 70,000 and covers an area of approximately 45 square miles. It has grown from one park to 28 parks since its inception 64 years ago. Within the District, a variety of recreational facilities exist including: a senior center, an indoor aquatic center, a community center, dog parks, lighted ball fields, tennis and pickleball courts, a running track, walking paths, premier soccer fields, hiking trails, picnic pavilions, children’s play equipment, and barbeque areas. The City of Camarillo, incorporated in 1964, is a separate entity from the District, however, they do add recreational and cultural service value and amenities to the community by owning two small parks, a trail system and full-service library that operates independently of the District.

## Project Background

The District previously retained an architectural firm to develop design options for the Freedom Park restroom and snack bar facility. Based on Board direction, the project is moving forward into the construction phase.

The project is to include:

- Renovation of restrooms (ADA compliant)
- Renovation of snack bar / concession area
- Associated utility connections
- Site improvements and accessibility upgrades

**Estimated Construction Cost:** \$500K – \$770K (engineer’s estimate)

**Anticipated Construction Duration:** 8–12 months

## Project Scope

The selected Construction Management firm will provide services in three phases:

### **A. Pre-Construction Phase**

- Review plans, specifications, and cost estimates
- Constructability and value engineering review
- Assist with bid package preparation and contractor procurement
- Develop project schedule and phasing plan
- Coordinate with District staff, design team, and stakeholders
- Identify potential risks and mitigation strategies

### **B. Construction Phase**

- Serve as District's on-site representative
- Provide construction inspection and daily oversight
- Monitor contractor performance, schedule, and budget
- Review and process:
  - Submittals
  - RFIs
  - Change orders
  - Pay applications
- Conduct regular progress meetings
- Ensure compliance with plans, specifications, and regulatory requirements
- Maintain project documentation and reporting

### **C. Closeout Phase**

- Coordinate punch list completion
- Oversee project closeout documentation
- Ensure delivery of as-builts, warranties, and O&M manuals
- Assist with final acceptance and project turnover

## Minimum Requirements

Firms must demonstrate:

- Experience providing CM services for **public agency projects**
- Experience with **park facilities, restrooms, or similar structures**
- Knowledge of:
  - ADA compliance requirements
  - California public works contracting
  - CUPCAA procedures (preferred)
- Proven track record delivering projects on time and within budget

## Submission Requirements

SOQs shall include the following:

### **A. Firm Information**

- Firm name, address, and contact information
- Organizational structure
- Years in business

### **B. Relevant Experience**

- Description of at least **3–5 similar projects completed within the last five (5) years that represent the type of work requested in this RFQ**
- Include:
  - Project name and location
  - Construction value
  - Scope
  - Role of firm
  - Client reference

### **C. Project Team**

- Key personnel and roles
- Resumes highlighting relevant experience
- Availability for this project

### **D. Project Approach**

- Understanding of the project
- Approach to:
  - Cost control
  - Schedule management
  - Risk mitigation
  - Coordination with public agencies

### **E. References**

- Minimum of three client references

### **F. Litigation History**

- A firm must include in its submittal a complete disclosure of any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation pending which involves the firm or in which the firm has been judged guilty or liable within the last five (5) years.

## COST PROPOSAL REQUIREMENTS (SHORTLISTED FIRMS ONLY)

**IMPORTANT:** Cost proposals will **NOT** be submitted with initial SOQs.

Shortlisted firms will be invited to submit a sealed cost proposal and may be interviewed.

### **Cost Proposal Format**

Provide a **Not-to-Exceed (NTE) Fee** broken down as follows:

#### **1. Pre-Construction Phase Fee**

- Lump sum

#### **2. Construction Phase Services**

Provide:

- Monthly rate for:
  - Project Manager
  - Resident Engineer / Inspector
- Estimated duration (months)
- Total cost

#### **3. Closeout Phase Fee**

- Lump sum

#### **4. Reimbursable Expenses**

- Define rates and estimated total

#### **5. Optional Services (if applicable)**

- Additional inspection
- Extended construction duration
- Special inspections coordination

### **Evaluation Criteria**

**SOQs will be evaluated based on:**

- Relevant project experience (30%)
- Qualifications of project team (25%)
- Project approach and understanding (20%)
- References (15%)
- Overall responsiveness (10%)

**Shortlisted firms will be evaluated on:**

- Interview performance
- Cost proposal

### **Firm Selection & Notification**

- RFQ Issued

- SOQ Submittals Due
- Evaluation and Shortlisting
- Interviews
- Cost Proposal Submission
- Selection and Contract Negotiation
- Board Approval

The issuance of this RFQ and the selection of the most qualified Firm is the first step in the process that will eventually lead to the execution of an agreement with the most qualified Firm. Each SOQ and proposal will be reviewed to determine if it meets the submittal requirements contained within this RFQ.

The successful Firm to whom work is awarded shall, within 30 days of Board approval, enter into a contract with the District for the work in accordance with the specifications and shall furnish all required documents necessary to enter into said contract.

The District reserves the right to enter into a contract without further discussion of the submitted cost proposal. Therefore, the cost proposal should be initially submitted on the most favorable terms the proposer can offer.

The District reserves the right to accept and or withdraw the RFQ in whole or in part, at any time and for any reason and or request additional information from all proposers. Submission of a proposal confers no rights upon a proposer and does not obligate the District in any manner. The District also reserves the right to modify any aspects or waive any irregularities, terminate, or delay this RFQ, the RFQ process, and or the program, which is outlined within this RFQ at any time if doing so would serve the best interest of the District. The contract award will be made at the sole discretion of the District based on evaluation of all responses.

Each proposer, by submitting a proposal, agrees that if the District accepts its proposal, such proposer will furnish all items and services upon the terms and conditions in this RFQ and subsequent contract. Proposals that do not meet the mandatory requirements set forth in this RFQ will be considered non-compliant. Proposers may be disqualified, and the proposal may be rejected by the District for any of, but not limited to, the following reasons:

- Failure to properly respond to the RFQ;
- Evidence of collusion among the proposers submitting the proposals;
- Failure to comply with the specification requirements of the RFQ.

## Contract Requirements

The District plans to use the attached Pleasant Valley Recreation & Park District Professional Services Agreement. Suppliers with significant concerns about the sample agreement should not submit on this RFQ.

The top-ranked supplier will be notified in writing and will be asked to meet and submit their prospective scope of services and refine their fee (to be broken down by tasks). If after negotiation and consideration, the District is unable to reach an acceptable agreement with the top-ranked firm,

they will terminate negotiations with the top-ranked firm and, at their sole discretion, may: enter into negotiations with the second-ranked firm; withhold the award for any reason; elect not to proceed with any of the proponents; or re-solicit new Proposals.

The term of the contract will be for the duration of the project through project closeout, final City Building and Safety inspection and occupancy certification (estimated 6 months).

### Estimated Selection & Approval Schedule

<b>Request for Qualifications Open</b>	June 5, 2026
<b>Questions/Clarifications Due</b>	June 24, 2026 (by 5:00 pm)
<b>Answers Provided by</b>	July 3, 2026
<b>Deadline for SOQs</b>	July 15, 2026 (by 12:00 pm)
<b>Interview for Shortlisted Firms</b>	Week of July 27, 2026
<b>Announce Decision</b>	September 2, 2026

*\*The District reserves the right to revise the above schedule.*

### Questions

Upon release of this RFQ, all communications concerning the RFQ should be directed to Matthew Parker, Park Services Manager, via the contact information listed below. Unauthorized contact regarding this RFQ with any other District employees may result in disqualification. Any oral communications will be considered unofficial and non-binding with the District. Consultants should rely only on written statements by Mr. Parker.

**Name:** Matthew Parker, Park Services Manager  
**Address:** Pleasant Valley Recreation & Park District  
1605 E. Burnley Street, Camarillo, CA 93010  
**Email:** [mparker@pvrpd.org](mailto:mparker@pvrpd.org)

### Submittal Instructions

Proposals must be received no later than 12:00 p.m. PDT on Wednesday, July 15, 2026.

- Submit **[3] copies + digital PDF**
- Clearly label: “*RFQ – Construction Management Services – Freedom Park*”

Proposals shall be mailed or hand delivered to:

**Pleasant Valley Recreation & Park District**  
*Attn: Matthew Parker*  
1605 E. Burnley Street  
Camarillo, CA 93010

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Justin Kiraly, Assistant General Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL OF ONE  
PERMANENT EASEMENT FOR SOUTHERN  
CALIFORNIA EDISON AT RAN RANCHO PARK**

**BACKGROUND**

The District is currently waiting to receive ownership of Ran Rancho Park; a new park located on the corner of Ponderosa and Springville Roads. This park was developed as a Quimby project with the Cortana development located at the westernmost edge of Ponderosa. Southern California Edison (SCE) requires an easement at Ran Rancho Park in order to place a transformer in the park. The transformer would allow SCE to provide power to the park.

**ANALYSIS**

The requested location for the transformer would be toward the southern end of the park, just off of Tweedy Rouse Drive. The location should have minimal impact on the park itself, as it takes up a relatively small space close to the street in an area where there will already be restrooms.

**FISCAL IMPACT**

There is no fiscal impact with this action. There is no financial compensation for the easement, but it will allow the District to have power at the park.

**STRATEGIC PLAN COMPLIANCE**

Meets 2021-2026 Strategic Plan Goal and Strategy

- 1.4.B: Increase opportunities for people to interact regularly with green spaces, water, and other natural environments within the parks system.

**RECOMMENDATION**

It is recommended the Board approve the Permanent Easement for Southern California Edison at the southwest corner of Ran Rancho Park and authorize the Board Chair to execute all related documents.

**ATTACHMENTS**

- 1) Ran Rancho SCE Easement (3 pages)
- 2) Ran Rancho SCE Easement Map (1 page)

RECORDING REQUESTED BY



SOUTHERN CALIFORNIA  
**EDISON**

An EDISON INTERNATIONAL Company

WHEN RECORDED MAIL TO  
**SOUTHERN CALIFORNIA EDISON COMPANY**

3 INNOVATION WAY, 2nd FLOOR  
POMONA, CA 91768

Attn: Title and Real Estate Services

SPACE ABOVE THIS LINE FOR RECORDER'S USE

SCE Doc. No.  
**GRANT OF  
EASEMENT**

<u>DOCUMENTARY TRANSFER TAX \$ NONE</u> <u>VALUE AND CONSIDERATION LESS THAN \$100.00</u>		DISTRICT Ventura	SERVICE ORDER TD2492713	SERIAL NO.	MAP SIZE
SCE Company SIG. OF DECLARANT OR AGENT DETERMINING TAX FIRM NAME		FIM LT-0788-D2 APN 157-0-280-015	APPROVED: REAL PROPERTIES	BY SLS/SM	DATE 04/07/2026

PLEASANT VALLEY RECREATION AND PARK DISTRICT (hereinafter referred to as "Grantor"), hereby grants to SOUTHERN CALIFORNIA EDISON COMPANY, a corporation, its successors and assigns (hereinafter referred to as "Grantee"), an easement and right of way to construct, use, maintain, operate, alter, add to, repair, replace, reconstruct, inspect and remove at any time and from time to time underground electrical supply systems and communication systems (hereinafter referred to as "systems"), consisting of wires, underground conduits, cables, vaults, manholes, handholes, and including above-ground enclosures, markers and concrete pads and other appurtenant fixtures and equipment necessary or useful for distributing electrical energy and for transmitting intelligence, data and/or communications (eg. through fiber optic cable), in, on, over, under, across and along that certain real property in the County of Ventura, State of California, described as follows:

VARIOUS STRIPS OF LAND LYING WITHIN LOT 9 OF TRACT NO. 5671-2, AS PER MAP ON FILE IN BOOK 170, PAGES 91 THROUGH 99 OF MISCELLANEOUS RECORDS (MAPS), IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, THE CENTERLINES OF SAID STRIPS ARE DESCRIBED AS FOLLOWS:

STRIP #1 (6.00 FEET WIDE)

COMMENCING AT THE SOUTHERLY TERMINUS OF THAT CERTAIN COURSE IN THE WESTERLY LINE OF SAID LOT 9, SHOWN ON SAID MAP AS HAVING A BEARING AND LENGTH OF "N08°07'55" EAST 209.15 FEET";

THENCE ALONG SAID CERTAIN COURSE, NORTH 08°07'55" EAST 43.15 FEET TO THE TRUE POINT OF BEGINNING;

THENCE LEAVING SAID WESTERLY LINE, SOUTH 39°05'52" EAST 9.52 FEET TO THE POINT OF TERMINUS, SAID POINT HEREINAFTER REFERRED TO AS POINT "A".

THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO TERMINATE NORTHWESTERLY IN SAID WESTERLY LINE AND SOUTHEASTERLY IN THE WESTERLY SIDELINE OF STRIP #2 DESCRIBED HEREINBELOW.

STRIP #2 (17.00 FEET WIDE)

COMMENCING AT SAID POINT "A";

THENCE SOUTH 08°07'55" WEST 4.09 FEET TO THE **TRUE POINT OF BEGINNING**;

THENCE SOUTH 81°52'05" EAST 14.00 FEET TO THE **POINT OF TERMINUS**.

STRIP #3 (6.00 FEET WIDE)

**COMMENCING AT SAID POINT "A"; THENCE SOUTH 83°34'58" EAST 14.01 FEET TO THE EASTERLY SIDELINE OF STRIP #2 DESCRIBED HEREINABOVE AND THE TRUE POINT OF BEGINNING; THENCE SOUTH 81°52'05" EAST 5.00 FEET TO THE POINT OF TERMINUS.**

**THE SIDELINES OF SAID STRIP ARE TO BE PROLONGED OR SHORTENED TO TERMINATE WESTERLY IN THE EASTERLY SIDELINE OF STRIP #2 DESCRIBED HEREINABOVE.**

It is understood and agreed that the above description is approximate only, it being the intention of the Grantor(s) to grant an easement for said systems as constructed. The centerline of the easement shall be coincidental with the centerline of said systems as constructed in, on, over, under, across, and along the Grantor(s) property.

This legal description was prepared pursuant to Sec. 8730(c) of the Business & Professions Code.

Grantor agrees for himself, his heirs and assigns, not to erect, place or maintain, nor to permit the erection, placement or maintenance of any building, planter boxes, earth fill or other structures except walls and fences on the above described real property. The Grantee, and its contractors, agents and employees, shall have the right to trim or cut tree roots as may endanger or interfere with said systems and shall have free access to said systems and every part thereof, at all times, for the purpose of exercising the rights herein granted; provided, however, that in making any excavation on said property of the Grantor, the Grantee shall make the same in such a manner as will cause the least injury to the surface of the ground around such excavation, and shall replace the earth so removed by it and restore the surface of the ground to as near the same condition as it was prior to such excavation as is practicable.

EXECUTED this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

**GRANTOR**

PLEASANT VALLEY RECREATION AND PARK DISTRICT

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

A Notary Public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California )

County of \_\_\_\_\_ )

On \_\_\_\_\_ before me, \_\_\_\_\_, a Notary Public, personally appeared

\_\_\_\_\_, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature \_\_\_\_\_ (Seal)





45'

209.15'

STRIP #1  
6' WIDE

S39°05'52"E  
9.52'

PT. "A"

S83°34'58"E  
14.01 (TIE)

S81°52'05"E  
5.00'

STRIP #3  
6' WIDE

S81°52'05"E  
14.00'

STRIP #2  
17' WIDE

TPOB  
STRIP #1

N08°07'55"E  
43.15'

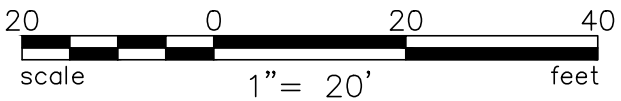
S08°07'55"W  
4.09 (TIE)

POC  
STRIP #1

TWEEDY ROUCE DRIVE

EDWARD  
SCHOLLE  
DRIVE

LOT 9  
TRACT NO. 5671-2  
170 MR 91-99



SCE EASEMENT	
802582711	TD2492713
SLS/SM	04/07/26

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Justin Kiraly, Assistant General Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND ADOPTION OF RESOLUTION NO. 805, APPROVING ENGINEER'S REPORT, CONFIRMING DIAGRAM AND ASSESSMENT, AND ORDERING LEVY OF ASSESSMENTS FOR FY 2026-2027 FOR THE PARK MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT**

**SUMMARY**

In 2001, the District hired SCI Consulting Group to establish the Assessment District, which was formed to provide adequate revenues for park maintenance services as well as for expanding and improving park facilities to meet the growing demand placed on parks. A Resolution has been prepared to approve the engineer's report, confirm the diagram and assessment, and order a levy of assessments for the Fiscal Year 2026-2027 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District. The resolution additionally orders a levy of assessment of \$50.46 per Single Family Equivalent Unit.

**BACKGROUND**

On April 4, 2001, by Resolution No. 356, after receiving a weighted majority of 58.7% of ballots in support of the proposed assessment, the Board of Directors ordered the formation of and levied the first assessment entitled the Pleasant Valley Recreation and Park District Park Maintenance and Recreation Improvement Assessment District.

The assessments have been levied each year since FY 2001-2002. They have been used to improve and develop local parks and to enhance the maintenance of existing parks. In addition, the assessment revenues were also anticipated to be used to assist with the maintenance of new parks, including Pleasant Valley Fields.

On February 4, 2026, the Board adopted Resolution No. 797, directing the preparation of an Engineer's Report for the District, and initiating the procedures for the continuation of the Assessment District for FY 2026-2027.

On May 6, 2026, the Board adopted Resolution No. 801, declaring its intention to levy assessments for FY 2026-2027, preliminarily approving the Engineer's Report, and providing for Notice of Hearing for the Public Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District.

## **ANALYSIS**

To continue to levy the assessments, the Board on February 4, 2026, directed SCI Group, Inc., the assessment engineer, to prepare an Engineer's Report for FY 2026-2027. This Engineer's Report, which includes the proposed budget and the updated proposed assessment for each parcel in the District, was completed, but not filed with the District's legal counsel. The only time the Engineer's Report is required to be filed with the District's legal counsel is when there are significant changes. Staff spoke with Jeanette Hynson of SCI Consulting Group, who advised that, due to minimal changes, there was no need to file the Engineer's Report with the attorney this year.

## **FISCAL IMPACT**

The Board has the authority to approve an annual adjustment to the assessment rate by an amount equal to the change in the Los Angeles Consumer Price Index (CPI), not to exceed 3%. The assessment rate for FY 2026-2027 is \$50.46 per single-family equivalent benefit unit (\$1.47 increase from last fiscal year rate), which is an assessment rate increase of 3.0%, which is the maximum percentage allowed to be used for the Assessment Tax increase. SCI staff utilized the CPI indicator as of December 31, 2025, which was 3.01%, used 3% of the 3.01% for the FY 2026-2027 increase, and banked the additional 0.01% to be used at a later time if/when the CPI is below 3%.

Pending Board approval, this increase will provide assessment revenue sufficient for park maintenance programs, including tree maintenance, amenity repairs, landscape services, and the ongoing fund for a portion of the Pleasant Valley Fields debt service. The budget for the services and improvements that would be funded by the proposed assessments was developed by Staff in cooperation with SCI.

## **STRATEGIC PLAN COMPLIANCE**

Meets 2021-2026 Strategic Plan Goal

- 1.0: To ensure the short and long-term fiscal health of the District.

## **RECOMMENDATION**

It is recommended that the Board adopt Resolution No. 805, Approving the Engineer's Report, confirming the diagram and assessment, and ordering the \$50.46 levy of assessment for Fiscal Year 2026-2027 for the Park Maintenance and Recreation Improvement District for the Pleasant Valley Recreation and Park District.

## **ATTACHMENT**

- 1) Resolution No. 805 (3 pages)
- 2) Engineer's Report for FY 2026-2027 (43 pages)

**RESOLUTION NO. 805**

**A RESOLUTION APPROVING ENGINEER'S REPORT, CONFIRMING  
DIAGRAM AND ASSESSMENT AND ORDERING LEVY OF  
ASSESSMENT FOR FISCAL YEAR 2026-27 FOR THE PARK  
MAINTENANCE AND RECREATION IMPROVEMENT DISTRICT FOR  
THE PLEASANT VALLEY RECREATION AND PARK DISTRICT**

**RESOLVED**, by the Board of Directors of the Pleasant Valley Recreation and Park District (the "Board"), State of California, that

**WHEREAS**, on April 4th, 2001 by its Resolution No. 356 this Board ordered the formation of and levied the first assessment within the Pleasant Valley Recreation and Park District, Park Maintenance and Recreation Improvement District (the "Assessment District") pursuant to Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof); and

**WHEREAS**, the purpose of the Assessment District is for the installation, maintenance, and servicing of improvements to the Pleasant Valley Recreation and Park District described in the annual Engineer's Report; and

**WHEREAS**, by its Resolution No. 797, A Resolution Directing Preparation of the Engineer's Report for the Pleasant Valley Recreation and Park District, Park Maintenance and Recreation Improvement District, this Board designated SCI Consulting Group as Engineer of Work and ordered said Engineer to make and file a report in writing in accordance with and pursuant to the Landscaping and Lighting Act of 1972 and Article XIID of the California Constitution; and

**WHEREAS**, the report was duly made and filed with the Clerk of the Board and duly considered by this Board and found to be sufficient in every particular, whereupon it was determined that the report should stand as the Engineer's Report for all subsequent proceedings under and pursuant to the aforesaid resolution, and that June 3, 2026, at the hour of 6:00 o'clock p.m. at the City of Camarillo Chambers, 601 Carmen Drive, Camarillo, California, were appointed as the time and place for a hearing by this Board on the question of the levy of the proposed assessment, notice of which hearing was given as required by law; and

**WHEREAS**, at the appointed time and place the hearing was duly and regularly held, and all persons interested and desiring to be heard were given an opportunity to be heard, and all matters and things pertaining to the continuation of assessments were fully heard and considered by this Board, and all oral statements and all written protests or communications were duly heard, considered and overruled, and this Board thereby acquired jurisdiction to order the levy and the confirmation of the diagram and assessment prepared by and made a part of the Engineer's Report to pay the costs and expenses thereof;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The public interest, convenience, and necessity require that the levy be made.
2. The land within the Assessment District will be specially benefited by the improvements and assessed to pay the costs and expenses thereof, and the exterior boundaries thereof, are as shown by a map thereof filed in the office of the Clerk of the Board, which map is made a part hereof by reference thereto.
3. The assessment is levied without regard to property valuation.
4. The Engineer's Report as a whole and each part thereof, to wit:
  - (a) the Engineer's estimate of the itemized and total costs and expenses of maintaining the improvements and of the incidental expenses in connection therewith;
  - (b) the diagram showing the Assessment District, plans and specifications for the improvements to be maintained, and the boundaries and dimensions of the respective lots and parcels of land within the Assessment District; and
  - (c) the assessment of the total amount of the cost and expenses of the proposed maintenance of the improvements upon the several lots and parcels of land in the Assessment District in proportion to the estimated special benefits to be received by such lots and parcels, respectively, from the maintenance, and of the expenses incidental thereto; are finally approved and confirmed.
5. Final adoption and approval of the Engineer's Report as a whole, and of the plans and specifications, estimate of the costs and expenses, the diagram and the assessment, as contained in the report as hereinabove determined and ordered, is intended to and shall refer and apply to the report, or any portion thereof as amended, modified, or revised or corrected by, or pursuant to and in accordance with, any resolution or order, if any, heretofore duly adopted or made by this Board.
6. The assessment to pay the costs and expenses of the maintenance of the improvements for fiscal year 2026-27 is hereby levied. For further particulars pursuant to the provisions of the Landscaping and Lighting Act of 1972, reference is hereby made to the Resolution Directing Preparation of Engineer's Report.
7. Based on the oral and documentary evidence, including the Engineer's Report, offered and received at the hearing, this Board expressly finds and determines (a) that each of the several lots and parcels of land will be specially benefited by the maintenance of the improvements at least in the amount if not more than the amount, of the assessment apportioned against the lots and parcels of land, respectively, and (b) that there is substantial evidence to support, and the weight of the evidence preponderates in favor of, the aforesaid finding and determination as

to special benefits.

8. Immediately upon the adoption of this resolution, but in no event later than the second Monday in August following such adoption, the Clerk of the Board shall file a certified copy of the diagram and assessment and a certified copy of this resolution with the Auditor of the County of Ventura. Upon such filing, the County Auditor shall enter on the County assessment roll opposite each lot or parcel of land the amount of assessment thereupon as shown in the assessment. The assessments shall be collected at the same time and in the same manner as County taxes are collected and all laws providing for the collection and enforcement of County taxes shall apply to the collection and enforcement of the assessments. After collection by the County, the net amount of the assessments, after deduction of any compensation due the County for collection, shall be paid to the Pleasant Valley Recreation and Park District.
9. Upon receipt of the moneys representing assessments collected by the County, the General Manager shall deposit the moneys in the Assessment District Treasury to the credit of the improvement fund previously established under the distinctive designation of the Assessment District. Moneys in the improvement fund shall be expended only for the maintenance, servicing, construction or installation of the improvements.
10. The assessments levied are in conformance with Proposition 218.

**PASSED AND ADOPTED** by the Board of Directors of Pleasant Valley Recreation and Park District this 3rd day of June 2026 by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Robert Kelley, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

ATTESTED:

\_\_\_\_\_  
David Schlangen, Secretary, Board of Directors  
Pleasant Valley Recreation and Park District



# ENGINEER'S REPORT

## **Pleasant Valley Recreation and Park District** Park Maintenance and Recreation Improvement District

Fiscal Year 2026-27  
April 2026

Pursuant to the Landscaping and Lighting Act of 1972  
and Article XIID of the California Constitution

Engineer of Work:



**SCI Consulting Group**  
Public Finance Consulting Services

4745 Mangels Boulevard  
Fairfield, California 94534  
707.430.4300  
[www.sci-cg.com](http://www.sci-cg.com)  
6187764

(This page intentionally left blank)

# Table of Contents

<b>Introduction .....</b>	<b>5</b>
Overview.....	5
Assessment Process .....	6
Engineer’s Report and Continuation of Assessments .....	7
Legislative Analysis .....	8
<b>Plans &amp; Specifications .....</b>	<b>11</b>
<b>Fiscal Year 2026-27 Estimate of Cost and Budget.....</b>	<b>13</b>
Introduction.....	13
Summary of District's Improvement Plans.....	13
<b>Method of Apportionment.....</b>	<b>16</b>
Method of Apportionment.....	16
Discussion of Benefit .....	16
Benefit Factors .....	17
Benefit Finding .....	20
General versus Special Benefit.....	20
Calculating General Benefit.....	22
Zones of Benefit .....	25
Method of Assessment and Proportionality .....	27
Method of Apportionment.....	31
Commercial/Industrial Properties.....	32
Vacant Properties.....	33
Other Properties.....	34
Duration of Assessment .....	34
Appeals and Interpretation .....	35
<b>Assessment .....</b>	<b>36</b>
<b>Assessment Diagram .....</b>	<b>39</b>
<b>Appendix A - 2026-27 Assessment Roll.....</b>	<b>42</b>

## Table of Figures

Table 1 - Estimate of Cost, FY 2026-27 .....	14
Table 2 - Summary of Parcels and Assessments by Zone of Benefit .....	26
Table 3 - Residential Density and Assessment Factors .....	31
Table 4 - Commercial/Industrial Density and Assessment Factors.....	33
Table 5 - Summary Cost Estimate .....	36

(This page intentionally left blank)

# Introduction

## Overview

The Pleasant Valley Recreation and Park District (the “Park District”) currently provides park facilities and recreational programs for its service area of 27,700 parcels. The Park District currently owns, operates and maintains 28 neighborhood, community, and regional parks which are distributed throughout the Park District. (For locations of the Park District’s facilities, see the Diagram following in this Report.)

The Park District’s facilities are summarized as follows:

---

### District Parks

- ❖ **Adolfo Park**, (3.0 acres), 3601 N. Adolfo.
- ❖ **Arneill Ranch Park**, (5.0 acres), 1301 Sweetwater.
- ❖ **Birchview Park**, (0.7 acres), 5564 Laurel Ridge Lane, Birchview/Laurel Ridge.
- ❖ **Calleguas Creek Park**, (3.0 acres), 675 Avenida Valencia.
- ❖ **Camarillo Oak Grove Park**, (24.55 acres), 6968 Camarillo Springs Road.
- ❖ **Carmenita Park**, (1.0 acres), 1506 Sevilla.
- ❖ **Charter Oak Park**, (5.7 acres), 2500 Charter Oak Drive.
- ❖ **Community Center Park**, (12.9 acres), 1605 E. Burnley Street, Carmen/Burnley.
- ❖ **Dos Caminos Park**, (4.4 acres), 2198 N. Ponderosa Road, Las Posas/Ponderosa.
- ❖ **Encanto Park**, (3.0 acres), 5300 Encanto.
- ❖ **Foothill Park**, (2.3 acres), 1501 Cranbrook Street.
- ❖ **Freedom Park**, (33.9 acres), 275 E. Pleasant Valley Road, Skyway/Eubanks.
- ❖ **Heritage Park**, (9.0 acres), 1630 Heritage Trail, Joshua Trail/Heritage Trail.
- ❖ **Las Posas Equestrian Park**, (2.0 acres), 2084 Via Veneto, El Tuaca/Via Veneto.
- ❖ **Laurelwood Park**, (1.5 acres), 2127 Dexter, Mobil/Dexter.
- ❖ **Lokker Park**, (7.0 acres), 848 Vista Coto Verde, Calle Higuera/Avenida Sultura.
- ❖ **Mel Vincent Park**, (5.0 acres), 668 CALISTOGA ROAD.

- ❖ **Mission Oaks Park**, (20.2 acres), 5501 Mission Oaks Boulevard, Mission Oaks/Oak Canyon.
- ❖ **Nancy Bush Park**, (3.4 acres), 1150 Bradford.
- ❖ **Pitts Ranch Park**, (10.0 acres), 1400 Flynn Road.
- ❖ **Bob Kildee Community Park**, (13.0 acres), 1030 Temple Avenue, Ponderosa/Temple.
- ❖ **Quito Park**, (5.0 acres), 7073 Quito Court, Calle Dia/Quito.
- ❖ **Springville Park**, (5.0 acres), 801 Via Zamora.
- ❖ **Trailside Park**, (0.5 acres), 5462 Cherry Ridge Drive, Willow View/Maple View.
- ❖ **Valle Lindo Park**, (10.0 acres), 889 Aileen Street, Valle Lindo/Aileen.
- ❖ **Pleasant Valley Fields**, (55.0 acres), 3777 Village at the Park Drive.
- ❖ **Woodcreek Park**, (5.0 acres), 1200 Woodcreek Road, Lynwood/Woodcreek.
- ❖ **Woodside Park**, (5.0 acres), 247 Japonica Avenue, Ridgeview/Japonica.

## Assessment Process

In 2001, due to the combination of limited revenues, a growing community and expanding park acreage, the Park District projected that it would not be able to adequately maintain its current and future parks and recreation facilities. Therefore, the Board proposed the establishment of an assessment district to provide adequate revenues for park maintenance services as well as for expanding and improving park facilities to meet the growing demand placed on the parks.

In February and March 2001, the Board conducted an assessment ballot proceeding pursuant to the requirements of Article XIID of the California Constitution ("The Taxpayer's Right to Vote on Taxes Act") and the Landscaping and Lighting Act of 1972. During this ballot proceeding, property owners in the District were provided with a notice and ballot for the proposed parks assessment ("the Parks Maintenance and Recreation Improvement District" or the "Improvement District"). A 45-day period was provided for balloting and a public hearing was conducted on March 21<sup>st</sup>, 2001. At the public hearing, all ballots returned within the 45-day balloting period were tabulated. It was determined at the public hearing that the assessment ballots submitted in opposition to the proposed assessments did not exceed the assessment ballots submitted in favor of the assessments (with each ballot weighted by the proportional financial obligation of the property for which ballot was submitted). The final balloting result was 58.7% weighted support in favor of the benefit assessments for the Pleasant Valley Recreation and Park District's Park Maintenance and Recreation Improvement District.

As a result, the Board gained the authority to approve the levy of the assessments for the fiscal year 2001-02 and to continue to levy them in future years. The authority granted by the ballot proceeding includes an annual adjustment in the assessment levies equal to the annual change in the Consumer Price Index for the Los Angeles Area, not to exceed 3%.

### **Engineer's Report and Continuation of Assessments**

In each subsequent year for which the assessments will be continued, the Board must direct the preparation of an Engineer's Report, budgets and proposed assessments for the upcoming fiscal year. After the Engineer's Report is completed, the Board may preliminarily approve the Engineer's Report and proposed assessments and establish the date for a public hearing on the continuation of the assessments. This Report was prepared pursuant to the direction of the Board adopted on February 4, 2026.

This Engineer's Report ("Report") was prepared to establish the budget for the continued improvements and services ("Improvements") that would be funded by the proposed 2026-27 assessments, determine the benefits received by property from the improvements and services within the Park District and the method of assessment apportionment to lots and parcels within the Park District. This Report and the proposed assessments have been made pursuant to the Landscaping and Lighting Act of 1972, Part 2 of Division 15 of the *California Streets and Highways Code* (the "Act") and Article XIID of the California Constitution (the "Article").

If the Board preliminarily approves this Engineer’s Report and the continuation of the assessments by resolution. A notice of public hearing must be published in a local paper at least 10 days prior to the date of the public hearing. The resolution preliminarily approving the Engineer’s Report and establishing the date for a public hearing is used for this notice.

Following the minimum 10-day time period after publishing the notice, a public hearing is held for the purpose of allowing public testimony about the proposed continuation of the assessments. This hearing is currently scheduled for June 3, 2026. At this hearing, the Board would consider approval of a resolution confirming the continuation of the assessments for fiscal year 2026-27. If the assessments are so confirmed and approved, the levies would be submitted to the County Auditor/Controller by August 2026 for inclusion on the property tax roll for fiscal year 2026-27.

## Legislative Analysis

---

### Proposition 218

This assessment is formed consistent with Proposition 218, The Right to Vote on Taxes Act, which was approved by the voters of California on November 6, 1996, and is now codified as Articles XIIC and XIID of the California Constitution. Proposition 218 provides for benefit assessments to be levied to fund the cost of providing services, improvements, as well as maintenance and operation expenses to a public improvement which benefits the assessed property.

Proposition 218 describes a number of important requirements, including property-owner balloting, for the imposition, increase and extension of assessments, and these requirements are satisfied by the process used to establish this assessment.

---

### Silicon Valley Taxpayers Association, Inc. v Santa Clara County Open Space Authority

In July of 2008, the California Supreme Court issued its ruling on the Silicon Valley Taxpayers Association, Inc. v. Santa Clara County Open Space Authority (“SVTA vs. SCCOSA”). This ruling is the most significant legal document in further legally clarifying Proposition 218. Several of the most important elements of the ruling included further emphasis that:

- Benefit assessments are for special, not general, benefit
- The services and/or improvements funded by assessments must be clearly specified and identified

- Special benefits are directly received by and provide a direct advantage to property in the assessment district
- The assessments must be proportional to the special benefits conferred

This Engineer's Report is consistent with the SVTA vs. SCCOSA decision and with the requirements of Article 13C and 13D of the California Constitution because the improvements to be funded are clearly defined; the benefiting properties in the Improvement District enjoys close and unique proximity, access and views to the Improvements; the Improvements serve as an extension of usable land area for benefiting properties in the Improvement District and such special benefits provide a direct advantage to property in the Improvement District that is not enjoyed by the public at large or other property; and the assessments are proportional to the special benefits conferred.

---

#### **Dahms v. Downtown Pomona Property**

On June 8, 2009, the 4<sup>th</sup> Court of Appeal amended its original opinion upholding a benefit assessment for property in the downtown area of the City of Pomona. On July 22, 2009, the California Supreme Court denied review. On this date, Dahms became good law and binding precedent for assessments. In Dahms the Court upheld an assessment that was 100% special benefit (i.e. 0% general benefit) on the rationale that the services and improvements funded by the assessments were directly provided to property in the assessment district. The Court also upheld discounts and exemptions from the assessment for certain properties.

---

#### **Bonander v. Town of Tiburon**

On December 31, 2009, the 1<sup>st</sup> District Court of Appeal overturned a benefit assessment approved by property owners to pay for placing overhead utility lines underground in an area of the Town of Tiburon. The Court invalidated the assessments on the grounds that the assessments had been apportioned to assessed property based in part on relative costs within sub-areas of the assessment district instead of proportional special benefits.

---

#### **Beutz v. County of Riverside**

On May 26, 2010 the 4<sup>th</sup> District Court of Appeal issued a decision on the Steven Beutz v. County of Riverside ("Beutz") appeal. This decision overturned an assessment for park maintenance in Wildomar, California, primarily because the general benefits associated with improvements and services were not explicitly calculated, quantified and separated from the special benefits.

---

### **Golden Hill Neighborhood Association v. City of San Diego**

On September 22, 2011, the San Diego Court of Appeal issued a decision on the Golden Hill Neighborhood Association v. City of San Diego appeal. This decision overturned an assessment for street and landscaping maintenance in the Greater Golden Hill neighborhood of San Diego, California. The court described two primary reasons for its decision. First, like in *Beutz*, the court found the general benefits associated with services were not explicitly calculated, quantified and separated from the special benefits. Second, the court found that the City had failed to record the basis for the assessment on its own parcels.

---

### **Compliance with Current Law**

This Engineer's Report is consistent with the requirements of Article XIIC and XIID of the California Constitution and with the *SVTA* decision because the improvements to be funded are clearly defined; the improvements are directly available to and will directly benefit property in the Improvement District; and the improvements provide a direct advantage to property in the Improvement District that would not be received in absence of the assessments.

This Engineer's Report is consistent with *Beutz*, *Dahms* and *Greater Golden Hill* because the improvements will directly benefit property in the Improvement District and the general benefits have been explicitly calculated and quantified and excluded from the assessments. The Engineer's Report is consistent with *Bonander* because the assessments have been apportioned based on the overall cost of the improvements and proportional special benefit to each property.

## Plans & Specifications

The Pleasant Valley Recreation and Park District maintains park facilities in locations throughout its boundaries.

The work and improvements (the “Improvements”) proposed to be undertaken by the Pleasant Valley Recreation and Park District’s Park Maintenance and Recreation Improvement District (the “Improvement District”) and the cost thereof paid from the levy of the annual assessment provide special benefit to Assessor Parcels within the Improvement District as defined in the Method of Assessment herein. In addition to the definitions provided by the Landscaping and Lighting Act of 1972, (the “Act”) the work and improvements are generally described as follows:

Installation, maintenance and servicing of public recreational facilities and improvements, including, but not limited to, turf and play areas, playground equipment, hard court surfaces, ground cover, shrubs and trees, irrigation and sprinkler systems, landscaping, park grounds and facilities, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, gymnasiums, senior centers, running tracks, swimming pools, landscape corridors, trails, other recreational facilities, security patrols to protect the Improvements, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, at each of the locations owned, operated or maintained by the Pleasant Valley Recreation and Park District. Any plans and specifications for these improvements have been filed with the General Manager of the Pleasant Valley Recreation and Park District and are incorporated herein by reference.

As applied herein, “Installation” means the construction of recreational improvements, including, but not limited to, land preparation (such as grading, leveling, cutting and filling) sod, landscaping, irrigation systems, sidewalks and drainage, lights, playground equipment, play courts, recreational facilities and public restrooms.

“Maintenance” means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of any improvement, including repair, removal or replacement of all or any part of any improvement; providing for the life, growth, health, and beauty of landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, or treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste, and the cleaning, sandblasting, and painting of walls and other improvements to remove or cover graffiti.

“Servicing” means the furnishing of electric current, or energy, gas or other illuminating agent for any public lighting facilities or for the lighting or operation of any other improvements; or water for the irrigation of any landscaping, the operation of any fountains, or the maintenance of any other improvements.

Incidental expenses include all of the following: (a) The costs of preparation of the report, including plans, specifications, estimates, diagram, and assessment; (b) the costs of printing, advertising, and the giving of published, posted, and mailed notices; (c) compensation payable to the County for collection of assessments; (d) compensation of any engineer or attorney employed to render services in proceedings pursuant to this part; (e) any other expenses incidental to the construction, installation, or maintenance and servicing of the Improvements; (f) any expenses incidental to the issuance of bonds or notes pursuant to Streets & Highways Code Section 22662.5; and (g) costs associated with any elections held for the approval of a new or increased assessment. (Streets & Highways Code §22526).

The assessment proceeds will be exclusively used for Improvements within the Improvement District plus Incidental expenses. Reference is made to the Summary of District’s Improvement Plans section in the following section of this Report and the more detailed budgets and improvement plans of the Park District, which are on file with the Pleasant Valley Recreation and Park District.

# Fiscal Year 2026-27 Estimate of Cost and Budget

## Introduction

Following are the proposed Improvements, and resulting level of improved parks and recreation facilities, for the Improvement District. As previously noted, the baseline level of service included a declining level of parks and recreation facilities due to shortages of funds for the Park District. Improvements funded by the assessments are over and above the previously declining baseline level of service. The formula below describes the relationship between the final level of improvements, the existing baseline level of service, and the enhanced level of improvements to be funded by the proposed assessment.

$$\text{Final Level of Improvements} = \text{Baseline Level of Improvements} + \text{Enhanced Level of Improvements}$$

## Summary of District's Improvement Plans

Projects have been chosen throughout the Park District in order to ensure that all properties in the narrowly drawn Park District boundaries will receive improved access to better maintained and improved parks in their area. A detailed project improvement plan has been developed and is available for review at the Park District offices.

**Table 1 - Estimate of Cost, FY 2026-27**

	<b>Total Budget</b>	
<hr/>		
Installation, Maintenance & Servicing Costs		
Capital Improvements		\$1,014,084
Equipment and Facility Replacement		\$0
Services and Supplies		\$2,916,111
Maintenance and Operations of Improvements <sup>1</sup>		<u>\$2,819,188</u>
Subtotal - Installation, Maintenance and Servicing		\$6,749,382
Administrative Costs:		
Assessment Administration and County Charges		\$30,312
Allowance for Uncollectible Assessments		<u>\$10,189</u>
Subtotals - Incidentals		\$40,501
Total for Installation, Maintenance, Servicing and Administration		\$6,789,883
<hr/>		
<b>Total Benefit of Improvements</b>		<b>\$6,789,883</b>
Single Family Equivalent Units (SFE)		28,846
<b>Benefit Received per SFE Unit</b>		<b>\$235.38</b>
<hr/>		
Less:		
District Contribution for General Benefits <sup>2</sup>		(\$1,697,471)
District Contribution for Special Benefits		(\$3,632,697)
Beginning Fund Balance (July 1, 26)		(\$1,620,000)
Contribution to Reserve Fund/Improvement Fund/Contingency <sup>3</sup>		<u>\$1,615,855</u>
		(\$5,334,313)
Net Cost of Installation, Maintenance and Servicing (Net Amount to be Assessed)		\$1,455,570
<hr/>		
Budget Allocation to Property		
Total Assessment Budget*		\$1,455,570
	<b>Unadjusted SFE</b>	<b>Adjusted SFE</b>
Single Family Equivalent Benefit Units - Zone A	27,823.35	27,823.35
Single Family Equivalent Benefit Units - Zone B	456.91	114.23
Single Family Equivalent Benefit Units - Zone C	1,816.89	908.45
Adjusted SFE Units		<u>28,846.02</u>
Assessment per Single Family Equivalent Unit		\$50.46

\* All assessments are rounded to lower even penny. Therefore, the budget amount may slightly differ from the assessment rate

Notes to Estimate of Cost:

1. The item, Maintenance and Operation of Improvements provides funding for enhanced maintenance of all parks and recreation facilities on a daily basis, seven days per week. Improvements include mowing turf, trimming and caring for landscaping, fertilization and aeration of grounds and playfields, routine maintenance and safety inspections, painting, replacing/repairing broken or damaged equipment, trash removal and cleanup, irrigation and irrigation system maintenance, and other services as needed.
2. As determined in the following section, at least 25% of the cost of Improvements must be funded from sources other than the assessments to cover any general benefits from the Improvements. Therefore, out of the total cost of Improvements of \$6,789,883, the District must contribute at least \$1,697,471 from sources other than the assessments. The District will contribute much more than this amount, which more than covers any general benefits from the Improvements.
3. This amount is the projected ending fund balance as of June 30, 2027. The Fund Balance shown includes operating reserves and the Capital Improvement Reserve Fund.
4. The Act stipulates that proceeds from the assessments must be deposited into a special fund that has been set up for the revenues and expenditures of the Improvement District. Moreover, funds raised by the assessment shall be used only for the purposes stated within this Report. Any balance remaining at the end of the fiscal year, July 1, must be carried over to the next fiscal year. The funds shown under contribution to Reserve Fund / Improvement Fund / Contingency are primarily being accumulated for future capital improvement and capital renovation needs.

## Method of Apportionment

### Method of Apportionment

This section of the Engineer's Report explains the special and general benefits to be derived from the Improvements to park facilities and District maintained property throughout the Park District, and the methodology used to apportion the total assessment to properties within the Improvement District.

The Improvement District consists of all Assessor Parcels within the boundaries of the Pleasant Valley Recreation and Park District. The method used for apportioning the assessment is based upon the proportional special benefits conferred to the properties over and above the general benefits conferred to real property in the Improvement District or to the public at large. Special benefit is calculated for each parcel in the Improvement District using the following process:

1. Identification of all benefit factors derived from the Improvements
2. Identification of the direct advantages (special benefits) received by property in the Improvement District
3. Calculation of the proportion of these benefits that are general
4. Determination of the relative special benefit within different areas within the Improvement District
5. Determination of the relative special benefit per property type
6. Calculation of the specific assessment for each individual parcel based upon special vs. general benefit; location, property type, property characteristics, improvements on property and other supporting attributes

### Discussion of Benefit

In summary, the assessments can only be levied based on the special benefit to property. Any and all general benefit must be funded from another source. This special benefit is received by property over and above any general benefits from the Improvements. With reference to the requirements for assessments, Section 22573 of the Landscaping and Lighting Act of 1972 states:

*"The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements."*

*“The determination of whether or not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) [of the Streets and Highways Code, State of California].”*

Proposition 218, as codified in Article XIII D of the California Constitution, has confirmed that assessments must be based on the special benefit to property:

*“No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”*

Since assessments are levied on the basis of special benefit, they are not a tax and are not governed by Article XIII A of the California Constitution.

The SVTA v. SCCOSA decision also clarifies that a special benefit is a service or improvement that provides a direct advantage to a parcel, in contrast to a general benefit which provides indirect or derivative advantages. The SVTA v. SCCOSA decision also provides specific guidance that park improvements are a direct advantage and special benefit to property that is proximate to a park that is improved by an assessment:

*the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g. proximity to a park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g. general enhancement of the district’s property values).*

Finally, Proposition 218 twice uses the phrase “over and above” general benefits in describing special benefit. (Art. XIII D, sections 2(i) & 4(f).) The SVTA v. SCCOSA decision further clarifies that special benefits must provide a direct advantage to benefiting property and that examples of a special benefit include proximity to a park, expanded or improved access to open space or views of open space.

## **Benefit Factors**

The special benefits from the Improvements are listed below:

---

**Extension of a property's outdoor areas and green spaces for properties within close proximity to the Improvements**

In large part because it is cost prohibitive to provide large open land areas on property in the Improvement District, the residential, commercial and other benefiting properties in the Improvement District do not have large outdoor areas and green spaces. The parks in the Improvement District provide these larger outdoor areas that serve as an effective extension of the land area for proximate properties because the Improvements are uniquely proximate and accessible to property in close proximity to the Improvements. The Improvements, therefore, provide an important, valuable and desirable extension of usable land area for the direct advantage and special benefit of properties with good and close proximity to the Improvements.

According to the industry-standard guidelines established by the National Park and Recreation Association (the "NPRA"), neighborhood parks in urban areas have a service area radius of generally one-half mile and community parks have a service area radius of approximately two miles. The service radii for neighborhood parks and neighborhood green spaces were specifically established to give all properties within this service radii close proximity and easy access to such public land areas. Since proximate and accessible parks serve as an extension of the usable land area for property in the service radii and since the service radii was specifically designed to provide close proximity and access, the parcels within this service area clearly receive a direct advantage and special benefit from the Improvements - and this advantage is not received by other properties or the public at large.

Moreover, almost every neighborhood park in the Improvement District does not provide a restroom or parking lot. Such public amenities were specifically excluded from neighborhood parks because neighborhood parks are designed to be an extension of usable land area specifically for properties in close proximity, and not the public at large or other non-proximate property. The occupants of proximate property do not need to drive to their local park and do not need restroom facilities because they can easily reach their local neighborhood park and can use their own restroom facilities as needed. This is further tangible evidence of the effective extension of land area provided by the Improvements to proximate parcels in the Improvement District and the unique direct advantage the parcels within the Improvement District receive from the Improvements.

An analysis of the service radii for the Improvements finds that all properties in the Improvement District enjoy the distinct and direct advantage of being close and proximate to parks within the Improvement District. As noted in the following section, several Zones of Benefit have been specifically drawn within the Improvement District to further recognize the unique levels of proximity and special benefits to properties in the Improvement District. The benefiting properties in the Improvement District therefore uniquely and specially benefit from the Improvements and several unique areas of special benefits have been narrowly drawn.

---

### **Proximity to improved parks and recreational facilities**

Only the specific properties within close proximity to the Improvements are included in the Improvement District. Therefore, property in the Improvement District enjoys unique and valuable proximity and access to the Improvements that the public at large and property outside the Improvement District do not share.

In absence of the assessments, the Improvements would not be provided and the parks and recreation areas in the Improvement District would be degraded due to insufficient funding for maintenance, upkeep and repair. Therefore, the assessments provide Improvements that are over and above what otherwise would be provided. Improvements that are over and above what otherwise would be provided do not by themselves translate into special benefits but when combined with the unique proximity and access enjoyed by parcels in the Improvement District, they provide a direct advantage and special benefit to property in the Improvement District.

---

### **Access to improved parks, open space and recreational areas**

Since the parcels in the Improvement District are nearly the only parcels that enjoy close access to the Improvements, they directly benefit from the unique close access to improved parks, open space and recreation areas that are provided by the Assessments. This is a direct advantage and special benefit to property in the Improvement District.

---

### **Improved Views**

The Park District, by maintaining the landscaping at its park, recreation and open space facilities provides improved views to properties with direct line-of-sight as well as other local properties which benefit from improved views when is the Improvements are accessed or passed. Therefore, the improved and protected views provided by the Assessments are another direct and tangible advantage that is uniquely conferred upon property in the Improvement District.

## Benefit Finding

In summary, real property located within the boundaries of the Improvement District distinctly and directly benefits from closer proximity, access and views of improved parks, recreation facilities, open space, landscaped corridors, greenbelts, trail systems and other public resources funded by the Assessments. The Improvements are specifically designed to serve local properties in the Improvement District, not other properties or the public at large. The public at large and other properties outside the Improvement District receive only limited benefits from the Improvements because they do not have proximity, good access or views of the Improvements. These are special benefits to property in the Improvement District in much the same way that sewer and water facilities, sidewalks and paved streets enhance the utility and desirability of property and make them more functional to use, safer and easier to access.

## General versus Special Benefit

Article XIII C of the California Constitution requires any local agency proposing to increase or impose a benefit assessment to “separate the general benefits from the special benefits conferred on a parcel.” The rationale for separating special and general benefits is to ensure that property owners subject to the benefit assessment are not paying for general benefits. The assessment can fund special benefits but cannot fund general benefits. Accordingly, a separate estimate of the special and general benefit is given in this section.

In other words:

$$\text{Total Benefit} = \text{General Benefit} + \text{Special Benefit}$$

There is no widely-accepted or statutory formula for general benefit. General benefits are benefits from improvements or services that are not special in nature, are not “particular and distinct” and are not “over and above” benefits received by other properties. SVTA vs. SCCOSA provides some clarification by indicating that general benefits provide “an indirect, derivative advantage” and are not necessarily proximate to the improvements.

In this report, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

The starting point for evaluating general and special benefits is the current, baseline level of service. The assessment will fund Improvements “over and above” this general, baseline level and the general benefits estimated in this section are over and above the baseline.

A formula to estimate the general benefit is listed below:

<b>General Benefit</b>	<b>=</b>	<b>Benefit to real property outside of improvement district</b>	<b>+</b>	<b>Benefit to real property inside of improvement district</b>	<b>+</b>	<b>Benefit to public at large</b>
------------------------	----------	---	----------	--	----------	-----------------------------------

Special benefit, on the other hand, is defined in the state constitution as “a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large.” The SVTA v. SCCOSA decision indicates that a special benefit is conferred to a property if it “receives a direct advantage from the improvement (e.g., proximity to a park).” In this assessment, as noted, properties in the Improvement District have close and unique proximity, views and access to the Improvements and uniquely improved desirability from the Improvements. Other properties and the public at large do not receive significant benefits because they do not have proximity, access or views of the Improvements. Therefore, the overwhelming proportion of the benefits conferred to property is special, and is only minimally received by property outside the Improvement District or the public at large.

In the 2009 Dahms case, the court upheld an assessment that was 100% special benefit on the rationale that the services funded by the assessments were directly provided within the assessment district. It is also important to note that the improvements and services funded by the assessments in Pomona are similar to the improvements and services funded by the Assessments described in this Engineer’s Report and the Court found these improvements and services to be 100% special benefit. Also similar to the assessments in Pomona, the Assessments described in this Engineer’s Report fund improvements and services directly provided within the Assessment District and every benefiting property in the Assessment District enjoys proximity and access to the Improvements. Therefore, Dahms establishes a basis for minimal or zero general benefits from the Assessments. However, in this Report, the general benefit is more conservatively estimated and described, and then budgeted so that it is funded by sources other than the Assessment.

## Calculating General Benefit

In this section, the general benefit is conservatively estimated and described, and then budgeted so that it is funded by sources other than the assessment.

---

### Benefit to Property Outside the Improvement District

Properties within the Improvement District receive almost all of the special benefits from the Improvements because properties in the Improvement District enjoy unique close proximity and access to the Improvements that is not enjoyed by other properties or the public at large. However, certain properties within the proximity/access radius of the Improvements, but outside of the boundaries of the Improvement District, may receive some benefit from the Improvements. Since this benefit is conferred to properties outside the Improvement District boundaries, it contributes to the overall general benefit calculation and will not be funded by the Assessments.

The properties outside the Improvement District and within the proximity radii for neighborhood parks in the Improvement District receive benefits from the Improvements. Since these properties are not assessed for their benefits because they are outside of the area that can be assessed by the District, this is form of general benefit to the public at large and other property. A 50% reduction factor is applied to these properties because they are geographically on only one side of the Improvements and are over twice the average distance from the Improvements compared to properties in the Assessment District. The general benefit to property outside of the Improvement District is calculated as follows with the parcel and data analysis performed by SCI Consulting Group.

#### Assumptions:

3,616 parcels outside the district but within either 0.5 miles of a neighborhood park or 2.0 miles of a community park within the Improvement District.

25,370 parcels in the Improvement District.

50% relative benefit compared to property within the Improvement District.

#### Calculation of General Benefit to Property Outside the Improvement District

$$(3,616 / (25,370 + 3,615)) * 0.5 = 6.2\%$$

Although it can reasonably be argued that Improvements inside, but near the Park District boundaries are offset by similar park and recreational improvements provided outside, but near the Park District's boundaries, we use the more conservative approach of finding that 6.2% of the Improvements may be of general benefit to property outside the Improvement District.

---

### **Benefit to Property *Inside* the District that is *Indirect and Derivative***

The "indirect and derivative" benefit to property within the Improvement District is particularly difficult to calculate. A solid argument can be presented that all benefit within the Improvement District is special, because the Improvements are clearly "over and above" and "particular and distinct" when compared with the baseline level of service and the unique proximity, access and views of the Improvements enjoyed by benefiting properties in the Improvement District.

Nevertheless, the SVTA vs. SCCOSA decision indicates there may be general benefit "conferred on real property located in the district". A measure of the general benefits to property within the Assessment area is the percentage of land area within the Improvement District that is publicly owned and used for regional purposes such as major roads, rail lines and other regional facilities because such properties used for regional purposes could provide indirect benefits to the public at large. Approximately 2.0% of the land area in the Improvement District is used for such regional purposes, so this is a measure of the general benefits to property within the Improvement District.

---

### **Benefit To The Public At Large**

The general benefit to the public at large can be estimated by the proportionate amount of time that the Park District's parks and recreational facilities are used and enjoyed by individuals who are not residents, employees, customers or property owners in the Park District<sup>1</sup>. A survey of park and recreation facility usage conducted by SCI Consulting Group found that less than 5% of the Park District's facility usage is by those who do not live or work within District boundaries.<sup>2</sup> When people outside the Improvement District use parks, they diminish the availability of parks for people within the Improvement District. Therefore, another 5% of general benefits are allocated for people within the Improvement District. Combining these two measures of general benefits, we find that 10% of the benefits from the Improvements are general benefits to the public at large.

<sup>1</sup> . When District facilities are used by those individuals, the facilities are not providing benefit to property within the Park District. Use under these circumstances is a measure of general benefit. For example, a non-resident who is drawn to utilize the Park District facilities and shops at local businesses while in the area would provide special benefit to business properties as a result of his or her use of the Improvements. Conversely, one who uses Park District facilities but does

---

### **Total General Benefits**

Using a sum of these three measures of general benefit, we find that approximately 18.2% of the benefits conferred by the Improvements may be general in nature and should be funded by sources other than the assessment.

<b>General Benefit Calculation</b>	
<b>6.2%</b>	<b>(Outside the Assessment District)</b>
<b>+ 2.0%</b>	<b>(Inside the district – indirect and derivative)</b>
<b>+ 10.0%</b>	<b>(Public at Large)</b>
<b>= 18.2%</b>	<b>(Total General Benefit)</b>

Although this analysis finds that 18.2% of the assessment may provide general benefits, the Assessment Engineer establishes a requirement for a minimum contribution from sources other than the assessments of 25%. This minimum contribution above the measure of general benefits will serve to provide additional coverage for any other general benefits.

The Park District's total budget for maintenance and improvement of its parks and recreational facilities is \$6,789,883. Of this total budget amount, the Park District will contribute \$5,330,168 from sources other than the assessments for park maintenance and operation. This contribution by the Park District equates to approximately 79% of the total budget for maintenance and improvements and constitutes far more than the amount attributable to the general benefits from the Improvements.

not reside, work, shop or own property within the Park District boundaries does not provide special benefits to any property and is considered to be a measure of the general benefits.

<sup>2</sup>. A total of 200 park users were surveyed on different days and times during the months of November and December 2000. Nine respondents (4.5%) indicated that they did not reside or work within the Park District.

## Zones of Benefit

The Pleasant Valley Recreation and Park District's parks and recreation facilities are generally concentrated in the areas encompassing the City of Camarillo. The outlying, generally more rural areas of the Park District have limited park and recreation facilities and properties in these areas (collectively "area") are generally less proximate to the Improvements. Therefore, this area receives relatively lesser special benefits from the assessments than properties located within the City of Camarillo. This area of lesser benefit is defined to include all parcels within District boundaries that are located outside of the City limits, excluding the upper northwest section of the unincorporated areas of the Park District, generally known as the Heights and Spanish Hills<sup>3</sup>. This area is hereinafter referred to as Zone of Benefit B or Zone B and is depicted on the Assessment Diagram included with this Report. All parcels within the City of Camarillo or within the unincorporated areas described as the Heights or Spanish Hills are classified into Zone of Benefit A or Zone A.

Relative proximity and access to the Park District's facilities is a measure of the level of special benefit conferred by the assessments. Parcels in Zone B are approximately four times farther removed from the Park District's facilities as those within Zone A; therefore these properties are determined to receive 1/4 (25%) the level of benefit as those within Zone A.

Leisure Village and The Springs are two retirement communities generally located on the eastern side of the City of Camarillo. Both communities provide their own recreational facilities and programs to their residents, and the Park District does not own or maintain facilities within the two communities. Consequently, the recreational facilities and services offered by Leisure Village and The Springs offset some of the benefits provided by the Park District's facilities, so these properties receive lower levels of special benefit. Although the residents and employees of Leisure Village and The Springs use facilities within each community, they also can and do utilize the Park District's facilities and programs, such as the Senior Center, Community Center, and Pleasant Valley pool.

<sup>3</sup> . The area of Heights and Spanish Hills is generally located in the northwest unincorporated section of the Park District. The Las Posas Equestrian Park and Springville Park is located within this area. In addition, this area has similar proximity to the Park District's parks and facilities as do other parcels within the City of Camarillo.

A survey of property owners conducted by Godbe Research and Analysis in August 2000, found that property owners in these communities utilized Park District facilities generally approximately at one-half the frequency of property owners outside these communities. Using relative frequency of use as a measure of benefit, the Engineer has determined that a benefit of 1/2 the level of benefit as those within Zone A is appropriate. Therefore, properties in Leisure Village and The Springs are classified into Zone of Benefit C or Zone C and are determined to receive a benefit of 1/2 (50%) the level of benefit as those within Zone A.

The summary of parcels and assessments by Zone of Benefit is listed in the following table.

**Table 2 - Summary of Parcels and Assessments by Zone of Benefit**

	<i>Zone of Benefit</i>			<i>Total</i>
	<i>A</i>	<i>B</i>	<i>C</i>	
Total Parcels	23,928	691	2,398	27,017
SFE Units (Unadjusted for Benefit Weighting)	27,823.35	456.91	1,816.89	30,097.15
Benefit Adjustment Factor	100%	25%	50%	
Assessment Rate per SFE	\$50.46	\$12.62	\$25.23	
Total Assessment	\$1,403,966	\$5,764	\$45,840	\$1,455,570

The Zones of Benefit are shown on the Assessment Diagram and are listed for each parcel on the Assessment Roll.

Assessed properties within the Improvement District are within the industry-accepted proximity/service area for parks and recreation facilities. As noted, these proximity radii were specifically established to only encompass properties with good proximity and access to local parks and in effect make local parks within the proximity radii an extension of usable land area for the properties in the area. Since all parcels in the Improvement District have good access and proximity to the Improvements and the benefits to relatively closer proximity are offset by other factors, additional proximity is not considered to be a factor in determining benefit within each Zone of Benefit. In other words, the boundaries of the Improvement District and the Zones of Benefit have been narrowly drawn to include only properties that have good proximity and access and will specially benefit from the Improvements.

The SVTA vs. SCCOSA, 44 Cal.4<sup>th</sup> 431, 456, decision indicates:

*In a well-drawn district — limited to only parcels receiving special benefits from the improvement — every parcel within that district receives a shared special benefit. Under section 2, subdivision (i), these benefits can be construed as being general benefits since they are not “particular and distinct” and are not “over and above” the benefits received by other properties “located in the district.”*

*We do not believe that the voters intended to invalidate an assessment district that is narrowly drawn to include only properties directly benefiting from an improvement. Indeed, the ballot materials reflect otherwise. Thus, if an assessment district is narrowly drawn, the fact that a benefit is conferred throughout the district does not make it general rather than special. In that circumstance, the characterization of a benefit may depend on whether the parcel receives a direct advantage from the improvement (e.g., proximity to park) or receives an indirect, derivative advantage resulting from the overall public benefits of the improvement (e.g., general enhancement of the district’s property values).*

In the Improvement District, the advantage that each parcel receives from the Improvements is direct, and the boundaries are narrowly drawn to include only parcels that benefit from the assessment. Therefore, the even spread of assessment throughout each narrowly drawn Zone of Benefit is indeed consistent with the SVTA vs. SCCOSA decision and satisfies the “direct relationship to the ‘locality of the improvement.’” standard.

### **Method of Assessment and Proportionality**

As previously discussed, the assessments provide specific Improvements that confer direct and tangible special benefits to properties in the Improvement District. These benefits can partially be measured by the occupants on property in the Improvement District because such parcel population density is a measure of the relative benefit a parcel receives from the Improvements. Therefore, the apportionment of benefit is partially based the population density of parcels.

It should be noted that many other types of “traditional” assessments also use parcel population densities to apportion the assessments. For example, the assessments for sewer systems, roads and water systems are typically allocated based on the population density of the parcels assessed. Moreover, assessments have a long history of use in California and are in large part based on the principle that benefits from a service or improvement funded by assessments that is enjoyed by tenants and other non-property owners ultimately is conferred directly to the underlying property.<sup>4</sup>

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a single family home, or, in other words, on the basis of Single Family Equivalents (SFE). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefit and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. For the purposes of this Engineer’s Report, all properties are designated a SFE value, which is each property’s relative benefit in relation to a single family home on one parcel. In this case, the “benchmark” property is the single family detached dwelling which is one Single Family Equivalent or one SFE.

In the process of determining the appropriate method of assessment, the Engineer considered various alternatives. For example, an assessment only for all residential improved property was considered but was determined to be inappropriate because commercial, industrial and other properties also receive direct benefits from the Improvements.

<sup>4</sup> For example, in *Federal Construction Co. v. Ensign* (1922) 59 Cal.App. 200 at 211, the appellate court determined that a sewer system specially benefited property even though the direct benefit was to the people who used the sewers: “Practically every inhabitant of a city either is the owner of the land on which he resides or on which he pursues his vocation, or he is the tenant of the owner, or is the agent or servant of such owner or of such tenant. And since it is the inhabitants who make by far the greater use of a city’s sewer system, it is to them, as lot owners or as tenants, or as the servants or agents of such lot owners or tenants, that the advantages of actual use will redound. But this advantage of use means that, in the final analysis, it is the lot owners themselves who will be especially benefited in a financial sense.”

Moreover, a fixed or flat assessment for all properties of similar type was deemed to be inappropriate because larger properties receive a higher degree of benefit than other similarly used properties that are significantly smaller. (For two properties used for commercial purposes, there is clearly a higher benefit provided to the larger property in comparison to a smaller commercial property because the larger property generally supports a larger building and has higher numbers of employees, customers and guests that would benefit from proximity and improved access to well maintained and improved parks and recreational facilities. So the potential population of employees or residents is a measure of the special benefits received by the property.) Larger parcels, therefore, receive an increased benefit from the assessments.

Finally, the special benefits derived from the assessments are conferred on property and are not based on a specific property owner's use of the improvements, or a specific property owner's occupancy of property or the property owner's demographic status such as age or number of dependents. However, it is ultimately people who value the special benefits described above and use and enjoy the Park District's park and recreational facilities. In other words, the benefits derived to property are related to the average number of people who could potentially live on, work at, or otherwise could use a property, not how the property is currently used by the present owner. Therefore, the number of people who could or potentially live on, work at or otherwise use a property is one indicator of the relative level of benefit received by a property.

In conclusion, the Assessment Engineer determined that the appropriate method of assessment apportionment should be based on the type and use of property, the relative size of the property, its relative population and usage potential, its location and its proximity to parks and recreational facilities. Furthermore, the proportional special benefit derived by each identified parcel is apportioned based upon the following:

1. The entirety of the capital cost of the Improvements;
2. The maintenance and operation expenses of the Improvements;
3. And the cost of the property-related service being provided.

This method is further described below.

Pursuant to the Landscape and Lighting Act of 1972 and Article XIID of the Constitution of the State of California, all parcels that have special benefit conferred upon them as a result of the Improvements shall be identified and the proportionate special benefit derived by each identified parcel shall be determined in relationship to the entire cost of the Improvements. Only parcels that receive direct special benefit are assessed, and each parcel is assessed in proportion to the estimated benefit received.

Each parcel's benefit is determined by the difference between the general and special benefits being conferred on the properties by the Improvements; and the proportion of the special benefit conferred on the various land uses within the Assessment District. This method is further depicted below.

**Equation 1 – Special Benefit Apportionment Factors**

<b>Special Benefit</b>	$\approx \sum$	<b>(Special Benefit apportionment factors including use property type, size, location, and proximity to Improvements)</b>
------------------------	----------------	---

The next step in apportioning assessments is to determine the relative special benefit for each property. This process involves determining the relative benefit received by each property in relation to a "benchmark" property, a single family detached dwelling on one parcel (one "Single Family Equivalent Unit" or "SFE"). This SFE methodology is commonly used to distribute assessments in proportion to estimated special benefits and is generally recognized as providing the basis for a fair and appropriate distribution of assessments. In this Engineer's Report, all properties are assigned an SFE value, which is each property's relative special benefit in relation to a single family home on one parcel (the benchmark parcel). The formula for this special benefit assignment is as follows.

**Equation 2 – Relative Special Benefit (SFE)**

<b>Relative Special Benefit</b>	$\approx$	$\frac{\text{Special Benefit for a Specific Parcel}}{\text{Special Benefit for the Benchmark Parcel}}$
---------------------------------	-----------	--

Finally, to apportion the cost of Improvements to each parcel the total cost of the Improvements funded by the Assessments is divided by the total SFE benefit units assigned to all parcels. The resulting rate per SFE unit is then multiplied by the SFE units assigned to a parcel to determine the proportional assessment for each parcel.

**Equation 3 – Assessment Apportionment**

<b>Assessment for Parcel</b>	$=$	$\frac{\text{Entire Cost of Improvements}}{\text{Total SFE Benefit Units}} * (\text{SFE Benefit Units for Parcel})$
------------------------------	-----	---

## Method of Apportionment

### Residential Properties

Certain residential properties in the Improvement District that contain a single residential dwelling unit are assigned one Single Family Equivalent or 1.0 SFE. Traditional houses, zero-lot line houses and townhomes are included in this category.

Properties with more than one residential unit are designated as multi-family residential properties. These properties benefit from the improvements in proportion to the number of dwelling units that occupy each property and the average number of people who reside in multi-family residential units versus the average number of people who reside in a single-family home. The population density factors for the Pleasant Valley Recreation and Park District, as depicted below, provide the basis for determining the SFE factors for residential properties. Using the total population in a certain property type in the area of the Park District from the 1990 Census and dividing it by the total number of such households, finds that approximately 3.32 persons occupy each single-family residence, whereas an average of 2.16 persons occupy each multi-family residence. Using the ratio of one SFE for each single-family residence, which equates to one SFE for every 3.32 persons, 0.65 SFE would equate to one multi-family unit or 0.65 SFE for every 2.16 residents. Likewise, each condominium unit receives 0.71 SFE and each mobile home receives 0.51 SFE.

**Table 3 - Residential Density and Assessment Factors**

	<i>Total Population</i>	<i>Occupied Households</i>	<i>Persons per Household</i>	<i>SFE Factor</i>
Single Family Residential	34,333	10,343	3.32	1.00
Condominium	9,464	4,030	2.35	0.71
Multi-Family Residential	5,633	2,602	2.16	0.65
Mobile Home on Separate Lot	1,712	1,014	1.69	0.51

Source: 1990 Census, city of Camarillo (the most recent data available when the Improvement District was established).

The single family equivalency factor of 0.65 per dwelling unit for multifamily residential properties applies to such properties with 20 or fewer units. Properties in excess of 20 units typically offer on-site recreational amenities and other facilities that tend to offset some of the benefits provided by the improvements. Therefore, the benefit for properties in excess of 20 units is determined to be 0.65 SFE per unit for the first 20 units and 0.10 SFE per each additional unit in excess of 20 dwelling units.

## Commercial/Industrial Properties

SFE values for commercial and industrial land uses are based on the equivalence of special benefit on a land area basis between single family residential property and the average commercial/industrial property. The SFE values for various commercial and industrial land uses are further defined by using average employee densities because the special benefit factors described previously can be measured by the average number of people who work at commercial/industrial properties.

In order to determine employee density factors, the findings from the San Diego Association of Governments Traffic Generators Study (the "SANDAG Study") are used because these findings were approved by the State Legislature as being a good representation of the average number of employees per acre of land area for commercial and industrial properties. As determined by the SANDAG Study, the average number of employees per acre for commercial and industrial property is 24.

In comparison, the average number of people residing in a single family home in the area is 3.32. Since the average lot size for a single family home in the Park District is approximately 0.27 acres, the average number of residents per acre of residential property is 12.30.

The employee density per acre is generally 2 times the population density of single family residential property per acre (24 employees per acre / 12.3 residents per acre). Therefore, the average employee density can be used as the basis for allocating benefit to commercial or industrial property since a commercial/industrial property with 2 employees receives generally similar special benefit to a residential property with 1 resident. This factor of equivalence of benefit between 1 resident to 2 employees is the basis for allocating commercial/industrial benefit. Table 4 shows the average employees per acre of land area or portion thereof for commercial and industrial properties and lists the relative SFE factors per quarter acre for properties in each land use category.

Commercial and industrial properties in excess of 5 acres generally involve uses that are more land intensive relative to building areas and number of employees (lower coverage ratios). As a result, the benefit factors for commercial and industrial property land area in excess of 5 acres is determined to be the SFE rate per quarter acre for the first 5 acres and the relevant SFE rate per each additional acre over 5 acres.

Institutional properties that are used for residential, commercial or industrial purposes are also assessed at the appropriate residential, commercial or industrial rate.

**Table 4 - Commercial/Industrial Density and Assessment Factors**

<i>Type of Commercial/Industrial Land Use</i>	<i>Average Employees Per Acre <sup>1</sup></i>	<i>SFE Units per 1/4 Acre <sup>2</sup></i>
Commercial	24	1.00
Office	68	2.83
Shopping Center	24	1.00
Industrial	24	1.00
Self Storage or Parking Lot	1	0.04

1. Source: San Diego Association of Governments Traffic Generators Study.

2. The SFE factors for commercial and industrial parcels are applied by the quarter acre of land area or portion thereof. (Therefore, the minimum assessment for any assessable parcel in these categories is the SFE Units listed herein.)

### Vacant Properties

The benefit to vacant properties is determined to be proportional to the corresponding benefits for similar type developed properties; however, at a lower rate due to the lack of improvements on the property. A measure of the benefits accruing to the underlying land is the average value of land in relation to improvements for developed property. An analysis of the Fiscal Year 2000-01 assessed valuation data from the County of Ventura, found that 35% of the assessed value of improved properties is classified as the land value. It is reasonable to assume, therefore, that approximately 35% of the benefits are related to the underlying land and 65% are related to the improvements and the day to day use of the property. Using this ratio, the SFE factor for vacant parcels is 0.35 per parcel.

As properties are approved for development, their value increases. Likewise, the special benefits received by vacant property increases as the property is approved for development or becomes closer to being improved. When property is approved for development with a final map, the property has passed the final significant hurdle to development and can shortly undergo construction. Since the property is nearing the point of development, its special benefits increase. In addition, these properties are generally sold soon after completion of improvements, so the properties receive the additional benefit of desirability from prospective buyers due to the special benefits provided by proximity to improved parks and recreational facilities of the Park District. It is therefore determined that property with final map approval receives 50% of the relative benefit to improved property of similar use-type.

## Other Properties

Article XIIID provides that publicly owned properties must be assessed unless there is clear and convincing evidence that those properties receive no special benefit from the assessment.

All properties that are specially benefited are assessed. Other publicly owned property that is used for business purposes similar to private residential, commercial, industrial or institutional uses is benefited and assessed at the same rate as such privately owned property.

Miscellaneous, small and other parcels such as roads, right-of-way parcels, and common areas typically do not generate significant numbers of employees, residents, customers or guests and have limited economic value. These miscellaneous parcels receive minimal benefit from the Improvements and are assessed an SFE benefit factor of 0.

## Duration of Assessment

As noted previously, the Board gained the authority to approve the levy of the assessments for the fiscal year 2001-02 and to continue to levy them in future years. It is proposed that the Assessment be levied for fiscal year 2026-27 and continued every year thereafter, so long as the parks and recreational areas need to be improved and maintained. Pleasant Valley Recreation and Park District requires funding from the Assessments for its Improvements in the Improvement District. The Assessment can continue to be levied annually after the Pleasant Valley Recreation and Park District Board of Directors approves an annually updated Engineer's Report, budget for the Assessment, Improvements to be provided, and other specifics of the Assessment. In addition, the District Board of Directors must hold an annual public hearing to continue the Assessment.

## Appeals and Interpretation

Any property owner who feels that the assessment levied on the subject property is in error as a result of incorrect information being used to apply the foregoing method of assessment, may file a written appeal with the General Manager or her or his designee. Any such appeal is limited to correction of an assessment during the then current or, if before July 1, the upcoming fiscal year. Upon the filing of any such appeal, the General Manager or his or her designee will promptly review the appeal and any information provided by the property owner. If the General Manager or her or his designee finds that the assessment should be modified, the appropriate changes shall be made to the assessment roll. If any such changes are approved after the assessment roll has been filed with the County for collection, the General Manager or his or her designee is authorized to refund to the property owner the amount of any approved reduction. Any dispute over the decision of the General Manager or her or his designee, shall be referred to the Board of the Pleasant Valley Recreation and Park District and the decision of the Board of the Pleasant Valley Recreation and Park District shall be final.

# Assessment

**Whereas**, on February 4, 2026 the Pleasant Valley Recreation and Park District Board of Directors adopted its Resolution Designating Engineer of Work, and Directing Preparation of the Engineer’s Report for the Pleasant Valley Recreation and Park District, County of Ventura, California;

**Whereas**, said Resolution directed the undersigned Engineer of Work to prepare and file a report presenting an estimate of costs, a diagram for the Improvement District and an assessment of the estimated costs of the improvements upon all assessable parcels within the Improvement District, to which Resolution and the description of the Improvements therein contained, reference is hereby made for further particulars;

**Now, Therefore**, the undersigned, by virtue of the power vested in me under said Act and the order of the Board of said Pleasant Valley Recreation and Park District, hereby make the following assessment to cover the portion of the estimated cost of the improvements, and the costs and expenses incidental thereto to be paid by the Improvement District.

The amount to be paid for the Improvements and the expense incidental thereto, to be paid by the Improvement District for the fiscal year 2026-27 is generally as follows:

**Table 5 - Summary Cost Estimate**

	<i>F.Y. 2026-27</i>
	<u><i>Budget</i></u>
Parks Maintenance	\$5,735,298
Parks Improvements	\$1,014,084
Contingency and Reserve	\$1,615,855
Incidental Expenses	<u>\$40,501</u>
TOTAL BUDGET	\$8,405,739
Less:	
Beginning Fund Balance (July 1, 26)	(\$1,620,000)
Park District Contribution	<u>(\$5,330,168)</u>
NET AMOUNT TO ASSESSMENTS	\$1,455,570

As required by the Act, an Assessment Diagram is hereto attached and made a part hereof showing the exterior boundaries of the Improvement District. The distinctive number of each parcel or lot of land in the said Improvement District is its Assessor Parcel Number appearing on the Assessment Roll.

I do hereby assess and apportion said net amount of the cost and expenses of said improvements, including the costs and expenses incident thereto, upon the parcels and lots of land within said Improvement District, in accordance with the special benefits to be received by each parcel or lot, from the improvements, and more particularly set forth in the Cost Estimate and Method of Assessment hereto attached and by reference made a part hereof.

The assessment is subject to an annual adjustment tied to the Consumer Price Index-U for the Los Angeles Area as of December of each succeeding year (the "CPI"), with a maximum annual adjustment not to exceed 3%. Any change in the CPI in excess of 3% shall be cumulatively reserved as the "Unused CPI" and shall be used to increase the maximum authorized assessment rate in years in which the CPI is less than 3%. The maximum authorized assessment rate is equal to the maximum assessment rate in the first fiscal year the assessment was levied adjusted annually by the minimum of 1) 3% or 2) the change in the CPI plus any Unused CPI as described above.

The change in the CPI from December 2024 to December 2025 was 3.01%. Therefore, the maximum authorized assessment rate for fiscal year 2026-27 is increased by 3.00% which equates to \$50.46 per single family equivalent benefit unit. The estimate of cost and budget in this Engineer's Report proposes assessments for fiscal year 2026-27 at the rate of \$50.46. The assessment ballot proceeding conducted in 2001 authorized an annual adjustment in the assessment levies equal to the annual change in the CPI, not to exceed 3%. The maximum authorized assessment rate for fiscal year 2026-27 is within the limits of the authorized CPI increase.

The assessment is made upon the parcels or lots of land within the Improvement District in proportion to the special benefits to be received by the parcels or lots of land, from said improvements.

Each parcel or lot of land is described in the Assessment Roll by reference to its parcel number as shown on the Assessor's Maps of the County of Ventura for the fiscal year 2026-27. For a more particular description of the property, reference is hereby made to the deeds and maps on file and of record in the office of the County Recorder of said County.

I hereby place opposite the Assessor Parcel Number for each parcel or lot within the Assessment Roll, the amount of the assessment for the fiscal year 2026-27 for each parcel or lot of land within the Improvement District.

Dated: April 14, 2026

Engineer of Work



A handwritten signature in blue ink, appearing to read "John W. Bliss", written over a horizontal line.

By \_\_\_\_\_  
John Bliss, License No. C52091

## Assessment Diagram

The Improvement District includes all properties within the boundaries of the Pleasant Valley Recreation and Park District. The boundaries of the Improvement District are displayed on the following Assessment Diagram. The lines and dimensions of each lot or parcel within the Improvement District are those lines and dimensions as shown on the maps of the Assessor of the County of Ventura, for fiscal year 2026-27, and are incorporated herein by reference, and made a part of this Diagram and this Report.

(This page intentionally left blank.)

FILED IN THE OFFICE OF THE GENERAL MANAGER OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, COUNTY OF VENTURA, CALIFORNIA, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

\_\_\_\_\_  
GENERAL MANAGER

RECORDED IN THE OFFICE OF THE GENERAL MANAGER OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT, COUNTY OF VENTURA, CALIFORNIA, THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026.

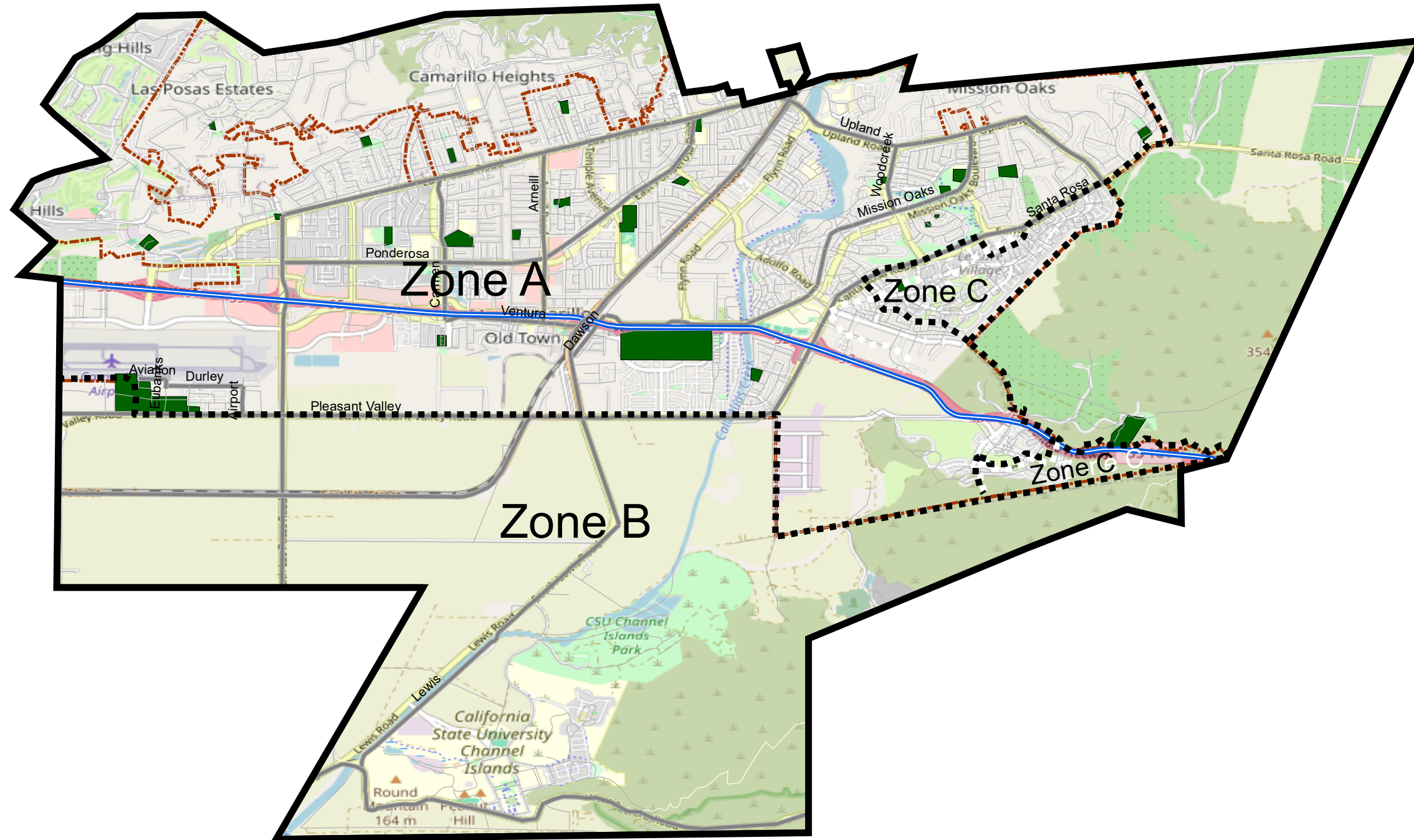
\_\_\_\_\_  
GENERAL MANAGER

AN ASSESSMENT WAS CONFIRMED AND LEVIED BY THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ON THE LOTS, PIECES AND PARCELS OF LAND ON THIS ASSESSMENT DIAGRAM ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2026 FOR FISCAL YEAR 2026-27 AND SAID ASSESSMENT DIAGRAM AND THE ASSESSMENT ROLL FOR SAID FISCAL YEAR WERE FILED IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF VENTURA ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2026. REFERENCE IS HEREBY MADE TO SAID RECORDED ASSESSMENT ROLL FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL OF LAND.

\_\_\_\_\_  
GENERAL MANAGER

FILED THIS \_\_\_\_ DAY OF \_\_\_\_\_, 2026, AT THE HOUR OF \_\_\_\_ O'CLOCK \_\_\_\_ M. IN THE OFFICE OF THE COUNTY AUDITOR OF THE COUNTY OF VENTURA, STATE OF CALIFORNIA, AT THE REQUEST OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT.

\_\_\_\_\_  
COUNTY AUDITOR, COUNTY OF VENTURA



**Legend**

- Interstate
- Major Road
- Local Road
- Parks
- District Boundary Line
- City boundaries
- Zone of Benefit Boundary

Note:  
REFERENCE IS HEREBY MADE TO THE MAPS AND DEEDS OF RECORD IN THE OFFICE OF THE ASSESSOR OF THE COUNTY OF VENTURA FOR A DETAILED DESCRIPTION OF THE LINES AND DIMENSIONS OF ANY PARCELS SHOWN HEREIN. THOSE MAPS SHALL GOVERN FOR ALL DETAILS CONCERNING THE LINES AND DIMENSIONS OF SUCH PARCELS. EACH PARCEL IS IDENTIFIED IN SAID MAPS BY ITS DISTINCTIVE ASSESSOR'S PARCEL NUMBER.

SCI Consulting Group  
4745 Mangels Blvd  
Fairfield, Ca 94534  
707-430-4300

**Pleasant Valley Recreation and Park District**  
**Park Maintenance and Recreation Improvement District**  
**Assessment Diagram 659/764**

## Appendix A - 2026-27 Assessment Roll

Each lot or parcel listed on the Assessment Roll is shown and illustrated on the latest County Assessor records and these records are, by reference made part of this report. These records shall govern for all details concerning the description of the lots or parcels.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Justin Kiraly, Assistant General Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL OF PRELIMINARY  
FISCAL YEAR 2026-2027 BUDGET FOR THE GENERAL  
FUND, DEBT SERVICE FUND, ASSESSMENT DISTRICT  
FUND, QUIMBY FEE FUND, PARK IMPACT FEE FUND,  
AND CAPITAL PROJECTS FUND**

**SUMMARY**

Every year Staff brings a budget before the Board of Directors, requesting the Board to approve the next fiscal year's budget. Staff is seeking Board approval of FY 2026-2027 General Fund, Debt Service, Assessment District, Quimby Fee, Park Impact Fee, and Capital Project budgets for the Pleasant Valley Recreation and Park District.

**BACKGROUND**

On April 25, 2026, the Pleasant Valley Recreation and Park District held a public workshop for the proposed FY 2026-2027 budgets. At the conclusion of the workshop, the budget totals were as follows: \$11,431,778 in expenses for the General Fund (Fund 10) budget, \$1,357,872 in expenses in the Debt Service (Fund 15) budget, \$930,154 in expenses for the Assessment District (Fund 20) Budget, \$2,362,729 in expenses in the Quimby Fee (Fund 30) Budget, \$251,500 expenses in Park Impact Fee (Fund 40) Budget, and \$600,000 in the Capital Projects (Fund 70) Budget. In addition, there is \$1,343,788 in Fund Transfers Out for the General Fund, and \$524,084 in Fund Transfers Out for the Assessment District. There is also \$1,357,872 in Fund Transfers In for the Debt Service Fund and \$510,000 in Fund Transfers In for the Capital Fund. The public received notice of this workshop through the posting of the agenda.

The proposed operating budget for FY 2026-2027 strives to continue to move the District along the path of fiscal sustainability. The FY 2026-2027 budget represents expected increases in costs due to inflation and cost-of-living increases. The District continues to make progress in a positive direction, seeing an increase in rentals and class/program participation.

The General Fund FY 2026-2027 preliminary budget, as presented, is balanced with an excess of \$9,489 after accounting for the planned use of \$160,000 Designated Projects funds in the General Fund. This is \$5,884 more than was presented at the Budget Hearing in April. Staff noticed there was an expense of \$11,395 that was inadvertently left off the Business Services (7180) account,

\$5,000 allocated for scholarships for the year (7121), and \$20,000 in reductions in Deferred Maintenance (6650).

The General Fund budget includes a drawdown of \$160,000 from Designated Projects (1111) to cover costs associated with potential funding for a project at the Community/Senior Center.

The General Fund also has \$1,360,360 of planned inter-fund transfers out, \$828,360 to the Debt Service Fund, and \$532,000 to the Capital Projects Fund.

For FY 2026-2027, the General Fund is budgeted for \$12,621,450 in revenue, \$6,270,789 in Personnel, \$5,157,384 in Services and Supplies, inter-fund transfers out of \$833,788 to the Debt Service Fund and \$510,000 to the Capital Projects Fund, and a planned drawdown of \$160,000 from Designated Projects for an excess of \$9,489.

The Debt Service Fund was established to more accurately account for all debt service payments. The Debt Service fund for FY 2026-2027 is receiving \$833,788 from the General Fund and \$524,084 from the Assessment District. These funds will be used to pay \$752,769 for the COP Debt for PV Fields and \$605,103 for the ELPA Energy Services Project.

The Assessment District FY 2026-2027 budget is balanced at \$1,460,332 in revenue with \$930,154 in services and supplies expenses and inter-fund transfer to the Debt Service Fund of \$524,084. This equates to revenue exceeding expenses by a total of \$6,094.

The Quimby Fee Fund for FY 2026-2027 has a revenue budget of \$100,000 for interest earnings and an expense budget of \$2,362,729 for capital improvement projects. This leads to a drawdown of the Quimby Fund balance of \$2,262,729 as developer funds are used before interest funds are used. This is typical of Quimby accounts, as there is a large inflow of cash from development projects, that are then used in future periods.

The Park Impact Fee Fund for FY 2026-2027 has a revenue budget of \$40,000 for interest earnings and an expense budget of \$1,500 to account for expected Administrative Fees paid to the City of Camarillo and to the District and \$250,000 in planned capital spending for playground improvements at Bob Kildee Community Park.

The Community Development Block Grant ceased as of September 30, 2024; therefore, Fund 50 will be unused.

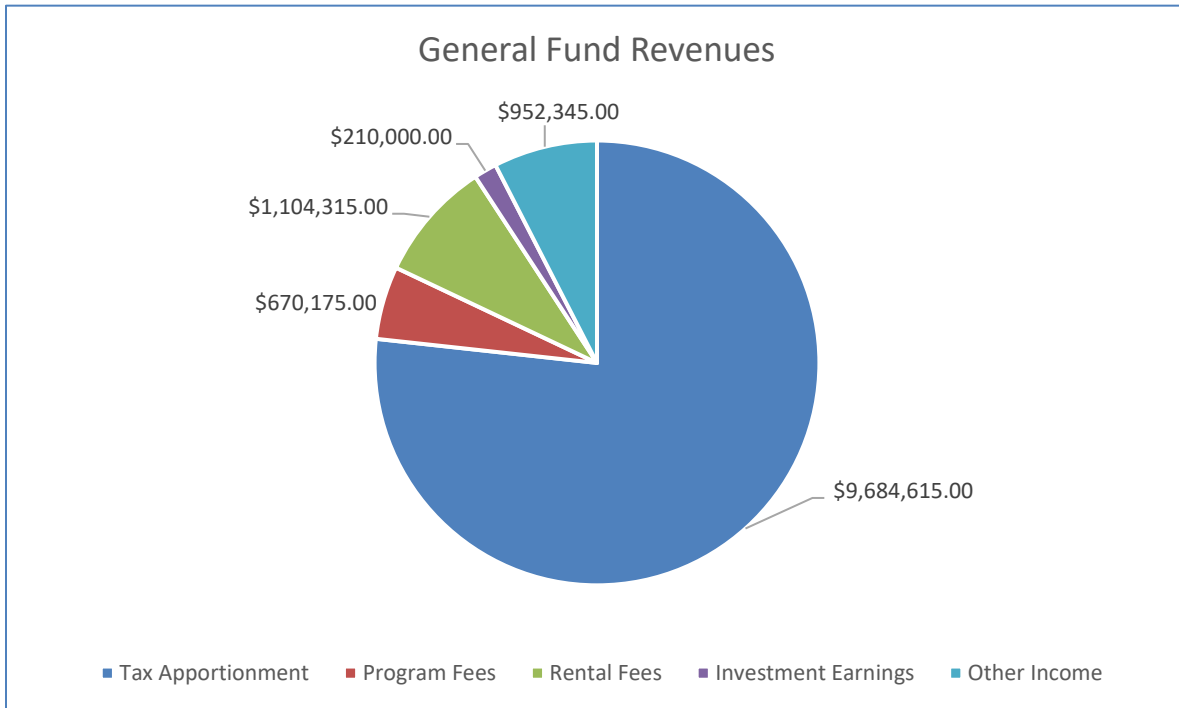
The Restricted Donations Fund 60 is for the use of donations received for a specific project or purpose. Currently, the District has received no donations for specific projects, and this fund will remain unused until such donations are received.

The Capital Projects Fund was established to allow for the District to more accurately account for capital projects as separate from operational expenses. This fund will also allow the District to better account for capital projects that may cross many fiscal years. There is budgeted for \$60,000 in interest earnings and an inter-fund transfer of \$510,000 from the General Fund for FY 2026-2027.

The introduction of the preliminary budget as well as the workshop has allowed the Board and the public an opportunity to review and provide additional comments before adoption of the budgets on July 1, 2026.

**FY 2026-27 ANALYSIS**

**FUND 10 – General Fund**



**Drawdown-Fund 10**

Drawdown	April 25 <sup>th</sup> Workshop	June 3 <sup>rd</sup> Board Meeting
Designated Project	\$160,000	\$160,000

**Expenses-Fund 10**

Expense	April 25 <sup>th</sup> Workshop	June 3 <sup>rd</sup> Board Meeting
Personnel	\$6,270,789	\$6,270,789
Services and Supplies	\$5,160,986	\$5,157,384

**Transfers In/(Out)**

Transfers	April 25 <sup>th</sup> Workshop	June 3 <sup>rd</sup> Board Meeting
Transfers Out	\$1,343,788	\$1,343,788

## FUND 15 – Debt Service Fund

The Debt Service Fund (Fund 15) exists to properly allocate and account for funds that are set aside to fulfill the District’s obligation to repay any long-term debts taken on in the course of business, whether for large-scale capital projects or voter issued.

The analysis for Fund 15 is as follows:

- No changes from April 25<sup>th</sup> Budget Workshop
- Transfers in from Fund 10 of \$833,788 and Fund 20 of \$524,084
- \$752,769 for the COP for PV Fields Payment
- \$605,103 for the ELPA Energy Services Project

## FUND 20 – Assessment District

The Assessment District (Fund 20) was established in 2001 to provide the District with the necessary financial support needed to improve park maintenance and fund any future maintenance or capital improvement needs.

The analysis for Fund 20 is as follows:

- No changes from April 25<sup>th</sup> Budget Workshop
- Balanced budget with an excess of \$6,094
- Assessment Revenue has increased \$41,894 due to 3.0% increase in Assessment Tax

## FUND 30 – Quimby Fees

Quimby Fees (Fund 30) are fees that are received from developers in lieu of land when a parcel is subdivided and may only be used for developing new parks/recreation facilities or rehabilitating existing neighborhood or Community Park/Recreational Facilities to increase capacity. The District does not budget for Park In-Lieu Fees but does budget for interest earnings. The District budgeted \$160,000 in interest earnings, taking into consideration the balances that are in the Ventura County Pool, Pacific Western Bank, and California CLASS. This high return is expected to decrease over the next couple of years, as the Fed is expected to continue decreasing rates.

The following Fund 30 projects are planned for FY 2026-2027, and all projects will be paid with Quimby Fee Funds:

Project Name	Budgeted Cost
Pickleball Sports Complex at Freedom Park	\$425,000
Multi-Use Community Recreation/Multi-Generational Center	\$1,000,000
Freedom Park Restrooms ADA	\$450,000
Community Center/Classroom Enhancements	\$37,729

Dos Caminos Park Design	\$100,000
Nature Center Overhaul	\$350,000

**FUND 40 – Park Impact Fees**

Fund 40 is a park impact fee established by the Camarillo Municipal Code, paid for by new non-subdivision residential developments as well as new or expanded non-residential developments. These fees cannot be used to fund parkland acquisition nor the renovation of existing facilities unless the renovations add new service capacity.

Revenue	April 25 <sup>th</sup> Workshop	June 3 <sup>rd</sup> Board Meeting
Interest Earnings	\$40,000	\$40,000

\$1,500 for Administrative Fees are budgeted for this fund this year and \$250,000 of capital spending is budgeted for the playground overhaul at Bob Kildee.

**FUND 50 – Community Development Block Grant (CDBG)**

Fund 50 is a three-year program that is funded by a federal grant that allows the District to partner with Food Share of Ventura County to distribute food to help fight against hunger in Ventura County. The CDBG federal funding ended on September 30, 2024.

**FUND 60 – Restricted Donations**

Restricted Donations (Fund 60) are donations that are received with a specific project or purpose. Since these funds are accepted with these restrictions in place, they are kept in their own fund. Currently, the District has no projects that are funded by restricted donations.

**FUND 70 – Capital Improvements Fund**

The Capital Improvements Fund (Fund 70) was established this past year to improve accounting for funds designated specifically for capital improvement projects, separate from the District’s operating expenses. This fund also provides clearer tracking for projects that span multiple fiscal years.

Fund 70 is budgeted to receive an interfund transfer of \$510,000 from Fund 10 for the following capital projects:

Project	Park/Location	Budgeted Cost
Playground Replacement	Bob Kildee	\$300,000
PV Aquatic Center AC	Aquatic Center	\$13,000
Freedom Center (Design Only)	Freedom Park	\$90,000
Senior Center AC for Office	Community Center	\$7,000
Bob Kildee Tennis Court Resurfacing	Bob Kildee Park	\$120,000

In addition to the projects, the District will be purchasing a fleet vehicle for the Parks Department, budgeted at \$40,000, and \$30,000 will be budgeted for capital-related emergencies.

**FISCAL IMPACT**

Approval of the Preliminary FY 2026-2027 budgets will allow Staff to proceed with the development of the Final FY 2026-2027 budgets for review and adoption at the July 1, 2026, Board meeting with a public hearing. There is no direct fiscal impact associated with this action.

**RECOMMENDATION**

It is recommended that the Board approve the Preliminary Fiscal Year 2026-2027 Budget with a final approval scheduled for the July 1, 2026, Regular Board meeting through a public hearing.

**ATTACHMENT**

- 1) FY 2026-2027 Preliminary Budget (29 pages)



Fiscal Year

2026-2027

Preliminary Budget



FY 26-27 Budget Overview							
Fund	Division	Notes	Revenue	Interfund Transfers In	Expenditures	Interfund Transfers Out	Budget Status
10	0		\$ 10,511,615.00	\$ -	\$ 1,082,687.00	\$ 1,343,788.00	\$ 8,085,140.00
10	301		\$ 268,740.00	\$ -	\$ 437,507.00	\$ -	\$ (168,767.00)
10	310		\$ 382,955.00	\$ -	\$ 158,005.00	\$ -	\$ 224,950.00
10	320		\$ 381,350.00	\$ -	\$ 468,404.00	\$ -	\$ (87,054.00)
10	370		\$ 14,864.00	\$ -	\$ 122,175.00	\$ -	\$ (107,311.00)
10	503	Spec Events	\$ 172,559.00	\$ -	\$ 297,007.00	\$ -	\$ (124,448.00)
10	503	Rec Admin	\$ 6,000.00	\$ -	\$ 253,644.00	\$ -	\$ (247,644.00)
10	410		\$ 850,867.00	\$ -	\$ 5,127,858.00	\$ -	\$ (4,276,991.00)
10	505		\$ 32,500.00	\$ -	\$ 3,480,886.00	\$ -	\$ (3,448,386.00)
15	150		\$ -	\$ 1,357,872.00	\$ 1,357,872.00	\$ -	\$ -
20	470		\$ 1,460,332.00	\$ -	\$ 930,154.00	\$ 524,084.00	\$ 6,094.00
30	480		\$ 2,700,000.00	\$ -	\$ 2,600,000.00	\$ -	\$ 100,000.00
40	490		\$ 540,000.00	\$ -	\$ 501,500.00	\$ -	\$ 38,500.00
70	700		\$ -	\$ 395,000.00	\$ 395,000.00	\$ -	\$ -
			Revenue	Interfund Transfers In	Expenditures	Interfund Transfers Out	Fund Balance Increase/(Decrease)
Fund 10 Total*	General Fund		\$ 12,621,450.00	\$ -	\$ 11,428,173.00	\$ 1,343,788.00	\$ (150,511.00)
Fund 15 Total	Debt Service		\$ -	\$ 1,357,872.00	\$ 1,357,872.00	\$ -	\$ -
Fund 20 Total	Assessment		\$ 1,460,332.00	\$ -	\$ 930,154.00	\$ 524,084.00	\$ 6,094.00
Fund 30 Total	Quimby		\$ 100,000.00	\$ -	\$ 2,362,729.00	\$ -	\$ (2,262,729.00)
Fund 40 Total	Park Impact		\$ 40,000.00	\$ -	\$ 251,500.00	\$ -	\$ (211,500.00)
Fund 70 Total	Captial		\$ 60,000.00	\$ 510,000.00	\$ 600,000.00	\$ -	\$ (30,000.00)

General Fund Cost Recovery Analysis FY27						
Department	Revenue	Admin Overhead	Rec Overhead	Total Expenditures	Rev-Total Expenditures	Cost Recovery %
<b>Aquatics (301)</b>	<b>\$ 268,740.00</b>	\$ 390,815.37	\$ 50,728.80	\$ 879,051.17	\$ (610,311.17)	31%
<b>Sports (310)</b>	<b>\$ 382,955.00</b>	\$ 390,815.37	\$ 50,728.80	\$ 599,549.17	\$ (216,594.17)	64%
<b>Camps/Classes (320)</b>	<b>\$ 381,350.00</b>	\$ 390,815.37	\$ 50,728.80	\$ 909,948.17	\$ (528,598.17)	42%
<b>Senior Services (370)</b>	<b>\$ 14,864.00</b>	\$ 390,815.37	\$ 50,728.80	\$ 563,719.17	\$ (548,855.17)	3%
<b>Parks (410)</b>	<b>\$ 850,867.00</b>	\$ 3,057,593.91	\$ -	\$ 8,185,451.91	\$ (7,334,584.91)	10%
<b>Special Events (503)</b>	<b>\$ 172,559.00</b>	\$ 390,815.37	\$ 50,728.80	\$ 738,551.17	\$ (565,992.17)	23%

\* Planned Drawdown of Designated Projects funds in the amount of \$160,000. Operating General Fund Balance will increase by \$9,489)



Pleasant Valley Recreation and Park District

2026/27 Budget

Fund 10 - General Fund

Description	Two Year Prior Actual	One Year Prior Final Budget	Requested
<b>Revenue</b>			
5110 - Tax Apport - Cur Year Secured	\$ 8,674,709.80	\$ 9,236,500.00	\$ 9,684,615.00
5120 - Tax Apport - Cur Year Unsec	\$ 264,823.43	\$ -	\$ -
5130 - Tax Apport - Prior Year Sec	\$ 117,492.40	\$ -	\$ -
5140 - Tax Apport - Prior Year Unsec	\$ 8,490.94	\$ -	\$ -
5210 - Cur Supplemental Pass Thru	\$ 185,842.82	\$ -	\$ -
5230 - HOPTR	\$ 44,451.95	\$ -	\$ -
5240 - Supplemental Assessment Roll	\$ 13.90	\$ -	\$ -
5310 - Interest Earnings	\$ 538,699.26	\$ 320,000.00	\$ 210,000.00
5506 - Park Patrol Citations	\$ 5,290.26	\$ 5,000.00	\$ 4,000.00
5508 - Bingo - Primary Revenue	\$ 9,882.76	\$ 3,600.00	\$ 3,600.00
5509 - Excess Bingo Revenue	\$ 919.05	\$ -	\$ -
5510 - Contract Classes-Public Fees	\$ 234,989.73	\$ 215,763.00	\$ 246,825.00
5511 - Public Fees	\$ 323,738.81	\$ 337,745.00	\$ 367,410.00
5520 - Public Fees-Entry Fees	\$ 36,725.20	\$ 47,240.00	\$ 47,240.00
5525 - Vending Concessions	\$ 259.65	\$ 1,450.00	\$ 1,100.00
5530 - Rental	\$ 823,164.42	\$ 772,640.30	\$ 787,989.00
5535 - Cell Tower Revenue	\$ 177,733.11	\$ 171,863.00	\$ 174,182.00
5540 - Parking Fees	\$ 33,946.48	\$ 23,000.00	\$ 25,000.00
5550 - Dues	\$ 125.00	\$ -	\$ -
5551 - EV Charging Fees	\$ -	\$ 12,000.00	\$ 12,000.00
5555 - Advertising Revenue	\$ 8,725.00	\$ 6,000.00	\$ 6,000.00
5558 - Sponsorships/Donations	\$ 14,270.51	\$ 10,000.00	\$ 10,000.00
5561 - Special Event	\$ 81,337.71	\$ 132,406.00	\$ 142,144.00
5563 - Staffing Cost Recovery	\$ 68,347.75	\$ 46,110.00	\$ 46,245.00
5564 - Special Event Permits	\$ 1,700.00	\$ -	\$ -
5566 - Security Services - Recovery	\$ 6,745.00	\$ 8,000.00	\$ 8,240.00
5570 - Contributions	\$ 8,461.03	\$ -	\$ -
5573 - Grants	\$ 37,330.00	\$ 16,717.00	\$ -
5574 - Rebates Recieved	\$ 102,572.00	\$ -	\$ 183,000.00
5575 - Other Misc Revenue	\$ 104,744.06	\$ 42,000.00	\$ 44,500.00
5576 - Restricted Donations	\$ 19,172.64	\$ -	\$ -
5585 - Incentive Income	\$ 2,711.75	\$ 2,350.00	\$ 2,360.00
5600 - Reimbursement - ROPS	\$ 561,451.71	\$ 614,774.00	\$ 615,000.00
<b>Revenue</b>	<b>\$ 12,498,868.13</b>	<b>\$ 12,025,158.30</b>	<b>\$ 12,621,450.00</b>
<b>Personnel</b>			
6100 - Full Time Salaries	\$ 3,050,951.65	\$ 3,409,438.44	\$ 3,593,646.00
6101 - Overtime Salaries	\$ 21,456.16	\$ 21,500.00	\$ 21,500.00
6105 - Car Allowance	\$ 5,999.76	\$ 6,000.00	\$ 6,000.00
6108 - Cell Phone Allowance	\$ 17,087.00	\$ 18,589.00	\$ 18,979.00
6110 - Part-Time Salaries	\$ 436,406.70	\$ 610,279.00	\$ 570,710.00
6120 - Retirement	\$ 534,092.56	\$ 625,924.00	\$ 658,443.00
6121 - 457 Pension	\$ 9,116.16	\$ 10,000.00	\$ 10,000.00
6125 - Deferred Compensation	\$ 5,212.26	\$ 6,165.00	\$ 6,600.00
6130 - Employee Insurance	\$ 438,730.05	\$ 467,432.00	\$ 473,221.00
6131 - Med Ins.- Retirees	\$ -	\$ 16,683.00	\$ 19,740.00
6140 - Workers Compensation	\$ 184,572.34	\$ 206,289.00	\$ 218,446.00
6150 - Unemployment Insurance	\$ -	\$ 10,000.00	\$ 10,000.00
6170 - PERS Unfunded Liability	\$ 915,039.00	\$ 657,229.00	\$ 663,504.00
<b>Personnel</b>	<b>\$ 5,618,663.64</b>	<b>\$ 6,065,528.44</b>	<b>\$ 6,270,789.00</b>
<b>Services and Supplies</b>			
6210 - Telephone/Internet	\$ 24,687.73	\$ 23,860.00	\$ 17,584.00
6220 - IT Services	\$ 75,318.95	\$ 67,317.00	\$ 90,430.00
6230 - IT Hardware	\$ 5,913.24	\$ 7,200.00	\$ 5,900.00
6240 - Software Services	\$ 45,057.43	\$ 47,110.00	\$ 45,696.00
6310 - Pool Chemicals	\$ 6,456.50	\$ 7,500.00	\$ 7,500.00
6320 - Janitorial Supplies	\$ 69,332.23	\$ 73,200.00	\$ 76,200.00

Description	Two Year Prior Actual	One Year Prior Final Budget	Requested
6330 - Kitchen Supplies	\$ 415.49	\$ 500.00	\$ 920.00
6340 - Food Supplies	\$ 7,840.99	\$ 6,665.00	\$ 6,924.00
6350 - Water Maint & Service	\$ 689.22	\$ 908.00	\$ 1,355.00
6360 - Laundry/Wash Service	\$ 442.00	\$ 1,425.00	\$ 1,615.00
6380 - Medical Supplies	\$ 168.43	\$ 1,115.00	\$ 700.00
6410 - Insurance Liability	\$ 424,116.00	\$ 530,145.00	\$ 473,495.00
6500 - Equipment Maintenance	\$ 1,875.02	\$ 2,500.00	\$ 2,500.00
6510 - Fuel	\$ 68,390.61	\$ 60,250.00	\$ 64,038.00
6520 - Vehicle Maintenance	\$ 45,758.11	\$ 46,620.00	\$ 46,620.00
6610 - Building Repair	\$ 81,444.51	\$ 79,779.00	\$ 79,779.00
6620 - HVAC Maintenance/Repairs	\$ 9,242.19	\$ 9,000.00	\$ 9,000.00
6630 - Playground Maintenance	\$ 38,434.17	\$ 35,000.00	\$ 35,000.00
6650 - Deferred Maintenance	\$ 30,201.05	\$ 180,000.00	\$ 160,000.00
6710 - Grounds Maintenance	\$ 98,165.75	\$ 104,588.00	\$ 362,088.00
6730 - Contracted Pest Control	\$ 10,200.00	\$ 7,400.00	\$ 7,400.00
6740 - Rubbish & Refuse	\$ 91,863.48	\$ 101,332.00	\$ 102,082.00
6750 - Vandalism/Theft	\$ 459.70	\$ 1,500.00	\$ 1,500.00
6810 - Memberships	\$ 15,077.94	\$ 17,765.00	\$ 17,765.00
6910 - Office Supplies	\$ 19,891.79	\$ 34,595.00	\$ 31,554.00
6920 - Postage Expense	\$ 21,695.02	\$ 22,650.00	\$ 25,075.00
6930 - Advertising Expense	\$ 4,141.26	\$ 5,200.00	\$ 9,945.00
6940 - Printing Charges	\$ 7,323.41	\$ 12,797.00	\$ 12,820.00
6950 - Bank & Registration Fees	\$ 42,764.86	\$ 35,920.00	\$ 48,920.00
6960 - Approp Redev/Collection Fees	\$ 949,008.94	\$ 1,000,000.00	\$ 1,082,687.00
6980 - Minor Furn Fixture & Equip	\$ 10,039.94	\$ 9,137.00	\$ 9,337.00
7010 - Fingerprint Fees (HR)	\$ 1,518.50	\$ 3,360.00	\$ 3,360.00
7020 - Fire & Safety Insp Fees	\$ 6,339.20	\$ 6,372.00	\$ 6,650.00
7030 - Permit & Licensing Fees	\$ 6,734.73	\$ 8,708.00	\$ 9,208.00
7100 - Professional Services	\$ 73,086.17	\$ 241,705.00	\$ 174,156.00
7110 - Legal Services	\$ 39,541.76	\$ 96,000.00	\$ 96,000.00
7115 - Typeset and Print Services	\$ 33,235.39	\$ 38,100.00	\$ 37,400.00
7120 - Instructor Services	\$ 134,012.64	\$ 137,620.00	\$ 160,323.00
7121 - Scholarships	\$ -	\$ -	\$ 5,000.00
7125 - PERS Admin Fees	\$ 1,606.36	\$ 2,200.00	\$ 2,200.00
7130 - Audit Services	\$ 17,100.00	\$ 16,825.00	\$ 16,825.00
7140 - Medical & Health Svcs	\$ 2,204.49	\$ 11,000.00	\$ 9,545.00
7150 - Security Services	\$ 9,300.00	\$ 9,217.00	\$ 9,217.00
7160 - Entertainment Services	\$ 681.90	\$ 3,750.00	\$ 5,250.00
7180 - Business Services	\$ 161,547.50	\$ 185,623.00	\$ 217,626.00
7190 - Umpire/Referee Services	\$ 2,620.00	\$ 2,830.00	\$ 3,330.00
7210 - Subscriptions	\$ 1,109.29	\$ 3,130.00	\$ 3,010.00
7310 - Rents & Leases - Equip	\$ 23,883.24	\$ 52,830.00	\$ 37,325.00
7320 - Bldg/Field Leases & Rental	\$ 9,534.12	\$ 60.00	\$ 9,180.00
7410 - Division Supplies	\$ 41,712.43	\$ 42,770.00	\$ 41,600.00
7430 - Bingo Supplies	\$ 4,510.40	\$ -	\$ -
7440 - Sporting Goods	\$ 7,270.13	\$ 11,780.00	\$ 10,380.00
7450 - Arts and Craft Supplies	\$ 1,269.17	\$ 2,025.00	\$ 1,800.00
7460 - Training Supplies	\$ 2,507.68	\$ 4,675.00	\$ 4,675.00
7500 - Small Tools	\$ 6,691.55	\$ 7,000.00	\$ 7,000.00
7510 - Safety Supplies	\$ 4,184.09	\$ 4,950.00	\$ 3,575.00
7610 - Uniform Allowance	\$ 17,846.67	\$ 18,100.00	\$ 21,012.00
7620 - Safety Clothing	\$ 4,406.48	\$ 1,200.00	\$ 1,200.00
7710 - Conference&Seminar Staff	\$ 11,153.14	\$ 20,307.00	\$ 26,313.00
7715 - Conference&Seminar Board	\$ -	\$ 2,325.00	\$ 3,175.00
7720 - Conference&Seminar Travel Exp	\$ 4,324.47	\$ 10,030.00	\$ 13,445.00
7725 - Out of Town Travel Board	\$ 1,916.77	\$ 2,970.00	\$ 3,615.00
7730 - Private Vehicle Mileage	\$ 636.63	\$ 1,470.00	\$ 1,520.00
7750 - Buses/Excursions	\$ 5,415.91	\$ 10,950.00	\$ 12,000.00
7760 - Tuition/Book Reimbursement	\$ -	\$ 4,000.00	\$ 4,000.00
7810 - Utilities - Gas	\$ 48,982.66	\$ 51,525.00	\$ 54,180.00
7820 - Utilities - Water	\$ 929,044.40	\$ 988,248.20	\$ 1,068,790.00
7830 - Utilities - Electric	\$ 213,655.86	\$ 197,500.00	\$ 198,500.00
7840 - Airport Assessment Exp	\$ 928.00	\$ 14,000.00	\$ 14,000.00
7910 - Awards and Certificates	\$ 7,638.57	\$ 20,690.00	\$ 16,070.00
7920 - Meals for Staff Training	\$ 2,518.70	\$ 3,000.00	\$ 3,000.00
7930 - Employee Morale	\$ 4,752.17	\$ 5,500.00	\$ 5,500.00

Description	Two Year Prior Actual	One Year Prior Final Budget	Requested
7950 - COP Debt - PV Fields	\$ 291,872.42	\$ -	\$ -
7971 - Reserve Computer Fleet	\$ 7,000.00	\$ -	\$ -
7973 - Reserve Dry Period	\$ 50,000.00	\$ -	\$ -
7975 - Reserve Repair/Oper/Admin	\$ 50,000.00	\$ -	\$ -
7976 - Reserve - Compensated Absences	\$ 25,000.00	\$ -	\$ -
<b>Services and Supplies</b>	<b>\$ 4,475,709.55</b>	<b>\$ 4,777,323.20</b>	<b>\$ 5,157,384.00</b>
<b>Capital</b>			
8420 - Equip/Facility Replacement	\$ 53,459.91	\$ -	\$ -
8507 - Lokker Playground	\$ 626,601.11	\$ -	\$ -
8518 - Bob Kildee Parking Lot	\$ 12,021.56	\$ -	\$ -
8519 - Cam Grove Parking Lot	\$ 12,000.00	\$ -	\$ -
8520 - Cam Grove BBQ	\$ 35,100.00	\$ -	\$ -
8521 - Dos Caminos Parking Lot	\$ 4,400.00	\$ -	\$ -
8522 - Mel Vincent Parking Lot	\$ 27,000.00	\$ -	\$ -
8523 - Pitts Ranch Tennis Court Resur	\$ 25,750.00	\$ -	\$ -
8524 - Pitts Ranch Parking Lot	\$ 25,000.00	\$ -	\$ -
8525 - Calleguas Playground	\$ 124,354.51	\$ -	\$ -
8526 - PV Parking Lot	\$ 125,114.84	\$ -	\$ -
8527 - PV Field VFD Replacement	\$ 40,226.48	\$ -	\$ -
8528 - Springville Iron Fence Replace	\$ 82,000.00	\$ -	\$ -
8530 - Quito Playground	\$ 184,794.58	\$ -	\$ -
8531 - Bob Kildee Windscreens	\$ 12,920.00	\$ 680.00	\$ -
<b>Capital</b>	<b>\$ 1,390,742.99</b>	<b>\$ 680.00</b>	<b>\$ -</b>
<b>Revenue Total</b>	<b>\$ 12,498,868.13</b>	<b>\$ 12,025,158.30</b>	<b>\$ 12,621,450.00</b>
<b>Expenses Total</b>	<b>\$ 11,485,116.18</b>	<b>\$ 10,843,531.64</b>	<b>\$ 11,428,173.00</b>
<b>Revenue less Expenses</b>	<b>\$ 1,013,751.95</b>	<b>\$ 1,181,626.66</b>	<b>\$ 1,193,277.00</b>
<b>Total Transfers In/(Out)</b>			
9150 - Interfund Transfer Out	\$ -	\$ (1,360,360.00)	\$ (1,343,788.00)
<b>Total Transfers In/(Out)</b>	<b>\$ -</b>	<b>\$ (1,360,360.00)</b>	<b>\$ (1,343,788.00)</b>
<b>Total Estimated Fund Balance Increase/(Decrease)</b>	<b>\$ 1,013,751.95</b>	<b>\$ (178,733.34)</b>	<b>\$ (150,511.00)</b>
<b>Drawdown of 1111-Designated Projects Funds</b>		<b>\$ 198,000.00</b>	<b>\$ 160,000.00</b>
<b>General Fund Balance after Drawdown</b>	<b>\$ -</b>	<b>\$ 19,266.66</b>	<b>\$ 9,489.00</b>



**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

<b>Department:</b> 00 - Non Departmentalized	<b>Division:</b> 000 - Miscellaneous
---	---

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

Revenue		
5110 - Tax Apport - Cur Year Secured	\$ 9,236,500.00	\$ 9,684,615.00
5310 - Interest Earnings	\$ 320,000.00	\$ 210,000.00
5585 - Incentive Income	\$ 2,000.00	\$ 2,000.00
5600 - Reimbursement - ROPS	\$ 614,774.00	\$ 615,000.00
<b>Revenue Total</b>	<b>\$ 10,173,274.00</b>	<b>\$ 10,511,615.00</b>

Services and Supplies		
6960 - Approp Redev/Collection Fees	\$ 1,000,000.00	\$ 1,082,687.00
<b>Services and Supplies Total</b>	<b>\$ 1,000,000.00</b>	<b>\$ 1,082,687.00</b>

Total Revenue	\$ 10,173,274.00	\$ 10,511,615.00
Total Expenses	\$ 1,000,000.00	\$ 1,082,687.00
Revenue minus Expenses	\$ 9,173,274.00	\$ 9,428,928.00

Interfund Transfers In/(Out)		
9150 - Interfund Transfer Out	\$ (1,360,360.00)	\$ (1,343,788.00)
<b>Total Interfund Transfers In/(Out)</b>	<b>\$ (1,360,360.00)</b>	<b>\$ (1,343,788.00)</b>

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

<b>Department:</b> <b>03 - Recreation</b>	<b>Division:</b> <b>301 - Aquatics</b>
--	---

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	-------------------------	----------------------------

Revenue		
5510 - Contract Classes-Public Fees	\$ 27,530.00	\$ 27,530.00
5511 - Public Fees	\$ 109,650.00	\$ 109,720.00
5520 - Public Fees-Entry Fees	\$ 47,240.00	\$ 47,240.00
5525 - Vending Concessions	\$ 800.00	\$ 800.00
5530 - Rental	\$ 47,245.00	\$ 46,880.00
5563 - Staffing Cost Recovery	\$ 36,570.00	\$ 36,570.00
<b>Revenue Total</b>	<b>\$ 269,035.00</b>	<b>\$ 268,740.00</b>

Personnel		
6100 - Full Time Salaries	\$ 77,249.00	\$ 73,797.00
6108 - Cell Phone Allowance	\$ 390.00	\$ 780.00
6110 - Part-Time Salaries	\$ 264,150.00	\$ 241,200.00
6120 - Retirement	\$ 32,266.00	\$ 29,971.00
6130 - Employee Insurance	\$ 11,991.00	\$ 807.00
6140 - Workers Compensation	\$ 4,063.00	\$ 3,748.00
<b>Personnel Total</b>	<b>\$ 390,109.00</b>	<b>\$ 350,303.00</b>

Services and Supplies		
6310 - Pool Chemicals	\$ 7,500.00	\$ 7,500.00
6500 - Equipment Maintenance	\$ 2,500.00	\$ 2,500.00
6810 - Memberships	\$ 110.00	\$ 110.00
6910 - Office Supplies	\$ 600.00	\$ 600.00
7030 - Permit & Licensing Fees	\$ 900.00	\$ 900.00
7115 - Typeset and Print Services	\$ 600.00	\$ 600.00
7120 - Instructor Services	\$ 17,895.00	\$ 17,778.00
7410 - Division Supplies	\$ 2,500.00	\$ 2,500.00
7460 - Training Supplies	\$ 1,460.00	\$ 1,460.00
7510 - Safety Supplies	\$ 2,025.00	\$ 1,525.00
7610 - Uniform Allowance	\$ 2,140.00	\$ 2,140.00
7810 - Utilities - Gas	\$ 44,256.00	\$ 46,911.00
7910 - Awards and Certificates	\$ 4,850.00	\$ 2,680.00
<b>Services and Supplies Total</b>	<b>\$ 87,336.00</b>	<b>\$ 87,204.00</b>

Total Revenue	\$ 269,035.00	\$ 268,740.00
Total Expenses	\$ 477,445.00	\$ 437,507.00
Revenue minus Expenses	\$ (208,410.00)	\$ (168,767.00)

Position	FTE	% Allocation
Recreation Supervisor	1	50%
Recreation Specialist	1	50%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

<b>Department:</b> <b>03 - Recreation</b>	<b>Division:</b> <b>310 - Sports</b>
--	---

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

Revenue		
5511 - Public Fees	\$ 72,795.00	\$ 68,360.00
5530 - Rental	\$ 310,395.00	\$ 310,395.00
5563 - Staffing Cost Recovery	\$ 4,200.00	\$ 4,200.00
<b>Revenue Total</b>	<b>\$ 387,390.00</b>	<b>\$ 382,955.00</b>

Personnel		
6100 - Full Time Salaries	\$ 77,249.00	\$ 73,796.00
6108 - Cell Phone Allowance	\$ 390.00	\$ 390.00
6110 - Part-Time Salaries	\$ 28,140.00	\$ 28,812.00
6120 - Retirement	\$ 14,211.00	\$ 13,724.00
6130 - Employee Insurance	\$ 11,991.00	\$ 807.00
6140 - Workers Compensation	\$ 1,254.00	\$ 1,221.00
<b>Personnel Total</b>	<b>\$ 133,235.00</b>	<b>\$ 118,750.00</b>

Services and Supplies		
6380 - Medical Supplies	\$ 300.00	\$ 300.00
6810 - Memberships	\$ 75.00	\$ 75.00
7180 - Business Services	\$ 2,200.00	\$ 2,200.00
7190 - Umpire/Referee Services	\$ 2,830.00	\$ 3,330.00
7320 - Bldg/Field Leases & Rental	\$ 9,120.00	\$ 9,120.00
7410 - Division Supplies	\$ 50.00	\$ 50.00
7440 - Sporting Goods	\$ 5,780.00	\$ 5,780.00
7830 - Utilities - Electric	\$ 7,500.00	\$ 8,500.00
7910 - Awards and Certificates	\$ 12,600.00	\$ 9,900.00
<b>Services and Supplies Total</b>	<b>\$ 40,455.00</b>	<b>\$ 39,255.00</b>

Total Revenue	\$ 387,390.00	\$ 382,955.00
Total Expenses	\$ 173,690.00	\$ 158,005.00
Revenue minus Expenses	\$ 213,700.00	\$ 224,950.00

Position	FTE	% Allocation
Recreation Supervisor	1	50%
Recreation Specialist	1	50%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

<b>Department:</b> <b>03 - Recreation</b>	<b>Division:</b> <b>320 - Classes</b>
--	--

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	-------------------------	----------------------------

Revenue		
5510 - Contract Classes-Public Fees	\$ 188,233.00	\$ 219,295.00
5511 - Public Fees	\$ 128,600.00	\$ 162,055.00
<b>Revenue Total</b>	<b>\$ 316,833.00</b>	<b>\$ 381,350.00</b>

Personnel		
6100 - Full Time Salaries	\$ 103,834.44	\$ 122,409.00
6108 - Cell Phone Allowance	\$ 260.00	\$ 260.00
6110 - Part-Time Salaries	\$ 122,852.00	\$ 111,960.00
6120 - Retirement	\$ 25,607.00	\$ 27,673.00
6130 - Employee Insurance	\$ 14,281.00	\$ 13,843.00
6140 - Workers Compensation	\$ 2,698.00	\$ 2,789.00
<b>Personnel Total</b>	<b>\$ 269,532.44</b>	<b>\$ 278,934.00</b>

Services and Supplies		
6340 - Food Supplies	\$ 1,575.00	\$ 1,750.00
6380 - Medical Supplies	\$ 815.00	\$ 400.00
7120 - Instructor Services	\$ 115,000.00	\$ 142,545.00
7121 - Scholarships	\$ -	\$ 5,000.00
7180 - Business Services	\$ 11,085.00	\$ 15,375.00
7410 - Division Supplies	\$ 14,740.00	\$ 14,000.00
7440 - Sporting Goods	\$ 3,000.00	\$ 1,600.00
7450 - Arts and Craft Supplies	\$ 2,025.00	\$ 1,800.00
7750 - Buses/Excursions	\$ 5,950.00	\$ 7,000.00
<b>Services and Supplies Total</b>	<b>\$ 154,190.00</b>	<b>\$ 189,470.00</b>

Total Revenue	\$ 316,833.00	\$ 381,350.00
Total Expenses	\$ 423,722.44	\$ 468,404.00
Revenue minus Expenses	\$ (106,889.44)	\$ (87,054.00)

Position	FTE	% Allocation
Recreation Supervisor	1	35%
Recreation Specialist	1	100%
Recreation Specialist	1	50%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

<b>Department:</b> <b>03 - Recreation</b>	<b>Division:</b> <b>370 - Senior Center</b>
--	--

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

Revenue		
5508 - Bingo - Primary Revenue	\$ 3,600.00	\$ 3,600.00
5511 - Public Fees	\$ 4,000.00	\$ 5,700.00
5525 - Vending Concessions	\$ 650.00	\$ 300.00
5530 - Rental	\$ -	\$ 3,264.00
5558 - Sponsorships/Donations	\$ 2,000.00	\$ 2,000.00
<b>Revenue Total</b>	<b>\$ 10,250.00</b>	<b>\$ 14,864.00</b>

Personnel		
6100 - Full Time Salaries	\$ 58,970.00	\$ 61,514.00
6108 - Cell Phone Allowance	\$ 260.00	\$ 260.00
6110 - Part-Time Salaries	\$ 33,800.00	\$ 34,300.00
6120 - Retirement	\$ 11,791.00	\$ 12,226.00
6130 - Employee Insurance	\$ 8,054.00	\$ 4,615.00
6140 - Workers Compensation	\$ 1,104.00	\$ 1,140.00
<b>Personnel Total</b>	<b>\$ 113,979.00</b>	<b>\$ 114,055.00</b>

Services and Supplies		
6330 - Kitchen Supplies	\$ 300.00	\$ 720.00
6340 - Food Supplies	\$ 1,145.00	\$ 1,700.00
7410 - Division Supplies	\$ 300.00	\$ 400.00
7510 - Safety Supplies	\$ 300.00	\$ 300.00
7750 - Buses/Excursions	\$ 5,000.00	\$ 5,000.00
<b>Services and Supplies Total</b>	<b>\$ 7,045.00</b>	<b>\$ 8,120.00</b>

Total Revenue	\$ 10,250.00	\$ 14,864.00
Total Expenses	\$ 121,024.00	\$ 122,175.00
Revenue minus Expenses	\$ (110,774.00)	\$ (107,311.00)

Position	FTE	% Allocation
Recreation Supervisor	1	35%
Recreation Specialist	1	50%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**

**2026/27 Annual Budget**

**Account Summary**

<b>Department:</b> <b>03 - Recreation</b>	<b>Division:</b> <b>503 - Special Events</b>
--	---

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

Revenue		
5511 - Public Fees	\$ 22,700.00	\$ 21,575.00
5555 - Advertising Revenue	\$ 6,000.00	\$ 6,000.00
5558 - Sponsorships/Donations	\$ 8,000.00	\$ 8,000.00
5561 - Special Event	\$ 132,406.00	\$ 142,144.00
5563 - Staffing Cost Recovery	\$ 840.00	\$ 840.00
<b>Revenue Total</b>	<b>\$ 169,946.00</b>	<b>\$ 178,559.00</b>

Personnel		
6100 - Full Time Salaries	\$ 200,727.00	\$ 212,543.00
6108 - Cell Phone Allowance	\$ 1,040.00	\$ 1,040.00
6110 - Part-Time Salaries	\$ 29,600.00	\$ 26,668.00
6120 - Retirement	\$ 33,598.00	\$ 35,218.00
6130 - Employee Insurance	\$ 35,967.00	\$ 39,494.00
6140 - Workers Compensation	\$ 2,741.00	\$ 2,847.00
<b>Personnel Total</b>	<b>\$ 303,673.00</b>	<b>\$ 317,810.00</b>

Services and Supplies		
6330 - Kitchen Supplies	\$ 200.00	\$ 200.00
6340 - Food Supplies	\$ 3,945.00	\$ 3,474.00
6360 - Laundry/Wash Service	\$ 1,240.00	\$ 1,390.00
6910 - Office Supplies	\$ 12,995.00	\$ 15,954.00
6920 - Postage Expense	\$ 20,650.00	\$ 23,075.00
6930 - Advertising Expense	\$ 2,200.00	\$ 6,585.00
7020 - Fire & Safety Insp Fees	\$ 2,100.00	\$ 2,150.00
7030 - Permit & Licensing Fees	\$ 1,700.00	\$ 2,050.00
7100 - Professional Services	\$ 55,205.00	\$ 48,656.00
7115 - Typeset and Print Services	\$ 37,500.00	\$ 36,800.00
7140 - Medical & Health Svcs	\$ 5,080.00	\$ 3,625.00
7150 - Security Services	\$ 1,470.00	\$ 1,470.00
7160 - Entertainment Services	\$ 2,500.00	\$ 5,250.00
7180 - Business Services	\$ 10,251.00	\$ 14,076.00
7310 - Rents & Leases - Equip	\$ 27,860.00	\$ 25,325.00
7320 - Bldg/Field Leases & Rental	\$ 60.00	\$ 60.00
7410 - Division Supplies	\$ 20,680.00	\$ 24,650.00
7460 - Training Supplies	\$ 2,040.00	\$ 2,040.00
7610 - Uniform Allowance	\$ 1,950.00	\$ 1,950.00
7710 - Conference&Seminar Staff	\$ 3,235.00	\$ 7,041.00
7720 - Conference&Seminar Travel Exp	\$ 940.00	\$ 3,450.00
7730 - Private Vehicle Mileage	\$ 700.00	\$ 820.00

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
7910 - Awards and Certificates	\$ 2,500.00	\$ 2,750.00
Services and Supplies Total	\$ 217,001.00	\$ 232,841.00

Total Revenue	\$ 169,946.00	\$ 178,559.00
Total Expenses	\$ 520,674.00	\$ 550,651.00
Revenue minus Expenses	\$ (350,728.00)	\$ (372,092.00)

Total Recreation Admin Revenue	\$ 6,000.00	\$ 6,000.00
Total Recreation Admin Expenses	\$ 247,445.00	\$ 253,644.00
Total Recreation Admin Revenue - Expenses	\$ (201,445.00)	\$ (247,644.00)

Total Special Event Revenue	\$ 163,946.00	\$ 172,559.00
Total Special Event Expenses	\$ 273,229.00	\$ 297,007.00
Total Special Event Revenue - Expenses	\$ (149,283.00)	\$ (124,448.00)

Position	FTE	% Allocation
Recreation Manager	1	100%
Recreation Supervisor	1	30%
Recreation Specialist	1	100%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

<b>Department:</b> <b>04 - Parks</b>	<b>Division:</b> <b>410 - Parks</b>
---	--

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

Revenue		
5506 - Park Patrol Citations	\$ 5,000.00	\$ 4,000.00
5530 - Rental	\$ 415,000.00	\$ 427,450.00
5535 - Cell Tower Revenue	\$ 171,863.00	\$ 174,182.00
5540 - Parking Fees	\$ 23,000.00	\$ 25,000.00
5551 - EV Charging Fees	\$ 12,000.00	\$ 12,000.00
5563 - Staffing Cost Recovery	\$ 4,500.00	\$ 4,635.00
5566 - Security Services - Recovery	\$ 8,000.00	\$ 8,240.00
5574 - Rebates Received	\$ -	\$ 183,000.00
5575 - Other Misc Revenue	\$ 12,000.00	\$ 12,000.00
5585 - Incentive Income	\$ 350.00	\$ 360.00
<b>Revenue Total</b>	<b>\$ 651,713.00</b>	<b>\$ 850,867.00</b>

Personnel		
6100 - Full Time Salaries	\$ 1,740,892.00	\$ 1,851,219.00
6101 - Overtime Salaries	\$ 19,000.00	\$ 19,000.00
6108 - Cell Phone Allowance	\$ 12,349.00	\$ 12,349.00
6110 - Part-Time Salaries	\$ 89,227.00	\$ 79,470.00
6120 - Retirement	\$ 319,370.00	\$ 338,403.00
6130 - Employee Insurance	\$ 294,789.00	\$ 314,670.00
6140 - Workers Compensation	\$ 190,841.00	\$ 202,266.00
<b>Personnel Total</b>	<b>\$ 2,666,468.00</b>	<b>\$ 2,817,377.00</b>

Services and Supplies		
6210 - Telephone/Internet	\$ 3,620.00	\$ 3,620.00
6320 - Janitorial Supplies	\$ 73,200.00	\$ 76,200.00
6350 - Water Maint & Service	\$ 480.00	\$ 515.00
6360 - Laundry/Wash Service	\$ 185.00	\$ 225.00
6510 - Fuel	\$ 60,250.00	\$ 64,038.00
6520 - Vehicle Maintenance	\$ 46,620.00	\$ 46,620.00
6610 - Building Repair	\$ 79,779.00	\$ 79,779.00
6620 - HVAC Maintenance/Repairs	\$ 9,000.00	\$ 9,000.00
6630 - Playground Maintenance	\$ 35,000.00	\$ 35,000.00
6650 - Deferred Maintenance	\$ 180,000.00	\$ 160,000.00
6710 - Grounds Maintenance	\$ 104,588.00	\$ 362,088.00
6730 - Contracted Pest Control	\$ 7,400.00	\$ 7,400.00
6740 - Rubbish & Refuse	\$ 101,332.00	\$ 102,082.00
6750 - Vandalism/Theft	\$ 1,500.00	\$ 1,500.00
6810 - Memberships	\$ 500.00	\$ 500.00
6980 - Minor Furn Fixture & Equip	\$ 7,000.00	\$ 7,000.00
7020 - Fire & Safety Insp Fees	\$ 4,272.00	\$ 4,500.00

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
7030 - Permit & Licensing Fees	\$ 5,608.00	\$ 6,258.00
7150 - Security Services	\$ 5,000.00	\$ 5,000.00
7180 - Business Services	\$ 3,300.00	\$ 5,100.00
7210 - Subscriptions	\$ 150.00	\$ 150.00
7310 - Rents & Leases - Equip	\$ 12,000.00	\$ 12,000.00
7440 - Sporting Goods	\$ 3,000.00	\$ 3,000.00
7500 - Small Tools	\$ 7,000.00	\$ 7,000.00
7510 - Safety Supplies	\$ 800.00	\$ 800.00
7610 - Uniform Allowance	\$ 13,160.00	\$ 16,072.00
7620 - Safety Clothing	\$ 1,200.00	\$ 1,200.00
7710 - Conference&Seminar Staff	\$ 5,425.00	\$ 7,075.00
7720 - Conference&Seminar Travel Exp	\$ 2,700.00	\$ 2,700.00
7760 - Tuition/Book Reimbursement	\$ 4,000.00	\$ 4,000.00
7810 - Utilities - Gas	\$ 7,269.00	\$ 7,269.00
7820 - Utilities - Water	\$ 988,248.20	\$ 1,068,790.00
7830 - Utilities - Electric	\$ 190,000.00	\$ 190,000.00
7840 - Airport Assessment Exp	\$ 14,000.00	\$ 14,000.00
<b>Services and Supplies Total</b>	<b>\$ 1,977,586.20</b>	<b>\$ 2,310,481.00</b>

Total Revenue	\$ 651,713.00	\$ 850,867.00
Total Expenses	\$ 4,644,054.20	\$ 5,127,858.00
Revenue minus Expenses	\$ (3,992,341.20)	\$ (4,276,991.00)

Position	FTE	% Allocation
Park Services Manager	1	100%
Park Supervisor	2	100%
Park Maintenance Lead Worker	3	100%
Lead Park Ranger	1	100%
Irrigation Specialist	1	100%
Mechanic	1	100%
Grounds Facilities II	4	100%
Grounds Facilities I	10	100%

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

**Department:**  
**05 - Administration**

**Division:**  
**505 - Administration**

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

Revenue		
5575 - Other Misc Revenue	\$ 30,000.00	\$ 32,500.00
<b>Revenue Total</b>	<b>\$ 30,000.00</b>	<b>\$ 32,500.00</b>

Personnel		
6100 - Full Time Salaries	\$ 1,139,301.00	\$ 1,198,370.00
6101 - Overtime Salaries	\$ 2,500.00	\$ 2,500.00
6105 - Car Allowance	\$ 6,000.00	\$ 6,000.00
6108 - Cell Phone Allowance	\$ 3,900.00	\$ 3,900.00
6110 - Part-Time Salaries	\$ 39,510.00	\$ 48,300.00
6120 - Retirement	\$ 187,101.00	\$ 201,228.00
6121 - 457 Pension	\$ 10,000.00	\$ 10,000.00
6125 - Deferred Compensation	\$ 6,165.00	\$ 6,600.00
6130 - Employee Insurance	\$ 88,786.00	\$ 98,986.00
6131 - Med Ins.- Retirees	\$ 16,683.00	\$ 19,740.00
6140 - Workers Compensation	\$ 3,419.00	\$ 4,435.00
6150 - Unemployment Insurance	\$ 10,000.00	\$ 10,000.00
6170 - PERS Unfunded Liability	\$ 657,229.00	\$ 663,504.00
<b>Personnel Total</b>	<b>\$ 2,170,594.00</b>	<b>\$ 2,273,563.00</b>

Services and Supplies		
6210 - Telephone/Internet	\$ 20,240.00	\$ 13,964.00
6220 - IT Services	\$ 67,317.00	\$ 90,430.00
6230 - IT Hardware	\$ 7,200.00	\$ 5,900.00
6240 - Software Services	\$ 47,110.00	\$ 45,696.00
6350 - Water Maint & Service	\$ 428.00	\$ 840.00
6410 - Insurance Liability	\$ 530,145.00	\$ 473,495.00
6810 - Memberships	\$ 17,080.00	\$ 17,080.00
6910 - Office Supplies	\$ 21,000.00	\$ 15,000.00
6920 - Postage Expense	\$ 2,000.00	\$ 2,000.00
6930 - Advertising Expense	\$ 3,000.00	\$ 3,360.00
6940 - Printing Charges	\$ 12,797.00	\$ 12,820.00
6950 - Bank & Registration Fees	\$ 35,920.00	\$ 48,920.00
6980 - Minor Furn Fixture & Equip	\$ 2,137.00	\$ 2,337.00
7010 - Fingerprint Fees (HR)	\$ 3,360.00	\$ 3,360.00
7100 - Professional Services	\$ 186,500.00	\$ 125,500.00
7110 - Legal Services	\$ 96,000.00	\$ 96,000.00
7125 - PERS Admin Fees	\$ 2,200.00	\$ 2,200.00
7130 - Audit Services	\$ 16,825.00	\$ 16,825.00
7140 - Medical & Health Svcs	\$ 5,920.00	\$ 5,920.00
7150 - Security Services	\$ 2,747.00	\$ 2,747.00

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
7180 - Business Services	\$ 158,187.00	\$ 180,872.00
7210 - Subscriptions	\$ 2,980.00	\$ 2,860.00
7460 - Training Supplies	\$ 1,175.00	\$ 1,175.00
7510 - Safety Supplies	\$ 1,825.00	\$ 950.00
7610 - Uniform Allowance	\$ 850.00	\$ 850.00
7710 - Conference&Seminar Staff	\$ 11,647.00	\$ 12,197.00
7715 - Conference&Seminar Board	\$ 2,325.00	\$ 3,175.00
7720 - Conference&Seminar Travel Exp	\$ 6,390.00	\$ 7,295.00
7725 - Out of Town Travel Board	\$ 2,970.00	\$ 3,615.00
7730 - Private Vehicle Mileage	\$ 700.00	\$ 700.00
7910 - Awards and Certificates	\$ 740.00	\$ 740.00
7920 - Meals for Staff Training	\$ 3,000.00	\$ 3,000.00
7930 - Employee Morale	\$ 5,500.00	\$ 5,500.00
<b>Services and Supplies Total</b>	<b>\$ 1,278,215.00</b>	<b>\$ 1,207,323.00</b>

Total Revenue	\$ 30,000.00	\$ 32,500.00
Total Expenses	\$ 3,448,809.00	\$ 3,480,886.00
Revenue minus Expenses	\$ (3,418,809.00)	\$ (3,448,386.00)

Position	FTE	% Allocation
General Manager	1	100%
Assistant General Manager	1	100%
Administrative Analyst	2	100%
Development Analyst	1	100%
Human Resources Specialist	1	100%
Accounting Specialist	2	100%
Customer Service Representative Lead Worker	1	100%
Customer Service Representative II	1	100%
Customer Service Representative I	1	100%
Marketing Specialist	1	100%

Pleasant Valley Recreation and Park District  
 2026/27 Budget  
 Fund 15 - Debt Services

Description	Two Year Prior Actual	One Year Prior Budget	Requested
<b>Services and Supplies</b>			
7950 - COP Debt - PV Fields	\$ -	\$ 753,419.00	\$ 752,769.00
7951 - ELPA Energy Services Project	\$ -	\$ 599,941.00	\$ 605,103.00
<b>Services and Supplies</b>	<b>\$ -</b>	<b>\$ 1,353,360.00</b>	<b>\$ 1,357,872.00</b>
<b>Revenue Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Expenses Total</b>	<b>\$ -</b>	<b>\$ 1,353,360.00</b>	<b>\$ 1,357,872.00</b>
<b>Revenue less Expenses</b>	<b>\$ -</b>	<b>\$ (1,353,360.00)</b>	<b>\$ (1,357,872.00)</b>
<b>Total Transfers In/(Out)</b>			
9100 - Interfund Transfer In	\$ -	\$ 1,353,360.00	\$ 1,357,872.00
<b>Total Transfers In/(Out)</b>	<b>\$ -</b>	<b>\$ 1,353,360.00</b>	<b>\$ 1,357,872.00</b>
<b>Total Estimated Fund Balance Increase/(Decrease)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

<b>Department:</b> 00 - Non Departmentalized	<b>Division:</b> 150 - Debt Service Fund
---	---

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	-------------------------	----------------------------

<b>Revenue</b>		
	\$	-
	\$	-
<b>Revenue Total</b>	<b>\$</b>	<b>\$</b>

<b>Personnel</b>		
	\$	-
	\$	-
<b>Personnel Total</b>	<b>\$</b>	<b>\$</b>

<b>Services and Supplies</b>		
7950 - COP Debt - PV Fields	\$	753,419.00
7951 - ELPA Energy Services Project	\$	599,941.00
<b>Services and Supplies Total</b>	<b>\$</b>	<b>1,353,360.00</b>

Total Revenue	\$	-
Total Expenses	\$	1,353,360.00
Revenue minus Expenses	\$	(1,353,360.00)

<b>Interfund Transfers In/(Out)</b>		
9100 - Interfund Transfer In	\$	1,353,360.00
<b>Total Interfund Transfers In/(Out)</b>	<b>\$</b>	<b>1,353,360.00</b>

Pleasant Valley Recreation and Park District  
2026/27 Budget  
Fund 20 - Assessment Fund

Description	Two Year Prior Actual	One Year Prior Budget	Requested
<b>Revenue</b>			
5310 - Interest Earnings	\$ 51,076.79	\$ 25,000.00	\$ 25,000.00
5500 - Assessment Revenue	\$ 1,361,464.68	\$ 1,393,438.00	\$ 1,435,332.00
<b>Revenue</b>	<b>\$ 1,412,541.47</b>	<b>\$ 1,418,438.00</b>	<b>\$ 1,460,332.00</b>
<b>Services and Supplies</b>			
6709 - Incidental Costs - Assess	\$ 17,545.89	\$ 19,444.00	\$ 19,444.00
6710 - Grounds Maintenance	\$ 42,494.08	\$ 78,294.00	\$ 78,294.00
6719 - Tree Care	\$ 119,853.43	\$ 120,000.00	\$ 160,000.00
6720 - Contracted LS Services	\$ 568,683.13	\$ 603,748.00	\$ 618,416.00
6722 - Park Amenities - Assess	\$ 59,944.92	\$ 44,000.00	\$ 44,000.00
6750 - Vandalism/Theft	\$ -	\$ -	\$ -
6960 - Approp Redev/Collection Fees	\$ 8,863.94	\$ 10,000.00	\$ 10,000.00
7950 - COP Debt - PV Fields	\$ 460,554.69	\$ -	\$ -
<b>Services and Supplies</b>	<b>\$ 1,277,940.08</b>	<b>\$ 875,486.00</b>	<b>\$ 930,154.00</b>
<b>Revenue Total</b>	<b>\$ 1,412,541.47</b>	<b>\$ 1,418,438.00</b>	<b>\$ 1,460,332.00</b>
<b>Expenses Total</b>	<b>\$ 1,277,940.08</b>	<b>\$ 875,486.00</b>	<b>\$ 930,154.00</b>
<b>Revenue less Expenses</b>	<b>\$ 134,601.39</b>	<b>\$ 542,952.00</b>	<b>\$ 530,178.00</b>
<b>Total Transfers In/(Out)</b>			
9150 - Interfund Transfer Out	\$ -	\$ (525,000.00)	\$ (524,084.00)
<b>Total Transfers In/(Out)</b>	<b>\$ -</b>	<b>\$ (525,000.00)</b>	<b>\$ (524,084.00)</b>
<b>Total Estimated Fund Balance Increase/(Decrease)</b>	<b>\$ 134,601.39</b>	<b>\$ 17,952.00</b>	<b>\$ 6,094.00</b>

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

**Department:**  
**00 - Non Departmentalized**

**Division:**  
**470 - Assessment Fund**

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

**Revenue**

5310 - Interest Earnings	\$ 25,000.00	\$ 25,000.00
5500 - Assessment Revenue	\$ 1,393,438.00	\$ 1,435,332.00
<b>Revenue Total</b>	<b>\$ 1,418,438.00</b>	<b>\$ 1,460,332.00</b>

**Personnel**

<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>
------------------------	-------------	-------------

**Services and Supplies**

6709 - Incidental Costs - Assess	\$ 19,444.00	\$ 19,444.00
6710 - Grounds Maintenance	\$ 78,294.00	\$ 78,294.00
6719 - Tree Care	\$ 120,000.00	\$ 160,000.00
6720 - Contracted LS Services	\$ 603,748.00	\$ 618,416.00
6722 - Park Amenities - Assess	\$ 44,000.00	\$ 44,000.00
6960 - Approp Redev/Collection Fees	\$ 10,000.00	\$ 10,000.00
<b>Services and Supplies Total</b>	<b>\$ 875,486.00</b>	<b>\$ 930,154.00</b>

<b>Total Revenue</b>	<b>\$ 1,418,438.00</b>	<b>\$ 1,460,332.00</b>
<b>Total Expenses</b>	<b>\$ 875,486.00</b>	<b>\$ 930,154.00</b>
<b>Revenue minus Expenses</b>	<b>\$ 542,952.00</b>	<b>\$ 530,178.00</b>

**Interfund Transfers In/(Out)**

5700 - Transfer In	\$ -	\$ -
9150 - Interfund Transfer Out	\$ (525,000.00)	\$ (524,084.00)
<b>Total Interfund Transfers In/(Out)</b>	<b>\$ (525,000.00)</b>	<b>\$ (524,084.00)</b>

Pleasant Valley Recreation and Park District  
2026/27 Budget  
Fund 30 - Park Dedication Fund

Description	Two Year Prior Actual	One Year Prior Budget	Requested
<b>Revenue</b>			
5310 - Interest Earnings	\$ 306,022.74	\$ 160,000.00	\$ 100,000.00
<b>Revenue</b>	<b>\$ 306,022.74</b>	<b>\$ 160,000.00</b>	<b>\$ 100,000.00</b>
<b>Capital</b>			
8493 - Pickleball Sports Complex	\$ 120,771.14	\$ 1,050,000.00	\$ 425,000.00
8504 - Multi-Generation Center	\$ -	\$ 1,000,000.00	\$ 1,000,000.00
8511 - Auditorium/SC ADA Improvements	\$ 340,775.98	\$ -	\$ -
8513 - Community Ctr/Classroom Enhanc	\$ 174,204.07	\$ 140,000.00	\$ 37,729.00
8529 - Freedom Park ADA Bathroom	\$ 41,052.41	\$ 400,000.00	\$ 450,000.00
8538 - Dos Caminos Refurbishment	\$ -	\$ 100,000.00	\$ 100,000.00
8543 - Nature Center Overhaul	\$ -	\$ -	\$ 350,000.00
<b>Capital</b>	<b>\$ 676,803.60</b>	<b>\$ 2,690,000.00</b>	<b>\$ 2,362,729.00</b>
<b>Revenue Total</b>	<b>\$ 306,022.74</b>	<b>\$ 160,000.00</b>	<b>\$ 100,000.00</b>
<b>Expenses Total</b>	<b>\$ 676,803.60</b>	<b>\$ 2,690,000.00</b>	<b>\$ 2,362,729.00</b>
<b>Revenue less Expenses</b>	<b>\$ (370,780.86)</b>	<b>\$ (2,530,000.00)</b>	<b>\$ (2,262,729.00)</b>
<b>Total Estimated Fund Balance Increase/(Decrease)</b>	<b>\$ (370,780.86)</b>	<b>\$ (2,530,000.00)</b>	<b>\$ (2,262,729.00)</b>

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

<b>Department:</b> 00 - Non Departmentalized	<b>Division:</b> 480 - Quimby Funds
---	--

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

<b>Revenue</b>		
5310 - Interest Earnings	\$ 160,000.00	\$ 100,000.00
<b>Revenue Total</b>	<b>\$ 160,000.00</b>	<b>\$ 100,000.00</b>

<b>Personnel</b>		
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Services and Supplies</b>		
<b>Services and Supplies Total</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Capital</b>		
8400 - General Capital	\$ -	\$ -
8493 - Pickleball Sports Complex	\$ 1,050,000.00	\$ 425,000.00
8504 - Multi-Generation Center	\$ 1,000,000.00	\$ 1,000,000.00
8513 - Community Ctr/Classroom Enhanc	\$ 140,000.00	\$ 37,729.00
8529 - Freedom Park ADA Bathroom	\$ 400,000.00	\$ 450,000.00
8538 - Dos Caminos Refurbishment	\$ 100,000.00	\$ 100,000.00
8543 - Nature Center Overhaul	\$ -	\$ 350,000.00
<b>Capital Total</b>	<b>\$ 2,690,000.00</b>	<b>\$ 2,362,729.00</b>

<b>Total Revenue</b>	<b>\$ 160,000.00</b>	<b>\$ 100,000.00</b>
<b>Total Expenses</b>	<b>\$ 2,690,000.00</b>	<b>\$ 2,362,729.00</b>
<b>Revenue minus Expenses</b>	<b>\$ (2,530,000.00)</b>	<b>\$ (2,262,729.00)</b>

Pleasant Valley Recreation and Park District  
 2026/27 Budget  
 Fund 40 - Park Impact Fees Fund

Description	Two Year Prior Actual	One Year Prior Budget	Requested
<b>Revenue</b>			
5310 - Interest Earnings	\$ 102,210.56	\$ 60,000.00	\$ 40,000.00
5450 - Park Impact Fees	\$ 28,178.55	\$ -	\$ -
<b>Revenue</b>	<b>\$ 130,389.11</b>	<b>\$ 60,000.00</b>	<b>\$ 40,000.00</b>
<b>Services and Supplies</b>			
6951 - Administrative Fee	\$ 72,572.75	\$ 1,130.00	\$ 1,500.00
<b>Services and Supplies</b>	<b>\$ 72,572.75</b>	<b>\$ 1,130.00</b>	<b>\$ 1,500.00</b>
<b>Capital</b>			
8542 - Bob Kildee Playground Overhaul	\$ -	\$ -	\$ 250,000.00
<b>Capital</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 250,000.00</b>
<b>Revenue Total</b>	<b>\$ 130,389.11</b>	<b>\$ 60,000.00</b>	<b>\$ 40,000.00</b>
<b>Expenses Total</b>	<b>\$ 72,572.75</b>	<b>\$ 1,130.00</b>	<b>\$ 251,500.00</b>
<b>Revenue less Expenses</b>	<b>\$ 57,816.36</b>	<b>\$ 58,870.00</b>	<b>\$ (211,500.00)</b>
<b>Total Estimated Fund Balance Increase/(Decrease)</b>	<b>\$ 57,816.36</b>	<b>\$ 58,870.00</b>	<b>\$ (211,500.00)</b>

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**  
**2026/27 Annual Budget**  
**Account Summary**

<b>Department:</b> 00 - Non Departmentalized	<b>Division:</b> 490 - Park Impact Fees
---	--

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

<b>Revenue</b>		
5310 - Interest Earnings	\$ 60,000.00	\$ 40,000.00
<b>Revenue Total</b>	<b>\$ 60,000.00</b>	<b>\$ 40,000.00</b>

<b>Personnel</b>		
<b>Personnel Total</b>	<b>\$ -</b>	<b>\$ -</b>

<b>Services and Supplies</b>		
6951 - Administrative Fee	\$ 1,130.00	\$ 1,500.00
<b>Services and Supplies Total</b>	<b>\$ 1,130.00</b>	<b>\$ 1,500.00</b>

<b>Capital</b>		
8542 - Bob Kildee Playground Overhaul	\$ -	\$ 250,000.00
<b>Capital Total</b>	<b>\$ -</b>	<b>\$ 250,000.00</b>

<b>Total Revenue</b>	<b>\$ 60,000.00</b>	<b>\$ 40,000.00</b>
<b>Total Expenses</b>	<b>\$ 1,130.00</b>	<b>\$ 251,500.00</b>
<b>Revenue minus Expenses</b>	<b>\$ 58,870.00</b>	<b>\$ (211,500.00)</b>

Pleasant Valley Recreation and Park District  
2026/27 Budget  
Fund 70 - Capital Projects Fund

Description	Two Year Prior Actual	One Year Prior Budget	Requested
<b>Revenue</b>			
5310 - Interest Earnings	\$ -	\$ 78,000.00	\$ 60,000.00
<b>Revenue</b>	<b>\$ -</b>	<b>\$ 78,000.00</b>	<b>\$ 60,000.00</b>
<b>Capital</b>			
8420 - Equip/Facility Replacement	\$ -	\$ 57,000.00	\$ 70,000.00
8517 - Community Center Alarm	\$ -	\$ 120,000.00	\$ -
8518 - Bob Kildee Parking Lot	\$ -	\$ 256,708.00	\$ -
8519 - Cam Grove Parking Lot	\$ -	\$ 70,000.00	\$ -
8521 - Dos Caminos Parking Lot	\$ -	\$ 39,592.00	\$ -
8532 - Carmenita Playground Replaceme	\$ -	\$ 250,000.00	\$ -
8533 - PVAC Window Wall Motors	\$ -	\$ 45,000.00	\$ -
8534 - Freedom Center Refurbishment	\$ -	\$ 100,000.00	\$ 90,000.00
8535 - Lokker Park B-Ball Court Resur	\$ -	\$ 12,533.00	\$ -
8536 - Springville Tennis Court Resur	\$ -	\$ 34,506.00	\$ -
8537 - Springville Upper P-Lot Resurf	\$ -	\$ 22,542.00	\$ -
8539 - Bob Kildee Tennis Court Resurf	\$ -	\$ -	\$ 120,000.00
8540 - PVAC Office AC	\$ -	\$ -	\$ 13,000.00
8541 - SC Office AC	\$ -	\$ -	\$ 7,000.00
8542 - Bob Kildee Playground Overhaul	\$ -	\$ -	\$ 300,000.00
<b>Capital</b>	<b>\$ -</b>	<b>\$ 1,007,881.00</b>	<b>\$ 600,000.00</b>
<b>Revenue Total</b>	<b>\$ -</b>	<b>\$ 78,000.00</b>	<b>\$ 60,000.00</b>
<b>Expenses Total</b>	<b>\$ -</b>	<b>\$ 1,007,881.00</b>	<b>\$ 600,000.00</b>
<b>Revenue less Expenses</b>	<b>\$ -</b>	<b>\$ (929,881.00)</b>	<b>\$ (540,000.00)</b>
<b>Total Transfers In/(Out)</b>			
9100 - Interfund Transfer In	\$ -	\$ 532,000.00	\$ 510,000.00
<b>Total Transfers In/(Out)</b>	<b>\$ -</b>	<b>\$ 532,000.00</b>	<b>\$ 510,000.00</b>
<b>Total Estimated Fund Balance Increase/(Decrease)</b>	<b>\$ -</b>	<b>\$ (397,881.00)</b>	<b>\$ (30,000.00)</b>

**PLEASANT VALLEY RECREATION AND PARK DISTRICT**

**2026/27 Annual Budget**

**Account Summary**

<b>Department:</b> 00 - Non Departmentalized	<b>Division:</b> 700 - Capital Improvement Fund
---	--

Account Description	Final Budget 2025/26	Proposed Budget 2026/27
---------------------	----------------------------	-------------------------------

<b>Revenue</b>		
5310 - Interest Earnings	\$ 78,000.00	\$ 60,000.00
<b>Revenue Total</b>	<b>\$ 78,000.00</b>	<b>\$ 60,000.00</b>

<b>Personnel</b>		
Personnel Total	\$ -	\$ -

<b>Services and Supplies</b>		
Services and Supplies Total	\$ -	\$ -

<b>Capital</b>		
8420 - Equip/Facility Replacement	\$ 57,000.00	\$ 70,000.00
8517 - Community Center Alarm	\$ 120,000.00	\$ -
8518 - Bob Kildee Parking Lot	\$ 256,708.00	\$ -
8519 - Cam Grove Parking Lot	\$ 70,000.00	\$ -
8521 - Dos Caminos Parking Lot	\$ 39,592.00	\$ -
8532 - Carmenita Playground Replaceme	\$ 250,000.00	\$ -
8533 - PVAC Window Wall Motors	\$ 45,000.00	\$ -
8534 - Freedom Center Refurbishment	\$ 100,000.00	\$ 90,000.00
8535 - Lokker Park B-Ball Court Resur	\$ 12,533.00	\$ -
8536 - Springville Tennis Court Resur	\$ 34,506.00	\$ -
8537 - Springville Upper P-Lot Resurf	\$ 22,542.00	\$ -
8539 - Bob Kildee Tennis Court Resurf	\$ -	\$ 120,000.00
8540 - PVAC Office AC	\$ -	\$ 13,000.00
8541 - SC Office AC	\$ -	\$ 7,000.00
8542 - Bob Kildee Playground Overhaul	\$ -	\$ 300,000.00
<b>Capital Total</b>	<b>\$ 1,007,881.00</b>	<b>\$ 600,000.00</b>

Total Revenue	\$ 78,000.00	\$ 60,000.00
Total Expenses	\$ 1,007,881.00	\$ 600,000.00
Revenue minus Expenses	\$ (929,881.00)	\$ (540,000.00)

<b>Interfund Transfers In/(Out)</b>		
9100 - Interfund Transfer In	\$ 532,000.00	\$ 510,000.00
<b>Total Interfund Transfers In/(Out)</b>	<b>\$ 532,000.00</b>	<b>\$ 510,000.00</b>

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Jessica A. Puckett, CPRE, Administrative Analyst**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL OF UPDATE TO  
2022 FEE STUDY AND COST RECOVERY ANALYSIS  
FOR FY 2027-2029, AND ADOPTION OF RESOLUTION  
NO. 806 TO UPDATE THE MASTER FEE SCHEDULE  
EFFECTIVE JULY 1, 2026**

**SUMMARY**

The Pleasant Valley Recreation and Park District (District) adopted a three-year Master Fee Schedule in November of 2022, implementing a prescheduled increase to all fees by 5%-7%-9% from the FY 2017-2018 rates starting on July 1, 2023, to June 30, 2026. Staff have performed an internal update to the cost of service and cost recovery analysis and are proposing an updated three-year implementation plan for FY 2027-2029, consisting of a 5%-5%-5% annual increase.

**BACKGROUND**

In 2022, the District hired ClearSource Financial Consulting (ClearSource) to work alongside the District to conduct the first-ever Fee Study and Cost Recovery Analysis. State law grants the authority for local government agencies to impose user fees to recover costs for certain services that are provided to the community. User fees are charges to customers for "personal choice services", which are services and programs (i.e. classes, facility rentals) that more directly benefit a person as an individual versus the services and programs (i.e. playgrounds, open space) that are provided for the general benefit of all taxpayers. Periodic review and adjustment of user fees, and charges helps ensure they remain reasonably aligned with the cost of providing services over time.

The resulting Cost of Service and Cost Recovery analysis showed the District was recovering only 9% of District operating costs from user fees and charges. The Board of Directors elected to adopt Resolution No. 726 approving a formal Cost Recovery Policy for the District as well as implement a revised Master Fee Schedule with a three-year implementation plan of a 5% increase on July 1, 2023, and two pre-scheduled annual increases of 2% to all fees on July 1, 2024, and July 1, 2025.

**ANALYSIS**

With FY 2026 being the final year of the pre-scheduled increases, Staff worked with ClearSource Financial CEO Terry Madsen to conduct an internal update to the 2022 Fee Study in preparation for Fiscal Year 2027 and beyond.

The 2026 Update analyzed revenues and expenses from FY 2024-2025. Since 2022, the California state minimum wage has increased 13%, regional costs have increased more than 5%, and utility costs have risen an overall average of 5% annually.

Staff utilized the 2022 multi-year financial forecast to examine District revenue and expenditures. The multi-year forecast is presented in the table below. The Capital/Periodic expenses highlighted are adjustable dependent upon annual revenues and expenses, which formulate the percentage of funding allocated to the capital projects.

Description	Base Year FY 25/26	1 Year Forecast FY 26/27	2 Year Forecast FY 27/28	3 Year Forecast FY 28/29	4 Year Forecast FY 29/30	5 Year Forecast FY 30/31
<b>Revenue</b>						
Taxes - Other (at 2% Increase)	\$10,085,217	\$10,272,147	\$10,462,779	\$10,657,185	\$10,855,442	\$11,057,625
Assessment Revenue (at 3% Increase)	\$1,418,438	\$1,460,991	\$1,504,821	\$1,549,966	\$1,596,464	\$1,644,358
User Fees and Charges (0% w/out action)	\$1,808,517	\$1,808,517	\$1,808,517	\$1,808,517	\$1,808,517	\$1,808,517
<b>Total</b>	<b>\$13,312,172</b>	<b>\$13,541,655</b>	<b>\$13,776,116</b>	<b>\$14,015,668</b>	<b>\$14,260,424</b>	<b>\$14,510,501</b>
<b>Operating Expenses</b>						
Personnel (at 4% Increase)	\$6,065,528	\$6,308,149	\$6,560,475	\$6,822,894	\$7,095,810	\$7,379,642
Services & Supplies (at 4% Increase)	\$6,284,690	\$6,505,941	\$6,736,042	\$6,975,347	\$7,224,224	\$7,483,056
Capital / Periodic (at 4% increase)	\$532,000	\$553,280	\$575,411	\$598,428	\$622,365	\$647,259
<b>Total</b>	<b>\$12,882,218</b>	<b>\$13,367,370</b>	<b>\$13,871,928</b>	<b>\$14,396,668</b>	<b>\$14,942,398</b>	<b>\$15,509,958</b>
<b>Over / (Under) Revenues v. Expenditures</b>	<b>\$429,954</b>	<b>\$174,285</b>	<b>(\$95,812)</b>	<b>(\$381,001)</b>	<b>(\$681,975)</b>	<b>(\$999,457)</b>

### Multi-Year Financial Forecast

#### Current Cost Recovery Evaluation (FY 24/25)

Current cost recovery levels from fees and charges (generated revenues) are stated by comparing the existing generated revenues to the District’s full cost of service quantified through the cost-of-service analysis. A cost recovery percentage is then expressed as a percentage of the full cost. A cost recovery rate or percentage of 0% means no costs are recovered from fees and charges for the particular service, and that the cost is borne entirely by general taxes. A cost recovery rate of percentage of 100% means that the full cost of service is recovered from fees and charges. A rate between 0% and 100% indicates partial recovery of the full cost of service through user fees and charges, while the remainder is subsidized by general tax revenue.

The cost recovery analysis indicates that, in aggregate, 15% of all District operating costs are currently recovered from user fees and charges. This is a 6-percentage point increase from the 2022 analysis, showing the increases implemented in FY 2023-2026 have moved the District forward.

#### Cost Recovery from Fees and Charges

Cost Recovery - Generated Revenue	Total
Generated Revenue (e.g. fees, rates)	\$1,808,517
Total Operating Expenses	\$12,121,799
<b>Cost Recovery - Generated Revenue</b>	<b>15%</b>

The 2022 Cost Recovery Policy set the following targeted cost recovery rates by program area:

Description	Targeted Cost Recovery
Aquatics	30%
Sports	40%
Camps and Classes, Partnerships	30%
Senior Services	15%
Special Events	15%
<b>Total</b>	<b>25%</b>

The 2026 analysis shows current cost recovery levels by program area for FY 24/25:

Description	Aquatics	Sports	Camps and Classes, P'tnrshps	Senior Services	Special Events
Revenue from Fees and Charges	\$269,035	\$387,390	\$316,833	\$10,250	\$169,946
Costs	\$795,880	\$492,125	\$742,157	\$439,459	\$839,109
<b>Cost Recovery Rate</b>	<b>34%</b>	<b>79%</b>	<b>43%</b>	<b>2%</b>	<b>20%</b>

While the District is meeting or exceeding the adopted cost recovery goals for most recreation program areas, it is important to note that this analysis reflects only direct operating costs associated with program delivery and administration. It does not include debt service, capital improvement project expenses, or parks staffing and maintenance costs that support District facilities, programming, and amenities. As a result, the current cost recovery percentages demonstrate strong progress toward the District's recreation fee goals, while also highlighting that broader District investments in parks, programming, facilities, and long-term infrastructure continue to be funded through other revenue sources.

### **Update to the Master Fee Schedule**

Based on the multi-year financial forecast, the current cost recovery rates, and market conditions, Staff is recommending the following three-year implementation schedule of adjustments to the Master Fee Schedule (Attachment 1), with each year's adjustment applied to FY 25/26 base rate:

- Year 1 (FY 26/27) Adjustment = 5% increase of FY 25/26 rates
- Year 2 (FY 27/28) Adjustment = 10% increase of FY 25/26 rates (not cumulative)
- Year 3 (FY 28/29) Adjustment = 15% increase of FY 25/26 rates (not cumulative)

Additional updates to the Master Fee Schedule are the inclusion of Credit Card and eCheck processing fees, holiday parking charges at Camarillo Grove Park, and language clarification on Freedom Center and Freedom Park facilities. Amenities located at the upcoming Ran Rancho Park are included in the current existing categories.

### **FISCAL IMPACT**

The fiscal impact associated with this action is the potential for an additional \$200,000 in revenue. Although the changes are anticipated to provide additional revenue, the revenue is not intended to

be used to fund new services, rather the revenue is intended to offset the costs of providing existing services that are recoverable from fees and charges.

### **STRATEGIC PLAN COMPLIANCE**

Meets 2021-2026 Strategic Plan Goal and Strategies

- 1.1: Review costs, revenues, and subsidies for program and rentals.
- 1.3: Identify additional sources of revenue to reduce the reliance of property tax.

### **RECOMMENDATION**

It is recommended that the Board of Directors take two concurrent actions:

1. Adopt Resolution No. 806 - Approving an Update to the Master Fee Schedule to Include Additional Facility Rental Fees; and
2. Approve a three-year implementation plan for the District Master Fee Schedule for FY's 2027-2029, consisting of a 5%-5%-5% annual increase of fees and charges.

### **ATTACHMENTS**

- 1) Resolution No. 806 (6 pages)
- 2) Revised Fee Schedule Proposal FY 27-29 (5 pages)
- 3) 2026-2027 District Master Fee Schedule-Redlined (4 pages)
- 4) 2026 NRPA Agency Performance Review Data (14 pages)

## **RESOLUTION NO. 806**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT APPROVING AN UPDATE TO THE MASTER FEE SCHEDULE TO INCLUDE ADDITIONAL FACILITY RENTAL FEES**

**WHEREAS**, the Pleasant Valley Recreation and Park District ("District") owns and operates public facilities for recreation and community services within its jurisdiction; and

**WHEREAS**, the District is authorized under California law to establish fees and charges for the use of its facilities and services; and

**WHEREAS**, Article XIII C, Section 1(e)(4) of the California Constitution (Proposition 26) provides that a charge imposed for entrance to or use of local government property is not considered a tax and is therefore exempt from voter approval requirements; and

**WHEREAS**, the District has conducted an internal analysis of the cost to provide park and facility rentals and has determined that the proposed fees do not exceed the reasonable cost of providing the associated services; and

**WHEREAS**, the Board of Directors desires to amend the District's Master Fee Schedule to include or update rental fees to reflect actual costs, comparable market rates, and ensure ongoing maintenance and availability of public resources;

#### **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

The Board of Directors of the Pleasant Valley Recreation and Park District hereby:

1. Approve and adopt the updated Master Fee Schedule, including the new and revised facility rental fees, as set forth in Exhibit A attached and incorporated herein by reference.
2. Find and declare the fees adopted are:
  - For the voluntary use of government property;
  - Reasonably related to the costs of the service provided;
  - Therefore, exempt from the definition of a "tax" under Proposition 26.
3. Directs staff to update all relevant documents, forms, and public communications to reflect the adopted changes.
4. Establishes that the new fees shall become effective on July 1, 2026

**PASSED AND ADOPTED** by the Board of Directors of Pleasant Valley Recreation and Park District this 3<sup>rd</sup> day of June 2026 by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Robert Kelley, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

ATTESTED:

\_\_\_\_\_  
David Schlangen, Secretary  
Pleasant Valley Recreation and Park District



# 2026-2027 DISTRICT MASTER FEE SCHEDULE

## Rates effective July 1, 2026

**Resident Non-Profit-501(c)3 Organizations:** If a fundraiser or event with a fee to enter or participate is being held or money is being accepted by a Resident Organization on any District property, the Organization will be charged the Class 3/In-District Resident Rate, regardless of the day of the week the event or program is being held.

*A Large Park Space fee will be applied if the space beyond the immediate picnic area will be used during a reservation.*

*A Vendor fee will be applied to each vendor who provides goods or services during a reservation.*

**All rates are hourly unless otherwise noted.**

### OUTDOOR FACILITIES:

Picnic Areas	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Small - capacity varies	6	20-40	N/A	\$6	\$12	\$14
Medium	6	60	N/A	\$12	\$24	\$30
Large	6	200	N/A	\$34	\$68	\$85
Extra Large	6	300	N/A	\$51	\$103	\$129

Park Space	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Small	2	N/A	\$3	\$6	\$12	\$14
Large	2	N/A	\$6	\$12	\$23	\$29

Sport Fields (per field/zone)	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Baseball	2	N/A	\$20	\$34	\$68	\$85
Soccer	2	N/A	\$20	\$34	\$68	\$85
Softball	2	N/A	\$15	\$26	\$53	\$66

Sports Field Lighting (15m increments after 1h min.)	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Bob Kildee Community Park	1	N/A	\$23	\$35	\$35	\$43
Freedom Park	1	N/A	\$23	\$35	\$35	\$43
Mission Oaks Park	1	N/A	\$23	\$35	\$35	\$43
Pleasant Valley Fields - Softball	1	N/A	\$28	\$37	\$39	\$46
Pleasant Valley Fields - Soccer	1	N/A	\$38	\$48	\$49	\$62
Pleasant Valley Fields - West Soccer Area	1	N/A	\$76	\$86	\$87	\$90

Sport Courts (per court)	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Basketball (Full sized only)	2	N/A	N/A	\$9	\$19	\$24
Pickleball (Light fee not included)	2	N/A	N/A	\$5	\$9	\$12
Tennis (Light fee not included)	2	N/A	N/A	\$5	\$9	\$12
Volleyball	2	N/A	N/A	\$9	\$19	\$24

Pleasant Valley Recreation and Park District

Specialized Facilities	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Aquatic Center - per Lane <i>*Staffing Fees Apply</i>	--	N/A	N/A	\$8	\$17	\$21
Aquatic Center - Whole Pool <i>*Staffing Fees Apply</i>	2	210	N/A	\$71	\$143	\$179
Camarillo Grove Park - Nature Center	4	300	N/A	\$51	\$103	\$129
Freedom Park - R/C Car Track	2	N/A	N/A	\$43	\$86	\$108
Freedom Park - Roller Hockey Arena	2	N/A	N/A	\$43	\$86	\$108
Las Posas Equestrian Center - Arena	1	N/A	N/A	\$29	\$58	\$72
Pitts Ranch - Baseball Field	2	50	N/A	\$19	\$38	\$47
Pleasant Valley Skate Park	2	N/A	N/A	\$23	\$46	\$58

Mobile Stage <i>*towing fees apply</i> <i>*PVRPD Staff Required to Open &amp; Close stage on site.</i>	Daily Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Within Camarillo city limits - <i>daily charge</i>	1	N/A	\$572	\$572	\$572	\$715
Towing				\$300		
Setup and breakdown - Fee dependent upon Recreation or Parks staff assigned.				\$40 - \$46		
Outside Camarillo city limits - Gov't Agencies only; General Manager approval required.				\$0 Daily fee - Towing fee and deposit required.		

## INDOOR FACILITIES

Community Center Park	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Auditorium	4	500	N/A	\$83	\$166	\$207
Auditorium - Courtyard	2	100	N/A	\$36	\$72	\$91
Auditorium - Mezzanine	4	N/A	N/A	\$21	\$42	\$53
Auditorium - Kitchen	2	40	N/A	\$27	\$55	\$68
Classrooms 1 - 5 (each)	2	40	N/A	\$20	\$41	\$51
Classrooms 1 - 5 Courtyard Add-on (Classrooms 1-5 must be reserved)	2	40	N/A	\$36	\$72	\$91
Classrooms 6 or 7 (each)	2	70	N/A	\$36	\$72	\$91
Classroom 6 - AV Add-on (projector, microphone, audio)				\$8/hr (with \$100 deposit)		
Senior Center - Entire Facility	2	200	N/A	\$57	\$114	\$143
Senior Center - Multi-purpose Room	2	130	N/A	\$29	\$58	\$72
Senior Center AV Add-on - projector only				\$15/hr (with \$100 deposit)		
Senior Center AV Add-on - projector, microphone, audio				\$15 (with \$100 deposit) - PVRPD Staff required; fees calculated at time of booking. See District Staff rates in "Additional District Fees"		
Senior Center - Library Room	2	30	N/A	\$14	\$28	\$35

Dos Caminos Park	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Building	2	25	N/A	\$36	\$72	\$91

Pleasant Valley Recreation and Park District

Freedom Park Complex	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Freedom Center - Entire Facility	4	308	N/A	\$57	\$114	\$143
Freedom Center - Sunshine Room Only	4	60	N/A	\$20	\$41	\$51
Skyway Dr. Conference Room	2	20	N/A	\$20	\$41	\$51

Pleasant Valley Fields	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
East Meeting Room	2	60	12	\$24	\$48	\$60

## RESERVATION FEES

*\*Required Fees in addition to the Basic Rates.*

### Processing & Vendor

Application Processing - Non-refundable	\$25
Special Event, Filming, CSO FFAU Application Processing - Non-refundable	\$100
Special Request ( <i>Date more than 1 year in advance</i> )	\$25
Non-sufficient Funds	\$40
After Hours Opening (before 6a or after 10p)	\$46
Change Fees - Within 10 days prior to event date	\$25 (per change request)
Late Booking & Registration Fee (within 10 days)	\$25
No-show Fee for Facility Reservations	\$25
<b>Credit Card Transaction Fee</b>	2.75% + \$.30 per transaction
<b>E-Check Transaction Fee</b>	1% + \$.50 per transaction
Liability Insurance - Property	Varies; quote available during reservation process
Liability Insurance - Alcohol	Varies; quote available during reservation process
Business Rental - e.g. Private Fitness Instructors, Sports Clinics, etc. ( <i>fee is in addition to the hourly park space rental</i> )	\$15 (hourly rate)
Vendor Fee - Commercial, licenses business providing a product or service to a rental being held in a park; e.g. inflatables, food trucks, etc.	\$50 (daily rate per vendor) Fees are due by renter, must be paid by 30 days prior to the date of rental for each vendor

### Outdoor Facility Security Cleaning Deposit

Picnic Area - Small or Medium	\$50
Picnic Area - Large	\$100
Picnic Area - Extra Large	\$200
Park Space - Small	\$50
Park Space - Large	\$100
Mobile Stage	\$500
Sports Fields - Per field/zone	\$200
Sports Fields - Per facility (during tournaments)	\$1,000
Sports Tournament Code of Conduct Deposit	\$200

### Indoor Facility Security Cleaning Deposit

Aquatics Center	\$200
Community Center - Auditorium	\$300
Community Center - Auditorium Kitchen	\$100
Community Center - Classrooms 1-7	\$50
Community Center - Courtyard	\$50
Community Center - Senior Center	\$200
Dos Caminos Building	\$50
Freedom Park - Sunshine / Skyway Room	\$50
Freedom Park - Freedom Center	\$300
Pleasant Valley Fields - East Meeting Room	\$50

## ADDITIONAL DISTRICT FEES

Parking				
Parking lot - "No Charge" Parking (per hour)	\$27			
Parking lot - Paid Parking (per stall)	\$3			
Freedom Park Overnight Parking (per night)	\$33			
EV Charging (idle charges assessed when plugged in and not charging)	\$0.43 / kWh; plus \$0.99 session fee			
EV Idle Charge - Community Center Park (30m grace period)	\$0.50 / 15m			
EV Idle Charge - Freedom Park & Pleasant Valley Fields (30m grace period)	\$1.00 / 15m			
Camarillo Grove Park Entrance Permit (per vehicle)	<b>Upon Entry</b>	<b>Pre-Paid</b>		
	Annual	Not Available		
	Weekend	\$5	\$3	
	Weekday	\$3	\$3	
<b>Holiday Daily Permit/Pass</b>	<b>\$20</b>	<b>\$20</b>		
Staffing				
Security Guards - If alcohol is being served, 1 guard required for groups of 50 people, 2 guards or more for larger groups. <i>*Large non-alcohol functions may require 1 guard for groups of 150 people. Larger groups may require more.</i>	\$50 (hourly rate, per guard)			
PVRPD Staff - Hourly rate per employee	<b>Lifeguard</b>	<b>PT Recreation</b>	<b>FT Recreation</b>	<b>FT Parks</b>
Regular	\$23	\$21	\$40	\$46
Overtime	\$34	\$31	\$59	\$68
Equipment and Field Services				
Portable Restroom Cleaning (only for Parks with existing portable restrooms)	\$90 (per service)			
Cornhole Boards & Bags - Pickup at District Office	\$15 / set (daily rate) and \$50 refundable deposit			
String Lights - Community Center Auditorium	\$250			
String Lights - Camarillo Grove Nature Education Center	\$500			
Freedom Park - Veteran's Field Scoreboard	\$20 (daily rate) and \$100 deposit; PVRPD staff required, fees calculated at time of booking. See District Staff rates in "Additional District Fees"			
Softball Bases / Softball Scoreboard	\$30 (daily rate)			
Field Dragging & Lining (available at Bob Kildee Park, Freedom Park, Mission Oaks Park, Pleasant Valley Fields)	\$54 (per field)			
Community Center Auditorium - Soundboard Operation (staffing required)	Varies; quote available during reservation process			

KEY	CLASS 1 Community Service Groups				CLASS 2 Resident 501c3 Organizations				CLASS 3 In-District Resident				CLASS 4 Out of District/Non Resident			
					<i>*If a fundraiser/event with a fee to enter or participate is being held, Organization pays Class 3-In District Resident Rate*</i>											
Black Denotes 25/26 Fee Schedule		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)
Red Denotes New Proposed Fees/Facilities	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%

**COMMUNITY CENTER COMPLEX - Hourly Rates**

Auditorium (4 hour min.)	N/A	N/A	N/A	N/A	\$79.00	\$83	\$87	\$91	\$158.00	\$166	\$174	\$182	\$197.50	\$207	\$217	\$227
Auditorium - Courtyard (2 hour min.)	N/A	N/A	N/A	N/A	\$34.50	\$36	\$38	\$40	\$69.00	\$72	\$76	\$79	\$86.25	\$91	\$95	\$99
Auditorium - Mezzanine (4 hour minimum)	N/A	N/A	N/A	N/A	\$20.00	\$21	\$22	\$23	\$40.00	\$42	\$44	\$46	\$50.00	\$53	\$55	\$58
Kitchen (2 hour min.)	N/A	N/A	N/A	N/A	\$26.00	\$27	\$29	\$30	\$52.00	\$55	\$57	\$60	\$65.00	\$68	\$72	\$75
Classrooms #1, #2, #3, #4, or #5 (2 hour min.) (per room)	N/A	N/A	N/A	N/A	\$19.50	\$20	\$21	\$22	\$39.00	\$41	\$43	\$45	\$48.75	\$51	\$54	\$56
Courtyard connected to Classrooms #1-#5 (rental of all 5 rooms required) (2 hour min.)	N/A	N/A	N/A	N/A	\$34.50	\$36	\$38	\$40	\$69.00	\$72	\$76	\$79	\$86.25	\$91	\$95	\$99
Classrooms #6 or #7 (2 hour min.)	N/A	N/A	N/A	N/A	\$34.50	\$36	\$38	\$40	\$69.00	\$72	\$76	\$79	\$86.25	\$91	\$95	\$99
Classroom #6 A/V Rental	N/A	N/A	N/A	N/A	\$8/hr (\$100 Deposit)											
Senior Center Multi-purpose Room (2 hour min.)	N/A	N/A	N/A	N/A	\$27.50	\$29	\$30	\$32	\$55.00	\$58	\$61	\$63	\$68.75	\$72	\$76	\$79
Senior Center A/V Rental (Projector Only)	N/A	N/A	N/A	N/A	\$15/hr (\$100 deposit)											
Senior Center Full A/V Rental (Projector/Microphones/Speakers/etc.)	N/A	N/A	N/A	N/A	\$15/hr (\$100 deposit) plus Recreation or Parks Staff arranged at time of booking dictates the exact staffing fee. See rates on last page.											
Senior Center - Library Room (2 hour min.)	N/A	N/A	N/A	N/A	\$13.50	\$14	\$15	\$16	\$27.00	\$28	\$30	\$31	\$33.75	\$35	\$37	\$39
Senior Center - Entire Building (2 hour min.)	N/A	N/A	N/A	N/A	\$54.50	\$57	\$60	\$63	\$109.00	\$114	\$120	\$125	\$136.25	\$143	\$150	\$157

**FREEDOM PARK COMPLEX - Hourly Rates**

Freedom Center - Entire Building (4 hour min.)	N/A	N/A	N/A	N/A	\$54.50	\$57	\$60	\$63	\$109.00	\$114	\$120	\$125	\$136.25	\$143	\$150	\$157
Freedom Center - Sunshine Room Only (2 hour min.)	N/A	N/A	N/A	N/A	\$19.50	\$20	\$21	\$22	\$39.00	\$41	\$43	\$45	\$48.75	\$51	\$54	\$56
Freedom Park - Skyway Room (2 hour min.)	N/A	N/A	N/A	N/A	\$19.50	\$20	\$21	\$22	\$39.00	\$41	\$43	\$45	\$48.75	\$51	\$54	\$56

**PLEASANT VALLEY FIELDS ROOM - Hourly Rates**

East Meeting Room (2 hour min.)	\$11.00	\$12	\$12	\$13	\$23.00	\$24	\$25	\$26	\$46.00	\$48	\$51	\$53	\$57.50	\$60	\$63	\$66
---------------------------------	---------	------	------	------	---------	------	------	------	---------	------	------	------	---------	------	------	------

**DOS CAMINOS BUILDING - Hourly Rates**

Dos Caminos Camp Building (2 hour min.)	N/A	N/A	N/A	N/A	\$34.50	\$36	\$38	\$40	\$69.00	\$72	\$76	\$79	\$86.25	\$91	\$95	\$99
---	-----	-----	-----	-----	---------	------	------	------	---------	------	------	------	---------	------	------	------

**SPECIALIZED FACILITIES & AMENITIES**

Las Posas Equestrian Center (1 hour min.)	N/A	N/A	N/A	N/A	\$27.50	\$29	\$30	\$32	\$55.00	\$58	\$61	\$63	\$68.75	\$72	\$76	\$79
Pleasant Valley Skate Park (2 hour min.)	N/A	N/A	N/A	N/A	\$22.00	\$23	\$24	\$25	\$44.00	\$46	\$48	\$51	\$55.00	\$58	\$61	\$63
Pitts Ranch Baseball Field (2 hour min.)	N/A	N/A	N/A	N/A	\$18.00	\$19	\$20	\$21	\$36.00	\$38	\$40	\$41	\$45.00	\$47	\$50	\$52
Freedom Park Roller Hockey Arena (2 hour min.)	N/A	N/A	N/A	N/A	\$41.00	\$43	\$45	\$47	\$82.00	\$86	\$90	\$94	\$102.50	\$108	\$113	\$118
Camarillo Grove Nature Center (4 hour min.)	N/A	N/A	N/A	N/A	\$49.00	\$51	\$54	\$56	\$98.00	\$103	\$108	\$113	\$122.50	\$129	\$135	\$141
Pleasant Valley Aquatic Center - Per Lane <i>*Staffing Fees Apply</i>	N/A	N/A	N/A	N/A	\$8.00	\$8	\$9	\$9	\$16.00	\$17	\$18	\$18	\$20.00	\$21	\$22	\$23
Pleasant Valley Aquatic Center - Whole Pool <i>*Staffing Fees Apply</i>	N/A	N/A	N/A	N/A	\$68.00	\$71	\$75	\$78	\$136.00	\$143	\$150	\$156	\$170.00	\$179	\$187	\$196
RC Track Rental (2 hour min.)	N/A	N/A	N/A	N/A	\$41.00	\$43	\$45	\$47	\$82.00	\$86	\$90	\$94	\$102.50	\$108	\$113	\$118
Mobile Stage (PVRPD Staff Required to Open & Close stage on site):																
Inside Camarillo City Limits (towing addt. charge)	\$545.00	\$572	\$600	\$627	\$545.00	\$572	\$600	\$627	\$545.00	\$572	\$600	\$627	\$681.25	\$715	\$748	\$783

KEY	CLASS 1 Community Service Groups				CLASS 2 Resident 501c3 Organizations				CLASS 3 In-District Resident				CLASS 4 Out of District/Non Resident					
					*If a fundraiser/event with a fee to enter or participate is being held, Organization pays Class 3-In District Resident Rate*													
Black Denotes 25/26 Fee Schedule		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Base Rate	Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		25%	Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)
Red Denotes New Proposed Fees/Facilities	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%		
Mobile Stage Towing Required to use Airport Towing Services - (one way)		\$300				\$300				\$300				\$300				
PVRPD Staff Set-Up & Take-Down Fee <i>*Recreation or Parks Staff arranged at time of booking dictates the exact staffing fee.</i>		\$40 to \$46				\$40 to \$46				\$40 to \$46				\$40 to \$46				
Outside City Limits - Governmental Agencies Only; General Manager Approval required		\$0 Hourly Rate--Towing Fee & Security Deposit Required.				\$0 Hourly Rate--Towing Fee & Security Deposit Required.				\$0 Hourly Rate--Towing Fee & Security Deposit Required.				\$0 Hourly Rate--Towing Fee & Security Deposit Required.				

PICNIC AREA RENTALS - Hourly Rates, 6 hour min.																	
SMALL - 20 to 40 people	N/A	N/A	N/A	N/A	\$5.50	\$6	\$6	\$6	\$11.00	\$12	\$12	\$13	\$13.75	\$14	\$15	\$16	
MEDIUM - up to 60 people	N/A	N/A	N/A	N/A	\$11.50	\$12	\$13	\$13	\$23.00	\$24	\$25	\$26	\$28.75	\$30	\$32	\$33	
LARGE - up to 200 people	N/A	N/A	N/A	N/A	\$32.50	\$34	\$36	\$37	\$65.00	\$68	\$72	\$75	\$81.25	\$85	\$89	\$93	
EXTRA LARGE - up to 300 people	N/A	N/A	N/A	N/A	\$49.00	\$51	\$54	\$56	\$98.00	\$103	\$108	\$113	\$122.50	\$129	\$135	\$141	

PARK SPACE RENTALS - Hourly Rates																	
Large Park Space	\$5.50	\$6	\$6	\$6	\$11.00	\$12	\$12	\$13	\$22.00	\$23	\$24	\$25	\$27.50	\$29	\$30	\$32	
Small Park Space	\$2.75	\$3	\$3	\$3	\$5.50	\$6	\$6	\$6	\$11.00	\$12	\$12	\$13	\$13.75	\$14	\$15	\$16	
Park Space - Business Rental (fee on top of the hourly park space rate)	\$15/hr																
Park Space Rental - Vendor Fee [commercial business being held in a park] (flat rate per rental)	\$50.00																

KEY	CLASS 1 Community Service Groups				CLASS 2 Resident 501c3 Organizations				CLASS 3 In-District Resident				CLASS 4 Out of District/Non Resident			
					*If a fundraiser/event with a fee to enter or participate is being held, Organization pays Class 3-In District Resident Rate*											
Black Denotes 25/26 Fee Schedule		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)
Red Denotes New Proposed Fees/Facilities	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%

PREMIER SPORTS COMPLEXES - HOURLY RATES (2 HOUR MIN)																
Baseball																
Bob Kildee Community Park - Field 1	\$20.00				\$32.50	\$34	\$36	\$37	\$65.00	\$68	\$72	\$75	\$81.25	\$85	\$89	\$93
Freedom Park - Fields 1-6	\$20.00				\$32.50	\$34	\$36	\$37	\$65.00	\$68	\$72	\$75	\$81.25	\$85	\$89	\$93
Freedom Park - Veteran's Field [Adult Baseball Field]	\$20.00				\$32.50	\$34	\$36	\$37	\$65.00	\$68	\$72	\$75	\$81.25	\$85	\$89	\$93
Friendship Fields (Adaptive Use Only)					\$32.50	\$34	\$36	\$37	\$65.00	\$68	\$72	\$75	\$81.25	\$85	\$89	\$93
Soccer Zones																
Pleasant Valley Fields - Zones by the hour	\$20.00				\$32.50	\$34	\$36	\$37	\$65.00	\$68	\$72	\$75	\$81.25	\$85	\$89	\$93
Softball																
Mission Oaks Park - Fields 1-3	\$15.00				\$25.00	\$26	\$28	\$29	\$50.00	\$53	\$55	\$58	\$62.50	\$66	\$69	\$72
Pleasant Valley Fields	\$15.00				\$25.00	\$26	\$28	\$29	\$50.00	\$53	\$55	\$58	\$62.50	\$66	\$69	\$72

SPORTS FIELD LIGHTING- Hourly Rates (1 hour min. with 15 minute increments)																
Bob Kildee Community Park	\$23.00				\$35.00				\$35.00				\$43.00			
Freedom Park	\$23.00				\$35.00				\$35.00				\$43.00			
Mission Oaks Park	\$23.00				\$35.00				\$35.00				\$43.00			
Pleasant Valley Fields - Softball	\$28.00				\$37.00				\$39.00				\$46.00			
Pleasant Valley Fields - Soccer	\$38.00				\$48.00				\$49.00				\$62.00			
Pleasant Valley Fields - West Soccer Area	\$76.00				\$86.00				\$87.00				\$90.00			

SPORTS COURTS- Hourly Rates (2 hour min.)																
Tennis & Pickleball - Per Court (Light fee not included)	N/A	N/A	N/A	N/A	\$4.50	\$5	\$5	\$5	\$9.00	\$9	\$10	\$10	\$11.25	\$12	\$12	\$13
Basketball Court (Full sized only)	N/A	N/A	N/A	N/A	\$9.00	\$9	\$10	\$10	\$18.00	\$19	\$20	\$21	\$22.50	\$24	\$25	\$26
Volleyball Court	N/A	N/A	N/A	N/A	\$9.00	\$9	\$10	\$10	\$18.00	\$19	\$20	\$21	\$22.50	\$24	\$25	\$26

PARKING FEES																
Parking Lot- No Charge Parking - Per Hour	N/A	N/A	N/A	N/A	\$27.00	\$28	\$30	\$31	\$27.00	\$28	\$30	\$31	\$27.00	\$28	\$30	\$31
Parking Lot - Paid Parking Charge - Per Spot/Day	N/A	N/A	N/A	N/A	\$3.00	\$3	\$3	\$3	\$3.00	\$3	\$3	\$3	\$3.00	\$3	\$3	\$3
Freedom Park Overnight Parking Fee - Per Night	N/A	N/A	N/A	N/A	\$33.00	\$35	\$36	\$38	\$33.00	\$35	\$36	\$38	\$33.00	\$35	\$36	\$38
EV Charging Rates (Idle Charge assessed when plugged in and not charging)	N/A															
EV Idle Charge (Community Center) (30 min grace period)	\$.50/15 min															
EV Idle Charge (PV Fields & Freedom Park) (30 min grace period)	\$1.00 / 15 min															
Camarillo Grove Parking/Entrance Permits	At Site	Pre-Paid														
Annual Permit/Pass		\$55.00														
Weekend Daily Permit/Pass	\$5.00	\$3.00														
Weekday Daily Permit/Pass	\$3.00	\$3.00														
Holiday Daily Permit/Pass	\$20.00	\$20.00														

KEY	CLASS 1 Community Service Groups				CLASS 2 Resident 501c3 Organizations				CLASS 3 In-District Resident				CLASS 4 Out of District/Non Resident			
					*If a fundraiser/event with a fee to enter or participate is being held, Organization pays Class 3-In District Resident Rate*											
Black Denotes 25/26 Fee Schedule		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)	Base Rate	Year 1 (26- 27)	Year 2 (27-28)	Year 3 (28- 29)	25%	Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)
Red Denotes New Proposed Fees/Facilities	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%

**REQUIRED RENTAL FEES - In Addition to Basic Rate**

<b>Non-Refundable Processing Fee - Flat Rate Fee:</b>	
Standard Rentals	\$25
Special Request (Date more than 1 year in advance)	\$25
Special Event, Filming & CSO FFAU	\$100
<b>Refundable Security Cleaning Deposit:</b>	
<b>Aquatics Center</b>	\$200
<b>Community Center Facilities:</b>	
Classrooms #1-7 - Community Center	\$50
Courtyards (Auditorium & Rms #1-#5)	\$50
Kitchen	\$100
Senior Center	\$200
Auditorium	\$300
<b>Dos Caminos Park Building</b>	\$50
<b>Freedom Park Facilities:</b>	
Freedom Center	\$300
Sunshine/Skyway Rooms	\$50
<b>Mobile Stage</b>	\$500
<b>Park Space Rentals:</b>	
Small	\$50
Large	\$100
<b>Picnic Area Rentals:</b>	
Picnic Areas - Small & Medium	\$50
Picnic Areas - Large	\$100
Picnic Areas - Extra Large	\$200
Pleasant Valley Fields - East Meeting Room	\$50
<b>Sports Fields</b>	
Per Field/Zone	\$200
Per Facility (Tournaments)	\$1,000
<b>Liability Insurance</b>	Varies
<i>(renter responsible for obtaining):</i>	
<b>Alcohol Liability Insurance</b> (*see Security Guard requirements; price ranges from \$100 to \$200):	Varies

KEY	CLASS 1 Community Service Groups				CLASS 2 Resident 501c3 Organizations				CLASS 3 In-District Resident				CLASS 4 Out of District/Non Resident					
					*If a fundraiser/event with a fee to enter or participate is being held, Organization pays Class 3-In District Resident Rate*													
Black Denotes 25/26 Fee Schedule		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		Base Rate	Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)		25%	Year 1 (26-27)	Year 2 (27-28)	Year 3 (28-29)
Red Denotes New Proposed Fees/Facilities	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%	25-26 Rate	5%	10%	15%		

**ADDITIONAL RENTAL FEES**

After Hours Opening Fee for All Facilities (before 6am & after 9pm):	\$46
Change Fees ( <i>applies to ALL rentals</i> ): Within 10 days prior to the event.	\$25 per Change Request ( <i>within 10 days of event</i> )
Late Booking & Registration Fee (within 10 days)	\$25
No-show Fee for Facility Reservations	\$25
Credit Card Transaction Fee	<b>2.75% + \$.30 per transaction</b>
E-Check Transaction Fee	<b>1% + \$.50 per transaction</b>
Non-Sufficient Funds Fee	\$40
*Security Guards - Per Guard/Per Hour	\$50 *If alcohol is being served (4 hours max.) 1 guard is required for groups of 50 people, 2 guards or more for larger groups. *Large non-alcohol functions may require 1 guard for groups of 150 people. Larger groups may require more.
Staff Fee - hourly per employee	<b>Part-Time Rec. Staff: \$21 Lifeguard: \$23 Recreation Staff: \$40 Parks Staff: \$46</b>
After Hours/Overtime Rate - hourly per employee	<b>Part-Time Rec. Staff: \$31 Lifeguard: \$34 Recreation Staff: \$59 Parks Staff: \$68</b>
Portable Restroom Rental (for locations that already have a portable restroom on site)	\$90/cleaning
Auditorium - Mezzanine/Sound Booth: Required Operation of AV Equipment by District Staff or Journey Church only.	Varies
Business Rental [e.g. fitness trainers, private lessons, etc.] (fee is in addition to hourly rental fee)	\$15 per hour
Vendor Fee [commercial, licensed business providing a product or service to a rental being held in a park, e.g. bounce houses, food trucks] (flat rate per rental date) *Renter has up to 30 days prior to the desired rental date to pay the fee for each vendor.	\$50 (per Rental Date per Vendor)
<b>String Light Rentals:</b>	
Auditorium Courtyard	\$250.00
Nature Education Center	\$500.00
<b>Cornhole Boards and Bags (Pick-Up at District Office)</b>	\$15/set/day (\$50 Deposit)
<b>Baseball/Softball Field Services</b>	
Veterans Field Scoreboard (per day with \$100 deposit + Staff)	\$20
Softball Bases/Softball Score Board Rental (per day)	\$30
*Field Prep/Dragging & Lining (per prep per field) MO, PVF, BK, FP	\$53
Sports Tournament Code of Conduct Deposit	\$200



# 2026-2027 DISTRICT MASTER FEE SCHEDULE

## Rates effective July 1, 2026

**Resident Non-Profit-501(c)3 Organizations:** If a fundraiser or event with a fee to enter or participate is being held or money is being accepted by a Resident Organization on any District property, the Organization will be charged the Class 3/In-District Resident Rate, regardless of the day of the week the event or program is being held.

*A Large Park Space fee will be applied if the space beyond the immediate picnic area will be used during a reservation.*

*A Vendor fee will be applied to each vendor who provides goods or services during a reservation.*

All rates are hourly unless otherwise noted.

### OUTDOOR FACILITIES:

Picnic Areas	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Small - capacity varies	6	20-40	N/A	\$6	\$12	\$14
Medium	6	60	N/A	\$12	\$24	\$30
Large	6	200	N/A	\$34	\$68	\$85
Extra Large	6	300	N/A	\$51	\$103	\$129

Park Space	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Small	2	N/A	\$3	\$6	\$12	\$14
Large	2	N/A	\$6	\$12	\$23	\$29

Sport Fields (per field/zone)	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Baseball	2	N/A	\$20	\$34	\$68	\$85
Soccer	2	N/A	\$20	\$34	\$68	\$85
Softball	2	N/A	\$15	\$26	\$53	\$66

Sports Field Lighting (15m increments after 1h min.)	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Bob Kildee Community Park	1	N/A	\$23	\$35	\$35	\$43
Freedom Park	1	N/A	\$23	\$35	\$35	\$43
Mission Oaks Park	1	N/A	\$23	\$35	\$35	\$43
Pleasant Valley Fields - Softball	1	N/A	\$28	\$37	\$39	\$46
Pleasant Valley Fields - Soccer	1	N/A	\$38	\$48	\$49	\$62
Pleasant Valley Fields - West Soccer Area	1	N/A	\$76	\$86	\$87	\$90

Sport Courts (per court)	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Basketball (Full sized only)	2	N/A	N/A	\$9	\$19	\$24
Pickleball (Light fee not included)	2	N/A	N/A	\$5	\$9	\$12
Tennis (Light fee not included)	2	N/A	N/A	\$5	\$9	\$12
Volleyball	2	N/A	N/A	\$9	\$19	\$24

Pleasant Valley Recreation and Park District

Specialized Facilities	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Aquatic Center - per Lane <i>*Staffing Fees Apply</i>	--	N/A	N/A	\$8	\$17	\$21
Aquatic Center - Whole Pool <i>*Staffing Fees Apply</i>	2	210	N/A	\$71	\$143	\$179
Camarillo Grove Park - Nature Center	4	300	N/A	\$51	\$103	\$129
Freedom Park - R/C Car Track	2	N/A	N/A	\$43	\$86	\$108
Freedom Park - Roller Hockey Arena	2	N/A	N/A	\$43	\$86	\$108
Las Posas Equestrian Center - Arena	1	N/A	N/A	\$29	\$58	\$72
Pitts Ranch - Baseball Field	2	50	N/A	\$19	\$38	\$47
Pleasant Valley Skate Park	2	N/A	N/A	\$23	\$46	\$58

Mobile Stage <i>*towing fees apply</i> <i>*PVRPD Staff Required to Open &amp; Close stage on site.</i>	Daily Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Within Camarillo city limits - <i>daily charge</i>	1	N/A	\$572	\$572	\$572	\$715
Towing				\$300		
Setup and breakdown - Fee dependent upon Recreation or Parks staff assigned.				\$40 - \$46		
Outside Camarillo city limits - Gov't Agencies only; General Manager approval required.				\$0 Daily fee - Towing fee and deposit required.		

## INDOOR FACILITIES

Community Center Park	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Auditorium	4	500	N/A	\$83	\$166	\$207
Auditorium - Courtyard	2	100	N/A	\$36	\$72	\$91
Auditorium - Mezzanine	4	N/A	N/A	\$21	\$42	\$53
Auditorium - Kitchen	2	40	N/A	\$27	\$55	\$68
Classrooms 1 - 5 (each)	2	40	N/A	\$20	\$41	\$51
Classrooms 1 - 5 Courtyard Add-on (Classrooms 1-5 must be reserved)	2	40	N/A	\$36	\$72	\$91
Classrooms 6 or 7 (each)	2	70	N/A	\$36	\$72	\$91
Classroom 6 - AV Add-on (projector, microphone, audio)				\$8/hr (with \$100 deposit)		
Senior Center - Entire Facility	2	200	N/A	\$57	\$114	\$143
Senior Center - Multi-purpose Room	2	130	N/A	\$29	\$58	\$72
Senior Center AV Add-on - projector only				\$15/hr (with \$100 deposit)		
Senior Center AV Add-on - projector, microphone, audio				\$15 (with \$100 deposit) - PVRPD Staff required; fees calculated at time of booking. See District Staff rates in "Additional District Fees"		
Senior Center - Library Room	2	30	N/A	\$14	\$28	\$35

Dos Caminos Park	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Building	2	25	N/A	\$36	\$72	\$91

Pleasant Valley Recreation and Park District

Freedom Park Complex	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
Freedom Center - Entire Facility	4	308	N/A	\$57	\$114	\$143
Freedom Center - Sunshine Room Only	4	60	N/A	\$20	\$41	\$51
Skyway Dr. Conference Room	2	20	N/A	\$20	\$41	\$51

Pleasant Valley Fields	Hourly Min.	Capacity	Class 1	Class 2	Class 3	Class 4
			Community Service Org.'s	Resident 501(c) 3 Org.'s	In-District Resident	Out-of-District Resident
East Meeting Room	2	60	12	\$24	\$48	\$60

## RESERVATION FEES

*\*Required Fees in addition to the Basic Rates.*

### Processing & Vendor

Application Processing - Non-refundable	\$25
Special Event, Filming, CSO FFAU Application Processing - Non-refundable	\$100
Special Request ( <i>Date more than 1 year in advance</i> )	\$25
Non-sufficient Funds	\$40
After Hours Opening (before 6a or after 10p)	\$46
Change Fees - Within 10 days prior to event date	\$25 (per change request)
Late Booking & Registration Fee (within 10 days)	\$25
No-show Fee for Facility Reservations	\$25
<b>Credit Card Transaction Fee</b>	2.75% + \$.30 per transaction
<b>E-Check Transaction Fee</b>	1% + \$.50 per transaction
Liability Insurance - Property	Varies; quote available during reservation process
Liability Insurance - Alcohol	Varies; quote available during reservation process
Business Rental - e.g. Private Fitness Instructors, Sports Clinics, etc. ( <i>fee is in addition to the hourly park space rental</i> )	\$15 (hourly rate)
Vendor Fee - Commercial, licenses business providing a product or service to a rental being held in a park; e.g. inflatables, food trucks, etc.	\$50 (daily rate per vendor) Fees are due by renter, must be paid by 30 days prior to the date of rental for each vendor

### Outdoor Facility Security Cleaning Deposit

Picnic Area - Small or Medium	\$50
Picnic Area - Large	\$100
Picnic Area - Extra Large	\$200
Park Space - Small	\$50
Park Space - Large	\$100
Mobile Stage	\$500
Sports Fields - Per field/zone	\$200
Sports Fields - Per facility (during tournaments)	\$1,000
Sports Tournament Code of Conduct Deposit	\$200

### Indoor Facility Security Cleaning Deposit

Aquatics Center	\$200
Community Center - Auditorium	\$300
Community Center - Auditorium Kitchen	\$100
Community Center - Classrooms 1-7	\$50
Community Center - Courtyard	\$50
Community Center - Senior Center	\$200
Dos Caminos Building	\$50
Freedom Park - Sunshine / Skyway Room	\$50
Freedom Park - Freedom Center	\$300
Pleasant Valley Fields - East Meeting Room	\$50

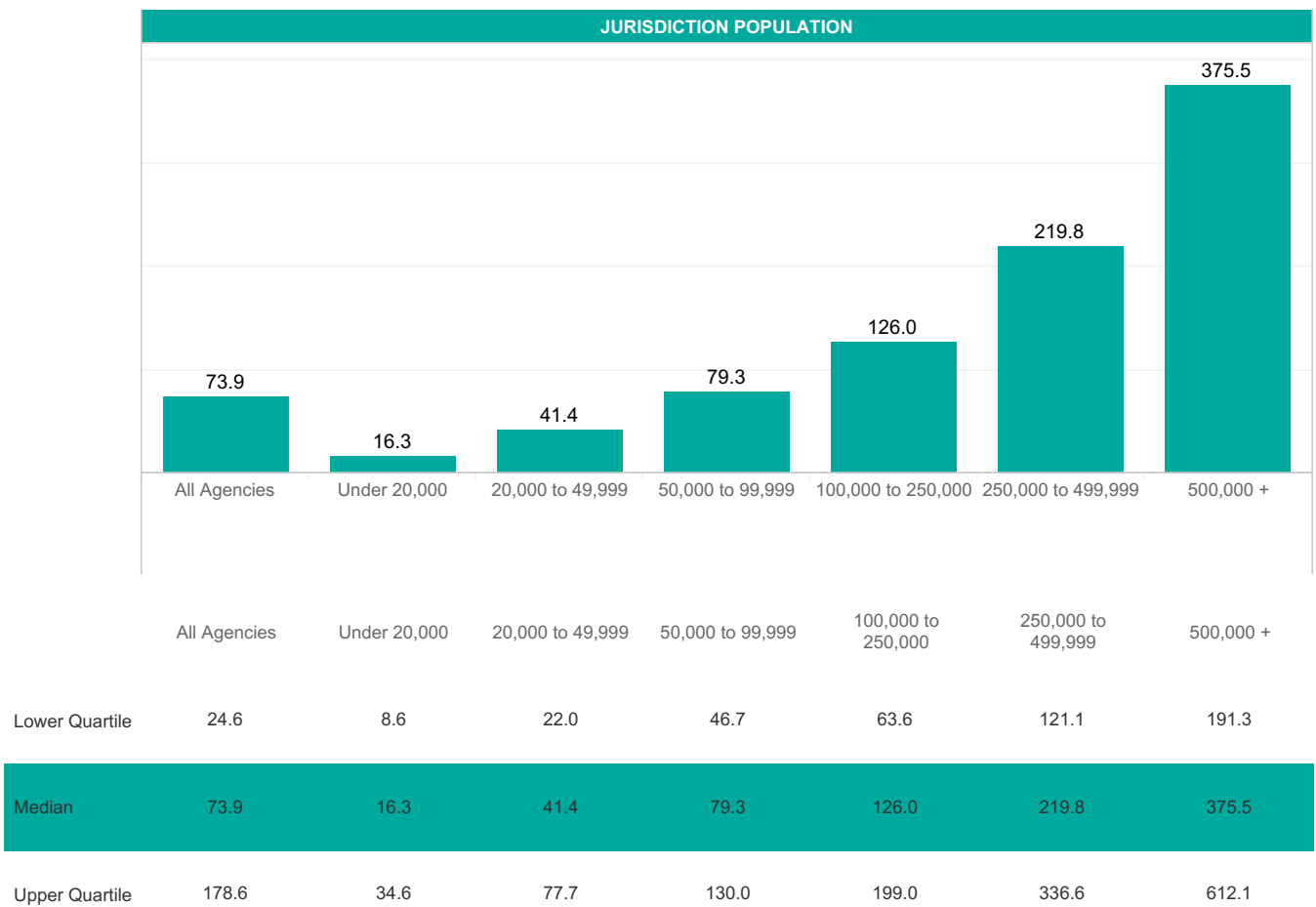
## ADDITIONAL DISTRICT FEES

Parking				
Parking lot - "No Charge" Parking (per hour)	\$27			
Parking lot - Paid Parking (per stall)	\$3			
Freedom Park Overnight Parking (per night)	\$33			
EV Charging (idle charges assessed when plugged in and not charging)	\$0.43 / kWh; plus \$0.99 session fee			
EV Idle Charge - Community Center Park (30m grace period)	\$0.50 / 15m			
EV Idle Charge - Freedom Park & Pleasant Valley Fields (30m grace period)	\$1.00 / 15m			
Camarillo Grove Park Entrance Permit (per vehicle)	<b>Upon Entry</b>	<b>Pre-Paid</b>		
	Annual	\$55		
	Weekend	\$5	\$3	
	Weekday	\$3	\$3	
<b>Holiday Daily Permit/Pass</b>	<b>\$20</b>	<b>\$20</b>		
Staffing				
Security Guards - If alcohol is being served, 1 guard required for groups of 50 people, 2 guards or more for larger groups. <i>*Large non-alcohol functions may require 1 guard for groups of 150 people. Larger groups may require more.</i>	\$50 (hourly rate, per guard)			
PVRPD Staff - Hourly rate per employee	<b>Lifeguard</b>	<b>PT Recreation</b>	<b>FT Recreation</b>	<b>FT Parks</b>
Regular	\$23	\$21	\$40	\$46
Overtime	\$34	\$31	\$59	\$68
Equipment and Field Services				
Portable Restroom Cleaning (only for Parks with existing portable restrooms)	\$90 (per service)			
Cornhole Boards & Bags - Pickup at District Office	\$15 / set (daily rate) and \$50 refundable deposit			
String Lights - Community Center Auditorium	\$250			
String Lights - Camarillo Grove Nature Education Center	\$500			
Freedom Park - Veteran's Field Scoreboard	\$20 (daily rate) and \$100 deposit; PVRPD staff required, fees calculated at time of booking. See District Staff rates in "Additional District Fees"			
Softball Bases / Softball Scoreboard	\$30 (daily rate)			
Field Dragging & Lining (available at Bob Kildee Park, Freedom Park, Mission Oaks Park, Pleasant Valley Fields)	\$54 (per field)			
Community Center Auditorium - Soundboard Operation (staffing required)	Varies; quote available during reservation process			

# 2026 NRPA Agency Performance Review



Figure 11: Park and Recreation Agency Staffing: Full-Time Equivalents (FTEs) on Staff  
The typical park and recreation agency has 73.9 FTEs on staff.



# 2026 NRPA Agency Performance Review



Figure 12: Park and Recreation Staffing: Full-Time Equivalents (FTEs) per 10,000 Residents  
The typical park and recreation agency has 9.2 FTEs for every 10,000 residents.



# 2026 NRPA Agency Performance Review



Figure 13: Operational Areas of Park and Recreation Staff  
 Forty-five percent of park and recreation agency personnel are involved in operations/ maintenance, and 32 percent are devoted to programming.



# 2026 NRPA Agency Performance Review

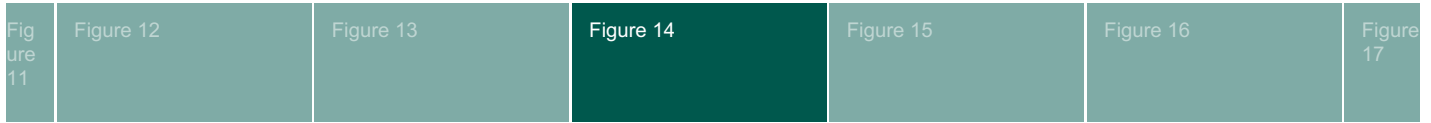
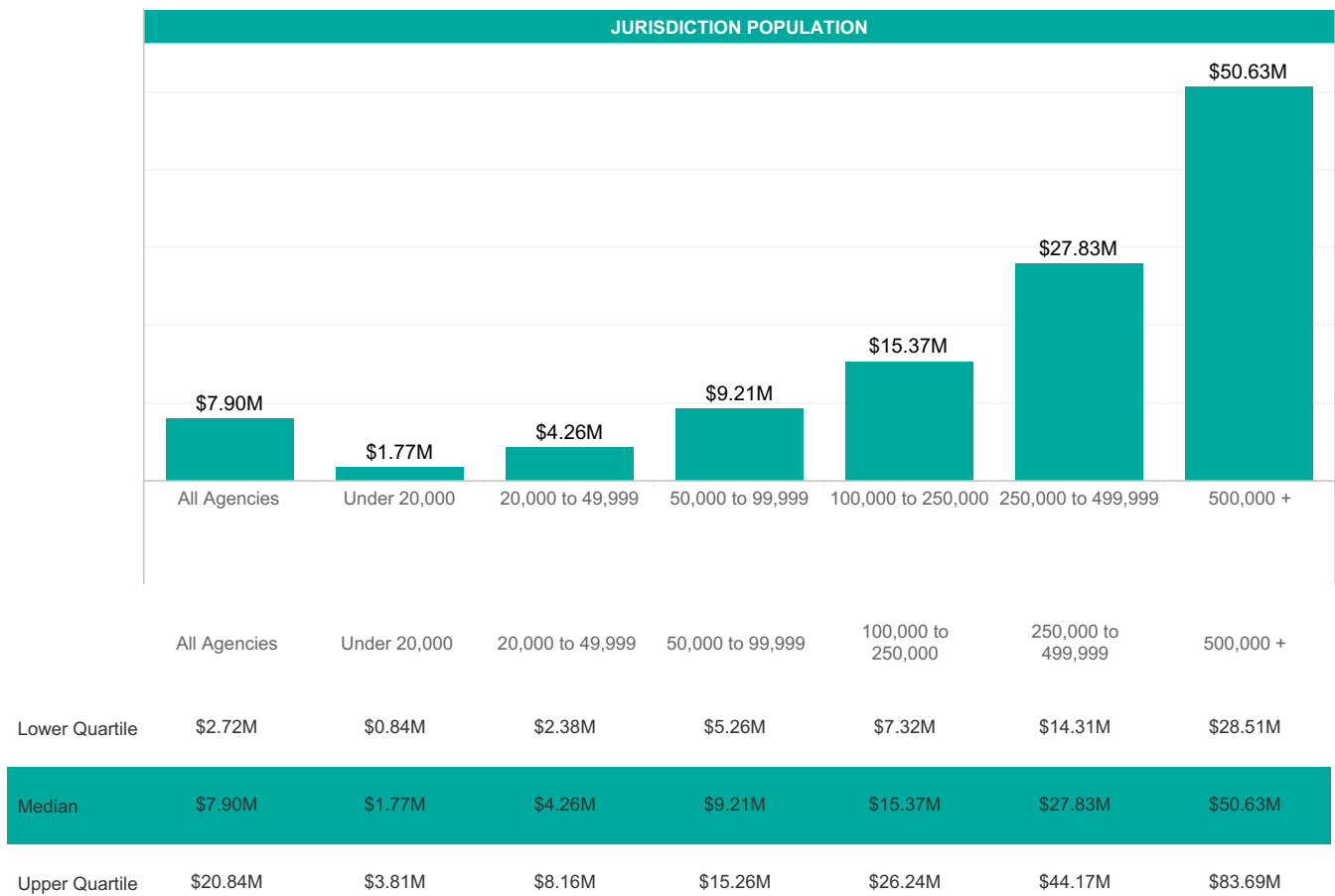


Figure 14: Annual Operating Expenditures  
The typical park and recreation agency has an annual operating expenditure of approximately \$7.9 million.



# 2026 NRPA Agency Performance Review

Figure 12	Figure 13	Figure 14	<b>Figure 15</b>	Figure 16	Figure 17	Figure 18 & 19
-----------	-----------	-----------	------------------	-----------	-----------	----------------



Figure 15: Operating Expenditures per Capita  
The typical park and recreation agency has an operating expenditure of \$111.73 per capita.



# 2026 NRPA Agency Performance Review

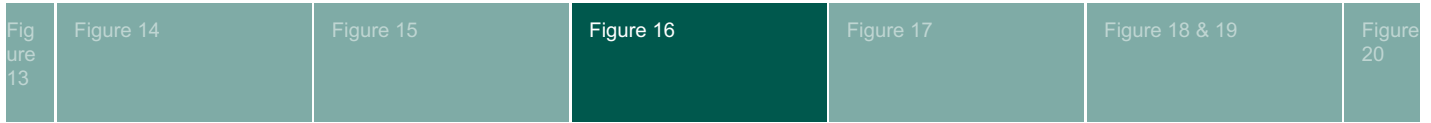


Figure 16: Operating Expenditures per Acre of Park and Non-Park Sites  
 The typical park and recreation agency has an operating expenditure of \$9,470 per acre of park and non-park sites.



# 2026 NRPA Agency Performance Review

Figure 14	Figure 15	Figure 16	<b>Figure 17</b>	Figure 18 & 19	Figure 20	Figure 21
-----------	-----------	-----------	------------------	----------------	-----------	-----------



Figure 17: Operating Expenditures per Full-Time Equivalent (FTE)  
 The typical park and recreation agency has operating expenditures of \$120,639 per FTE.



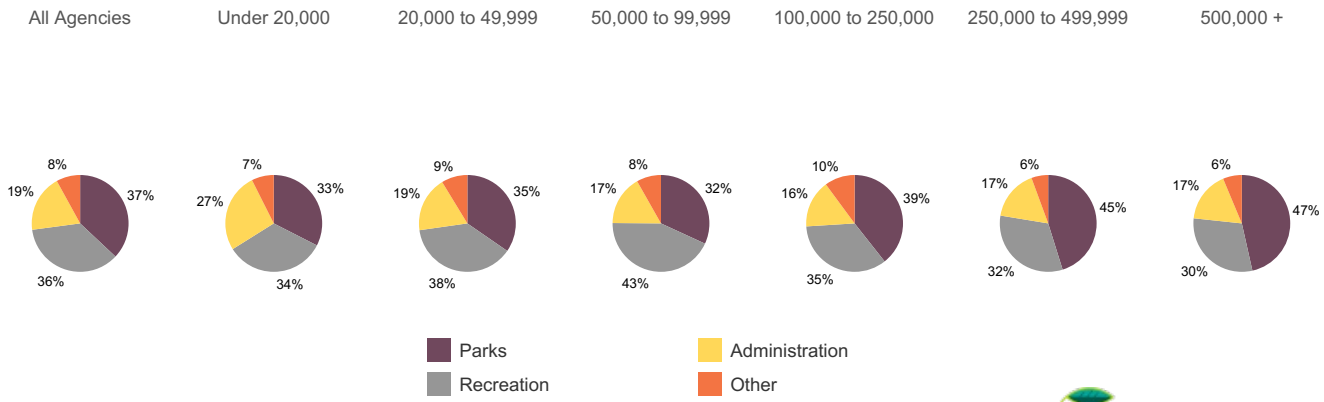
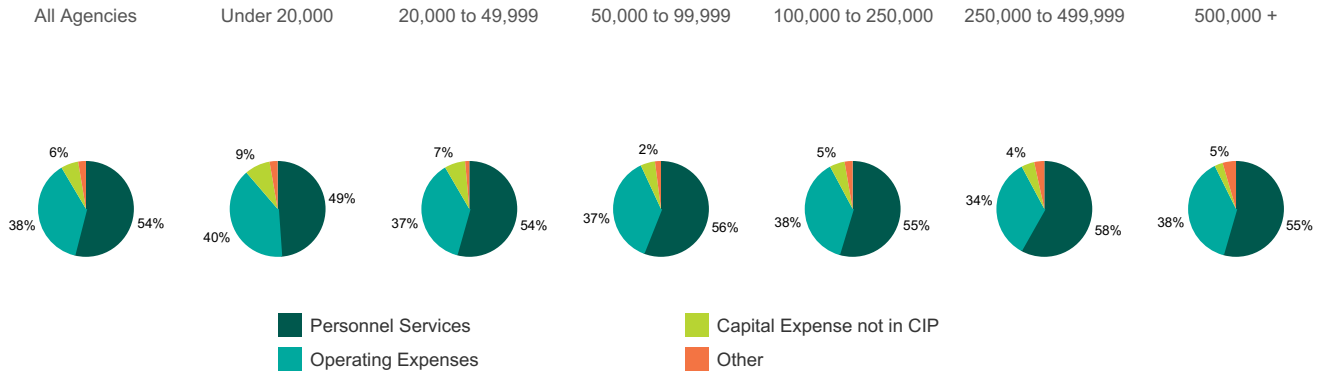
# 2026 NRPA Agency Performance Review

Figure 15	Figure 16	Figure 17	Figure 18 & 19	Figure 20	Figure 21	Figure 22
-----------	-----------	-----------	----------------	-----------	-----------	-----------



**Figure 18: Distribution of Operating Expenditures & Figure 19: Dedicated Operating Expenditures**  
 Fifty-four percent of park and recreation operating expenditures are earmarked for personnel services, while 38 percent are for operating expenses. The average percentage distribution of total operating expenditures devoted to parks is 37 percent, while 36 percent is devoted to recreation.

## JURISDICTION POPULATION

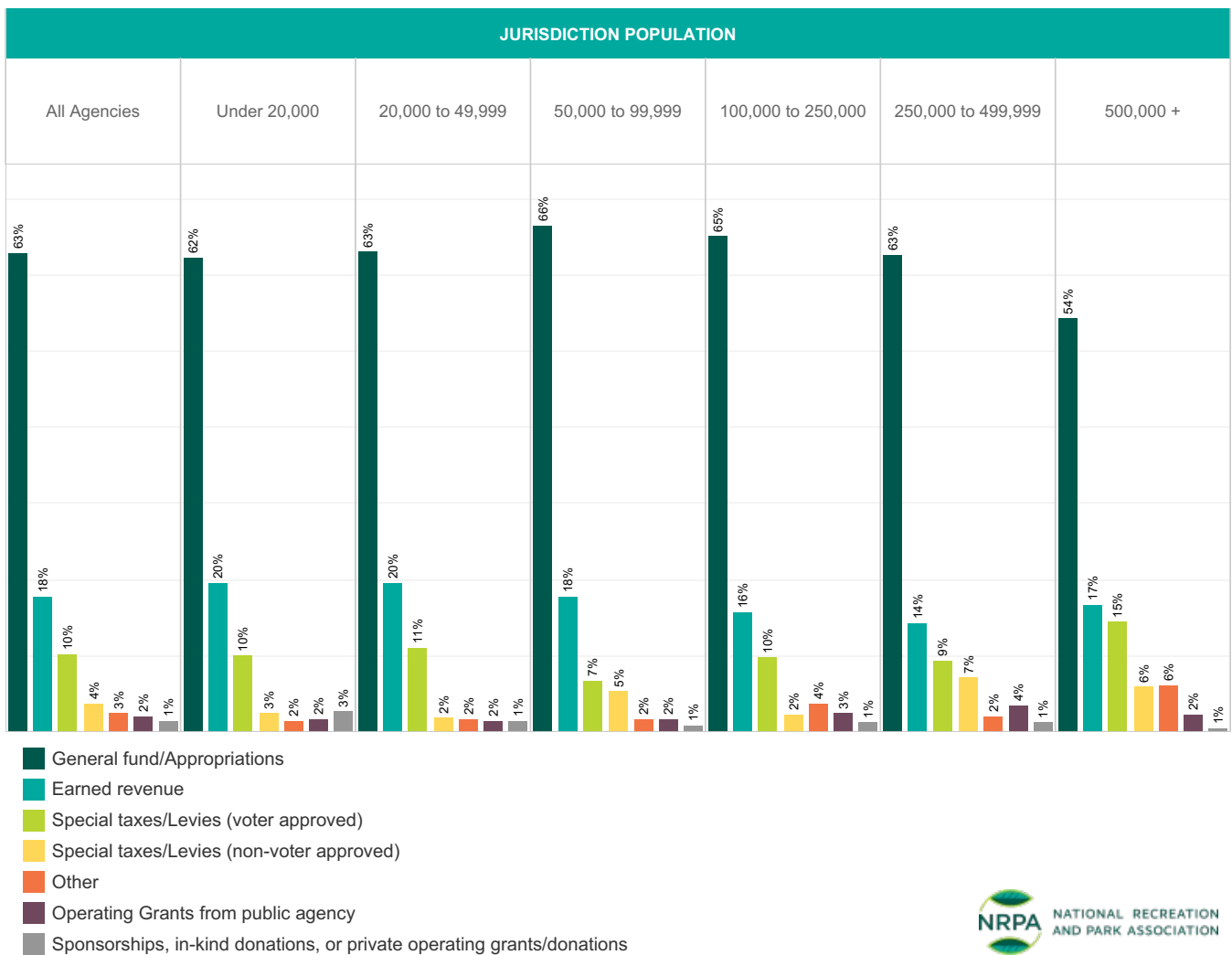


# 2026 NRPA Agency Performance Review

Figure 16	Figure 17	Figure 18 & 19	Figure 20	Figure 21	Figure 22	Figure 23
-----------	-----------	----------------	-----------	-----------	-----------	-----------



**Figure 20: Sources of Operating Expenditures**  
 In the average agency, 63 percent of available funds come from general fund tax support/appropriations, and 18 percent come from earned revenue.



# 2026 NRPA Agency Performance Review

Figure 17	Figure 18 & 19	Figure 20	<b>Figure 21</b>	Figure 22	Figure 23	Figures 24-26
-----------	----------------	-----------	------------------	-----------	-----------	---------------



**Figure 21: Park and Recreation Revenue per Capita**  
 The typical park and recreation agency generates \$29.26 per capita of revenue annually.



# 2026 NRPA Agency Performance Review

Figure 1..	Figure 20	Figure 21	<b>Figure 22</b>	Figure 23	Figures 24-26	Figure 27
------------	-----------	-----------	------------------	-----------	---------------	-----------



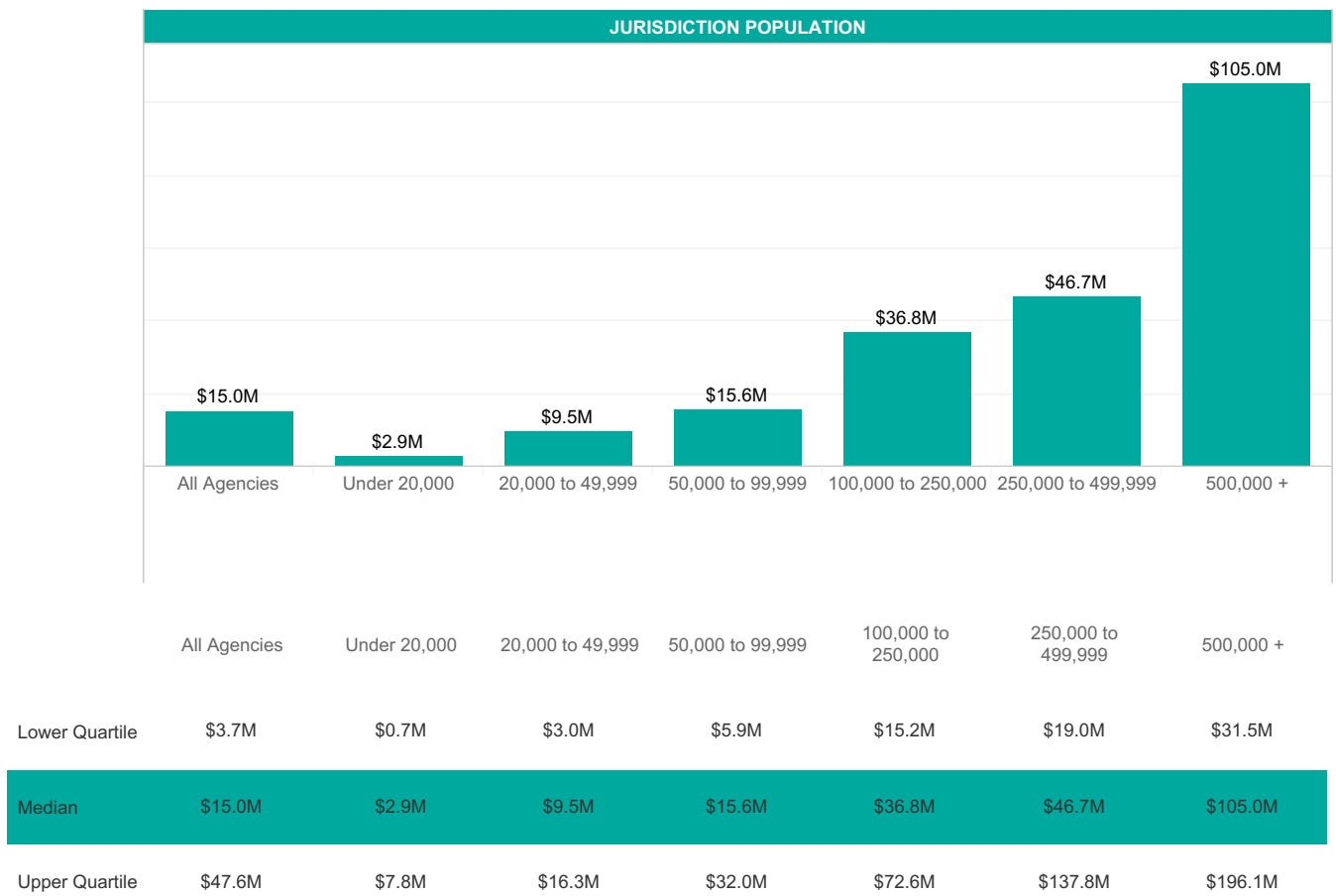
Figure 22: Revenue as a Percentage of Operating Expenditures (Cost Recovery)  
 The typical park and recreation agency recovers 26 percent of its annual operating expenditures from non-tax revenue.



# 2026 NRPA Agency Performance Review



**Figure 23: Five-Year Capital Budget Spending**  
 The typical park and recreation agency has a five-year capital spending budget of \$15 million.

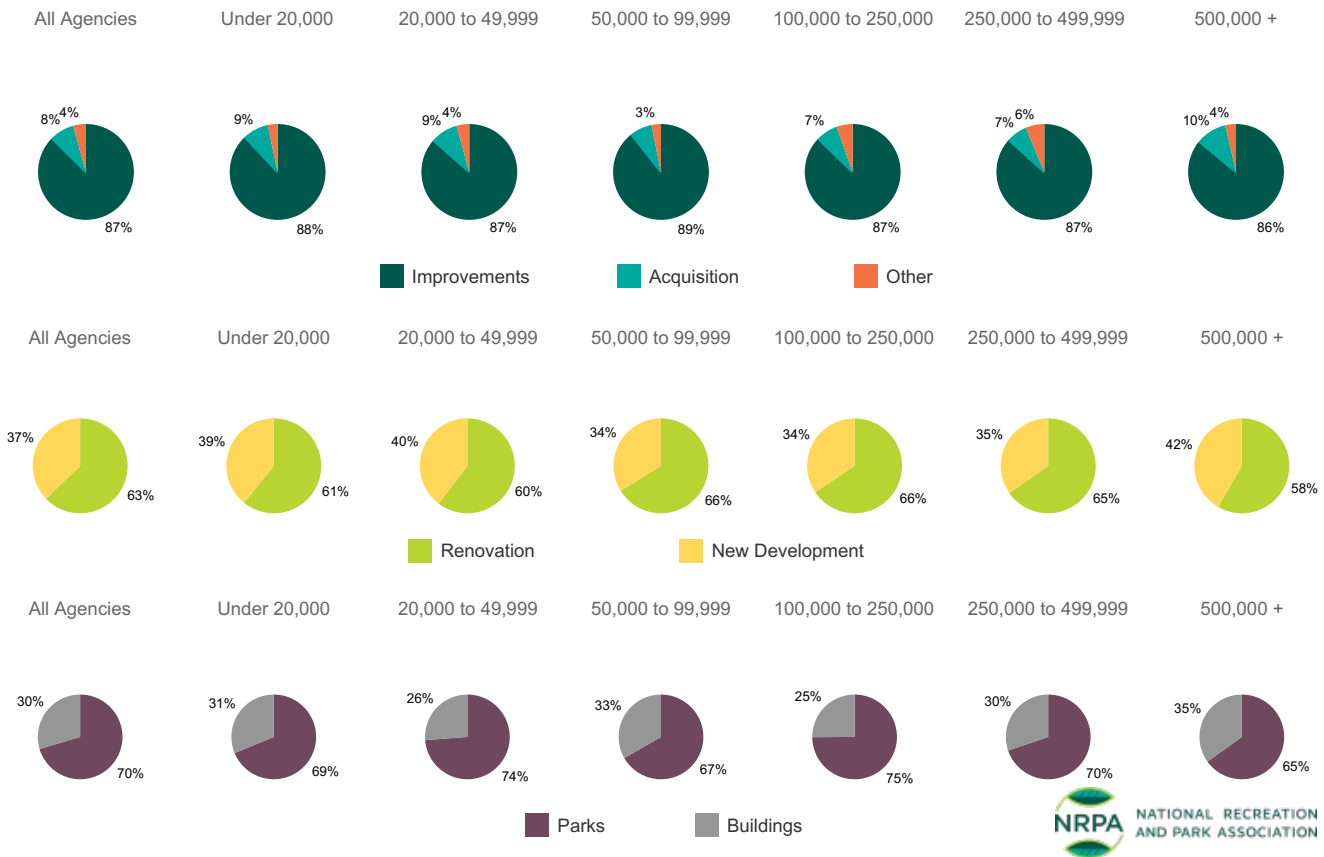


# 2026 NRPA Agency Performance Review



Figure 24: Targets for Capital Expenditures & Figure 25: Improvement Dollars Split Between Renovation and New Development & Figure 26: Improvement Dollars Split Between Buildings and Parks  
 The average park and recreation agency designates 87 percent of its capital expenditures to improvements and 8 percent to acquisitions. Sixty-three percent of designated improvement dollars go toward renovation, while 37 percent is for new development. Seventy percent of improvement dollars go toward parks, while 30 percent are allocated to buildings.

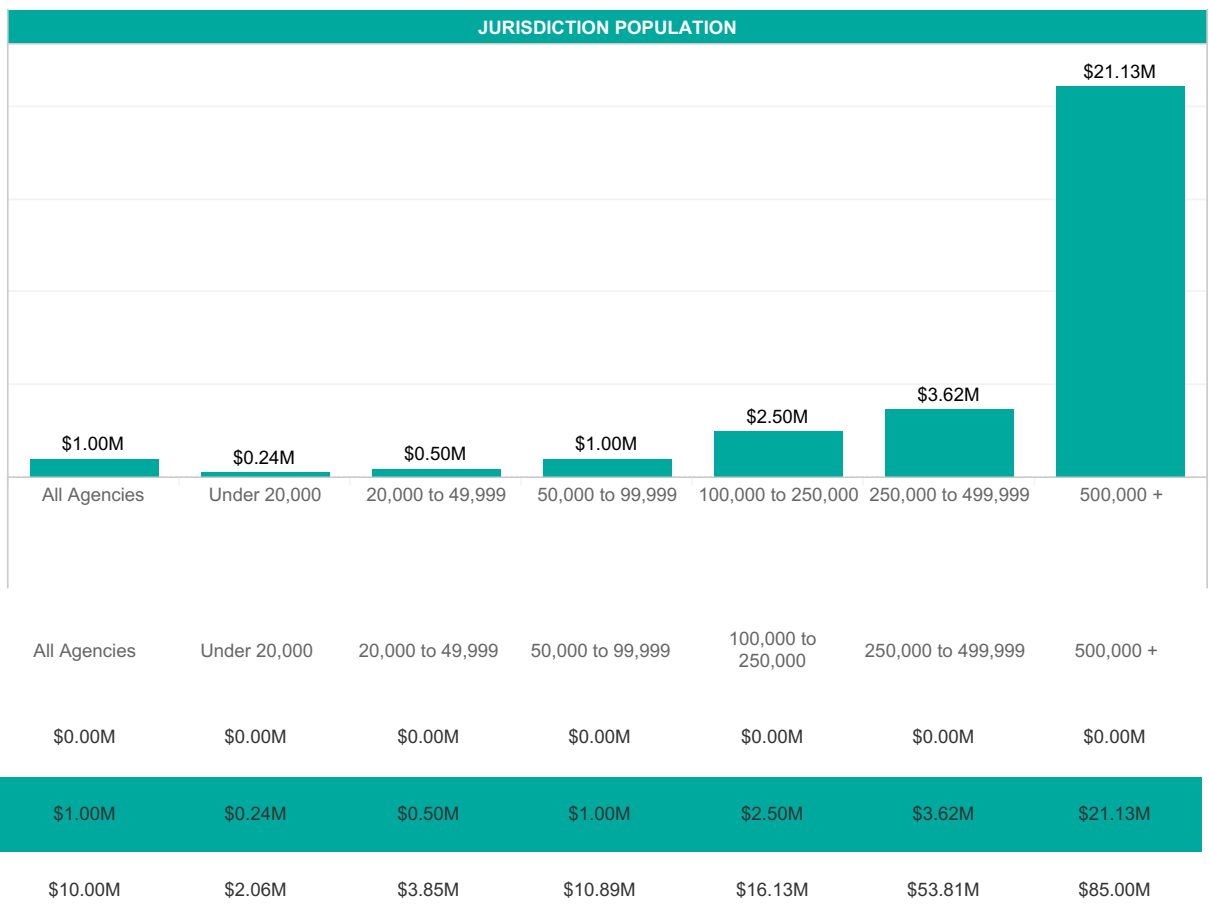
## JURISDICTION POPULATION



# 2026 NRPA Agency Performance Review



Figure 27: Estimated Value of Deferred Maintenance Projects per Agency  
 The typical park and recreation agency has an estimated \$1 million of deferred maintenance projects.



**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**  
**By: Justin Kiraly, Assistant General Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL TO MAKE AN  
ADDITIONAL DISCRETIONARY PAYMENT TO  
REDUCE THE DISTRICT'S CALPERS UNFUNDED  
LIABILITY USING FISCAL YEAR 2026 PERSONNEL  
SAVINGS**

**BACKGROUND**

At the Board meeting on June 3, 2025, the Board approved using budget line savings from Fiscal Year 2024-2025 to make an Additional Discretionary Payment (ADP) of \$300,000 to pay down a portion of the District's California Public Employees' Retirement System (CalPERS) Unfunded Accrued Liability (UAL). At the Finance Committee meeting on April 20, 2026, it was suggested that the District consider using budget line savings from Fiscal Year 2025-2026 to make an ADP of \$400,000 to pay down a portion of the District's UAL.

In September of 2007, the Board approved a switch of all employees from the 2% @ 60 plan to the 2.5% @ 55 plan. This switch was voted on and approved by all CalPERS employees at the time, with 29 in favor and 10 opposed. These 39 employees were then switched to the 2.5% @ 55 plan. Because of this switch to a more generous pension plan, there was additional unfunded liability added.

In March of 2011, the Board approved adding a 2% @ 60 plan for all new employees after that date. This relieved the pressure of rising costs associated with the 2.5% @ 55 plan. In January of 2013, the California Public Employees' Pension Reform Act (PEPRA) took effect, mandating that all new employees hired after that date would be on the 2% @ 62 plan, due to the continued rise in costs for both CalPERS and employers in the CalPERS system.

As per the most recent Valuation Report dated June 30, 2025, the District has a UAL balance of \$6,921,780 for all three plans.

**ANALYSIS**

Staff have previously engaged with multiple municipal advisory companies that specialize in CalPERS UAL cost management and had them present to the Finance Committee. During these presentations, Staff and Committee members were educated about the UAL process, how the valuation reports are prepared, and potential options for reducing the District's current UAL balance. An important factor in the CalPERS UAL calculation is the negative amortization, which

means each year's payment does not necessarily reduce the principal and may only pay off interest for that year.

Valuation reports are prepared using one-year prior information, which is used for the next fiscal year. As a result, there is a two-year lag between when data is collected and when its effects are seen. CalPERS has a discount rate of 6.8%, essentially the interest rate charged to employers. This means investment returns must meet or exceed 6.8% returns for employers to see no change in the UAL. Only ADPs made prior to the end of April will be reflected in the Actuarial report prepared within that calendar year.

Staff have investigated estimated actuals for Fiscal Year 2026 and are estimating that there will be around \$600,000 in Personnel savings in part due to turnover of multiple long-term full-time staff. Staff recommends the District make an ADP of \$400,000 in June 2026.

Looking at current CalPERS estimates of a 12.1% investment return in Fiscal Year 2024-2025, our UAL in 2027-2028 would be \$5,215,400 with a minimum payment of \$660,700. With a \$400,000 payment, those numbers would be \$4,803,100 and \$631,800, respectively. Fiscal Year 2027-2028 was picked as a reference point, and savings would be seen each year in varying amounts.

### **FISCAL IMPACT**

The fiscal impact of making the ADP has a few considerations:

The first is the initial payment. By using unanticipated savings, the District can make this payment with no excess costs to the overall budget. The District would still see estimated savings of about \$200,000 this year.

The second consideration is the reduction of interest in the UAL. The negative balances in the UAL accrue interest each year, and an additional payment will reduce future interest accruals. Current Staff estimates that making the \$400,000 ADP would result in the projected UAL in Fiscal Year 2027-2028 being reduced from \$5,215,400 to \$4,803,100, a reduction of \$412,300. This effect would compound.

The third is the reduction in future payments. The District has to pay the UAL with minimum annual payments. By making an ADP now, the District will reduce future annual payments. Current Staff estimates are that the \$400,000 ADP would result in a reduction of the Fiscal Year 2027-2028 minimum payment from \$660,700 to \$631,800, a \$28,900 savings just in that one year.

### **STRATEGIC PLAN COMPLIANCE**

Meets 2021-2026 Strategic Plan Goal and Strategy:

- 1.2: Utilize best accounting practices and forecast and optimize revenue while controlling expenditures.

### **RECOMMENDATION**

It is recommended that the Board direct Staff to make a CalPERS Additional Discretionary Payment of \$400,000 using Fiscal Year 2026 Personnel Savings.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION  
NO. 807 ADOPTING THE BOARD BYLAWS AND RULES  
OF PROCEDURE**

**BACKGROUND**

It has been five years since the Board last reviewed the Board Bylaws and Rules of Procedure. In accordance with best practices for governance and consistent with Government Code Section 54954(a) and Public Resources Code Section 5784.13, staff are bringing the Board Bylaws and Rules of Procedure before the Policy Committee for review and discussion.

The District is required to establish policies and procedures to support the orderly and efficient conduct of Board business. The Policy Committee has reviewed the existing bylaws to identify potential updates and is presenting its recommendations to the full Board for consideration and approval.

**ANALYSIS**

During the last review in 2021, the major changes were reflected below:

- Section 2.B. Election – Election of Board officers after a District election has been specified to occur at the first regular or special board meeting after election results have been certified and no later than 45 days after the election.
- Section 3.E. Procedures & Order – Robert’s Rules of Order has been specifically removed from the Bylaws for reasons of complexity. However, at the recommendation of the District’s Attorney, Rosenberg’s Rules of Order have been substituted. They are generally accepted to be less complex than Robert’s Rules, and many cities and agencies use them.

As part of the current 2026 review, several updates and clarifications have been incorporated as part of SB 707 to ensure compliance with recent legal requirements and to reflect evolving governance best practices. Key updates include:

- **Section 2. Board Officers.** Added sub-section (C) Each incoming Board Member shall be provided a copy of the Ralph M. Brown Act upon assuming office, as required by law.
- **Section 3. Board Meeting –**
  - **Sub-Section F: Remote Participation Requirements** – Added provisions outlining allowable circumstances for remote participation (e.g., just cause, emergency circumstances), and requiring that the legal basis be documented in meeting minutes in accordance with the Brown Act.
  - **Sub-Section G: Compensation Reporting Requirement** – Added language requiring oral reporting in open session of any recommendation or final action related to compensation for the General Manager or executive staff, consistent with updates to the Brown Act.
  - **Sub-Section H: Public Input Procedures** – Enhanced clarity regarding public comment procedures, including speaker expectations, time limits, and the Chair’s

authority to maintain order, including removal of disruptive individuals whether such participant is attending in person or via a two-way telephonic or audiovisual platform, consistent with the Ralph M. Brown Act.

- **Section 5. Social Media Use** – Added a new section establishing guidelines for Board member use of social media to ensure compliance with open meeting laws, specifically prohibiting a majority of the Board from engaging in deliberation via social media or serial communications.

Overall, the proposed revisions are not intended to significantly alter the structure of governance but rather to clarify procedures, improve transparency, and ensure ongoing compliance with applicable laws.

Staff have coordinated with District legal counsel to review the proposed updates and confirm consistency with current legal requirements.

### **FISCAL IMPACT**

District staff does not anticipate a fiscal impact associated with approval of the revised Board Bylaws and Rules of Procedure for the Conduct of Board Business.

### **RECOMMENDATION**

It is recommended that the Board Adopt Resolution No. 807 approving the update to the Board Bylaws and Rules of Procedure for the Conduct of Board Business.

### **ATTACHMENTS**

- 1) Resolution No. 678 – Board Bylaws and Rules of Procedure (4 pages)
- 2) Resolution No. 807 Redline Version – Board Bylaws and Rules of Procedures (5 pages)
- 3) Resolution No. 807 Clean Version - Board Bylaws and Rules of Procedures (5 pages)

RESOLUTION NO. 678

BOARD BYLAWS AND RULES OF PROCEDURE

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ESTABLISHING BYLAWS AND RULES OF PROCEDURE FOR THE CONDUCT OF BOARD BUSINESS

**WHEREAS**, in accordance with Government Code section 54954(a) and Public Resources Code section 5784.13, the Board of Directors (“Board”) of the Pleasant Valley Recreation and Park District (“District”) must specify the time and place for the holding of regular Board meetings, and enact rules for Board proceedings; and

**WHEREAS**, the Board accordingly desires to establish Board Bylaws and Rules of Procedure for the orderly and efficient operation of Board business.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby establishes the following Board Bylaws and Rules of Procedure:

**Section 1. Power & Authority of Board.**

- (A) **The Board.** The Board is the legislative body of the District. The Board possesses and shall exercise its powers in accordance with the District’s principal act [the Recreation and Park District Law, Public Resources Code section 5780 et seq.], and other provisions of law governing the District and Board, including but not limited to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- (B) **Roles & Responsibilities.** The Board is the District’s policy maker. The District General Manager together with District staff shall administer and implement Board policies and directives. The Board shall provide direction to District staff through the General Manager or designee on all new and/or major issues. Individual Board members shall not direct staff to initiate an action, project, or study, or prepare a report which is significant in nature (exceeding 10 hours to accomplish) without approval of the Chair or a majority of the Board. All Directors shall receive or be notified of information requested by an individual Board member. The Board and District staff shall strive to work together in a positive, professional relationship.

**Section 2. Board Officers.**

- (A) **Officers.** Pursuant to Public Resources Code section 5784.7, the officers of the Board are a Chair and Vice Chair, respectively. The Board shall also elect a Secretary. No member of the Board may hold more than one (1) office.
- (B) **Election.** The Board shall reorganize by electing its officers for one-year terms each year as follows: (i) at its regular December board meeting, or (ii) in an election year, at the first meeting after the election results have been certified, and within 45 days of the general district election.

- 1) **Chair**: The Chair shall: (a) preside at all meetings of the Board to preserve order and decorum; (b) call special meetings of the Board as may be necessary; (c) consult with the General Manager and District staff in the preparation of Board meeting agendas; (d) appoint the chairs and members of Board committees, and establish ad hoc or advisory committees; (e) act as Board spokesperson concerning District issues; (f) sign District documents, as required or appropriate; and (g) perform other duties as may be required by law.
- 2) **Vice Chair**: In the event of absence, resignation or inability of the Chair to perform those duties of office listed in the preceding paragraph, the Vice Chair shall perform such duties.
- 3) **Secretary**: The Secretary, through the employee Clerk of the Board, shall be responsible for: (a) keeping accurate minutes of all meetings; (b) providing advance and proper notice of meetings in accordance with law; (c) countersigning any District documents, as required or appropriate; and (d) carrying out other duties as may be required by law.
- 4) **Finance Officer**: Pursuant to Public Resources Code section 5784.9, the Board shall appoint a Finance Officer. The Board hereby appoints the General Manager as the Finance Officer.
- 5) **Pleasure of Directors**: Officers shall serve at the pleasure of the majority of the Directors. At a regular or special meeting, a majority of the total membership of the Board may: (a) elect a successor to fill any officer vacancy created by absence, resignation or inability to perform the duties of office; or (b) remove an officer prior to the expiration of his or her one-year term. In such event, the Board shall elect a Director to fill such position for the balance of the then-current one-year term.

**Section 3. Board Meetings.** All Board meetings shall be held in accordance with the Ralph M. Brown Act, Government Code section 54950 et seq., and any other requirements established by law.

- (A) **Regular Meetings**: The regular monthly Board meetings shall be held on the first Wednesday of each calendar month, commencing at 6:00 p.m., at the City of Camarillo, City Hall Council Chambers at 601 Carmen Drive, Camarillo, California 93010. The Community Center at 1605 E. Burnley Street, Camarillo California 93010 is allocated as an alternate meeting location in the event the primary location specified is unavailable due to unforeseen circumstances. The Board may adjourn any regular meeting to a specific time and place, as set forth in the order of adjournment and in accordance with law.
- (B) **Special Meetings**: A special meeting may be called at any time by the Chair or by a majority of Directors, in accordance with the Ralph M. Brown Act. Such meetings shall be held at the District office, unless otherwise specified in the written notice of the meeting.

- (C) **Emergency Meetings**: An emergency meeting may be called at any time, if an “emergency situation” exists as defined in the Ralph M. Brown Act.
- (D) **Quorum**: Three Directors constitute a quorum of the Board for the transaction of business. The Board shall act by ordinance, resolution or motion. Except as otherwise provided by law, a recorded majority vote of the total membership of the Board is required on each action. The Board shall keep a record of all its acts, including financial transactions.
- (E) **Procedures & Order**: Rules for order and procedure of Board meetings shall be determined by the Chair and subject to approval by a majority of the Board. Rosenberg’s Rules of Order shall be applied to or govern the procedures for the conduct of Board business. In the case of ambiguity or uncertainty in the application of rules to any procedure, the Chair may direct such question to the District’s Legal Counsel, who shall be the parliamentarian for the Board.
- (F) **Public Input**: Meeting agendas shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board’s consideration of an item, in accordance with the requirements of the Ralph M. Brown Act. Speakers shall be requested, but cannot be required, to fill out a speaker card and state their name and city of residence for the record and thereafter address their remarks to the Board. Speakers on non-agenda items may address only items that are within the subject matter jurisdiction of the Board. Speakers on agenda items may be deferred until the specific agenda item is taken for discussion. All speakers are limited to three (3) minutes. The total time allotted for all public input on any one agenda item shall be limited to one (1) hour, in the discretion of the Chair, taking into consideration the number of speakers filing a request to address the Board. All questions of staff or the District shall be directed to the Chair, who will decide if a question is appropriate and who will respond. Typically, public inquiries on technical matters shall be referred to the General Manager or other District staff.
- (G) **Voting**: Voting shall occur by voice vote, except that a roll call vote shall occur if the item is an ordinance, resolution, or contract, or if a roll call vote is requested by any Director or is otherwise required by law. The Chair shall determine whether an item has been approved or adopted.
- (H) **Disqualification For Conflict of Interest**: Any Board member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state the nature of such disqualification, recuse themselves, step down from the dais and leave the meeting room until the matter is concluded.
- (I) **Litigation & Confidential Information**:
- (1) **Closed Sessions**: Board members shall keep in complete confidence all written materials and information provided to them during closed session, to ensure that the District’s position is not compromised. Board members shall not discuss confidential information with anyone other than other Board members, the

General Manager or designee, and District Legal Counsel, and any such discussion shall be in accordance with the Ralph M. Brown Act.

**(2) Negotiations:** If the Board in closed session has provided direction on negotiations concerning a closed session item (e.g. real property negotiations, litigation, etc.), all contact(s) with the other party or its representative(s) will be by the designated District representative (Board member, General Manager or designee, or District Legal Counsel) representing the District. Unless designated as a representative, a Board member shall not have contact or discussion with the other party or its representative(s) during the negotiations period and shall not communicate any discussion or information occurring or provided in closed session.

**Section 4. Board Committees.** There shall exist the following standing committees of the Board: (a) Finance; (b) Foundation; (c) Liaison; (d) Long-Range Planning; (e) Personnel; and (f) Policy. Each committee is a "legislative body" and shall comply with applicable requirements of the Ralph M. Brown Act. Each committee shall determine the time and place for holding regular meetings.

**Section 5. Amendments.** These Board Bylaws and Rules of Procedure may be amended by a majority of the total membership of the Board.


**Section 6. Effective Date.** These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. 582 and all other previously adopted Board bylaws and procedures.

**ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS** on June 2, 2021, by the following vote:

Ayes: *Magner, Kelley, Dransfeldt, Roberts, Malloy*

Nays:

Abstain:

  
Mark Malloy  
Chair, Board of Directors

Attested:

  
Elaine Magner  
Secretary, Board of Directors

RESOLUTION NO. ~~678~~807

BOARD BYLAWS AND RULES OF PROCEDURE

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PLEASANT VALLEY RECREATION AND PARK DISTRICT  
ESTABLISHING BYLAWS AND RULES OF PROCEDURE  
FOR THE CONDUCT OF BOARD BUSINESS

**WHEREAS**, in accordance with Government Code section 54954(a) and Public Resources Code section 5784.13, the Board of Directors (“Board”) of the Pleasant Valley Recreation and Park District (“District”) must specify the time and place for the holding of regular Board meetings, and enact rules for Board proceedings; and

**WHEREAS**, the Board accordingly desires to establish Board Bylaws and Rules of Procedure for the orderly and efficient operation of Board business.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby establishes the following Board Bylaws and Rules of Procedure:

**Section 1. Power & Authority of Board.**

- (A) **The Board.** The Board is the legislative body of the District. The Board possesses and shall exercise its powers in accordance with the District’s principal act [the Recreation and Park District Law, Public Resources Code section 5780 et seq.], and other provisions of law governing the District and Board, including but not limited to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- (B) **Roles & Responsibilities.** The Board is the District’s policy maker. The District General Manager together with District staff shall administer and implement Board policies and directives. The Board shall provide direction to District staff through the General Manager or designee on all new and/or major issues. Individual Board members shall not direct staff to initiate an action, project, or study, or prepare a report which is significant in nature (exceeding 10 hours to accomplish) without approval of the Chair or a majority of the Board. All Directors shall receive or be notified of information requested by an individual Board member. The Board and District staff shall strive to work together in a positive, professional relationship.

**Section 2. Board Officers.**

- (A) **Officers.** Pursuant to Public Resources Code section 5784.7, the officers of the Board are a Chair and Vice Chair, respectively. The Board shall also elect a Secretary. No member of the Board may hold more than one (1) office.
- (B) **Election.** The Board shall reorganize by electing its officers for one-year terms each year as follows: (i) at its regular December board meeting, or (ii) in an election year, at the first meeting after the election results have been certified, and within 45 days of the general district election.

- 1) **Chair**: The Chair shall: (a) preside at all meetings of the Board to preserve order and decorum; (b) call special meetings of the Board as may be necessary; (c) consult with the General Manager and District staff in the preparation of Board meeting agendas; (d) appoint the chairs and members of Board committees, and establish ad hoc or advisory committees; (e) act as Board spokesperson concerning District issues; (f) sign District documents, as required or appropriate; and (g) perform other duties as may be required by law.
- 2) **Vice Chair**: In the event of absence, resignation or inability of the Chair to perform those duties of office listed in the preceding paragraph, the Vice Chair shall perform such duties.
- 3) **Secretary**: The Secretary, through the employee Clerk of the Board, shall be responsible for: (a) keeping accurate minutes of all meetings; (b) providing advance and proper notice of meetings in accordance with law; (c) countersigning any District documents, as required or appropriate; and (d) carrying out other duties as may be required by law.
- 4) **Finance Officer**: Pursuant to Public Resources Code section 5784.9, the Board shall appoint a Finance Officer. The Board hereby appoints the General Manager as the Finance Officer.
- 5) **Pleasure of Directors**: Officers shall serve at the pleasure of the majority of the Directors. At a regular or special meeting, a majority of the total membership of the Board may: (a) elect a successor to fill any officer vacancy created by absence, resignation or inability to perform the duties of office; or (b) remove an officer prior to the expiration of his or her one-year term. In such event, the Board shall elect a Director to fill such position for the balance of the then-current one-year term.

**(C) Copy of Ralph M. Brown Act: Each incoming Board Member shall be provided a copy of the Ralph M. Brown Act upon assuming office, as required by law.**

**Section 3. Board Meetings.** All Board meetings shall be held in accordance with the Ralph M. Brown Act, Government Code section 54950 et seq., and any other requirements established by law.

- (A) **Regular Meetings**: The regular monthly Board meetings shall be held on the first Wednesday of each calendar month, commencing at 6:00 p.m., at the City of Camarillo, City Hall Council Chambers at 601 Carmen Drive, Camarillo, California 93010. The Community Center at 1605 E. Burnley Street, Camarillo California 93010 is allocated as an alternate meeting location in the event the primary location specified is unavailable due to unforeseen circumstances. The Board may adjourn any regular meeting to a specific time and place, as set forth in the order of adjournment and in accordance with law.

- (B) **Special Meetings:** A special meeting may be called at any time by the Chair or by a majority of Directors, in accordance with the Ralph M. Brown Act. Such meetings shall be held at the District office, unless otherwise specified in the written notice of the meeting.
- (C) **Emergency Meetings:** An emergency meeting may be called at any time, if an “emergency situation” exists as defined in the Ralph M. Brown Act.
- (D) **Quorum:** Three Directors constitute a quorum of the Board for the transaction of business. The Board shall act by ordinance, resolution or motion. Except as otherwise provided by law, a recorded majority vote of the total membership of the Board is required on each action. The Board shall keep a record of all its acts, including financial transactions.
- (E) **Procedures & Order:** Rules for order and procedure of Board meetings shall be determined by the Chair and subject to approval by a majority of the Board. Rosenberg’s Rules of Order shall be applied to or govern the procedures for the conduct of Board business. In the case of ambiguity or uncertainty in the application of rules to any procedure, the Chair may direct such question to the District’s Legal Counsel, who shall be the parliamentarian for the Board.

~~(E)~~-(F) **Remote Participation:**

- (1) **Legal Basis:** Any Board Member participating in a meeting remotely must have their legal basis for remote participation (e.g., just cause, disability, emergency circumstances) stated in the official minutes for that meeting.
- (2) **Adherence to Ralph M. Brown Act:** All remote participation must adhere to disclosure and procedural requirements outlined in the Ralph M. Brown Act, as updated [from time to time](#).

~~(F)~~-(G) **Compensation Reporting Requirement:** A summary of any recommendation or final action on compensation for the General Manager, any department heads, or comparable officers must be orally reported during the open session of the meeting at which final action is to be taken, in accordance with the Ralph M. Brown Act as amended.

- (H) **Public Input:** Meeting agendas shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board’s consideration of an item, in accordance with the requirements of the Ralph M. Brown Act. Speakers shall be requested, but cannot be required, to fill out a speaker card and state their name and city of residence for the record and thereafter address their remarks to the Board. Speakers on non-agenda items may address only items that are within the subject matter jurisdiction of the Board. Speakers on agenda items may be deferred until the specific agenda item is taken for discussion. All speakers are limited to three (3) minutes. The total time allotted

for all public input on any one agenda item shall be limited to one (1) hour, in the discretion of the Chair, taking into consideration the number of speakers filing a request to address the Board. All questions of staff or the District shall be directed to the Chair, who will decide if a question is appropriate and who will respond. Typically, public inquiries on technical matters shall be referred to the General Manager or other District staff.

The Chair may remove or cause the removal of any member of the public engaging in behavior that disrupts, impedes, or renders infeasible the orderly conduct of any meeting, whether such participant is attending in person or via a two-way telephonic or audiovisual platform, consistent with the Ralph M. Brown Act as amended.

~~(G)~~ **(I) Voting:** Voting shall occur by voice vote, except that a roll call vote shall occur if the item is an ordinance, resolution, or contract, or if a roll call vote is requested by any Director or is otherwise required by law. The Chair shall determine whether an item has been approved or adopted.

~~(H)~~ **(J) Disqualification For Conflict of Interest:** Any Board member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state the nature of such disqualification, recuse themselves, step down from the dais and leave the meeting room until the matter is concluded.

~~(I)~~ **(K) Litigation & Confidential Information:**

**(1) Closed Sessions:** Board members shall keep in complete confidence all written materials and information provided to them during closed session, to ensure that the District's position is not compromised. Board members shall not discuss confidential information with anyone other than other Board members, the General Manager or designee, and District Legal Counsel, and any such discussion shall be in accordance with the Ralph M. Brown Act.

**(2) Negotiations:** If the Board in closed session has provided direction on negotiations concerning a closed session item (e.g. real property negotiations, litigation, etc.), all contact(s) with the other party or its representative(s) will be by the designated District representative (Board member, General Manager or designee, or District Legal Counsel) representing the District. Unless designated as a representative, a Board member shall not have contact or discussion with the other party or its representative(s) during the negotiations period and shall not communicate any discussion or information occurring or provided in closed session.

**Section 4. Board Committees.** There shall exist the following standing committees of the Board: (a) Finance; (b) Foundation; (c) Liaison; (d) Long-Range Planning; (e) Personnel; and (f) Policy. Each committee is a "legislative body" and shall comply with applicable requirements of the Ralph M. Brown Act. Each committee shall determine the time and place for holding regular meetings.

**Section 5. Social Media Use.** Board Members may post on social media regarding District business. Yet Board Members shall not respond directly to another Board Member's social media post regarding District business. Particularly, a majority of the Board shall not use social media to discuss, deliberate, or take action on District business, including through direct responses or serial communications.

**Section 65. Amendments.** These Board Bylaws and Rules of Procedure may be amended by a majority of the total membership of the Board.

**Section 76. Effective Date.** These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. ~~582-678~~ and all other previously adopted Board bylaws and procedures.

**ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS** on June ~~24, 2021~~2026, by the following vote:

Ayes:  
Nays:  
Abstain:

---

~~Mark Malley~~Robert Kelley  
Chair, Board of Directors

Attested:

---

~~Elaine Magner~~ — David Schlangen  
Secretary, Board of Directors

RESOLUTION NO. 807

BOARD BYLAWS AND RULES OF PROCEDURE

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
PLEASANT VALLEY RECREATION AND PARK DISTRICT  
ESTABLISHING BYLAWS AND RULES OF PROCEDURE  
FOR THE CONDUCT OF BOARD BUSINESS

**WHEREAS**, in accordance with Government Code section 54954(a) and Public Resources Code section 5784.13, the Board of Directors (“Board”) of the Pleasant Valley Recreation and Park District (“District”) must specify the time and place for the holding of regular Board meetings, and enact rules for Board proceedings; and

**WHEREAS**, the Board accordingly desires to establish Board Bylaws and Rules of Procedure for the orderly and efficient operation of Board business.

**NOW, THEREFORE, BE IT RESOLVED** that the Board hereby establishes the following Board Bylaws and Rules of Procedure:

**Section 1. Power & Authority of Board.**

- (A) **The Board.** The Board is the legislative body of the District. The Board possesses and shall exercise its powers in accordance with the District’s principal act [the Recreation and Park District Law, Public Resources Code section 5780 et seq.], and other provisions of law governing the District and Board, including but not limited to the Ralph M. Brown Act (Government Code section 54950 et seq.).
- (B) **Roles & Responsibilities.** The Board is the District’s policy maker. The District General Manager together with District staff shall administer and implement Board policies and directives. The Board shall provide direction to District staff through the General Manager or designee on all new and/or major issues. Individual Board members shall not direct staff to initiate an action, project, or study, or prepare a report which is significant in nature (exceeding 10 hours to accomplish) without approval of the Chair or a majority of the Board. All Directors shall receive or be notified of information requested by an individual Board member. The Board and District staff shall strive to work together in a positive, professional relationship.

**Section 2. Board Officers.**

- (A) **Officers.** Pursuant to Public Resources Code section 5784.7, the officers of the Board are a Chair and Vice Chair, respectively. The Board shall also elect a Secretary. No member of the Board may hold more than one (1) office.
- (B) **Election.** The Board shall reorganize by electing its officers for one-year terms each year as follows: (i) at its regular December board meeting, or (ii) in an election year, at the first meeting after the election results have been certified, and within 45 days of the general district election.

- 1) **Chair**: The Chair shall: (a) preside at all meetings of the Board to preserve order and decorum; (b) call special meetings of the Board as may be necessary; (c) consult with the General Manager and District staff in the preparation of Board meeting agendas; (d) appoint the chairs and members of Board committees, and establish ad hoc or advisory committees; (e) act as Board spokesperson concerning District issues; (f) sign District documents, as required or appropriate; and (g) perform other duties as may be required by law.
- 2) **Vice Chair**: In the event of absence, resignation or inability of the Chair to perform those duties of office listed in the preceding paragraph, the Vice Chair shall perform such duties.
- 3) **Secretary**: The Secretary, through the employee Clerk of the Board, shall be responsible for: (a) keeping accurate minutes of all meetings; (b) providing advance and proper notice of meetings in accordance with law; (c) countersigning any District documents, as required or appropriate; and (d) carrying out other duties as may be required by law.
- 4) **Finance Officer**: Pursuant to Public Resources Code section 5784.9, the Board shall appoint a Finance Officer. The Board hereby appoints the General Manager as the Finance Officer.
- 5) **Pleasure of Directors**: Officers shall serve at the pleasure of the majority of the Directors. At a regular or special meeting, a majority of the total membership of the Board may: (a) elect a successor to fill any officer vacancy created by absence, resignation or inability to perform the duties of office; or (b) remove an officer prior to the expiration of his or her one-year term. In such event, the Board shall elect a Director to fill such position for the balance of the then-current one-year term.

(C) **Copy of Ralph M. Brown Act**: Each incoming Board Member shall be provided a copy of the Ralph M. Brown Act upon assuming office, as required by law.

**Section 3. Board Meetings.** All Board meetings shall be held in accordance with the Ralph M. Brown Act, Government Code section 54950 et seq., and any other requirements established by law.

(A) **Regular Meetings**: The regular monthly Board meetings shall be held on the first Wednesday of each calendar month, commencing at 6:00 p.m., at the City of Camarillo, City Hall Council Chambers at 601 Carmen Drive, Camarillo, California 93010. The Community Center at 1605 E. Burnley Street, Camarillo California 93010 is allocated as an alternate meeting location in the event the primary location specified is unavailable due to unforeseen circumstances. The Board may adjourn any regular meeting to a specific time and place, as set forth in the order of adjournment and in accordance with law.

- (B) **Special Meetings**: A special meeting may be called at any time by the Chair or by a majority of Directors, in accordance with the Ralph M. Brown Act. Such meetings shall be held at the District office, unless otherwise specified in the written notice of the meeting.
- (C) **Emergency Meetings**: An emergency meeting may be called at any time, if an “emergency situation” exists as defined in the Ralph M. Brown Act.
- (D) **Quorum**: Three Directors constitute a quorum of the Board for the transaction of business. The Board shall act by ordinance, resolution or motion. Except as otherwise provided by law, a recorded majority vote of the total membership of the Board is required on each action. The Board shall keep a record of all its acts, including financial transactions.
- (E) **Procedures & Order**: Rules for order and procedure of Board meetings shall be determined by the Chair and subject to approval by a majority of the Board. Rosenberg’s Rules of Order shall be applied to or govern the procedures for the conduct of Board business. In the case of ambiguity or uncertainty in the application of rules to any procedure, the Chair may direct such question to the District’s Legal Counsel, who shall be the parliamentarian for the Board.
- (F) **Remote Participation**:
- (1) **Legal Basis**: Any Board Member participating in a meeting remotely must have their legal basis for remote participation (e.g., just cause, disability, emergency circumstances) stated in the official minutes for that meeting. (2) **Adherence to Ralph M. Brown Act**: All remote participation must adhere to disclosure and procedural requirements outlined in the Ralph M. Brown Act, as updated from time to time.
- (G) **Compensation Reporting Requirement**: A summary of any recommendation or final action on compensation for the General Manager, any department heads, or comparable officers must be orally reported during the open session of the meeting at which final action is to be taken, in accordance with the Ralph M. Brown Act as amended.
- (H) **Public Input**: Meeting agendas shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public, before or during the Board’s consideration of an item, in accordance with the requirements of the Ralph M. Brown Act. Speakers shall be requested, but cannot be required, to fill out a speaker card and state their name and city of residence for the record and thereafter address their remarks to the Board. Speakers on non-agenda items may address only items that are within the subject matter jurisdiction of the Board. Speakers on agenda items may be deferred until the specific agenda item is taken for discussion. All speakers are limited to three (3) minutes. The total time allotted for all public input on any one agenda item shall be limited to one (1) hour, in the discretion of the Chair, taking into consideration the number of speakers filing a

request to address the Board. All questions of staff or the District shall be directed to the Chair, who will decide if a question is appropriate and who will respond. Typically, public inquiries on technical matters shall be referred to the General Manager or other District staff.

The Chair may remove or cause the removal of any member of the public engaging in behavior that disrupts, impedes, or renders infeasible the orderly conduct of any meeting, whether such participant is attending in person or via a two-way telephonic or audiovisual platform, consistent with the Ralph M. Brown Act as amended.

(I) **Voting**: Voting shall occur by voice vote, except that a roll call vote shall occur if the item is an ordinance, resolution, or contract, or if a roll call vote is requested by any Director or is otherwise required by law. The Chair shall determine whether an item has been approved or adopted.

(J) **Disqualification For Conflict of Interest**: Any Board member who is disqualified from voting on a particular matter by reason of a conflict of interest shall publicly state the nature of such disqualification, recuse themselves, step down from the dais and leave the meeting room until the matter is concluded.

(K) **Litigation & Confidential Information**:

(1) **Closed Sessions**: Board members shall keep in complete confidence all written materials and information provided to them during closed session, to ensure that the District's position is not compromised. Board members shall not discuss confidential information with anyone other than other Board members, the General Manager or designee, and District Legal Counsel, and any such discussion shall be in accordance with the Ralph M. Brown Act.

(2) **Negotiations**: If the Board in closed session has provided direction on negotiations concerning a closed session item (e.g. real property negotiations, litigation, etc.), all contact(s) with the other party or its representative(s) will be by the designated District representative (Board member, General Manager or designee, or District Legal Counsel) representing the District. Unless designated as a representative, a Board member shall not have contact or discussion with the other party or its representative(s) during the negotiations period and shall not communicate any discussion or information occurring or provided in closed session.

**Section 4. Board Committees.** There shall exist the following standing committees of the Board: (a) Finance; (b) Foundation; (c) Liaison; (d) Long-Range Planning; (e) Personnel; and (f) Policy. Each committee is a "legislative body" and shall comply with applicable requirements of the Ralph M. Brown Act. Each committee shall determine the time and place for holding regular meetings.

**Section 5. Social Media Use.** Board Members may post on social media regarding District business. Yet Board Members shall not respond directly to another Board Member's social media post regarding District business. Particularly, a majority of the

Board shall not use social media to discuss, deliberate, or take action on District business, including through direct responses or serial communications.

**Section 6. Amendments.** These Board Bylaws and Rules of Procedure may be amended by a majority of the total membership of the Board.

**Section 7. Effective Date.** These Board Bylaws and Rules of Procedure shall take effect immediately and shall supersede Resolution No. 678 and all other previously adopted Board bylaws and procedures.

**ADOPTED AND APPROVED BY THE BOARD OF DIRECTORS** on June 3, 2026, by the following vote:

Ayes:

Nays:

Abstain:

---

Robert Kelley  
Chair, Board of Directors

Attested:

---

David Schlangen  
Secretary, Board of Directors

**PLEASANT VALLEY RECREATION AND PARK DISTRICT  
STAFF REPORT / AGENDA REPORT**

**TO: BOARD OF DIRECTORS**

**FROM: MARY OTTEN, GENERAL MANAGER  
By: Justin Kiraly, Assistant General Manager**

**DATE: June 3, 2026**

**SUBJECT: CONSIDERATION AND APPROVAL OF RESOLUTION  
NO. 808 ADOPTING RESERVE POLICY REVISIONS  
AND APPROVAL OF RESOLUTION NO. 809  
DEDICATING ADDITIONAL RESERVES**

**BACKGROUND**

The District’s current reserve policy was adopted on September 1, 2021. It is best practice to review policies every 3-5 years, to see if there are any necessary changes that should be made. A review also provides Staff and Board Members an opportunity to discuss any situations or opportunities that may need attention. The current District Reserves Policy has set the following:

<b>ALL RESERVE FUNDS</b>		
<u>Reserve Type</u>	<u>Annual Contribution</u>	<u>Maximum Balance</u>
Vehicle Fleet Reserve	\$15,000	\$80,000
Computer Hardware Reserve	\$8,000	\$40,000
Dry Period Reserve	\$ 24,152 (FY21-22)	\$ 415,152 (FY21-22)
PVRPD Capital Improvements Reserve	\$75,000	\$500,000
PVPRD Repair/Operations & Administrative Operations Reserve	\$500,000	\$2,075,759 (FY21-22)
Compensated Absences Reserve	\$25,000	\$ 112,707 (6/30/2020 Audit)
<b>TOTAL</b>	<b>\$647,152</b>	<b>\$3,223,618</b>

The Dry Period Reserve is set at 5% of operating expenditures for the budget year to address the time between tax apportionments. The Repair and Operations Reserve is equivalent to three (3) months of operational expenditures to cover cash shortfalls, and the Compensated Absences Reserve is based on a 3-year average calculated after each audit. These reserve amounts will fluctuate each year.

## ANALYSIS

Current dedicated reserves for the District sit at:

<b>Vehicle Fleet Reserve</b>	\$ 80,000	<b>Capital Improvements Reserve</b>	\$ 500,000
<b>Computer Hardware Reserve</b>	\$ 40,000	<b>Repair/Operations &amp; Administrative Operations Reserve</b>	\$ 470,000
<b>Dry Period Reserve</b>	\$ 517,337	<b>Compensated Absences Reserve</b>	\$ 150,000

After discussion with the Finance Committee in February, March, and April, Staff recommends the following changes to the Reserves Policy:

- The addition of language to allow interest earned to exceed maximum balances, based on the following order:
  1. Allocate interest earnings to the same restricted reserve from which they were generated until the maximum reserve level is reached.
  2. Allocate interest earnings from reserves that have reached their maximum level to any reserves that are below their maximum level, distributed equally among them. For example, if three reserves are below their maximum levels, the interest earnings will be divided evenly among the three.
  3. Allocate interest earnings to the same restricted reserve beyond its maximum level, provided all other restricted reserves have reached their maximum levels.
- The pooling of the Dry Period and the Repair/Operations & Administrative Operations Reserve. The current intent of the Dry Period reserve is to have cash available for the period of time between the District receiving tax apportionments, typically in April and December, while the Repair/Operations & Administrative Operations Reserve would provide the District with cash during periods of uncertainty/shortfalls. Since these two reserves service a situation where normal operations are at risk of being disrupted, Staff recommends combining the two into one reserve called ‘Operating Fund Reserve,’ which “will only be utilized to support already budgeted and necessary operational functions, including minimum staffing levels and administrative expenses. Funds in the Operating Fund Reserve may only be used during the period of time between Current Year Tax Apportionments, typically April and December, or in the event of unanticipated cash shortfalls, such as emergency declarations or significant reductions in apportionments.” It is important to note that these funds may only be used for expenses that have already been approved through the budget process.
- Increase the maximum balance of the Computer Hardware Reserve Fund to \$50,000.

The new Reserves balances and maximums would be:

<u>Reserve Fund</u>	<u>Current Balance</u>	<u>Maximum Balance</u>
<b>Vehicle Fleet</b>	\$ 80,000	\$ 80,000
<b>Computer Hardware</b>	\$ 40,000	\$ 50,000
<b>Capital Improvements</b>	\$ 500,000	\$ 500,000
<b>Operating Fund Reserve</b>	\$ 987,337	6 months of necessary operating expenses
<b>Compensated Absences</b>	\$ 150,000	3-year average per audited financials

Finally, with unreserved operating funds at the end of April 2026 at \$10,384,303 and unreserved capital funds at \$3,791,997, Staff is recommending the dedication of an additional \$1,012,663 into the Operating Fund Reserve to bring it up to \$2,000,000. This would give the District confidence that there is enough cash set aside for at least two months of necessary operating expenses in case of an emergency or delay in apportionment. There would still be \$9,371,640 in unreserved operating funds and \$3,791,997 in unreserved capital funds that would be more than enough to cover current budgeted expenses through to December.

### **FISCAL IMPACT**

Depending on the decisions of the Board, the fiscal impact would be potential increases in reserve balances.

If the Board approves the allowance of interest earned to exceed maximum balances, then there would be a slight decrease in the interest earned allocated to undedicated operating funds and an increase in reserve balances each month. Should any designated reserve not meet the maximum level established by the Board, interest earnings will be allocated to that specific reserve until the maximum is achieved. Thereafter, reserve balances for all reserve funds would increase on a consistent basis.

If the Board approves the allocation of \$1,012,663 from the unreserved operating funds to the Operating Fund reserve, there would be a reduction in the unreserved operating funds.

### **RECOMMENDATION**

It is recommended that the Board adopt:

1. Resolution No. 808, A Resolution of the Board of Directors for the Pleasant Valley Recreation and Park District Adopting an Updated District Reserve Policy; and
2. Resolution No. 809, A Resolution of the Board of Directors for the Pleasant Valley Recreation and Park District Dedicating Reserves into the Operating Fund Reserve.

### **ATTACHMENTS**

- 1) Resolution No. 808 (5 pages)
- 2) District Reserve Policy - Redlines (5 pages)
- 3) Current District Reserve Policy – September 2021 (4 pages)
- 4) Resolution No. 809 (1 page)

## RESOLUTION NO. 808

### A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT ADOPTING AN UPDATED DISTRICT RESERVE POLICY

**WHEREAS**, the Pleasant Valley Recreation and Park District is dedicated to prudent management of public finances; and

**WHEREAS**, the Pleasant Valley Recreation and Park District is dedicated to ensuring fiscal responsibility and accountability in the expenditures of District funds; and

**WHEREAS**, the Pleasant Valley Recreation and Park District previously established goals for accumulating and maintaining specific accounts for the purposes of financial reserves; and

**WHEREAS**, Resolution No. 688 was passed on September 1, 2021, adopting an updated Reserve Policy; and

**WHEREAS**, the District Finance Committee reviewed and made recommendations regarding the specified Reserve Policy for the District as set forth in this resolution; and

**WHEREAS**, the Board of Directors has reviewed the Reserve Policy attached to this Resolution in its entirety;

#### **NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

Section 1: The Board of Directors approves and adopts the policy titled “Reserve Policy” as attached to this resolution in its entirety and directs the policy to be indicated as approved on June 3, 2026

Section 2: This Resolution No. 808 supersedes any prior District resolution pertaining to the approval of fiscal reserves, and any such prior resolution is hereby repealed in its entirety

Section 3: The Board of Directors directs the General Manager to review the Reserve Policy periodically and present any revisions to the Board of Directors for modifications as may be necessary.

Section 4: The Board of Directors directs the Assistant General Manager to combine all the funds in the “Dry Period Reserve” and the “PVRPD Repair/Operations & Administrative Operations Reserve” funds into the newly created “Operating Fund Reserve”.

Section 5: This resolution will take effect immediately.

**PASSED AND ADOPTED** by the Board of Directors of Pleasant Valley Recreation and Park District this 3rd day of June 2026 by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Robert Kelley, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

ATTESTED:

\_\_\_\_\_  
David Schlangen, Secretary, Board of Directors  
Pleasant Valley Recreation and Park District



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY Board Approved

The Pleasant Valley Recreation and Park District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the PVRPD Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund unanticipated replacement and/or major repairs for the District's vehicle fleet.
- Fund unanticipated regular replacement of computer hardware and/or software for District employees.
- Fund unanticipated capital improvements/and or repairs of District's facilities.
- Maintain minimal operational sustainability in periods of economic uncertainty, including fluctuations in the timing or amount of tax apportionment.
- Fund a Compensated Absences Reserve.

### POLICY

Consistent with Public Resource Code 5788.9, the District Board of Directors establishes the following restricted reserves, to be used only for the exclusive purposes as established in this policy. The funds in these reserves are not considered 'surplus' and may not be used for other purposes without the approval of four-fifths of the Board of Directors.

On an annual basis as a part of the budgeting process, the Board will determine how much money to allocate to each reserve, with no requirement to do so.

Any interest earned in Reserve funds will be allocated per the following criteria in the following order:

1. Allocate interest earnings to the same restricted reserve from which they were generated until the maximum reserve level is reached.
2. Allocate interest earnings from reserves that have reached their maximum level to any reserves that are below their maximum level, distributed equally among them. For example, if three reserves are below their maximum levels, the interest earnings will be divided evenly among the three.
3. Allocate interest earnings to the same restricted reserve beyond its maximum level, provided all other restricted reserves have reached their maximum levels.

- VEHICLE FLEET RESERVE

Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate up to \$15,000 annually. The maximum amount of Vehicle Fleet Reserves will be \$80,000.

- COMPUTER HARDWARE RESERVE

Computer Hardware Reserves will accumulate from existing unrestricted funds at a rate up to \$8,000 annually. The maximum amount of Computer Hardware Reserves will be \$50,000.

- PVRPD CAPITAL IMPROVEMENTS RESERVE

Capital Improvement Fund Reserves will accumulate from existing unrestricted funds, at a rate of up to \$75,000 annually. The maximum amount of Capital Improvements Reserves will be \$500,000.

Adopted:  
Superseding Resolution No.  
Amended:



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY Board Approved

- **OPERATING FUND RESERVE**  
Operating Funds Reserves will accumulate from existing unrestricted funds, at a rate of up to \$500,000 annually. The maximum amount of Operating Funds Reserves will be 6 months of District operating expenses, as determined as part of the annual budget process.
- **COMPENSATED ABSENCES RESERVE**  
The primary purpose of vacation leave and sick leave is to provide compensated time off as appropriate and approved. Typically, at separation from service, employees, by law and per District Policies, receive a cash-out payment for certain accumulated leave balances. The Compensated Absences Reserve is utilized primarily as a budget smoothing technique for any such leave bank liquidations. The primary purpose of the Compensated Absences Reserve is to maintain a balance sufficient to facilitate the smoothing. The minimum cash reserve should not fall below the most recent three-year average of leave bank payouts. The maximum cash reserve should not exceed the most recent audited financials. Compensated Absences will accumulate from existing unrestricted funds at a rate up to \$25,000 annually. The minimum and maximum will adjust annually based on the “new” 3-year average and the most recent audited financials, which give the most current compensated absences amount.
- **TOTAL ALL RESERVE FUNDS**

Reserve Type	Maximum Balance
Vehicle Fleet Reserve	\$ 80,000
Computer Hardware Reserve	\$ 50,000
PVRPD Capital Improvements Reserve	\$ 500,000
Total Established Maximums	\$ 630,000
Operating Fund Reserve	6 months of necessary operating expenses
Compensated Absences Reserve	3-year average per audited financials

### USING RESERVE FUNDS

- **Vehicle Fleet Reserve**  
Vehicle Fleet Reserves will be used exclusively for the non-budgeted purchase of vehicles to support District operations and/or to make major repairs to existing vehicles.
- **Computer Hardware Reserve**  
Computer Hardware Reserves will be used to purchase non-budgeted computer hardware and software in support of District operations, with the intent of ensuring there is no harm to District operations due to information technology issues..

Adopted:  
Superseding Resolution No.  
Amended:



**PLEASANT VALLEY  
RECREATION AND PARK DISTRICT**

**RESERVE POLICY  
Board Approved**

- Capital Improvement Reserve  
Capital Improvements Reserves will be limited to non-budgeted and/or emergency costs related to making changes to improve capital assets, increase their useful life, necessary repairs, or add to the value of these assets.
  
- Operating Fund Reserve  
Operating Fund Reserves will only be utilized to support already budgeted and necessary operational functions, including minimal staffing levels and administrative expenses. The funds in the Operating Fund Reserve may only be used during the period of time between Current Year Tax Apportionments, typically April and December, or when there are unanticipated cash shortfalls, such as emergency declarations or significant reductions in apportionments.
  
- Compensated Absences Reserve  
Compensated Absences Reserve will only be used to pay out an employee upon termination for leave accruals per District Policies and laws for Leave of Absence when current revenues will not support the payout.

**MONITORING RESERVE LEVELS**

The General Manager, in collaboration with the District’s Assistant General Manager/Administrative Services Manager, shall perform a reserve status analysis annually, to be provided to the Board of Directors during the annual budget approval process.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- When a major change in conditions threatens the reserve levels established within this policy, or calls into question the effectiveness of the policy;
- Upon General Manager and/or Board request

**Reserve Policy**

Reserve Policy Date	Reserve Policy Resolution Number
7/1/2009	No Resolution
4/1/2015	No Resolution
9/2/2020	#660
9/1/2021	#688

Adopted:  
Superseding Resolution No.  
Amended:



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY

Board Approved **September 1, 2021**

The Pleasant Valley Recreation and Park District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the PVRPD Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund unanticipated replacement and/or major repairs for the District's vehicle fleet.
- Fund unanticipated regular replacement of computer hardware and/or software for District employees.
- ~~Fund "dry period" to assure funds are available for expenditures incurred from April to December~~
- Fund unanticipated capital improvements/and or repairs of District's facilities.
- Maintain minimal operational sustainability in periods of economic uncertainty, including fluctuations in the timing or amount of tax apportionment.
- Fund a Compensated Absences Reserve.

### POLICY

~~Use of District's Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the PVRPD Board of Directors. Consistent with Public Resource Code 5788.9, the District Board of Directors establishes the following restricted reserves, to be used only for the exclusive purposes as established in this policy. The funds in these reserves are not considered 'surplus' and may not be used for other purposes without the approval of four-fifths of the Board of Directors.~~

~~On an annual basis as a part of the budgeting process, the Board will determine how much money to allocate to each reserve, with no requirement to do so.~~

~~Any interest earned on Reserve funds will be allocated per the following criteria in the following order:~~

- ~~1. Allocate interest earnings to the same restricted reserve from which they were generated until the maximum reserve level is reached.~~
- ~~2. Allocate interest earnings from reserves that have reached their maximum level to any reserves that are below their maximum level, distributed equally among them. For example, if three reserves are below their maximum levels, the interest earnings will be divided evenly among the three.~~
- ~~3. Allocate interest earnings to the same restricted reserve beyond its maximum level, provided all other restricted reserves have reached their maximum levels.~~

- VEHICLE FLEET RESERVE

Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate up to \$15,000 annually. The maximum amount of Vehicle Fleet Reserves will be \$80,000. ~~When the annual accumulation would increase the reserve beyond \$80,000 only the amount required to reach the maximum will be reserved.~~

- COMPUTER HARDWARE RESERVE

Computer Hardware Reserves will accumulate from existing unrestricted funds at a rate up to \$8,000 annually. The maximum amount of Computer Hardware Reserves will be \$~~50,000~~40,000. ~~When the~~

Adopted: **September 2, 2020**

Superseding Resolution No. ~~660~~

Amended: ~~September 1, 2021~~



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY

Board Approved ~~September 2, 2020~~ **September 1, 2021**

~~annual accumulation would increase the Reserve beyond \$40,000 only the amount required to reach the maximum will be reserved.~~

- DRY PERIOD RESERVE

~~Dry Period Reserves are funds that would be set aside for the period of April through December when a minimum or no property tax is received from the County of Ventura. During this time the District sees a drop in revenue while the costs of expenditures outpace the revenue during this period. The Dry Period Reserve will have up to a minimum of 5% of the annual operating budget set aside to be used during the months of November and December when the District needs these funds to meet accounts payables and payroll obligations. A Dry Period Reserve amount will be designated each budget workshop (budget permitting) to ensure the funding in the reserve can sustain the District's operating expenses for the months of November and December.~~

- PVRPD CAPITAL IMPROVEMENTS RESERVE

~~Capital Improvement Fund Reserves will accumulate from existing unrestricted funds, at a rate of up to \$75,000 annually. The maximum amount of Capital Improvements Reserves will be \$500,000. is set up to cover non-budgeted capital improvement items and may be used to cover emergency major facility improvements (construction, installation of new doors or windows, replacing doors and windows, roof replacement, HVAC replacement, alarm system improvements and parking lot improvements, etc.). The minimum amount of Capital Improvement Reserves should be a minimum of \$500,000. This reserve fund will have a yearly accumulation of \$75,000 with a maximum of \$500,000 balance.~~

- PVRPD REPAIR/OPERATIONS & ADMINISTRATIVE OPERATIONS RESERVE

~~District and Administrative Operations Reserve will accumulate from existing unrestricted funds at a maximum up to \$500,000 annually. The minimum amount of District & Administrative Operations Reserve will be based on the total operations expense stated in the current fiscal year budget which equates to 3 months of Operational Expenses.~~

- OPERATING FUND RESERVE

~~Operating Funds Reserves will accumulate from existing unrestricted funds, at a rate of up to \$500,000 annually. The maximum amount of Operating Funds Reserves will be 6 months of District operating expenses, as determined as part of the annual budget process.~~

- COMPENSATED ABSENCES RESERVE

The primary purpose of vacation leave and sick leave is to provide compensated time off as appropriate and approved. Typically, at separation from service, employees, by law and per District Policies, receive a cash-out payment for certain accumulated leave balances. The Compensated Absences Reserve is utilized primarily as a budget smoothing technique for any such leave bank liquidations. The primary purpose of the Compensated Absences Reserve is to maintain a balance sufficient to facilitate the smoothing. The minimum cash reserve should not fall below the most recent three-year average of leave bank payouts. The maximum cash reserve should not exceed the most recent audited financials. Compensated Absences will accumulate from existing unrestricted funds at a rate up to \$25,000



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY

Board Approved **September 1, 2021**

annually. The minimum and maximum will adjust annually based on the “new” 3-year average and the most recent audited financials, which give the most current compensated absences amount.

- TOTAL ALL RESERVE FUNDS

Reserve Type	Annual Contribution	Maximum Balance
Vehicle Fleet Reserve	<del>\$ 15,000</del>	\$ 80,000
Computer Hardware Reserve	<del>\$ 8,000</del>	\$ <del>50,000</del> 40,000
<del>Dry Period Reserve</del>	<del>\$ 24,152 (FY21-22)</del>	<del>\$ 415,152 (FY21-22)</del>
PVRPD Capital Improvements Reserve	<del>\$ 75,000</del>	\$ 500,000
<del>PVPRD Repair/Operations &amp; Administrative Operations Reserve</del>	\$500,000	<del>\$2,075,759 (FY21-22)</del>
<del>Compensated Absences Reserve</del>	<del>\$ 25,000</del>	<del>\$ 112,707 (6/30/2020 Audit)</del>
<u>TOTAL Total Established Maximums</u>	\$647,152	\$3,223,618 <u>630,000</u>
<u>Operating Fund Reserve</u>		<u>6 months of necessary operating expenses</u>
<u>Compensated Absences Reserve</u>		<u>3-year average per audited financials</u>

### USING RESERVE FUNDS

- Vehicle Fleet Reserve  
Vehicle Fleet Reserves will be used exclusively for the non-budgeted purchase of vehicles to support District operations, and/or to make major repairs to existing vehicles.
- Computer Hardware Reserve  
Computer Hardware Reserves will be used to purchase non-budgeted computer hardware and software in support of District operations, with the intent of ensuring there is no harm to District operations due to information technology issues. maintaining a modern computer fleet for employees.
- ~~Dry Period Reserve~~  
~~Funds that are designated to cover the operational costs during the “dry period” between the receipt of property taxes in April and the receipt of the property taxes in December, when expenditures typically far outpace revenues. These funds will be used at the discretion of the Administrative Services Manager and/or General Manager~~
- Capital Improvement Reserve

Adopted: ~~September 2, 2020~~  
Superseding Resolution No. ~~660~~  
Amended: ~~September 1, 2021~~



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY

Board Approved **September 1, 2021**

Capital Improvements Reserves ~~shall~~will be limited to non-budgeted and/or emergency costs related to making changes to improve capital assets, increase their useful life, necessary repairs, or add to the value of these assets.

~~• District Operations/Repair & Administrative Operations Reserve~~

~~Operational Reserves shall be accrued to ensure 3 months of minimal District and administrative functions at a maximum up to \$500,000 annually. Reserve funds shall be utilized to support:~~

- ~~○ Administrative operational functions, including minimal staffing levels and administrative/office expenses;~~
- ~~○ District operations;~~
- ~~○ District repairs (distinguished from Capital Improvements which may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).~~

• Operating Fund Reserve

Operating Fund Reserves will only be utilized to support -already budgeted and necessary operational functions, including minimal staffing levels and administrative expenses. The funds in the Operating Fund Reserve may only be used during the period of time between Current Year Tax Apportionments, typically April and December, or when there are unanticipated cash shortfalls, such as emergency declarations or significant reductions in apportionments.

• Compensated Absences Reserve

Compensated Absences Reserve ~~will only~~shall be used to pay out an employee upon termination for leave accruals per District Policies and laws for Leave of Absence when current revenues will not support the payout.

### MONITORING RESERVE LEVELS

The General Manager, in collaboration with the District's Assistant General Manager/Administrative Services Manager, shall perform a reserve status analysis annually, to be provided to the Board of Directors during the annual budget approval process.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- When a major change in conditions threatens the reserve levels established within this policy, or calls into question the effectiveness of the policy;
- Upon General Manager and/or Board request

Adopted: ~~September 2, 2020~~

Superseding Resolution No. ~~660~~

Amended: ~~September 1, 2021~~



**PLEASANT VALLEY  
RECREATION AND PARK DISTRICT**

**RESERVE POLICY**  
**Board Approved ~~September 1, 2021~~**

**Reserve Policy**

<b>Reserve Policy Date</b>	<b>Reserve Policy Resolution Number</b>
7/1/2009	No Resolution
4/1/2015	No Resolution
9/2/2020	#660
9/1/2021	#688



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY Board Approved September 1, 2021

The Pleasant Valley Recreation and Park District (the District) shall maintain reserve funds from existing unrestricted funds as designated by the PVRPD Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following goals:

- Fund replacement and major repairs for the District’s vehicle fleet.
- Fund regular replacement of computer hardware and software for District employees.
- Fund “dry period” to assure funds are available for expenditures incurred from April to December
- Fund capital improvements of District’s facilities.
- Maintain minimal operational sustainability in periods of economic uncertainty.
- Fund a Compensated Absences Reserve

### POLICY

Use of District’s Reserves is limited to available “Unrestricted” Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the PVRPD Board of Directors.

- VEHICLE FLEET RESERVE  
Vehicle Fleet Reserves will accumulate from existing unrestricted funds, at a rate up to \$15,000 annually. The maximum amount of Vehicle Fleet Reserves will be \$80,000. When the annual accumulation would increase the reserve beyond \$80,000 only the amount required to reach the maximum will be reserved.
- COMPUTER HARDWARE RESERVE  
Computer Hardware Reserves will accumulate from existing unrestricted funds at a rate up to \$8,000 annually. The maximum amount of Computer Hardware Reserves will be \$40,000. When the annual accumulation would increase the Reserve beyond \$40,000 only the amount required to reach the maximum will be reserved.
- DRY PERIOD RESERVE  
Dry Period Reserves are funds that would be set aside for the period of April through December when a minimum or no property tax is received from the County of Ventura. During this time the District sees a drop in revenue while the costs of expenditures outpace the revenue during this period. The Dry Period Reserve will have up to a minimum of 5% of the annual operating budget set aside to be used during the months of November and December when the District needs these funds to meet accounts payables and payroll obligations. A Dry Period Reserve amount will be designated each budget workshop (budget permitting) to ensure the funding in the reserve can sustain the District’s operating expenses for the months of November and December.



**PLEASANT VALLEY  
RECREATION AND PARK DISTRICT**

**RESERVE POLICY  
Board Approved September 1, 2021**

- **PVRPD CAPITAL IMPROVEMENTS RESERVE**  
Capital Improvement Fund Reserve is set up to cover non-budgeted capital improvement items and may be used to cover emergency major facility improvements (construction, installation of new doors or windows, replacing doors and windows, roof replacement, HVAC replacement, alarm system improvements and parking lot improvements, etc.). The minimum amount of Capital Improvement Reserves should be a minimum of \$500,000. This reserve fund will have a yearly accumulation of \$75,000 with a maximum of \$500,000 balance.
  
- **PVRPD REPAIR/OPERATIONS & ADMINISTRATIVE OPERATIONS RESERVE**  
District and Administrative Operations Reserve will accumulate from existing unrestricted funds at a maximum up to \$500,000 annually. The minimum amount of District & Administrative Operations Reserve will be based on the total operations expense stated in the current fiscal year budget which equates to 3 months of Operational Expenses.
  
- **COMPENSATED ABSENCES RESERVE**  
The primary purpose of vacation leave and sick leave is to provide compensated time off as appropriate and approved. Typically, at separation from service, employees by law and per District Policies receive a cash-out payment for certain accumulated leave balances. The Compensated Absences Reserve is utilized primarily as a budget smoothing technique for any such leave bank liquidations. The primary purpose of the Compensated Absences Reserve is to maintain a balance sufficient to facilitate the smoothing. The minimum cash reserve should not fall below the most recent three-year average of leave bank pay outs. The maximum cash reserve should not exceed the most recent audited financials. Compensated Absences will accumulate from existing unrestricted funds at a rate up to \$25,000 annually. The minimum and maximum will adjust annually based on the “new” 3-year average and the most recent audited financials which give the most current compensated absences amount.
  
- **TOTAL ALL RESERVE FUNDS**

<b>Reserve Type</b>	<b>Annual Contribution</b>	<b>Maximum Balance</b>
Vehicle Fleet Reserve	\$ 15,000	\$ 80,000
Computer Hardware Reserve	\$ 8,000	\$ 40,000
Dry Period Reserve	\$ 24,152 (FY21-22)	\$ 415,152 (FY21-22)
PVRPD Capital Improvements Reserve	\$ 75,000	\$ 500,000
PVPRD Repair/Operations & Administrative Operations Reserve	\$500,000	\$2,075,759 (FY21-22)
Compensated Absences Reserve	\$ 25,000	\$ 112,707 (6/30/2020 Audit)
<b>TOTAL</b>	<b>\$647,152</b>	<b>\$3,223,618</b>



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY Board Approved September 1, 2021

### USING RESERVE FUNDS

- Vehicle Fleet Reserve  
Vehicle Fleet Reserves will be used exclusively for the non-budgeted purchase of vehicles to support District operations, or to make major repairs to existing vehicles.
- Computer Hardware Reserve  
Computer Hardware Reserves will be used to purchase non-budgeted computer hardware and software in support of District operations, with the intent of maintaining a modern computer fleet for employees.
- Dry Period Reserve  
Funds that are designated to cover the operational costs during the “dry period” between the receipt of property taxes in April and the receipt of the property taxes in December, when expenditures typically far outpace revenues. These funds will be used at the discretion of the Administrative Services Manager and/or General Manager
- Capital Improvement Reserve  
Capital Improvements Reserves shall be limited to non-budgeted and/or emergency costs related to making changes to improve capital assets, increase their useful life, or add to the value of these assets
- District Operations/Repair & Administrative Operations Reserve  
Operational Reserves shall be accrued to ensure 3 months of minimal District and administrative functions at a maximum up to \$500,000 annually. Reserve funds shall be utilized to support:
  - Administrative operational functions, including minimal staffing levels and administrative/office expenses:
  - District operations.
  - District repairs (distinguished from Capital Improvements which may include painting, caulking of seams, roof repairs, HVAC repairs, patching of walls, etc.).
- Compensated Absences Reserve  
Compensated Absences Reserve shall be used to pay out an employee upon termination for leave accruals per District Policies and laws for Leave of Absence.



# PLEASANT VALLEY RECREATION AND PARK DISTRICT

## RESERVE POLICY Board Approved September 1, 2021

### MONITORING RESERVE LEVELS

The General Manager, in collaboration with the District's Administrative Services Manager shall perform a reserve status analysis annually, to be provided to the Board of Directors' during the annual budget approval process.

Additional information may be provided to the Board of Directors upon the occurrence of the following events:

- When a major change in conditions threatens the reserve levels established within this policy, or calls into question the effectiveness of the policy;
- Upon General Manager and/or Board request

#### Reserve Policy

<b>Reserve Policy Date</b>	<b>Reserve Policy Resolution Number</b>
7/1/2009	No Resolution
4/1/2015	No Resolution
9/2/2020	#660
9/1/2021	#688

**RESOLUTION NO. 809**

**A RESOLUTION OF THE BOARD OF DIRECTORS FOR THE PLEASANT VALLEY RECREATION AND PARK DISTRICT DEDICATING RESERVES INTO THE OPERATING FUND RESERVE**

**WHEREAS**, the Pleasant Valley Recreation and Park District adopted a new Reserve Policy for the District; and

**WHEREAS**, the Pleasant Valley Recreation and Park District continues to be guided by prudent management of public finances; and

**WHEREAS**, the Pleasant Valley Recreation and Park District desires to improve upon the Districts reserves to ensure there is no disruption to necessary District operations in times of economic crisis; and

**WHEREAS**, Resolution No. 808 was passed on June 3, 2026, adopting an updated Reserve Policy; and

**WHEREAS**, the District currently has a healthy balance of undedicated and unreserved cash on hand;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

Section 1: The Board of Directors directs the Assistant General Manager to allocate \$1,012,663 from the Unreserved Contingency account into the Operating Fund Reserve to bring the Operating Fund Reserve balance to \$2,000,000

**PASSED AND ADOPTED** by the Board of Directors of Pleasant Valley Recreation and Park District this 3rd day of June 2026 by the following vote:

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Robert Kelley, Chair, Board of Directors  
Pleasant Valley Recreation and Park District

ATTESTED:

\_\_\_\_\_  
David Schlangen, Secretary, Board of Directors  
Pleasant Valley Recreation and Park District