

The Washington County Department of Education met in regular session on February 1, 2024 at 5:30 PM in the Central Office. Attendance is as follows: **Present:** Annette Buchanan, Mary Beth Dellinger, Keith Ervin, Chad Fleenor, David Hammond, Gregg Huddleston, Mike Masters, Whitney Riddle, Vince Walters..

Those present were Chairman Mike Masters, Vice-Chair Annette Buchanan, Mary Beth Dellinger, Whitney Riddle, David Hammond, Keith Ervin, Vince Walters, Gregg Huddleston, Chad Fleenor, and Superintendent Jerry Boyd.

Vince Walters moved for approval of the meeting agenda. Chad Fleenor seconded the motion which carried on roll call vote:

Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Gregg Huddleston: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes

Dr. Robin Street

Ginger and Paul

Ginger: security upgrades @ Sulphur Springs

bids: Hoilman and Skilled Services

150 contract days

**\*\*further discuss at the next workshop\*\*** SS

workshop will also have info for hs upgrades (security)

Athletics update:

signs up by next week

bleacher production on schedule

Lamar: exterior repair and windows; visit today

DC:

Keith Ervin postpone to the workshop. Chad Fleenor seconded the motion which carried on roll call vote:

Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Gregg Huddleston: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes

Whitney Riddle move for approval of the meeting minutes. Chad Fleenor seconded the motion which carried on roll call vote:

Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Gregg Huddleston: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes

David Hammond moved for approval of the consent agenda. Vince Walters seconded the motion which carried on roll call vote:

Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Gregg Huddleston: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes

Annette Buchanan move to release bids. Mary Beth Dellinger seconded the motion which carried on roll call vote:

Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Gregg Huddleston: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes

Chad Fleenor move to award bid for purchase of School Buses (4 buses) ; Funded by County Educational Capital Funds (\$640,000 available funds); purchase of propane bus bluebird (central states) \_ amend to purchase 2 diesels and 2 propane (from central states). Whitney Riddle seconded the motion which carried on roll call vote:

Chad Fleenor: no, Mike Masters: no, Whitney Riddle: no, Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, David Hammond: yes, Gregg Huddlestone: yes, Vince Walters: yes

MMasters: friend very interested

postpone to workshop

CF - suggest release bids to demo

VW - possibly fire dept to burn

WR - agree with CF Mary Beth Dellinger postpone to workshop. Vince Walters seconded the motion which withdrawn on roll call vote:

Whitney Riddle approval to release bids. Gregg Huddlestone seconded the motion which carried on roll call vote:

Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Gregg Huddlestone: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes

Chad Fleenor Purchase Order 35411; Scholarus-Education Elements; Livona, MI; Professional Services (Personalized learning implementation for Science and Social Studies Teachers); 1/22/24-6/30/24; System-wide; Funded by ESSER 3.0; \$233,763.00; Line Item 142E 722 105 24937. Annette Buchanan seconded the motion which carried on roll call vote:

Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Gregg Huddlestone: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes

Chad Fleenor Purchase Order 1713; GovConnection, Merrimack, NH; Sourcewell Contract #081419-GVC; Aruba Switches (15); System-wide; \$15,120.90; Line Item 141E 72250-499. Vince Walters seconded the motion which carried on roll call vote:

Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Gregg Huddlestone: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes

Mary Beth Dellinger Overnight Trip Requests, as presented. Vince Walters seconded the motion which carried on roll call vote:

Annette Buchanan: yes, Mary Beth Dellinger: yes, Keith Ervin: yes, Chad Fleenor: yes, David Hammond: yes, Gregg Huddlestone: yes, Mike Masters: yes, Whitney Riddle: yes, Vince Walters: yes



# WASHINGTON COUNTY BOARD OF EDUCATION

January 4, 2024; 5:30 PM; Central Office

Those present were Chairman Mike Masters, Vice-Chair Annette Buchanan, Mary Beth Dellinger, Whitney Riddle, David Hammond, Keith Ervin, Vince Walters, Chad Fleenor, Gregg Huddleston, and Superintendent Jerry Boyd.

## I. CALL TO ORDER

Mr. Walters led a prayer followed by the pledge to the flag led by student board member Reagan Shockley.

## II. CONSIDERATION OF MEETING AGENDA

Chad Fleenor moved for approval of the meeting agenda. David Hammond seconded the motion which carried on roll call vote:

- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Annette Buchanan: *yes*
- Mary Beth Dellinger: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*

## III. Project Updates from Lewis Group Architects

Keith Ervin made a motion to advertise bids for the security upgrades at Sulphur Springs Elementary with the bid opening scheduled for January 30, 2024. Chad Fleenor seconded the motion which carried on roll call vote:

- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Annette Buchanan: *yes*
- Mary Beth Dellinger: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*

#### **IV. PUBLIC COMMENT**

There were no requests for public comment.

#### **V. APPROVAL OF MEETING MINUTES**

##### **A. December 5, 2023**

Gregg Huddleston moved for approval of the meeting minutes, as presented. Chad Fleenor seconded the motion which carried on roll call vote:

- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Annette Buchanan: *yes*
- Mary Beth Dellinger: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*

#### **VI. ANNOUNCEMENTS**

**A. January 10, 2024; 9:00 a.m.**  
**County Commission Budget Committee**

**B. January 15, 2024**  
**Martin Luther King Jr. Day**  
**No School; District offices closed**

**C. January 22, 2024; 6:00 p.m.**  
**County Commission**

**D. January 23, 2024; 5:00 p.m.**  
**Board Workshop and Retreat**

**E. February 12-13, 2024**  
**TSBA Legislative and Legal Institute**  
**Franklin, TN**

**F. AASA, The School Superintendents Association Conference**  
**February 13-17, 2024; San Diego, CA**

#### **VII. SUPERINTENDENT'S REPORT**

**A. Reagan Shockley, David Crockett High School**

**B. Enrollment Update**

**C. Field Trips Report**

**D. Maintenance Report**

**E. Monthly Financials**

**F. Personnel Report**

**G. Grants Report**

**H. Other**

**VIII. CONSIDERATION OF CONSENT AGENDA**

**A. Approval of overnight field trips**

**1. David Crockett High**

**December 28-30, 2023**

**Wrestling Team Tournament; Pikeville, KY and Athens, TN**

**2. Boones Creek Elementary**

**May 14-18, 2024**

**8th Grade; Washington D.C.**

David Hammond moved for approval of the consent agenda. Chad Fleenor seconded the motion which carried on roll call vote:

- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Annette Buchanan: *yes*
- Mary Beth Dellinger: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*

**IX. DISCUSSIONS/PRESENTATIONS**

**A. Purchase Orders**

**1. Purchase Order 35402; TNTP Inc; ELA Curriculum Implementation Support; System-wide; 2nd Installment SY23-24; Contract #CC21090266; Funded by HQIM Literacy Implementation Grant; \$18,200; Line Item 142E-72210-399-951**

**2. Purchase Order 1349; School Specialty; Appleton, WI; Classroom furnishings; Sulphur Springs Elementary; Omnia Partner R191815; Funded by CTE-ISM Middle Grant; \$14,388.18; Line Item 141E 71100-722**

**3. Purchase Order 9811; Today's Classroom LLC; Canton, OH; Boones Creek Elementary; Classroom Furnishings; Funded by CTE-ISM Middle Grant; \$15,064.90; Line Item 141E 71100 722-002**

Annette Buchanan moved for approval of the purchase orders, as presented: Purchase Order 35402; TNTP Inc; ELA Curriculum Implementation Support; System-wide; 2nd Installment SY23-24; Contract #CC21090266; Funded by HQIM Literacy Implementation Grant; \$18,200; Line Item 142E-72210-399-951; Purchase Order 1349; School Specialty; Appleton, WI; Classroom furnishings; Sulphur Springs Elementary; Omnia Partner R191815; Funded by CTE-ISM Middle Grant; \$14,388.18; Line Item 141E 71100-722; Purchase Order 9811; Today's Classroom LLC; Canton, OH; Boones Creek Elementary; Classroom Furnishings; Funded by CTE-ISM Middle Grant; \$15,064.90; Line Item 141E 71100 722-002. Whitney Riddle seconded the motion which carried on roll call vote:

- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Annette Buchanan: *yes*
- Mary Beth Dellinger: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*

#### **B. FY25 Budget Calendar**

Chad Fleenor moved for approval of the FY25 budget calendar, as presented. Annette Buchanan seconded the motion which carried on roll call vote:

- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Annette Buchanan: *yes*
- Mary Beth Dellinger: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*

#### **C. Review and Consideration of Bid for the Sale and Removal of the house located on the property adjacent to Gray Elementary.**

Chad Fleenor made a motion to readvertise bids for the sale/removal of the house located on the property adjacent to Gray Elementary until January 22, 2024. Mary Beth Dellinger seconded the motion which carried on roll call vote:

- Gregg Huddleston: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *yes*

- Annette Buchanan: *yes*
- Mary Beth Dellinger: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*

**D. Approval to proceed with the Collaborative Conferencing process with Washington County Education Association as the voting result by the Washington County Schools' Professional Employees**

Chad Fleenor made a motion for approval to proceed with the Collaborative Conferencing process with Washington County Education Association as the voting result by the Washington County Schools' Professional Employees; and of the revised Collaborative Conferencing Committee, as assigned. Gregg Huddlestone seconded the motion which carried on roll call vote:

- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Annette Buchanan: *yes*
- Mary Beth Dellinger: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*

**E. Consideration of Board Resolution Opposing Proposed School Voucher Legislation**

Mary Beth Dellinger made a motion for approval of the Board Resolution Opposing Proposed School Voucher Legislation, as presented. Chad Fleenor seconded the motion which carried on roll call vote:

- Gregg Huddlestone: *yes*
- Mike Masters: *yes*
- Whitney Riddle: *yes*
- Vince Walters: *yes*
- Keith Ervin: *yes*
- Annette Buchanan: *yes*
- Mary Beth Dellinger: *yes*
- Chad Fleenor: *yes*
- David Hammond: *yes*

**X. ADJOURNMENT**

# WASHINGTON COUNTY BOARD OF EDUCATION

**January 23, 2024; 5:00 PM; Central Office**

Those present were Chairman Mike Masters, Vice-Chair Annette Buchanan, Mary Beth Dellinger, Whitney Riddle, David Hammond, Keith Ervin, Vince Walters, Gregg Huddlestone, and Superintendent Jerry Boyd. Board member Chad Fleenor was absent.

## **I. Call to Order**

## **II. Academics**

Mr. Boyd gave an update on retention of 4th grade students.

Mr. Boyd recognized staff that was present: Jerry Whitaker, Deputy Chief Finance Officer; Cindy Hayes, Chief Academics Officer, Josh Davis, Deputy Chief Academics Officer; Kelli Hauldren, CTE Supervisor.

### **A. CTE Overview; Kelli Hauldren, CTE Supervisor**

Ms. Hauldren provided an overview of the Innovative School Model Grant and measures put in place with the grant. She shared the plans for the high schools of additional programs of study to be implemented. She continued with the early post-secondary opportunities for students (dual credit, industry certification, dual enrollment).

## **III. Business/Finance**

### **A. Monthly Financials**

### **B. Quarterly Financials**

### **C. Purchase Orders**

- 1. Purchase Order 1604 Tequipment Incorporated; Huntington, NY; West View Elementary; Reality Education Software; Funded by CTE ISM Grant; Sole Source 230105; \$17,748.78; Line Item 141E 71100722-002**
- 2. Purchase Order 35386; Learn Thru Movement; Ithaca, NY; Lamar Elementary; Learning Materials; Funded by ESSER 3.0; \$4,146.78; Line Item 142E 7110-429-937**
- 3. Purchase Order 35387; Learn Thru Movement; Ithaca, NY; West View Elementary; Learning Materials; Funded by ESSER 3.0; \$15,475.70; Line Item 142E 7110-429-937**
- 4. Purchase Order 35388; Learn Thru Movement; Ithaca, NY; Fall Branch Elementary; Funded by ESSER 3.0; \$15,475.70; Line Item 142E 71100-429-937**

## **IV. Operations**

#### **A. Review of School Bus Bids**

The Board will consider awarding a bid at the February 1<sup>st</sup> meeting.

#### **B. Review of bids for the sale and removal of the house located on the property adjacent to Gray Elementary**

No bids were received. The Board will further discuss how to proceed at the February 1<sup>st</sup> board meeting.

#### **C. West View Elementary Floor Structural Repair Report**

The Board reviewed options of repairing the floor.

#### **D. Lamar Elementary Exterior Repair**

Jake Thomas, Lewis Group Architects, provided a report on the exterior repair. He also provided options and an estimate of \$123,280.00 for the cost and labor. The Board will consider releasing bids for the project at the February 1<sup>st</sup> meeting.

#### **E. Civil Engineer Report of the septic system at South Central Elementary**

Dr. Jarrod Adams said TDEC will be scheduled to visit the site and provide a remedy to correct the issue of the septic system.

#### **F. Stage Curtain Quotes for Ridgeview Elementary (\$11,990.00 costs covered by insurance), Daniel Boone High (\$23,245.00), David Crockett High (\$24,995.00); Line Item 141E 72620-336 for all three purchases.**

The recommendation is to piggy-back off of the Metro Nashville bid to purchase the curtains. Additional bid information has been requested. The board consider at the February 1<sup>st</sup> meeting.

#### **G. Library Circulation Desk at Lamar Elementary**

The Board viewed the proposed replacement with an estimate. An additional quote was requested.

#### **H. David Crockett High Culinary Arts Department Project; Funded by ISM Grant**

The board will consider to release bids at the February 1<sup>st</sup> meeting.

### **V. Student Supports**

#### **A. Introduction of Dr. Jacki Wolfe, Chief Student Supports Officer**

### **VI. Personnel recommended to receive tenure status**

The board will consider approval of the certified personnel recommended for tenure status at the March board meeting.

### **VII. Overnight Trip Request**

#### **A. Daniel Boone High; Debate Team State Competition; Clarksville, TN April 18-21, 2024**

**B. David Crockett High; Baseball Team**  
**Baseball Tournament; Anderson Co., TN and Knox Co., TN**  
**March 28-30, 2024**

**C. Daniel Boone High; Band**  
**All-East Band; Gatlinburg, TN**  
**February 1-3, 2024**

**D. Daniel Boone High; Agriculture**  
**TN Beef Agribition; Lebanon, TN**  
**March 8-10, 2024**

#### **VIII. Board Self-Evaluation Report**

#### **IX. Superintendent**

**A. American Association of School Superintendents (AASA) National Conference on Education (NCE): February 15 - 17, 2024; San Diego Convention Center; San Diego, California**

- **Departure: Tuesday, February 13, 2024**
- **Pre-Conference Session(s): Wednesday, February 14, 2024**
- **Conference: Thursday, February 15 - 17, 2024**
- **Return: Saturday, February 17, 2024**

#### **X. Adjournment of the workshop and re-convene for the Board Retreat**

#### **XI. Strategic Plan**

The Board reviewed the current strategic plan.

#### **XII. FY25 Budget**

The board will schedule a meeting at the February 1<sup>st</sup> board meeting.

| School                             | -2        | -1         | K          | 1          | 2          | 3          |
|------------------------------------|-----------|------------|------------|------------|------------|------------|
| Boones Creek Elementary School     | 10        | 30         | 109        | 85         | 93         | 79         |
| Daniel Boone High School           |           |            |            |            |            |            |
| David Crockett High School         |           |            |            |            |            |            |
| Fall Branch Elementary School      |           |            | 33         | 21         | 24         | 38         |
| Gray Elementary School             |           | 20         | 53         | 49         | 56         | 48         |
| Grandview Elementary School        | 8         | 52         | 64         | 74         | 52         | 69         |
| Jonesborough Elementary School     |           | 13         | 103        | 89         | 98         | 111        |
| Lamar Elementary School            |           | 20         | 37         | 55         | 50         | 33         |
| Ridgeview Elementary School        | 11        | 16         | 65         | 91         | 83         | 84         |
| South Central Elementary School    |           |            | 23         | 16         | 26         | 24         |
| Sulphur Springs Elementary School  |           |            | 31         | 37         | 48         | 34         |
| University School                  |           |            | 20         | 19         | 20         | 21         |
| West View Elementary School        | 1         | 1          | 27         | 30         | 30         | 29         |
| Tennessee Virtual Learning Academy |           |            |            |            |            |            |
| <b>Total</b>                       | <b>30</b> | <b>152</b> | <b>565</b> | <b>566</b> | <b>580</b> | <b>570</b> |

| <b>4</b> | <b>5</b> | <b>6</b> | <b>7</b> | <b>8</b> | <b>9</b> | <b>10</b> | <b>11</b> | <b>12</b> |
|----------|----------|----------|----------|----------|----------|-----------|-----------|-----------|
| 102      | 82       | 84       | 70       | 80       |          |           |           |           |
|          |          |          |          |          | 276      | 290       | 284       | 233       |
|          |          |          |          |          | 278      | 296       | 283       | 213       |
| 27       | 23       | 21       | 40       | 23       |          |           |           |           |
| 62       | 54       | 56       | 54       | 51       |          |           |           |           |
| 62       | 48       | 69       | 70       | 77       |          |           |           |           |
| 88       | 94       | 98       | 115      | 112      |          |           |           |           |
| 37       | 43       | 45       | 42       | 50       |          |           |           |           |
| 71       | 86       | 106      | 81       | 95       |          |           |           |           |
| 16       | 12       | 17       | 19       | 31       |          |           |           |           |
| 53       | 41       | 38       | 39       | 48       |          |           |           |           |
| 23       | 47       | 52       | 52       | 52       | 75       | 82        | 77        | 69        |
| 39       | 26       | 35       | 29       | 34       |          |           |           |           |
|          |          |          |          | 5        | 7        | 6         | 16        |           |
| 580      | 556      | 621      | 611      | 658      | 636      | 674       | 660       | 515       |

|              |
|--------------|
| <b>Total</b> |
| 824          |
| 1083         |
| 1070         |
| 250          |
| 503          |
| 645          |
| 921          |
| 412          |
| 789          |
| 184          |
| 369          |
| 609          |
| 281          |
| 34           |
| 7974         |

|        |            |             |                            |
|--------|------------|-------------|----------------------------|
| SCES   | 1/22/2024  | 9:30:00 AM  | 1:30:00 PM 4 hours         |
| BCES   | 12/13/2023 | 9:30:00 AM  | 2:30:00 PM 5 hours         |
| RVES   | 1/12/2024  | 9:00:00 AM  | 2:30:00 PM 5 1/2 hours     |
| DCHS   | 2/23/2024  | 7:30:00 AM  | 3:30:00 PM 8 Hrs           |
| DCHS   | 1/5/2024   | 8:00:00 AM  | 4:00:00 PM 8 Hrs           |
| DCHS   | 2/1/2024   | 9:00:00 AM  | 1:30:00 PM 4.5 Hrs         |
| DCHS   | 12/13/2023 | 8:00:00 AM  | 11:00:00 AM 3-4 Hours      |
| Asbury | 12/12/2023 | 10:00:00 AM | 1:00:00 PM 3 hours         |
| DBHS   | 1/25/2024  | 10:30:00 AM | 2:30:00 PM 4 hours         |
| RVES   | 5/7/2024   | 7:30:00 AM  | 7:30:00 PM 12 hours        |
| GES    | 1/22/2024  | 9:00:00 AM  | 2:30:00 AM 5.5 hours       |
| BCES   | 1/12/2024  | 8:30:00 AM  | 2:30:00 PM 6 hours         |
| DBHS   | 1/12/2024  | 8:00:00 AM  | 2:30:00 AM ONE SCHOOL      |
| SSES   | 1/12/2024  | 8:30:00 AM  | 2:00:00 PM 5.5 hours       |
| GES    | 5/23/2024  | 8:30:00 AM  | 2:30:00 AM 6 hours         |
| JES    | 2/27/2024  | 8:45:00 AM  | 2:15:00 PM 5.5 hours       |
| GVES   | 2/28/2024  | 8:45:00 AM  | 2:15:00 PM 5 hours         |
| SCES   | 2/28/2024  | 8:30:00 AM  | 2:30:00 PM 6 hours         |
| RVES   | 5/6/2024   | 9:00:00 AM  | 9:30:00 PM 12 1/2 hours    |
| RVES   | 4/11/2024  | 8:30:00 AM  | 2:00:00 PM 5.5 hours       |
| RVES   | 4/12/2024  | 8:30:00 AM  | 2:00:00 PM 5.5 hours       |
| DBHS   | 1/18/2024  | 8:00:00 AM  | 9:00:00 AM 1 hr            |
| DBHS   | 5/22/2024  | 8:00:00 AM  | 2:45:00 PM 7 hours aprox   |
| DBHS   | 1/23/2024  | 2:00:00 PM  | 8:00:00 PM 6               |
| DBHS   | 3/7/2024   | 8:00:00 AM  | 3:00:00 AM 7 hours         |
| BCES   | 5/1/2024   | 8:45:00 AM  | 7:45:00 AM 11 hours        |
| WVES   | 2/26/2024  | 8:30:00 AM  | 2:15:00 AM 5 hours and 15  |
| DBHS   | 2/1/2024   | 8:45:00 AM  | 12:30:00 PM 3.5            |
| GVES   | 5/20/2024  | 8:30:00 AM  | 9:00:00 PM 12.5 hours      |
| DBHS   | 1/31/2024  | 11:00:00 AM | 2:30:00 PM 2.5 hours       |
| SCES   | 1/22/2024  | 9:30:00 AM  | 12:30:00 PM 3 hours        |
| RVES   | 5/21/2024  | 8:45:00 AM  | 9:00:00 AM 12 hrs          |
| JES    | 1/29/2024  | 8:30:00 AM  | 2:00:00 PM 5.5 Hours       |
| GVES   | 2/1/2024   | 9:30:00 AM  | 12:00:00 PM 2.5 hours      |
| SSES   | 2/1/2024   | 10:00:00 AM | 2:00:00 PM 4 hours         |
| GVES   | 1/26/0024  | 9:30:00 AM  | 12:00:00 PM 2.5            |
| SSES   | 2/9/2024   | 8:00:00 AM  | 6:00:00 PM 1 school day (F |
| SSES   | 2/23/2024  | 8:00:00 AM  | 6:00:00 PM 1 school day (F |
| RVES   | 2/9/2024   | 8:00:00 AM  | 6:00:00 PM 1 school day (F |
| RVES   | 2/23/0024  | 8:00:00 AM  | 6:00:00 PM 1 school day (F |
| DCHS   | 2/21/2024  | 1:00:00 PM  | 10:00:00 PM 9 Hours        |
| DBHS   | 2/23/0024  | 8:00:00 AM  | 6:00:00 PM 1 school day (F |
| DBHS   | 3/4/2024   | 8:45:00 AM  | 11:25:00 AM 2.5 hours      |
| RVES   | 2/9/2024   | 9:00:00 AM  | 11:30:00 AM 2.5 hours      |

|        |           |            |             |                   |
|--------|-----------|------------|-------------|-------------------|
| Asbury | 1/29/2024 | 8:30:00 AM | 12:30:00 PM | 4 hours           |
| Asbury | 2/2/2024  | 9:00:00 AM | 11:30:00 AM | 2.5 hours         |
| JES    | 2/15/2024 | 9:30:00 AM | 2:00:00 PM  | 4.5 hours         |
| BCES   | 2/23/2024 | 8:00:00 AM | 6:00:00 PM  | 1 School Day &    |
| GES    | 2/23/2024 | 8:00:00 AM | 6:00:00 PM  | 1 school day &    |
| JES    | 5/15/2024 | 8:30:00 AM | 2:00:00 PM  | 5 1/2 hours       |
| GES    | 5/15/2024 | 8:45:00 AM | 2:45:00 PM  | 6                 |
| WVES   | 5/20/2024 | 8:00:00 AM | 9:00:00 AM  | 12-14 hours       |
| BCES   | 4/12/2024 | 8:30:00 AM | 2:00:00 PM  | 6 hours           |
| JES    | 5/22/2024 | 8:00:00 AM | 7:30:00 PM  | 12 hours          |
| DBHS   | 2/22/2024 | 8:00:00 AM | 2:30:00 PM  | 6.5 hours         |
| DCHS   | 3/7/2024  | 8:00:00 AM | 5:00:00 PM  | 9 hours           |
| DCHS   | 4/25/2024 | 8:00:00 AM | 5:00:00 PM  | 4/25 - 9 hours, , |
| DCHS   | 4/3/2024  | 8:30:00 AM | 2:30:00 PM  | 6 hours           |
| DBHS   | 2/9/2024  | 8:00:00 AM | 2:30:00 PM  | 6.5 hours         |

NPAC (212 Tusculum Blvd-Greeneville) & Rocky's Pizza (104 Village Dr-Greeneville)  
Shop with a Cop event at The Mall at Johnson City  
Zip N Slip Snow Tubing, Mars Hill, NC  
McDowell H.S. Marion , NC  
McDowell H.S. Marion, NC  
Daniel Boone HS  
West View, South Central, Lamar schools - Instrumental Caroling  
Wal-Mart, 2915 W Market St, Johnson City, TN 37604 and Pizza Plus, 211 Headtown Rd, Jonesborough, TN  
Bill Gatton College of Pharmacy  
FlapJacks - Pigeon ForgeWonderWorks - Pigeon ForgeSnow Tubing - Pigeon ForgeHard Rock Cafe - Pigeon Forge  
Niswonger and Food Court at JC Mall  
Gray Fairgrounds for TSA competition  
Gray Fairgrounds  
TSA Competition, Appalachian Fair Grounds, Gray, TN  
Bays Mountain  
DCHS  
David Crockett High School  
David Crockett High School  
Ripley's Aquarium in Gatlinburg/Dolly's Stamped in Pigeon Forge  
Career Quest - East Tennessee State University  
Career Quest - East Tennessee State University  
Sulphur Springs Elementary  
Knoxville Zoo  
West Greene High School  
Walters State  
Dollywood  
DCHS, 684 Old State Rt 34 Jonesborough, TN 37659  
Meadowview Convention Center, Kingsport, TN for Ballad Health's da Vinci Robotics Symposium  
Dollywood ~ Pigeon Forge TN  
Jonesborough Kiwanis Meeting  
NPAC (212 Tusculum Blvd-Greeneville) & Chick-fil-a (2645 E Andrew Johnson Hwy)  
Dollywood, Pigeon Forge, TN  
Just Jump- Bristol  
Quantum Leap  
Meadowview Convention Center in Kingsport Holston Valley Robotics Symposium  
Quantum Leap  
Ross N Robinson Middle School  
David Crockett HS  
Ross N Robinson MS  
David Crockett HS  
UT Knoxville  
David Crockett HS  
Sulphur Springs and Ridgeview Elementary/Middle Schools (With a stop at Burger King or McDonalds on the way)  
Hands On Discovery Center, Gray, TN

TCAT - Elizabethton; 426 TN-91, Elizabethton, TN 37643; Chick-fil-A; 2103 W Market St, Johnson City, TN  
Johnson City Chamber of Commerce; 602 Sevier St #101, Johnson City, TN 37604  
NPAC and Tusculum College in Greenville, Tennessee  
David Crockett  
David Crockett  
Tipton-Haynes Historic Site  
4-H Camp Greenville  
Dollywood and Pirates Voyage Dinner & Show  
ETSU Career Expo  
Dollywood Theme Park, Sevierville TN  
Surprise Story Telling Day at Ridgeview School and the mall for lunch.  
Walter State Community College  
Tri-State Antique Power Association Tractor Show - Appalachian Fairgrounds  
Milligan University  
Northeast State

|  |  |                                  |
|--|--|----------------------------------|
| Heather Henley-5th grade   | Leigh Ray-6th grade  |                                  |
| Lynn Webb/School Counselor/Grades 4-8  |  |                                  |
| Isabel Workman   | Emily Cicirello  | Jessica Howarc Josh Laughrun     |
| 9-12   |  |                                  |
| 9-12   |  |                                  |
| Frank 9-12   |  |                                  |
| Josh Ogle  |  |                                  |
| Dawn Royston   | Tracy Jones  |                                  |
| Michelle Phillips, Pharmacological Science and Clinical Internship, 12th grade |  |                                  |
| Cheryl Honeycutt/7th   | Jennifer Hill/7th  | Faith Balthazr/7th               |
| Lewis 7th  | Spangler 7th   |                                  |
| Rachel Perry 6-8   |  |                                  |
| Allen Bishop   | Donnie Shipley   | Dane salyer                      |
| Diana O'Neal/CTE/STEM/ 7th & 8th   |  |                                  |
| Lewis 7th  | Spangler 7   |                                  |
| Bradley/8th  | Musselman/8th  | Dulaney/8th Phillips/8th         |
| Leanne Sanders/Math/8th  | Sandy Keys/Science & Social Stu                                  | Chris Campbell.Heather Shelton   |
| Chase Byrd   | Diane McMillan   | Rick Phillips                    |
| Penny Lowe/Math/Grade 5  | Amber Bacon/ELA/SS/Grade 5                                       | Ashleigh Jacksc April White/Scie |
| Jennifer Hill, Science, 7th  | Cheryl Honeycutt, Math, 7th                                      | Faith Balthazr, IJennifer Simpsc |
| Deanna Arwood - ELA, 8th   | Kristi Sanders - Math, 8th                                       | Josh Laughrun Lisa Adams - S     |
| Lisa Cox/ Teaching as a Profession/ 10-12                                      |  |                                  |
| Shantall Raines- International Club  |  |                                  |
| Armentrout 9-12  |  |                                  |
| Armentrout /9-12/FFA   |  |                                  |
| Student Council Grades 6, 7, 8   |  |                                  |
| Dr. Cheryl Richardson, 8th   | Mr. Peyton Davis, 8th  |                                  |
| Michelle Phillips, CNA, Pharmacy Tech, and                                     | Medical Assisting Class, 11th and 12th                           |                                  |
| Chris Campbell ~ 8th Grade   | Sandy Keys~8th Grade   | Leanne SanderRebecca Cunni       |
| Brandon Fenwick - Key Club   |  |                                  |
| Heather Henley/5th   | Leigh Ray/6th  |                                  |
| Kristi Sanders   | Deana Arwood   | Josh Laughrun Lisa Adams         |
| Gregg-- 6th Grade  | Hartman--- 6th Grade   | Shelton--- 6th C Jones--- 6th Gr |
| Cindy Bryant   | Sandra Forbes-K  | Pam Hensley-2Danielle Mitche     |
| Serena Yarber, Robot Drone League Jr., 2nc                                     | David Little, Student Leadership Team, 7th and 8th grades (5 stu |                                  |
| Cindy Bryant   | Craig Hawley   |                                  |
| Scott Blanton/Band/8   |  |                                  |
| Scott Blanton  | Zak Austin   | Josh Ogle Johnathan Gars         |
| Scott Blanton  |  |                                  |
| Scott Blanton  | Zak Austin   | Josh Ogle Johnathan Gars         |
| 9-12   |  |                                  |
| Scott Blanton  | Zak Austin   | Josh Ogle Johnathan Gars         |
| Nathan Gouge DBHS  | Jordan Jennings DBHS   | Tina Hill DBHS                   |
| Rachel Higginbotham  | Caroline Buck  | Rachel Millhorn Tracy Nave       |

Carlie Wiedmeier  
Carlie Wiedmeier  
Amber Haney 4th grade  
Zak Austin  
Zak Austin  
Meghan Kiernan - 2nd  
Strouth - 4th  
Trisha Fleenor 7th  
hancock 8th grade  
Kristie Hutson Math 7th  
Karin Orchard Creative Writing 10-12  
Ford 9-12  
Ford 9-12  
Keri Anne Molloy/ Theatre Arts/ 10-12  
Marty Cox

Abby Morris  
  
Ashton Meredith 4th grade  
Scott Blanton  
Scott Blanton  
Meredith Simerly - 2nd  
Weems - 4th  
Mrs. Green 7th  
Arnold 8th grade  
Rebekah Bradley Math 8th  
Lisa Cox Teaching 1 9-12  
Conger 9-12  
Conger 9-12  
  
Lisa Cox

Chelsey WaddeJared Smith 4th  
Josh Ogle John Garst  
Josh Ogle John Garst  
Elaine Snapp - Jessalyn Arnold  
O'Brien - 4th  
Ms. Richardson Mr. Davis 8th  
cutshall 8th grade  
Lessa Gregg M Kristine Barrett  
  
Elizabeth Williams

|                                   |                  |
|-----------------------------------|------------------|
|                                   | 29               |
|                                   | 5                |
| Stephanie Breedlove               | 39               |
|                                   | 8                |
|                                   | 6                |
|                                   | 12               |
|                                   | 6                |
|                                   | 15               |
|                                   | 13               |
|                                   | 81               |
|                                   | 55               |
|                                   | 2                |
|                                   | 20               |
|                                   | 6                |
|                                   | 55               |
| M. Taylor/8th                     | 120              |
| Joe Story-Scho Amber Brooks-      | 73               |
|                                   | 30               |
| Science/Math/Grade 5              | 84               |
| Brooke Price, CKelly Rosenbau     | 100              |
| Clanci Tipton, CKelly Rosenbau    | 100              |
|                                   | 7                |
|                                   | 30-35            |
|                                   | 3                |
|                                   | 8                |
|                                   | 25               |
|                                   | 34               |
|                                   | 30               |
| Alex Moore~ 7th Sarah Ratliff~7th | 152              |
|                                   | 6                |
|                                   | 29               |
| Jennifer Simpson                  | 93               |
| Grade                             | 96               |
| Melanie Barkley-1st               | 65               |
| (Students total)                  | 14               |
|                                   | 57               |
|                                   | 1- Auggie Carver |
| 1st                               | 12-15            |
|                                   | 5-7              |
| 2nd                               | 15-20            |
|                                   | 6-7              |
| Preston Holly                     | 25               |
|                                   | Approximately 65 |

|                       |                 |
|-----------------------|-----------------|
|                       | 25              |
|                       | 15              |
| Sara Spence 4th grade | 85              |
| Preston Holley        | 4               |
| Preston Holley        | 1               |
| Jaclyn Jenkins - 2nd  | 95              |
|                       | 61              |
|                       | approximately 5 |
|                       | 90              |
| 5th ELA/SS            | 75              |
|                       | 22              |
|                       | 8               |
|                       | 7 - Thursday, 7 |
|                       | 18              |
|                       | 20              |

Maggie Gallimore (Music)Karen Hall (IA)  
Taylor Jenkins, BCE Social WorkerSage Davis, ETSU Counseling Intern  
same as the teachers  
Chief Frank  
Chief Frank  
Chief Frank  
Josh Ogle  
Dawn Royston - Washington County Sheriff's Department Officers  
Shannon Drinnon  
Jennifer Simpson  
Christie LewisLynn Spangler Jason AthensLisa Gosar  
Rachel Perry  
NA  
Diana O'Neal  
Christie LewisLynn SpanglerJason AhrensLisa Gosslar  
WhitsonCarr  
Joe StoryAmber BrooksHeather SheltonLeanne SandersSandy KeysChris Campbell  
Chase ByrdDiane McMillan Rick Phillips  
4 chaperones in addition to teachers - Mrs. Steadman, Mrs. Head, Mrs. Jenkins, Ms  
M. Louter  
M. Louter  
N/A  
TBD  
Leanne Turner  
Leanne Turner  
DeeDee Herbert and Angela Watson  
Katie EdensCheryl RichardsonPeyton Davis  
Shannon Drinnon  
Chris CampbellSandy KeysLeanne SandersRebecca CunninghamAlex MooreSarah  
Brandon Fenwick  
Maggie Gallimore (Music)Karen Hall (IA)  
K. SandersD ArwoodJ LaughrunL AdamsJ SimpsonIf needed: Jennifer Hill, Clanci T  
Gregg, Jones, Shelton, Hartman, Rouillier  
Sandra Forbes, Pam Hensley, Melanie Barkley, Danielle Mitchell and Vickie Jaquez  
Serena YarberDiana O'NealSpicey Pate David Little (if available)  
Craig Hawley, Joe Story, Vickie Jaquez  
Scott Blanton  
S. Blanton, Z. Austin, J. Ogle, J. Garst  
Scott Blanton  
Teachers listed above  
Spencer StreetJoe AndersonPaul Oster  
Teacher listed above  
Teachers/Beta Club sponsors - Nathan Gouge, Jordan Jennings, Tina Hill  
Donna SaylorFamily Members

No parents, only teachers

Tracy Jones

Dagni Spurlock

see teacher list

see teacher list

TBD

2

Mrs. Fleenor, Mrs. Green, Mr. Davis, Ms. Richardson

hancock, arnold, cutshall, perry, webb

Parents of BETA club members and Builder Club members

Karin Orchard and Lisa Cox

Ford Conger

Ford/Conger

Charles Hale or Brody Earnhardt

Marty Cox Lisa Cox Elizabeth Williams



TBA

Tracy Jones; TBA

Richard Street

Jason Bellamy

Jason Belamy (44)

Ken Dent (18)

Jason Belamy (44)

Ken Dent (18)

TBD

TBD

Kent Dent

Transportation provided by Southeast Tours

Kimberly Carver 26

Robert Wadell 5

Todlow Bus Company

To be determined after approval.

N/A

N/A

N/A

N/A

Godfrey 96

School Vans C.T.E.Van

DRUMLine Live is an international tour based on the Historically Black College and University (HBCU), covered Students will be shopping/receiving holiday assistance during this event.

This trip is a PTO ColorThon reward field trip.

Team work

Team work

Team Work

Students will perform in a small group for elementary students.

Holiday gifts and lunch for needy students

Students will tour the College of Pharmacy, meet with PharmD students, and practice compounding in the comp

End of the year field trip. Wonderworks is a full museums of hands on, STEM related exhibits. Snow tubing is j

Students will be seeing the performance DRUMLine Live. This will be a cross-curricular experience exposing stu

Students we bill applying concepts of leadership and problems solving that they have learned in CTE in a comp

The students will compete in the Technology Student Association Regional Contest

Students are participating in the local TSA (Technology Student Association) Regional Contest.

Students will visit the Planetarium where they will see our actual night sky from the previous night. Students wil

students will get to see a typical day of high school

8th graders tour DCHS for high school transition.

They are upcoming 9th graders, so this will allow them to tour the high school.

Interconnection - Students will discover the importance of the connection between differentorganisms and how c

To give students the opportunity to explore a wide array of careers with hands on activities and interactive exhib

To give students the opportunity to explore a wide range of careers with hands on activities and interactive exhib

Students will observe and assist teachers at Sulphur Springs Elementary the 1st and 3rd Thursdays Jan. -May.

In addition to enhancing the students knowledge in science and wildlife conservation, students will be able to ap

FFA Sub Regional Speaking Contest (job interview and Extemporaneous Speaking)

Regional Nursery and Landscape and Floriculture Contest (FFA)

Learning becomes an adventure when students experience Dollywood's Science in the Park! Test the theories c

This is a high school tour for our 8th grade students. They will be able to see what classes are offered and get ic

During the session, students will meet the robotic surgery teams, participate in demos, and learn more about thi

End of the Year EPIC Reward

The Jonesborough Kiwanis club, which sponsors our Key Club, invites our Key Club every year to present at the

DRUMLine Live is an international tour based on the Historically Black College and University (HBCU), covered

This is the 8th grade end of the year enrichment and reward trip. Students do get opportunities to experience Ap

Behavior Incentive Reward

Reward for selling 2 boxes of candy bars in school fundraiser

Dr. Stephanie Hart is a parent of one of our Robot Drone League Jr. team members and is a surgeon at Holstor

Reward trip for 4th thru 8th grade selling candy bars for fundraiser.

Student audition and earned a chair in the Jr. All East Band

Band students are selected by each WC band director to represent their schools to participate in an All County f

Students auditioned and earned a seat the Jr. All East Band

Band students are selected by t WC band directors to represent their school in an All County Band setting. Stud

Senior Baseball Trip to UTK Baseball Game. Baseball knowledge and Team Bonding. They will not be missing ;

Band students are selected by their WC band director to represent their school in an All County Band setting wh

Beta Club students will read to K-4 students at these schools as part of "Read Across America" a celebration of

Our children will be able to touch, investigate, and be actively engaged with the items we are learning about in tl

College Campus visit

Johnson City Chamber of Commerce Pathways to Success program; "After High School: Different Paths to Success"  
Students will be able to watch a live theater performance.

Band students are selected by their directors to participate in an All-County Band setting.

Band students are selected by their director to participate in an All-County Band setting.

Students will learn about Northeast Tennessee history and life during the 1700s-1800s.

End of year reward trip

End of the year behavior celebration

Supports 8th grade students in high school academic choices as they gain more in depth knowledge of potential

Reward for EPIC behavior, 30 hours of community service, and maintaining above average grade point

Ridgeview has invited us to be part of their Surprise Story Telling Day. My Creative Writing students will share stories

Students will be competing in the Floriculture Career Development Events where they demonstrate knowledge of

Students will be doing multiple activities during the Tractor Show. They will be selling flowers that they have grown

Special matinee performance of "Proof" for area high school students, Q & A, tour of campus, lunch in college cafeteria

Skills Regional Competition

in Social Studies standards, marching band tradition. Students will be exposed to riveting rhythms, bold beats

ounding lab.

just a fun activity for the students to break away and celebrate the end of TCAPs and the school year while bonds to musical history as well as career opportunities in musical performance. The performance is being provided among their peers. The experiences they have will be shared with their classmates to further develop

learn about nature on a Barge Ride. Students will also learn about wolves at the Wolf exhibit.

energy flows in food webs. All students will participate in an activity showcasing the effects of an unbalanced ecosystem

bits

Teaching as a Profession students will gain valuable experience for their future careers. appreciate the impact of the geographical location that each country has in each of the animals' habitats.

of physical science as they apply to soaring roller coasters like Lightning Rod, Mystery Mine and the Wild Eagle rides for what they want to do in high school.

is technology and how it impacts patients.

our weekly meeting. Students are able to discuss the community projects they have completed with the Kiwanis

in Social Studies standards, marching band tradition. Students will be exposed to riveting rhythms, bold beats Appalachian culture through the music and programs at Dollywood.

Valley. She invited our small group to attend the Robotics Symposium at Meadowview to participate in robotic

Band ( Washington County Honors Band). The students will study under select band directors for two days.

students will study under selected directors for two days.

any educational classes.

which is under the direction of selected directors.

the birthday of Dr. Seuss. One bus will go to Ridgeview and one bus to Sulphur Springs. After reading to K-4 in the classroom. This is an amazing experience for all of our children and their growing minds!

ccess"

il career options available to them.

stories they wrote for the kids and the Teaching 1 students will tutor kids in writing stories.

of the Floral industry and their ability to put together floral arrangements. Students will also be competing in the  
own in the Greenhouse throughout the spring semester. They will also be parking cars. On Saturday, students  
cafeteria.

and ear-grabbing energy, a synchronized musical showcase of the HBCU experience. Incorporating original co

iding with their classmates.

vided at no cost for students by Niswonger.

ent of 21st century skills.

cosystem on speciespopulations.Pollution Solution - Will pollution here in Tennessee ever reach the Gulf of Mex

3.

Club, and are able to network with individuals in our community.

and ear-grabbing energy, a synchronized musical showcase of the HBCU experience. Incorporating original co

os simulations and challenges. This is a wonderful opportunity for our students to explore careers in the medical

students the DBHS Beta students can talk with 8th graders about high school success if their teachers request

➤ Nursery Landscape Career Development Event. Students will demonstrate knowledge and skills that they have learned and will be competing in a tractor driving contest.

ompositions and soul-infused interpretations of top 40 hits, group performances range from colorful, choreograp

ico? Find out as students follow the adventure of Oscar the Otter as he tackles the problem of pollution and exp

ompositions and soul-infused interpretations of top 40 hits, group performances range from colorful, choreograp

l field and see how technology is utilized to save lives.

t us to do so. This has been an annual trip to Sulphur Springs for 24+ years and to Ridgeview since it opened (

ve learned through the Landscaping program.

phed routines to heavy doses of drum riffs and cadences, covered in Music standards.

plores its effect on our environment and beyond.Submerged! - Students discover what it takes to become an un

phed routines to heavy doses of drum riffs and cadences, covered in Music standards.

(minus the Covid years). On the return to Boone one bus will stop at Burger King and one bus will stop at McD



nderwater archaeologist. They will learn techniques and tools archaeologists use in the field and the hazards the

onalds and we will return as 4th block begins.



ey may encounter. The students will uncover a shipwreck and make scientific observations through a hands on e



activity. Animal Care/Health - Students will learn of the time and work involved in taking care of the animals to m



Make sure that the animals stay healthy. They will learn the importance of developing trust between the animals.



mals being cared for

## **Monthly Facility Tracker reports**

All Locations -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=af78549c-6e53-41e9-afec-dd4d8bfa815d>

WVES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=7061e70d-ee81-4bbe-a0a9-333ee6630ce4>

SSES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=82641ccd-b40b-406e-9593-f1f5d6d454ea>

SCES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=f4112e8b-ace7-42c8-83ce-ce7cca700d0a>

RVES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=abece4e4-3aaf-4e20-afb9-e7a4b253e7ea>

LES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=03c462a1-53fd-429c-8d8a-862353a095d4>

JMS -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=047f5116-d265-4220-bca1-d51fd1f24df6>

JES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=3c2e5fd0-4dc5-4a44-b1a8-7ff0bc15c27e>

GES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=ef3d7048-0b99-4548-9f31-04632f0fae84>

GVES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=e2b27430-f9cb-4618-8958-f37a78a60a75>

FBES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=b9027fb8-5461-4cad-a2ca-4cd8a33ecfbe>

DCHS -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=88424530-f628-46ae-8852-1a2d40bc9785>

DBHS -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=1f5402fa-95ef-4b85-bc13-1b2a390eadd8>

BCES -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=475154ae-7197-4f43-8ec4-6b9764458b84>

Midway -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=ec7f00ea-3b78-41db-9542-060401a411e6>

Bus Garage -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=13f0ab1b-e7e9-4a01-bbeb-9b2d5181fb5f>

Warehouse -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=7da489ac-1553-4a46-a0ac-27646726a003>

Central Office -

<https://facilitytracker.app-garden.com/Woms/PublicAnalytic/Index?guid=fbf02e24-8b01-46d9-98d1-a5e123581838>

**WASHINGTON COUNTY BOARD OF EDUCATION  
FUND 141 - GENERAL PURPOSE SCHOOL FUND  
BUDGET TO ACTUAL QUARTERLY REPORT AS OF SEPTEMBER 2023**

|                                      | 2023-2024<br>Budget | Actual<br>Jul-Sept. 2023 | Actual<br>Oct.-Dec. 2023 | Actual<br>Jan.-March 2024 | Actual<br>April-June | Total<br>YTD  |
|--------------------------------------|---------------------|--------------------------|--------------------------|---------------------------|----------------------|---------------|
| <b>Revenues</b>                      |                     |                          |                          |                           |                      |               |
| 40000 Local Revenue                  | \$ 33,475,511       | \$ 6,478,558             | \$ 9,372,065             |                           |                      | \$ 15,850,623 |
| 41000 Licenses and Permits           | \$ 1,800            | \$ 458                   | \$ 514                   |                           |                      | \$ 972        |
| 43000 Charges for Current Services   | \$ 593,000          | \$ 158,739               | \$ 200,897               |                           |                      | \$ 359,636    |
| 44000 Other Local Revenue            | \$ 201,154          | \$ 187,762               | \$ 112,339               |                           |                      | \$ 300,101    |
| 46000 State of Tennessee             | \$ 51,230,000       | \$ 10,321,201            | \$ 16,235,384            |                           |                      | \$ 26,556,585 |
| 47000 Federal Thru State             | \$ 150,000          | \$ 29,502                | \$ 29,447                |                           |                      | \$ 58,949     |
| 48000 Donations/Other                | \$ 224,000          | \$ 27,741                | \$ 131,595               |                           |                      | \$ 159,336    |
| 49000 Other Sources                  | \$ 250,000          | \$ -                     |                          |                           |                      | \$ -          |
| 39000 Fund Balance Usage             | \$ 8,763,500        | \$ -                     |                          |                           |                      | \$ -          |
| <b>TOTAL</b>                         | \$ 94,888,965       | \$ 17,203,961            | \$ 26,082,241            | \$ -                      | \$ -                 | \$ 43,286,202 |
| <b>Expenses</b>                      |                     |                          |                          |                           |                      |               |
|                                      | 2023-2024<br>Budget | Actual<br>Jul-Sept. 2023 | Actual<br>Oct.-Dec. 2023 | Actual<br>Jan.-March 2024 | Actual<br>April-June | Total<br>YTD  |
| 71100 REGULAR INSTRUCTION            | \$ 51,055,700       | \$ 4,826,102             | \$ 11,780,774            |                           |                      | \$ 16,606,875 |
| 71200 SPECIAL EDUCATION PROGRAM      | \$ 6,105,947        | \$ 513,042               | \$ 1,411,938             |                           |                      | \$ 1,924,980  |
| 71300 VOCATIONAL EDUCATION PROGRAM   | \$ 3,167,021        | \$ 500,817               | \$ 959,873               |                           |                      | \$ 1,460,690  |
| 71600 ADULT EDUCATION PROGRAM        | \$ 12,710           | \$ -                     | \$ -                     |                           |                      | \$ -          |
| 72110 ATTENDANCE PROGRAM             | \$ 188,498          | \$ 47,017                | \$ 50,614                |                           |                      | \$ 97,631     |
| 72120 HEALTH SERVICES                | \$ 1,329,039        | \$ 148,517               | \$ 301,150               |                           |                      | \$ 449,667    |
| 72130 OTHER STUDENT SUPPORT          | \$ 2,008,801        | \$ 135,755               | \$ 440,521               |                           |                      | \$ 576,276    |
| 72210 SUPPORT REGULAR INSTRUCTION    | \$ 2,315,690        | \$ 328,559               | \$ 586,653               |                           |                      | \$ 915,212    |
| 72220 SUPPORT SPECIAL EDUCATION -    | \$ 1,262,266        | \$ 162,253               | \$ 314,285               |                           |                      | \$ 476,538    |
| 72230 SUPPORT VOCATIONAL EDUCATION - | \$ 278,254          | \$ 32,814                | \$ 32,156                |                           |                      | \$ 64,970     |
| 72250 SUPPORT EDUCATION TECHNOLOGY   | \$ 2,468,321        | \$ 741,146               | \$ 486,359               |                           |                      | \$ 1,227,505  |
| 72310 BOARD OF EDUCATION SERVICES    | \$ 1,725,341        | \$ 933,324               | \$ 523,965               |                           |                      | \$ 1,457,289  |
| 72320 OFFICE OF THE DIRECTOR         | \$ 847,083          | \$ 216,190               | \$ 250,701               |                           |                      | \$ 466,891    |
| 72410 OFFICE OF THE PRINCIPAL        | \$ 5,133,983        | \$ 728,436               | \$ 1,151,435             |                           |                      | \$ 1,879,871  |
| 72510 FISCAL SERVICES                | \$ 493,555          | \$ 149,922               | \$ 144,169               |                           |                      | \$ 294,091    |
| 72520 HUMAN RESOURCES                | \$ 332,378          | \$ 79,617                | \$ 95,181                |                           |                      | \$ 174,798    |
| 72610 OPERATION OF PLANT             | \$ 6,333,965        | \$ 1,497,306             | \$ 1,355,553             |                           |                      | \$ 2,852,859  |
| 72620 MAINTENANCE OF PLANT           | \$ 2,482,397        | \$ 662,524               | \$ 446,485               |                           |                      | \$ 1,109,008  |
| 72710 STUDENT TRANSPORTATION         | \$ 4,399,213        | \$ 739,832               | \$ 1,344,177             |                           |                      | \$ 2,084,009  |
| 72810 OTHER SUPPORT SERVICES         | \$ 181,415          | \$ 31,569                | \$ 41,771                |                           |                      | \$ 73,340     |
| 73100 FOOD SERVICE                   | \$ -                | \$ -                     | \$ -                     |                           |                      | \$ -          |
| 73300 COMMUNITY SERVICES             | \$ 759,373          | \$ 146,062               | \$ 150,338               |                           |                      | \$ 296,401    |
| 73400 EARLY CHILDHOOD EDUCATION      | \$ 518,362          | \$ 68,300                | \$ 138,878               |                           |                      | \$ 207,178    |
| 76100 REGULAR CAPITAL OUTLAY         | \$ 1,150,653        | \$ 947,371               | \$ 993,258               |                           |                      | \$ 1,940,628  |
| 99100 TRANSFERS                      | \$ 339,000          | \$ 56,482                | \$ 112,964               |                           |                      | \$ 169,446    |
| <b>TOTAL</b>                         | \$ 94,888,965       | \$ 13,692,956            | \$ 23,113,197            |                           |                      | \$ 36,806,153 |

**WASHINGTON COUNTY BOARD OF EDUCATION  
FUND 142 - GENERAL PURPOSE SCHOOL FUND  
BUDGET TO ACTUAL QUARTERLY REPORT AS OF SEPTEMBER 2023**

|                                    | 2023-2024<br>Budget | Actual<br>Jul-Sept. 2023 | Actual<br>Oct.-Dec. 2023 | Actual<br>Jan.-March 2024 | Actual<br>April-June | Total<br>YTD |
|------------------------------------|---------------------|--------------------------|--------------------------|---------------------------|----------------------|--------------|
| <b>Revenues</b>                    |                     |                          |                          |                           |                      |              |
| 46000 State of Tennessee           | \$ -                | \$ -                     |                          |                           |                      | \$ -         |
| 47000 Federal Thru State           | \$ 10,254,276       | \$ 1,593,393             | \$ 1,362,568             |                           |                      | \$ 2,955,961 |
| 49000 Other Sources                | \$ -                | \$ -                     |                          |                           |                      | \$ -         |
| <b>TOTAL</b>                       | \$ 10,254,276       | \$ 1,593,393             | \$ 1,362,568             |                           |                      | \$ 2,955,961 |
| <b>Expenses</b>                    |                     |                          |                          |                           |                      |              |
| 71100 REGULAR INSTRUCTION          | \$ 3,244,228        | \$ 555,081               | \$ 518,983               |                           |                      | \$ 1,074,063 |
| 71200 SPECIAL EDUCATION PROGRAM    | \$ 2,303,344        | \$ 258,083               | \$ 568,847               |                           |                      | \$ 826,930   |
| 71300 VOCATIONAL EDUCATION PROGRAM | \$ 105,379          | \$ 36,851                | \$ 15,042                |                           |                      | \$ 51,893    |
| 72120 HEALTH SERVICES              | \$ 145,726          | \$ 24,145                | \$ 36,000                |                           |                      | \$ 60,145    |
| 72130 OTHER STUDENT SUPPORT        | \$ 1,108,302        | \$ 127,156               | \$ 201,802               |                           |                      | \$ 328,958   |
| 72210 SUPPORT REGULAR INSTRUCTION  | \$ 2,052,005        | \$ 170,072               | \$ 383,807               |                           |                      | \$ 553,878   |
| 72220 SUPPORT SPECIAL EDUCATION -  | \$ 192,280          | \$ 22,416                | \$ 19,331                |                           |                      | \$ 41,746    |
| 72250 SUPPORT EDUCATION TECHNOLOGY | \$ 43,970           | \$ 17,570                | \$ 20,770                |                           |                      | \$ 38,340    |
| 72710 STUDENT TRANSPORTATION       | \$ 721,014          | \$ 42,897                | \$ 152,667               |                           |                      | \$ 195,564   |
| 99100 TRANSFERS                    | \$ 338,028          | \$ -                     | \$ -                     |                           |                      | \$ -         |
| <b>TOTAL</b>                       | \$ 10,254,276       | \$ 1,254,271             | \$ 1,917,246             |                           |                      | \$ 3,171,518 |

**WASHINGTON COUNTY BOARD OF EDUCATION  
 FUND 143 - CENTRAL CAFETERIA FUND  
 BUDGET TO ACTUAL QUARTERLY REPORT AS OF SEPTEMBER 2023**

|                                    | 2023-2024<br>Budget | Actual<br>Jul-Sept. 2023 | Actual<br>Oct.-Dec. 2023 | Actual<br>Jan.-March 2024 | Actual<br>April-June | Total<br>YTD        |
|------------------------------------|---------------------|--------------------------|--------------------------|---------------------------|----------------------|---------------------|
| <b>Revenues</b>                    |                     |                          |                          |                           |                      |                     |
| 40000                              | \$ 26,000           | \$ 13,951                | \$ -                     |                           |                      | \$ 13,951           |
| 43000 Charges for Current Services | \$ 1,240,000        | \$ 302,442               | \$ 330,034               |                           |                      | \$ 632,477          |
| 44000 Other Local Revenue          | \$ -                | \$ -                     | \$ -                     |                           |                      | \$ -                |
| 46500 State of Tennessee           | \$ 36,612           | \$ -                     | \$ -                     |                           |                      | \$ -                |
| 47100 Federal Thru State           | \$ 2,711,583        | \$ 542,008               | \$ 708,187               |                           |                      | \$ 1,250,195        |
| 39000 Dietary Fund Balance         | \$ 688,996          |                          | \$ -                     |                           |                      | \$ -                |
| <b>TOTAL</b>                       | <u>\$ 4,703,191</u> | <u>\$ 858,401</u>        | <u>\$ 1,038,221</u>      |                           |                      | <u>\$ 1,896,622</u> |
| <b>Expenses</b>                    |                     |                          |                          |                           |                      |                     |
| 73100 FOOD SERVICE                 | \$ 4,703,191        | \$ 1,512,048             | \$ 1,297,993             |                           |                      | \$ 2,810,042        |
| 99100 OPERATING TRANSFERS          | \$ -                | \$ -                     | \$ -                     |                           |                      | \$ -                |
| <b>TOTAL</b>                       | <u>\$ 4,703,191</u> | <u>\$ 1,512,048</u>      | <u>\$ 1,297,993</u>      |                           |                      | <u>\$ 2,810,042</u> |

| Employee         | Disposition/New hire | School, Position                 | Effective Date                    | Replacing    |
|------------------|----------------------|----------------------------------|-----------------------------------|--------------|
| Vanessa Noblet   | Approved Substitute  |                                  | 1/30/24                           | Ongoing Need |
| Michael Rice     | New Hire             | JES, Head Track Coach            | 2/1/24                            | Sarah Drew   |
| Destanie Sweeney | Requested Leave      | DCHS, Asst. Principal            | beginning 1/29/24 through 5/1/24  |              |
| Chase Byrd       | Requested Leave      | S. Central, Guidance Counselor   | beginning 5/15/24 through 5/24/24 |              |
| Kyleah Mauk      | Requested Leave      | W. View, Reading Interventionist | beginning 3/19/24 through 4/17/24 |              |
| Johnathan Garst  | Requested Leave      | DCHS, Asst Band Director         | beginning 2/28/24 through 5/24/24 |              |
| Angela Garst     | Requested Leave      | Grandview, RTI Interventionist   | beginning 2/28/24 through 5/24/24 |              |

|  |  |  |   |  |   |   |               |  |
|--|--|--|---|--|---|---|---------------|--|
| Intent to Apply/Research   | Grants Writer/Manager's Report   | February 2024  |   |  |   |   |               |  |
| Tennessee Department of Mental Health & Substance Abuse Services<br>Division of Children and Youth | Researching and discussion with Coordinated School Health and Community Partners possible requirements   | Completed Proposals Due: February 16, 2024   |   |  |   |   |               |  |
| School Violence Prevention Program   | Research and data collection to provide signal boosters and other school safety measures in schools  | spring 2024 submission   |   |  |   |   |               |  |
| Bureau of Justice STOP School Violence Grant   | Research and data collection to provide mental health/social workers for districtwide services   | spring 2024 submission   |   |  |   |   |               |  |
| Assisting Operations Department  | Proactively researching to assist with heating and cooling alternative for one high school   |  |   |  |   |   |               |  |
| Snapdragon Book Foundation   | supply Career Awareness books to student in K-8 connecting to the ISM grant CTE/STEM Labs in the Elementary Schools.   |  |   |  |   |   |               |  |
| Kids Spark Grant   | PreK-1 STEM focus activities bridging to higher level STEM curriculum. One School  |  |   |  |   |   |               |  |
| Gopher's Grant   | Physical Education equipment   | District-wide  |   |  |   |   |               |  |
| Further CTE/STEM opportunities   | researching funding opportunities for furthering the vertical alignment (younger grades) of the CTE/STEM ISM lab programs                                    |  |   |  |   |   | District-wide |  |
| Grants Awarded   |  |  |   |  |   |   |               |  |
| Grants Managed   |  |  |   |  |   |   |               |  |
| Governor's Early Literacy Foundation   | Reporting FY 23 for grant pertaining to the book bus   |  |   |  |   |   |               |  |
| TVA Classroom STEM grant   | TVA STEM Classroom grant - provide guidance when requested on how to write a grant, this grantor prefers it to be teacher written                            |  | TOTAL \$21,000, 5 schools   | Will be in charge of awarded funding and expenditures and assist teachers with any questions of the grant reporting process. |   |   |               |  |
| ESSERF Data Collection   | Due April 17, 2024   | Require reporting periods cover the previous state fiscal year (July 1, 2022- June 30, 2023) only if the SEA reimbursed to the LEA during this window. |   |  |   |   |               |  |
| Resilient Grant roll-over funds  | Will provide professional development to various teachers, administrators, counselors, social workers in connection with social and emotional/mental health. |  | tentatively March 5th, 2024   | help with any grant related reimbursement request documentation  |   |   |               |  |
| ETSU SLICE - SL Partnership STEM LITERACY COMPUTATION IN EDUCATION WITH SCHOOL LEADERS             | ETSU federal government grant we have partnered  | I am the Co-PI-LEA CONTACT for Washington County   | Financial reimbursements invoices and execution of purchases with schools' classroom minigrants that will be provided at the end of year 2 grant term and any other needs that may occur. | help with any grant related reimbursement request documentation  |   |   |               |  |
| Public School Security Grant   | \$335,172.42   | Systemwide Security Camera System project  | Operations department   | STILL ACTIVE   | help with any grant related reimbursement request documentation |   |               |  |
| LEAPS PROGRAM  | STARTED AUGUST, 2023   | UPDATED EPLAN BUDGET \$75,000  | Provide all necessary documentation into Department of Human Services Child Care Provider Portal to renew the SCES LEAPS site for continuing service                                      | Assist new director with ELAP (attendance and data entry program) - done   | purchasing and personnel funding                                | help with any grant related reimbursement request documentation |               |  |
| ISM Grant  | Application Submitted, Teachers hired, equipment being purchased.  |  | Assist CTE Director when needed   |  |   |   |               |  |

|   |   |   |  |  |   |                                  |  |
|---|---|---|--|--|---|----------------------------------|--|
| Fulfill Federal requirement of LEAs receiving ESSER 3.0 funds | Addenda must be updated every six months  | DONE  | Provide Safe Return to In-Person Instruction and Continuity of Services (i.e., Health and Safety Plan and Public Plan for Remaining Funds, and collect public input. | next is ESSERF reporting due April 17,2024                                 |   |                                  |  |
| <b>BEST FOR ALL GRANT</b>                                     | expenditures for roll over by September 30, 2023  |   | Schools  | <b>help with any grant related reimbursement request documentation</b>     |   |                                  |  |
| ARP 2.0 Homeless Grant  | one more year with this grant FY24, ePlan management  | In collaboration with Director of Attendance and Chief Students Supports Officer.   | Providing purchasing and documentation support.  | HELP WITH REPORTING  | <b>help with any grant related reimbursement request documentation</b>                  |                                  |  |
| Math Implementation Support Grant                             | <b>Last year for Math Implementation Grant</b>  | NIET will assist with math standards and textbook adoption  | Academics Department   |  |   |                                  |  |
| TN All Corps  | Academics Department  | assist if needed  | <b>help with any grant related reimbursement request documentation</b>   |  |   |                                  |  |
| Equipment Grant   | Awarded <b>\$60,000</b>   | Dishwasher at Gray elementary awarded 4-3-2023  | will do the reporting when requested from State Department   | Food Service to send document of purchasing of equipment for reimbursement | finished and reimbursed fall 2023   |                                  |  |
| RDE4HT ETCleanFuels   | Rebate for 5 propane buses  | <b>\$78,000 Revised award</b>   | For one new propane school bus and three new diesel buses  | Buses are expecting to arrive September-October                            | this project is still open due to waiting time  |                                  |  |
| School Uplift Program. Funds awarded May 1, 2023.             | <b>Winners for the School Uplift Program: Gray Elementary \$25,000, Lamar \$10,000, SSES \$10,000, West View \$10,000, RVES \$10,000, GVES \$10,000, FBES \$10,000, SCES \$10,000, BCE \$10,000, DBHS \$10,000, DCHS \$10,000</b> |   |  | Working with Operations department   | Reporting for reimbursements, extensions granted for schools not finished with projects | <b>DONE \$125,000 reimbursed</b> |  |
| ESSER 2.0 and ESSER 3.0 Level 2 monitoring                    | Due October 13, 2023 -Done  |   |  |  |   |                                  |  |
| ISM grant monitoring  | Finished  | Will be doing revisions to provide necessary classroom upgrades in turn to provide students with school base enterprise opportunities and Early Post Secondary Opportunities and industry credentials |  |  |   |                                  |  |
| Mandatory Threat Assessment Team Reporting                    | Assist Operations Department  | Finished  |  |  |   |                                  |  |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: Boones Creek Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|----------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 368               | 6610        | Fed. Reimbursement 2987.40 |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 65             |             | State Reimbursement 0.00   |
| ADA          | 0         | 773         | 773   | 773    | 773   | 0             | Enrollment 824         |             |                            |
| ADP          | 0         | 124         | 318   | 0      | 0     | 0             | Highest Free 374       |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 65     |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 831 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 1854  | 704.52             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 1854  | 704.52             | 0.00                |

| Lunch     |      |         |      | Snack     |   |      |      |
|-----------|------|---------|------|-----------|---|------|------|
| Free      | 0    | 0.00    | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00    | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 4756 | 2282.88 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 4756 | 2282.88 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: Daniel Boone High

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications   | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|-------------------------|-------------|----------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 328                | 4429        | Fed. Reimbursement 2054.62 |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 66              |             | State Reimbursement 0.00   |
| ADA          | 0         | 1016        | 1016  | 1016   | 1016  | 0             | Enrollment 1083         |             |                            |
| ADP          | 0         | 48          | 248   | 0      | 0     | 0             | Highest Free 349        |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 71      |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 1135 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 713   | 270.94             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 713   | 270.94             | 0.00                |

| Lunch     |      |         |      | Snack     |   |      |      |
|-----------|------|---------|------|-----------|---|------|------|
| Free      | 0    | 0.00    | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00    | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 3716 | 1783.68 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 3716 | 1783.68 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: David Crockett High School

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications   | Total Count                |
|--------------|-----------|-------------|-------|--------|-------|---------------|-------------------------|----------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 420                | 6042                       |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 116             | Fed. Reimbursement 2763.26 |
| ADA          | 0         | 1004        | 1004  | 1004   | 1004  | 0             | Enrollment 1070         | State Reimbursement 0.00   |
| ADP          | 0         | 92          | 312   | 0      | 0     | 0             | Highest Free 463        |                            |
|              |           |             |       |        |       |               | Highest Reduced 122     |                            |
|              |           |             |       |        |       |               | Highest Enrollment 1149 |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 1369  | 520.22             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 1369  | 520.22             | 0.00                |

| Lunch     |      |         |      | Snack     |   |      |      |
|-----------|------|---------|------|-----------|---|------|------|
| Free      | 0    | 0.00    | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00    | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 4673 | 2243.04 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 4673 | 2243.04 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: Fall Branch Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                           |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|---------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 108               | 2152        | Fed. Reimbursement 969.56 |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 29             |             | State Reimbursement 0.00  |
| ADA          | 0         | 235         | 235   | 235    | 235   | 0             | Enrollment 250         |             |                           |
| ADP          | 0         | 43          | 102   | 0      | 0     | 0             | Highest Free 113       |             |                           |
|              |           |             |       |        |       |               | Highest Reduced 29     |             |                           |
|              |           |             |       |        |       |               | Highest Enrollment 256 |             |                           |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 634   | 240.92             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 634   | 240.92             | 0.00                |

| Lunch     |      |        |      | Snack     |   |      |      |
|-----------|------|--------|------|-----------|---|------|------|
| Free      | 0    | 0.00   | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00   | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 1518 | 728.64 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 1518 | 728.64 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: Grandview Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|----------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 305               | 5966        | Fed. Reimbursement 2672.08 |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 62             |             | State Reimbursement 0.00   |
| ADA          | 0         | 606         | 606   | 606    | 606   | 0             | Enrollment 645         |             |                            |
| ADP          | 0         | 128         | 270   | 0      | 0     | 0             | Highest Free 305       |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 65     |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 650 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 1916  | 728.08             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 1916  | 728.08             | 0.00                |

| Lunch     |      |         |      | Snack     |   |      |      |
|-----------|------|---------|------|-----------|---|------|------|
| Free      | 0    | 0.00    | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00    | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 4050 | 1944.00 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 4050 | 1944.00 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: Gray Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|----------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 217               | 3461        | Fed. Reimbursement 1576.58 |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 47             |             | State Reimbursement 0.00   |
| ADA          | 0         | 472         | 472   | 472    | 472   | 0             | Enrollment 503         |             |                            |
| ADP          | 0         | 57          | 175   | 0      | 0     | 0             | Highest Free 221       |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 47     |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 507 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 847   | 321.86             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 847   | 321.86             | 0.00                |

| Lunch     |      |         |      | Snack     |   |      |      |
|-----------|------|---------|------|-----------|---|------|------|
| Free      | 0    | 0.00    | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00    | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 2614 | 1254.72 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 2614 | 1254.72 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: Jonesborough Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|----------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 446               | 7361        | Fed. Reimbursement 3356.88 |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 108            |             | State Reimbursement 0.00   |
| ADA          | 0         | 863         | 863   | 863    | 863   | 0             | Enrollment 919         |             |                            |
| ADP          | 0         | 118         | 374   | 0      | 0     | 0             | Highest Free 458       |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 108    |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 931 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 1764  | 670.32             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 1764  | 670.32             | 0.00                |

| Lunch     | Count | Fed. Reimbursement | State Reimbursement | Snack     | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-----------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free      | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced   | 0     | 0.00               | 0.00                |
| Full Pay  | 5597  | 2686.56            | 0.00                | Full Pay  | 0     | 0.00               | 0.00                |
| Sub Total | 5597  | 2686.56            | 0.00                | Sub Total | 0     | 0.00               | 0.00                |

| Milk Program | Count | Fed. Reimbursement | State Reimbursement | Supper    | Count | Fed. Reimbursement | State Reimbursement |
|--------------|-------|--------------------|---------------------|-----------|-------|--------------------|---------------------|
| Free         | 0     | 0.0                | 0.0                 | Free      | 0     | 0.00               | 0.00                |
| Paid         | 0     | 0.0                | 0.0                 | Reduced   | 0     | 0.00               | 0.00                |
| Sub Total    | 0     | 0.0                | 0.0                 | Full Pay  | 0     | 0.00               | 0.00                |
|              |       |                    |                     | Sub Total | 0     | 0.00               | 0.00                |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: Lamar Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|----------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 257               | 6450        | Fed. Reimbursement 2898.80 |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 39             |             | State Reimbursement 0.00   |
| ADA          | 0         | 387         | 387   | 387    | 387   | 0             | Enrollment 412         |             |                            |
| ADP          | 0         | 132         | 299   | 0      | 0     | 0             | Highest Free 263       |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 40     |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 419 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 1972  | 749.36             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 1972  | 749.36             | 0.00                |

| Lunch     | Count | Fed. Reimbursement | State Reimbursement | Snack     | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-----------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free      | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced   | 0     | 0.00               | 0.00                |
| Full Pay  | 4478  | 2149.44            | 0.00                | Full Pay  | 0     | 0.00               | 0.00                |
| Sub Total | 4478  | 2149.44            | 0.00                | Sub Total | 0     | 0.00               | 0.00                |

| Milk Program | Count | Fed. Reimbursement | State Reimbursement | Supper    | Count | Fed. Reimbursement | State Reimbursement |
|--------------|-------|--------------------|---------------------|-----------|-------|--------------------|---------------------|
| Free         | 0     | 0.0                | 0.0                 | Free      | 0     |                    | 0.00                |
| Paid         | 0     | 0.0                | 0.0                 | Reduced   | 0     |                    | 0.00                |
| Sub Total    | 0     | 0.0                | 0.0                 | Full Pay  | 0     |                    | 0.00                |
|              |       |                    |                     | Sub Total | 0     |                    | 0.00                |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: Ridgeview Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|----------------------------|
| Schools      | 1         | 0           | 1     | 0      | 0     | 0             | Free 171               | 4132        | Fed. Reimbursement 1894.76 |
| Serving Days | 15        | 0           | 15    | 0      | 0     | 0             | Reduced 43             |             | State Reimbursement 0.00   |
| ADA          | 741       | 0           | 741   | 741    | 741   | 0             | Enrollment 789         |             |                            |
| ADP          | 60        | 0           | 217   | 0      | 0     | 0             | Highest Free 175       |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 44     |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 800 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 886   | 336.68             | 0.00                | Full Pay    | 0     | 0.00               | 0.00                |
| Sub Total | 886   | 336.68             | 0.00                | Sub Total   | 0     | 0.00               | 0.00                |

| Lunch     |      |         |      | Snack     |   |      |      |
|-----------|------|---------|------|-----------|---|------|------|
| Free      | 0    | 0.00    | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00    | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 3246 | 1558.08 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 3246 | 1558.08 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: South Central Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications |     | Total Count |                     |
|--------------|-----------|-------------|-------|--------|-------|---------------|-----------------------|-----|-------------|---------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free                  | 120 | 3295        | Fed. Reimbursement  |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced               | 28  |             | 1461.10             |
| ADA          | 0         | 173         | 173   | 173    | 173   | 0             | Enrollment            | 184 |             | State Reimbursement |
| ADP          | 0         | 81          | 140   | 0      | 0     | 0             | Highest Free          | 122 |             | 0.00                |
|              |           |             |       |        |       |               | Highest Reduced       | 28  |             |                     |
|              |           |             |       |        |       |               | Highest Enrollment    | 186 |             |                     |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 1205  | 457.90             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 1205  | 457.90             | 0.00                |

| Lunch     |      |         |      | Snack     |   |      |      |
|-----------|------|---------|------|-----------|---|------|------|
| Free      | 0    | 0.00    | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00    | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 2090 | 1003.20 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 2090 | 1003.20 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: Sulphur Springs Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|----------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 148               | 2817        | Fed. Reimbursement 1288.66 |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 37             |             | State Reimbursement 0.00   |
| ADA          | 0         | 347         | 347   | 347    | 347   | 0             | Enrollment 369         |             |                            |
| ADP          | 0         | 43          | 146   | 0      | 0     | 0             | Highest Free 149       |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 37     |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 370 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 635   | 241.30             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 635   | 241.30             | 0.00                |

| Lunch     |      |         |      | Snack     |   |      |      |
|-----------|------|---------|------|-----------|---|------|------|
| Free      | 0    | 0.00    | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00    | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 2182 | 1047.36 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 2182 | 1047.36 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: University School

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|----------------------------|
| Schools      | 1         | 0           | 1     | 0      | 0     | 0             | Free 86                | 1609        | Fed. Reimbursement 2377.42 |
| Serving Days | 12        | 0           | 14    | 0      | 0     | 0             | Reduced 24             |             | State Reimbursement 0.00   |
| ADA          | 574       | 0           | 574   | 574    | 574   | 0             | Enrollment 611         |             |                            |
| ADP          | 13        | 0           | 104   | 0      | 0     | 0             | Highest Free 87        |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 24     |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 612 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 53    | 120.84             | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 6     | 11.88              | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 94    | 35.72              | 0.00                | Full Pay    | 0     | 0.00               | 0.00                |
| Sub Total | 153   | 168.44             | 0.00                | Sub Total   | 0     | 0.00               | 0.00                |

| Lunch     | Count | Fed. Reimbursement | State Reimbursement | Snack     | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-----------|-------|--------------------|---------------------|
| Free      | 308   | 1333.64            | 0.00                | Free      | 0     | 0.00               | 0.00                |
| Reduced   | 94    | 369.42             | 0.00                | Reduced   | 0     | 0.00               | 0.00                |
| Full Pay  | 1054  | 505.92             | 0.00                | Full Pay  | 0     | 0.00               | 0.00                |
| Sub Total | 1456  | 2208.98            | 0.00                | Sub Total | 0     | 0.00               | 0.00                |

| Milk Program | Count | Fed. Reimbursement | State Reimbursement | Supper    | Count | Fed. Reimbursement | State Reimbursement |
|--------------|-------|--------------------|---------------------|-----------|-------|--------------------|---------------------|
| Free         | 0     | 0.0                | 0.0                 | Free      | 0     | 0.00               | 0.00                |
| Paid         | 0     | 0.0                | 0.0                 | Reduced   | 0     | 0.00               | 0.00                |
| Sub Total    | 0     | 0.0                | 0.0                 | Full Pay  | 0     | 0.00               | 0.00                |
|              |       |                    |                     | Sub Total | 0     | 0.00               | 0.00                |

# Basic Claims

School: All Schools

Method: Summary By School

Start Date: 01/01/2024

End Date: 01/31/2024

Current School: West View Elementary

|              | Breakfast | Severe Need | Lunch | Supper | Snack | Area Eligible | Approved Applications  | Total Count |                            |
|--------------|-----------|-------------|-------|--------|-------|---------------|------------------------|-------------|----------------------------|
| Schools      | 0         | 1           | 1     | 0      | 0     | 0             | Free 151               | 3806        | Fed. Reimbursement 1696.78 |
| Serving Days | 0         | 15          | 15    | 0      | 0     | 0             | Reduced 31             |             | State Reimbursement 0.00   |
| ADA          | 0         | 264         | 264   | 264    | 264   | 0             | Enrollment 281         |             |                            |
| ADP          | 0         | 87          | 167   | 0      | 0     | 0             | Highest Free 157       |             |                            |
|              |           |             |       |        |       |               | Highest Reduced 31     |             |                            |
|              |           |             |       |        |       |               | Highest Enrollment 289 |             |                            |

| Breakfast | Count | Fed. Reimbursement | State Reimbursement | Severe Need | Count | Fed. Reimbursement | State Reimbursement |
|-----------|-------|--------------------|---------------------|-------------|-------|--------------------|---------------------|
| Free      | 0     | 0.00               | 0.00                | Free        | 0     | 0.00               | 0.00                |
| Reduced   | 0     | 0.00               | 0.00                | Reduced     | 0     | 0.00               | 0.00                |
| Full Pay  | 0     | 0.00               | 0.00                | Full Pay    | 1301  | 494.38             | 0.00                |
| Sub Total | 0     | 0.00               | 0.00                | Sub Total   | 1301  | 494.38             | 0.00                |

| Lunch     |      |         |      | Snack     |   |      |      |
|-----------|------|---------|------|-----------|---|------|------|
| Free      | 0    | 0.00    | 0.00 | Free      | 0 | 0.00 | 0.00 |
| Reduced   | 0    | 0.00    | 0.00 | Reduced   | 0 | 0.00 | 0.00 |
| Full Pay  | 2505 | 1202.40 | 0.00 | Full Pay  | 0 | 0.00 | 0.00 |
| Sub Total | 2505 | 1202.40 | 0.00 | Sub Total | 0 | 0.00 | 0.00 |

| Milk Program |   |     |     | Supper    |   |  |      |
|--------------|---|-----|-----|-----------|---|--|------|
| Free         | 0 | 0.0 | 0.0 | Free      | 0 |  | 0.00 |
| Paid         | 0 | 0.0 | 0.0 | Reduced   | 0 |  | 0.00 |
| Sub Total    | 0 | 0.0 | 0.0 | Full Pay  | 0 |  | 0.00 |
|              |   |     |     | Sub Total | 0 |  | 0.00 |

A CULINARY ARTS CLASSROOM UPGRADE FOR:

# DAVID CROCKETT HIGH SCHOOL

# WASHINGTON COUNTY SCHOOL SYSTEM

JONESBOROUGH, TN

ARCHITECTS:

## The Lewis Group Architects, Inc.

Knoxville, Tennessee

CONSULTANTS:

**SPODEN & WILSON CONSULTING ENGINEERS**  
STRUCTURAL ENGINEER

**ENGINEERING SERVICES GROUP, INC.**  
MECHANICAL/PLUMBING ENGINEER

**VREELAND ENGINEERS, INC.**  
ELECTRICAL ENGINEER

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## GENERAL INFORMATION

|                                    |   |   |  |
|------------------------------------|---|---|--|
| <b>PROJECT NAME:</b>               | DAVID CROCKETT HIGH SCHOOL<br>CULINARY ARTS CLASSROOM UPGRADE   | <b>STRUCTURAL ENGINEER:</b>                                 | SPODEN & WILSON CONSULTING ENGINEERS<br>STEVE WILSON<br>430 CLAY STREET<br>KINGSPORT, TN 37660<br>(423) 245-1181<br>steve@spodenwilson.com   |
| <b>BUILDING OCCUPANCY:</b>         | GROUP E (EDUCATIONAL) / GROUP A (ASSEMBLY)  | <b>MECHANICAL/PLUMBING ENGINEER:</b>                        | ENGINEERING SERVICES GROUP<br>RUSTY WHILLOCK<br>900 E. HILL AVENUE SUITE 350<br>KNOXVILLE, TN 37915<br>(865) 522-0393<br>(865) 522-0166<br>rwhillock@esg1989.com   |
| <b>BUILDING CONSTRUCTION TYPE:</b> | TYPE II-B, FULLY SPRINKLERED  | <b>ELECTRICAL ENGINEER:</b>                                 | VREELAND ENGINEERS<br>HAROLD DAMRON<br>3107 SUTHERLAND AVENUE<br>KNOXVILLE, TN 37919<br>(865) 745-4402<br>hdamron@vreeleandengineers.com   |
| <b>PROJECT AREA:</b>               | 2066 SF   | <b>APPLICABLE CODES TO WHICH THIS PROJECT WAS DESIGNED:</b> | 2018 INTERNATIONAL BUILDING CODE (IBC)<br>2018 INTERNATIONAL MECHANICAL CODE (IMC)<br>2018 INTERNATIONAL PLUMBING CODE (IPC)<br>2018 INTERNATIONAL FUEL GAS CODE (IFGC)<br>2018 NFPA 101 LIFE SAFETY CODE (LSC)<br>2017 NFPA 70 NATIONAL ELECTRIC CODE<br>2010 AMERICANS WITH DISABILITIES ACT |
| <b>OWNER:</b>                      | WASHINGTON COUNTY SCHOOLS<br>405 W. COLLEGE STREET<br>JONESBOROUGH, TN 37659  |   |  |
| <b>OWNER ADDRESS:</b>              | OLD STATE ROUTE 34<br>JONESBOROUGH, TENNESSEE 37659   |   |  |
| <b>PROJECT ADDRESS:</b>            | THE LEWIS GROUP ARCHITECTS, INC.<br>PAUL MCCALL<br>6512 DEANE HILL DRIVE<br>KNOXVILLE, TN 37919<br>(865) 584-5000<br>(865) 588-1272<br>pmccall@lewisgroup.net |   |  |

## ABBREVIATIONS

|             |                                       |            |                                      |         |                          |
|-------------|---------------------------------------|------------|--------------------------------------|---------|--------------------------|
| A.F.F.      | ABOVE FINISH FLOOR                    | FTG.       | FOOTING                              | REIN.   | REINFORCING              |
| ALT.        | ALTERNATE                             | GALV.      | GALVANIZE                            | REQ'D.  | REQUIRED                 |
| ALUM.       | ALUMINUM                              | G.I.       | GALVANIZED IRON                      | RM.     | ROOM                     |
| ARCH.       | ARCHITECTURE                          | GA.        | GIPSUM                               | R.O.    | ROUGH OPENING            |
| ASPH.       | ASPHALT                               | GYP.       | GYPHSUM                              | R.I.    | ROUGH-IN                 |
| ATTN.       | ATTENTION                             | H.B.       | HOSE BIB                             | SCHED.  | SCHEDULE                 |
| BASMT.      | BASEMENT                              | HWIRE      | HOWIRE                               | SECT.   | SECTION                  |
| BLDG.       | BUILDING                              | HVAC       | HVAC                                 | SHT.    | SHEET                    |
| BLK.        | BLOCK                                 | HGT.       | HEIGHT                               | SH.     | SIMILAR                  |
| BRG.        | BEARING                               | H.M.       | HOLLOW METAL                         | SPECS.  | SPECIFICATIONS           |
| C.B.        | CATCH BASIN                           | I.D.       | INSIDE DIAMETER                      | SQ. FT. | SQUARE FEET              |
| CLG.        | CEILING                               | IN.        | INCH                                 | STD.    | STANDARD                 |
| CLS. OR CL. | CLOSET                                | INCH       | INSIDE DIAMETER                      | STL.    | STEEL                    |
| CLR.        | CLEAR                                 | INV.       | INVERT                               | STOR.   | STORAGE                  |
| COL.        | COLUMN                                | JAN.       | JANITOR                              | S.D.    | STORM DRAIN              |
| COMP.       | COMPOSITION                           | LAV.       | LAVATORY                             | SUSP.   | SUSPENDED                |
| CONC.       | CONCRETE                              | LB.        | POUND                                | SQ.     | SQUARE                   |
| C.M.U.      | CONCRETE MASONRY UNIT                 | M.H.       | MANHOLE                              | S.S.    | STAINLESS STEEL          |
| CONSTR.     | CONSTRUCTION                          | MANUF.     | MANUFACTURER                         | STRCT.  | STRUCTURAL               |
| C.J.        | CONTROL JOINT                         | M.O.       | MASONRY OPENING                      | TILT.   | TILE                     |
| C.T.        | CERAMIC TILE                          | MTL.       | METAL                                | TYP.    | TYPICAL                  |
| DTL.        | DETAIL                                | MECH.      | MECHANICAL                           | U.L.    | UNDERWRITER'S LABORATORY |
| DN.         | DOWN                                  | MAX.       | MAXIMUM                              | UN.O.   | UNLESS OTHERWISE NOTED   |
| D.F.        | DRINKING FOUNTAIN                     | MIN.       | MINIMUM                              | V.C.T.  | VINYL COMPOSITION TILE   |
| D.S.        | DOWNSPOUT                             | MISC.      | MISCELLANEOUS                        | VERT.   | VERTICAL                 |
| EA.         | EACH                                  | N.L.C.     | NOT IN CONTRACT                      | W.C.    | WATER CLOSET             |
| E.I.F.S.    | EXTERIOR INSULATION AND FINISH SYSTEM | N.T.S.     | NOT TO SCALE                         | W.H.    | WATER HEATER             |
| ELEC.       | ELECTRIC                              | NO.        | NUMBER                               | W.F.    | WIDE FLANGE              |
| E.W.C.      | ELECTRIC WATER COOLER                 | O.C.       | ON CENTER                            | WD.     | WOOD                     |
| ELEV.       | ELEVATION                             | O.D.       | OUTSIDE DIAMETER                     | W       | WITH                     |
| EQ.         | EQUAL                                 | O.F.C.I.   | OWNER FURNISHED CONTRACTOR INSTALLED | W/W.F.  | WELDED WIRE FABRIC       |
| EXIST.      | EXISTING                              | OPP.       | OPPOSITE                             | W.W.M.  | WELDED WIRE MESH         |
| EXT.        | EXTERIOR                              | PL.        | PLATE                                | SYMBOLS |                          |
| E.J.        | EXPANSION JOINT                       | PLAS.      | PLASTIC                              | ANGLE   |                          |
| F.E.        | FIRE EXTINGUISHER                     | PLAS. LAM. | PLASTIC LAMINATE                     | @       | AT                       |
| F.E.C.      | FIRE EXTINGUISHER CABINET             | PLUMB.     | PLUMBING                             | ⊥       | CENTER LINE              |
| FLR.        | FLOOR                                 | PLYWD.     | PLYWOOD                              |         |                          |
| F.D.        | FLOOR DRAIN                           | P.T.       | PRESSURE TREATED                     |         |                          |
| F.T.        | FOOT                                  | R.         | RADIUS                               |         |                          |
|             |                                       | R. OR RAD. | RADIUS                               |         |                          |
|             |                                       | R.D.       | ROOF DRAIN                           |         |                          |

## MATERIALS LEGEND

|  |  |  |                                     |
|--|--|--|-------------------------------------|
|  | CONCRETE BLOCK (CMU) IN PLAN OR SECTION            |  | METAL IN SECTION                    |
|  | GYPSUM BOARD, PLASTER OR CONCRETE IN PLAN AS NOTED |  | BRICK                               |
|  | CRUSHED STONE                                      |  | CONCRETE IN SECTION                 |
|  | PLYWOOD  |  | BATT INSULATION                     |
|  | FINISHED WOOD                                      |  | CONCRETE BLOCK (CMU) IN SECTION     |
|  | WOOD FRAMING                                       |  | RIGID INSULATION IN PLAN OR SECTION |
|  | EARTH  |  | STONE IN PLAN OR SECTION            |

## GRAPHIC SYMBOLS

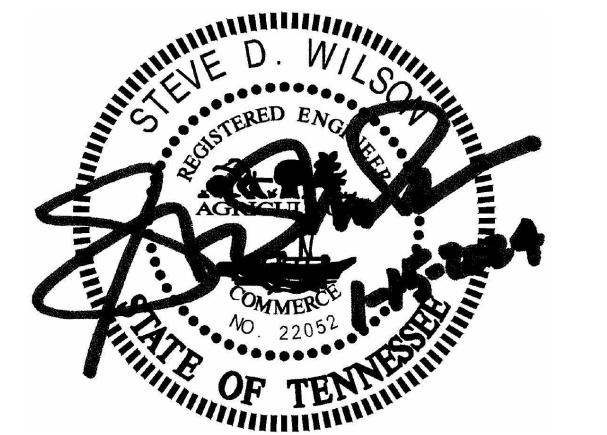
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|--|---|-------|
|  | DETAIL / DRAWING TITLE                          | 1     |
|  | View Name                                       | A1.11 |
|  | DETAIL INDICATOR                                |       |
|  | ROOM TAG  |       |
|  | EXTERIOR ELEVATION TAG                          |       |
|  | SECTION INDICATOR                               |       |
|  | WINDOW / LOUVER / STOREFRONT / CURTAIN WALL TAG |       |
|  | KEYNOTE   |       |
|  | REVISION INDICATOR                              |       |
|  | WALL TAG  |       |

**LEWIS GROUP ARCHITECTS**

6512 DEANE HILL DR. | KNOXVILLE, TN 37919  
PH. 865.584.5000 | FX. 865.588.1272

63 N. OCOEE ST. | CLEVELAND, TN 37311  
PH. 423.476.0012

info@lewisgroup.net | www.lewisgroup.net

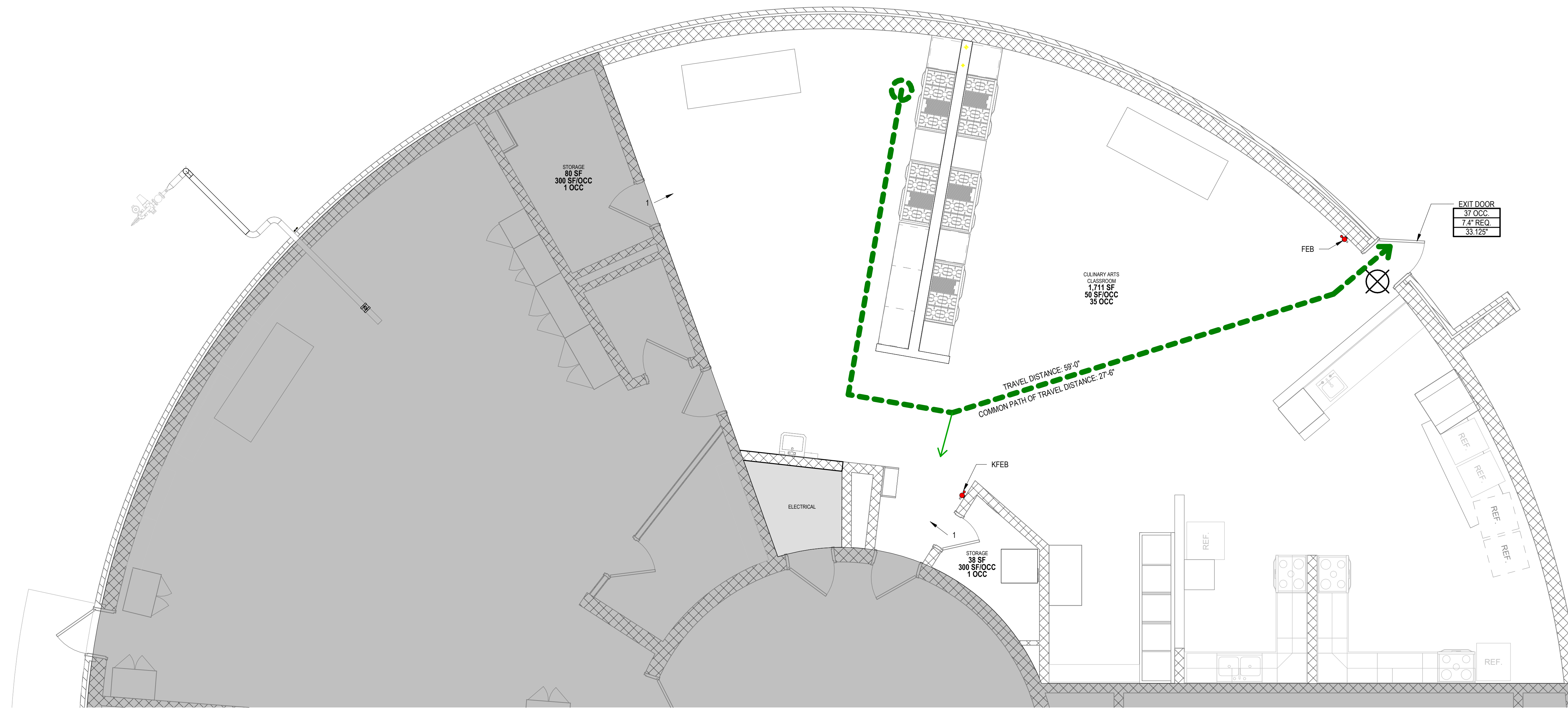


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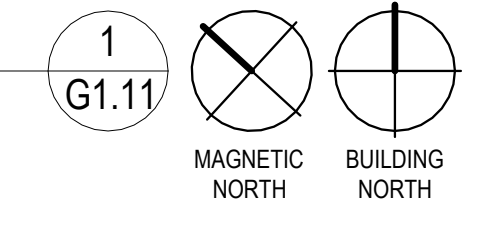
**PROJECT DATE**  
01/15/2024

**PROJECT NO.**  
22040

Set No.



PARTIAL LIFE SAFETY PLAN  
SCALE: 1/4" = 1'-0"



### LIFE SAFETY LEGEND

- ILLUMINATES EXIT SIGN
- ILLUMINATES EXIT SIGN WITH DIRECTIONAL ARROW
- DOOR/GATE EXIT CAPACITY
- ACTUAL OCCUPANT LOAD
- REQUIRED EGRESS WIDTH
- EGRESS WIDTH PROVIDED
- DIRECTION OF TRAVEL WITH ACCUMULATED OCCUPANT LOAD
- TRAVEL DISTANCE PATH
- TRAVEL PATH NAME
- COMMON PATH OF EGRESS TRAVEL DISTANCE
- TRAVEL PATH STARTING POINT
- MAXIMUM TRAVEL DISTANCE FROM FURTHEST POINT
- SECONDARY TRAVEL PATH
- KFEB: CLASS K FIRE EXTINGUISHER ON BRACKET
- FEB: FIRE EXTINGUISHER ON BRACKET

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**Project Status**

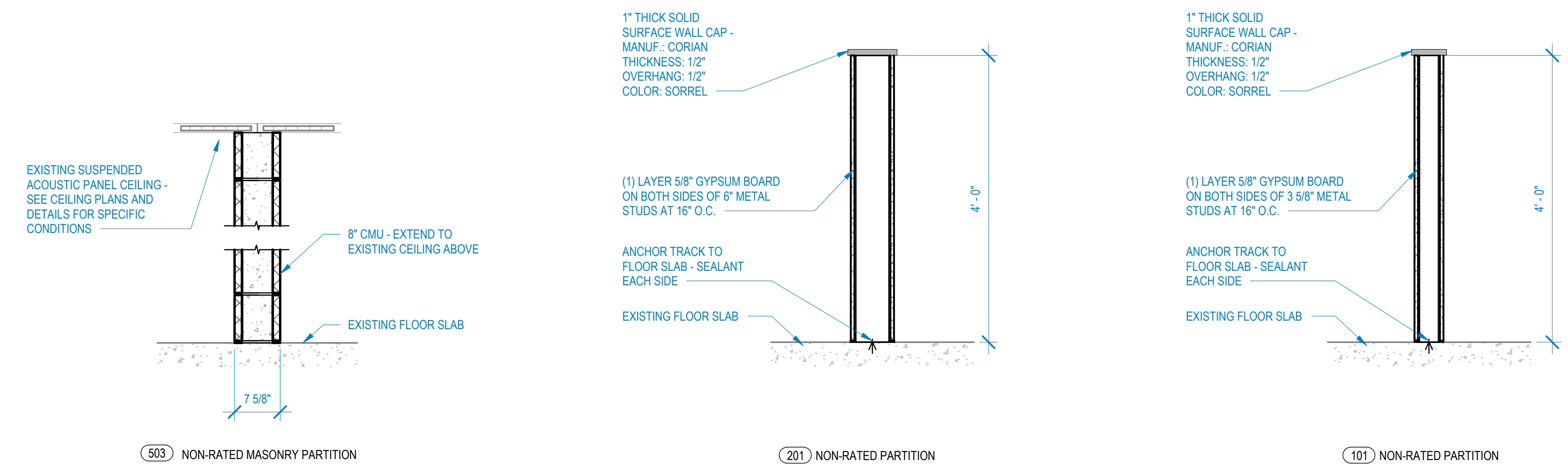
A CULINARY ARTS CLASSROOM UPGRADE FOR:  
**WASHINGTON COUNTY SCHOOL SYSTEM**  
**DAVID CROCKETT HIGH SCHOOL**  
 JONESBOROUGH, TN

### LIFE SAFETY NOTES

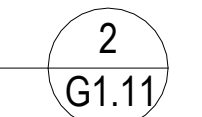
1. THIS PLAN DOCUMENTS THE MAJOR LIFE SAFETY FEATURES OF THIS PROJECT INCLUDING THE EXIT FLOW AND FIRE SEPARATION.
2. REFER TO 201.11 FOR PARTITION TYPES.
3. REFER TO MECHANICAL DRAWINGS FOR LOCATIONS OF FIRE DAMPERS LOCATED IN MECHANICAL DUCTWORK.
5. REFER TO ELECTRICAL DRAWINGS FOR LOCATIONS OF FIRE ALARM SYSTEM.
6. REFER TO REFLECTED CEILING PLANS AND ELECTRICAL DRAWINGS FOR EXIT LIGHT LOCATIONS.
7. EGRESS MEASUREMENT FACTORS PER 2012 NFPA, TABLE 7.3.3.1:  
CORRIDORS: 0.2 INCHES PER OCCUPANT  
DOORS: 0.2 INCHES PER OCCUPANT  
STAIRS: 0.3 INCHES PER OCCUPANT  
RAMPS: 0.2 INCHES PER OCCUPANT
8. OCCUPANT LOAD FACTORS PER IBC 2012 TABLE 1004.1.1 AND 2012 NFPA 101 7.3.1.2:  
CLASSROOM (VOCATIONAL): 50 GSF PER OCCUPANT  
STORAGE: 300 GSF PER OCCUPANT
9. ALL EXITS DISCHARGE TO A PUBLIC WAY.
10. ROOMS WITH GREATER THAN 50 OCCUPANTS HAVE BEEN PROVIDED WITH TWO MEANS OF EGRESS SEPARATED BY A MINIMUM OF 1/3 THE GREATEST DIAGONAL DIMENSION OF THE SPACE.

NOTE:  
FIRE WALLS, FIRE BARRIERS, FIRE PARTITIONS, SMOKE BARRIERS AND SMOKE PARTITIONS OR ANY OTHER WALL REQUIRED TO HAVE PROTECTED OPENINGS OR PENETRATIONS SHALL BE EFFECTIVELY AND PERMANENTLY IDENTIFIED WITH SIGNS OR STENCILING. SUCH IDENTIFICATION SHALL:

- (1) BE LOCATED IN ACCESSIBLE CONCEALED FLOOR, FLOOR/CEILING OR ATTIC SPACES;
- (2) BE LOCATED WITHIN 15 FEET (4572 MM) OF THE END OF EACH WALL AND AT INTERVALS NOT EXCEEDING 30 FEET (9144 MM) MEASURED HORIZONTALLY ALONG THE WALL OR PARTITION; AND
- (3) INCLUDE LETTERING NOT LESS THAN 3 INCHES (76 MM) IN HEIGHT WITH A MINIMUM 3/8 INCH STROKE IN A CONTRASTING COLOR INCORPORATING THE SUGGESTED WORDING: "FIRE AND/OR SMOKE BARRIER—PROTECT ALL OPENINGS" OR OTHER WORDING.



PARTITION TYPES  
SCALE: 3/4" = 1'-0"



DATE: 01/15/2024  
PROJECT NO: 22040  
SBC NO:

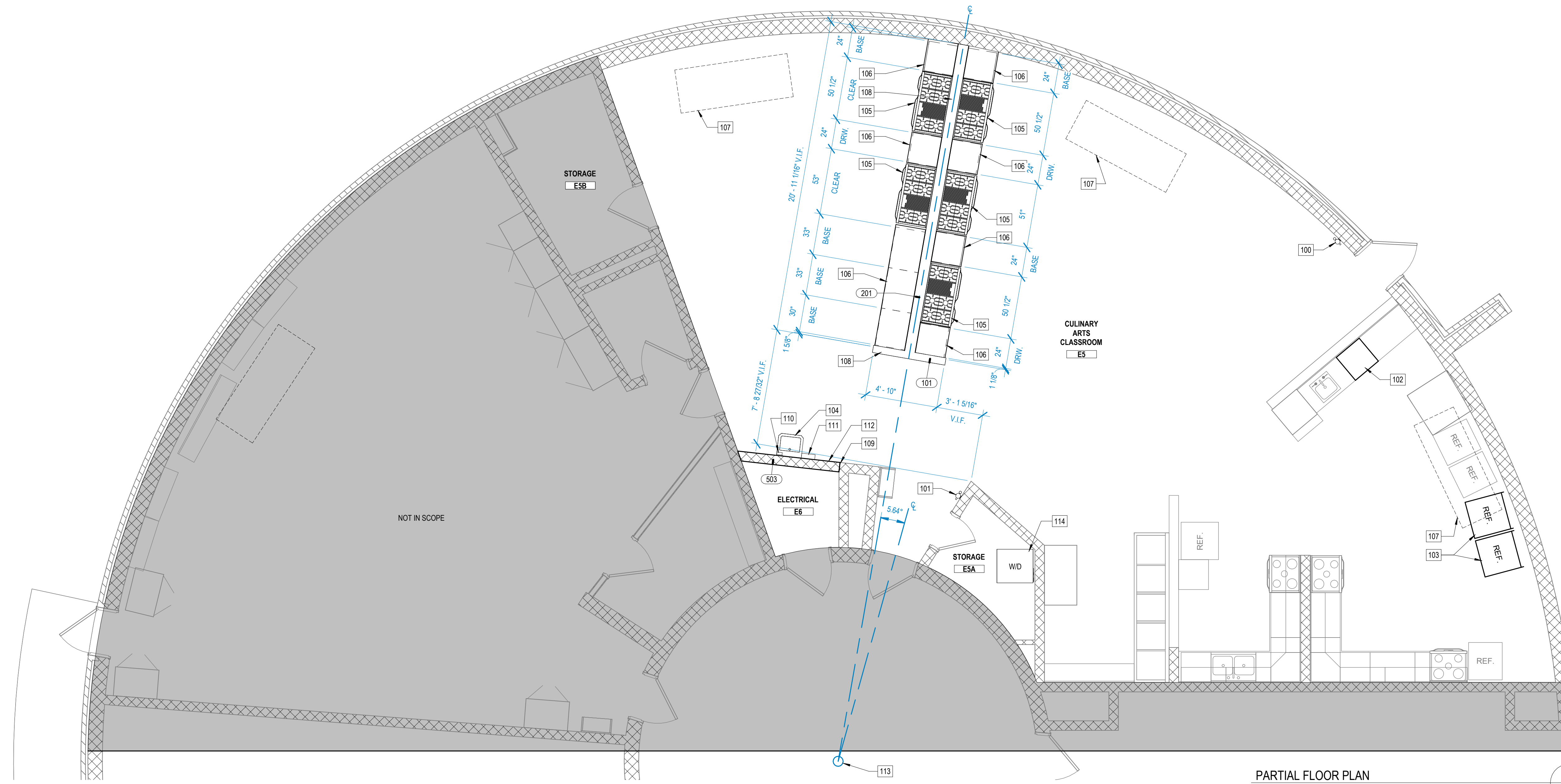
PROJECT REVISIONS

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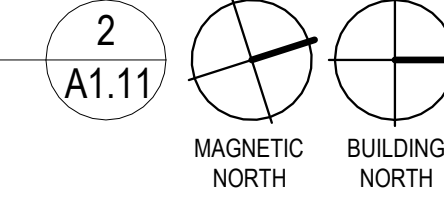
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LIFE SAFETY FLOOR PLANS AND NOTES

**G1.11**



PARTIAL FLOOR PLAN  
SCALE: 1/4" = 1'-0"



**GENERAL FLOOR PLAN NOTES**

- ALL DIMENSIONS ARE TO FACE OF MASONRY, FACE OF CONC. WALL, FACE OF STUD AT STUD WALLS, CENTERLINE OF COLUMN, EDGE OF WALK OR FACE OF CURB UNLESS NOTED OTHERWISE.
- CONTRACTOR SHALL NOT SCALE THIS OR ANY OTHER DRAWING IN CONTRACT DOCUMENTS. DIMENSIONS SHALL ALWAYS TAKE PRECEDENCE. CONTACT ARCHITECT FOR CLARIFICATION CONCERNING ANY AND ALL DISCREPANCIES.
- CONTRACTOR SHALL VERIFY ALL CONDITIONS AND DIMENSIONS CONCERNING FIXTURE AND EQUIPMENT LOCATIONS ON-SITE. DO NOT SCALE THIS OR ANY OTHER DRAWING. IN THE EVENT DIMENSIONS ARE IN QUESTION OR IF ANY DISCREPANCIES ARE ENCOUNTERED DURING CONSTRUCTION, THE CONTRACTOR SHALL NOTIFY THE ARCHITECT FOR CLARIFICATION PRIOR TO PROCEEDING WITH THE WORK.
- REFER TO WALL LEGEND FOR TYPE OF CONSTRUCTION OF ALL INTERIOR WALLS.
- ITEMS NOT INCLUDED IN GENERAL CONTRACTORS CONTRACT ARE MARKED "N.I.C." (NOT IN CONTRACT) AND SHALL BE PERFORMED BY OWNER'S OWN FORCES OR OTHERS. REFER TO SPECIFICATIONS FOR ADDITIONAL INFORMATION.
- IN CASE OF DIMENSIONAL DISCREPANCIES BETWEEN ARCHITECTURAL AND ENGINEERING DRAWINGS, CONTACT ARCHITECT FOR CLARIFICATION.
- CONTRACTOR AND SUBCONTRACTORS SHALL BE RESPONSIBLE FOR COORDINATION OF THEIR SPECIFIC TRADES. FAILURE TO FAMILIARIZE THEMSELVES WITH OTHER TRADES IN THE ENTIRE CONTRACT DOCUMENTS PACKAGE SHALL RESULT IN CORRECTING AND/OR PROVIDING THESE SERVICES AT NO ADDITIONAL COST TO THE OWNER.
- THE GENERAL CONTRACTOR AND ALL SUBCONTRACTORS SHALL UNDERSTAND THAT THESE DRAWINGS ARE PART OF THE CONTRACT DOCUMENTS AND ARE ALL INCLUSIVE AS AN ENTIRE PACKAGE AND ARE NOT TO BE BROKEN UP INTO SETS FOR DIFFERENT TRADES, INCLUDING, BUT NOT LIMITED TO MECHANICAL, PLUMBING, & ELECTRICAL.
- ALL MASONRY UNITS THAT NEED TO BE ALTERED, SUCH AS PIPE SLEEVES, ELECTRICAL BOXES, ETC. SHALL BE IN ACCORDANCE WITH SPECIFICATIONS. CONTRACTOR SHALL NOT BREAK UNITS WITH HAMMERS OR OTHER LIKE INSTRUMENTS.

**WALL LEGEND**

- EXISTING MASONRY WALL
- NEW MASONRY WALL
- NEW METAL STUD WALL
- PARTITION TYPE - SEE 2/G1.11

**FLOOR PLAN KEYNOTES**

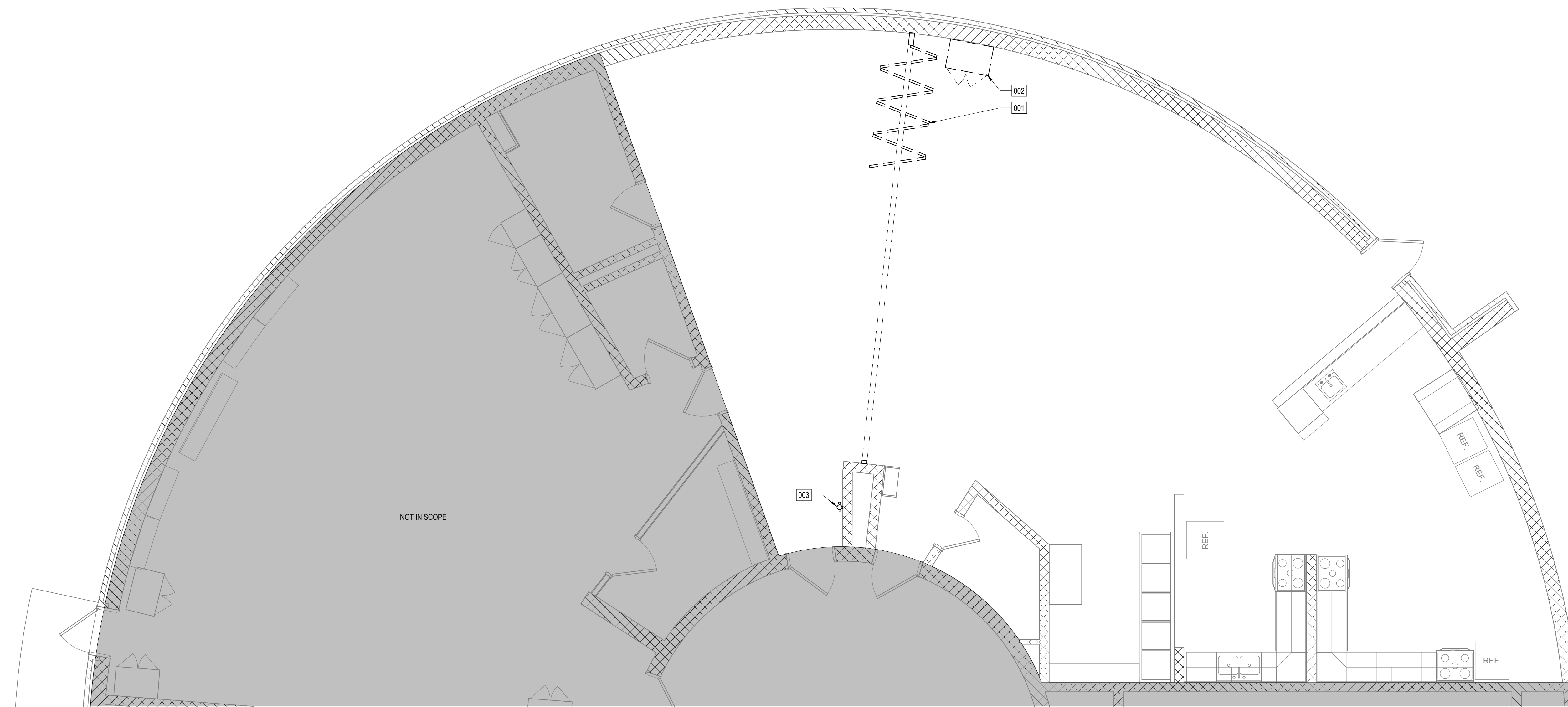
|     |  |
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| 100 | RELOCATED FIRE EXTINGUISHER ON BRACKET - EXACT LOCATION TO BE DETERMINED IN FIELD                          |
| 101 | NEW CLASS K FIRE EXTINGUISHER ON BRACKET PER NFPA 96   |
| 102 | NEW RESIDENTIAL DISHWASHER - SEE PLUMBING DRAWINGS - REMOVE EXISTING MILLWORK AS REQUIRED FOR INSTALLATION |
| 103 | NEW FREEZER/COOLER - SEE ELECTRICAL DRAWINGS   |
| 104 | NEW HAND-WASH STATION - SEE PLUMBING/ELECTRICAL DRAWINGS   |
| 105 | NEW STOVE/OVEN - O.F.C.I. - SEE PLUMBING/ELECTRICAL DRAWINGS   |
| 106 | NEW MILLWORK - CABINET AND COUNTERTOP WITH 4" BACKSPLASH   |
| 107 | LINE OF EXISTING CEILING UNIT ABOVE  |
| 108 | NEW 4'-0" HEIGHT KNEE WALL - PAINT TO MATCH EXISTING   |
| 109 | ALIGN FACE OF NEW C.M.U. WITH FACE OF EXISTING C.M.U.  |
| 110 | NEW SOAP DISPENSER   |
| 111 | NEW PAPER TOWEL DISPENSER  |
| 112 | BUILD C.M.U. PARTITION UP TO BOTTOM OF EXISTING ACT CEILING  |
| 113 | CENTERPOINT OF CIRCLE  |
| 114 | NEW STACKABLE WASHER/DRYER - USE EXISTING HOOK-UPS   |

**GENERAL DEMOLITION NOTES**

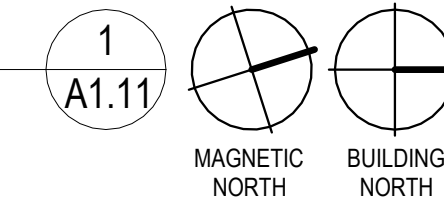
- COORDINATE DEMOLITION PLANS WITH PLANS FOR CONSTRUCTION FOR EXTENT OF REMOVAL. REMOVE ONLY THOSE PORTIONS OF WALLS, CEILINGS & FLOORS NECESSARY TO ACCOMPLISH NEW CONSTRUCTION.
- REPAIR/PATCH ALL EXISTING CEILING GRID AND TILES AFTER DEMOLITION OF EXISTING FOLDING PARTITION. EXISTING MILLWORK SHALL BE RETURNED TO THE OWNER. ITEMS NOT WANTED BY THE OWNER SHALL BE REMOVED FROM THE SITE BY THE CONTRACTOR & DISPOSED OF IN A PROPER & LEGAL MANNER.
- CONTRACTOR TO COORDINATE WITH SCHOOL CONCERNING DOWN TIME OF CULINARY ARTS CLASSROOM.

**DEMOLITION PLAN KEYNOTES**

|     |   |
|-----|---|
| 001 | EXISTING FOLDING PARTITION, TRACK, SUPPORT STRUCTURE, AND ALL ACCESSORIES TO BE REMOVED |
| 002 | EXISTING MILLWORK TO BE REMOVED   |
| 003 | EXISTING FIRE EXTINGUISHER TO BE RELOCATED  |



PARTIAL DEMOLITION PLAN  
SCALE: 1/4" = 1'-0"



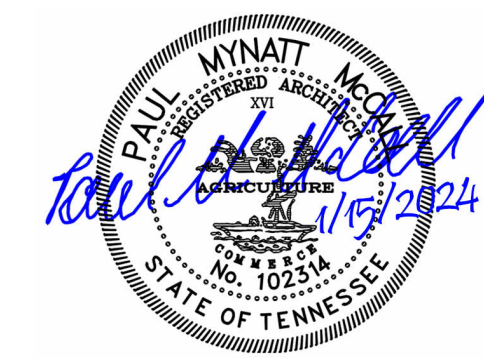
**KEY PLAN**



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**Project Status**



A CULINARY ARTS CLASSROOM UPGRADE FOR:  
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**DAVID CROCKETT HIGH SCHOOL**  
 JONESBOROUGH, TN

DATE: 01/15/2024

PROJECT NO: 22040

SBC NO:

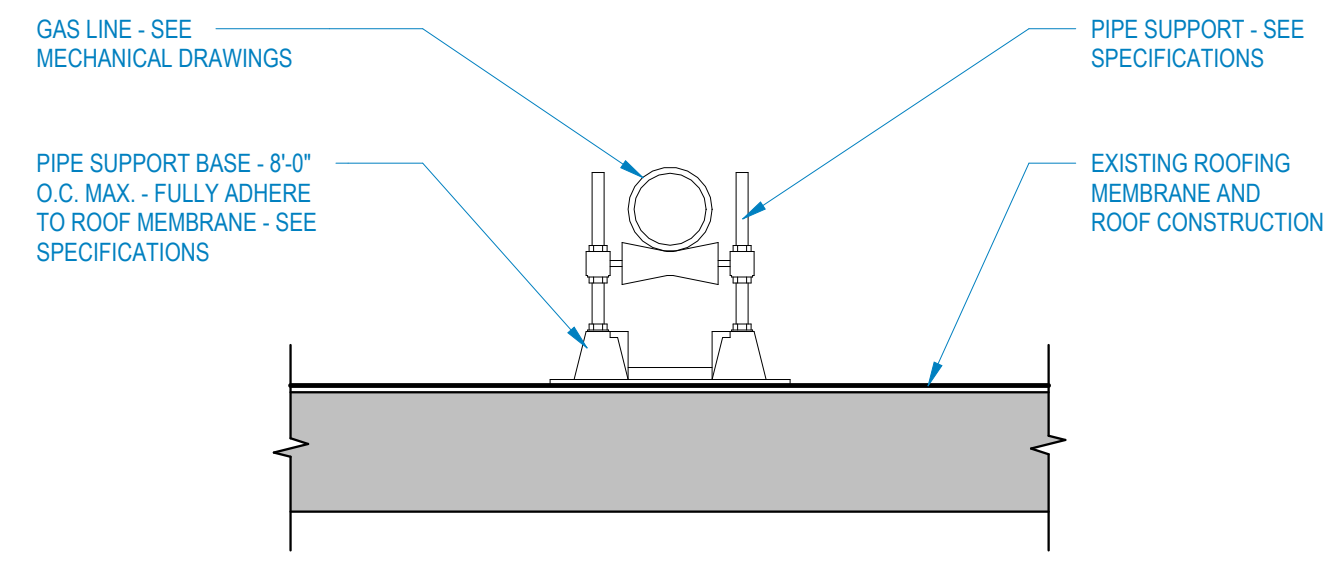
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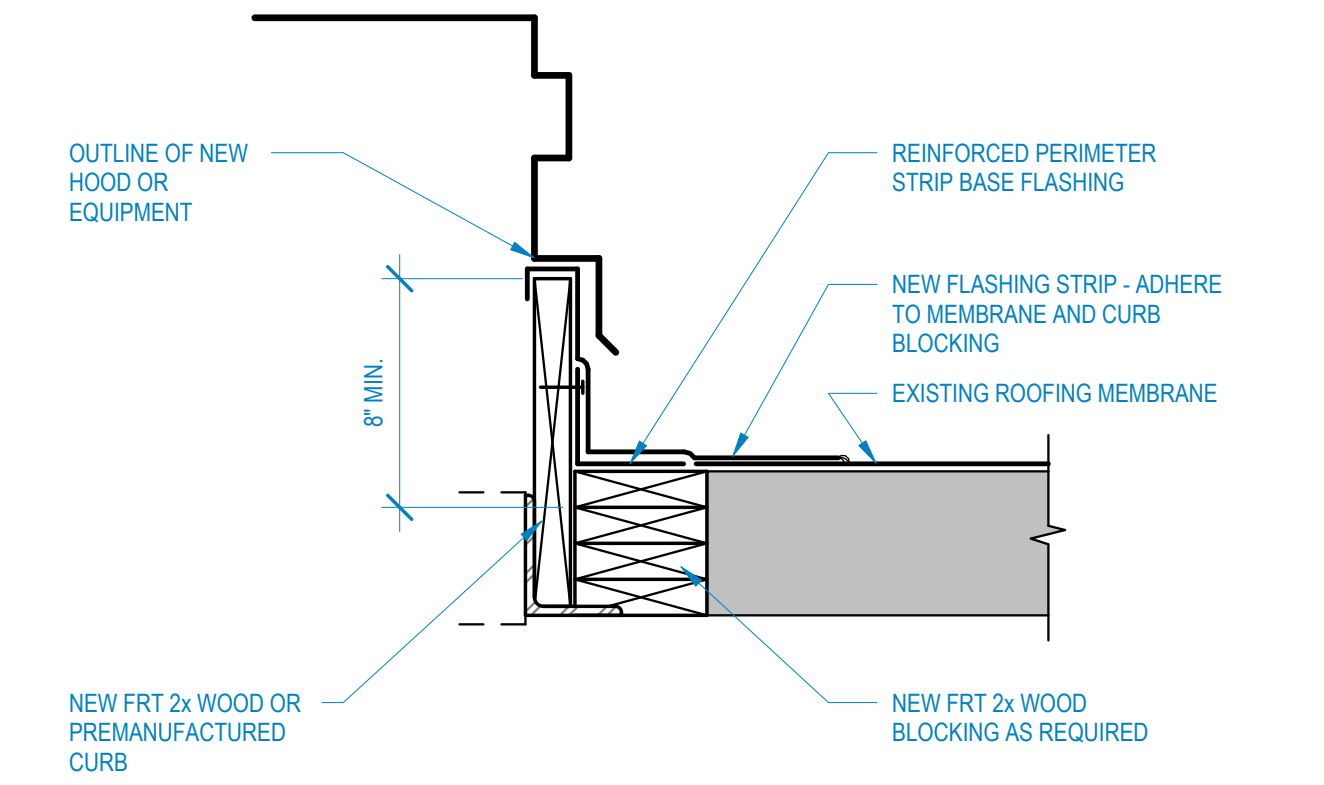
PARTIAL FLOOR AND DEMO PLANS

**A1.11**



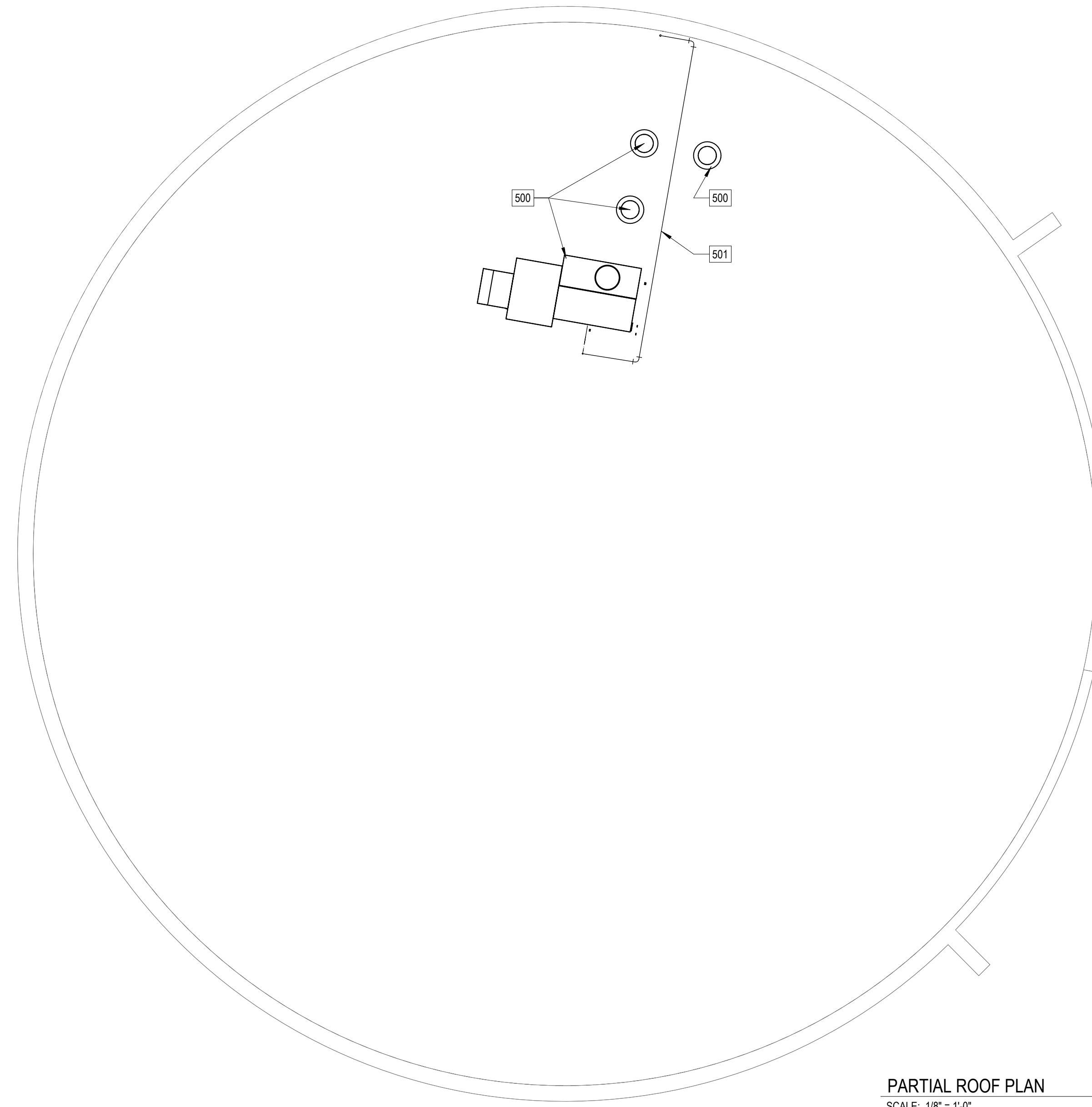
**GAS SUPPLY LINE SUPPORT DETAIL**  
SCALE: 1 1/2" = 1'-0"

3  
A5.11



**EQUIPMENT CURB DETAIL**  
SCALE: 1 1/2" = 1'-0"

2  
A5.11



**PARTIAL ROOF PLAN**  
SCALE: 1/8" = 1'-0"

1  
A5.11  
MAGNETIC NORTH  
BUILDING NORTH

**GENERAL ROOF PLAN NOTES**

- EXISTING ROOF TO REMAIN. ALL WORK TO MAINTAIN EXISTING ROOF WARRANTY.
- HVAC UNITS SHALL BE SUPPORTED ON MANUFACTURER'S STANDARD ROOF CURB - REFER TO MECHANICAL DRAWINGS. FLASH PER ROOFING MANUFACTURER'S STANDARD DETAILS. PROVIDE E.P.S. CRICKETS AS SHOWN AND FLASHING CRICKETS WITH SINGLE PLY MEMBRANE TO MATCH EXISTING. VERIFY EXACT LOCATIONS AND ROOF OPENING SIZES WITH HVAC CONTRACTOR. COORDINATE OPENINGS WITH STRUCTURAL DRAWINGS. PROVIDE ALL NECESSARY SUPPORT FRAMING.
- REFER TO ENGINEERING DRAWINGS FOR ROOF PENETRATIONS NOT SHOWN. FLASH, COUNTERFLASH, & SEAL ALL PENETRATIONS PER STANDARD WORKMANLIKE PRACTICE & ALL ROOF MANUFACTURER'S RECOMMENDATIONS & STANDARD DETAILS.
- DETAILS SHOWN ARE REPRESENTATIVE IN NATURE & SHALL BE REVISED AS REQUIRED BY ROOFING SUPPLIER AS TO ACHIEVE FULLY SPECIFIED WARRANTY - SUBMIT REVISIONS TO ARCHITECT FOR APPROVAL.

**ROOF PLAN KEYNOTES**

|     |  |
|-----|--|
| 500 | NEW MECHANICAL EQUIPMENT - SEE MECHANICAL DRAWINGS - PROVIDE CRICKETS AT CURBS AS REQUIRED |
| 501 | NEW GAS LINE ON SUPPORTS - SEE 3/A5.11 AND MECHANICAL DRAWINGS                             |



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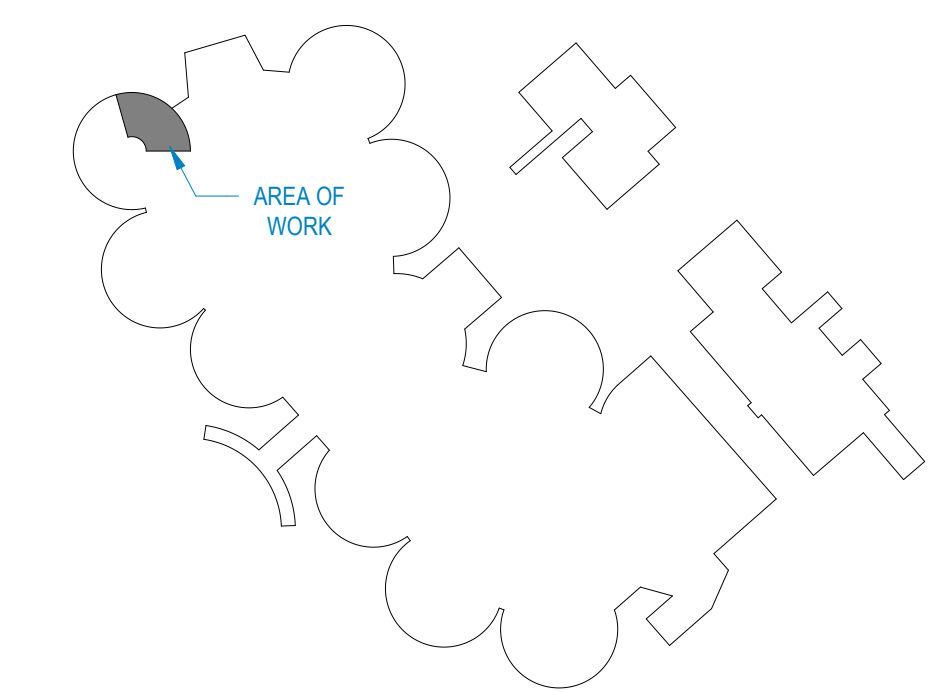
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PARTIAL ROOF PLAN AND NOTES

**A5.11**



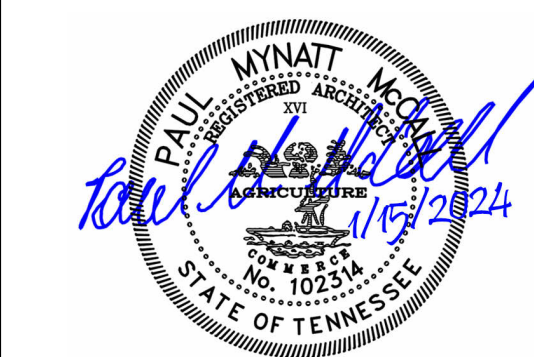
**KEY PLAN**



LEWIS GROUP ARCHITECTS

6512 DEANE HILL DRIVE | KNOXVILLE, TN 37919  
PH. 865.584.5000 | FX. 865.588.1272  
63 OCCEE ST. | CLEVELAND, TN 37311  
PH. 423.476.0012  
info@lewisgroup.net | www.lewisgroup.net

Project Status



GENERAL CEILING PLAN NOTES

- EXISTING CEILINGS TO REMAIN. ADJUST GRID AND TILES AS REQUIRED. CONTACT ARCHITECT WITH ANY DISCREPANCIES PRIOR TO COMMENCEMENT OF WORK.
- REFER TO ELECTRICAL DRAWINGS - "LIGHTING PLAN" FOR ALL ADDITIONAL LIGHTING NOT SHOWN AND FOR COORDINATION. CONTACT ARCHITECT WITH ANY DISCREPANCIES PRIOR TO COMMENCEMENT OF WORK.
- ALL DIMENSIONS SHOWN ON THIS PLAN ARE FINISH DIMENSIONS.
- REFER TO HVAC DRAWINGS FOR ALL SUPPLY DIFFUSERS AND RETURN AIR GRILLES NOT SHOWN AND FOR COORDINATION. CONTACT ARCHITECT WITH ANY DISCREPANCIES PRIOR TO COMMENCEMENT OF WORK.

REFLECTED CEILING PLAN KEYNOTES

|     |   |
|-----|---|
| 600 | NEW MECHANICAL EQUIPMENT - SEE MECHANICAL DRAWINGS                                      |
| 601 | ADJUST GRID AND CUT TILES AS REQUIRED FOR MECHANICAL EQUIPMENT                          |
| 602 | ADJUST GRID AND REPLACE TILES AS REQUIRED TO FILL GAP FROM DEMOLISHED FOLDING PARTITION |
| 603 | NEW LOCATION OF EXISTING LIGHT FIXTURE  |
| 604 | EXTEND NEW C.M.U. PARTITION TO UNDERSIDE OF EXISTING ACT CEILING                        |
| 605 | STAINLESS STEEL FILLER PANEL BY HOOD MANUFACTURER                                       |

REFLECTED CEILING PLAN SYMBOLS

- EXISTING 2' X 2' LAY-IN CEILING
- RELOCATED 2' X 4' LAY-IN FIXTURE
- EXISTING 2' X 4' LAY-IN FIXTURE
- EXISTING 2' X 2' LAY-IN FIXTURE
- EXISTING EMERGENCY EXIT SIGN
- EMERGENCY EXIT SIGN
- EXISTING PROJECTOR
- EXISTING CAMERA
- EXISTING SPEAKER
- EXISTING SPRINKLER HEAD

A CULINARY ARTS CLASSROOM UPGRADE FOR:

WASHINGTON COUNTY SCHOOL SYSTEM  
DAVID CROCKETT HIGH SCHOOL  
JONESBOROUGH, TN

DATE: 01/15/2024  
PROJECT NO: 22040  
SBC NO:

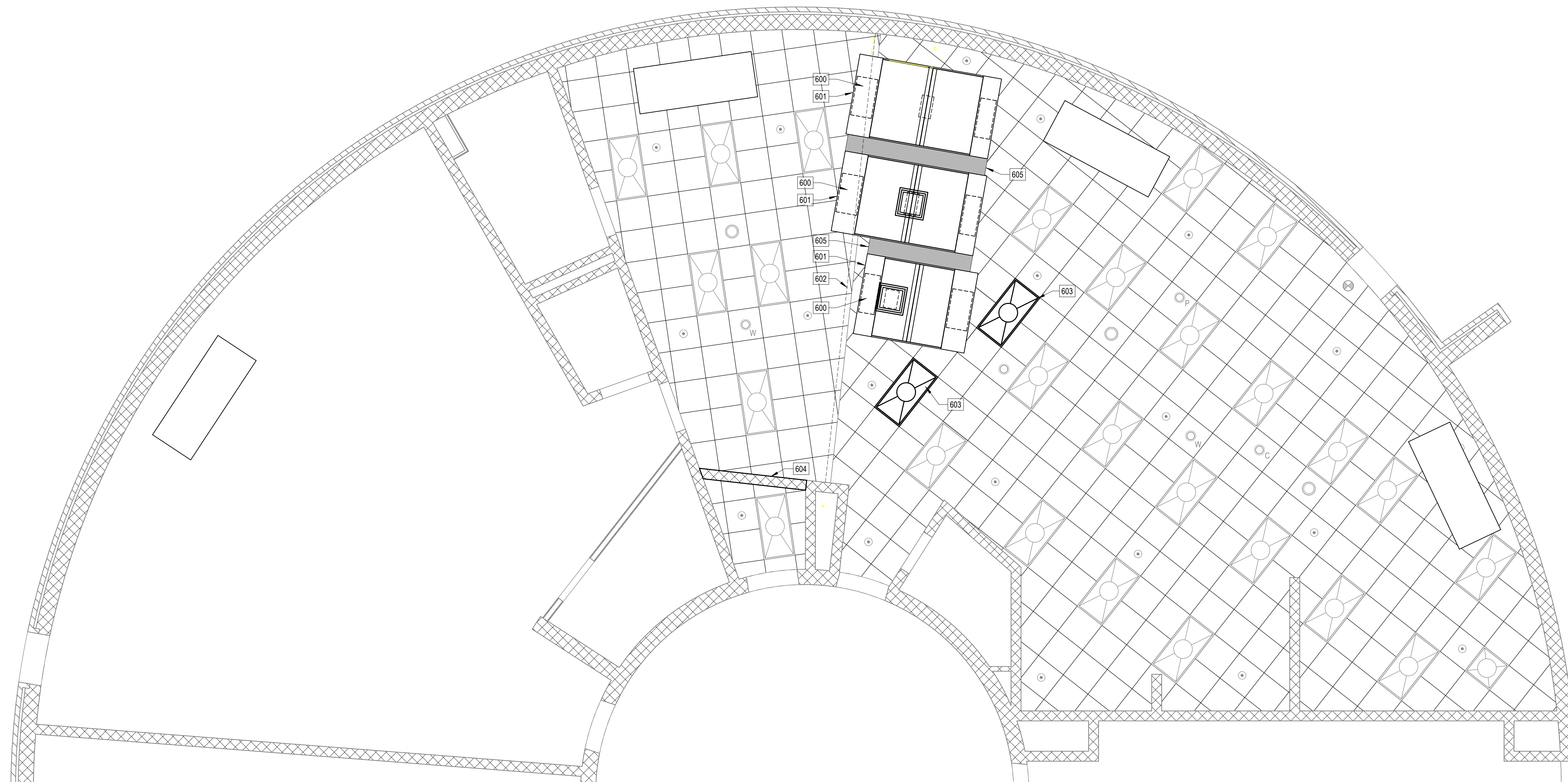
PROJECT REVISIONS

| # | DATE | DESCRIPTION |
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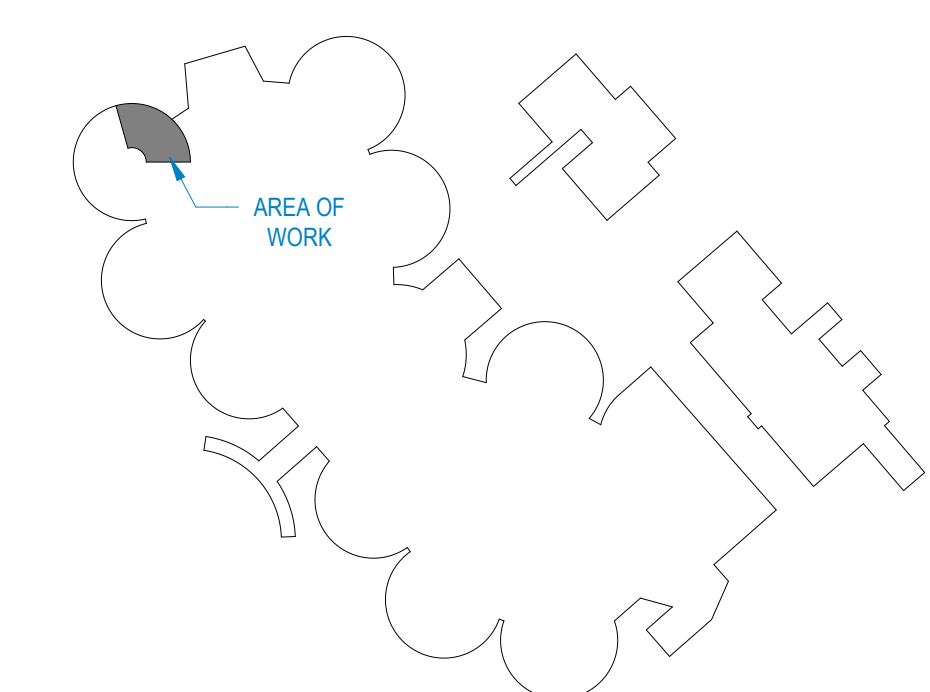
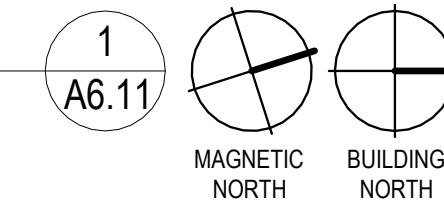
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PARTIAL REFLECTED CEILING PLAN

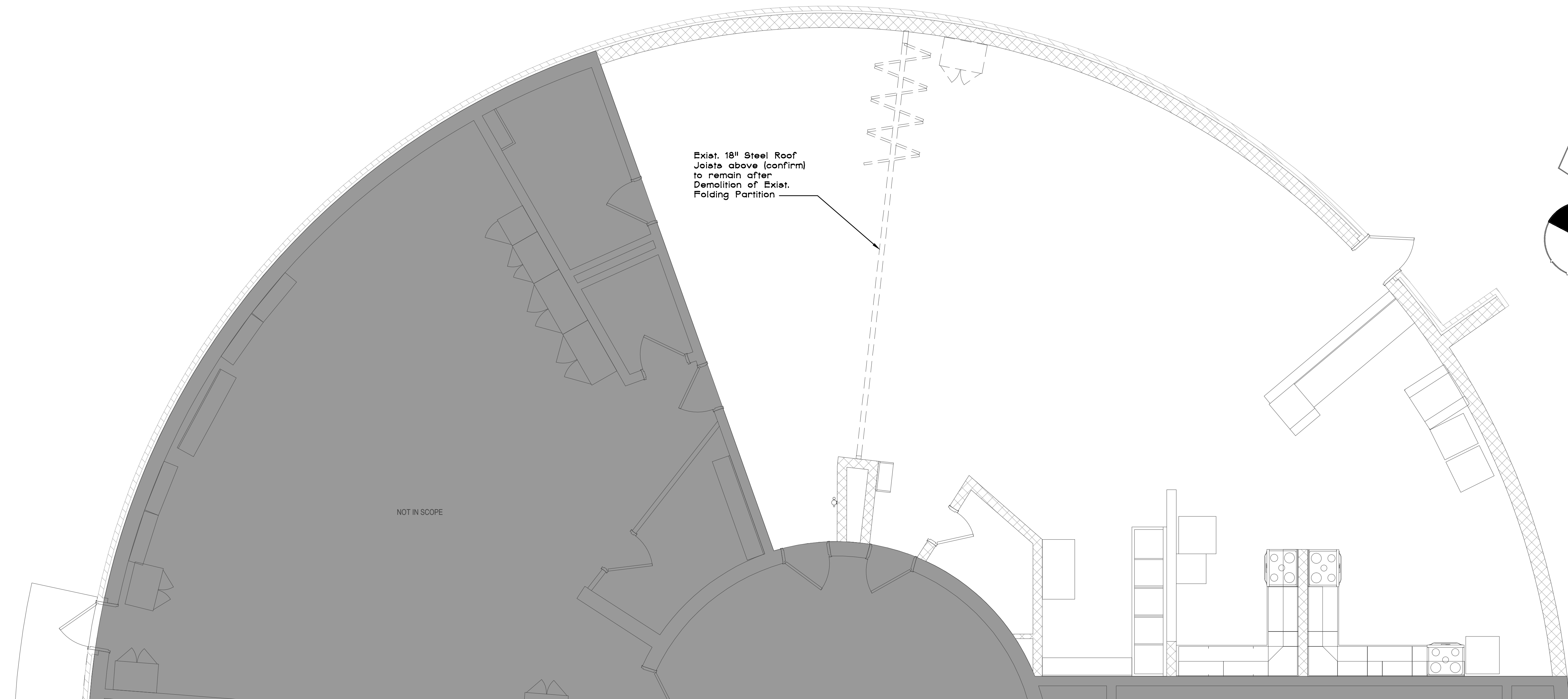
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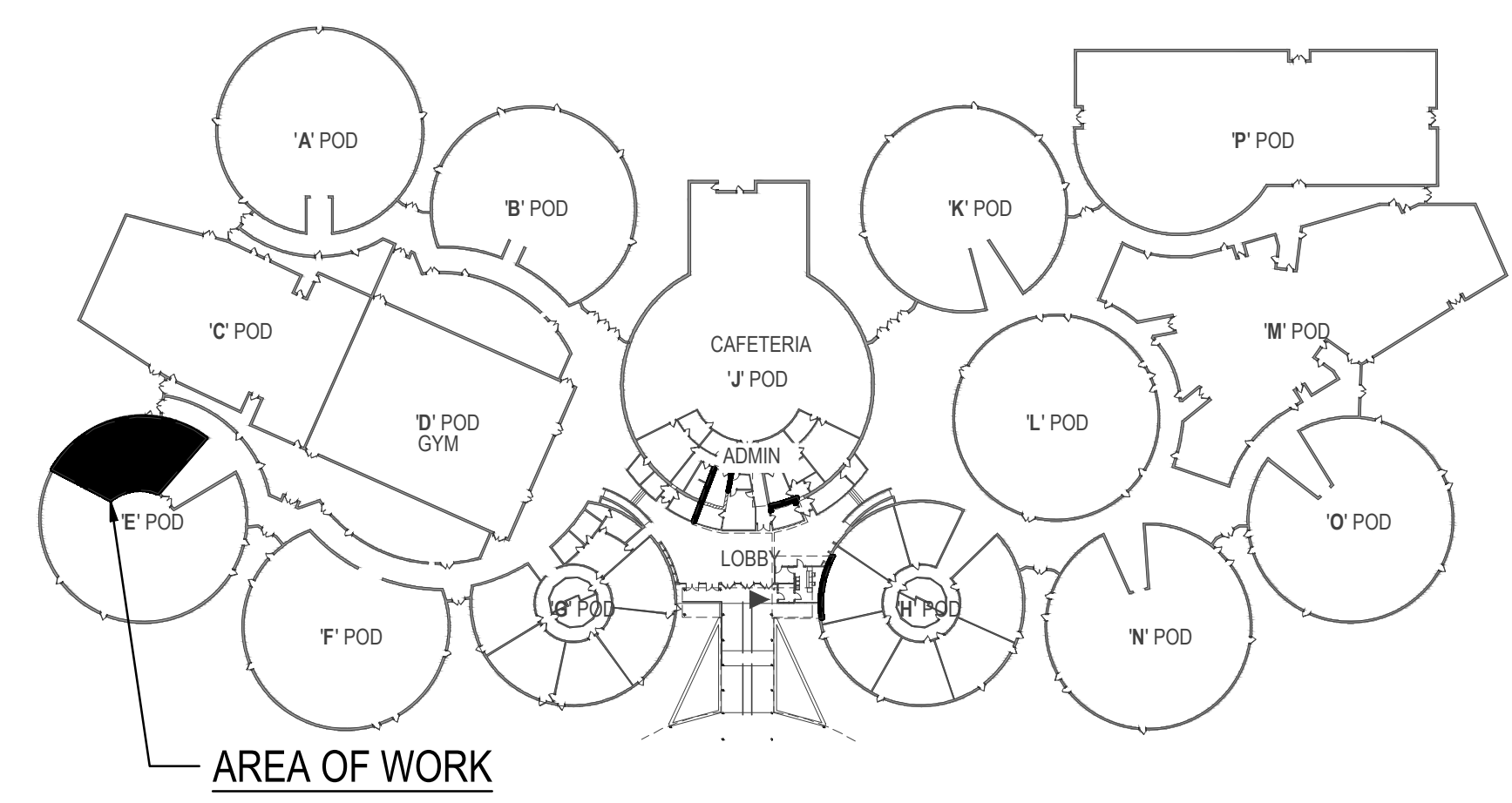
FIRST FLOOR REFLECTED CEILING PLAN  
SCALE: 1/4" = 1'-0"



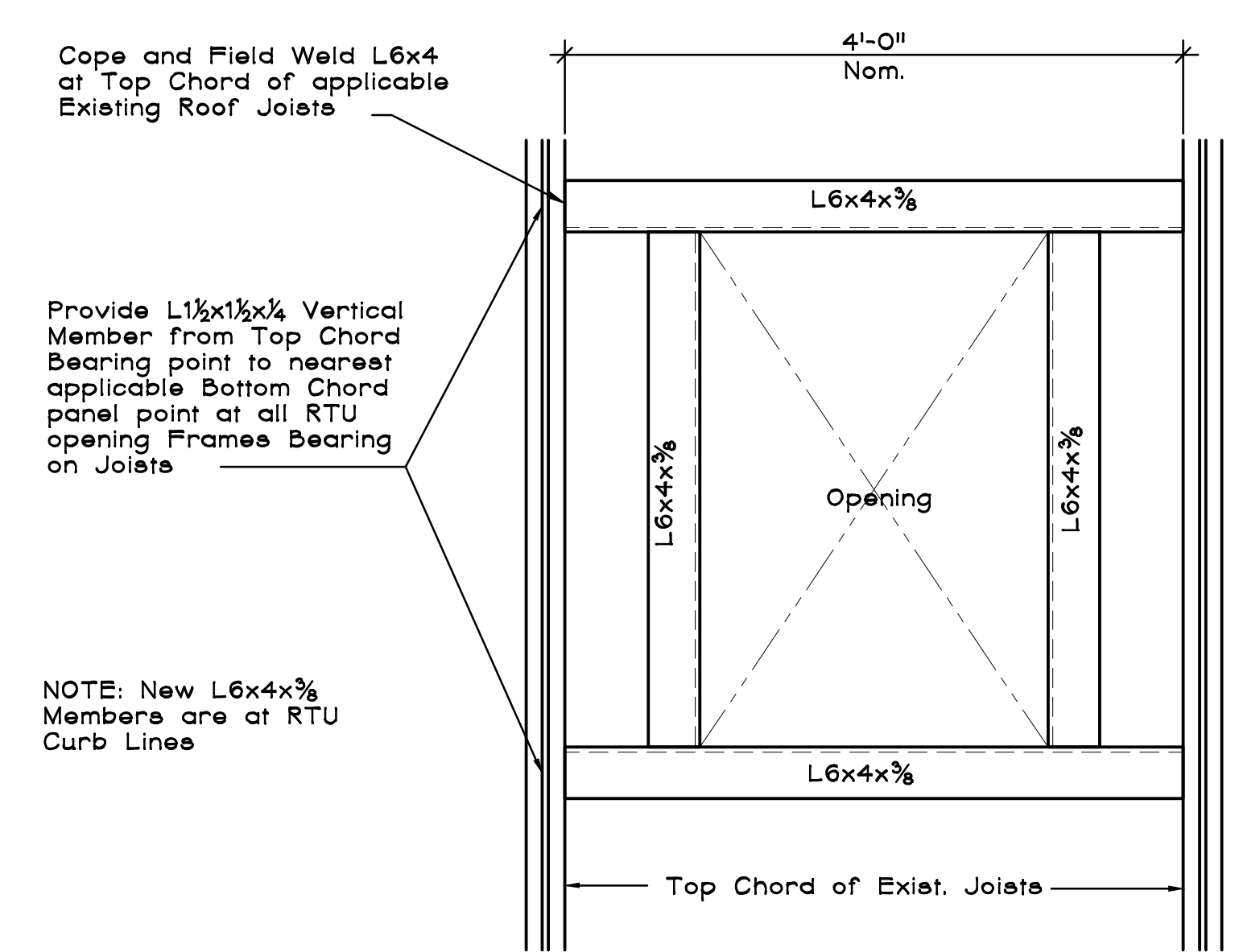
KEY PLAN  
NTS



**DEMOLITION PLAN**  
1/4" = 1'-0"

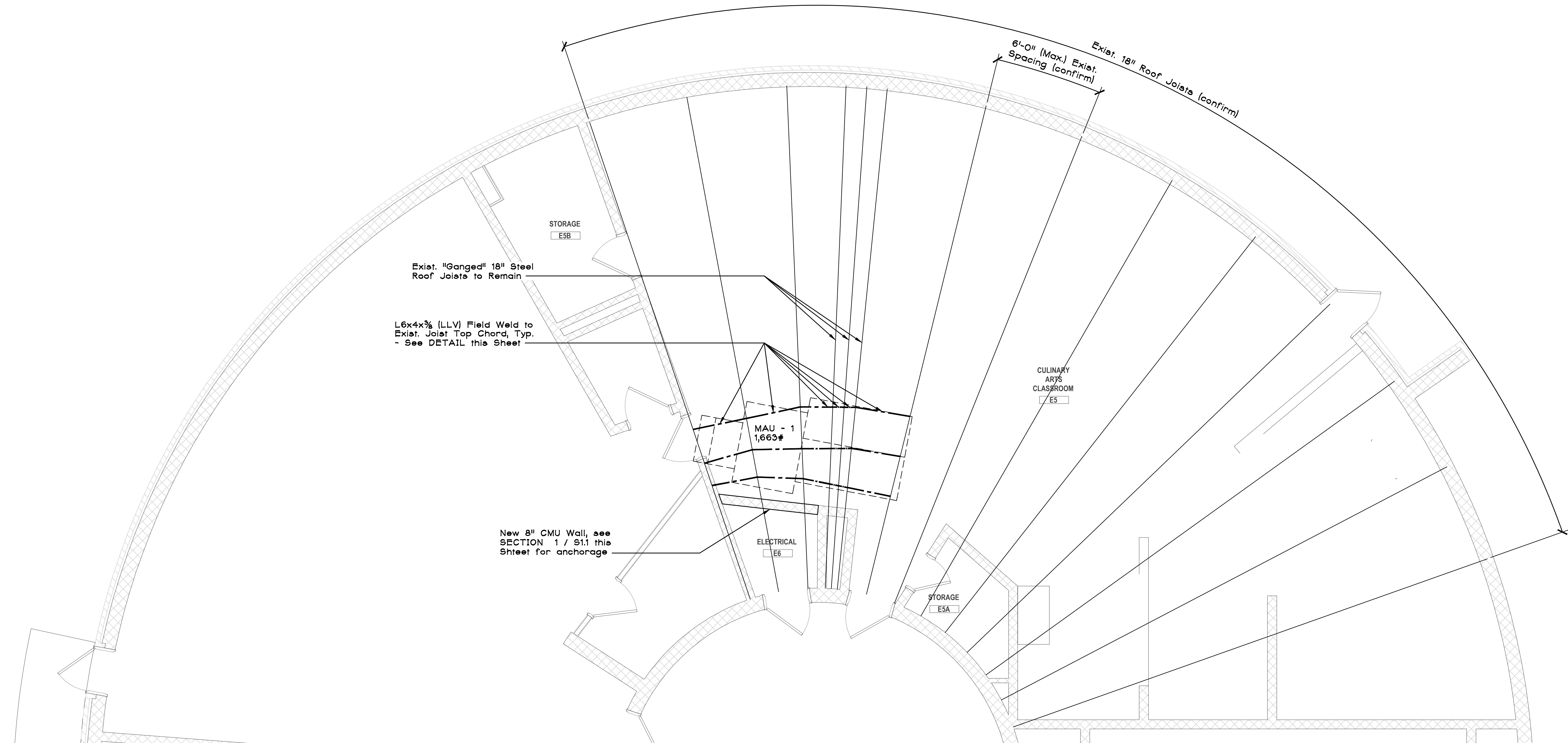


AREA OF WORK

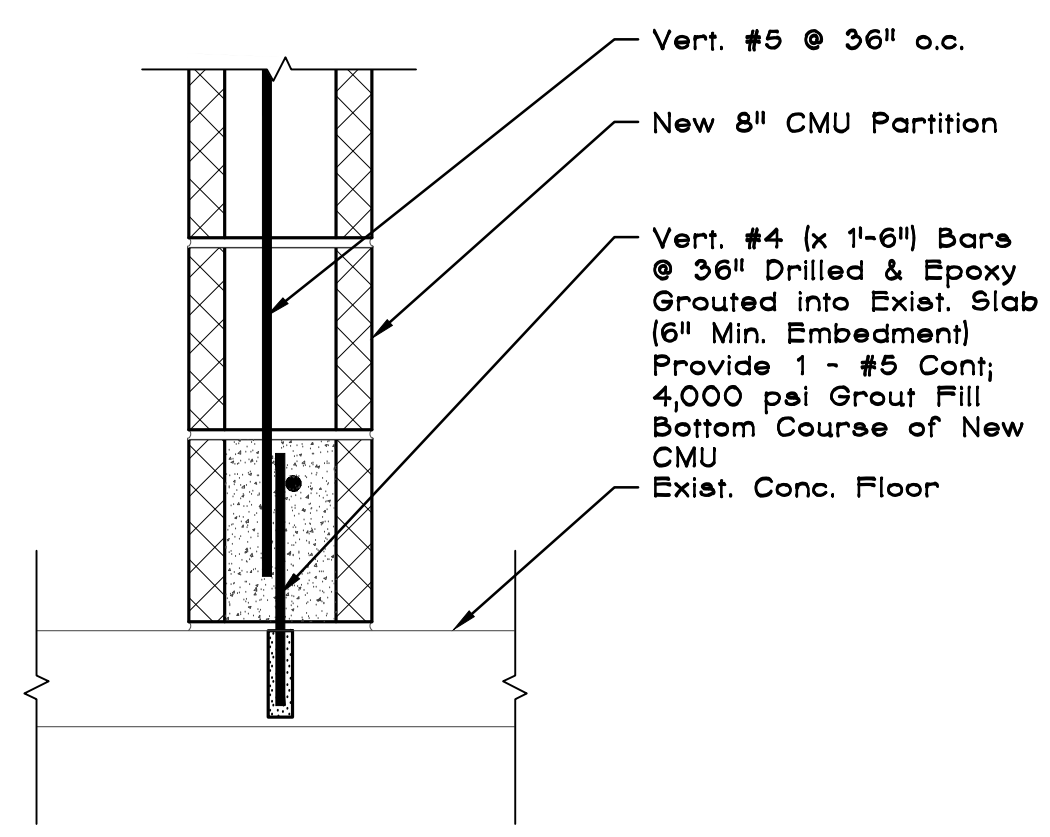


NOTE: New L6x4x3/8 Members are at RTU Curb Lines

**RTU SUPPORT DETAIL**  
1" = 1'-0"



**FRAMING PLAN**  
1/4" = 1'-0"



**SECTION 1**  
1 1/2" = 1'-0" S1.1

A CULINARY ARTS CLASSROOM UPGRADE FOR:  
**WASHINGTON COUNTY SCHOOL SYSTEM**  
**DAVID CROCKETT HIGH SCHOOL**  
JONESBOROUGH, TN



DATE: 01/15/2024  
PROJECT NO: 22040  
SBC NO:

PROJECT REVISIONS

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DAVID CROCKETT - CULINARY FRAMING PLAN

**S1.1**

| SPRINKLER HEAD LEGEND |   |           |         |          |                      |
|-----------------------|---|-----------|---------|----------|----------------------|
| SYM.                  | TYPE  | TEMP. (F) | ORIFICE | K FACTOR | MANUFACTURER/MODEL # |
| EX                    | EXISTING EX. COVERAGE SPRINKLER HEAD BEING REMOVED    | 155       | 1/2"    | 5.6      | TYCO, TVFRB          |
| HT                    | QUICK RESPONSE SEMIRECESSED CHROME PENDENT            | 155       | 1/2"    | 5.6      | TYCO, TVFRB          |
| HT                    | QUICK RESPONSE SEMIRECESSED CHROME PENDENT, HIGH TEMP | 200       | 1/2"    | 5.6      | TYCO, TVFRB          |



**SPRINKLER NOTE:**  
 WET SPRINKLER SYSTEM IS PRESENTLY INSTALLED & OPERATIONAL FOR ENTIRE BUILDING. THE CONTRACTOR IS RESPONSIBLE FOR REMOVAL OF EXISTING SPRINKLER HEADS AND MODIFYING EXISTING SYSTEM AS REQUIRED TO PROTECT DASHED-IN AREA WITH NEW ORDINARY HAZARD GROUP I SYSTEM PER NFPA 13 AS A PART OF THIS CONTRACT. SPRINKLER SYSTEM SUB-CONTRACTOR IS TO FIELD VERIFY EXISTING SYSTEM AND SHALL MAKE ANY AND ALL MODIFICATIONS REQUIRED AS PART OF THE GENERAL CONTRACTOR'S PRICE. ALL SPRINKLER HEADS AND PLATES IN INDICATED AREA ARE BEING REPLACED WITH NEW AND ALL EXISTING SPRINKLER PIPING SHALL BE OFFSET SO THAT NEW HEADS CAN BE PLACED IN CEILING THROUGHOUT, AND/OR TO ACCOMMODATE NEW WALL ARRANGEMENT. ALL SPRINKLER HEADS SHALL BE PLACED IN THE CENTER OF THE CEILING TILE UNLESS INDICATED OTHERWISE.

FLOOR PLAN - FIRE PROTECTION  
 SCALE: 1/4" = 1'-0" 1

Engineering Services Group, Inc.  
 Consulting Engineers  
 900 East Hill Ave. Suite 350  
 Knoxville, Tennessee 37915  
 (865) 522-0393  
 Project No. 23713

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 6512 DEANE HILL DRIVE | KNOXVILLE, TN 37919  
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**Project Status**

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 JONESBOROUGH, TN

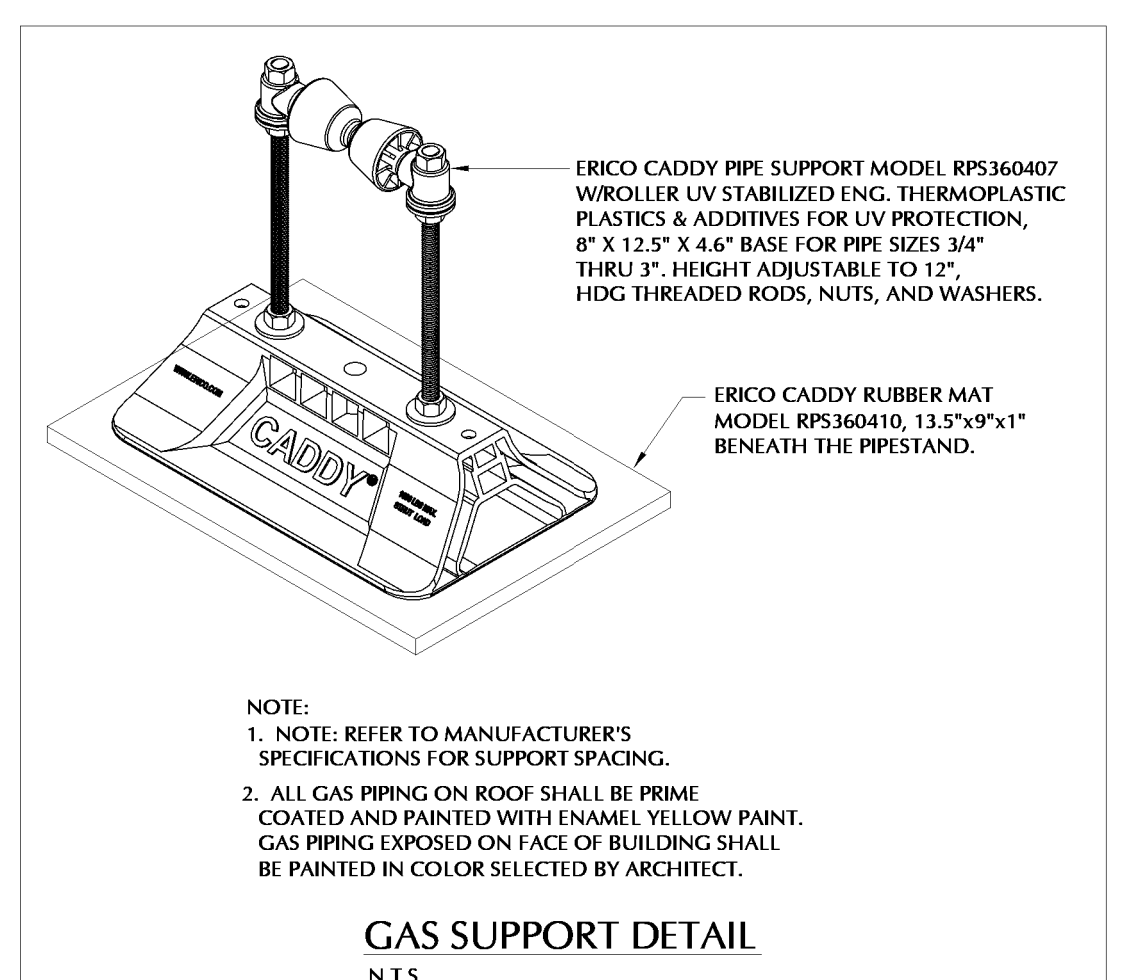
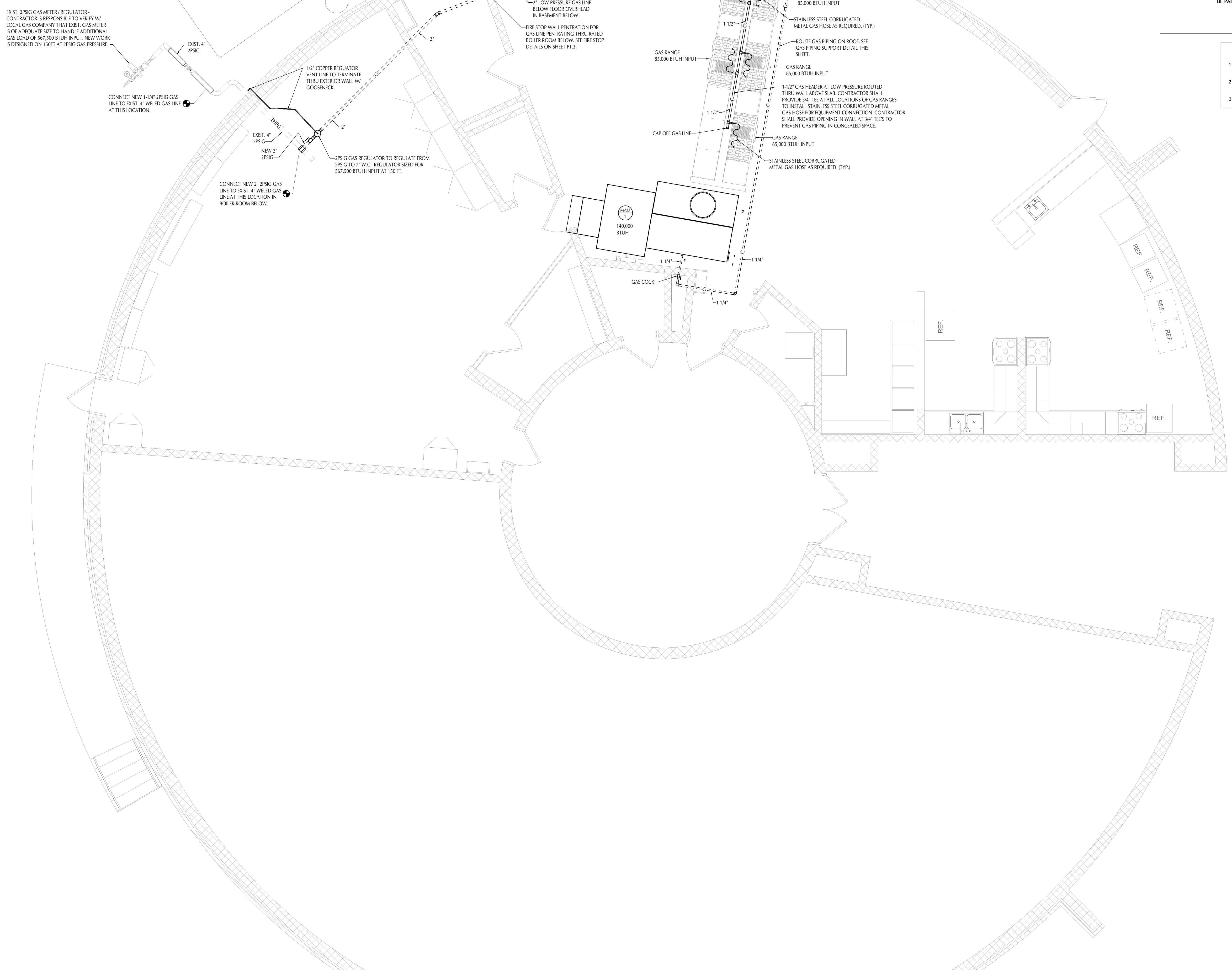
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FLOOR PLAN - GAS PIPING  
SCALE: 1/4" = 1'-0"

1

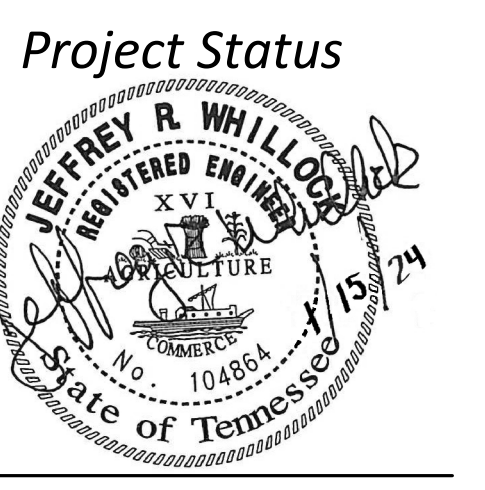


GAS SUPPORT DETAIL  
N.T.S.

- GAS NOTES**
1. ALL GAS PIPING ON THIS PLAN (UNLESS NOTED OTHERWISE) IS SIZED FOR OPERATION AT 7\"/>
  - 2. ALL GAS PIPING SHALL BE PRIME COATED AND PAINTED WITH ENAMEL YELLOW PAINT. GAS PIPING EXPOSED ON FACE OF BUILDING SHALL BE PAINTED IN COLOR SELECTED BY ARCHITECT.
  - 3. REFER TO ARCHITECT DRAWINGS FOR ROOF ELEVATION CHANGES.



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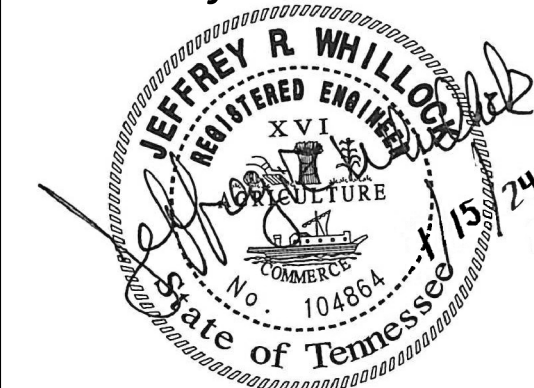
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FLOOR PLAN - PLUMBING

**P1.2**

FLOOR PLAN - PLUMBING  
SCALE: 1/4" = 1'-0"

1

**PLUMBING FIXTURE SPECIFICATION**

S1 ZURN MODEL Z844, 20" X 18" ENAMELED CAST IRON WALL HUNG, FRONT OVERFLOW, 4" CENTERS FAUCET ZURN MODEL Z91284X-3F, GOOSENECK, WRIST BRASS, LEAD FREE, 0.5 GPM, GRID DRINK ZURN MODEL Z9743, SUPPLIES ZURN MODEL Z804LX-LK WITH WHEEL HANDLE STOPS, P-TRAP ZURN MODEL Z8790 WITH CLEANOUT PLUG, CARRIER ZURN CONCEALED 1804 CARRIER AS REQUIRED.

REFER TO SHEET P1.1 FOR GAS PIPING TO GAS RANGES UNDER KITCHEN HOODS. (TYP. FOR 5)

INSTALL STUDDOR AIR ADMITTANCE VALVE 4" ABOVE P-TRAP UNDER SINK IN BASE CABINET.  
EXTEND & CONNECT NEW 1/2" HDGW OVERHEAD IN BASEMENT BELOW TO EXIST. HDGW LINES OVERHEAD IN BASEMENT. VERIFY EXACT SIZE & LOCATION IN FIELD PRIOR TO CONSTRUCTION.  
NEW 1/2" HDGW OVERHEAD IN BASEMENT BELOW.  
EXIST. 4" WASTE LINE OVERHEAD IN BASEMENT BELOW.  
CONNECT NEW 1-1/2" WASTE LINE TO EXIST. 4" BELOW FLOOR OVERHEAD IN BASEMENT BELOW.  
1/2" HOT & COLD WATER UP FROM BELOW.  
EXIST. WASHER BOX.  
NEW STACKED WASHER / DRYER. CONTRACTOR SHALL INSTALL NEW HOT & COLD HOSES & WASTE LINE AS REQUIRED TO RECONNECT BACK TO EXIST. WASHER BOX.  
EXIST. PLUMBING FIXTURE TO REMAIN AS IS.  
EXIST. PLUMBING FIXTURE TO REMAIN AS IS.  
D.W.  
CONTRACTOR SHALL REMOVE EXIST. SINK STRAP IN BASE CABINET & INSTALL NEW STRAIGHT TEE P-TRAP WITH STUDDOR MINI AIR ADMITTANCE VALVE 4" ABOVE THE P-TRAP THEN RECONNECT BACK TO EXIST. WASTE LINE DROPPING THRU FLOOR. INSTALL DISHWASHER CONNECTOR ON THE SINK TABLE FOR CONNECTION TO NEW UNDERCOUNTER DISHWASHER. INSTALL NEW 0.5 WAY SUPPLY STOP VALVE FOR SINK & DISHWASHER.

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WASHINGTON COUNTY SCHOOL SYSTEM  
DAVID CROCKETT HIGH SCHOOL  
JONESBOROUGH, TN

A CULINARY ARTS CLASSROOM UPGRADE FOR:

PLUMBING SPECIFICATIONS

PART 1 - GENERAL

- 1.01 WORK INCLUDED
A. SCOPE: FURNISH ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY FOR THE INSTALLATION OF ALL PLUMBING WORK INDICATED ON THE DRAWINGS AS SPECIFIED HEREIN.
B. SUBMITTAL DATA: SUBMIT FOR APPROVAL FIVE (5) COPIES OF BROCHURES, TECHNICAL DATA AND SHOP DRAWINGS OF ALL ITEMS LISTED BY MFG. NAME.
C. PERMITS, ORDINANCES AND INSPECTIONS
1. OBTAIN AND PAY FOR ALL PERMITS, CONNECTION FEES, AND INSPECTION FEES REQUIRED BY UTILITY COMPANIES. DELIVER TO THE ARCHITECT CERTIFICATES OF INSPECTIONS ISSUED BY THE AUTHORITIES.
2. ALL WORK SHALL BE DONE IN ACCORDANCE WITH APPLICABLE CITY, COUNTY, AND STATE ORDINANCES AND CODES. THE CONTRACTOR SHALL MAKE ANY MINOR ADJUSTMENTS TO MEET THESE REQUIREMENTS.

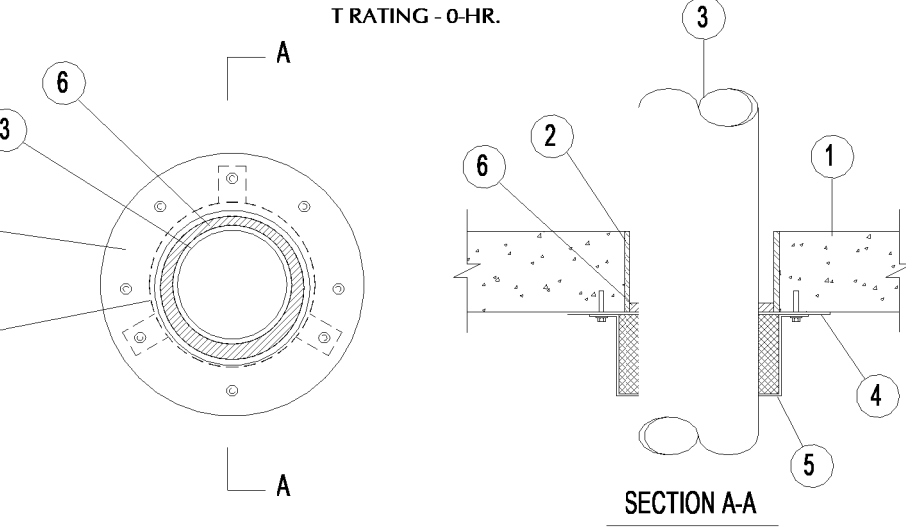
PART 2 - PRODUCTS

- 2.01 WATER PIPING
A. PIPING ABOVE FLOOR SLAB SHALL BE TYPE L HARD COPPER TUBING AND TYPE K BELOW GRADE ASTM-B88. USE WROUGHT COPPER SWEAT FITTINGS.
2.02 SOIL, WASTE AND VENT PIPING
A. SOIL, WASTE AND VENT PIPING SHALL BE SCHEDULE 40 PVC WITH D.W.V. FITTINGS. PVC PIPE SHALL NOT BE USED IN RETURN AIR PLENUMS. IN RETURN AIR PLENUMS, HUBLESS CAST IRON PIPE AND FITTINGS SHALL BE UTILIZED.
2.04 CONDENSATE DRAINAGE PIPING
A. CONDENSATE DRAINAGE PIPING SHALL BE PVC PIPE WITH D.W.V. FITTINGS. DO NOT USE PVC PIPING IN RETURN AIR PLENUMS.
2.05 GAS PIPING
A. GAS PIPING SHALL BE A.S.T.A. A-120.55 BLACK STEEL PIPE WITH MALLEABLE IRON FITTINGS 2" AND SMALLER, AND WELDED FITTINGS FOR PIPING LARGER THAN 2".
B. ALL GAS COCKS SHALL BE A.G.A. APPROVED.
C. ALL PIPING AND METERREGULATOR INSTALLATION SHALL BE IN ACCORDANCE WITH LOCAL GAS UTILITY COMPANY. THE PIPING SHALL BE INSTALLED AND TESTED IN CONFORMITY WITH ALL CODES AND ORDINANCES.
2.05 CLEANOUTS
A. CLEANOUTS FOR SOIL AND WASTE LINES SHALL BE INSTALLED WHERE INDICATED ON DRAWINGS, AND EVERY 90 DEGREES CHANGE IN DIRECTION. CLEANOUTS SHALL ALSO BE PLACED EVERY 100 FEET OUTSIDE OR AS INDICATED ON DRAWINGS.
2.06 VALVES
A. BALL VALVES-APOLLO #70-100 OR EQUIVALENT. PRESSURE REDUCING VALVES FOR 2" AND SMALLER SHALL BE WATS UBS, 2 1/2" SERIES 223, 3" SERIES N233F.
2.07 PIPE INSULATION
A. DOMESTIC WATER PIPING SHALL BE INSULATED AS FOLLOWS:
1. COLD WATER - 1" THICK FIBERGLASS. INCREASE INSULATION BY 1/2" IN OUTSIDE WALLS.
2. HOT WATER - 1" THICK FIBERGLASS. INCREASE INSULATION BY 2" IN OUTSIDE WALLS. INSULATE HOT WATER PIPING BELOW GRADE WITH 1/2" THICK "ARMAFLEX" INSULATION.

PART 3 - EXECUTION

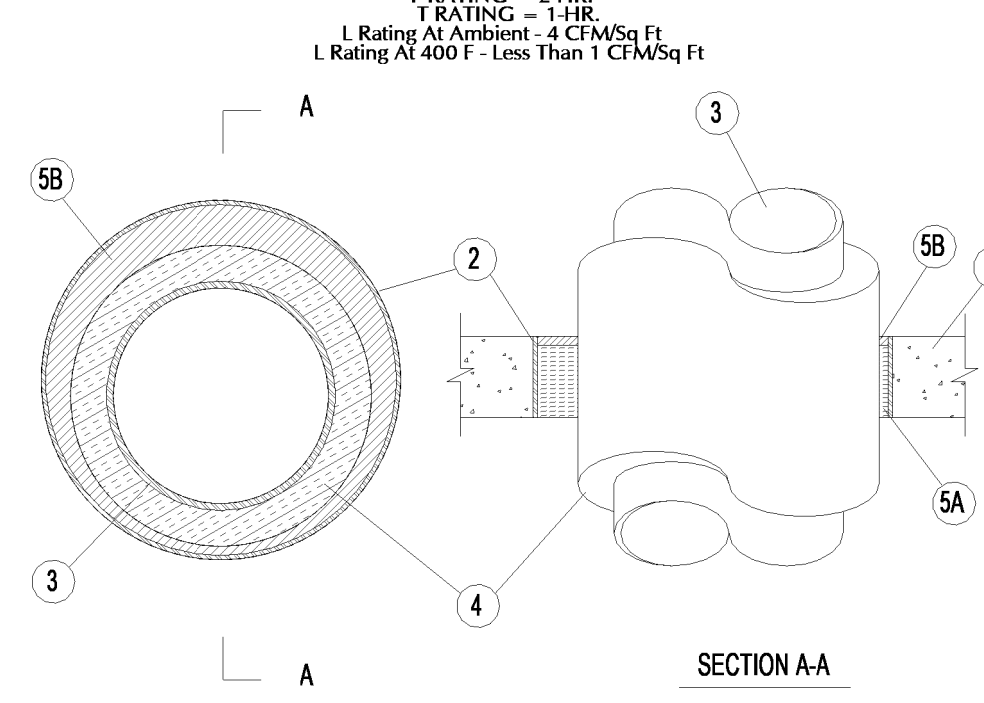
- 3.01 FIRESTOPPING
A. ALL PIPE PENETRATIONS THRU FIRE RATED FLOORS AND WALLS SHALL BE FIRESTOPPED WITH A UL LISTED FIRESTOPPING SYSTEM SYSTEMS AS MANUFACTURED BY THE ORIGINAL PRODUCT WILL BE ACCEPTED. INSTALL IN ACCORDANCE WITH LOCAL REQUIREMENTS OF AUTHORITY HAVING JURISDICTION.
3.02 TEST AND INSPECTIONS
A. MAKE ALL WATER AND AIR TESTS OF THE PIPING SYSTEMS BEFORE WORK IS CONCEALED. TEST WATER PIPING TO HYDROSTATIC PRESSURE OF 125 PSI AND HOLD FOR 24 HOURS.
B. AFTER THE INSTALLATION OF SANITARY PIPING DRAINAGE, PLUG THE ENDS OF THE SYSTEM AND FILL WITH WATER TO THE TOP OF VENTS OR WITH TO THE HEAD. SHOULD LEAKS APPEAR, REPAIR AND REPEAT THE TESTS UNTIL THE SYSTEM IS TIGHT.
3.03 AS-BUILT DRAWINGS
A. THE PLUMBING CONTRACTOR SHALL FURNISH UPON COMPLETION OF WORK A PLUMBING PLAN SHOWING ALL PIPING AS INSTALLED.

PLASTIC PIPE THROUGH CONCRETE FLOOR/WALL OR BLOCK



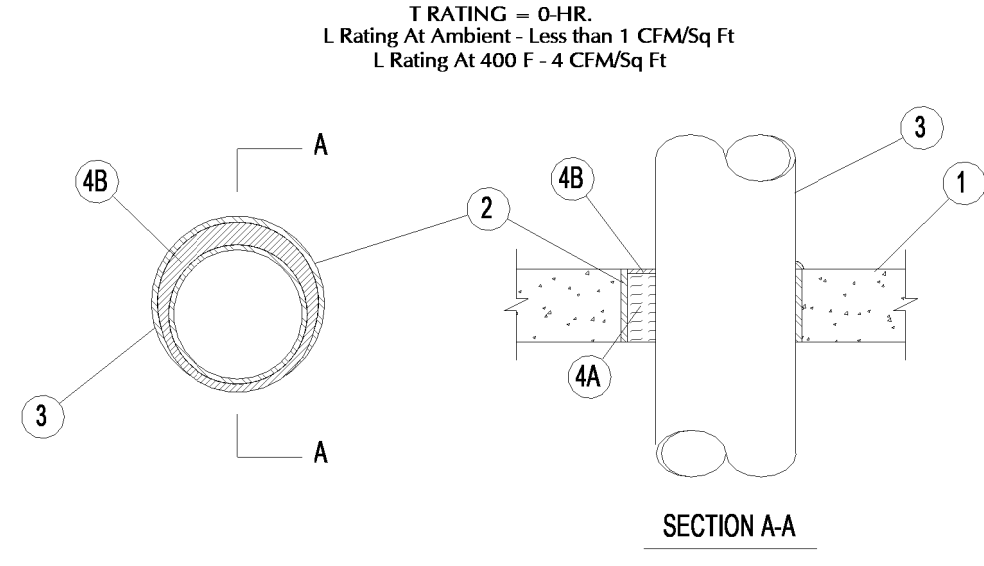
- 1. Floor or Wall Assembly - Min 4-1/2 in. thick reinforced lightweight or normal weight (100-150 pcf) concrete. Wall may also be constructed of any UL Classified Concrete Blocks\*. Max diam of opening is 8 in. See Concrete Blocks (CAZT) category in the Fire Resistance Directory for names of manufacturers.
2. Steel Sleeve - Nom 8 in. diam (or smaller) Schedule 40 (or thinner) steel pipe cast or grouted into floor or wall assembly, flush with floor or wall surfaces.
3. Through Penetrants - One nonmetallic pipe to be installed either concentrically or eccentrically within the firestop system. The annular space between pipe and sleeve (Item 3) shall be min 1/4 in. to max 1-1/4 in. Pipe to be rigidly supported on both sides of floor or wall assembly. The following types and sizes of nonmetallic pipes may be used:
A. Polyvinyl Chloride (PVC) Pipe - Nom. 6 in. diam (or smaller) Schedule 40 solid-core or cellular core PVC pipe for use in closed (process or supply) or vented (drain, waste or vent) piping systems.
B. Chlorinated Polyvinyl Chloride (CPVC) Pipe - Nom 6 in. diam (or smaller) SDR17 CPVC pipe for use in closed (process or supply) or vented (drain, waste or vent) piping systems.
C. Acrylonitrile Butadiene Styrene (ABS) Pipe - Nom 6 in. diam (or smaller) Schedule 40 solid core or cellular core ABS pipe for use in closed (process or supply) or vented (drain, waste or vent) piping systems.
D. Flame Retardant Polypropylene (FRPP) Pipe - Nom 6 in. diam (or smaller) Schedule 40 FRPP pipe for use in closed (process or supply) or vented (drain, waste or vent) piping systems.
4. Metal Cover Plate - Min 18 ga. steel with max L.D. 1/4 in. larger than O.D. of pipe. Min. O.D. of cover plate to be 6 in. larger than O.D. of pipe. Installed between underside of floor or both sides of wall between collar and floor or wall surfaces.
5. Firestop Device - Firestop Collar - Firestop collar shall be installed in accordance with the accompanying installation instructions. Collar to be installed and latched around the pipe and secured to underside of floor or both sides of wall floor using the anchor hooks provided with the collar. Minimum 2 anchor hooks for 1-1/2 and 2 in. diam pipes, 3 anchor hooks for 3 and 4 in. diam pipes, and 6 anchor hooks for 6 in. diam pipes. The anchor hooks are to be secured with 1/4 in. diam by min 1-1/2 in. long steel expansion bolts, or equivalent, in conjunction with steel nuts and min 3/4 in. diam steel washers with one anchor bolt in each anchor hook.
HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC. CP 643 501/57, CP 643 632/2, CP 643 902/3, CP 643 1104/4 or CP 642 16GV Firestop Collar
6. Fill, Void or Cavity Material - Sealant - Min 1/2 in. thickness of fill material applied within the annulus, flush with bottom surface of floor or both surfaces of wall assembly. Additionally, non 1/4 in. bead of fill material applied between concrete and cover plate and between cover plate and firestop device.
HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC. CP 606 or FS One Sealant
\*Bearing the UL Classification Marking

INSULATED METAL PIPE THROUGH CONCRETE FLOOR/WALL OR BLOCK



- 1. Floor or Wall Assembly - Min 4-1/2 in. thick reinforced lightweight or normal weight (100-150 pcf) concrete. Wall may also be constructed of any UL Classified Concrete Blocks\*. Max diam of opening is 20 in. See Concrete Blocks (CAZT) category in the Fire Resistance Directory for names of manufacturers.
2. Metallic Sleeve - Nom 20 in. diam (or smaller) Schedule 10 (or heavier) steel pipe.
3. Through Penetrants - One metallic pipe or tubing to be installed either concentrically or eccentrically within the firestop system. Pipe or tubing to be rigidly supported on both sides of floor or wall assembly. The following types and sizes of metallic pipes or tubing may be used:
A. Steel Pipe - Nom 12 in. diam (or smaller) Schedule 10 (or heavier) steel pipe.
B. Copper Pipe - Nom 6 in. diam (or smaller) Regular (or heavier) copper pipe.
C. Copper Tubing - Nom 6 in. diam (or smaller) Type L (or heavier) copper tubing
4. Pipe Covering - Nom 2 in. thick hollow cylindrical heavy density (min 3.5 pcf) glass fiber units jacketed on the outside with an all-service jacket. Longitudinal joints sealed with metal fasteners or factory-applied, self-sealing lap tape. Transverse joints secured with metal fasteners or with butt tape supplied with the product. The annular space between the insulated pipe and the edge of the periphery of the opening shall be min 1/2 in. to a max 2-1/4 in.
See Pipe Equipment Covering - Materials - (BRLU) category in the Building Materials Directory for names of manufacturers. Any pipe covering material meeting the above specifications and bearing the UL Classification Marking with a Flame Spread Index of 25 or less and a Smoke Developed Index of 50 or less may be used.
5. Firestop System - The firestop system shall consist of the following:
A. Packing Material - Min 4 in. thickness of min 4 pcf mineral wool batt insulation firmly packed into opening as a permanent form. Packing material to be recessed from top surface of floor or from both surfaces of wall as required to accommodate the required thickness of fill material.
B. Fill, Void or Cavity Material - Sealant - Min 1/2 in. thickness of fill material applied within the annulus, flush with top surface of floor or with both surfaces of wall.
HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI, INC. - FS ONE Sealant
\*Bearing the UL Classification Marking

METAL PIPE THROUGH CONCRETE FLOOR/WALL OR BLOCK



- 1. Floor or Wall Assembly - Min 4-1/2 in. thick reinforced lightweight or normal weight (100-150 pcf) concrete. Wall may also be constructed of any UL Classified Concrete Blocks\*. Max diam of opening is 32 in.
2. Metallic Sleeve (Optional) - Nom 32 in. diam (or smaller) Schedule 40 (or heavier) steel sleeve cast or grouted into floor or wall assembly, flush with floor or wall surfaces.
3. Through Penetrant - One metallic pipe or conduit to be installed either concentrically or eccentrically within the firestop system. The annular space between pipe or conduit and periphery of opening shall be min 0 in. (point contact) to max 1-7/8 in. Pipe may be installed with continuous point contact. Pipe or conduit to be rigidly supported on both sides of floor or wall assembly. The following types and sizes of metallic pipes or conduits may be used:
A. Steel Pipe - Nom 30 in. diam (or smaller) Schedule 10 (or heavier) steel pipe.
B. Iron Pipe - Nom 30 in. diam (or smaller) cast or ductile iron pipe.
C. Copper Pipe - Nom 6 in. diam (or smaller) Regular (or heavier) copper pipe.
D. Copper Tubing - Nom 6 in. diam (or smaller) Type L (or heavier) copper tubing.
E. Conduit - Nom 6 in. diam (or smaller) steel conduit.
F. Conduit - Nom 4 in. diam (or smaller) steel electrical metallic tubing (EMT).
4. Firestop System - The firestop system shall consist of the following:
A. Packing Material - Min 4 in. thickness of min 4 pcf mineral wool batt insulation firmly packed into opening as a permanent form. Packing material to be recessed from top surface of floor or from both surfaces of wall as required to accommodate the required thickness of fill material.
B. Fill, Void or Cavity Material - Sealant - Min 1/4 in. thickness of fill material applied within the annulus, flush with top surface of floor or with both surfaces of wall. At the point or continuous contact locations between pipe and concrete, a min 1/4 in. diam bead of fill material shall be applied at the concrete/pipe interface on the top surface of floor and on both surfaces of wall.
HILTI CONSTRUCTION CHEMICALS, DIV OF HILTI INC. - FS One Sealant
\*Bearing the UL Classification Marking



Engineering Services Group, Inc. Consulting Engineers 900 East Hill Ave. Suite 350 Knoxville, Tennessee 37915 (865) 522-0393 Project No. 2313

DATE: 01/15/2023
PROJECT NO: 22040
SBC NO:

PROJECT REVISIONS

Table with columns: #, DATE, DESCRIPTION

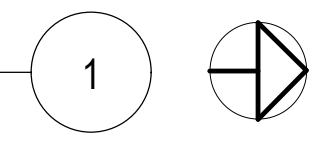
PLUMBING NOTES

P1.3

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FLOOR PLAN - HVAC  
SCALE: 1/4" = 1'-0"



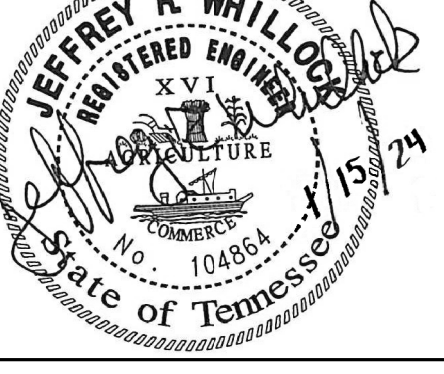

Engineering Services Group, Inc.  
Consulting Engineers  
900 East Hill Ave., Suite 350  
Knoxville, Tennessee 37915  
(865) 522-0393  
Project No. 23713



**LEWIS GROUP ARCHITECTS**

6512 DEANE HILL DRIVE | KNOXVILLE, TN 37919  
PH. 865.584.5000 | FX. 865.588.1272  
63 OCDOE ST. | CLEVELAND, TN 37311  
PH. 423.476.0012  
info@lewisgroup.net | www.lewisgroup.net

Project Status



A CULINARY ARTS CLASSROOM UPGRADE FOR:  
**WASHINGTON COUNTY SCHOOL SYSTEM**  
**DAVID CROCKETT HIGH SCHOOL**  
JONESBOROUGH, TN

DATE: 01/15/2023  
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PROJECT REVISIONS

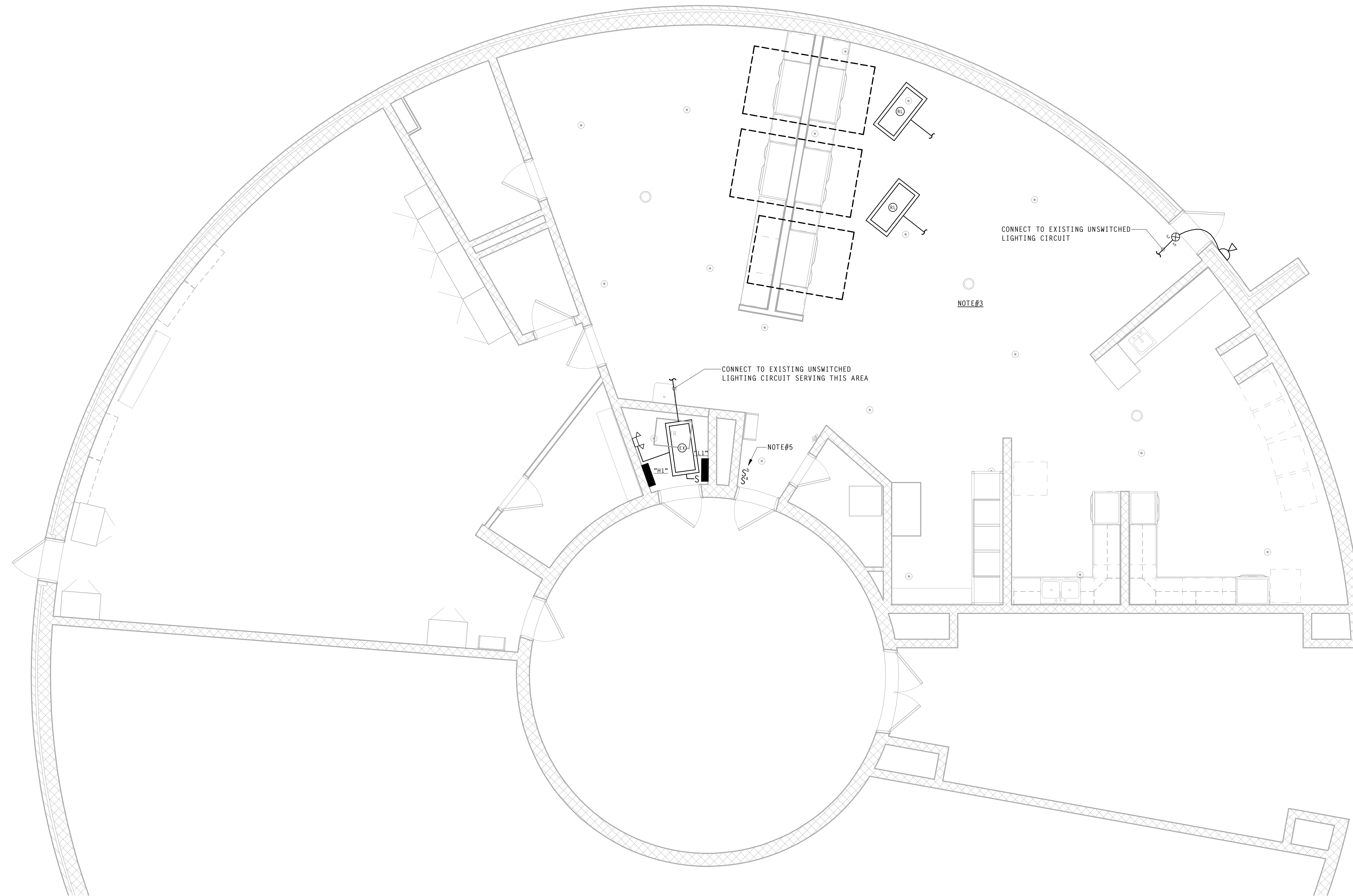
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FLOOR PLANS - HVAC

**M1.1**





FLOOR PLAN - LIGHTING  
SCALE: 1/4" = 1'-0"

1

NOTES:

1. REFER TO ARCHITECTURAL REFLECTED CEILING PLAN FOR EXACT LOCATIONS OF ALL LIGHTING FIXTURES.
2. EXIT SIGNS, TWIN HEAD EMERGENCY LIGHTS SHALL BE CONNECTED TO LOCAL UNSWITCHED LIGHTING CIRCUITS AS INDICATED ON DRAWINGS.
3. UNLESS NOTED OTHERWISE ON PLANS, EXISTING 2X4 LIGHTING FIXTURES SHALL REMAIN IN PLACE IN RENOVATION AREA. "RL" BY FIXTURE INDICATES EXISTING 2X4 LIGHTING FIXTURE TO BE RELOCATED TO NEW POSITION SHOWN IN ORDER TO ALLOW NEW HOODS TO BE INSTALLED. RECONNECT FIXTURES AS REQUIRED.
4. "EX" BY FIXTURE INDICATES EXISTING 2X4 FIXTURE TO REMAIN IN PLACE IN AREA WHERE NEW ELECTRICAL ROOM IS BEING CONSTRUCTED. RECONFIGURE EXISTING BRANCH WIRING AS REQUIRED SUCH THAT THIS FIXTURE IS CONTROLLED ONLY BY NEW WALL SWITCH IN ELECTRICAL ROOM.
5. RECONFIGURE EXISTING BRANCH WIRING FOR LIGHTING SUCH THAT ALL LIGHTING IN CULINARY ARTS ROOM IS CONTROLLED BY TWO SWITCHES AT THIS ENTRANCE.



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3107 Sutherland Ave.  
P.O. Box 10648  
Knoxville, TN 37939  
PH: (865)637-4451  
1-800-362-9789  
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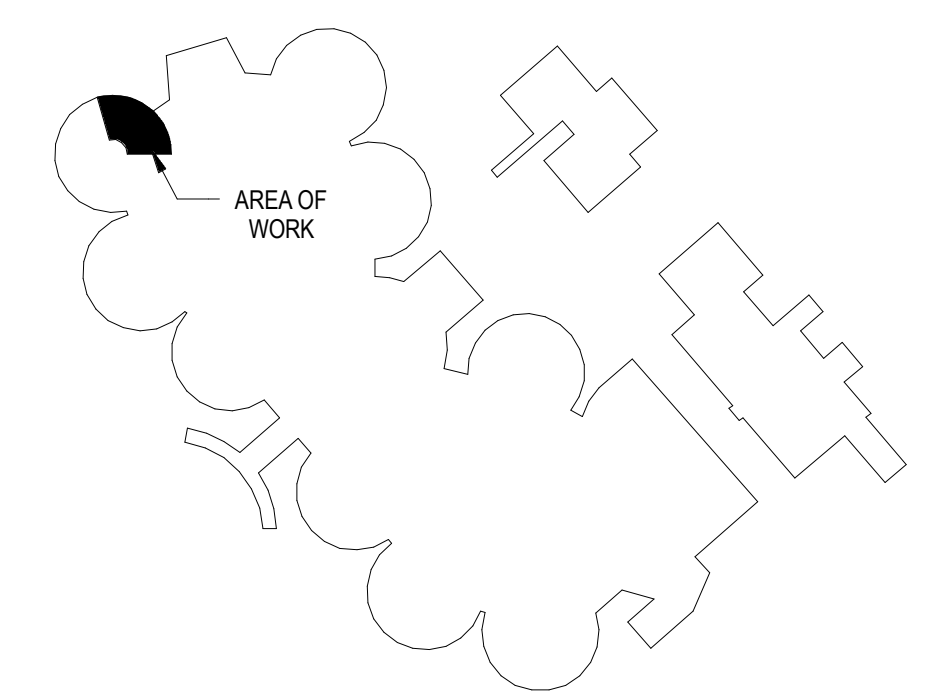
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KEY PLAN

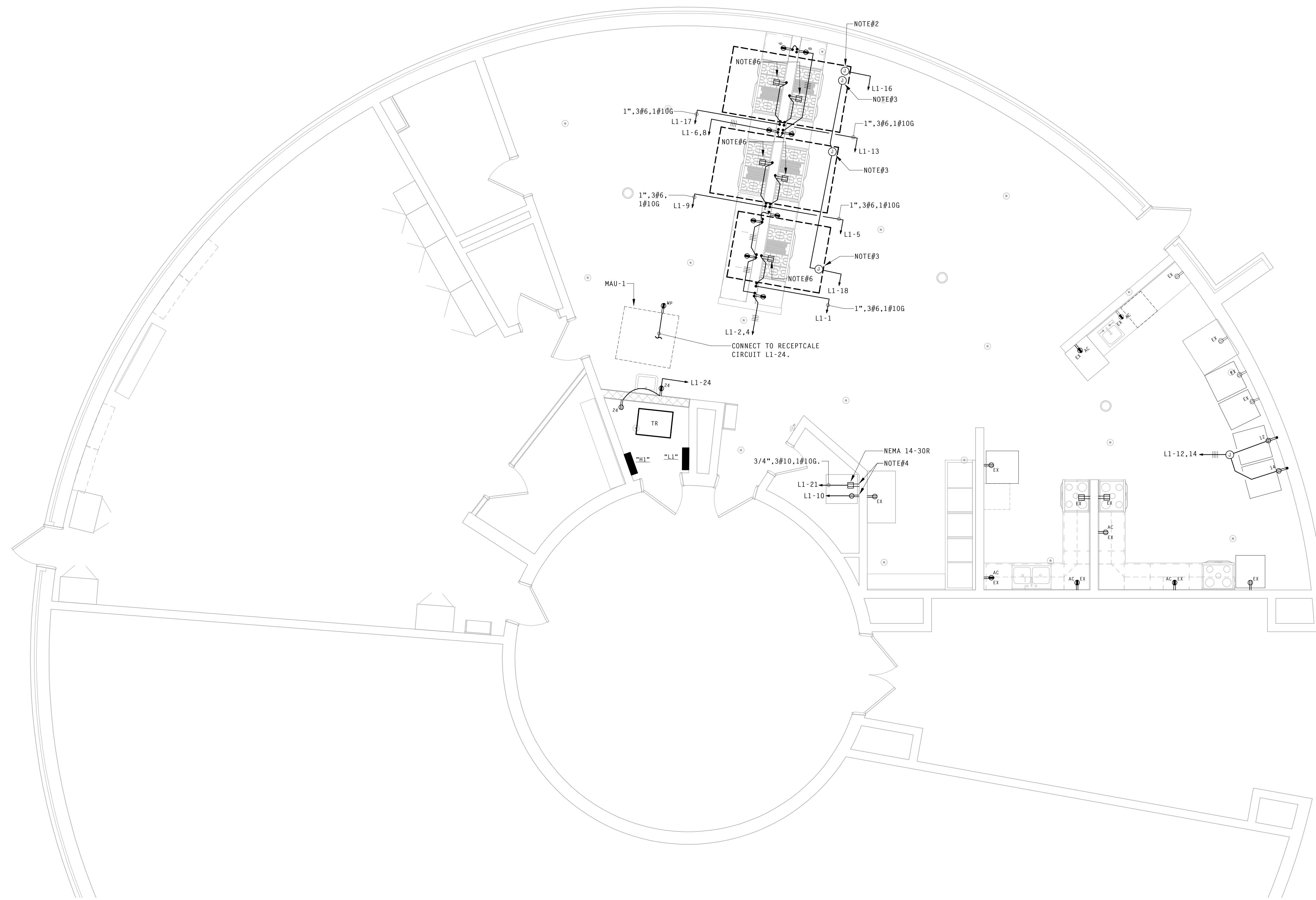


WALL LEGEND



FLOOR PLAN - LIGHTING

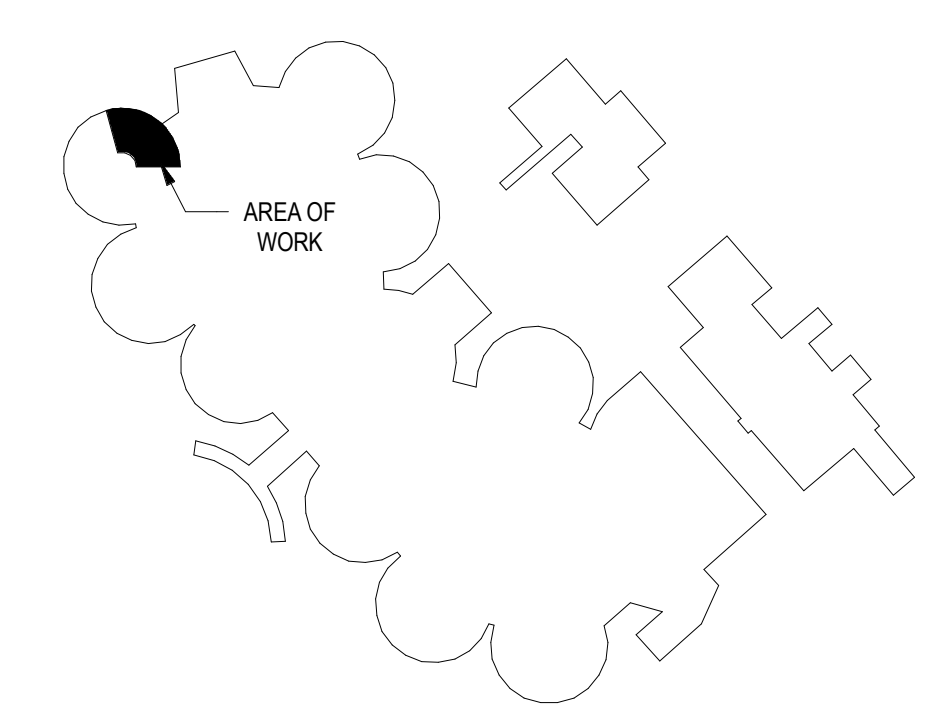
**E1.1**



FLOOR PLAN - POWER  
SCALE: 1/4" = 1'-0"

- NOTES:**
1. RECESSED OUTLET BOXES ON OPPOSITE SIDES OF FIRE RATED PARTITIONS SHALL BE SEPARATED BY A HORIZONTAL DISTANCE OF AT LEAST 24 INCHES.
  2. CONNECT KITCHEN HOOD EXTINGUISHING SYSTEM, 120/1. CONFIRM EXACT ROUGH-IN AND CONNECTION REQUIREMENTS WITH G.C. AND HOOD EXTINGUISHING SYSTEM INSTALLER.
  3. CONNECT KITCHEN HOOD LIGHTS, 120/1. CONFIRM EXACT ROUGH-IN AND CONNECTION REQUIREMENTS WITH G.C. AND KITCHEN HOOD INSTALLER.
  4. PROVIDE NEW OUTLETS AND WIRING AS SHOWN FOR WASHER AND DRYER EQUIPMENT.
  5. "EX" BY DEVICE INDICATES EXISTING DEVICE TO REMAIN. MAINTAIN IN FULL OPERATION.
  6. PROVIDE SPECIAL PURPOSE RECEPTACLE FOR RANGE/COOKTOP UNIT. FOR PURPOSES OF BIDDING, ASSUME DEVICE WILL BE NEMA 14-50R CONFIGURATION. VERIFY DEVICE CONFIGURATION WITH RANGE INSTALLER PRIOR TO INSTALLATION OF WIRING/DEVICE.

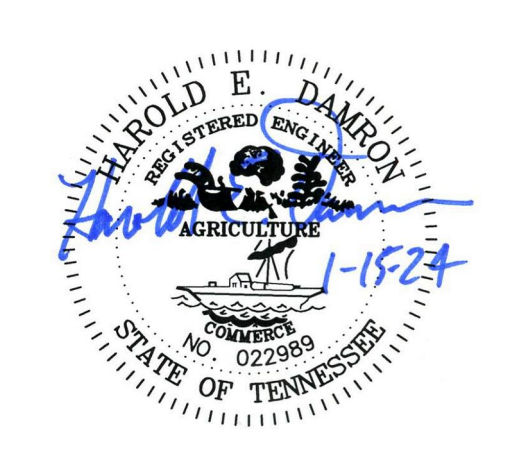
**KEY PLAN**



**WALL LEGEND**



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6512 DEANE HILL DRIVE | KNOXVILLE, TN 37919  
PH: 865.584.5000 | FX: 865.588.1272  
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**Vreeland Engineers Inc.**  
3107 Sutherland Ave.  
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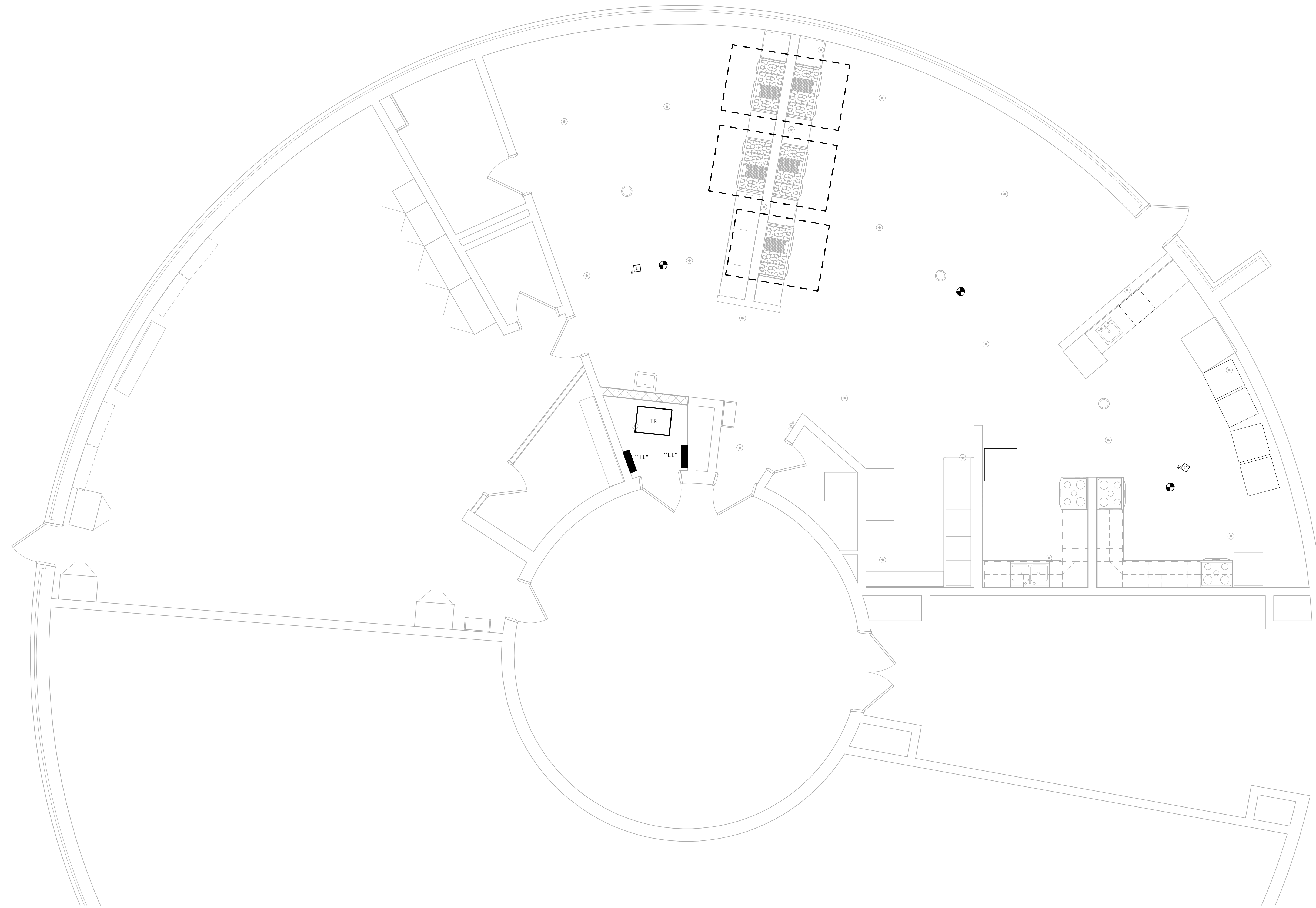
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FLOOR PLAN - POWER

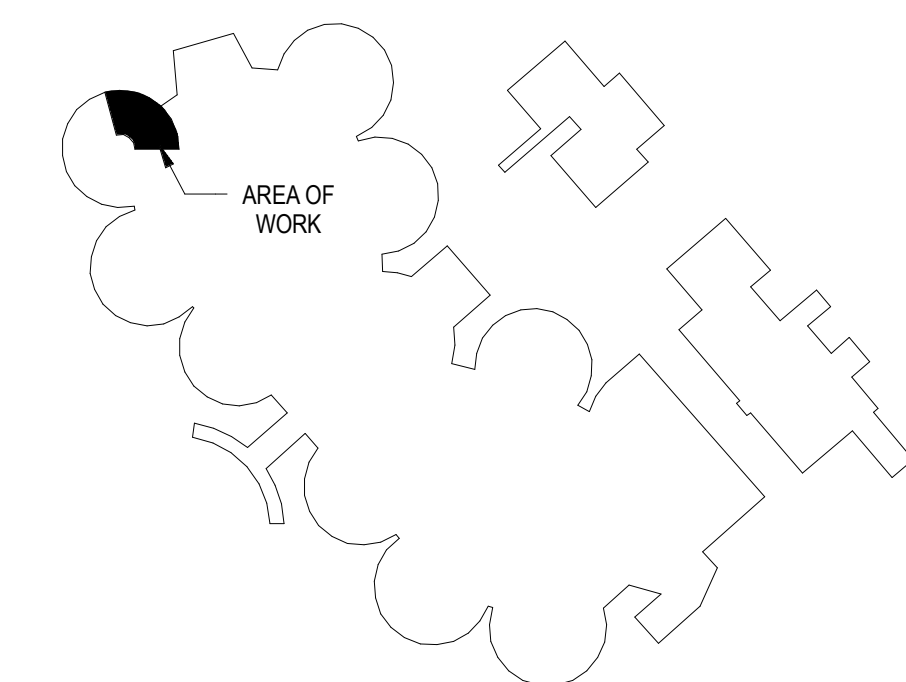
**E1.2**



FLOOR PLAN - COMMUNICATIONS  
SCALE: 1/4" = 1'-0"

1

KEY PLAN



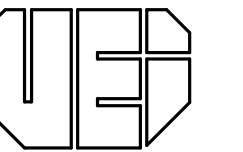
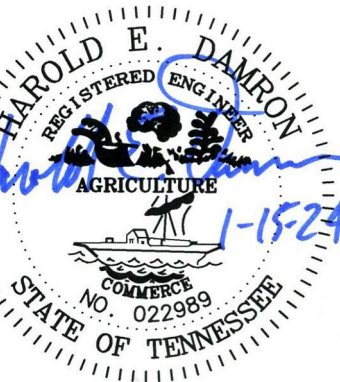
WALL LEGEND

EXTERIOR WALL



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PH. 865.584.5000 | FX. 865.588.1272  
63 OCDEE ST. | CLEVELAND, TN 37311  
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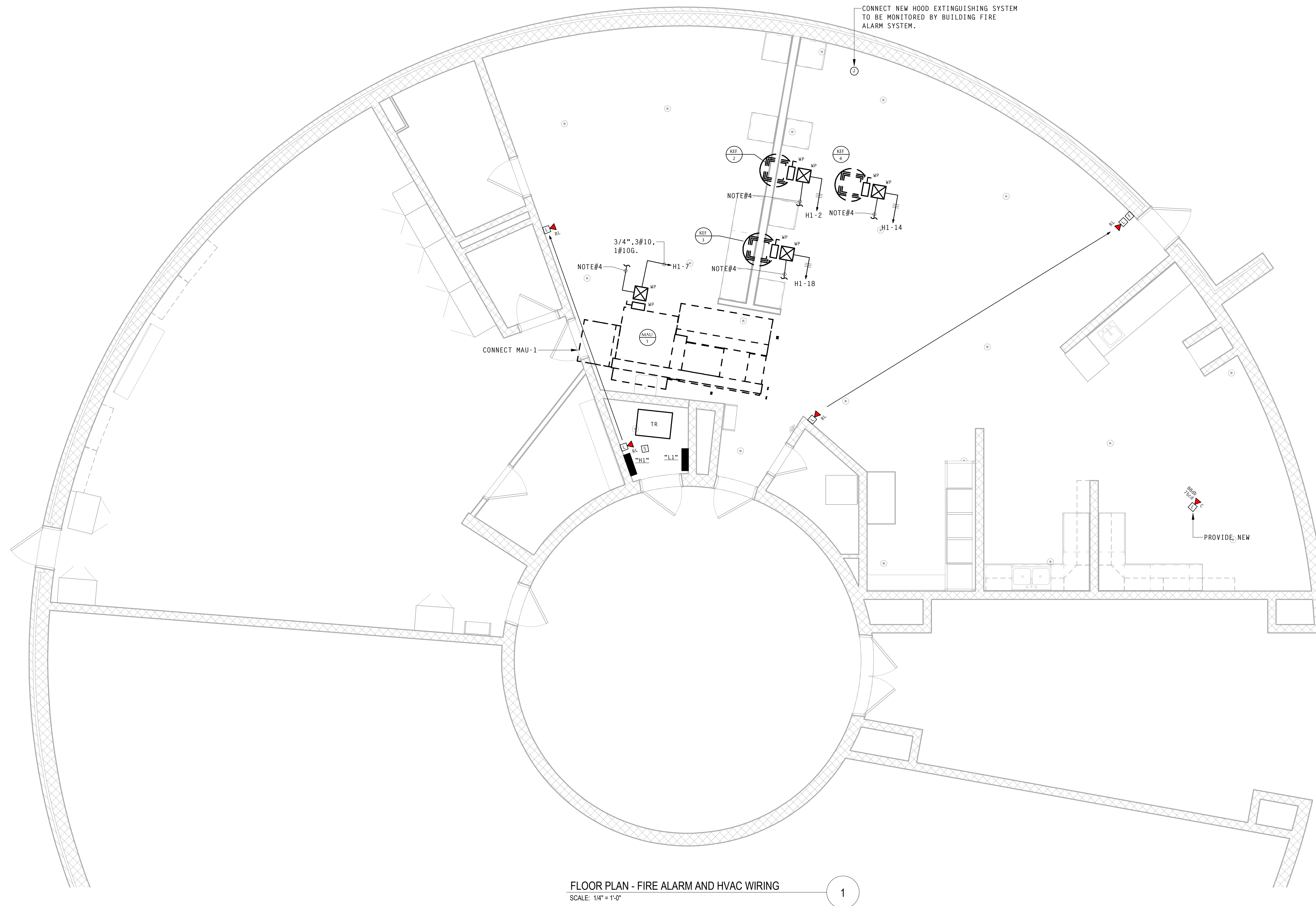
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FLOOR PLAN - COMMUNICATIONS

**E1.3**



FLOOR PLAN - FIRE ALARM AND HVAC WIRING  
SCALE: 1/4" = 1'-0" 1

- NOTES:**
1. PRIOR TO BEGINNING CONDUIT INSTALLATION FOR HVAC/PLUMBING EQUIPMENT ELECTRICAL CONTRACTOR SHALL CONFIRM WITH MECHANICAL/PLUMBING CONTRACTOR THE VOLTAGES FOR ALL HVAC/PLUMBING EQUIPMENT REQUIRING ELECTRICAL SERVICE. ELECTRICAL CONTRACTOR SHALL CALL ANY DISCREPANCIES BETWEEN ELECTRICAL DRAWINGS AND VOLTAGE INFORMATION PROVIDED BY MECHANICAL/PLUMBING CONTRACTOR TO THE ATTENTION OF ENGINEER PRIOR TO PROCEEDING WITH WORK.
  2. CONFIRM EXACT ROUGH-IN LOCATIONS FOR ALL HVAC/PLUMBING EQUIPMENT WITH MECHANICAL/PLUMBING CONTRACTOR PRIOR TO INSTALLATION OF CONDUIT.
  3. "RL" BY DEVICE INDICATES CONTRACTOR TO RELOCATE EXISTING DEVICE FROM PRESENT LOCATION TO NEW LOCATION INDICATED. REVISE WIRING ACCORDINGLY.
  4. LOCATIONS OF MAGNETIC MOTOR STARTERS FOR MAU-1, KEF-2, KEF-3, AND KEF-4 SHALL BE COORDINATED WITH HVAC SUBCONTRACTOR; COORDINATE CONTROL WIRING REQUIREMENTS FROM THESE STARTERS TO CONTROL SWITCHES MOUNTED ON HOODS.



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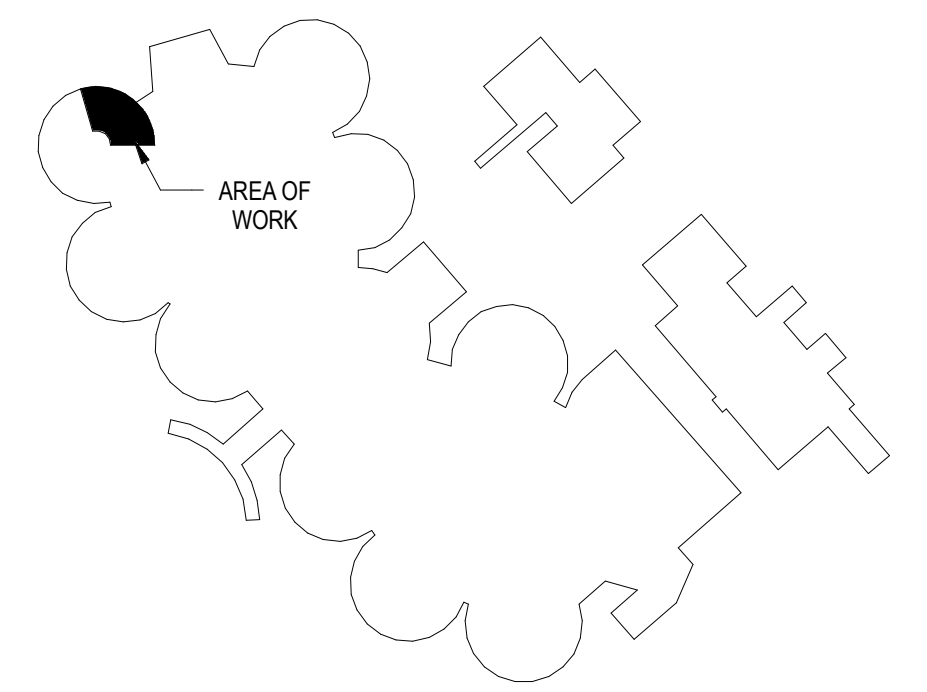
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FLOOR PLAN - FIRE ALARM AND HVAC WIRING

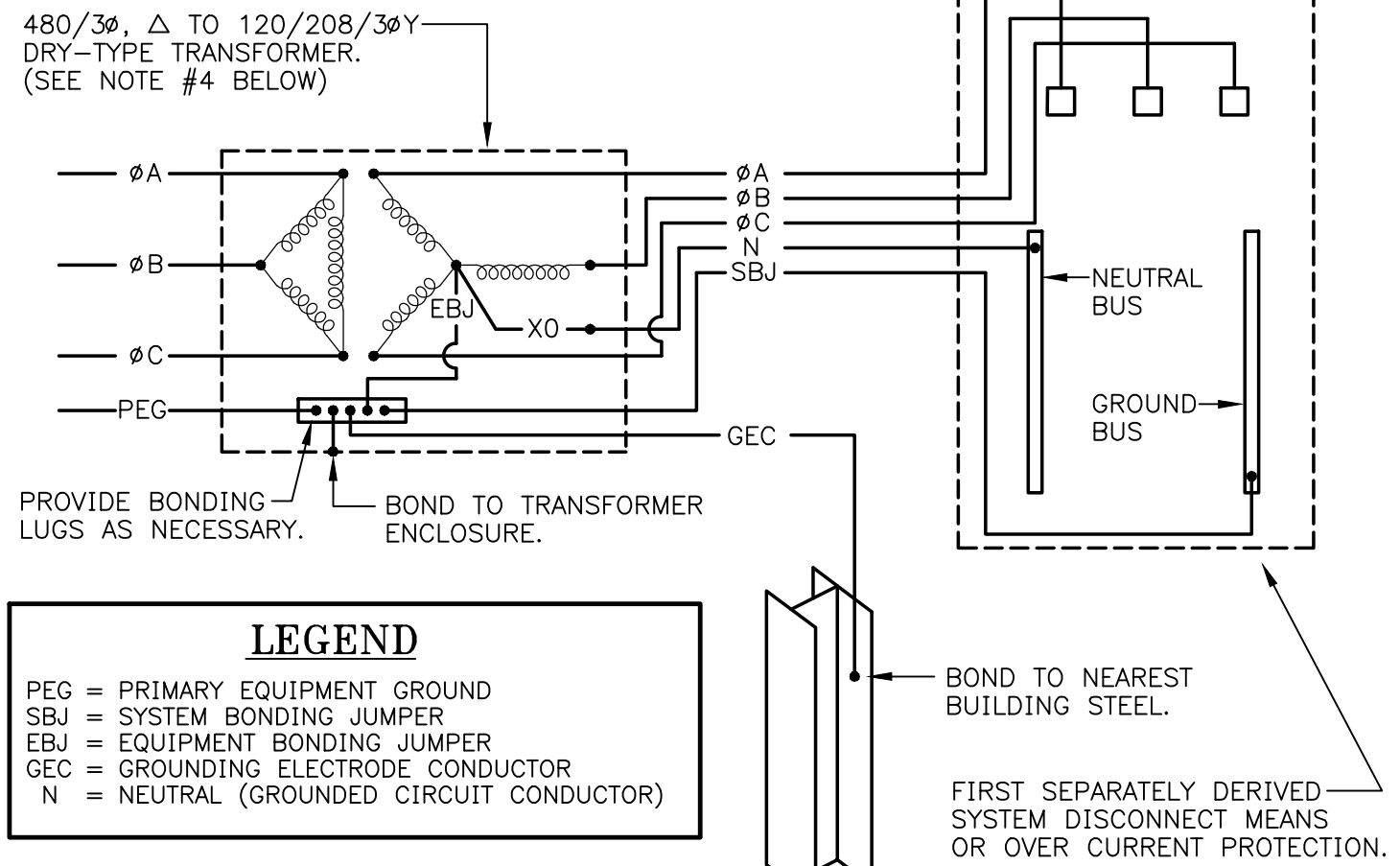
**E1.4**

**KEY PLAN**



**WALL LEGEND**





**LEGEND**

PEG = PRIMARY EQUIPMENT GROUND  
 SBJ = SYSTEM BONDING JUMPER  
 EBJ = EQUIPMENT BONDING JUMPER  
 GEC = GROUNDING ELECTRODE CONDUCTOR  
 N = NEUTRAL (GROUNDED CIRCUIT CONDUCTOR)

**TRANSFORMER GROUNDING SCHEDULE**

| TRANSFORMER KVA | PEG | SBJ | EBJ | GEC |
|-----------------|-----|-----|-----|-----|
| 15              | 10  | 8   | 8   | 8   |
| 30              | 10  | 6   | 6   | 6   |
| 45              | 8   | 4   | 4   | 4   |
| 75              | 6   | 2   | 2   | 2   |
| 112.5           | 6   | 1/0 | 1/0 | 1/0 |
| 150             | 4   | 2/0 | 2/0 | 2/0 |
| 225             | 3   | 3/0 | 3/0 | 3/0 |
| 300             | 2   | 3/0 | 3/0 | 3/0 |
| 500             | 1/0 | 3/0 | 3/0 | 3/0 |

\* INDICATES CONTRACTOR SHALL PROVIDE A CONDUCTOR OF THIS SIZE IN EACH CONDUIT CARRYING PARALLELED PHASE AND NEUTRAL CONDUCTORS.

**THREE-PHASE DRY-TYPE TRANSFORMER GROUNDING DETAIL**  
 NO SCALE

**ELECTRICAL SPECIFICATIONS**

- SCOPE: FURNISH PLANT, LABOR, MATERIAL, SERVICES, AND EQUIPMENT NECESSARY FOR AND REASONABLY INCIDENTAL TO THE INSTALLATION OF ELECTRICAL FACILITIES SHOWN ON THE DRAWINGS AND CALLED FOR HEREINAFTER.
- CODES AND PERMITS: SECURE NECESSARY PERMITS, PAY NECESSARY FEES, CONFORM TO ALL APPLICABLE LOCAL, STATE, AND NATIONAL CODES.
- POWER SERVICE: POWER SERVICE SHALL BE TAKEN FROM THE EXISTING BUILDING POWER DISTRIBUTION SYSTEM AS INDICATED ON DRAWINGS.
- WIRING METHODS: FURNISH AND INSTALL A SYSTEM OF LINE VOLTAGE POWER WIRING FOR RENOVATION AREA AS INDICATED ON DRAWINGS AND AS SET FORTH HEREINAFTER. ALL WIRING SHALL BE RUN CONCEALED TO THE MAXIMUM EXTENT POSSIBLE. UTILIZE ELECTRICAL-METALLIC TUBING (EMT) FOR NEW CONDUIT RUNS THAT ARE CONCEALED ABOVE LAY-IN ACOUSTICAL TILE CEILING AND CONCEALED IN NEW WALL CONSTRUCTION. EXISTING CONDUIT AND BOXES MAY BE UTILIZED WHERE PRACTICABLE TO ACHIEVE NEW BRANCH WIRING ARRANGEMENTS SHOWN ON DRAWINGS. OTHERWISE, PROVIDE ALL NEW CONDUIT AND BOXES AS ILLUSTRATED. PROVIDE TWO COMPARTMENT SURFACE NON-METALLIC RACEWAY SYSTEM WHERE INDICATED ON DRAWINGS. OTHERWISE, ALL NEW WIRING SHALL BE INSTALLED CONCEALED UNLESS SPECIFIC PERMISSION IS GIVEN BY ARCHITECT FOR EXPOSED WIRING. THE EXCEPTION SHALL BE WIRING FOR NEW WATER HEATERS AND RECIRCULATION PUMPS SHALL BE PERMITTED TO BE RUN EXPOSED IN STORAGE AND PREP ROOMS. ALL CONDUCTORS SHALL BE COPPER WITH "THHN/THWN" INSULATION. PROVIDE COLOR CODING OF CONDUCTORS IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE REQUIREMENTS. MINIMUM CONDUCTOR SIZE SHALL BE #12 AWG WITH LARGER SIZES WHERE INDICATED ON DRAWINGS. ALL WIRING (CONCEALED AND EXPOSED) SHALL BE RUN IN A NEAT AND WORKMANLIKE MANNER, PARALLEL OR PERPENDICULAR TO BUILDING STRUCTURAL ELEMENTS. NO DIAGONAL RUNS WILL BE PERMITTED UNLESS SPECIFIC PERMISSION IS GIVEN BY ARCHITECT. ALL WIRING IN ADVANCE OF INSTALLATION BY ARCHITECT.
- PANELBOARDS: FURNISH AND INSTALL NEW BRANCH CIRCUIT PANELBOARDS WHERE INDICATED ON DRAWINGS. NEW PANELBOARDS SHALL BE RATED 120/208-VOLT, 3-PHASE, 4-WIRE, OR 480/277-VOLT, 3-PHASE, 4-WIRE AS INDICATED ON DRAWINGS. NEW PANELBOARDS SHALL BE SIMILAR AND EQUAL TO SQUARE D "NO" OR "NF" SERIES FOR THE PARTICULAR VOLTAGE REQUIRED FOR EACH RESPECTIVE PANELBOARD. ALL BUSING IN NEW PANELBOARD SHALL BE COPPER. UTILIZE "BOLT-ON" TYPE CIRCUIT BREAKERS IN EACH NEW PANELBOARD. PROVIDE TYPED CIRCUIT DIRECTORY IN EACH PANELBOARD IDENTIFYING TYPE OF LOAD AND LOCATION OF LOAD FOR EACH PANELBOARD. HANDWRITTEN CIRCUIT DIRECTORIES WILL NOT BE PERMISSIBLE.
- DRY TYPE TRANSFORMER: FURNISH AND INSTALL DRY TYPE TRANSFORMER WHERE INDICATED ON DRAWINGS. DRY TYPE TRANSFORMER SHALL UTILIZE ALUMINUM WINDINGS AND SHALL BE RATED 115-DEGREE CELSIUS RISE. REFER TO DRAWINGS FOR KVA AND VOLTAGE RATINGS OF DRY TYPE TRANSFORMER PROVIDED AS PART OF THIS PROJECT.
- WORK AT EXISTING DISTRIBUTION PANEL: MAKE MODIFICATIONS TO EXISTING DISTRIBUTION PANEL AS ILLUSTRATED ON DRAWINGS. PROVIDE NEW FEEDER FROM EXISTING FUSIBLE SWITCH IN EXISTING 480/277-VOLT DISTRIBUTION PANEL TO SERVE NEW FEEDER AS INDICATED ON PLANS. PROVIDE NEW LABEL ON EXISTING DISTRIBUTION PANEL IDENTIFYING LOAD SERVED BY FUSIBLE SWITCH AS NOTED ON DRAWINGS.
- SAFETY SWITCHES: FURNISH AND INSTALL HEAVY-DUTY FUSIBLE TYPE SAFETY SWITCHES WHERE ILLUSTRATED ON DRAWINGS. SAFETY SWITCHES SHALL BE HEAVY DUTY, HORSEPOWER RATED, QUICK MAKE, QUICK BREAK WITH ARC SHIELD, WITH ENCLOSED CONSTRUCTION. UTILIZE NEMA 3R ENCLOSURES FOR OUTDOOR SAFETY SWITCHES. WHERE SAFETY SWITCHES ARE REQUIRED TO BE INSTALLED AWAY FROM WALLS, A SUITABLE SUPPORT WILL BE PROVIDED BY ELECTRICAL CONTRACTOR TO ALLOW THE SWITCH TO BE IN A POSITION OF APPROXIMATELY 4' ABOVE FLOOR OR ROOF LEVEL. SWITCHES MAY BE MOUNTED ON EQUIPMENT WHERE SPECIFIC APPROVAL IS PROVIDED BY EQUIPMENT SUPPLIER.
- MANUAL MOTOR STARTERS: FURNISH AND INSTALL MANUAL MOTOR STARTERS FOR FRACTIONAL HORSEPOWER EQUIPMENT AS INDICATED ON DRAWINGS. NEW MOTOR STARTERS SHALL BE SIMILAR AND EQUAL TO SQUARE D COMPANY 2510 SERIES, CATALOG NO. FF-1P OR FF-2P, DEPENDING UPON DOUBLE-POLE OR SINGLE-POLE APPLICATIONS. INSTALL IN ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS.
- WIRING DEVICES: FURNISH AND INSTALL NEW DUPLEX PLUG RECEPTACLES, GFCI DUPLEX PLUG RECEPTACLES, WALL SWITCHES, ETC., AS INDICATED ON DRAWINGS. NEW WIRING DEVICES SHALL BE TAMPER RESISTANT WITH MINIMUM RATING OF 20-AMPERES. PROVIDE STAINLESS STEEL COVERPLATES. COLOR OF DEVICES SHALL BE IVORY, WHITE, OR GRAY AS DIRECTED BY ARCHITECT.
- FIRE ALARM SYSTEM: EXPAND THE EXISTING BUILDING FIRE ALARM SYSTEM INTO RENOVATION AREA AS REQUIRED. ALL NEW EQUIPMENT SHALL BE COMPATIBLE WITH THE EXISTING BUILDING FIRE ALARM SYSTEM AND SHALL BE OF THE MAKE/MODEL RECOMMENDED FOR USE BY EXISTING SYSTEM MANUFACTURER. NO SUBSTITUTIONS WILL BE PERMITTED. TEST SYSTEM AT CONCLUSION OF JOB TO INSURE PROPER OPERATION IN ACCORDANCE WITH NFPA 72 AND REQUIREMENTS OF LOCAL AHJ. INCLUDE TEST REPORTS AS PART OF PROJECT CLOSE-OUT DATA.
- INTERCOM SYSTEM EXPANSION: EXPAND EXISTING BUILDING INTERCOM SYSTEM INTO RENOVATION AREA AS INDICATED ON DRAWINGS AND AS CALLED FOR HEREINAFTER. FURNISH AND INSTALL NEW CEILING RECESSED INTERCOM LOUDSPEAKERS, WIRING, AND ALL REQUIRED MODIFICATIONS, RE-PROGRAMMING, ETC. AT EXISTING MAIN OFFICE INTERCOM SYSTEM SO AS TO INCORPORATE NEW DEVICES, EQUIPMENT, WIRING SERVING NEW DEVICES, EQUIPMENT WIRING SERVING NEW DIGITAL ARTS CLASSROOM INTO EXISTING INTERCOM SYSTEM. ALL NEW EQUIPMENT SHALL BE AS RECOMMENDED BY AUTHORIZED VENDOR OF EXISTING INTERCOM SYSTEM. NO SUBSTITUTES WILL BE PERMITTED. EXISTING SYSTEM UTILIZES A NORTTEL PHONE SYSTEM. ALL NEW EQUIPMENT SHALL BE COMPATIBLE WITH THIS EXISTING SYSTEM AND INSTALLED BY AUTHORIZED VENDOR OF THIS SYSTEM.
- GROUNDING: FURNISH AND INSTALL GROUNDING IN ACCORDANCE WITH NATIONAL ELECTRICAL CODE. PROVIDE A SEPARATE CODE-SIZED EQUIPMENT GROUNDING CONDUCTOR IN ALL NEW BRANCH CIRCUIT WIRING RUNS. SEPARATE GROUNDING CONDUCTOR IS GENERALLY NOT ILLUSTRATED ON THE DRAWINGS BUT SHALL BE REQUIRED. GROUND EQUIPMENT AND LIGHTING FIXTURES IN ACCORDANCE WITH CODE. GROUND DRY-TYPE TRANSFORMER IN ACCORDANCE WITH CODE. SEE DETAIL ON DRAWINGS.
- SITE VISITATION: VISIT THE SITE SO AS TO HAVE A FULL UNDERSTANDING OF WORK REQUIRED IN THE EXISTING BUILDING. MAKE DUE ALLOWANCE FOR SAME IN BID PRICE. PRIOR TO COMMENCEMENT OF ANY DEMOLITION WORK, CONTRACTOR SHALL CONFIRM THAT INFORMATION SHOWN ON DRAWINGS REGARDING EXISTING ELECTRICAL ARRANGEMENT IS ACCURATE. CALL ANY DISCREPANCIES THAT ARE DISCOVERED TO THE IMMEDIATE ATTENTION OF THE ARCHITECT PRIOR TO PROCEEDING WITH WORK.
- SUBMITTALS: PROVIDE SUBMITTALS FOR REVIEW BY ARCHITECT AND ENGINEER. SUBMITTALS SHALL BE PROVIDED IN ELECTRONIC PDF FILE FORMAT WITH DESCRIPTIVE FILENAMES AND ALL MANUFACTURER'S CUT SHEETS APPROPRIATELY HIGHLIGHTED TO CLEARLY NOTE THE SPECIFIC EQUIPMENT BEING PROPOSED FOR USE ON THIS PROJECT. SUBMITTALS ON THIS PROJECT SHALL INCLUDE WIRING DEVICES, SWITCHGEAR, FIRE ALARM, INTERCOM, AND SURFACE NON-METALLIC RACEWAY SYSTEM.
- GUARANTEE: GUARANTEE ALL WORK TO BE FREE FROM DEFECTS IN MATERIAL AND WORKMANSHIP FOR A PERIOD OF ONE YEAR AFTER FINAL ACCEPTANCE OF JOB. MAKE ALL REPAIRS/REPLACEMENT OF DEFECTIVE PARTS/LABOR DURING WARRANTY PERIOD AT NO ADDITIONAL COST TO THE OWNER.

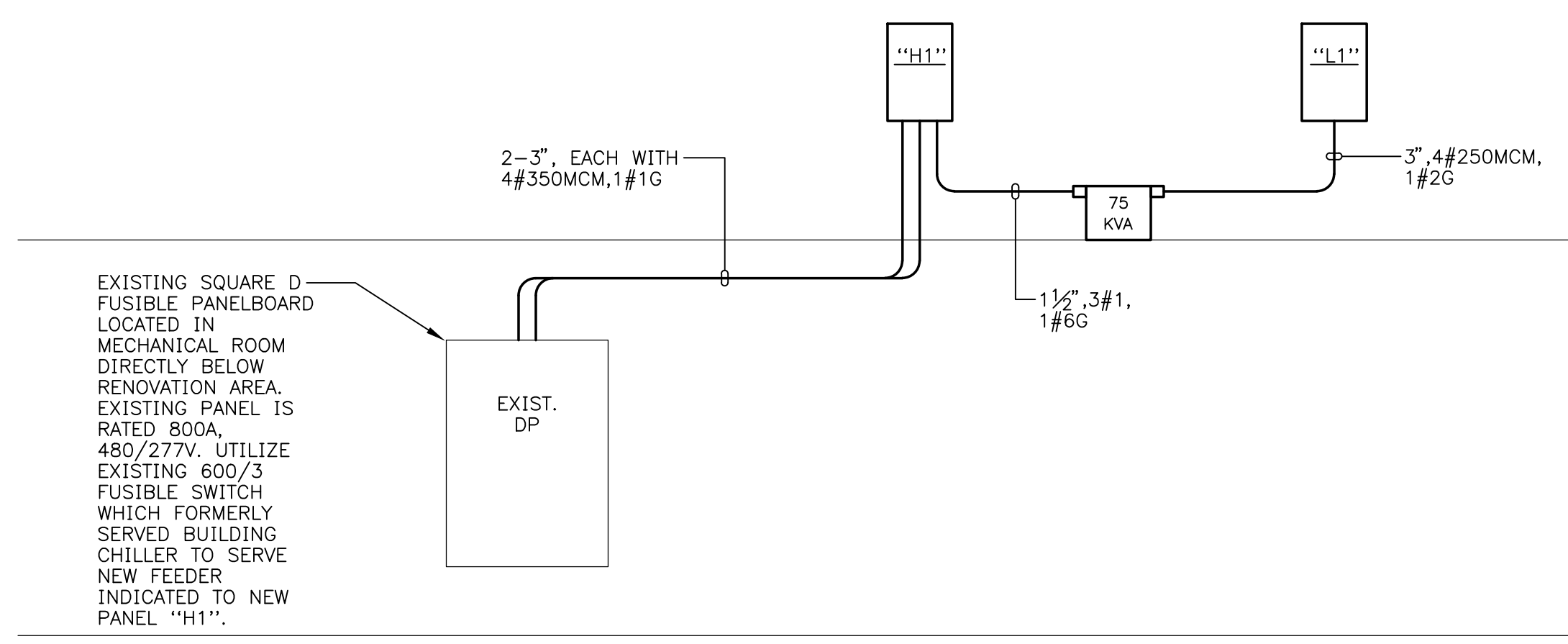
**PANEL (H1)** MAINS: 800A VOLTAGE/PHASE: 480/277V, 3Ø MOUNTING: SURFACE  
 SHORT CKT. CAPACITY: 25,000 ENTRY: BOTTOM  
 FEEDER SIZE: 2#350MCM/PH FED FROM: EXIST. DP BUS: COPPER

| CKT. NO.                     | SERVICES                 | LOAD (kVA)                   |      |                              | BREAKER | TRIP POLE             | LOAD (kVA) |     |     | SERVICES            | CKT. NO. |
|------------------------------|--------------------------|------------------------------|------|------------------------------|---------|-----------------------|------------|-----|-----|---------------------|----------|
|                              |                          | #A                           | #B   | #C                           |         |                       | #A         | #B  | #C  |                     |          |
| 1                            | TRANSFORMER (PANEL "L1") | 25.0                         | 25.0 |                              | 125     | 3                     | 20         | 0.7 | 0.7 | KEF-2               | 4        |
| 3                            |                          |                              |      |                              |         |                       |            |     |     |                     | 4        |
| 5                            |                          |                              |      |                              |         |                       |            |     |     |                     | 6        |
| 7                            | MAU-1                    | 5.5                          | 5.5  |                              | 30      | 3                     | 20         | 0.7 | 0.7 | KEF-3               | 8        |
| 8                            |                          |                              |      |                              |         |                       |            |     |     |                     | 10       |
| 11                           |                          |                              |      |                              |         |                       |            |     |     |                     | 12       |
| 13                           | SPACE ONLY               |                              |      |                              | 200     | 3                     | 20         | 0.7 | 0.7 | KEF-4               | 14       |
| 15                           |                          |                              |      |                              |         |                       |            |     |     |                     | 16       |
| 17                           |                          |                              |      |                              |         |                       |            |     |     |                     | 18       |
| 19                           | SPACE ONLY               |                              |      |                              | 200     | 3                     | 100        |     |     | SPACE ONLY          | 20       |
| 21                           |                          |                              |      |                              |         |                       |            |     |     |                     | 22       |
| 23                           |                          |                              |      |                              |         |                       |            |     |     |                     | 24       |
| 25                           | SPACE ONLY               |                              |      |                              | 60      | 3                     | 100        |     |     | SPACE ONLY          | 26       |
| 27                           |                          |                              |      |                              |         |                       |            |     |     |                     | 28       |
| 29                           |                          |                              |      |                              |         |                       |            |     |     |                     | 30       |
| SUB TOTAL CONNECTED          |                          | 30.5                         | 30.5 | 30.5                         |         |                       | 2.1        | 2.1 | 2.1 | SUB TOTAL CONNECTED |          |
| SUB TOTAL CONNECTED #A: 32.6 |                          | SUB TOTAL CONNECTED #B: 32.6 |      | SUB TOTAL CONNECTED #C: 32.6 |         | TOTAL CONNECTED: 97.8 |            |     |     |                     |          |

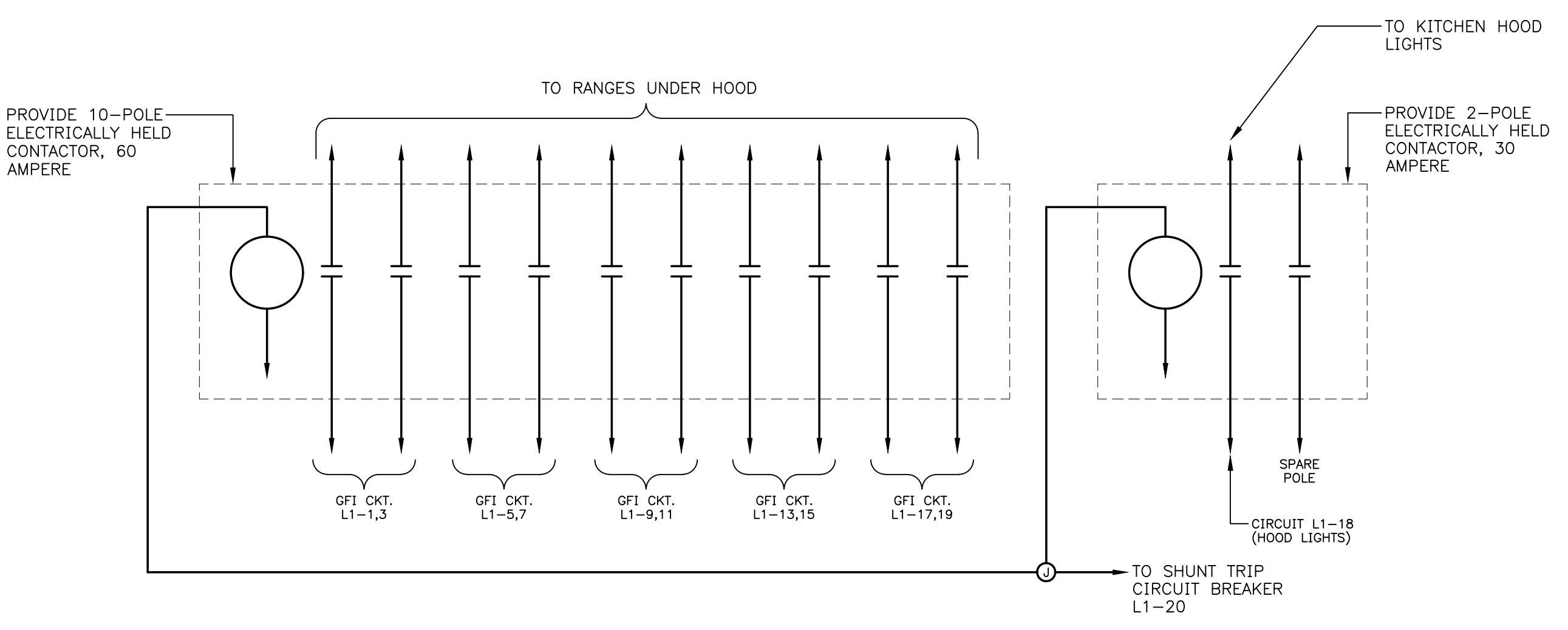
**PANEL (L1)** MAINS: 250A VOLTAGE/PHASE: 120/208V, 3Ø, 4W MOUNTING: SURFACE  
 SHORT CKT. CAPACITY: 10,000 ENTRY: BOTTOM  
 FEEDER SIZE: #250MCM FED FROM: "H1" (VIA TRANS.) BUS: COPPER

| CKT. NO.                     | SERVICES   | LOAD (kVA)                   |      |                              | BREAKER | TRIP POLE             | LOAD (kVA) |     |     | SERVICES                   | CKT. NO. |
|------------------------------|------------|------------------------------|------|------------------------------|---------|-----------------------|------------|-----|-----|----------------------------|----------|
|                              |            | #A                           | #B   | #C                           |         |                       | #A         | #B  | #C  |                            |          |
| 1                            | RANGE      | 4.0                          |      |                              | 50      | 2                     | 1          | 20  | 0.4 | RECEPTACLES-NEW RANGE AREA | 2        |
| 3                            |            |                              | 4.0  |                              |         |                       | 1          | 20  | 0.4 | RECEPTACLES-NEW RANGE AREA | 4        |
| 5                            | RANGE      |                              |      | 4.0                          | 50      | 2                     | 1          | 20  | 0.4 | RECEPTACLES-NEW RANGE AREA | 6        |
| 7                            |            | 4.0                          |      |                              |         |                       | 1          | 20  | 0.4 | RECEPTACLES-NEW RANGE AREA | 8        |
| 9                            | RANGE      |                              | 4.0  |                              | 50      | 2                     | 1          | 20  | 1.5 | WASHER                     | 10       |
| 11                           |            |                              |      | 4.0                          |         |                       | 1          | 20  | 1.0 | FREEZER                    | 12       |
| 13                           | RANGE      |                              |      | 4.0                          | 50      | 2                     | 1          | 20  | 1.0 | COOLER                     | 14       |
| 15                           |            |                              |      | 4.0                          |         |                       | 1          | 20  | 0.5 | HOOD EXTING. SYSTEM        | 16       |
| 17                           | RANGE      |                              |      | 4.0                          | 50      | 2                     | 1          | 20  | 0.5 | HOOD LIGHTS                | 18       |
| 19                           |            | 4.0                          |      |                              |         |                       | 1          | 20  | 0.5 | KITCHEN CONTRACTOR         | 20       |
| 21                           | DRYER      |                              | 2.4  |                              | 30      | 2                     | ST         |     |     | SHUNT TRIP                 | 22       |
| 23                           |            |                              | 2.4  |                              |         |                       |            |     | 0.4 | CONV. RECEPT.              | 24       |
| 25                           | SPARE      |                              |      |                              | 20      | 1                     | 1          | 20  |     | SPARE                      | 26       |
| 27                           | SPARE      |                              |      |                              | 20      | 1                     | 1          | 20  |     | SPARE                      | 28       |
| 29                           | SPARE      |                              |      |                              | 20      | 1                     | 1          | 20  |     | SPARE                      | 30       |
| 31                           | SPACE ONLY |                              |      |                              | 20      | 1                     | 1          | 20  |     | SPACE ONLY                 | 32       |
| 33                           | SPACE ONLY |                              |      |                              | 20      | 1                     | 1          | 20  |     | SPACE ONLY                 | 34       |
| 35                           | SPACE ONLY |                              |      |                              | 20      | 1                     | 1          | 20  |     | SPACE ONLY                 | 36       |
| 37                           | SPACE ONLY |                              |      |                              | 20      | 1                     | 1          | 20  |     | SPACE ONLY                 | 38       |
| 39                           | SPACE ONLY |                              |      |                              | 20      | 1                     | 1          | 20  |     | SPACE ONLY                 | 40       |
| 41                           | SPACE ONLY |                              |      |                              | 20      | 1                     | 1          | 20  |     | SPACE ONLY                 | 42       |
| SUB TOTAL CONNECTED          |            | 16.0                         | 14.4 | 14.4                         |         |                       | 2.3        | 2.4 | 2.3 | SUB TOTAL CONNECTED        |          |
| SUB TOTAL CONNECTED #A: 18.3 |            | SUB TOTAL CONNECTED #B: 16.8 |      | SUB TOTAL CONNECTED #C: 16.7 |         | TOTAL CONNECTED: 51.8 |            |     |     |                            |          |

- NOTES:**
- PROVIDE GFI CIRCUIT BREAKERS FOR CIRCUITS 1, 5, 9, 10, 12, 13, 14, AND 17.
  - PROVIDE SHUNT TRIP CIRCUIT BREAKER FOR CIRCUIT 30 WHICH SUPPLIES CONTROL POWER TO THE CONTACTORS SERVING ELECTRICAL LOADS LOCATED UNDER THE HOODS. PROVIDE INTERLOCK WIRING WITH KITCHEN HOOD EXTINGUISHING SYSTEM SUCH THAT ACTIVATION OF SYSTEM SHUTS OFF POWER TO THE EQUIPMENT UNDER HOOD SERVED BY THESE CONTACTORS. SEE DETAIL ON THIS DRAWING FOR ADDITIONAL INFORMATION. CLOSELY COORDINATE WORK WITH HOOD EXTINGUISHING SYSTEM INSTALLER.



**FEEDER DIAGRAM**  
 NO SCALE



**KITCHEN HOOD CONTRACTOR WIRING DIAGRAM**  
 N.T.S.

- NOTES:**
- PROVIDE INTERLOCK WIRING FROM HOOD EXTINGUISHING SYSTEM TO "SHUNT TRIP" CIRCUIT BREAKER SERVING HOOD CONTRACTOR (I.E. CKT. L1-20) SUCH THAT ACTIVATION OF HOOD SYSTEM DE-ENERGIZES THIS CIRCUIT AND SHUTS OFF POWER TO ALL EQUIPMENT LOCATED UNDER HOOD.
  - ROUTE CIRCUITS NOTED ABOVE THROUGH CONTACTORS. CONTACTORS SHALL BE HOUSED IN NEMA 1 ENCLOSURE, ABOVE PANEL "L1".

**LEGEND**

- SYMBOL DESCRIPTION**
- 2'x4' LIGHTING FIXTURE. "EX" INDICATES EXISTING TO REMAIN, "RL" INDICATES EXISTING TO BE RELOCATED.
  - ⊕ WALL-MOUNTED THIN-HEAD EMERGENCY LIGHTING FIXTURE. CONNECT TO UNSWITCHED LIGHTING CIRCUIT. MOUNT 7'-6" AFF EXCEPT NOT LESS THAN 6" BELOW CEILING. "WG" BY DEVICE INDICATES WIRE GUARD TO BE PROVIDED.
  - ⊕ EXIT SIGN. "WM" INDICATES WALL MOUNTING. "CC" INDICATES CEILING MOUNTING. "S" INDICATES SINGLE FACE. "D" INDICATES DOUBLE FACE. "HP" INDICATES PENDANT MOUNTING. PROVIDE DIRECTIONAL ARROWS ON EXIT SIGNS AS INDICATED ON PLANS. "WC" BY DEVICE INDICATES WIRE GUARD TO BE PROVIDED. UNIT EQUIPPED WITH BATTERY BACK-UP. CONNECT TO UNSWITCHED. "HOT", LIGHTING CIRCUIT.
  - ⊕ DUPLEX PLUG RECEPTACLE. 120-VOLTS; 20-AMPERES; MOUNT 3" ABOVE BACKSPASH AT WORK COUNTERS/LAVATORIES AND +18" AFF ELSEWHERE UNLESS NOTED TO A DIFFERENT HEIGHT. PROVIDE WEATHER RESISTANT DEVICE AND WEATHERPROOF "EXTRA DUTY WHILE IN USE" COVER WHERE LOCATED OUTDOORS. TAMPER RESISTANT, UNLESS NOT REQUIRED BY CODE.
  - ⊕ DUPLEX PLUG RECEPTACLE. 120-VOLTS, 20-AMPERES, SHADED CENTER INDICATES EQUIPPED WITH BUILT-IN GROUND FAULT CIRCUIT INTERRUPTER, MOUNT 3" ABOVE BACKSPASH AT WORK COUNTERS/LAVATORIES AND +18" AFF ELSEWHERE UNLESS NOTED TO A DIFFERENT HEIGHT. PROVIDE WEATHER RESISTANT DEVICE AND WEATHERPROOF "EXTRA DUTY WHILE IN USE" COVER WHERE LOCATED OUTDOORS. TAMPER RESISTANT, UNLESS NOT REQUIRED BY CODE.
  - ⊕ SPECIAL PURPOSE 208-VOLT, SINGLE-PHASE RECEPTACLE, MOUNT +18" AFF UNLESS NOTED OTHERWISE. SEE PLANS FOR ADDITIONAL INFORMATION.
  - ⊕ CONDUIT AND CONDUCTORS EXTENDED TO PANELBOARD A, CIRCUITS 1, 3, AND 5. CROSS LINES INDICATE #12 AWG PHASE AND NEUTRAL CONDUCTORS WHERE MORE THAN TWO. SINGLE CIRCUIT BRANCH CIRCUIT WIRING RUNS SHOWN WITHOUT CROSS LINES SHALL BE PROVIDED WITH 2#12, 1#12G. EACH 20 AMPERE BRANCH CIRCUIT SHALL BE PROVIDED WITH SEPARATE NEUTRAL CONDUCTOR. SHARING OF NEUTRAL CONDUCTORS SHALL NOT BE PERMITTED. PROVIDE EQUIPMENT GROUNDING CONDUCTOR IN EACH CONDUIT RUN.
  - ⊕ CONDUIT IN THE FLOOR CONSTRUCTION OR UNDERGROUND SHOWN TURNING UP.
  - ⊕ CONDUIT IN THE WALL OR CEILING CONSTRUCTION SHOWN TURNING DOWN.
  - ⊕ JUNCTION BOX, SIZE AND USE AS REQUIRED; COVERPLATE SHALL OVERLAP THE BOX EDGE BY 1/2" WHERE RECESSED IN WALL WITH CONCEALED WIRING.
  - ⊕ ELECTRIC MOTOR REQUIRING CONNECTION, SIZE, USE, AND LOCATION AS INDICATED ON PLANS. VERIFY LOCATION AND CONNECTIONS REQUIRED WITH MECHANICAL TRADE PRIOR TO ROUGH-IN; USE FLEXIBLE CONDUIT WITHIN 18" OF EQUIPMENT.
  - ⊕ FUSED DISCONNECT SWITCH, HEAVY DUTY "HP" RATED, PROVIDE NEMA 3R ENCLOSURE OUTDOORS.
  - ⊕ FIRE ALARM MANUAL PULL STATION, TOP OF BOX 48" AFF.
  - ⊕ WALL MOUNTED FIRE ALARM COMBINATION SPEAKER/STROBE UNIT, CANDELA AND DBA RATING AS NOTED ON DRAWINGS. PROVIDE BACKBOX SUCH THAT BOTTOM OF STROBE LENS IS 81" ABOVE FINISHED FLOOR, COORDINATE BACKBOX TYPE AND EXACT MOUNTING HEIGHT WITH FIRE ALARM EQUIPMENT SUPPLIER. "WC" BY SPEAKER/STROBE INDICATES CONTRACTOR TO PROVIDE WIRE GUARD.
  - ⊕ FIRE ALARM COMBINATION SPEAKER/STROBE UNIT, CANDELA AND DBA RATING AS NOTED ON DRAWINGS. "C" INDICATES SPEAKER/STROBE UNIT TO BE CEILING MOUNTED. "WG" BY DEVICE INDICATES CONTRACTOR TO PROVIDE WIRE GUARD.
  - ⊕ CEILING MOUNTED FIRE ALARM AUTOMATIC SMOKE DETECTOR, LOCATE MINIMUM 3'-0" AWAY FROM HVAC SUPPLY AND RETURN DIFFUSERS.
  - ⊕ WALL SWITCH, SINGLE POLE UNLESS NOTED 3- OR 4-WAY; "P" INDICATES EQUIPPED WITH PILOT LIGHT TO INDICATE WHEN SWITCH IS ON; W.P. INDICATES WEATHERPROOF. "K" INDICATES KEY OPERATED SWITCH; "+48" / "- ABOVE FLOOR EXCEPT IN MASONRY WALLS WHERE HEIGHT SHALL BE ADJUSTED TO HAVE BOX EDGE OCCUR AT A MASONRY JOINT. PROVIDE NEUTRAL CONDUCTOR IN ADDITION TO LINE AND SWITCHED CONDUCTORS.
  - ⊕ WALL MOUNTED EXTERIOR LED EMERGENCY LIGHTING UNIT FULL CUTOFF "DARK SKY" COMPLIANT TYPE, WITH BUILT-IN NICKEL CADMIUM BATTERY FOR EMERGENCY OPERATION ONLY UPON LOSS OF NORMAL UTILITY POWER. WET LOCATION LISTED, WITH INTERNAL BATTERY HEATER. VERIFY FINISH AND EXACT MOUNTING HEIGHT WITH ARCHITECT. UNIT SHALL BE SIMILAR AND EQUAL TO MILE LIGHTING MERU-LED-EM-FIN-IH. UNIT SHALL HAVE TWO LED LAMPS FOR REDUNDANCY, TOTAL 11 WATTS.
  - ⊕ MAGNETIC MOTOR STARTER FOR EQUIPMENT INDICATED; PROVIDE HEAVY DUTY FUSED DISCONNECT SWITCH IN LOCATIONS WHERE STARTER IS OUT OF SIGHT OF SUPPLYING PANELBOARD.
  - ⊕ CEILING RECESSED INTERCOM LOUDSPEAKER.
  - ⊕ DATA/VOICE OUTLET, PROVIDE 4 11/16" SQUARE BOX WITH SINGLE-GANG DEVICE RING AND BLANK COVERPLATE. EXTEND EMPTY 1" CONDUIT FROM OUTLET BOX TO POINT ABOVE ACCESSIBLE LAY-IN CEILING AND TERMINATE WITH BUSHING. LOCATE OUTLET BOX 3" ABOVE BACKSPASH AT WORK COUNTERS AND +18" AFF ELSEWHERE UNLESS NOTED TO A DIFFERENT HEIGHT ON DRAWINGS. "WM" BY DEVICE INDICATES DEVICE TO BE DEDICATED FOR WIRELESS ACCESS POINT USE.



**LEWIS GROUP ARCHITECTS**  
 6512 DEANE HILL DRIVE | KNOWVILLE, TN 37091  
 PH: 865.584.5000 | FX: 865.588.1272  
 63 OCCOLE ST. | CLEVELAND, TN 37311  
 PH: 423.476.0012  
 info@lewisgroup.net | www.lewisgroup.net



**Vreeland Engineers Inc.**  
 3107 Sutherland Ave.  
 P.O. Box 10648  
 Knoxville, TN, 37939  
 PH: (865)637-4451  
 F: (865)362-9789  
 vreelandengineers.com  
 VET Job No. 23145

**WASHINGTON COUNTY SCHOOL SYSTEM**  
**DAVID CROCKETT HIGH SCHOOL**  
 JONESBOROUGH, TN  
 A CULINARY ARTS CLASSROOM UPGRADE FOR:

DATE: 01/15/2024  
 PROJECT NO: 22040  
 SBC NO:

**PROJECT REVISIONS**

| # | DATE | DESCRIPTION |
|---|------|-------------|
|   |      |             |

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LEGEND, SCHEDULES, DETAILS  
**E2.0**



Set Number:

## Project Manual

# DCHS Culinary Arts Classroom Upgrade

David Crockett High School  
Jonesborough, Tennessee

LGA Project Number: 22040

**Isse Date: 01/15/2024**

**Washington County  
Department of Education**

Architect

## **The Lewis Group Architects, Inc.**

6512 Deane Hill Drive, Knoxville, TN 37919 V (865) 584-5000 F (865) 588-1272  
[www.lewisgroup.net](http://www.lewisgroup.net)

63 North Ocoee Street, Cleveland, TN 37311 V (423) 476-0012 F (423) 476-0012

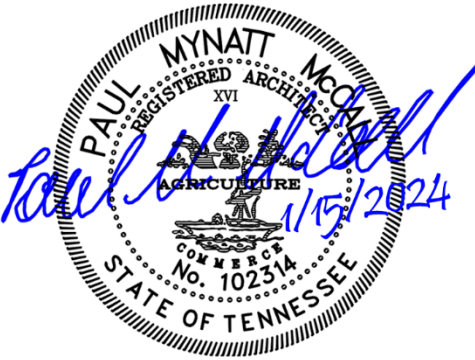



Mechanical Engineers

### **Engineering Services Group**

Electrical Engineers

### **Vreeland Engineers**

SECTION 00 01 07 - SEALS PAGE

|  |  |
|--|--|
|  <p>ARCHITECT</p>   |  <p>STRUCTURAL ENGINEER</p>  |
|  <p>FIRE PROTECTION / MECHANICAL /<br/>PLUMBING ENGINEER</p> |  <p>ELECTRICAL ENGINEER</p> |
|  |  |

END OF SECTION

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Not Used

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Not Used

**Division 22 - PLUMBING**

Not Used

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Not Used

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Not Used

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Not Used

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Not Used

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Not Used

**END OF SECTION**

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- Cover

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E2.0 LEGEND, SCHEDULES, DETAILS

**END OF SECTION**

**SECTION 00 11 15 ADVERTISEMENT FOR BID**

Sealed bids for the Culinary Arts Classroom Upgrade to **David Crockett High School** Project shall be received as follows:

OWNER: Washington County Department of Education  
LOCATION: 405 W. College Street  
Jonesborough, TN 37659  
MAILING ADDRESS: (same as above)

TIME: 2:00 PM EST; Tuesday, February 20, 2024

Bids will be publicly opened and read aloud. The Contract will be awarded as soon thereafter as practicable. Bidders must use the bid envelope cover sheet provided in the project manual and include their Full Name, Address, and Tennessee Contractor's License Number.

Bidders must obtain Plans, Specifications and Contract Documents from the Lewis Group Architects, 6512 Deane Hill Drive, Knoxville, TN 37919, Telephone 865-584-5000. All documents will be made available electronically by contacting Peter Giddings at [pgiddings@lewisgroup.net](mailto:pgiddings@lewisgroup.net). A bid deposit is not required, however it is imperative that you contact the architect for documents so that you can be added to the official bidder's list.

A pre-bid meeting is scheduled for Tuesday, February 6, 2024 at 10:30 a.m. local time. The meeting will be held at David Crockett High School, 684 Old State Route 34, Jonesborough, TN 37659. Bidders (General Contractors) and Subcontractors are highly encouraged to attend but not required. If unable to attend the pre-bid meeting, bidders are encouraged to contact Dr. Jarrod Adams at Washington County Schools ( [adamsj@wcde.org](mailto:adamsj@wcde.org) ) to view the subject area.

All Bidders must be licensed Contractors as required by the "CONTRACTOR'S LICENSING ACT OF 1976," and as passed by the 89th General Assembly of the State of Tennessee. Furthermore, the Contractor should have the necessary licensing classifications as listed in Rules of Tennessee Board for Licensing General Contractors-Chapter 0680-1.

Each Bid must be accompanied by a certified check or by a Bidder's Bond executed by the Bidder and a surety company licensed to do business in the State of Tennessee, in the sum of five percent (5%) of the amount of the Bid. This Project is required to comply with Davis-Bacon wage rates.

The successful Bidder will be required to execute an acceptable performance and payment bond in the amount equal to one hundred percent (100%) of the Contract price prior to the execution of the contract.

Washington County Department of Education reserves the right to waive any informality in or to reject any or all bids and to accept the bid deemed most favorable to the interest of the school system.

Questions regarding this bid request shall be directed, in writing via e-mail, to Lewis Group Architects. All technical questions will be addressed by written addendum issued by the architect.

**END OF SECTION**

## SECTION 00 21 13 - INSTRUCTIONS TO BIDDERS

General Conditions: AIA A701 - 2018 edition

**Project:**

DCHS Culinary Arts Classroom Upgrade  
David Crockett High School  
LGA# 22040  
684 Old State Route 34  
Jonesborough, TN 37659

**Owner:**

Washington County Department of Education  
405 W. College Street  
Jonesborough, TN 37659

**Architect:**

The Lewis Group Architects, Inc.  
6512 Deane Hill Drive  
Knoxville, TN 37919

2.1.5 The Bidder shall only obtain services from the sub-contractors/vendors in the approved vendors list below:

3.3.2.1 Requests for substitutions will only be considered when submitted by a General Contractor bidding the project, prior to receipt of bids.

7.1.1.1 Provide Performance and Payment Bonds for the full amount of the Contract.

**END OF SECTION**

**SECTION 00 41 00 - BID FORM**

TO: The Lewis Group Architects, Inc.  
6512 Deane Hill Drive  
Knoxville, TN 37919

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR: David Crockett High School Culinary Upgrade  
LGA# 22040  
684 Old State Route 34  
Jonesborough, TN 37659

Pursuant to and in compliance with the Invitation to Bid, the Instructions to Bidders, and other documents relating thereto, the undersigned hereby proposes to furnish all labor and materials and perform all work complete for the construction of the project required by and in strict conformance with the Contract Documents consisting of the Drawings, the Project Manual, and

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

Addendum No. \_\_\_\_ dated \_\_\_\_\_ Addendum No. \_\_\_\_ dated \_\_\_\_\_

In submitting this bid the Bidders acknowledge that they have received, read, and understand the bid documents, have visited the site and become familiar with conditions under which work will be performed, have correlated observations with requirements of Bid Documents, and make this bid in accordance therewith.

In submitting the Bid the Bidder agrees to:

1. Honor this bid for 30 days from date of bid opening.
2. Enter into and execute a contract if presented on the basis of this bid and furnish certificate(s) of insurance, bonds and other documents related to the contract as required by the Bidding Documents.
3. Accomplish work in accordance with the Contract Documents.
4. Perform additional work by Change Order under the terms of the contract using the actual cost of the work plus ten percent (10%) for overhead and five percent (5%) for profit.
5. Achieve Substantial Completion of the Work within \_\_\_\_\_ (by contractor) calendar days from and including the date stipulated in the Notice to Proceed; and, accept the conditions for Liquidated Damages in the amount of Five Hundred Dollars (\$500.00) per calendar day.
6. Have a drug free workplace program as required by the "Drug-Free Workplace Affidavit". Attach a fully executed affidavit with the Bid Form.

7. Have a fully executed Non-Collusion Affidavit attached to the Bid Form.
8. Have a fully executed Iran Divestment Act and No Boycott of Israel Compliance Affidavit attached to the Bid Form.
9. Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.
10. Have a Performance and Payment Bond attached to the Bid Form.

Complete the Work of this project for the Lump Sum of:

**BASE BID:**

\_\_\_\_\_ and \_\_\_\_\_ /100ths  
Dollars  
(Amount shown in both words and figures)      \$ \_\_\_\_\_

NAME OF FIRM \_\_\_\_\_

SIGNED BY \_\_\_\_\_

NAME: \_\_\_\_\_ TITLE \_\_\_\_\_

BIDDER'S ADDRESS \_\_\_\_\_  
STREET

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TELEPHONE \_\_\_\_\_

CONTRACTOR'S LICENSE NO: \_\_\_\_\_ Dollar Limit: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM / DD / YYYY

**END OF SECTION**

**Bidder Identification**

|   |                 |                    |
|---|-----------------|--------------------|
|   |                 | <b>Bidder Name</b> |
| License No.                                       | Expiration Date | Address            |
| License Classification Applicable to this Project |                 | City ST Zip code   |
| \$  |                 | Telephone          |
| Dollar Limit                                      |                 | Fax                |

**Subcontractors used on this project**

|  |   |   |
|--|---|---|
| <p>If any work, regardless of dollar value, is required for a subcontractor category, list subcontractor that will perform that work. Or, if Bidder will perform that work in a category with Bidder's own forces, fill in Bidder's name as subcontractor.</p> | <p>If the monetary amount of a subcontractor's work is such that no license is required, "N/A" may be written in the license number column, but still write name.</p> | <p>If no work is required in a subcontractor category, write "N/R" (None Required).</p> |
|--|---|---|

**Masonry**

|                 |                |
|-----------------|----------------|
| Name            |                |
| License No.     |                |
| Expiration Date | Classification |

**Fire Protection**

|                 |                |
|-----------------|----------------|
| Name            |                |
| License No.     |                |
| Expiration Date | Classification |

**Plumbing**

|                 |                |
|-----------------|----------------|
| Name            |                |
| License No.     |                |
| Expiration Date | Classification |

**HVAC**

|                 |                |
|-----------------|----------------|
| Name            |                |
| License No.     |                |
| Expiration Date | Classification |

**Electrical**

|                 |                |
|-----------------|----------------|
| Name            |                |
| License No.     |                |
| Expiration Date | Classification |

**SECTION 00 41 13.1 - DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The undersigned, principal officer of \_\_\_\_\_, the Contractor, an employer of five (5) or more employees contracting with \_\_\_\_\_, to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of the Contractor and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Contractor submits this Affidavit pursuant to Tennessee Code Annotated (TCA) § 50-9-113, which requires each employer with five or more employees receiving pay who contracts with the state to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with TCA Title 50, Chapter 9.
3. The Company is in compliance with TCA § 50-9-113.

Further affidavit saith not.

\_\_\_\_\_  
Principal Officer

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Before me personally appeared \_\_\_\_\_, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**END OF SECTION**

**SECTION 00 41 13.2 - AFFIDAVIT OF COMPLIANCE WITH NON-COLLUSION OF PRIME BIDDER**

STATE OF TENNESSEE

\_\_\_\_\_  
COUNTY OF WASHINGTON

\_\_\_\_\_, being first duly sworn, deposes and says that:

1. He/She is \_\_\_\_\_ of \_\_\_\_\_, the Bidder that has submitted the attached Bid;
2. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached Bid or of any other bidder, or to secure through any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Washington County, TN or any person interested in the proposed contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by a collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(signed) \_\_\_\_\_

\_\_\_\_\_  
(title)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2024

\_\_\_\_\_  
(signature)

My commission expires \_\_\_\_\_

**END OF SECTION**

**SECTION 00 41 13.3 - AFFIDAVIT OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT AND NO BOYCOTT OF ISRAEL**

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to Tennessee Code Annotated Section 12-12-106.

Pursuant to Tennessee Code Annotated Title 12, Chapter 4, Part 1, by submission of a response to this solicitation, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint response each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not currently engaged in, and will not for the duration of the contract engage in, a boycott of Israel.

Print Name: \_\_\_\_\_  
(Sign in BLUE ink)

Authorized Signature: \_\_\_\_\_  
(Sign in BLUE ink)

Date: \_\_\_\_\_  
(Sign in BLUE ink)

**END OF SECTION**

**SECTION 00 43 13 - BID SECURITY FORM**

TO: Washington County Department of Education  
405 West College Street  
Jonesborough, Tennessee 37659

FROM: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR: **David Crockett High School Culinary Arts Classroom Upgrade**  
Jonesborough, Tennessee

KNOW ALL PEOPLE BY THESE PRESENTS, that we,

\_\_\_\_\_

as Principal, hereinafter called the Principal, a \_\_\_ corporation \_\_\_ partnership \_\_\_ individual duly authorized by law to do business as a construction contractor in the state of Tennessee, and

\_\_\_\_\_  
(Surety Company name)

a corporation duly authorized to do a surety business under the Laws of the state of Tennessee as Surety, hereinafter called the Surety, are held and firmly bounds unto the school system as Obligee, hereinafter called the Obligee, in the penal sum of

5 % of the bid

for the payment of which sum will and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors, and assigns, jointly and severally, firmly by these presents.

WHEREAS, the principal has submitted a bid for the project named:

\_\_\_\_\_

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and

give such bond or bonds, if Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

\_\_\_\_\_  
Principal

Seal

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or type named signed above

\_\_\_\_\_  
Title

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Surety

Seal

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print or type named signed above

**END OF SECTION**

## SECTION 00 45 59 - CRIMINAL HISTORY CHECK

Contractor shall comply with Public Chapter 587 of Public Acts, 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

AN ACT to amend Tennessee Code Annotated, Section 49-5-413, relative to contracting with certain persons who may have contact with certain children.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF  
TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-5-413, is amended by adding the following new subsection:

(d) (1) Any person, corporation or other entity who enters into or renews a contract with a local board of education or childcare program as defined in Section 49-1- 1102 on or after the effective date of this act shall be required to comply with the provisions of this subsection if the contract requires:

(A) The person or an employee of the person, corporation or other entity to have direct contact with school children or to children in a childcare program; or

(B) The person or employee access to the grounds of a school or childcare center when children are present.

(2) It is the duty of the person, corporation or other entity who employs a person described in subdivision (1) to require such applicant to supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds.

(3) (A) No employer, or employee of such employer to whom this subsection applies shall come in direct contact with school children or to children in a childcare program or enter the grounds of a school or childcare center when children are present until the criminal history records check has been conducted on such person.

(B) No employer, or employee of such employer, to whom this subsection applies shall come in direct contact with school children or to children in a childcare program or enter the grounds of a school or childcare center when children are present if the criminal history records check indicates that the employer or employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in Section 40-39- 202(17) or violent

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sexual offender in Section 40-39- 202(25). (B) (i) If an employee is convicted of an offense that, if committed on or after July 1, 2007, is a sexual offense as defined in Section 40-39- 202(17) or a violent sexual offense as defined in Section 40-39- 202(25), after the employer has conducted

a criminal history records check on such employee, the employee shall notify the employer of such conviction within seven (7) days from the date of conviction.

(ii) An employee commits a Class A misdemeanor, punishable by fine only, who knowingly fails to disclose to the employer within the required seven (7) days that the employee has been convicted of an offense specified in subdivision (C) (i).

(4) The provisions of this subsection shall only apply if the employer or employee of such employer comes in direct contact with school children, children in a childcare program or enter the grounds of a school or childcare center when children are present during the ordinary course of performing a function required or permitted by the terms of the contract. Any action involving direct contact or entry by an employee which is outside such ordinary course of performing a function required or permitted by the terms of the contract shall not in any way be deemed to be authorized or approved by the employer and such employer shall not in any way be deemed to be liable for such contact or entry, vicariously or otherwise. However, nothing in this subsection shall authorize such contact or entry by an employer or employee of such employer if contact or entry is prohibited by any other provision of law; provided that with respect to such contact or entry, the person, corporation, or other entity who employs a person described in subdivision (1) shall not in any way be deemed to be liable, vicariously, or otherwise, for any such actions taken by the employee unless such employer has actual knowledge that such other provision of law prohibits contact or entry by an employee.

SECTION 2. This act shall take effect September 1, 2007, the public welfare requiring it and shall apply to all applicable contracts entered into or renewed on or after the effective date of this act.

**END OF SECTION**

**SECTION 00 45 59.1 - AFFIDAVIT OF COMPLIANCE WITH TENNESSEE CRIMINAL HISTORY RECORDS CHECK**

**TENNESSEE CODE ANNOTATED, SECTION 49-5-413**

(To be submitted with bid by contractor)

I, \_\_\_\_\_, president or other principal

Officer of \_\_\_\_\_, swear or affirm that the  
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

\_\_\_\_\_  
President or Principal Officer

For: \_\_\_\_\_  
Name of Company

STATE OF TENNESSEE  
COUNTY OF \_\_\_\_\_

Subscribed and sworn before me by \_\_\_\_\_,

President or principal officer of \_\_\_\_\_,

On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission expires: \_\_\_\_\_

**END OF SECTION**

**SECTION 00 52 00 – AGREEMENT FORM**

PART 1 - GENERAL

1.1 AGREEMENT FORM

- A. The Contract shall be the “Standard Form of Agreement Between Owner and Contractor - Stipulated Sum”, AIA Document A101, 2017 Edition.

PART 2 - PRODUCTS Not Applicable

PART 3 - EXECUTION Not Applicable

**END OF SECTION**

**SECTION 00 61 13 - PERFORMANCE AND PAYMENT BOND**

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. The Performance Bond shall be the "Performance Bond", A.I.A. Document A312, 2010 Edition, will be the form used for this project.
- B. The Payment Bond shall be the "Payment Bond", A.I.A. Document A312, 2010 Edition, will be the form used for this project.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

**END OF SECTION**

**SECTION 00 72 00 - GENERAL CONDITIONS**

PART 1 - GENERAL

1.1 GENERAL CONDITIONS OF THE CONTRACT FOR CONSTRUCTION

- A. The Conditions of the Contract shall be the General Conditions of the Contract for Construction, AIA Document A201, 2017 Edition, as follows.
- B. The General Conditions are amended by the Supplementary Conditions, Section 00 73 00 of the Project Manual.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

**END OF SECTION**

## SECTION 00 73 00 - SUPPLEMENTARY CONDITIONS

The following supplements modify AIA Document A201-2017 General Conditions of the Contract for Construction. Where a portion of the General Conditions modified or deleted by these Supplementary Conditions, the unaltered portions of the General Conditions shall remain in effect.

### ARTICLE 1 - GENERAL PROVISIONS

#### 1.1.4 THE PROJECT

A. Add Sub-paragraphs 1.1.4.a and 1.1.4.b as follows:

1.1.4.a - The Contractor and its subcontractors and vendors have examined carefully the various conditions and limitations under which the work is to be performed including, but not limited to (1) the location, conditions, character and arrangement of the site, its environs, and contiguous properties thereto; (2) availability and competence of labor required to properly complete the work; (3) weather conditions, climatic range and precipitation generally prevailing in the region and immediate vicinity of the site; (4) availability and cost of materials, tools, equipment and resources necessary to properly complete the work; and (5) other similar matters.

1.1.4.b - Neither Owner nor Architect assumes any responsibility or liability for the above listed matters or other similar issues related thereto, nor any responsibility or liability for safety of the site, work, workplace, property, or persons, these being the sole responsibility of the Contractor.

#### 1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

A. Add Sub-paragraphs 1.2.4, 1.2.5 and 1.2.6 as follows:

1.2.4 In the event of conflicts or discrepancies among the Contract Documents, interpretations will be based on the following priorities:

1. Modifications
2. The Agreement.
3. Addenda, with those of later date having precedence over those of earlier date.
4. The Supplementary Conditions.
5. The General Conditions of the Contract for Construction.
6. Division 1 of the Specifications
7. Drawings and Divisions 2 through 49 of the Specifications.
8. Other documents specifically enumerated in the Agreement as Part of the Contract Documents

In case of conflicts or discrepancies between drawings and Divisions 2-49 of the Specifications or within or among the Contract Documents and not clarified by Addendum, the Architect will determine which takes precedence in accordance with Sections 4.2.11, 4.2.12 and 4.2.13.

- 1.2.5 If there is any conflict or discrepancy within or between any of the Contract Documents involving the quality or quantity or work required, it is the intention of the Contract that the work of highest quality or greatest quantity shown or specified shall be furnished, unless such conflict or discrepancy shall have been brought to the Architect's attention and clarified by Addendum prior to the opening of bids.
- 1.2.6 Whether or not the word "ALL" is used in the specifications, coverage is intended to be complete, except where partial coverage is specifically and expressly noted. In all cases where an item is referred to in the singular number, it is intended that the reference shall apply to as many such items as are required to complete the work. Words such as "Install", "Provide", "Furnish", and "Supply" shall be construed as meaning complete furnishing, installing and constructing unless modified by additional information.

## ARTICLE 2 - OWNER

### 2.3 INFORMATION AND SERVICES REQUIRED OF THE OWNER

- A. Delete Sub-paragraph 2.3.6 and substitute the following:

2.3.6 The Owner shall furnish the Contract Documents to the Contractor in digital Format.

If the Contractor requires paper documents, the Contractor shall be responsible for the costs of producing such paper documents.

- A. Add new paragraph 2.6 and sub-paragraph 2.6.1 as follows:

### 2.6 OWNER RESPONSIBILITY

2.6.1 The Owner shall have no responsibility for, nor control of supervision, schedules, means, methods, techniques, sequences, procedures, or coordination of any portion of the work under this contract.

## ARTICLE 3 - CONTRACTOR

### 3.2 REVIEW OF CONTRACT DOCUMENT FIELD CONDITIONS BY CONTRACTOR

- A. Add new sub-paragraph 3.2.1.1 as follows:

3.2.1.1 Should discrepancies or conflicts in the requirements of the Drawings and Specifications be discovered after the work has started, the Contractor shall report such discrepancies or conflicts to the Architect immediately and no work affected thereby shall be started, or if started, shall be stopped immediately until the Contractor and the Architect agree upon clarification of the discrepancy or conflict.

- B. Add new sub-paragraphs 3.2.2.1 and 3.2.2.2 as follows:

- 3.2.2.1 Neither Owner nor Architect warrants the accuracy of grades, elevations, dimensions, clearances, or locations indicated on the drawings issued by the Architect, nor for work installed by separate contractors.
- 3.2.2.2 The Contractor shall verify the accuracy of all such grades, elevations, dimensions, clearances, and locations to its satisfaction. Dimensions of existing or other work at the site shall be verified by the Contractor for connection of work under this contract. Failure of the Contractor to verify grades, elevations, dimensions, clearances, or locations resulting in errors in the work shall be the sole responsibility of the Contractor and corrected at no additional cost to the Owner.
- 3.2.5 The Owner is entitled to reimbursement from the Contractor for amounts paid to the Architect for evaluating and responding to the Contractor's request for information that are not prepared in accordance with the Contract Documents or where the requested information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, or owner provided information, Contractor-prepared coordination drawing or prior Project correspondence or documentation.

C. Add new sub-paragraph 3.2.5 as follows:

- 3.2.5 No verbal agreement or conversation with any officer, representative, agent, or employee, of the Owner or Architect either before or after the execution of this contract shall affect or modify the terms or obligations herein contained.

### 3.4 LABOR AND MATERIALS

A. Add the new sub-paragraph 3.4.4 as follows:

- 3.4.4 The standards of the work required throughout shall be of such grade as will bring results of the first class only. All material permanently installed in the project shall be new unless otherwise specified or approved by the Architect. New materials shall have been recently manufactured and shall not be obsolete or untested.

### 3.7 PERMITS, FEES AND NOTICES AND COMPLIANCE WITH LAWS

A. Add the following new sub-paragraphs 3.7.6 and 3.7.7:

- 3.7.6 The Contractor shall pay for all fees and for all damages to sidewalks, streets, or other public or private property, or to any public utilities.
- 3.7.7 The Contractor shall secure all certificates of inspection and of occupancy required by authorities having jurisdiction over the work. These shall be delivered to the Architect upon completion of the work.

## ARTICLE 5 - SUBCONTRACTORS

### 5.3 SUBCONTRACTURAL RELATIONS

A. Add sub-paragraphs 5.3.1 and 5.3.2 as follows:

- 5.3.1 The Contractor shall be directly responsible for all the work included in the Contract, whether performed by his own forces or by his subcontractors. Except in extreme emergencies, all instructions, clarifications and approvals will be given by the Architect to subcontractors only through the Contractor and all shop drawings, samples, and correspondence from the subcontractor shall be submitted to the Architect through the Contractor.
- 5.3.2 Insofar as it does not affect the quality of workmanship or materials, the Contractor shall settle all questions of responsibility arising among his various subcontractors and shall determine the extent of work and responsibility of each of the subcontractors.

ARTICLE 8 - TIME

8.1 DEFINITIONS

A. Replace sub-paragraph 8.1.2 with the following:

- 8.1.2 The date of commencement of the work shall be specified in the written "Notice to Proceed."

8.3 DELAYS AND EXTENSIONS OF TIME

A. Add the following to the end of sub-paragraph 8.3.2:

. . . Except that neither the Owner nor the Architect shall be obligated or liable to the Contractor for, and the Contractor hereby expressly waives any claims against the Owner and the Architect on account of any damages, costs, or expenses of any nature which the Contractor, its subcontractors, or sub-subcontractors or any other person may incur as a result of any delays, interferences, suspensions, changes in sequence or the like arising from or out of any act or omission of the Owner or the Architect, it being understood and agreed that the Contractor's sole and exclusive remedy in such event shall be an extension of the contract time, but only in accordance with the provisions of the contract documents.

ARTICLE 9 - PAYMENTS AND COMPLETION

9.3 APPLICATIONS FOR PAYMENT

B. Add new sub-paragraph 9.3.1.3 as follows:

- 9.3.1.3 Progress payments may be requested monthly and shall be for 95% of the approved amount properly allocable to materials and equipment incorporated in the work and materials covered with applicable insurance and suitably stored in an approved location on the date of the request.

C. Add new sub-paragraphs 9.3.2.1 and 9.3.2.2 as follows:

- 9.3.2.1 The Owner and the Architect reserve the right to request additional information including but not limited to, invoices for materials stored. Furnish a separate certificate of insurance covering full value of any material stored off site and subsequent transportation to the job site. Owner shall be named insured on the certificate of insurance.
- 9.3.2.2 Where circumstances indicate that the Owner's best interest is served by off-site storage, the Contractor shall make written request to the Architect for approval to include such material costs in his next progress payment. The Contractor's request shall meet the following Off-Site Stored Material Requirements:
1. All materials must be stored in a secure bonded warehouse within the State of Tennessee.
  2. Provide evidence of insurance on all stored materials.
  3. Certification that all stored materials have been inventoried, clearly identified as property of the Owner, and tagged for delivery to the project.
  4. Provide a properly executed, recorded Uniform Commercial Code (UCC) financing statement.
  5. A letter from the bonding company indicating agreement to the arrangements and that payment to the Contractor shall not relieve either party from their responsibility to complete the project
  6. Materials having architectural finishes must be inspected and accepted by the Architect. The Contractor making the request shall pay cost incurred by the Architect to inspect material in off-site storage.
  7. Requests for payment of material stored off-site requires 30 days prior approval of the Owner.
  8. The requirements indicated above must be met before payment will be approved for materials stored off-site.

E. Add the following new sub-paragraph 9.3.3:

- 9.3.4 Contractor further warrants that all payments to subcontractors and suppliers due and payable have been or will be paid in strict accordance with all laws and regulations governing such payments. Failure by the Contractor shall result in sufficient funds being withheld from current or future applications. Such failure of contractor when properly substantiated shall be brought to the attention of the Surety.

## 9.6 PROGRESS PAYMENTS

A. Replace sub-paragraph 9.6.1 with the following:

- 9.6.1 Unless otherwise provided in the agreement, the Owner will make progress payments to the Contractor on the basis of a duly certified and approved estimate of the work performed submitted to the Owner by the 1st day of each month for the preceding calendar month. In preparing estimates, materials delivered to and properly stored on the site shall be given consideration. Materials stored off-site shall not be paid for by the Owner unless the Contractor furnishes a certificate for that material showing the Owner as the Owner of said material and a Certificate of Insurance in the

name of the Owner providing all-risk insurance coverage in an amount which will adequately protect the Owner's interest relative to all materials stored off-site. The Contractor shall remain responsible for the protection of the material and shall ensure the replacement of any damaged or lost material until project closeout.

#### 9.10 FINAL COMPLETION AND FINAL PAYMENT

- A. Revise first sentence of sub-paragraph 9.10.1, to read:

The Architect and Owner will promptly make such inspection and, when the Architect and Owner finds . . .

- B. In sub-paragraph 9.10.2, change "and (5)" to read "and (6)", and add a new clause (5) as follows:

(5) all certificates of occupancy required by the contract documents and authorities having jurisdiction, . . .

### ARTICLE 10 - PROTECTION OF PERSONS AND PROPERTY

#### 10.2 SAFETY OF PERSONS AND PROPERTY

- A. Add the following to the end of sub-paragraph 10.2.3:

The Contractor shall be solely responsible, at its own expense, for all necessary measures to protect adjacent properties from damage. Adjacent properties that are damaged by acts or omission of the Contractor shall be promptly repaired by the Contractor at its expense and at no additional cost to the Owner.

### ARTICLE 11 - INSURANCE AND BONDS

#### 11.1 CONTRACTOR'S LIABILITY INSURANCE

- A. Sub-paragraph 11.1.1, Revise the second sentence after the word "an" to read as follows:

...licensed to do business the State of Tennessee, and to which the Owner has no reasonable objections...

- B. Add new sub-paragraphs 11.1.2.1, 11.1.2.2, and 11.1.2.3 as follows:

11.1.2.1 The insurance required by sub-paragraph 11.1.1 shall be written for not less than the following limits, or greater if required by law.

- a. Workmen's Compensation
  1. State: Statutory
  2. Employer's Liability: \$500,000 / \$500,000 / \$500,000
- b. Comprehensive General Liability (including Premises-Operations; Independent Contractor's Protective; Products and Completed Operations; Personal Injury and Contractual Liability).

1. Bodily Injury  
Each Occurrence: \$2,000,000.00  
Annual Aggregate:\$2,000,000.00
- c. Personal Injury with Employment Exclusion Deleted
  1. Annual Aggregate:\$500,000.00
- d. Comprehensive Automobile Liability (including Owned, Hired and Non-Owned)
  1. Bodily Injury and Property Damage Combined: \$500,000.00
- e. Umbrella Liability: \$1,000,000.00

11.1.2.2 The Contractor shall furnish certificate(s) of the insurance, which shall contain thirty (30) days prior written notice to the Owner of cancellation or of material change in the insurance.

11.1.2.3 All policies insuring the Contractor and subcontractors pursuant to paragraphs 11.1.2, and all sub-paragraphs, shall be endorsed to include, as additional insured, both the Owner and Architect.

C. Add new sentence after the second sentence in sub-paragraph 11.1.3 as follows:

... Owner. The words "endeavor to" and "but failure to" are to be eliminated from the notice of cancellation provisions on standard accord certificates. If any ...

D. Add new sub-paragraph 11.1.3.1 as follows:

11.1.3.1 The Contractor shall furnish one copy of each certificates of insurance herein required for each copy of the agreement which shall specifically set forth evidence of all coverage required by sub-paragraphs 11.1.1, 11.1.2, and 11.1.3. The form of the certificate shall be AIA Document G705, Certificate of Insurance, or a form equal to it in completeness. The Owner and the Architect shall be named additional insured on all policies except workmen's compensation and automobile liability policies. The Contractor shall furnish to the Owner copies of any endorsements that are subsequently issued amending coverage or limits.

## ARTICLE 12 - UNCOVERING AND CORRECTION OF WORK

### 12.2 CORRECTION OF WORK

A. Add new sub-paragraph 12.2.5.1 as follows:

12.2.2.4 Upon request by the Owner and prior to the expiration of one year from the date of Substantial Completion, the Architect will conduct and the Contractor shall attend, a meeting with the Owner to review the facility operations and performance.

A. Add new sub-paragraph 12.2.5.1 as follows:

12.2.5.1 Guarantee and warranty requirements shall extend to correction, without cost to the Owner, of all work found to be defective or non-conforming to be

the contract documents. The Contractor shall bear the cost of correcting all damage resulting from such defects or non-conformance with contract documents exclusive of repairs required as a result of improper maintenance or operation, or of normal wear.

#### ARTICLE 13 - MISCELLANEOUS PROVISIONS

- A. Add the following new paragraph 13.6 and sub-paragraphs 13.6.1, 13.6.1.1 and 13.6.1.2 as follows:

##### 13.6 EQUAL OPPORTUNITY

- 13.6.1 The Contractor shall maintain policies of employment as follows:

13.6.1.1 The Contractor and the Contractor's Subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin. The Contractor shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, religion, color, sex or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination.

13.6.1.2 The Contractor and the Contractor's Subcontractors shall, in the solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex or national origin.

END OF SECTION 00 73 00

## SECTION 01 11 00 - SUMMARY OF WORK

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Furnish all labor, materials and equipment, and perform all work for the improvements as specified herein and shown on the accompanying drawings.
- B. Verbal Summary: Without force and effect on requirements of the contract documents the description of the work of the Contract can be summarized as follows:
  - 1. Project Name is "**David Crockett High School – Culinary Arts Classroom Upgrade**". Generally the Work consists of:
  - 2. Existing building renovations (approximately 2,066 SF) consisting of:
    - a. Demolition of existing folding partition.
    - b. Installation of new partial height metal stud partition for utility access to new kitchen equipment.
    - c. Installation of new full height CMU partition for new electrical room.
    - d. Structural, Mechanical, and Electrical work as described in the Contract Documents.
- C. Provide selective demolition of the existing classroom as indicated, perform renovations, and repair and replace adjacent surface finishes as described in the plans.
- D. Pay fees related to the work, including, but not limited to, tap fees, permit fees, plan review fees, and other fees required by authorities having jurisdiction.
- E. Contract documents indicate the work of the contract and related requirements and conditions that have an impact on the project. Related requirements and conditions that are indicated on the Contract Documents include but are not necessarily limited to the following:
  - 1. Work to be performed concurrently by the Owner and / or under separate contract, if any.
- F. Summary by reference: The work for the General Construction Contract can be summarized by reference to the requirements of the various contract documents, which in turn make reference to the requirements of the other applicable provisions which control or influence the work; and these references can be summarized but are not necessarily limited to the following:
  - 1. The executed Owner-Contractor Agreement (not bound herewith).
  - 2. The General and Supplementary Conditions references, which are bound herewith.
  - 3. The Drawings, which are listed in the "List of Contract Drawings" as of the date of these contract documents and bound herewith (in this Project Manual).
  - 4. The Specification Sections, which are bound wherewith and are listed in the "Table of Contents" bound herewith (in this Project Manual).

5. The Addenda and Modifications to the Contract Documents, which have either been bound herewith (in this Project Manual) or distributed by transmittal subsequent to the binding hereof.
6. Governing regulations, which have a bearing on the performance of the work; copies can be obtained from or reviewed at the local, State, or Federal Agency responsible for the regulation in each case.
7. Submittals (of every kind), copies of which are retained by the Contractor at the site.
8. Miscellaneous elements of information having a bearing on the performance of the work, such as weather forecasts and reports of general trade negotiations; copies must be obtained by the Contractor through normal channels of information.

## 1.2 CONTRACTOR'S USE OF PREMISES

- A. Before construction is started the Sub-Contractors shall confer with the Architect, and the Owner and arrange for available trucking and storage space for the delivery of materials, storage space for materials and equipment and parking space for his workmen.
- B. Construction operations and storage of materials and equipment shall be restricted to areas of the site mutually agreed upon and in such a manner as not to block access of firefighting equipment to the building and facilities.
- C. Coordinate work activities so as not to interfere with existing adjacent tenants and access for deliveries and other services.

## 1.3 DRAWINGS AND SPECIFICATIONS

- A. The intent of the Drawings and Specifications is to provide the Owner with complete, usable facilities, as specified and as indicated on the Drawings. Where items are shown on the Drawings and not included in the specifications, for the purpose of this contract, these items shall be considered as also being included in the specifications. Where items are included in the specifications and not shown on the Drawings, for the purpose of this contract, these items shall be considered as also being included in the Drawings.
  1. Where conflict occurs between items specified and items shown on the Plans the Contractor shall contact the Architect for clarification.
  2. Where there is a conflict between "Contract Documents" the Contractor is responsible for the greater in quality or quantity.

## 1.4 VERIFICATION OF DIMENSIONS

- A. Dimensions, elevations, and locations shown on the drawings in reference to existing structures and utilities are the best available data obtainable but are not guaranteed by the Architect or the Owner and neither the Architect nor the Owner shall be responsible for their accuracy.
- B. Before proceeding with any work dependent upon the data involved, the Contractor shall field check and verify all dimensions, grades, line levels or other conditions of limitations at the site and building to avoid construction errors. If any

work is performed by the Contractor or by his Subcontractors prior to adequate verification of applicable data, any resultant extra cost for adjustment of work to conform to existing limitations shall be borne by the Contractor without reimbursement or compensation by the Owner.

#### 1.5 CONTROL POINTS AND LAYOUT

- A. The initial lines, grades, and dimensions necessary for the location and control of the work under the Contract are shown on the Contract Drawings.
- B. The Contractor shall provide for himself all additional and supplementary lines and grades may be necessary to layout the work and ensure proper control of the work until completed. It shall be the Contractors responsibility to satisfy himself as to the accuracy of all measurements before construction.

#### 1.6 SUBSTANTIAL COMPLETION OF THE WORK

- A. Upon substantial completion, payments for work in the substantially complete portion of the work shall be released to the Contractor, except for the retainage and an amount to cover the cost of the incomplete or deficient items included in the punch list made at the inspection to determine substantial completion. This amount shall be approximately the value of the punch list items as estimated by the Architect.

#### 1.7 BUILDING PRODUCTS USE

- A. It is the responsibility of the Contractor to inform himself concerning the application of the products he uses and to follow the directions of the Architect and manufacturer.
- B. In the event of disagreement between the Contract Documents and the manufacturer's directions, the Contractor will obtain written instructions from the Architect before proceeding with the installation.
- C. If the Contractor has knowledge of or reason to believe the likelihood of failure, he will transmit such knowledge to the Architect, and ask for written instructions before proceeding with the work.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

**END OF SECTION**

## SECTION 01 21 00 - ALLOWANCES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes administrative and procedural requirements governing allowances.
  - 1. Certain items are specified in the Contract Documents by allowances. Allowances have been established in lieu of additional requirements and to defer selection of actual materials and equipment to a later date when additional information is available for evaluation. If necessary, additional requirements will be issued by Change Order.
- B. Types of allowances include the following:
  - 1. Lump-sum allowances.
  - 2. Unit-cost allowances.
  - 3. Contingency allowances.
  - 4. Testing and inspecting allowances.
- C. Related Sections include the following:
  - 1. Division 01 Section "Contract Modification Procedures" for procedures for submitting and handling Change Orders for allowances.
  - 2. Division 01 Section "Unit Prices" for procedures for using unit prices.
  - 3. Division 01 Section "Quality Requirements" for procedures governing the use of allowances for testing and inspecting.
  - 4. Divisions 02 through 49 Sections for items of Work covered by allowances.

#### 1.2 SELECTION AND PURCHASE

- A. At the earliest practical date after award of the Contract, advise Architect of the date when final selection and purchase of each product or system described by an allowance must be completed to avoid delaying the Work.
- B. At Architect's request, obtain proposals for each allowance for use in making final selections. Include recommendations that are relevant to performing the Work.
- C. Purchase products and systems selected by Architect from the designated supplier.

#### 1.3 SUBMITTALS

- A. Submit proposals for purchase of products or systems included in allowances, in the form specified for Change Orders.
- B. Submit invoices or delivery slips to show actual quantities of materials delivered to the site for use in fulfillment of each allowance.
- C. Coordinate and process submittals for allowance items in same manner as for other portions of the Work.

1.4 COORDINATION

- A. Coordinate allowance items with other portions of the Work. Furnish templates as required to coordinate installation.

1.5 UNIT-COST AND LUMP SUM ALLOWANCES

- A. Allowance shall include cost to Contractor of specific products and materials selected by Architect under allowance and shall include taxes, freight, and delivery to Project site.
- B. Unless otherwise indicated, Contractor's costs for receiving and handling at Project site, labor, installation, overhead and profit, and similar costs related to products and materials selected by Architect under allowance shall be included as part of the Contract Sum and not part of the allowance.

1.6 CONTINGENCY ALLOWANCES

- A. Use the contingency allowance only as directed by Architect for Owner's purposes and only by Change Orders that indicate amounts to be charged to the allowance.
- B. Contractor's overhead, profit, and related costs for products and equipment ordered by Owner under the contingency allowance are included in the allowance and are not part of the Contract Sum. These costs include delivery, installation, taxes, insurance, equipment rental, and similar costs.
- C. Change Orders authorizing use of funds from the contingency allowance will include Contractor's related costs and reasonable overhead and profit margins.
- D. At Project closeout, credit unused amounts remaining in the contingency allowance to Owner by Change Order.

1.7 TESTING AND INSPECTING ALLOWANCES

- A. Testing and inspecting allowances include the cost of engaging testing agencies, actual tests and inspections, and reporting results. Testing identified and required in individual sections of the specifications are to be provided by the contractor and included within the base bid of the project.
- B. The allowance does not include incidental labor required to assist the testing agency or costs for retesting if previous tests and inspections result in failure. The cost for incidental labor to assist the testing agency shall be included in the Contract Sum.
- C. Costs of services not required by the Contract Documents are not included in the allowance.
- D. At Project closeout, credit unused amounts remaining in the testing and inspecting allowance to Owner by Change Order.

1.8 UNUSED MATERIALS

- A. Return unused materials purchased under an allowance to manufacturer or supplier for credit to Owner, after installation has been completed and accepted.

1. If requested by Architect, prepare unused material for storage by Owner when it is not economically practical to return the material for credit. If directed by Architect, deliver unused material to Owner's storage space. Otherwise, disposal of unused material is Contractor's responsibility.

## PART 2 - PRODUCTS (Not Used)

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine products covered by an allowance promptly on delivery for damage or defects. Return damaged or defective products to manufacturer for replacement.

### 3.2 PREPARATION

- A. Coordinate materials and their installation for each allowance with related materials and installations to ensure that each allowance item is completely integrated and interfaced with related work.

### 3.3 SCHEDULE OF ALLOWANCES

- A. Allowance No. 1: Project Contingency: Provide a project contingency in the amount of **5% of the Base Bid Amount**. Each bidder shall determine the amount of their bid to provide all of the work described in the Contract Documents and add the contingency amount, to be included as part of the Base Bid. The Project Contingency amount shall be listed as a single line item in the General Contractor's Schedule of Values. Any unused portion of Allowance No. 1 shall be credited back to the Owner via Change Order upon Substantial Completion of the Project.

## END OF SECTION

## SECTION 01 26 00 - CONTRACT MODIFICATION PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Sections include the following:
  - 1. Division 01 Section "Substitutions" for administrative procedures for handling requests for substitutions made after Contract award.

#### 1.2 MINOR CHANGES IN THE WORK

- A. Architect will issue supplemental instructions authorizing Minor Changes in the Work, not involving adjustment to the Contract Sum or the Contract Time, on AIA Document G710, "Architect's Supplemental Instructions."

#### 1.3 PROPOSAL REQUESTS

- A. Owner-Initiated Proposal Requests: Architect will issue a detailed description of proposed changes in the Work that may require adjustment to the Contract Sum or the Contract Time. If necessary, the description will include supplemental or revised Drawings and Specifications.
  - 1. Proposal Requests issued by Architect are for information only. Do not consider them instructions either to stop work in progress or to execute the proposed change.
  - 2. Within **20 days** after receipt of Proposal Request, submit a quotation estimating cost adjustments to the Contract Sum and the Contract Time necessary to execute the change.
    - a. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
    - b. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
    - c. Include costs of labor and supervision directly attributable to the change.
    - d. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
- B. Contractor-Initiated Proposals: If latent or unforeseen conditions require modifications to the Contract, Contractor may propose changes by submitting a request for a change to Architect.
  - 1. Include a statement outlining reasons for the change and the effect of the change on the Work. Provide a complete description of the proposed

- change. Indicate the effect of the proposed change on the Contract Sum and the Contract Time.
2. Include a list of quantities of products required or eliminated and unit costs, with total amount of purchases and credits to be made. If requested, furnish survey data to substantiate quantities.
  3. Indicate applicable taxes, delivery charges, equipment rental, and amounts of trade discounts.
  4. Include costs of labor and supervision directly attributable to the change.
  5. Include an updated Contractor's Construction Schedule that indicates the effect of the change, including, but not limited to, changes in activity duration, start and finish times, and activity relationship. Use available total float before requesting an extension of the Contract Time.
  6. Comply with requirements in Division 01 Section "Product Requirements" if the proposed change requires substitution of one product or system for product or system specified.
- C. Proposal Request Form: Use AIA Document G709 for Proposal Requests.
- 1.4 CHANGE ORDER PROCEDURES
- A. On Owner's approval of a Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.
- 1.5 CONSTRUCTION CHANGE DIRECTIVE
- A. Construction Change Directive: Architect [may issue a [Construction] Change Directive on AIA Document G714 Construction Change Directive instructs Contractor to proceed with a change in the Work, for subsequent inclusion in a Change Order.
1. Construction Change Directive contains a complete description of change in the Work. It also designates the method to be followed to determine change in the Contract Sum or the Contract Time.
- B. Documentation: Maintain detailed records on a time and material basis of work required by the Construction Change Directive.
1. After completion of change, submit an itemized account and supporting data necessary to substantiate cost and time adjustments to the Contract.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

**END OF SECTION**

## SECTION 01 29 00 - PAYMENT PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements governing the Contractor's Application and Certification for Payment.
- B. Section specifies administrative and procedural requirements governing each prime Contractor's Application and Certification for Payment.
  - 1. Coordinate the Schedule of Values and Application and Certification for Payment with the Contractor's Construction Schedule, List of Subcontracts, and Submittal Schedule.
- C. Related sections.
  - 1. Division 01 Section "Submittals Procedures" for the Contractor's Construction Schedule and Submittal Schedule.

#### 1.2 SCHEDULE OF VALUES

- A. Coordinate preparation of the Schedule of Values with preparation of the Contractor's Construction Schedule.
- B. Each prime Contractor shall coordinate preparation of its Schedule of Values for its part of the Work with preparation of the Contractors' Construction Schedule.
  - 1. Correlate line items in the Schedule of Values with other required administrative schedules and forms, including:
    - a. Contractor's construction schedule.
    - b. Application and Certification for Payment form.
    - c. List of subcontractors.
    - d. Schedule of allowances.
    - e. Schedule of alternates.
    - f. List of products.
    - g. List of principal suppliers and fabricators.
    - h. Schedule of submittals.
  - 2. Submit the Schedule of Values to the Architect at the earliest feasible date, but in no case later than 7 days before the date scheduled for submittal of the initial Application and Certification for Payment.
  - 3. Sub-Schedules: Where the Work is separated into phases that require separately phased payments, provide sub-schedules showing values correlated with each phase of payment.
- C. Format and Content: Use the Project Manual Table of Contents as a guide to establish the format for the Schedule of Values.
  - 1. Identification: Include the following Project identification on the Schedule of Values:
    - a. Project name and location.
    - b. Name of the Architect.
    - c. Project number.

- d. Contractor's name and address.
- e. Date of submittal.
2. Arrange the Schedule of Values in a tabular form with separate columns to indicate the following for each item listed:
  - a. Generic name.
  - b. Related Specification Section.
  - c. Name of subcontractor.
  - d. Name of manufacturer or fabricator.
  - e. Name of supplier.
  - f. Change Orders (numbers) that have affected value.
  - g. Dollar value.
  - h. Percentage of Contract Sum to the nearest one-hundredth percent, adjusted to total 100 percent.
3. Provide a breakdown of the Contract Sum in sufficient detail to facilitate continued evaluation of Applications and Certification for Payment and progress reports. Break principal subcontract amounts down into several line items.
4. Round amounts off to the nearest whole dollar; the total shall equal the Contract Sum.
5. For each part of the Work where an Application and Certification for Payment may include materials or equipment, purchased or fabricated and stored, but not yet installed, provide separate line items on the Schedule of Values for initial cost of the materials, for each subsequent stage of completion, and for total installed value of that part of the Work.
6. Unit Price Items: Show line-item value of each unit price item as a product of unit cost times the base quantity.
7. Contingency Allowance: Show line-item value of the contingency allowance.
8. Margins of Cost: Show line items for indirect costs, and margins on actual costs, only to the extent that such items will be listed individually in Applications and Certification for Payment. Each item in the Schedule of Values and Applications and Certification for Payment shall be complete including its total cost and proportionate share of general overhead and profit margin.
  - a. At the Contractor's option, temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown as separate line items in the Schedule of Values or distributed as general overhead expense.
9. Schedule Updating: Update and resubmit the Schedule of Values when Change Orders or Construction Change Directives result in a change in the Contract Sum.

### 1.3 APPLICATIONS AND CERTIFICATION FOR PAYMENT:

- A. Each Application and Certification for Payment shall be consistent with previous applications and payments as certified by the Architect and paid for by the Owner.
- B. The initial Application and Certification for Payment, the Application for Payment at time of Substantial Completion, and the final Application for Payment involve additional requirements.

- C. Payment Application Times: Each progress payment date is as indicated in the Agreement. The period of construction Work covered by each Application and Certification for Payment is the period indicated in the Agreement.
- D. Payment Application Forms: Use AIA Document G 702 and Continuation Sheets G 703 as the form for Applications and Certification for Payment.
- E. Application Preparation: Complete every entry on the form, including notarization and execution by person authorized to sign legal documents on behalf of the Owner. Incomplete applications will be returned without action.
  - 1. Entries shall match data on the Schedule of Values and Contractor's Construction Schedule. Use updated schedules if schedules have been revised.
  - 2. Include amounts of Change Orders and Construction Change Directives issued prior to the last day of the construction period covered by the application.
- F. Transmittal: Submit five (5) executed copies of each Application for Payment to the Architect by means ensuring receipt within 24 hours; one copy shall be complete, including waivers of lien and similar attachments, when required and one (1) copy of "Retainage Release" letter.
  - 1. Transmit each copy with a transmittal form listing attachments, and recording appropriate information related to the application in a manner acceptable to the Architect.
- G. Waivers of Mechanics Lien: With each Application for Payment submit waivers of mechanics liens from subcontractors or sub-subcontractors and suppliers for the construction period covered by the previous application.
  - 1. Submit partial waivers on each item for the amount requested, prior to deduction for retainage, on each item.
  - 2. When an application shows completion of an item, submit final or full waivers.
  - 3. The Owner reserves the right to designate which entities involved in the Work must submit waivers.
  - 4. Waiver Delays: Submit each Application for Payment with the Contractor's waiver of mechanics lien for the period of construction covered by the application.
    - a. Submit final Application for Payment with or proceeded by final waivers from every entity involved with performance of Work covered by the application that could lawfully be entitled to a lien.
  - 5. Waiver Forms: Submit waivers of lien on forms, and executed in a manner, acceptable to Owner.
- H. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of the first Application for Payment include the following:
  - 1. List of subcontractors.
  - 2. List of principal suppliers and fabricators.
  - 3. Schedule of Values.
  - 4. Contractor's Construction Schedule (preliminary if not final).
  - 5. Schedule of principal products.

6. Schedule of unit prices.
  7. Submittal Schedule (preliminary if not final).
  8. List of Contractor's staff assignments.
  9. List of Contractor's principal consultants.
  10. Copies of building permits
  11. Copies of authorizations and licenses from governing authorities for performance of the Work.
  12. Initial progress report.
  13. Report of pre-construction meeting.
  14. Certificates of insurance and insurance policies.
  15. Performance and payment bonds (if required).
  16. Data needed to acquire Owner's insurance.
  17. Initial settlement survey and damage report, if required.
- I. Application for Payment at Substantial Completion: Following issuance of the Certificate of Substantial Completion, submit an Application for Payment; this application shall reflect any Certificates of Partial Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- J. Administrative actions and submittals that shall precede or coincide with this application include:
1. Occupancy permits and similar approvals.
  2. Warranties (guarantees) and maintenance agreements.
  3. Test/adjust/balance records.
  4. Maintenance instructions.
  5. Meter readings.
  6. Start-up performance reports.
  7. Change-over information related to Owner's occupancy, use, operation and maintenance.
  8. Final cleaning.
  9. Application for reduction of retainage, and consent of surety.
  10. Advice on shifting insurance coverages.
  11. Final progress photographs.
  12. List of incomplete Work, recognized as exceptions to Architect's Certificate of Substantial Completion.
- K. Final Payment Application: Administrative actions and submittals which must precede or coincide with submittal of the final payment Application for Payment include the following:
1. Completion of Project closeout requirements.
  2. Completion of items specified for completion after Substantial Completion.
  3. Assurance that unsettled claims will be settled.
  4. Assurance that Work not complete and accepted will be completed without undue delay.
  5. Transmittal of required Project construction records to Owner.
  6. Certified property survey.
  7. Proof that taxes, fees and similar obligations have been paid.
  8. Removal of temporary facilities and services.
  9. Removal of surplus materials, rubbish and similar elements.
  10. Change of door locks to Owner's access.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

**END OF SECTION**

## SECTION 01 32 00 - PROJECT MEETINGS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for project meetings including but not limited to:
  - 1. Pre-Construction Conference.
  - 2. Pre-Installation Conferences.
  - 3. Coordination Meetings.
  - 4. Progress Meetings.
  - 5. Construction schedules are specified in other Division 01 Sections.

#### 1.2 PRE-CONSTRUCTION CONFERENCE

- A. Schedule a pre-construction conference and organizational meeting at the Project site or other convenient location no later than 15 days after execution of the Agreement and prior to commencement of construction activities. Conduct the meeting to review responsibilities and personnel assignments.
- B. Attendees: The Owner, Architect and their consultants, the Contractor and its superintendent, major subcontractors, manufacturers, suppliers and other concerned parties shall each be represented at the conference by persons familiar with and authorized to conclude matters relating to the Work.
- C. Agenda: Discuss items of significance that could affect progress including such topics as:
  - 1. Tentative construction schedule
  - 2. Critical Work sequencing
  - 3. Designation of responsible personnel
  - 4. Procedures for processing field decisions and Change Orders
  - 5. Procedures for processing Application and Certification for Payment
  - 6. Distribution of Contract Documents
  - 7. Submittal of Shop Drawings, Product Data and Samples
  - 8. Preparation of Record Documents
  - 9. Use of the premises
  - 10. Office, Work and storage areas
  - 11. Equipment deliveries and priorities
  - 12. Safety procedures
  - 13. First aid
  - 14. Security
  - 15. Housekeeping
  - 16. Working hours

#### 1.3 PRE-INSTALLATION CONFERENCES

- A. Conduct a pre-installation conference at the site before each construction activity that requires coordination with other construction. The Installer and representatives of manufacturers and fabricators involved in or affected by the

installation, and its coordination or integration with other materials and installations that have preceded or will follow, shall attend the meeting. Advise the Architect of scheduled meeting dates.

- B. Review the progress of other construction activities and preparations for the particular activity under consideration at each pre-installation conference, including requirements for:
1. Contract Documents.
  2. Options.
  3. Related Change Orders.
  4. Purchases.
  5. Deliveries.
  6. Shop Drawings, Product Data and Quality Control Samples.
  7. Possible conflicts.
  8. Compatibility problems.
  9. Time schedules.
  10. Weather limitations.
  11. Manufacturer's recommendations.
  12. Compatibility of materials.
  13. Acceptability of substrates.
  14. Temporary facilities.
  15. Space and access limitations.
  16. Governing regulations.
  17. Safety.
  18. Inspection and testing requirements.
  19. Required performance results.
  20. Recording requirements.
  21. Protection.
  22. Record significant discussions and agreements and disagreements of each conference, along with the approved schedule. Distribute the record of the meeting to everyone concerned, promptly, including the Owner and Architect.
  23. Do not proceed if the conference cannot be successfully concluded. Initiate whatever actions are necessary to resolve impediments to performance of Work and reconvene the conference at the earliest feasible date.

#### 1.4 COORDINATION MEETINGS

- A. Conduct Project coordination meetings at regularly scheduled times convenient for all parties involved. Project coordination meetings are in addition to specific meetings held for other purposes, such as regular progress meetings and special pre-installation meetings.
- B. Request representation at each meeting by every party currently involved in coordination or planning for the construction activities involved.
- C. Record meeting results and distribute copies to everyone in attendance and to others affected by decisions or actions resulting from each meeting.

## 1.5 PROGRESS MEETINGS

- A. Conduct progress meetings at the Project site at regularly scheduled intervals. Notify the Owner and Architect of scheduled meeting dates. Coordinate dates of meetings with preparation of the payment request.
- B. Attendees: In addition to representatives of the Owner and Architect, each subcontractor, supplier or other entity concerned with current progress or involved in planning, coordination or performance of future activities shall be represented at these meetings by persons familiar with the Project and authorized to conclude matters relating to progress.
- C. Agenda: Review and correct or approve minutes of the previous progress meeting. Review other items of significance that could affect progress. Include topics for discussion as appropriate to the current status of the Project.
  1. Contractor's Construction Schedule: Review progress since the last meeting. Determine where each activity is in relation to the Contractor's Construction Schedule, whether on time or ahead or behind schedule. Determine how construction behind schedule will be expedited; secure commitments from parties involved to do so. Discuss whether schedule revisions are required to ensure that current and subsequent activities will be completed within the Contract Time.
  2. Review the present and future needs of each entity present, including such items as:
    - a. Interface requirements.
    - b. Time.
    - c. Sequences.
    - d. Deliveries.
    - e. Off-site fabrication problems.
    - f. Access.
    - g. Site utilization.
    - h. Temporary facilities and services.
    - i. Hours of Work.
    - j. Hazards and risks.
    - k. Housekeeping.
    - l. Quality and Work standards.
    - m. Change Orders.
    - n. Documentation of information for payment requests.
- D. Reporting: No later than three (3) days after each progress meeting date, distribute copies of minutes of the meeting to each party present and to other parties who should have been present. Include a brief summary, in narrative form, of progress since the previous meeting and report.
- E. Schedule Updating: Revise the construction schedule after each progress meeting where revisions to the schedule have been made or recognized. Issue the revised schedule concurrently with the report of each meeting.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

**END OF SECTION**

## SECTION 01 33 00 - SUBMITTAL PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements for submittals required for performance of the Work, including:
  - 1. Contractor's construction schedule.
  - 2. Shop Drawings.
  - 3. Product Data.
  - 4. Samples.
- B. Administrative Submittals: Refer to other Division 01 Sections and other Contract Documents for requirements for administrative submittals. Such submittals may include, but are not limited to:
  - 1. Permits
  - 2. Application and Certification for Payment
  - 3. Performance and Payment Bonds
  - 4. Insurance certificates
  - 5. List of Subcontractors

#### 1.2 SUBMITTAL PROCEDURES

- A. Coordination: Coordinate preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently in advance of performance of related construction activities to avoid delay.
  - 1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals and related activities that require sequential activity.
  - 2. Coordinate transmittal of different types of submittals for related elements of the Work so processing will not be delayed by the need to review submittals concurrently for coordination.
    - a. The Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
  - 3. Processing: Allow sufficient review time so that installation will not be delayed as a result of the time required to process submittals, including time for re-submittals.
    - a. Allow two weeks (ten working days minimum) for initial review. Allow additional time if processing must be delayed permitting coordination with subsequent submittals. The Architect will promptly advise the Contractor when a submittal being processed must be delayed for coordination.
    - b. If an intermediate submittal is necessary, process the same as the initial submittal.
    - c. Allow two weeks (ten working days minimum) for reprocessing each submittal.
    - d. No extension of Contract Time will be authorized because of failure to transmit submittals to the Architect sufficiently in advance of the Work to permit processing.

- B. Submittal Preparation: Place a permanent label or title block on each submittal for identification. Indicate the name of the entity that prepared each submittal on the label or title block.
  - 1. Provide a space approximately 4 x 5 inches on the label or beside the title block on Shop Drawings to record the Contractor's review and approval markings and the action taken. Provide a smaller clear area for Architect's review stamp.
  - 2. Include the following information on the label for processing and recording action taken.
    - a. Project name.
    - b. Date.
    - c. Name and address of Architect.
    - d. Name and address of Contractor.
    - e. Name and address of subcontractor.
    - f. Name and address of supplier.
    - g. Name of manufacturer.
    - h. Number and title of appropriate Specification Section.
    - i. Drawing number and detail references, as appropriate.
    - j. Provide a unique sequential number for each submittal.
- C. Submittal Transmittal: Package each submittal appropriately for transmittal and handling. Transmit each submittal from Contractor to Architect using a transmittal form. Submittals received from sources other than the Contractor will be returned without action.
  - 1. On the transmittal, record relevant information and requests for data. On the form, or on a separate sheet, record deviations from Contract Document requirements, including minor variations and limitations. Include Contractor's certification that information complies with Contract Document requirements.
  - 2. The contractor shall include on the transmittal for each submittal, a unique sequential number for each submittal, starting with the number 1, as indicated above.
- D. All submittals to the Architect shall be from the general contractor. All submittals to the Architect shall bear the Contractor's review stamp indicating action taken in connection with the submittal.
- E. Do not submit Material Safety Data Sheet (MSDS) or Safety Data Sheets (SDS). Submittals containing MSDS or SDS will be returned without review. MSDS and SDS may be submitted directly to the Owner.

### 1.3 CONTRACTOR'S CONSTRUCTION SCHEDULE

- A. Bar-Chart Schedule: Prepare a fully developed, horizontal bar-chart type Contractor's construction schedule. Submit within 30 days of the date established for "Commencement of the Work".
  - 1. Provide a separate time bar for each significant construction activity. Provide a continuous vertical line to identify the first working day of each week. Use the same breakdown of units of the Work as indicated in the "Schedule of Values".

2. Within each time bar indicate estimated completion percentage in 10 percent increments. As Work progresses, place a contrasting mark in each bar to indicate Actual Completion.
  3. Prepare the schedule on a sheet, or series of sheets, of stable transparency, or other reproducible media, of sufficient width to show data for the entire construction period.
  4. Secure time commitments for performing critical elements of the Work from parties involved. Coordinate each element on the schedule with other construction activities; include minor elements involved in the sequence of the Work. Show each activity in proper sequence. Indicate graphically sequences necessary for completion of related portions of the Work.
  5. Coordinate the Contractor's construction schedule with the schedule of values, list of subcontracts, submittal schedule, progress reports, payment requests and other schedules.
  6. Indicate completion in advance of the date established for Substantial Completion. Indicate Substantial Completion on the schedule to allow time for the Architect's procedures necessary for certification of Substantial Completion.
  7. Submit Contractor's Construction Schedule in electronic form, as Portable Document Format, (PDF), wherever possible.
- B. Phasing: Provide notations on the schedule to show how the sequence of the Work is affected by requirements for phased completion to permit Work by separate Contractors and partial occupancy by the Owner prior to Substantial Completion.
- C. Work Stages: Indicate important stages of construction for each major portion of the Work, including testing and installation.
- D. Area Separations: Provide a separate time bar to identify each major construction area for each major portion of the Work. Indicate where each element in an area must be sequenced or integrated with other activities.
- E. Cost Correlation: At the head of the schedule, provide a two-item cost correlation line, indicating "pre-calculated" and "actual" costs. On the line show dollar-volume of Work performed as of the dates used for preparation of payment requests.
1. Refer to Section "Applications for Payment" for cost reporting and payment procedures.
- F. Distribution: Following response to the initial submittal, print and distribute copies to the Architect, Owner, subcontractors, and other parties required to comply with scheduled dates. Post copies in the Project meeting room and temporary field office.
1. When revisions are made, distribute to the same parties and post in the same locations. Delete parties from distribution when they have completed their assigned portion of the Work and are no longer involved in construction activities.

- G. Schedule Updating: Revise the schedule after each meeting or activity, where revisions have been recognized or made. Issue the updated schedule concurrently with report of each meeting.

#### 1.4 SHOP DRAWINGS

- A. Submit newly prepared information, drawn to accurate scale. Highlight, encircle, or otherwise indicate deviations from the Contract Documents. Do not reproduce Contract Documents or copy standard information as the basis of Shop Drawings. Standard information prepared without specific reference to the Project is not considered Shop Drawings.
- B. Shop Drawings include fabrication and installation drawings, setting diagrams, schedules, patterns, templates, and similar drawings. Include the following information:
  - 1. Dimensions.
  - 2. Identification of products and materials included.
  - 3. Compliance with specified standards.
  - 4. Notation of coordination requirements.
  - 5. Notation of dimensions established by field measurement.
- C. Submit Shop Drawings in electronic form, as Portable Document Format, (PDF), wherever possible.
- D. Paper Shop Drawings: Provide sheet size except for templates, patterns and similar full- size Drawings, submit Shop Drawings on sheets at least 8-1/2 x 11 inches, but no larger than 36 x 48 inches.
  - 1. Final Submittal: Submit four (4) blue-line or black-line prints and 2 additional prints where required for maintenance manuals, plus the number of prints needed by the Contractor for distribution. Two (2) prints will be retained; the remainder returned.
  - 2. One of the prints returned shall be marked-up and maintained as a "Record Document".
- E. Do not use Shop Drawings without an appropriate final stamp indicating action taken in connection with construction.
- F. Coordination drawings are a special type of Shop Drawing that show the relationship and integration of different construction elements that require careful coordination during fabrication or installation to fit in the space provided or function as intended.
- G. Preparation of coordination Drawings is specified in section "Project Coordination" and may include components previously shown in detail on Shop Drawings or Product Data.
- H. Submit coordination Drawings for integration of different construction elements. Show sequences and relationships of separate components to avoid conflicts in use of space.

## 1.5 PRODUCT DATA

- A. Collect Product Data into a single submittal for each element of construction or system. Product Data includes printed information such as manufacturer's installation instructions, catalog cuts, standard color charts, roughing-in diagrams and templates, standard wiring diagrams and performance curves. Where Product Data must be specially prepared because standard printed data is not suitable for use, submit as "Shop Drawings."
1. Mark each copy to show applicable choices and options. Where printed Product Data includes information on several products, some of which are not required, mark copies to indicate the applicable information. Include the following information:
    - a. Manufacturer's printed recommendations.
    - b. Compliance with recognized trade association standards.
    - c. Compliance with recognized testing agency standards.
    - d. Application of testing agency labels and seals.
    - e. Notation of dimensions verified by field measurement.
    - f. Notation of coordination requirements.
  2. Do not submit Product Data until compliance with the requirements of the Contract Documents has been confirmed.
  3. Preliminary Submittal: Submit a preliminary single-copy of Product Data where selection of options is required.
  4. Submit Product Data in electronic form, as Portable Document Format (PDF), whenever possible.
- B. Paper Submittals: Submit two copies of each required submittal. submit four copies where required for maintenance manuals. The Architect will retain one and will return the other marked with action taken and corrections or modifications required.
1. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
- C. Distribution: Furnish copies of final submittal to installers, subcontractors, suppliers, manufacturers, fabricators, and others required for performance of construction activities. Show distribution on transmittal forms.
1. Do not proceed with installation until an applicable copy of Product Data is in the installer's possession.
  2. Do not permit use of unmarked copies of Product Data in connection with construction.

## 1.6 SAMPLES

- A. Submit full-size, fully fabricated Samples cured and finished as specified and physically identical with the material or product proposed. Samples include partial sections of manufactured or fabricated components, cuts or containers of materials, color range sets, and swatches showing color, texture and pattern.
1. Mount, display, or package Samples in the manner specified to facilitate review of qualities indicated. Prepare Samples to match the Architect's Sample. Include the following:
    - a. Generic description of the Sample.
    - b. Sample source.

- c. Product name or name of manufacturer.
  - d. Compliance with recognized standards.
  - e. Availability and delivery time.
2. Submit Samples for review of kind, color, pattern, and texture, for a final check of these characteristics with other elements, and for a comparison of these characteristics between the final submittal and the actual component as delivered and installed.
  - a. Where variation in color, pattern, texture or other characteristics are inherent in the material or product represented, submit multiple units (not less than 3), that show approximate limits of the variations.
  - b. Refer to other Specification Sections for requirements for Samples that illustrate workmanship, fabrication techniques, details of assembly, connections, operation and similar construction characteristics.
  - c. Refer to other Specification Sections for Samples to be returned to the Contractor for incorporation in the Work. Such Samples must be undamaged at time of use. On the transmittal, indicate special requests regarding disposition of Sample submittals.
3. Preliminary submittals: Where Samples are for selection of color, pattern, texture or similar characteristics from a range of standard choices, submit a full set of choices for the material or product.
  - a. Preliminary submittals will be reviewed and returned with the Architect's mark indicating selection and other action.
4. Submittals: Except for Samples illustrating assembly details, workmanship, fabrication techniques, connections, operation and similar characteristics, submit minimum three (3) sets; one will be returned marked with the action taken.
5. Maintain sets of Samples, as returned, at the Project site, for quality comparisons throughout the course of construction.
  - a. Unless noncompliance with Contract Document provisions is observed, the submittal may serve as the final submittal.
  - b. Sample sets may be used to obtain final acceptance of the construction associated with each set.
6. Distribution of Samples: Prepare and distribute additional sets to subcontractors, manufacturers, fabricators, suppliers, installers, and others as required for performance of the Work. Show distribution on transmittal forms.
  - a. Field Samples specified in individual Sections are special types of Samples. Field Samples are full-size examples erected on site to illustrate finishes, coatings, or finish materials and to establish the standard by which the Work will be judged.
    - 1) Comply with submittal requirements to the fullest extent possible. Process transmittal forms to provide a record of activity.

## 1.7 ARCHITECT'S ACTION

- A. Except for submittals for record, information or similar purposes, where action and return is required or requested, the Architect will review each submittal, mark to indicate action taken, and return promptly.
  1. Compliance with specified characteristics is the Contractor's responsibility.

- B. Action Stamp: The Architect will stamp each submittal with a uniform, self-explanatory action stamp. The stamp will be appropriately marked, as follows, to indicate the action taken:
1. "Conforms with design concept": Work may proceed providing it complies with Contract Documents.
  2. "Conforms with design concept as noted": Work may proceed providing it complies with notations on submittal and with the Contract Documents.
  3. "Revise as noted and Resubmit": Do not proceed with work. Revise submittal in accordance with notations thereon and resubmit to obtain a different action marking. Do not allow submittals with this action marking to be used in connection with performance of the work. In resubmitting, limit corrections to the items marked.
  4. "Rejected": Do not proceed with the work. Submittal is rejected for non-compliance with the Contract Documents or other justified cause. Correct the submittal and resubmit to obtain a different action marking. Do not allow submittals with this action marking to be used in connection with the performance of the work.

PART 2 - PRODUCTS (Not Applicable).

PART 3 - EXECUTION (Not Applicable).

**END OF SECTION**

## SECTION 01 40 00 - QUALITY REQUIREMENTS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes the following:
  - 1. Workmanship
  - 2. Manufacturer's Instructions
  - 3. Manufacturer's Certificates
  - 4. Field Samples
  - 5. Manufacturer's Field Services
  - 6. Testing Laboratory Services

#### 1.2 WORKMANSHIP

- A. Comply with industry standards except when more restrictive tolerances or specified requirements indicate more rigid standards or more precise workmanship.
- B. Perform work by persons qualified to produce workmanship of specified quality.
- C. Secure products in place with positive anchorage devices designed and sized to withstand stresses, vibration, and racking.

#### 1.3 MANUFACTURER'S INSTRUCTIONS

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

#### 1.4 MANUFACTURER'S CERTIFICATES

- A. When required by individual specification sections, submit manufacturer's certificate, in duplicate, that products meet or exceed specified requirements.

#### 1.5 FIELD SAMPLES

- A. When required by individual specification sections, construct field samples at Project and at location acceptable to the Architect.
- B. Construct field sample complete and finished incorporating products and procedures specified for the Work.
- C. Upon acceptance by the Architect, use as a standard for the Work.
- D. When directed by the Architect, remove field samples from the Project.

1.6 MANUFACTURER'S FIELD SERVICES

- A. When specified in individual specification sections, require supplier or manufacturer to provide qualified personnel to observe field conditions, conditions of surfaces and installation, quality of workmanship, start-up of equipment, or test, adjust, and balance of equipment as applicable, and to make appropriate recommendations.
- B. Representative shall submit written report to Architect listing observations and recommendations.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

**END OF SECTION**

## SECTION 01 42 00 - REFERENCES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. General: Where codes and standards are referenced in this and other sections of the specifications or on the drawings, whether or not a particular edition is referenced, it is the intention that these be the latest editions as adopted by the governing agency under whose jurisdiction the project is to be constructed, on the date approval is granted for construction to begin.

#### 1.2 CODES

- A. Work shall conform to the requirements of the currently adopted International Code Council series building codes, including any amendments or revisions, as adopted by the Authority Having Jurisdiction.
- B. Work shall conform to the requirements of the currently adopted Life Safety Code, NFPA 101, including any amendments or revisions, as adopted by the Authority Having Jurisdiction.
- C. Work shall conform to the requirements of the currently adopted National Electric Code, NFPA 70, including any amendments or revisions, as adopted by the Authority Having Jurisdiction.
- D. Work shall conform to the requirements of the currently adopted accessibility code, including any amendments or revisions, as adopted by the Authority Having Jurisdiction. Where multiple authorities, having different code requirements, have jurisdiction over the work, conform to the most stringent requirements.

#### 1.3 CODE STANDARDS

- A. Fire doors shall conform to requirements of NFPA 80, Standards for Fire Doors and Windows.
- B. Heating, ventilating and air conditioning work shall conform to requirements of NFPA 90A, Standard for the Installation of Air Conditioning and Ventilating Systems.

#### 1.4 REGULATIONS

- A. Electrical work shall conform to applicable regulations of the State of Tennessee, Department of Insurance, Division of Fire Prevention and regulations of the local utility company.

1.5 MATERIAL AND TESTING STANDARDS

- A. Components of the work shall conform to requirements of the American Society for Testing and Materials (ASTM) Standards, American National Standards Institute (ANSI) Standards and Trade Association Standards, as listed in the various other sections of the specifications.

1.6 MANUFACTURER'S RECOMMENDATIONS

- A. When work in accordance with the manufacturer's recommendation is specified, a copy of these recommendations shall be kept in the job office.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

**END OF SECTION**

## SECTION 01 50 00 - TEMPORARY FACILITIES AND CONTROLS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section specifies requirements for temporary services and facilities, including utilities, construction and support facilities, security and protection.
- B. Temporary utilities required may include but are not limited to:
  - 1. Temporary electric power and light.
  - 2. Telephone service.
- C. Temporary construction and support facilities required include but are not limited to:
  - 1. Sanitary facilities, including drinking water.
  - 2. Construction waste disposal.
  - 3. Construction aids and miscellaneous services and facilities.
  - 4. Barricades, warning signs, lights.

#### 1.2 PROJECT CONDITIONS

- A. Temporary Utilities: Prepare a schedule indicating dates for implementation and termination of each temporary utility. At the earliest feasible time, when acceptable to the Owner, change over from use of temporary service to use of the permanent service.
- B. Conditions of Use: Keep temporary services and facilities clean and neat in appearance. Operate in a safe and efficient manner. Take necessary fire prevention measures. Do not overload facilities, or permit them to interfere with progress. Do not allow hazardous dangerous or unsanitary conditions, or public nuisances to develop or persist on the site.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS

- A. General: Provide new materials; if acceptable to the Architect, undamaged previously used materials in serviceable condition may be used. Provide materials suitable for the use intended.
- B. Tarpaulins (if required): Provide waterproof, fire-resistant, UL labeled tarpaulins with flame-spread rating of 15 or less. For temporary enclosures provide translucent nylon reinforced laminated polyethylene or polyvinyl chloride fire retardant tarpaulins.
- C. Water: Provide potable water approved by local health authorities.

- D. Open-Mesh Fencing (if required): Provide 11 gage, galvanized 2-inch mesh, chain link fabric fencing 6 feet high with galvanized steel pipe posts, minimum 1-5/8-inch O.D. for line posts and minimum 2-3/8 inch O.D. for corner posts.

## 2.2 EQUIPMENT

- A. Water Hoses: Provide 3/4 inch heavy-duty, abrasion-resistant, flexible rubber hoses 100 ft. long, with pressure rating greater than the maximum pressure of the water distribution system; provide adjustable shut-off nozzles at hose discharge.
- B. Electrical Outlets: Provide properly configured NEMA polarized outlets to prevent insertion of 110-120 volt plugs into higher voltage outlets. Provide receptacle outlets equipped with ground-fault circuit interrupters, reset button and pilot light, for connection of power tools and equipment.
- C. Electrical Power Cords: Provide grounded extension cords; use "hard-service" cords where exposed to abrasion and traffic. Provide waterproof connectors to connect separate lengths of electric cords, if single lengths will not reach areas where construction activities are in progress.
- D. Lamps and Light Fixtures: Provide general service lamps of wattage required for adequate illumination. Provide guard cages or tempered glass enclosures, where exposed to breakage. Provide exterior fixtures where exposed to moisture.
- E. Temporary Toilet Units: Provide self-contained single-occupant toilet units of the chemical, aerated re-circulation, or combustion type, properly vented and fully enclosed with a glass fiber reinforced polyester shell or similar nonabsorbent material.
- F. First Aid Supplies: Comply with governing regulations.
- G. Fire Extinguishers: Provide hand-carried, portable UL-rated, Class "A" fire extinguishers for temporary offices and similar spaces. In other locations provide hand-carried, portable, UL-rated, class "ABC" dry chemical extinguishers, or a combination of extinguishers of NFPA recommended classes for the exposures.
  - 1. Comply with NFPA 10 and 241 for classification, extinguishing agent and size required by location and class of fire exposure.

## PART 3 - EXECUTION

### 3.1 INSTALLATION

- A. Use qualified personnel for installation of temporary facilities. Locate facilities where they will serve the Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required.
- B. Provide each facility ready for use when needed to avoid delay. Maintain and modify as required. Do not remove until facilities are no longer needed, or are replaced by authorized use of completed permanent facilities.

3.2 TEMPORARY UTILITY INSTALLATION (if required)

- A. General: Engage the appropriate local utility company to install temporary service or connect to existing service. Where the company provides only part of the service, provide the remainder with matching, compatible materials and equipment; comply with the company's recommendations.
- B. Arrange with the company and existing users for a time when service can be interrupted, where necessary, to make connections for temporary services.
- C. Provide adequate capacity at each stage of construction. Prior to temporary utility availability, provide trucked-in services.
- D. Obtain easements to bring temporary utilities to the site, where the Owner's easements cannot be used for that purpose.
- E. Use Charges: Cost or use charges for temporary facilities are not chargeable to the Owner or Architect, and will not be accepted as a basis of claims for a Change Order.
- F. Temporary Electric Power Service: Provide weatherproof, grounded electric power service and distribution system of sufficient size, capacity, and power characteristics during construction period. Include meters, transformers, overload protected disconnects, automatic ground-fault interrupters and main distribution switchgear.
- G. Telephones: Provide cellular telephone service.

3.3 TEMPORARY CONSTRUCTION AND SUPPORT FACILITIES INSTALLATION

- A. Sanitary facilities include temporary toilets, wash facilities and drinking water fixtures. Comply with regulations and health codes for the type, number, location, operation and maintenance of fixtures and facilities. Install where facilities will best serve the Project's needs.
  - 1. Provide toilet tissue, paper towels, paper cups and similar disposable materials for each facility. Provide covered waste containers for used material.
- B. Temporary Lifts and Hoists: Provide facilities for hoisting materials and employees. Truck cranes and similar devices used for hoisting materials are considered "tools and equipment" and not temporary facilities.
- C. Collection and Disposal of Waste: Collect waste from construction areas and elsewhere daily. Comply with requirements of NFPA 241 for removal of combustible waste material and debris. Enforce requirements strictly. Do not hold materials more than 7 days during normal weather or 3 days when the temperature is expected to rise above 80 deg F (27 deg C). Handle hazardous, dangerous, or unsanitary waste materials separately from other waste by containerizing properly. Dispose of material in a lawful manner.

### 3.4 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Barricades, Warning Signs and Lights: Comply with standards and code requirements for erection of structurally adequate barricades. Paint with appropriate colors, graphics and warning signs to inform personnel and the public of the hazard being protected against. Where appropriate and needed provide lighting, including flashing red or amber lights.
- B. Security Enclosure and Lockup (if required): Where materials and equipment must be stored, and are of value or attractive for theft, provide a secure lockup. Enforce discipline in connection with the installation and release of material to minimize the opportunity for theft and vandalism.
- C. Environmental Protection: Provide protection, operate temporary facilities and conduct construction in ways and by methods that comply with environmental regulations, and minimize the possibility that air, waterways and subsoil might be contaminated or polluted, or that other undesirable effects might result. Avoid use of tools and equipment that produce harmful noise. Restrict use of noise making tools and equipment to hours that will minimize complaints from persons or firms near the site.
- D. Supervision: Enforce strict discipline in use of temporary facilities. Limit availability of temporary facilities to essential and intended uses to minimize waste and abuse.
- E. Maintenance: Maintain facilities in good operating condition until removal. Protect from damage by freezing temperatures and similar elements.
  - 1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation and similar facilities on a 24-hour day basis where required to achieve indicated results and to avoid possibility of damage.
  - 2. Protection: Prevent water filled piping from freezing. Maintain markers for underground lines. Protect from damage during excavation operations.
- F. Termination and Removal: Unless the Architect requests that it be maintained longer, remove each temporary facility when the need has ended, or when replaced by authorized use of a permanent facility, or no later than Substantial Completion. Complete or, if necessary, restore permanent construction that may have been delayed because of interference with the temporary facility. Repair damaged Work, clean exposed surfaces and replace construction that cannot be satisfactorily repaired.
  - 1. Materials and facilities that constitute temporary facilities are property of the Contractor.

### END OF SECTION

## SECTION 01 60 00 – PRODUCT REQUIREMENTS

### 1.1 SUMMARY

- A. This Section specifies administrative and procedural requirements governing the Contractor's selection of products for use in the Project.

### 1.2 DEFINITIONS

- A. Definitions used in this Article are not intended to change the meaning of other terms used in the Contract Documents, such as "specialties," "systems," "structure," "finishes," "accessories," and similar terms. Such terms are self-explanatory and have well recognized meanings in the construction industry.
  - 1. "Products" are items purchased for incorporation in the Work, whether purchased for the Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
  - 2. "Materials" are products that are substantially shaped, cut, worked, mixed, finished, refined or otherwise fabricated, processed, or installed to form a part of the Work.
  - 3. "Equipment" is a product with operational parts, whether motorized or manually operated, that requires service connections such as wiring or piping.

### 1.3 QUALITY ASSURANCE

- A. Source Limitations: To the fullest extent possible, provide products of the same kind, from a single source.
  - 1. When specified products are available only from sources that do not or cannot produce a quantity adequate to complete project requirements in a timely manner, consult with the Architect for a determination of the most important product qualities before proceeding. Qualities may include attributes relating to visual appearance, strength, durability, or compatibility. When a determination has been made, select products from sources that produce products that possess these qualities, to the fullest extent possible.
- B. Compatibility of Options: When the Contractor is given the option of selecting between two or more products for use on the Project, the product selected shall be compatible with products previously selected, even if previously selected products were also options.

### 1.4 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store and handle products in accordance with the manufacturer's recommendations, using means and methods that will prevent damage, deterioration and loss, including theft.
- B. Schedule delivery to minimize long-term storage at the site and to prevent overcrowding of construction spaces.

- C. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft and other losses.
- D. Deliver products to the site in the manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting and installing.
- E. Inspect products upon delivery to ensure compliance with the Contract Documents, and to ensure that products are undamaged and properly protected.
- F. Store products at the site in a manner that will facilitate inspection and measurement of quantity or counting of units.
- G. Store heavy materials away from the Project structure in a manner that will not endanger the supporting construction.
- H. Store products subject to damage by the elements above ground, under cover in a weather tight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

## PART 2 - PRODUCTS

### 2.1 PRODUCT SELECTION

- A. General Product Requirements: Provide products that comply with the Contract Documents, that are undamaged and, unless otherwise indicated, unused at the time of installation.
  - 1. Provide products complete with all accessories, trim, finish, safety guards and other devices and details needed for a complete installation and for the intended use and effect.
  - 2. Standard Products: Where available, provide standard products of types that have been produced and used successfully in similar situations on other projects.
- B. Product Selection Procedures: Product selection is governed by the Contract Documents and governing regulations, not by previous Project experience. Procedures governing product selection include the following:
  - 1. Semi-Proprietary Specification Requirements: Where two or more products or manufacturers are named, provide one of the products indicated. No substitutions will be permitted.
    - a. Where products or manufacturers are specified by name, accompanied by the term "or equal," "or approved equal" or "or approved substitute" comply with the Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.
  - 2. Non-Proprietary Specifications: When the Specifications list products or manufacturers that are available and may be incorporated in the Work, but do not restrict the Contractor to use of these products only, the General

Contractor may propose any available product that complies with Contract requirements. Comply with Contract Document provisions concerning "substitutions" to obtain approval for use of an unnamed product.

3. Descriptive Specification Requirements: Where Specifications describe a product or assembly, listing exact characteristics required, with or without use of a brand or trade name, provide a product or assembly that provides the characteristics and otherwise complies with Contract requirements.
4. Performance Specification Requirements: Where Specifications require compliance with performance requirements, provide products that comply with these requirements, and are recommended by the manufacturer for the application indicated. General overall performance of a product is implied where the product is specified for a specific application.
  - a. Manufacturer's recommendations may be contained in published product literature, or by the manufacturer's certification of performance.
5. Compliance with Standards, Codes and Regulations: Where the Specifications only require compliance with an imposed code, standard or regulation, select a product that complies with the standards, codes or regulations specified.

### PART 3 - EXECUTION

#### 3.1 INSTALLATION OF PRODUCTS:

- A. Comply with manufacturer's instructions and recommendations for installation of products in the applications indicated. Anchor each product securely in place, accurately located and aligned with other Work.
- B. Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.

### END OF SECTION

## SECTION 01 63 00 – SUBSTITUTION PROCEDURES

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes requirements for requesting approval of proposed substitutions.
- B. Delays caused by tardiness of Contractor in preparing and forwarding submittals do not constitute an acceptable basis for substitution of products.
- C. Delays due to factors which were in effect prior to project bidding do not constitute an acceptable basis for consideration of substitute products.
- D. Related Sections:
  - 1 Section 01 21 00 Section Allowances
  - 2 Section 01 60 00 Product Requirements for evaluating comparable product by listed manufacturer(s)

#### 1.3 LIMITATIONS OF SUBSTITUTIONS

- A. No substitutions will be entertained until the Bid Process is complete to ensure that all bidders are providing pricing on the materials and labor as outlined within the contract documents.
- D. Substitutions will not be considered when indicated on shop drawings or product data submittals without separate formal request complying with "submittal procedures" specified in this section.
- E. Substitutions will not be considered unless submitted through the General Contractor.
- F. Additional studies, investigations, submittals, redesign and/or analysis by the Architect/Engineer caused by the requested substitutions shall be paid by the Contractor at no expense to the Owner.
- G. Substitute products shall not be ordered or installed without written acceptance.
- H. Only one request for substitution for each product will be considered. When a substitution is not accepted by the Architect, provide the specified product.
- I. Architect's decision is final concerning the acceptability of all substitutions.

#### 1.2 REQUESTS FOR SUBSTITUTIONS

- A. Contractor's Representation:
  - 1. Request of substitution
  - 2. constitutes a representation that the Contractor has investigated the proposed product and has determined that it is equal to or superior in all

- respects to the specified product. Request for Substitution constitutes a representation that the Contractor will provide same If warranty for substitution as for specified product. Contractor's warranty shall be in writing guaranteeing all substituted products have same or superior performance as the product specified.
3. Request for substitution constitutes a representation that the Contractor will coordinate the installation of the accepted substitute, making such changes as may be required for the Work to be completed in all respects.
  4. Request for substitution constitutes a representation that the Contractor waives all claims for additional costs related to substitutions that consequently become apparent.
  5. Request for substitution constitutes a representation that the cost data is complete and includes all related cost under his Contract but excludes any approved Architect's design fees required by substitution.
  6. Request for substitution constitutes a representation that the Contractor has thoroughly investigated the proposed substitute to determine if license fees and royalties are pending on the proposed substitutes, for compliance with Article 3.17 of General Conditions of the Contract / AIA Document A201-2017 Edition
- B. Submit requests for substitutions on the form titled Document 00 63 00 Substitution Request Form. Complete each request form with data substantiating compliance of proposed substitution with requirements of Contract Documents. Fill in the following information as shown below and provide other pertinent information as needed.
1. Project title and Architect's project number.
  2. Identification of product specified including specifications Section and Paragraph number.
  3. Identification of proposed substitute complete with manufacturer's name and address, trade name of product, and model or catalog number. Attach product data as specified in Section 01 33 00 Submittal Procedures.
  4. List of fabricator and supplier (with address and phone number) for proposed substitute.
  5. The effect of the substitution on dimensions, material thickness, wiring, piping, ductwork, etc., indicated in Contract Documents.
  6. The effect of substitution on other trades.
  7. The effect of substitution on construction schedule.
  8. Differences in quality and performance between specified product and proposed substitute.
  9. Comparison of manufacturer's guarantees of specified product and proposed substitute.
  10. Availability of maintenance services and replacement materials for proposed substitute.
  11. Cost data comparing proposed substitute with specified product, and amount of net change to Contract Sum.
  12. License fees and/or royalties pending on proposed substitute.

**END OF SECTION**

**SECTION 01 63 10 - SUBSTITUTION REQUEST FORM**

GENERAL: All Requests for Substitution must be made through the General Contractor. This form is part of the substitution requirements specified in Section 01 60 00 Product Requirements.

PROJECT TITLE & NO. \_\_\_\_\_

TO. The Lewis Group Architects  
6512 Deane Hill Drive  
Knoxville, TN 37919  
(865) 584-5000, fax: (865) 588-1272

Attn. \_\_\_\_\_

Specified Item: \_\_\_\_\_

Section: \_\_\_\_\_ Paragraph: \_\_\_\_\_

Proposed Substitute: \_\_\_\_\_

Attach complete description, catalog information, specification data and laboratory tests if applicable.

1. What effect will substitution have on dimensions, gauges, weights, etc., indicated in Contract Documents?
2. What effect will substitution have on wiring, piping, ductwork, etc. indicated in Contract Documents?
3. What effect will substitution have on other trades?
4. What effect will substitution have on construction schedule?
5. What are the differences in quality and performance between proposed substitute and specified product?
6. Manufacturer guarantees of the specified products and proposed products are: Same/Different (Explain differences)
7. List (on separate sheet) the availability of maintenance services and replacement materials for proposed substitute.
8. List (on separate sheet) names, address and phone numbers of fabricators and suppliers for proposed substitutes.
9. The proposed product is suitable for the use intended. (Y) (N)
10. If the substitution request is accepted, it will result in: No cost impact (Y) (N)  
Credit amount \$ \_\_\_\_\_ Added Cost amount \$ \_\_\_\_\_
11. Indicate LEED Credit(s) for specified product (if appl.) \_\_\_\_\_

Indicate LEED Credit(s) for proposed substitute \_\_\_\_\_

- 12. There ARE \_\_\_ ARE NOT \_\_\_ license fees and royalties pending on the proposed substitute.
- 13. The undersigned (Contractor, Subcontractor or Supplier) shall pay for additional studies, investigations, submittals, redesign and/or analysis by the Architect/Engineer caused by the requested substitution.

SUBMITTED BY: (Supplier or Subcontractor)

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Date: \_\_\_\_\_

REVIEWED AND APPROVED for Supplier or Subcontractor by (General Contractor)

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Date: \_\_\_\_\_

ARCHITECT/ENGINEER REVIEW COMMENTS

|      |              |      |                                       |      |   |
|------|--------------|------|---------------------------------------|------|---|
| ____ | Accepted     | ____ | Accepted as Noted (see attached copy) | ____ | Rejected Due to incomplete form, Resubmit |
| ____ | Not Accepted | ____ | Received too late                     |      |   |

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

Remarks: \_\_\_\_\_

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**END OF SECTION**

## SECTION 01 73 29 - CUTTING AND PATCHING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes procedural requirements for cutting and patching.
- B. Related Sections include the following:
  - 1. Division 02 Section Selective Demolition for demolition of selected portions of the building.
  - 2. Divisions 02 through 49 Sections for specific requirements and limitations applicable to cutting and patching individual parts of the Work.

#### 1.2 DEFINITIONS

- A. Cutting: Removal of in-place construction necessary to permit installation or performance of other Work.
- B. Patching: Fitting and repair work required to restore surfaces to original conditions after installation of other Work.

#### 1.3 QUALITY ASSURANCE

- A. Structural Elements: Do not cut and patch structural elements in a manner that could change their load-carrying capacity or load-deflection ratio.
- B. Operational Elements: Do not cut and patch operating elements and related components in a manner that results in reducing their capacity to perform as intended or that results in increased maintenance or decreased operational life or safety.
- C. Miscellaneous Elements: Do not cut and patch miscellaneous elements or related components in a manner that could change their load-carrying capacity, that results in reducing their capacity to perform as intended, or that results in increased maintenance or decreased operational life or safety.
- D. Visual Requirements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch construction exposed on the exterior or in occupied spaces in a manner that would, in Architect's opinion, reduce the building's aesthetic qualities. Remove and replace construction that has been cut and patched in a visually unsatisfactory manner.

### PART 2 - PRODUCTS

#### 2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.
- B. In-Place Materials: Use materials identical to in-place materials. For exposed surfaces, use materials that visually match in-place adjacent surfaces to the fullest extent possible.

1. If identical materials are unavailable or cannot be used, use materials that, when installed, will match the visual and functional performance of in-place materials.

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Examine surfaces to be cut and patched and conditions under which cutting and patching are to be performed.
  1. Compatibility: Before patching, verify compatibility with and suitability of substrates, including compatibility with in-place finishes or primers.
  2. Proceed with installation only after unsafe or unsatisfactory conditions have been corrected.

#### 3.2 PREPARATION

- A. Temporary Support: Provide temporary support of Work to be cut.
- B. Protection: Protect in-place construction during cutting and patching to prevent damage. Provide protection from adverse weather conditions for portions of Project that might be exposed during cutting and patching operations.
- C. Adjoining Areas: Avoid interference with use of adjoining areas or interruption of free passage to adjoining areas.
- D. Existing Utility Services and Mechanical/Electrical Systems: Where existing services/systems are required to be removed, relocated, or abandoned, bypass such services/systems before cutting to minimize interruption to occupied areas.

#### 3.3 PERFORMANCE

- A. General: Employ skilled workers to perform cutting and patching. Proceed with cutting and patching at the earliest feasible time, and complete without delay.
  1. Cut in-place construction to provide for installation of other components or performance of other construction, and subsequently patch as required to restore surfaces to their original condition.
- B. Cutting: Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, including excavation, using methods least likely to damage elements retained or adjoining construction. If possible, review proposed procedures with original Installer; comply with original Installer's written recommendations.
  1. In general, use hand or small power tools designed for sawing and 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. Finished Surfaces: Cut or drill from the exposed or finished side into concealed surfaces.
  3. Concrete and Masonry: Cut using a cutting machine, such as an abrasive saw or a diamond-core drill.

4. Excavating and Backfilling: Comply with requirements in applicable Division 31 Sections where required by cutting and patching operations.
  5. Mechanical and Electrical Services: Cut off pipe or conduit in walls or partitions to be removed. Cap, valve, or plug and seal remaining portion of pipe or conduit to prevent entrance of moisture or other foreign matter after cutting.
  6. Proceed with patching after construction operations requiring cutting are complete.
- C. Patching: Patch construction by filling, repairing, refinishing, closing up, and similar operations following performance of other Work. Patch with durable seams that are as invisible as possible. Provide materials and comply with installation requirements specified in other Sections.
1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate integrity of installation.
  2. Exposed Finishes: Restore exposed finishes of patched areas and extend finish restoration into retained adjoining construction in a manner that will eliminate evidence of patching and refinishing.
    - a. Clean piping, conduit, and similar features before applying paint or other finishing materials.
    - b. Restore damaged pipe covering to its original condition.
  3. Contractor to verify patch materials and or floor levelers meet the requirements of the equipment provider for any new or relocated equipment.
  4. Floors and Walls: Where walls or partitions that are removed extend from one finished area into another, patch and repair floor and wall surfaces in the new space. Provide an even surface of uniform finish, color, texture, and appearance. Remove in-place floor and wall coverings and replace with new materials, if necessary, to achieve uniform color and appearance.
    - a. Where patching occurs in a painted surface, apply primer and intermediate paint coats over the patch and apply final paint coat over entire unbroken surface containing the patch. Provide additional coats until patch blends with adjacent surfaces.
  5. Ceilings: Refer to Finish Schedule for locations where patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
  6. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition.
- D. Cleaning: Clean areas and spaces where cutting and patching are performed. Completely remove paint, mortar, oils, putty, and similar materials.

**END OF SECTION**

## SECTION 01 77 00 - PROJECT CLOSEOUT

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Substantial Completion procedures
  - 2. Contract Closeout Submittal
  - 3. Operation and Maintenance Data
  - 4. Warranty Data
  - 5. Demonstration and Training
  - 6. Final Application for Payment
  - 7. Final Inspection
- B. Related Sections:
  - 1. Specific requirements for the Work are included in the individual Sections of Divisions 02 through 49.

#### 1.2 SUBSTANTIAL COMPLETION PROCEDURES

- A. When the Contractor determines the work is complete, he shall submit written certification that:
  - 1. Contract Documents have been reviewed.
  - 2. The work has been inspected for compliance with Contract Documents by a qualified person authorized by the Contractor.
  - 3. The work is complete in accordance with the Contract Documents.
  - 4. Equipment and systems have been tested and demonstrated in the presence of the Owner's representative and are operational.
  - 5. A comprehensive list of items to be completed or corrected prior to final payment. Submit in electronic form.
- B. Within a reasonable time after receipt of the certification the Architect will schedule an inspection to verify completion.
- C. Should the Architect consider the work incomplete or defective, he will promptly notify the Contractor in writing listing incomplete or defective work. The Contractor shall take immediate steps to remedy the stated deficiencies and send a second written certification when the work is complete. The Architect will reinspect the work.

#### 1.3 CONTRACT CLOSEOUT SUBMITTAL

- A. Submit to the Architect as a single package including:
  - 1. Project Data, i.e., as-built drawings.
  - 2. Operation and Maintenance Data
  - 3. Warranty Data
  - 4. Certificate of Occupancy and other approvals or permits required by Authorities Having Jurisdiction
  - 5. Contractor's Affidavit of Payment of Debts and Claims, AIA G706

6. Contractor's Affidavit of Release of Lien, AIA G706A
7. Subcontractor's and Suppliers' Affidavit of Release of Lien
8. Consent of Surety to Final Payment, AIA G707, with Power of Attorney.
9. Consent of Surety to Reduction in or Partial Release of Retainage, AIA G707A, with Power of Attorney

#### 1.4 OPERATION AND MAINTENANCE DATA

- A. Organization: Unless otherwise indicated, organize each manual into a separate section for each system and subsystem, and a separate section for each piece of equipment not part of a system. Each manual shall contain the following materials, in the order listed:
  1. Title page
  2. Table of contents
  3. Manual contents
  4. If operation or maintenance documentation requires more than one volume to accommodate data, include comprehensive table of contents for all volumes in each volume of the set.
- B. Binders: Heavy-duty, 3-ring, vinyl-covered, loose-leaf binders, in thickness necessary to accommodate contents, sized to hold 8-1/2-by-11-inch paper; with clear plastic sleeve on spine to hold label describing contents and with pockets inside covers to hold folded oversize sheets.
- C. Dividers: Heavy-paper dividers with plastic-covered tabs for each section. Mark each tab to indicate contents. Provide tab labels or inserts securely attached to the divider sheet. Include typed list of products and major components of equipment included in the section on each divider, cross-referenced to Specification Section number and title of Project Manual.
- D. Submit two copies of the complete manual prior to inspection for Substantial Completion. Include a complete operation and maintenance directory.

#### 1.5 WARRANTY DATA

- A. Warranties: Submit required warranties in a heavy-duty, two inch, 3-ring, vinyl-covered, loose-leaf binder organized into the appropriate divisions with marked divider tabs. Include a Table of Contents in the front of the binder listing warranties.
- B. Submit one copy of the complete warranty data prior to inspection for Substantial Completion.

#### 1.6 DEMONSTRATION AND TRAINING

- A. Coordinate schedule of demonstration and training with Designer and Owner's personnel for all installed equipment and systems.
- B. If conditions (such as season of year) do not allow for a complete demonstration or training of equipment and systems operation during one meeting session; then

coordinate a schedule that will provide a sufficient number sessions within the warranty period.

- C. Submit lists of Contractor's Service Personnel who are to be contacted if problems arise with installed equipment or systems. Personnel named must be familiar with installed equipment and systems. Submit updated lists through the duration of the Warranty period, as needed, if Contractor's Service Personnel changes.
- D. Conduct initial demonstration and training prior to Substantial Completion inspection.
- E. Substantial Completion shall not be certified, nor shall Owner be required to assume responsibility for operating, maintaining, or insuring system, prior to initial demonstration and training.
- F. Instruct Owner's personnel in operation, adjustment, and maintenance of equipment and systems; using the manufacturer's printed operating and maintenance data that is specific to the actual-installed equipment and systems as the basis of instruction.
  - 1. For each training event performed, submit two (2) professional grade DVD copies documenting the training event with Project Data Binders. Submit each disk in a standard protective hard plastic DVD disk container. Label both the disk and the container to include the full project title and short description of training documented by each disk.
- G. Submit one copy of Demonstration and Training certification prior to inspection for Substantial Completion. Demonstration and Training Certification must include the following information for each piece of equipment or system:
  - 1. Description of equipment or system.
  - 2. Date and location of demonstration and training for each piece of equipment or system.
  - 3. Name, company name, address and telephone number of the person who is providing demonstration and training.
  - 4. Name, company name, address and telephone number of person receiving demonstration and training.

#### 1.7 FINAL APPLICATION FOR PAYMENT

- A. The Contractor shall submit the Final Application for Payment accompanied by a settlement of accounting, reflecting all adjustments to the Contract Sum.
  - 1. The Original Contract Sum.
  - 2. Additions and Deductions resulting from:
    - a. Change Orders.
    - b. Allowances.
    - c. Unit Prices.
    - d. Deductions for non-conforming work.
    - e. Other adjustments.
  - 3. Total Contract Sum as adjusted.
  - 4. Previous Payments.
  - 5. Sum Remaining Due.

- B. Signed Final Change Order by the Contractor (if required) with a cover letter certifying that, to the best of his knowledge, the project is in compliance with the Contract Documents and the balance shown is due and payable.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION (Not Applicable)

**END OF SECTION**

## SECTION 02 41 19 -SELECTIVE DEMOLITION

### PART 1 - GENERAL

#### 1.1 SUMMARY

##### A. Section Includes:

1. Demolition and removal of selected portions of buildings and structures.

#### 1.2 DEFINITIONS

- A. Remove: Demolish existing buildings or structures as indicated and legally dispose of them off-site unless indicated to be removed and salvaged.
- B. Remove and Salvage: Detach items from existing construction using gentle methods and equipment to prevent damage to the item and exposed surfaces. Tag each item on a concealed surface in accordance with submittal requirements (except for brick masonry units which need not be tagged). Store items on-site for reinstallation into future new or renovation work.
- C. Existing to Remain: Leave existing items that are not indicated to be removed in accordance with A or B above and protect from damage by adjacent demolition activities as needed to maintain the items in their condition prior to the start of demolition activities.

#### 1.3 MATERIALS OWNERSHIP

- A. Items designated to be removed and not designated as existing to remain or not designated for salvage shall be identified as demolition waste which shall become property of the Contractor.
- B. Buried or otherwise concealed items, relics, antiques, and similar objects that appear to have historic significance and other items of interest or value to the Owner that may be uncovered during demolition shall be handled in accordance with 1.3.B or C above as directed by the Architect, who shall be immediately notified of the item's existence. These items shall remain the property of Owner.

#### 1.4 PRE-DEMOLITION MEETINGS

##### A. Pre-demolition Conference: Conduct conference at Project site.

1. Inspect and discuss condition of construction within the scope of this section.
2. Review structural load limitations of existing structure.

3. Review and finalize selective demolition schedule and verify availability of materials, demolition personnel, equipment, and facilities needed to make progress and avoid delays.
4. Review requirements of work performed by all other trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.
5. Review areas where existing construction is to remain and requires protection.

#### 1.5 QUALITY ASSURANCE

- A. Engage a structural engineer licensed in the state of Tennessee to perform an engineering survey of the condition of the building to determine whether removing any element might result in a structural deficiency or unplanned collapse of any portion of structure or adjacent structures during selective building demolition operations.

#### 1.6 SUBMITTALS

- A. Provide construction barriers as required for protecting individuals and property and dust and noise control.
- B. Schedule of Selective Demolition Activities: Indicate the following:
  1. Detailed sequence of selective demolition and removal work, with starting and ending dates for each activity. Ensure Owner's adjacent facility operations are uninterrupted.
  2. Interruption of utility services. Indicate how long utility services will be interrupted.
  3. Coordination for shutoff, capping, and continuation of utility services.
- C. Shoring and bracing shop drawings with calculations signed and sealed by the contractor's structural engineer coordinated with the schedule of selective demolition activities.
- D. Pre-demolition Photographs: Show existing conditions of adjoining construction, including finish surfaces, which might be misconstrued as damage caused by demolition operations. Submit before work begins.

#### 1.7 FIELD CONDITIONS

- A. Conditions existing at time of inspection for bidding purpose will be maintained by Owner as far as practical.
  1. Before selective demolition, Owner will remove the following items:

- a. General Contractor to verify with Owner removal of all items prior to beginning demolition.
- B. Notify Architect of discrepancies between existing conditions and drawings before proceeding with selective demolition.
- C. Hazardous Materials: If encountered during construction, do not disturb hazardous materials or items suspected of containing hazardous materials, and notify the Owner immediately.
- D. Utility Service: Maintain existing utilities indicated to remain in service and protect them against damage during selective demolition operations.
  1. Maintain data and communications services as necessary to coordinate with simultaneous work on the site.

## PART 2 - PRODUCTS

### 2.1 PERFORMANCE REQUIREMENTS

- A. Regulatory Requirements: Comply with governing EPA notification regulations before beginning selective demolition. Comply with hauling and disposal regulations of authorities having jurisdiction.
- B. Standards:
  1. Comply with ASSE A10.6 and NFPA 241
  2. The Brick Industry Association (Formerly Brick Institute of America)

## PART 3 - EXECUTION

- 3.1 Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
  - A. Comply with requirements for access and protection specified in Section 01 50 00 "Temporary Facilities and Controls."
- 3.2 PREPARATION
  - A. Verify that utilities have been marked, protected, disconnected and capped before starting selective demolition operations.
  - B. Review Project Record Documents of existing construction or other existing condition and hazardous material information provided by Owner. Owner does not guarantee that existing conditions are same as those indicated in Project Record Documents.
  - C. The contractor's structural engineer shall perform surveys as the Work progresses to detect hazards resulting from selective demolition activities.

1. Shore, brace, and support structural elements during cutting and removal only as directed by the contractor's structural engineer. Do not cut, modify, or remove any structural elements unless done in accordance with the contractor's structural engineer's direction.
- D. Verify that any hazardous materials discovered during construction have been remediated before proceeding with building demolition operations.
- E. Survey of Existing Conditions: Record existing conditions by use of preconstruction photographs.
  1. Inventory and record the condition of items to be removed and salvaged. Provide photographs of conditions that might be misconstrued as damage caused by salvage operations. Tag photographic images to match shop drawing requirements.
- F. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning site work, investigate and verify the existence and location of underground utilities, and other construction affecting the Work.
- G. Furnish location data for work related to Project that must be performed by public utilities serving Project site.

### 3.3 UTILITY SERVICES AND MECHANICAL/ELECTRICAL SYSTEMS

- A. Existing Services/Systems to Be Removed, Relocated, or Abandoned: Locate, identify, disconnect, and seal or cap off utility services and mechanical/electrical systems serving areas to be selectively demolished.
  1. Arrange to shut off utilities with utility companies.
  2. Disconnect, demolish, and remove fire-suppression systems, plumbing, and HVAC systems, equipment, and components indicated to be removed.
    - a. Piping to Be Removed: Remove portion of piping indicated to be removed and cap or plug remaining piping with same or compatible piping material.
    - b. Equipment to Be Removed: Disconnect and cap services and remove equipment.
    - c. Ducts to Be Removed: Remove portion of ducts indicated to be removed.

### 3.4 PROTECTION

- A. Temporary Protection: Provide temporary barricades and other protection required to prevent injury to people and damage to vehicles and the adjacent built and natural environment.

1. Provide protection to ensure safe passage of people around selective demolition area.
  2. Refer to Section 01 50 00 "Temporary Facilities and Controls."
- B. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required to preserve stability and prevent movement, settlement, or collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.
1. Strengthen or add new supports when required during progress of selective demolition.
- C. Remove temporary barricades and protections where hazards no longer exist.

### 3.5 SELECTIVE DEMOLITION

- A. Remove existing construction as indicated (General): Use methods required to complete the work within limitations of governing regulations and as follows:
1. Proceed with selective demolition systematically, from higher to lower level. Complete selective demolition operations above each floor or tier before disturbing supporting members on the next lower level. Avoid excessive vibration at areas near the original building that shall remain in place.
  2. Do not use cutting torches until work area is cleared of flammable materials. At concealed spaces, such as duct and pipe interiors, verify condition and contents of hidden space before starting flame-cutting operations. Maintain fire watch and portable fire-suppression devices during and after flame-cutting operations.
  3. Maintain adequate ventilation when using cutting torches.
  4. Remove decayed, vermin-infested, or otherwise dangerous or unsuitable materials and promptly dispose of off-site.
  5. Remove structural framing members and lower to ground by method suitable to avoid free fall and to prevent ground impact or dust generation.
  6. Locate selective demolition equipment and remove debris and materials so as not to impose excessive loads on supporting walls, floors, or framing.
  7. Dispose of demolished items and materials promptly.
- B. Site Access and Temporary Controls: Conduct selective demolition and debris-removal operations to ensure minimum interference with roads, streets, walks, walkways, and other adjacent occupied and used facilities.
1. Comply with requirements for access and protection specified in Section 01 50 00 "Temporary Facilities and Controls."

### 3.6 SELECTIVE DEMOLITION PROCEDURES FOR SPECIFIC AREAS AND MATERIALS

#### A. Exterior Wall Demolition

1. Cut in-place construction by sawing, drilling, breaking, chipping, grinding, and similar operations, using methods least likely to damage elements to be retained and as needed to remove portion of exterior wall indicated on demolition drawings.
2. Use hand or small power tools designed for sawing and grinding, not hammering and chopping. Cut holes and slots neatly to minimum size required, and with minimum disturbance of adjacent surfaces. Temporarily cover openings when exposed.
3. Remove mortar from the exposed brick surface of the original wall using wood scrapers, stiff nylon or fiber brushes, and clean water, applied by low-pressure spray. Do not use metal scrapers or brushes. Do not use acidic or alkaline cleaners.
4. Cut or drill from the exposed side into concealed surfaces.
5. As work progresses, maintain a temporary weather-tight enclosure at the exterior of the building.

### 3.7 DISPOSAL OF DEMOLISHED MATERIALS

#### A. Except items or materials indicated to remain or be salvaged and reinstalled, or otherwise indicated to remain as Owner's property, remove demolition waste materials from Project site and dispose of them in an EPA-approved construction and demolition waste landfill acceptable to authorities having jurisdiction.

1. Do not allow demolished materials to accumulate on-site.
2. Remove and transport debris in a manner that will prevent spillage on adjacent surfaces and areas.
3. Remove debris from elevated portions of building by chute, hoist, or other device that will convey debris to grade level in a controlled descent.

#### B. Burning: Do not burn demolished materials.

### 3.8 CLEANING

#### A. Clean adjacent structures and improvements of dust, dirt, and debris caused by selective demolition operations. Return adjacent areas to condition existing before selective demolition operations began. Maintain protection of existing to remain construction and salvaged materials.

## END OF SECTION

## SECTION 04 20 00 - UNIT MASONRY

### PART 1 - GENERAL

#### 1.1 SECTION INCLUDES

- A. Concrete block.
- B. Mortar and grout.
- C. Reinforcement and anchorage.
- D. Accessories

#### 1.2 PRICE AND PAYMENT PROCEDURES

- A. See Section 01 21 00 - Allowances, for cash allowances affecting this section.
- B. This allowance includes purchase and delivery of all brick. Installation is not included in the allowance but is specified in this section and is part of the Contract Sum/Price.

#### 1.3 REFERENCE STANDARDS

- A. ASTM A153/A153M - Standard Specification for Zinc Coating (Hot-Dip) on Iron and Steel Hardware; 2016a.
- B. ASTM A240/A240M - Standard Specification for Chromium and Chromium-Nickel Stainless Steel Plate, Sheet, and Strip for Pressure Vessels and for General Applications; 2019.
- C. ASTM A615/A615M - Standard Specification for Deformed and Plain Carbon-Steel Bars for Concrete Reinforcement; 2018, with Editorial Revision.
- D. ASTM C90 - Standard Specification for Loadbearing Concrete Masonry Units; 2016a.
- E. ASTM C129 - Standard Specification for Nonloadbearing Concrete Masonry Units; 2017.
- F. ASTM C140/C140M - Standard Test Methods for Sampling and Testing Concrete Masonry Units and Related Units; 2018a.
- G. ASTM C144 - Standard Specification for Aggregate for Masonry Mortar; 2018.
- H. ASTM C150/C150M - Standard Specification for Portland Cement; 2019a.
- I. ASTM C207 - Standard Specification for Hydrated Lime for Masonry Purposes; 2018.

- J. ASTM C216 - Standard Specification for Facing Brick (Solid Masonry Units Made From Clay or Shale); 2019.
- K. ASTM C270 - Standard Specification for Mortar for Unit Masonry; 2019.
- L. ASTM C404 - Standard Specification for Aggregates for Masonry Grout; 2018.
- M. ASTM C476 - Standard Specification for Grout for Masonry; 2019.
- N. ASTM C780 - Standard Test Method for Preconstruction and Construction Evaluation of Mortars for Plain and Reinforced Unit Masonry; 2019.
- O. ASTM C979/C979M - Standard Specification for Pigments for Integrally Colored Concrete; 2016.
- P. BIA Technical Notes No. 7 - Water Penetration Resistance – Design and Detailing; 2017.
- Q. TMS 402/602 - Building Code Requirements and Specification for Masonry Structures; 2016.
- R. UL (FRD) - Fire Resistance Directory; Current Edition.

#### 1.4 SUBMITTALS

- A. See Section 01 30 00 - Administrative Requirements, for submittal procedures.
- B. Product Data: Provide data for masonry units, fabricated wire reinforcement, mortar, and masonry accessories.
- C. Shop Drawings: Indicate pertinent dimensions, materials, anchorage, size and type of fasteners, and accessories for brickwork support system.
- D. Manufacturer's Certificate: Certify that masonry units meet or exceed specified requirements.
- E. Manufacturer's Qualification Statement.
- F. Installer's Qualification Statement.

#### 1.5 QUALITY ASSURANCE

- A. Comply with provisions of TMS 402/602, except where exceeded by requirements of Contract Documents.
- B. Fire Rated Assemblies: Comply with applicable code for UL (FRD) Assembly No. U906.

## 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Deliver, handle, and store masonry units by means that will prevent mechanical damage and contamination by other materials.

## PART 2 - PRODUCTS

### 2.1 CONCRETE MASONRY UNITS

- A. Concrete Block: Comply with referenced standards and as follows:
  - 1. Size: Standard units with nominal face dimensions of 16 by 8 inches (400 by 200 mm) and nominal depths as indicated on drawings for specific locations.
  - 2. Special Shapes: Provide non-standard blocks configured for corners, headers, and control joint edges.
    - a. Provide bullnose units for outside corners including window and door jambs, and windowsills. At all walls, the first course above the floor shall be standard block to receive formed base corners. Begin bull-nose block at the second course above the floor.
  - 3. Load Bearing Units: ASTM C90.
    - a. Lightweight, 105 pcf (max).
    - b. 2,000 psi (min) net area compressive strength.
  - 4. Non-Loadbearing Units: ASTM C129.
    - a. Lightweight, 105 pcf (max).
    - b. 2,000 psi (min) net area compressive strength.

### 2.2 MORTAR AND GROUT MATERIALS

- A. Masonry Cement: ASTM C91/C91M.
- B. Portland Cement: ASTM C150/C150M, Type I; color as required to produce approved color sample.
- C. Hydrated Lime: ASTM C207.
- D. Mortar Aggregate: ASTM C144.
- E. Grout Aggregate: ASTM C404.
- F. Pigments for Colored Mortar: Pure, concentrated mineral pigments specifically intended for mixing into mortar and complying with ASTM C979/C979M.
- G. Water: Clean and potable.

### 2.3 REINFORCEMENT AND ANCHORAGE

- A. Reinforcing Steel: ASTM A615/A615M, Grade 60 (60,000 psi) (420 MPa), deformed billet bars; uncoated.

- B. Joint Reinforcement: Use ladder type joint reinforcement where vertical reinforcement is involved and truss type elsewhere, unless otherwise indicated.

## 2.4 ACCESSORIES

- A. Preformed Control Joints: Rubber material. Provide with corner and tee accessories, fused joints.
- B. Cleaning Solution: Non-acidic, not harmful to masonry work or adjacent materials.

## 2.5 MORTAR AND GROUT MIXING

- A. Mortar for Unit Masonry: ASTM C270, using the Proportion Specification.
  - 1. Masonry below grade and in contact with earth: Type M.
  - 2. Exterior, loadbearing masonry: Type M or S.
  - 3. Exterior, non-loadbearing masonry: Type M or S.
  - 4. Interior, loadbearing masonry: Type M or S.
  - 5. Interior, non-loadbearing masonry: Type O.
- B. Colored Mortar: Proportion selected pigments and other ingredients to match Architect's sample, without exceeding manufacturer's recommended pigment-to-cement ratio.
- C. Grout: ASTM C476; consistency required to fill completely volumes indicated for grouting; fine grout for spaces with smallest horizontal dimension of 2 inches (50 mm) or less; coarse grout for spaces with smallest horizontal dimension greater than 2 inches (50 mm).
- D. Admixtures: Add to mixture at manufacturer's recommended rate and in accordance with manufacturer's instructions; mix uniformly.
- E. Mixing: Use mechanical batch mixer and comply with referenced standards.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify that field conditions are acceptable and are ready to receive masonry.
- B. Verify that related items provided under other sections are properly sized and located.
- C. Verify that built-in items are in proper location, and ready for roughing into masonry work.

### 3.2 PREPARATION

- A. Provide temporary bracing during installation of masonry work. Maintain in place until building structure provides permanent bracing.

### 3.3 COLD AND HOT WEATHER REQUIREMENTS

- A. Comply with requirements of TMS 402/602 or applicable building code, whichever is more stringent.

### 3.4 COURSING

- A. Establish lines, levels, and coursing indicated. Protect from displacement.
- B. Maintain masonry courses to uniform dimension. Form vertical and horizontal joints of uniform thickness.
- C. Concrete Masonry Units:
  - 1. Bond: Running.
  - 2. Coursing: One unit and one mortar joint to equal 8 inches (200 mm).
  - 3. Mortar Joints: Concave.

### 3.5 PLACING AND BONDING

- A. Lay hollow masonry units with face shell bedding on head and bed joints.
- B. Buttering corners of joints or excessive furrowing of mortar joints is not permitted.
- C. Remove excess mortar and mortar smears as work progresses.
- D. Remove excess mortar with water repellent admixture promptly. Do not use acids, sandblasting or high-pressure cleaning methods.
- E. Interlock intersections and external corners.
- F. Do not shift or tap masonry units after mortar has achieved initial set. Where adjustment must be made, remove mortar and replace.
- G. Perform job site cutting of masonry units with proper tools to provide straight, clean, unchipped edges. Prevent broken masonry unit corners or edges.
- H. Cut mortar joints flush where resilient base is scheduled, cavity insulation vapor barrier adhesive is applied, or bitumen dampproofing is applied.
- I. Isolate masonry partitions from vertical structural framing members with a control joint as indicated.
- J. Isolate top joint of masonry partitions from horizontal structural framing members and slabs or decks with compressible joint filler.

### 3.6 CAVITY MORTAR CONTROL

- A. Do not permit mortar to drop or accumulate into cavity air space or to plug weep/cavity vents.
- B. Install cavity mortar diverter at base of cavity and at other flashing locations as recommended by manufacturer to prevent mortar droppings from blocking weep/cavity vents.

### 3.7 GROUTED COMPONENTS

- A. Lap Splices: See structural drawings.
- B. Support and secure reinforcing bars from displacement. Maintain position within 1/2-inch (13 mm) of dimensioned position.
- C. Place and consolidate grout fill without displacing reinforcing.

### 3.8 CONTROL AND EXPANSION JOINTS

- A. Do not continue horizontal joint reinforcement through control or expansion joints.
- B. Install preformed control joint device in continuous lengths. Seal butt and corner joints in accordance with manufacturer's instructions.

### 3.9 TOLERANCES

- A. Install masonry within the site tolerances found in TMS 402/602.

### 3.10 CUTTING AND FITTING

- A. Cut and fit for existing wall angles.
- B. Obtain approval prior to cutting or fitting masonry work not indicated or where appearance or strength of masonry work may be impaired.

### 3.11 FIELD QUALITY CONTROL

- A. An independent testing agency will perform field quality control tests, as specified in Section 01 40 00 - Quality Requirements.
- B. Concrete Masonry Unit Tests: Test each variety of concrete unit masonry in accordance with ASTM C140/C140M for compliance with requirements of this specification.
- C. Mortar Tests: Test each type of mortar in accordance with ASTM C780, testing with same frequency as masonry samples.

3.12 CLEANING

- A. Remove excess mortar and mortar droppings.
- B. Replace defective mortar. Match adjacent work.
- C. Clean soiled surfaces with cleaning solution.

3.13 PROTECTION

- A. Without damaging completed work, provide protective boards at exposed external corners that are subject to damage by construction activities.

**END OF SECTION**

## SECTION 06 22 00 - MILLWORK

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Laminate-clad wood cabinets
  - 2. Laminate-clad countertops
  - 3. Accessories
  - 4. Hardware
- B. Related Sections:
  - 1. Section 01 33 00 - Submittals Procedures
  - 2. Section 01 60 00 - Materials and Equipment
  - 3. Section 01 63 00 – Substitution Procedures
  - 4. Division 22 Sections: Plumbing Fixtures
- C. Refer to Finish Schedule and Finish Plan for product selections and other information.

#### 1.2 REFERENCES

- A. AWI/AWMAC/WI (AWS) - Architectural Woodwork Standards; 2014, with Errata (2016).
- B. American National Standards Institute:
  - 1. ANSI A156.9 - Cabinet Hardware.
  - 2. ANSI A208.1 - Mat-Formed Wood Particleboard.
- C. Architectural Woodwork Institute:
  - 1. AWI - Quality Standards Illustrated.
- D. ASTM International:
  - 1. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
- E. National Electrical Manufacturers Association:
  - 1. NEMA LD 3 - High Pressure Decorative Laminates.

#### 1.3 SUBMITTALS

- A. Shop Drawings: Indicate materials, component profiles, fastening methods, jointing details, and accessories.
- B. Product Data: Provide data for hardware accessories.
- C. Samples: Submit actual samples of architectural cabinet construction, minimum 12 inches square, illustrating proposed cabinet, countertop, and shelf unit substrate and finish.

- D. Samples: Submit actual sample items of proposed pulls, hinges, shelf standards, and locksets, demonstrating hardware design, quality, and finish.
  - E. Fabricator's References: Submit manufacturer's list of recently completed projects, including project name and location, name of architect, and type of cabinetry, and scope of completed projects.
- 1.4 QUALITY ASSURANCE
- A. Fabricator's Qualifications: An experienced fabricator, with five years documented experience, and a successful history of completed projects, similar in scope to this project.
  - B. Field Sample: Architect will choose location. Erect one of each kind of woodwork, cabinet, workstation, etc. Upon acceptance by the Architect, Field Sample will become the standard by which remaining work will be judged.
  - C. Pre-Installation Meeting: Convene a preinstallation meeting two weeks before starting work. Invite Owner, Architect, Installer, and other affected trades. Discuss the following:
    - 1. Schedule
    - 2. Lead times
    - 3. Manpower.
  - D. Provide pre-manufactured commercial grade cabinets, in accordance AWI/AWMAC/WI (AWS): Custom Grade
  - E. Surface Burning Characteristics: Flame spread index of 25, maximum; smoke developed index of 450, maximum; when tested in accordance with ASTM E84.
  - F. Wear Resistance: In addition to specified grade, comply with NEMA LD 3 High Wear Grade requirements for wear resistance.
- 1.5 DELIVERY, STORAGE, AND HANDLING
- A. Do not deliver woodwork until painting and similar operations that could damage woodwork have been completed in installation areas.
  - B. If woodwork must be stored in other than installation areas, store only in areas where environmental conditions comply with requirements specified
  - C. During and after installation of cabinets, maintain temperature and humidity conditions in building spaces at same levels planned for occupancy.
- 1.6 ENVIRONMENTAL REQUIREMENTS
- A. Prior to, during and after installation of Work of this section, maintain same temperature and humidity conditions in building spaces as will occur after occupancy.
- 1.7 FIELD MEASUREMENTS
- A. Verify field measurements prior to fabrication.

## PART 2 - PRODUCTS

- 2.1 ACCEPTABLE MANUFACTURERS
  - A. Plastic Laminate Manufacturers

1. Wilsonart LLC
    - a. Temple, Texas
    - b. Telephone: 800-433-3222
  2. Panolam Surface Systems, division of Pioneer Plastics
    - a. Morristown, Tennessee
    - b. Telephone: 423-587-1842
  3. Formica Corp
    - a. Cincinnati, Ohio
    - b. Telephone: 513 786-3400
- B. Standards and Brackets
1. Knape & Vogt
    - a. Grand Rapids, Michigan
    - b. Telephone: 800-253-1561
- C. Cabinet Hinges and Drawer Slides
1. Blum Inc
    - a. Stanley North Carolina
    - b. Telephone: 800 438 6788
  2. Grass America
    - a. Kernersville, North Carolina
    - b. Telephone: 336- 996-4041
  3. Hafele America Company
    - a. Archdale, North Carolina
    - b. Telephone: 800 423-3531
- D. Locks, Door and Drawer Pulls:
1. Basic Builders Brass
    - a. Lawrenceville, Georgia
    - b. Telephone: 770-476-8541
  2. Hafele America.
- E. Substitutions: Under provisions of Sections 01 63 00.
- 2.2 COMPONENTS
- A. Wood Particleboard: ANSI A208.1 Type 1 or 2.
  - B. High Pressure Decorative Laminate: NEMA LD 3,

1. GP50 for horizontal surfaces
  2. GP28 for vertical surfaces
  3. CL20 for cabinet liner surfaces
  4. Colors, Patterns and Surface Texture: Refer to Finish Drawings
- C. PVC Edge Trim: Cabinet face 1-mil, door and drawer faces 3-mil.
- 2.3 ACCESSORIES
- A. Adhesive for High Pressure Decorative Laminates: Type recommended by laminate manufacturer to suit application.
  - B. Veneer Edge Band: Standard wood veneer edge band matching face veneer.
  - C. Plastic Edge Trim: Extruded flat shaped; smooth finish; self-locking serrated tongue; of width to match component thickness; color as selected.
  - D. Fasteners: Size and type to suit application.
  - E. Bolts, Nuts, Washers, Lags, Pins, and Screws: Of size and type to suit application; finish in concealed locations and finish in exposed locations.
  - F. Concealed Joint Fasteners: Threaded steel.
  - G. Grommets: Rubber.
  - H. Hardware: BHMA A156.9,
  - I. Shelf Standards and Rests: Formed steel channels and rests, cut for fitted rests spaced at 1 inch centers; chrome satin finish.
  - J. Shelf Brackets: Formed steel brackets, formed for attachment with lugs; chrome satin finish.
  - K. Drawer and Door Pulls: Stainless steel pull, full width of drawer, satin finish. "U" shaped pull, 4 inch center.
  - L. Cabinet Locks: Keyed cylinder, two keys for each lock, master keyed, steel with chrome satin finish, for doors and drawers.
  - M. Catches: Magnetic.
  - N. Drawer Slides: Heavy Duty galvanized steel construction, ball bearings separating tracks, full extension type, capacity 250-pounds.
- 2.4 FABRICATION
- A. Casework:
    1. Fabricate to AWI Custom standards, of reveal overlay style.
    2. Fit shelves, doors, and exposed edges with matching plastic edging.
  - B. Shop assemble casework for delivery to site in units easily handled and to permit passage through building openings.
  - C. Fit shelves, doors, and exposed edges with matching veneer plastic aluminum edging. Use one piece for full length only.
  - D. Cap exposed high pressure decorative laminate finish edges with material of same finish and pattern.

- E. Door and Drawer Fronts: 3/4 inch thick.
- F. When necessary to cut and fit on site, fabricate materials with ample allowance for cutting. Furnish trim for scribing and site cutting.
- G. Apply high pressure decorative laminate finish in full uninterrupted sheets consistent with manufactured sizes. Fit corners and joints hairline; secure with concealed fasteners. Locate counter butt joints minimum 2 feet from sink cut-outs.
- H. Fabricate cabinets and counter tops with cutouts for plumbing fixtures. Verify locations of cutouts from on-site dimensions.

### **PART 3 - EXECUTION**

#### **3.1 EXAMINATION**

- A. Verify adequacy of backing and support framing.
- B. Verify location and sizes of utility rough-in associated with work of this section.

#### **3.2 INSTALLATION**

- A. Set and secure casework in place; rigid, plumb, and level.
- B. Use fixture attachments in concealed locations for wall mounted components.
- C. Use concealed joint fasteners to align and secure adjoining cabinet units.
- D. Carefully scribe casework abutting other components, with maximum gaps of 1/32-inch. Do not use additional overlay trim for this purpose.
- E. Secure cabinet and counter bases to floor using appropriate angles and anchorages.

#### **3.3 ADJUST AND CLEAN**

- A. Adjust moving or operating parts to function smoothly and correctly.
- B. Clean casework, counters, shelves, hardware, fittings, and fixtures.

### **END OF SECTION**

## SECTION 06 61 19 - SOLID SURFACE FABRICATIONS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes
  - 1. Solid Surface Material
  - 2. Accessories
- B. Related Sections:
  - 1. Section 01 30 00 - Submittals
  - 2. Section 01 60 00 - Product Requirements
  - 3. Section 01 63 00 - Substitution Procedures
  - 4. Section 07 92 00 - Joint Sealants

C. Refer to the Finish Legend and Finish Plan for color selections and other information.

#### 1.2 REFERENCES

- A. Classification and Standards for Solid Surfacing Material ISFA 2-01 (2013)
- B. National Electrical Manufacturers Association (NEMA)
- C. NEMA - ANSI/NEMA LD 3 High-Pressure Decorative Laminates

#### 1.3 SUBMITTALS

- A. Submit under provisions of Section 01 30 00
- B. Product Data: Submit product data for solid surface materials, to include test data, thicknesses, installation instructions and warranty information.
- C. Shop Drawings: Installation details including location and layout of each type of fabrication and accessory, attachment, and bracing.
- D. Manufacturer's detailed recommendations for handling, storage, installation, protection, and maintenance.
- E. Samples: Full range of colors and patterns.
- F. Contract Closeout Submittals: Furnish the Owner with a maintenance kit to include written maintenance procedures, DVD's. and instructing Owner's personnel on cleaning, and warranty issues.

#### 1.4 QUALITY ASSURANCE

- A. Fabricator/Installer Qualifications: Firm experienced in installation or application of systems similar in complexity to those required for this Project, including specific requirements indicated.

1. Certified by manufacturer.
  - B. Quality Standard:
    1. Solid surfacing sheet and plastic resin castings that comply with ISFA 2-01 and NEMA LD 3.
  - C. Take field measurements prior to installation. Show field measurements on Shop Drawings
  - D. Source Limitations: Obtain materials and products from single source.
- 1.5 DELIVERY, STORAGE, AND HANDLING
- A. Deliver fabrications appropriately wrapped in protective materials.
  - B. Protect materials from physical damage and from deterioration by moisture, soiling, and other sources. Store inside and in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.
- 1.6 PROJECT CONDITIONS
- A. Maintain relative humidity planned for building occupants and an ambient temperature between 65-75 degrees F for 48 hours prior to and during installation. After installation, maintain relative humidity and ambient temperature planned for building occupants.
- 1.7 WARRANTY
- A. Furnish manufacturer's limited 10-year warranty.

## **PART 2 - PRODUCTS**

- 2.1 ACCEPTABLE MANUFACTURERS
- A. Corian
    1. Wilmington, Delaware
    2. Telephone: 833-338-7668
  - B. Aristech Surfaces LLC
    1. Florence, Kentucky
    2. Telephone: 800-354-9858
  - C. Wilsonart
    1. Temple, Texas
    2. Telephone: (800) 433-3222
  - D. Substitutions: Under provisions of Section 01 63 00.

## 2.2 MATERIALS

- A. Countertops Fabricate solid surface countertops to size and configuration shown on Drawings.
  - 1. Thickness: Nominal 1/2 inch when tested in accordance with ASTM
  - 2. Hardness: 60, when tested in accordance with ASTM D2583
  - 3. Elongation: 2.2%, when tested in accordance with ASTM D638
  - 4. Tensile strength: 4,200psi, when tested in accordance with ASTM D638
  - 5. Tensile Modulus: 11 x 10<sup>5</sup>, when tested in accordance with ASTM D638
  - 6. Water Absorption after 24 hours: .07%, when tested in accordance with ASTM D570
  - 7. Izod Impact Foot Pounds per Inch: .03, when tested in accordance with ASTM D256
  - 8. Impact Resistance 1/2 Pound: No Fracture, when tested in accordance with NEMA LD3-3.

## 2.3 FABRICATION

- A. Fabrication to be performed by a solid surface fabricator/installer certified by the manufacturer.
- B. Impact Resistance 1/2 Pound: No Fracture, when tested in accordance with NEMA LD3-3.

## 2.4 ACCESSORIES

- A. Use adhesive recommended by manufacturer for adhering to substrate.
- B. Joint adhesive: Manufacturer's standard adhesive to create inconspicuous, nonporous joints, with a chemical bond.
- C. Sealant: Standard mildew resistant, FDA/UL recognized silicone sealant in color matched or clear formulations.

## 2.5 FABRICATION

- A. Fabrication to be performed by a solid surface fabricator/installer certified by the manufacturer.
- B. Fabricate components in shop to greatest extent practical to size and shape indicated, in accordance with approved shop drawings and manufacturer's published requirements.
- C. Form joints between components using manufacturer's standard joint adhesive.
- D. Rout and finish component edges to a smooth, uniform finish. Rout all cutouts then sand all edges smooth. Repair or reject defective or inaccurate work.

E. Finish: Uniform

### PART 3 - EXECUTION

#### 3.1 EXAMINATION

- A. Examine substrates and conditions, with Installer present. Do not proceed until unsatisfactory conditions have been corrected.

#### 3.2 PREPARATION

- A. Precondition Solid Surfacing fabrications in accordance with manufacturer's printed installation instructions.

#### 3.3 INSTALLATION

- A. Install units true, and level' in accordance with approved shop drawings, project installation details and manufacturer's printed instructions.
- B. Form joints using manufacturer's approved adhesive, with joints inconspicuous in finished work.
- C. Provide minimum 1/8-inch expansion gaps on both sides of window stools, sealed with manufacturer's approved sealant.
- D. Ease edges and sand smooth.
- E. Remove excessive adhesive and sealants.

#### 3.4 PROTECTION

- A. Replace damaged components that cannot be repaired to architect's satisfaction.
- B. Protect surfaces from damage for the remainder of the construction period.

**END OF SECTION**

## SECTION 07 92 00 – JOINT SEALANTS

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Acrylic latex sealants
  - 2. Polyurethane sealants
  - 3. Silicone sealants
- B. Related Sections:
  - 1. Section 01 33 00 - Submittal Procedures
  - 2. Section 01 60 00 - Product Requirements
  - 3. Section 01 63 00 - Substitution Procedures

#### 1.2 REFERENCES

- A. American Society for Testing Materials
  - 1. ASTM C834 - 17 Standard Specification for Latex Sealants
  - 2. ASTM C-919 ASTM C919, Standard Practice for Use of Sealants in Acoustical Applications
  - 3. ASTM-C920 › Standard Specification for Elastomeric Joint Sealants
  - 4. ASTM C-1193 - Standard Guide for Use of Joint Sealants
  - 5. ASTM C1247 - Standard Test Method for Durability of Sealants Exposed to Continuous Immersion in Liquids
  - 6. ASTM C-1248 - Standard Test Method for Staining of Porous Substrate by Joint Sealants
  - 7. ASTM C1311 - Standard Specification for Solvent Release Sealants
  - 8. ASTM C1330 — Standard Specification for Cylindrical Sealant Backing for Use with Cold Liquid Applied Sealants
  - 9. ASTM E90: Laboratory Measurement of Airborne Sound

#### 1.3 PERFORMANCE REQUIREMENTS

- A. Provide elastomeric joint sealants that establish and maintain watertight and airtight continuous joint seals without staining or deteriorating joint substrates.
- B. Provide joint sealants for interior applications that establish and maintain airtight and water-resistant continuous joint seals without staining or deteriorating joint substrates.

#### 1.4 SUBMITTALS

- A. Product Data: For each joint-sealant product indicated.

- B. Samples for Initial Selection: Manufacturer's color charts consisting of strips of cured sealants showing the full range of colors available for each product exposed to view.
- C. Samples for Verification: For each type and color of joint sealant required, provide Samples with joint sealants in 1/2-inch- wide joints formed between two 6-inch-long strips of material matching the appearance of exposed surfaces adjacent to joint sealants.

#### 1.5 QUALITY ASSURANCE

- A. Regulatory Requirements VOC Content: Comply with the following limits for VOC Content as follows:
  - 1. Architectural Sealants: 250 g/L
  - 2. Sealant Primers for Non-Porous Surfaces : 250 g/L
  - 3. Sealant Primers for Porous Surfaces: 775g/L
- B. Installer Qualifications: Manufacturer's authorized Installer who is approved or licensed for installation of elastomeric sealants required for this Project.
- C. Source Limitations: Obtain each type of joint sealant through one source from a single manufacturer.

#### 1.6 PROJECT CONDITIONS

- A. Do not proceed with installation of joint sealants under the following conditions:
  - 1. When ambient and substrate temperature conditions are outside limits permitted by joint-sealant manufacturer or are below 40 deg F.
  - 2. When joint substrates are wet.
  - 3. Where joint widths are less than those allowed by joint-sealant manufacturer for applications indicated.
  - 4. Contaminants capable of interfering with adhesion have not yet been removed from joint substrates.

### PART 2 - PRODUCTS

#### 2.1 MANUFACTURERS

- A. Acceptable Manufacturers:
  - 1. Pecora  
Harleysville, Pennsylvania  
Telephone: 800-523-6688  
<https://www.pecora.com>
  - 2. Tremco Commercial Solutions and Waterproofing  
Beachwood, OH 44122  
Telephone (800) 321-7906  
<https://www.tremcosealants.com>
  - 3. Sika Corporation  
Lyndhurst, New Jersey

Telephone: 201-933-8800  
<https://usa.sika.com>

4. Dayton Superior  
Miamisburg, Ohio  
Telephone: 937- 866-0711  
[www.daytonsuperior.com](http://www.daytonsuperior.com)
5. Sherwin-Williams  
Cleveland, Ohio,  
Telephone: 216-566-2000  
<https://www.sherwin-williams.com>

- B. Substitutions: Under provisions of Sections 01 25 00.

## 2.2 MATERIALS

- A. Compatibility: Provide joint sealants, backings, and other related materials that are compatible with one another and with joint substrates under conditions of service and application, as demonstrated by sealant manufacturer, based on testing and field experience.
- B. Liquid-Applied Joint Sealants: Comply with ASTM C 920 and other requirements indicated for each liquid-applied joint sealant specified, including those referencing ASTM C 920 classifications for type, grade, class, and uses related to exposure and joint substrates.
- C. Suitability for Immersion in Liquids. Where sealants are indicated for Use I for joints that will be continuously immersed in liquids, provide products that have undergone testing according to ASTM C 1247. Liquid used for testing sealants is deionized water, unless otherwise indicated.
- D. Elastomeric Sealants: Comply with ASTM C920 and other requirements indicated for each liquid-applied chemically curing sealant specified, including those referencing ASTM C920 classifications for type, grade, class, and uses related to exposure and joint substrates.
  1. Stain-Test-Response Characteristics: Where elastomeric sealants are specified to be non-staining to porous substrates, provide products that have undergone testing according to ASTM C1248 and have not stained porous joint substrates indicated for Project.
  2. Suitability for Contact with Food: Where elastomeric sealants are indicated for joints that will come in repeated contact with food, provide products that comply with 21 CFR 177.2600.
- E. Latex Sealant: Comply with ASTM C834, Type P, Grade NF.
- F. Acoustical Joint Sealants Acoustical Sealant for Exposed and Concealed Joints: Manufacturer's standard non-sag, paintable, non-staining latex sealant complying with ASTM C834 and the following: Product effectively reduces airborne sound transmission through perimeter joints and openings in building construction as demonstrated by testing representative assemblies according to ASTM E90.

## 2.3 ACCESSORIES

- A. Provide sealant backings of material and type that are non-staining; are compatible with joint substrates, sealants, primers, and other joint fillers; and are approved for applications indicated by sealant manufacturer based on field experience and laboratory testing.
- B. Cylindrical Sealant Backings: ASTM C 1330, Type C, closed-cell material with a surface skin, and of size and density to control sealant depth and otherwise contribute to producing optimum sealant performance.
- C. Bond-Breaker Tape: Polyethylene tape or other plastic tape recommended by sealant manufacturer for preventing sealant from adhering to rigid, inflexible joint-filler materials or joint surfaces at back of joint. Provide self-adhesive tape where applicable.
- D. Primer: Material recommended by joint-sealant manufacturer where required for adhesion of sealant to joint substrates indicated.
- E. Cleaners for Nonporous Surfaces: Chemical cleaners acceptable to manufacturers of sealants and sealant backing materials, free of oily residues or other substances capable of staining or harming joint substrates and adjacent nonporous surfaces in any way, and formulated to promote optimum adhesion of sealants to joint substrates.
- F. Masking Tape: Non-staining, nonabsorbent material compatible with joint sealants and surfaces adjacent to joints.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine joints indicated to receive joint sealants, with Installer present, for compliance with requirements for joint configuration, installation tolerances, and other conditions affecting joint-sealant performance.
- B. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 PREPARATION

- A. Surface Cleaning of Joints: Clean out joints immediately before installing joint sealants to comply with joint-sealant manufacturer's written instructions and the following requirements:
  - 1. Remove all foreign material from joint substrates that could interfere with adhesion of joint sealant, including dust, paints (except for permanent, protective coatings tested and approved for sealant adhesion and compatibility by sealant manufacturer), old joint sealants, oil, grease, waterproofing, water repellents, water, surface dirt, and frost.

2. Clean porous joint substrate surfaces by brushing, grinding, blast cleaning, mechanical abrading, or a combination of these methods to produce a clean, sound substrate capable of developing optimum bond with joint sealants. Remove loose particles remaining after cleaning operations above by vacuuming or blowing out joints with oil-free compressed air. Porous joint substrates include the following:
    - a. Concrete
    - b. Masonry
  3. Remove laitance and form-release agents from concrete.
  4. Clean nonporous surfaces with chemical cleaners or other means that do not stain, harm substrates, or leave residues capable of interfering with adhesion of joint sealants. Nonporous joint substrates include but are not limited to the following:
    - a. Metal
    - b. Glass
- B. Joint Priming: Prime joint substrates, where recommended in writing by joint-sealant manufacturer, based on preconstruction joint-sealant-substrate tests or prior experience. Apply primer to comply with joint-sealant manufacturer's written instructions. Confine primers to areas of joint-sealant bond; do not allow spillage or migration onto adjoining surfaces.
- C. Masking Tape: Use masking tape where required to prevent contact of sealant with adjoining surfaces that otherwise would be permanently stained or damaged by such contact or by cleaning methods required to remove sealant smears. Remove tape immediately after tooling without disturbing joint seal.

### 3.3 APPLICATION

- A. Comply with joint-sealant manufacturer's written installation instructions for products and applications indicated unless more stringent requirements apply.
- B. Sealant Installation Standard: Comply with recommendations in ASTM C1193 for use of joint sealants as applicable to materials, applications, and conditions indicated.
- C. Acoustical Sealant Application Standard: Comply with recommendations in ASTM C919 for use of joint sealants in acoustical applications as applicable to materials, applications, and conditions indicated.
- D. Install sealant backings of type indicated to support sealants during application and at position required to produce cross-sectional shapes and depths of installed sealants relative to joint widths that allow optimum sealant movement capability.
  1. Do not leave gaps between ends of sealant backings.
  2. Do not stretch, twist, puncture, or tear sealant backings.
  3. Remove absorbent sealant backings that have become wet before sealant application and replace them with dry materials.
- E. Install bond-breaker tape behind sealants where sealant backings are not used between sealants and backs of joints.

- F. Install sealants using proven techniques that comply with the following and at the same time backings are installed:
  - 1. Place sealants so they directly contact and fully wet joint substrates.
  - 2. Completely fill recesses in each joint configuration.
  - 3. Produce uniform, cross-sectional shapes and depths relative to joint widths that allow optimum sealant movement capability.
  
- G. Tooling of Non-sag Sealants: Immediately after sealant application and before skinning or curing begins, tool sealants according to requirements specified below to form smooth, uniform beads of configuration indicated; to eliminate air pockets; and to ensure contact and adhesion of sealant with sides of joint.
  - 1. Remove excess sealant from surfaces adjacent to joints.
  - 2. Provide concave joint configuration unless otherwise indicated.

### 3.4 CLEANING

- A. Clean off excess sealant or sealant smears adjacent to joints as the Work progresses by methods and with cleaning materials approved in writing by manufacturers of joint sealants and of products in which joints occur.

### 3.5 PROTECTION

- A. Protect joint sealants during and after curing period from contact with contaminating substances and from damage resulting from construction operations or other causes so sealants are without deterioration or damage at time of Substantial Completion. If, despite such protection, damage or deterioration occurs, cut out and remove damaged or deteriorated joint sealants immediately so installations with repaired areas are indistinguishable from original work.

### 3.6 SEALANT SCHEDULE:

- A. General Purpose Caulk, Interior and Exterior
  - 1. AC-20 + Silicone, as manufactured by Pecora
    - a. Description: Non-sag acrylic latex caulking compound
    - b. Complies with ASTM C-834 for latex sealants; compatible with premium grade latex and oil paints.
    - c. Movement Capacity: 1-1/2
    - d. Modulus: 60-65
    - e. Application: General purpose, interior and exterior caulking for architectural use treatment plants, potable water, and petrochemical plants.
  
- B. Sealant for Metal Panels
  - 1. Dynatrol I-XL Hybrid, as manufactured by Pecora
    - a. Description: Low modulus one component, silyl terminated polyurethane (STPU) sealant
    - b. Complies with ASTM C-920. Type S, Class 50, Grade NS; Uses: NT, T1, M, A and O
    - c. Shore A hardness of 27

- d. Fast cure, no shrinkage
  - e. Application: Exterior and interior caulking of doors and windows, expansion and control joints, coping to façade joints, tilt-up panels, EIFS, fiber cement siding, and architectural panels.
- C. Doors and Windows
- 1. 864NST, as manufactured by Pecora
    - a. Description: One-part, non-staining, low modulus architectural silicone sealant.
    - b. Complies with ASTM C-920, Class 50, Type S; Uses: G, A, M, O
    - c. Complies with ASTM C-1248, does not stain porous surfaces
    - d. Shore A hardness of 25
    - e. Application: Sealing expansion and control joints in precast concrete panels, masonry, metal curtainwalls, natural stone, and perimeter sealing of doors and windows
- D. Restrooms
- 1. 898NST, as manufactured by Pecora
    - a. Description: Single component, non-sag, mildew resistant silicone sealant
    - b. Complies with ASTM C-920, Class, Class 50, Grade NS; Uses: NT, G, M, A, and O
    - c. Shore A hardness of 25-35
    - d. Application: Perimeters of fixtures bathrooms, lavatories, kitchens, and other interior spaces that require a high degree of cleanliness

**END OF SECTION**

## SECTION 09 22 16 - NON-STRUCTURAL METAL FRAMING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes non-load-bearing steel framing members for the following applications:
  - 1. Interior walls
- B. Related Sections include the following:
  - 1. Section 09 29 00 - Gypsum Board.

#### 1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.

#### 1.3 QUALITY ASSURANCE

- A. Fire-Test-Response Characteristics: For fire-resistance-rated assemblies that incorporate non-load-bearing steel framing, provide materials and construction identical to those tested in assembly indicated according to ASTM E119 by an independent testing agency.
  - 1. Construct fire-resistance-rated partitions in compliance with tested assembly requirements indicated in drawings.
  - 2. Rated assemblies to be substantiated, from applicable testing using the proposed products, by Contractor.
  - 3. Both metal framing and gypsum board manufacturers must submit written confirmation that they accept the other manufacturer's product as a suitable component in the assembly. Acceptance is as follows:
    - a. If installation of both products is proper, no adverse effect will result in the performance of one manufacturer's product by the other's products.
    - b. Combining products can be substantiated by required assembly tests.

### PART 2 - PRODUCTS

#### 2.1 NON-LOAD-BEARING STEEL FRAMING, GENERAL

- A. Framing Members, General: Comply with ASTM C754 for conditions indicated.
  - 1. Steel Sheet Components: Comply with ASTM C645 requirements for metal, unless otherwise indicated.
  - 2. Comply with ASTM C645; roll-formed from hot-dipped galvanized steel; complying with ASTM A1003 and ASTM A653 G40 (Z120) or having a coating that provides equivalent corrosion resistance.

#### 2.2 STEEL FRAMING FOR FRAMED ASSEMBLIES

- A. Steel Studs and Runners: ASTM C645.

1. Minimum Base-Metal Thickness:
  - a. Plain: 0.027 inch (27 mil)
  - b. Dimpled: 0.020 (20 mil)
2. Depth: 3-5/8 inch typical, or 1-5/8, 2-1/2, 6, 8 or other as indicated on drawings.

## 2.3 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards.
- B. Fasteners for Metal Framing: Of type, material, size, corrosion resistance, holding power, and other properties required to fasten steel members to substrates.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames, cast-in anchors, and structural framing, for compliance with requirements and other conditions affecting performance.
  1. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 INSTALLATION

- A. Installation Standard: ASTM C754, except comply with framing sizes and spacing indicated.
  1. Gypsum Board Assemblies: Also comply with requirements in ASTM C840 that apply to framing installation.
- B. Install supplementary framing, and blocking to support fixtures, equipment services, heavy trim, grab bars, toilet accessories, furnishings, or similar construction.
- C. Install bracing at terminations in assemblies.
- D. Do not bridge building control and expansion joints with non-load-bearing steel framing members. Frame both sides of joints independently.

### 3.3 INSTALLING FRAMED ASSEMBLIES

- A. Where studs are installed directly against exterior masonry walls or dissimilar metals at exterior walls, install isolation strip between studs and exterior wall.
- B. Install studs so flanges within framing system point in same direction.
  1. Space studs as follows, maximum spacing:
    - a. Single-Layer Application: 16 inches o.c., unless otherwise indicated.
    - b. Multilayer Application: 16 inches o.c., unless otherwise indicated.
    - c. Tile backing panels: 16 inches o.c., unless otherwise indicated.
- C. Install tracks (runners) at floors and overhead supports. Extend framing full height to structural supports or substrates above suspended ceilings, except where partitions are

indicated to terminate at suspended ceilings. Continue framing around ducts penetrating partitions above ceiling.

1. Door Openings: Screw vertical studs at jambs to jamb anchor clips on door frames; install runner track section (for cripple studs) at head and secure to jamb studs.
    - a. Install two studs at each jamb, unless otherwise indicated.
    - b. Install cripple studs at head adjacent to each jamb stud, with a minimum 1/2-inch clearance from jamb stud to allow for installation of control joint in finished assembly.
    - c. Extend jamb studs through suspended ceilings and attach to underside of overhead structure.
  2. Other Framed Openings: Frame openings other than door openings the same as required for door openings, unless otherwise indicated. Install framing below sills of openings to match framing required above door heads.
  3. Fire-Resistance-Rated Partitions: Install framing to comply with fire-resistance-rated assembly indicated and support closures and to make partitions continuous from floor to underside of solid structure.
  4. Sound-Rated Partitions: Install framing to comply with sound-rated assembly indicated.
- D. Installation Tolerance: Install each framing member so fastening surfaces vary not more than 1/8 inch from the plane formed by faces of adjacent framing.

**END OF SECTION**

## SECTION 09 29 00 - GYPSUM BOARD

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. This Section includes the following:
  - 1. Interior gypsum board.
  - 2. Trim and accessory materials.
  - 3. Gypsum Association / Application and Finishing of Gypsum Panel Products - GA-216-2010
- B. Related Sections include the following:
  - 1. Division 07 Section "Joint Sealants" for acoustic and general use sealants.
  - 2. Division 09 Section "Non-Structural Metal Framing" for non-structural framing and suspension systems that support gypsum board.
  - 3. Division 09 Section "Painting" for primers applied to gypsum board surfaces.

#### 1.2 SUBMITTALS

- A. Product Data: For each type of product indicated.

#### 1.3 QUALITY ASSURANCE

- A. Fire-Resistance-Rated Assemblies: For fire-resistance-rated assemblies, provide materials and construction identical to those tested in assembly indicated according to ASTM E119 by an independent testing agency.

#### 1.4 STORAGE AND HANDLING

- A. Store materials inside under cover and keep them dry and protected against damage from weather, condensation, direct sunlight, construction traffic, and other causes. Stack panels flat to prevent sagging.

#### 1.5 PROJECT CONDITIONS

- A. Environmental Limitations: Comply with ASTM C840 requirements or gypsum board manufacturer's written recommendations, whichever are more stringent.
- B. Do not install interior products until installation areas are enclosed and conditioned.
- C. Do not install panels that are wet, those that are moisture damaged, and those that are mold damaged.
  - 1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
  - 2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

## PART 2 - PRODUCTS

### 2.1 PANELS

- A. Size: Provide in maximum lengths and widths available that will minimize joints in each area and that correspond with support system indicated.

### 2.2 INTERIOR GYPSUM BOARD

- A. Complying with ASTM C1396, as applicable to type of gypsum board indicated and whichever is more stringent.
  - 1. Manufacturers: Subject to compliance with requirements, provide products by one of the following:
    - a. USG Corporation.
    - b. CertainTeed Gypsum.
    - c. G-P Gypsum.
    - d. National Gypsum Company.
- B. Regular Type:
  - 1. Thickness: 5/8-inch.
  - 2. Long Edges: Tapered.

### 2.3 TRIM ACCESSORIES

- A. Interior Trim: ASTM C1047.
  - 1. Material: Galvanized.
  - 2. Shapes:
    - a. Cornerbead.
    - b. U-Bead: J-shaped; exposed short flange does not receive joint compound.
    - c. Expansion (control) joint.

### 2.4 JOINT TREATMENT MATERIALS

- A. General: Comply with ASTM C475.
- B. Joint Tape:
  - 1. Interior Gypsum Wallboard: Paper.
- C. Joint Compound for Interior Gypsum Wallboard: For each coat use formulation that is compatible with other compounds applied on previous or for successive coats.
  - 1. Prefilling: At open joints and damaged surface areas, use setting-type taping compound.
  - 2. Embedding and First Coat: For embedding tape and first coat on joints, fasteners, and trim flanges, use setting-type, compound.
    - a. Use setting-type compound for installing paper-faced metal trim accessories.
  - 3. Fill Coat: for Second coat use drying-type, all-purpose, compound.
  - 4. Finish Coat: Use all-purpose, drying type, all-purpose, compound.

## 2.5 AUXILIARY MATERIALS

- A. General: Provide auxiliary materials that comply with referenced installation standards and manufacturer's written recommendations.
- B. Steel Drill Screws: ASTM C1002, unless otherwise indicated.
  - 1. Use screws complying with ASTM C954 for fastening panels to steel members from 0.033 to 0.112 inch thick.
  - 2. Provide galvanized screws at tile backer panels.

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Examine areas and substrates, with Installer present, and including welded hollow-metal frames and framing, for compliance with requirements and other conditions affecting performance.
- B. Examine panels before installation. Reject panels that are wet, moisture damaged, and mold damaged.
- C. Proceed with installation only after unsatisfactory conditions have been corrected.

### 3.2 APPLYING AND FINISHING PANELS, GENERAL

- A. Comply with ASTM C840.
- B. Install panels with face side out. Butt panels together for a light contact at edges and ends with not more than 1/16 inch of open space between panels. Do not force into place.
- C. Locate edge and end joints over supports, except in ceiling applications where intermediate supports or gypsum board back-blocking is provided behind end joints. Do not place tapered edges against cut edges or ends. Stagger vertical joints on opposite sides of partitions. Do not make joints other than control joints at corners of framed openings.
- D. Form control and expansion joints with space between edges of adjoining gypsum panels.
- E. Cover both faces of support framing with gypsum panels in concealed spaces (above ceilings, etc.), except in chases braced internally.
  - 1. Unless concealed application is indicated or required for sound, fire, air, or smoke ratings, coverage may be accomplished with scraps of not less than 8 sq. ft. in area.
  - 2. Fit gypsum panels around ducts, pipes, conduits, and similar penetrations to allow nominal 1/4-to 3/8-inch clearance.

3. Where partitions intersect structural members projecting below underside of floor/roof slabs and decks, cut gypsum panels to fit profile formed by structural members; allow 1/4- to 3/8-inch- wide joints to install sealant.
- F. Isolate perimeter of gypsum board applied to non-load-bearing partitions at structural abutments, except floors. Provide 1/4- to 1/2-inch- wide spaces at these locations, and trim edges with edge trim where edges of panels are exposed. Seal joints between edges and abutting structural surfaces with acoustical sealant.
- G. Attachment to Steel Framing: Attach panels so leading edge or end of each panel is attached to open (unsupported) edges of stud flanges first.

### 3.3 APPLYING INTERIOR GYPSUM BOARD

- A. Install interior gypsum board in the following locations:
  1. Regular Type: As indicated on Drawings.

### 3.4 INSTALLING TRIM ACCESSORIES

- A. General: For trim with back flanges intended for fasteners, attach to framing with same fasteners used for panels. Otherwise, attach trim according to manufacturer's written instructions.
- B. Control Joints: Install control joints according to ASTM C840 and in specific locations approved by Architect for visual effect.
- C. Interior Trim: Install in the following locations:
  1. Cornerbead: Use at outside corners, unless otherwise indicated.
  2. U-Bead: Use where indicated.
- D. Aluminum Trim: Install in locations indicated on Drawings.

### 3.5 FINISHING GYPSUM BOARD

- A. General: Treat gypsum board joints, interior angles, edge trim, control joints, penetrations, fastener heads, surface defects, and elsewhere as required to prepare gypsum board surfaces for decoration. Promptly remove residual joint compound from adjacent surfaces.
- B. Prefill open joints, rounded or beveled edges, and damaged surface areas.
- C. Apply joint tape over gypsum board joints, except those with trim having flanges not intended for tape.
- D. Gypsum Board Finish Levels: Finish panels to levels indicated below and according to ASTM C840:
  1. Level 4: At panel surfaces that will be exposed to view, unless otherwise indicated.
    - a. Primer and its application to surfaces are specified in other Division 09 Sections.

3.6 PROTECTION

- A. Protect installed products from damage from weather, condensation, direct sunlight, construction, and other causes during remainder of the construction period.
- B. Remove and replace panels that are wet, moisture damaged, and mold damaged.
  - 1. Indications that panels are wet or moisture damaged include, but are not limited to, discoloration, sagging, or irregular shape.
  - 2. Indications that panels are mold damaged include, but are not limited to, fuzzy or splotchy surface contamination and discoloration.

**END OF SECTION**

## **SECTION 09 65 10 - RESILIENT WALL BASE**

### **PART 1 - GENERAL**

#### 1.1 SUMMARY

- A. Section Includes:
  - 1. Resilient base
- B. Related Sections:
  - 1. Section 01 33 00 - Submittal Procedures
  - 2. Section 01 60 00 - Product Requirements
  - 3. Section 01 63 00 - Substitution Procedures

#### 1.2 REFERENCES

- A. ASTM International:
  - 1. ASTM F1861 - Standard Specification for Resilient Wall Base.

#### 1.3 SUBMITTALS

- A. Product Data: Submit data and installation instructions for adhesives and other accessories. Include environmental limitations, physical and performance characteristics.
- B. Submit manufacturer's extended warranties.

#### 1.4 QUALITY ASSURANCE

- A. n/a

#### 1.5 ENVIRONMENTAL REQUIREMENTS

- A. Maintain temperature in storage area between 55 degrees F and 90 degrees F.
- B. Store materials for not less than 48 hours prior to installation in area of installation at temperature of 70 degrees F to achieve temperature stability. Thereafter, maintain conditions above 55 degrees F.

#### 1.6 DELIVERY, STORAGE, AND HANDLING

- A. Protect materials from physical damage and from deterioration by moisture, soiling, and other sources. Store inside and in a dry location. Comply with manufacturer's written instructions for handling, storing, and protecting during installation.

- B. Store resilient products and installation materials in dry spaces protected from the weather, with ambient temperatures maintained within range recommended by manufacturer, but not less than 50 deg F or more than 90 deg F

## 1.7 PROJECT CONDITIONS

- A. Maintain ambient temperatures within range recommended by manufacturer, but not less than 70 deg F or more than 95 deg F temperature, in spaces to receive resilient products during the following time periods:
  - 1. 48 hours before installation.
  - 2. During installation
  - 3. 48 hours after installation.
- B. Maintain ambient temperatures within range recommended by manufacturer, but not less than 55 degrees F or more than 95 degrees F, until Substantial Completion.
- C. Install resilient products after other finishing operations, including painting, have been completed.

## PART 2 - PRODUCTS

### 2.1 ACCEPTABLE MANUFACTURERS

- A. Rubber Flooring
  - 1. Johnsonite a Tarkett Company  
Chagrin Falls, Ohio  
Telephone: 800.899.8916
  - 2. Roppe Corporation  
Fostoria, Ohio  
Telephone: 800- 537-9527
  - 3. Mannington Commercial. The Burke Collection  
Calhoun, GEORGIA  
Telephone: 800-241-2262

### 2.2 MATERIALS

- B. Resilient Wall Base: Provide Traditional Duracove Thermoplastic as manufactured by Johnsonite-Tarkett, or another listed manufacturer.
  - 1. Installation Method: Continuous
  - 2. Refer to Finish Schedule and Finish Plan for height, thickness, and other information.

### **PART 3 - EXECUTION**

#### **3.1 EXAMINATION**

- A. Examine to ensure satisfactory substrate surfaces. Satisfactory means smooth and free from cracks, holes, ridges, and coatings preventing adhesive bond, detrimental moisture vapor emissions and other defects impairing performance or appearance.
- B. Examine substrates and conditions, with Installer present, for compliance with requirements of Sections in which substrates and related work are specified and for other conditions affecting performance. Proceed with installation only after unsatisfactory conditions have been corrected.
- C. Verify floor and lower wall surfaces are free of substances capable of impairing adhesion of new adhesive and finish materials.

#### **3.2 PREPARATION**

- A. Clean substrate.

#### **3.3 INSTALLATION**

- A. Installing Base: Fit joints tightly and make vertical. Maintain minimum dimension of 18 inches between joints.
  - 1. Install base on solid backing Bond tightly to wall and floor surfaces.
  - 2. Scribe and fit to door frames and other interruptions.

#### **3.4 CLEANING**

- A. Remove excess adhesive from existing floor, base, and wall surfaces without damage.
- B. Clean, seal, and maintain resilient wall base products.

#### **3.5 PROTECTION**

- A. Protect installed materials from damage due to harmful weather exposures, physical abuse, and other causes. Provide temporary coverings or enclosures where material is subject to abuse.

### **END OF SECTION**

## SECTION 09 91 00 - PAINTING

### PART 1 - GENERAL

#### 1.1 SUMMARY

- A. Section includes surface preparation and field application of paints, and other coatings.
  - 1. Interior finishes
    - a. Concrete masonry units (CMU).
    - b. Gypsum board.
- B. Related Sections:
  - 1. Section 01 33 00 - Submittal Procedures
  - 2. Section 01 60 00 - Product Requirements
  - 3. Section 01 63 00 - Substitution Procedures
  - 4. Section 09 21 16 - Gypsum Board Assemblies

#### 1.2 REFERENCES

- A. ASTM International:
  - 1. ASTM D16 - Standard Terminology for Paint, Related Coatings, Materials, and Applications.
  - 2. ASTM D523 - Standard Test Method For Specular Gloss
  - 3. ASTM D4442 - Standard Test Methods for Direct Moisture Content Measurement of Wood and Wood-Base Materials.
  - 4. ASTM E84 - Standard Test Method for Surface Burning Characteristics of Building Materials.
- B. Master Painter Institute: MPI Manual
- C. Painting and Decorating Contractors of America: PDCA - Architectural Painting Specification Manual.

#### 1.3 PERFORMANCE REQUIREMENTS

- A. Provide interior products that comply with VOC content limits established in Green Seal Standards GS-11 and GC-03:
  - 1. Flats: VOC limit = 50.
  - 2. Non-flats: VOC limit = 150.
- B. Anti-corrosive/anti-rust products applied to metal: VOC limit = 250.

#### 1.4 DEFINITIONS

- A. Definitions of gloss levels below are from "MPI Architectural Painting Specification Manual" (MPI Manual

1. Gloss Level 1: Not more than 5 units at 60 degrees and 10 units at 85 degrees, according to ASTM D 523.
2. Gloss Level 2: Not more than 10 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
3. Gloss Level 3: 10 to 25 units at 60 degrees and 10 to 35 units at 85 degrees, according to ASTM D 523.
4. Gloss Level 4: 20 to 35 units at 60 degrees and not less than 35 units at 85 degrees, according to ASTM D 523.
5. Gloss Level 5: 35 to 70 units at 60 degrees, according to ASTM D 523.
6. Gloss Level 6: 70 to 85 units at 60 degrees, according to ASTM D 523.
7. Gloss Level 7: More than 85 units at 60 degrees, according to ASTM D 523.

#### 1.5 SUBMITTALS

- A. Submit under provisions of Section 01 33 00.
- B. Product Data: Submit data on finishing products and special coatings.
- C. Samples: Submit samples for verification of selected colors and finishes. Submit two painted samples, illustrating selected colors and textures for each color and system selected with specified coats cascaded. Submit on hardboard, 8 x 8 inch in size.
- D. Manufacturer's Installation Instructions: Submit special surface preparation procedures, and substrate conditions requiring special attention.
- E. Operation and Maintenance Data: Submit data on cleaning, touch-up, and repair of painted and coated surfaces.

#### 1.6 QUALITY ASSURANCE

- A. Surface Burning Characteristics: Fire Retardant Finishes: Maximum 25/450 flame spread/smoke developed index when tested in accordance with ASTM E84.

#### 1.7 FIELD SAMPLE

- A. Field Sample: Architect will designate one interior space and one exterior space to serve as field sample, to demonstrate finished surfaces for each type of coating. Field samples will become the standard by which remaining painted surfaces will be judged. Upon completion painted surfaces will remain as part of the work.

#### 1.8 DELIVERY, STORAGE, AND HANDLING

- A. Refer to Section 01 60 00 for product storage and handling requirements.

- B. Deliver products to site in sealed and labeled containers; inspect to verify acceptability.
- C. Container Label: Include manufacturer's name, type of paint, brand name, lot number, brand code, coverage, surface preparation, drying time, cleanup requirements, color designation, and instructions for mixing and reducing.
- D. Paint Materials: Store at minimum ambient temperature of 45 degrees F and maximum of 90 degrees F, in ventilated area, and as required by manufacturer's instructions.

#### 1.9 ENVIRONMENTAL REQUIREMENTS

- A. Do not apply materials when surface and ambient temperatures are outside temperature ranges required by paint product manufacturer.
- B. Do not apply exterior coatings during rain or snow, or when relative humidity and moisture content are outside of manufacturer's recommended limits.
- C. Minimum Application Temperatures for Latex Paints: 45 degrees F for interiors; 50 degrees F for exterior unless required otherwise by manufacturer's instructions.
- D. Minimum Application Temperature for Varnish and Finishes: 65 degrees F for interior or exterior, unless required otherwise by manufacturer's instructions.
- E. Provide lighting level of 80 ft candle measured mid-height at substrate surface.

### **PART 2 - PRODUCTS**

#### 2.1 PAINTS AND COATINGS

- A. Acceptable Manufacturers:
  - 1. Sherwin Williams  
Cleveland, Ohio  
216-566-2000  
sherwin-williams.com
  - 2. The Glidden Company  
Strongsville, Ohio  
Telephone: 866-708-9180  
www.glidden.com
  - 3. Benjamin Moore & Co.  
Montvale, New Jersey  
Telephone: 866-708-9180  
www.benjaminmoore.com
- B. Substitutions: Under provisions of Section 01 60 00.

## 2.2 COMPONENTS

- A. Coatings: Ready mixed, except field catalyzed coatings. Prepare coatings:
  - 1. To soft paste consistency, capable of being readily and uniformly dispersed to homogeneous coating.
  - 2. For good flow and brushing properties
  - 3. Capable of drying or curing free of streaks or sags
- B. Accessory Materials: Linseed oil, shellac, turpentine, paint thinners and other materials not specifically indicated but required to achieve finishes specified; commercial quality.
- C. Patching Materials: Latex filler
- D. Fastener Head Cover Materials: Latex filler

## PART 3 - EXECUTION

### 3.1 EXAMINATION

- A. Verify surfaces are ready to receive Work as instructed by product manufacturer.
- B. Examine surfaces scheduled to be finished prior to commencement of work. Do not proceed until unacceptable conditions have been corrected.
- C. Test shop applied primer for compatibility with subsequent cover materials.
- D. Measure moisture content of surfaces using electronic moisture meter. Do not apply finishes unless moisture content of surfaces are below the following maximums:
  - 1. Gypsum Wallboard: 12 percent.
  - 2. Masonry, Concrete, and Concrete Unit Masonry: 12 percent
  - 3. Interior Wood: 15 percent, measured in accordance with ASTM D4442.

### 3.2 PREPARATION

- A. Surface Appurtenances: Remove or mask electrical plates, hardware, light fixture trim, escutcheons, and fittings prior to preparing surfaces or finishing.
- B. Surfaces: Correct defects and clean surfaces capable of affecting work of this section. Remove or repair existing coatings exhibiting surface defects.
- C. Marks: Seal with shellac those which may bleed through surface finishes.
- D. Gypsum Board Surfaces: Fill minor defects with filler compound. Spot prime defects after repair.
- E. Apply coat of etching primer.

- F. Concrete and Unit Masonry Surfaces Scheduled to Receive Paint Finish: Remove dirt, loose mortar, scale, salt or alkali powder, and other foreign matter. Remove oil and grease with solution of tri-sodium phosphate; rinse well and allow to dry. Remove stains caused by weathering of corroding metals with solution of sodium metasilicate after thoroughly wetting with water. Allow to dry.
- G. Do not paint the following items:
  - 1. Do not paint any moving parts of operating units, mechanical and electrical parts, such as valve and damper operators, linkages, sinkages, sensing devices motor and fan shafts.
  - 2. Do not paint over code-required labels, such as Underwriter's Laboratories and Factory Mutual, or any equipment identification, performance rating, name, or nomenclature plates.
  - 3. Fabricated components as architectural woodwork, wood casework,
  - 4. Shop fabricated or factory built mechanical and electrical equipment and accessories
  - 5. Prefinished items.
  - 6. Concealed surface: Painting is not required on wall or ceiling surfaces in concealed areas, such as foundation spaces, attics, furred areas, utility tunnels, pipe spaces, duct shafts, and elevator shafts.
  - 7. Finished Metal Surfaces: Metal surfaces of anodized aluminum, stainless steel, chromium plate, copper, bronze, and similar finished materials will not require finish painting, unless otherwise specified.

### 3.3 APPLICATION

- A. Use applicators and techniques suited for paint and substrate indicated.
- B. Paint surfaces behind movable items same as similar exposed surfaces. Before final installation, paint surfaces behind permanently fixed items with prime coat only.
- C. Primers specified in painting schedules may be omitted on items that are factory primed or factory finished if acceptable to topcoat manufacturers.
- D. Do not apply finishes to surfaces that are not dry. Allow applied coats to dry before next coat is applied.
- E. Apply each coat to uniform appearance. Apply each coat of paint slightly darker than preceding coat unless specified otherwise.
- F. Vacuum clean surfaces of loose particles. Use tack cloth to remove dust and particles just prior to applying next coat.
- G. Prime concealed surfaces of interior woodwork with primer paint.
- H. Tint undercoats same color as topcoat, but tint each undercoat a lighter shade to facilitate identification of each coat if multiple coats of same material are to be applied. Provide sufficient difference in shade of undercoats to distinguish each separate coat.

- I. 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.

### 3.4 CLEANING 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.

### 3.5 INTERIOR PAINT SCHEDULE

- A. Color to match existing or as scheduled.
- B. Gypsum Board (eggshell):
  1. Primer: Sherwin Williams PrepRite ProBlock Int/Ext Latex Primer Sealer White B51W00020 ( $\leq 96$  g/L VOC) 1.4 Dry Mils.
  2. Intermediate: Sherwin Williams ProMar 200 Interior Latex Eg-Shel B31W02251 ( $\leq 99$  g/L VOC) 1.6 Dry Mils.
  3. Finish Coat: Sherwin Williams ProMar 200 Interior Latex Eg-Shel B31W02251 ( $\leq 99$  g/L VOC) 1.6 Dry Mils.
- C. Concrete Masonry Units (eggshell):
  1. Primer: Sherwin Williams Loxon Concrete & Masonry Primer A24W8300 (96 g/L VOC) 2.1 to 3.2 Dry Mils.
  2. Intermediate Coat: Sherwin Williams ProMar 200 Zero VOC Interior Latex Eg-Shel B20-2600 Series (0 g/L VOC) 1.6 Dry Mils.
  3. Finish Coat: Sherwin Williams ProMar 200 Zero VOC Interior Latex Eg-Shel B20-2600 Series (0 g/L VOC) 1.6 Dry Mils.
  4. Omit primer on previously painted CMU walls. Prepare surface in accordance manufacturer's recommendations.
  5. High light reflectance
  6. Minimum two coats

## END OF SECTION



**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

**FEDERAL PROJECTS FUND**  
**PURCHASE ORDER**

Purchase Order **35386**

Date Issued **1-11-2024**

Appropriation No. **142 E 71100 429 937**

Dept. **ESSER 3.0**

School **District**

TO **Learn Thru Movement**  
**dba - Math and Movement**  
**PO Box 4017**  
**Ithaca, NY 14852**

Deliver to **Lamar Elementary School**  
 Address **3261 Highway 81 South**  
**Jonesborough, TN 37659**  
 Via **Mark Merriman**

Articles on this order must be charged to account of

**NOTICE TO VENDOR**

1. Purchase order number **MUST** appear on all invoices submitted for payment.
2. Mail **TWO** copies of your invoice promptly to:  
Washington County Board of Education  
405 West College Street  
Jonesborough, Tennessee 37659  
Telephone (423) 753-1105

on or before

| ITEM NO. | ARTICLES OR SERVICES                                    | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL             |
|----------|---|------|-----------------|------------|-------------------|
|          | (Unless otherwise stated all prices F.O.B. Destination) |      |                 |            |                   |
|          | Make a Word Hop Laminated Floor Mat                     |      | 3               | \$395.00   | \$1,185.00        |
|          | Math + Movement Training Manual                         |      | 4               | \$29.95    | \$119.80          |
|          | Add / Subtract 1-120 Mat                                |      | 5               | \$395.00   | \$1,975.00        |
|          | Clock Hop Floor Mat and Clock Hands                     |      | 2               | \$245.00   | \$490.00          |
|          | Shipping  |      |                 |            | \$376.98          |
|          | <b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>       |      |                 |            | <b>\$4,146.78</b> |

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be hold at the Vendor's risk and he shall bear the expense of removal.
4. No changes in or cancellations of this purchase order shall be recognized by the Vendor unless authorized by special form issued by the Purchasing Agent.
5. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
6. The county is not liable for Federal excise tax or state sales tax.
7. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent

Learn Thru Movement, Inc.  
 dba- Math and Movement  
 PO Box 4017  
 Ithaca, NY 14852  
 (607)233-4209

Estimate



© Copyright 2009 Learn Thru Movement, Inc.  
 www.mathandmovement.com

**ADDRESS**  
 Washington County Schools  
 405 W College Street  
 Jonesborough, TN 37659

**SHIP TO**  
 Mark Merriman  
 Lamar Elementary School  
 3261 Highway 81 South  
 Jonesborough, TN 37659  
 merrimanm@wcde.org

| ESTIMATE # | DATE       |
|------------|------------|
| 4093       | 11/01/2023 |

| ACTIVITY  | QTY | RATE   | AMOUNT   |
|---|-----|--------|----------|
| <b>hILM024</b><br>Make-A-Word Hop Laminated Floor Mat                         | 3   | 395.00 | 1,185.00 |
| <b>Math &amp; Movement Training Manual</b><br>Math & Movement Training Manual | 4   | 29.95  | 119.80   |
| <b>mm0120</b><br>Add/Subtract 1-120 Mat                                       | 5   | 395.00 | 1,975.00 |
| 10 x 10 version   |     |        |          |
| <b>mm0046</b><br>Clock Hop Floor Mat<br>Clock Hands                           | 2   | 245.00 | 490.00   |
| Shipping is 10% of the order subtotal   |     |        |          |

SUBTOTAL 3,769.80  
 SHIPPING 376.98  
**TOTAL \$4,146.78**

Accepted By

Accepted Date

National Womens Business Enterprise Certification - WBE1801700  
 NYC WBE - MVCERT 2017-1066  
 NYS WBE - 55417

Account Number: 71100 - Regular Instruction Program

Line Item Number: 429 - Instructional Supplies & Materials

Focus Area: Addressing Learning Loss: Coordinat...

School Type: Traditional Public School

Optional: Meeting Students' Academic, Social,...

Optional Program Code: BFA/TN ALL Corps/Schools

Location Code: Washington County (900)

Quantity:

Cost:

Line Item Total:

High quality intervention and instructional supplies & materials such as listed below.

Scholastic Book Sets-\$2,848

Picture books-\$500

Heinemann Instructional Materials-\$1,500

Amplify-\$3,500

Read to Them=\$3,412.25

The Library Store-\$3,390.25 (headphones)

Zones of Regulation-\$252.60

Academic materials (math, ELA, Science, SS)-\$2,898.43

STEM, Hand2Mind, Pitsco-\$5,436.89

Math & Movement-\$66,049.58

IMSE instruction materials=\$960

Steel Storage Rack 5 adjustable shelves \$350.00

Metal Wall mount Power Strip \$29.92

88-Key Digital Piano Essentials bundles (Digital Piano, Pedal, Keyboard stand, bench) \$5,985.00

Life Skills Curriculum with ARISE Foundation \$1412.67

School Allocations

Best For All

TN ALL Corps

# Learn Thru Movement, Inc.

PO Box 4017 · Ithaca · New York · 14852 · 607-233-4209

January 3, 2024

To Whom it May Concern:

This letter is to state that Learn Thru Movement, Inc. holds the copyright to the Math and Movement program, and is both the publisher and sole source vendor of the Math and Movement Program (all floor mats and banners), training guides and materials. There is no other company or organization that is licensed to provide our materials or to provide training in the Math & Movement Program.

For any additional questions regarding the Math & Movement Program, please visit our website, [www.mathandmovement.com](http://www.mathandmovement.com) or feel free to contact us at the number below.

Best regards,



Suzanne D. Kuntz

President  
Learn Thru Movement, Inc.  
Math and Movement  
607-233-4209 (office)  
607-339-6182 (cell)  
[www.mathandmovement.com](http://www.mathandmovement.com)  
[suzy@mathandmovement.com](mailto:suzy@mathandmovement.com)

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

FEDERAL PROJECTS FUND  
 PURCHASE ORDER

Purchase Order 35387

Date Issued 01-11-2024

Appropriation No. 142 E 71100 429 937

Dept. ESSER 3.0

School District

TO Learn Thru Movement  
 dba Math and Movement  
 PO Box 4017  
 Ithaca, NY 14852

Deliver to West View Elementary School  
 Address 2847 Old State Route 34  
 Limestone, TN 37681  
 Via Robin Street

**NOTICE TO VENDOR**

1. Purchase order number MUST appear on all invoices submitted for payment.
2. Mail TWO copies of your invoice promptly to:  
Washington County Board of Education  
405 West College Street  
Jonesborough, Tennessee 37659  
Telephone (423) 753-1105

Articles on this order must be charged to account of

on or before

| ITEM NO.  | ARTICLES OR SERVICES  | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL              |
|---|---|------|-----------------|------------|--------------------|
|   | (Unless otherwise stated all prices F.O.B. Destination)         |      |                 |            |                    |
|   | Complete Math + Movement Family Fun Night kit<br>Quote Attached |      | 1               |            | \$15,475.70        |
| <b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b> |   |      |                 |            | <b>\$15,475.70</b> |

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. No changes in or cancellations of this purchase order shall be recognized by the Vendor unless authorized by special form issued by the Purchasing Agent.
5. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
6. The county is not liable for Federal excise tax or state sales tax.
7. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent

Learn Thru Movement, Inc.  
 dba- Math and Movement  
 PO Box 4017  
 Ithaca, NY 14852  
 (607)233-4209

## Estimate



© Copyright 2009 Learn Thru Movement, Inc.  
 www.mathandmovement.com

**ADDRESS**

Washington County Schools  
 405 W College Street  
 Jonesborough, TN 37659

**SHIP TO**

Dr. Robin Street  
 West View Elementary School  
 2847 Old State Route 34  
 Limestone, TN 37681  
 streetr@wcde.org

| ESTIMATE # | DATE       |
|------------|------------|
| 4151       | 01/10/2024 |

**P.O. NUMBER**

West View Elementary School

| ACTIVITY  | QTY | RATE   | AMOUNT |
|---|-----|--------|--------|
| Complete Math & Movement Family Fun Night Kit. Includes activity guides for all of the mats, and a manual that can be printed and handed out to families at parent engagement events.<br>Unlimited access to the Jumper Family Fun Night Guide (e-file).<br>Books & Resources for Parents, Students, and Teachers. Please see e-book files below. |     |        |        |
| <b>sk0022e</b><br>Buddies: A Math Adventure (eBook)   | 1   | 9.95   | 9.95   |
| <b>sk0024e</b><br>Honey: A Math Adventure (e-book)  | 1   | 9.95   | 9.95   |
| <b>mm2017e</b><br>Jump & Learn Multiplication Workbook - Ebook  | 1   | 19.95  | 19.95  |
| <b>sk0017e</b><br>Multiply With Me: Learning to Multiply Can Be Fun -- Instructor Guide (ebook)   | 1   | 24.95  | 24.95  |
| <b>sk0018e</b><br>Multiply With Me: Learning to Multiply Can Be Fun -- Workbook (ebook)   | 1   | 14.95  | 14.95  |
| <b>Multiplication Package</b><br>Multiplication Package Includes:<br>Skip Counting Hopping Mats ((Includes Skip Counting Mat for mm0003-3s, mm0004-4s, mm0006-6s, mm0007-7s, mm0008-8s and mm0009-9s)<br>mm10011 Set - Skip Counting Digital Wall Banners - (3's, 4's,6's,7's,8's and 9's)  | 1   | 995.00 | 995.00 |

National Womens Business Enterprise Certification - WBE1801700

NYC WBE - MVCERT 2017-1066

NYS WBE - 55417

| ACTIVITY  | QTY | RATE   | AMOUNT |
|---|-----|--------|--------|
| Oodles of Algebra eBook Set -<br>I Love to Cancel Workbook eBook<br>Multiply with Me eBook set<br>Math and Movement Training Manual eBook<br>Multiplication Mar-A-Thon Workbooks eBook(2)<br>Digital Activity Guide<br>Digital Lesson Plans<br>mm0002 | 1   | 175.00 | 175.00 |
| Skip Counting by 2's Mat<br>mm0046mini5   | 1   | 245.00 | 245.00 |
| Mini Clock Hop Floor Mat 5 feet by 5 feet<br>Clock Hands<br>mm0018  | 1   | 395.00 | 395.00 |
| Add/Subtract Mat<br>10ftx10ft comes in two parts with velcro.<br>mm164  | 1   | 395.00 | 395.00 |
| Equivalent Fraction Hop Floor Mat<br>10ftx10ft comes in two parts with velcro.<br>mm0087  | 1   | 125.00 | 125.00 |
| Dollar Hop Mat<br>mm0088  | 1   | 125.00 | 125.00 |
| Money Hop Mat<br>mm154  | 1   | 395.00 | 395.00 |
| Multiplication Hop<br>10ftx10ft comes in two parts with velcro.<br>mm0071   | 1   | 395.00 | 395.00 |
| Cartesian Coordinate Hop Mat<br>10ftx10ft comes in two parts with velcro.<br>mm0083   | 1   | 195.00 | 195.00 |
| Hopscotch for Threes Mat<br>mm0072  | 1   | 245.00 | 245.00 |
| Place Value Hop (P1) (ones, tens, hundreds,<br>thousands)<br>mm100 - Place Value Banner Cards.<br>mm0073  | 1   | 395.00 | 395.00 |
| Place Value Hop (P2) (ones, tens, hundreds,<br>thousands, ten thousands, hundred thousands,<br>millions)<br>mm107 - Place Value Banner Cards<br>mm0074  | 1   | 395.00 | 395.00 |
| Place Value Hop – Decimals (P3) (thousandths,<br>hundredths, tenths, ones, tens, hundreds, thousands)<br>mm101 - Place Value Banner Cards (yellow)<br>mm107 - Place Value Banner Cards<br>mm10014 - Set - Fraction Walk Mat                           | 1   | 295.00 | 295.00 |
| mm0080-Fraction Walk Mat 1/2 & 1/4<br>mm0047-Fraction Walk Mat 1/3 & 1/6<br>mm0089  | 1   | 345.00 | 345.00 |
| Factor Fun Hop Mat and cards<br>mm165   | 1   | 175.00 | 175.00 |
| Geometric Shapes Hop  |     |        |        |

National Womens Business Enterprise Certification - WBE1801700

NYC WBE - MVCERT 2017-1066

NYS WBE - 55417

| ACTIVITY  | QTY | RATE   | AMOUNT   |
|---|-----|--------|----------|
| <b>mm0066</b><br>Positive/Negative Number Mat   | 1   | 175.00 | 175.00   |
| <b>mm184</b><br>Ten Frame Hop Floor mat   | 1   | 145.00 | 145.00   |
| <b>mm0065</b><br>Number Line to 10 Mat  | 1   | 95.00  | 95.00    |
| <b>mm190</b><br>Count to Ten mat  | 1   | 145.00 | 145.00   |
| <b>mm193</b><br>Open Number Line Mat  | 1   | 145.00 | 145.00   |
| <b>Measurement Hop Mat 0-12 feet</b><br>Measurement Hop Mat 0-12 feet   | 1   | 125.00 | 125.00   |
| <b>mm150</b><br>Multiplication Hopscotch  | 1   | 195.00 | 195.00   |
| <b>mm166</b><br>My First Shapes Hop   | 1   | 125.00 | 125.00   |
| <b>mm0079</b><br>Hop by 10's Mat  | 1   | 95.00  | 95.00    |
| <b>mm169</b><br>Hopping by 100's Mat  | 1   | 95.00  | 95.00    |
| <b>mm197</b><br>Hop by 1000's Mat   | 1   | 95.00  | 95.00    |
| <b>mm198</b><br>Doubles Hopscotch   | 1   | 195.00 | 195.00   |
| <b>mm160</b><br>Angle Hop floor mat   | 1   | 95.00  | 95.00    |
| <b>mm178</b><br>Make 100 Hop  | 1   | 400.00 | 400.00   |
| Discounted Shipping for the Jumper Kit  |     |        | 255.25   |
| <b>ADDITIONAL ITEMS</b>   |     |        |          |
| <b>sny019</b><br>Alphabet Hopscotch Floor Stickers  | 1   | 295.00 | 295.00   |
| <b>hILM024</b><br>Make-A-Word Hop Laminated Floor Mat   | 4   | 395.00 | 1,580.00 |
| <b>mm184</b><br>Ten Frame Hop Floor mat   | 6   | 145.00 | 870.00   |
| <b>mm2000</b><br>Math & Movement Training Manual for Elementary Schools   | 6   | 29.95  | 179.70   |
| <b>mm0120</b><br>Add/Subtract 1-120 Mat   | 6   | 395.00 | 2,370.00 |
| 10 ft by 10 ft version  |     |        |          |
| <b>Multiplication Package</b><br>Multiplication Package Includes:<br>Skip Counting Hopping Mats ((Includes Skip Counting<br>Mat for mm0003-3s, mm0004-4s, mm0006-6s,<br>mm0007-7s, mm0008-8s and mm0009-9s) | 1   | 995.00 | 995.00   |

National Womens Business Enterprise Certification - WBE1801700

NYC WBE - MVCERT 2017-1066

NYS WBE - 55417

| ACTIVITY  | QTY | RATE   | AMOUNT             |
|---|-----|--------|--------------------|
| mm10011 Set - Skip Counting Digital Wall Banners -<br>(3's, 4's,6's,7's,8's and 9's)<br>Oodles of Algebra eBook Set -<br>I Love to Cancel Workbook eBook<br>Multiply with Me eBook set<br>Math and Movement Training Manual eBook<br>Multiplication Mar-A-Thon Workbooks eBook(2)<br>Digital Activity Guide<br>Digital Lesson Plans |     |        |                    |
| <b>mm0046</b><br>Clock Hop Floor Mat<br>Clock Hands   | 3   | 245.00 | 735.00             |
| Shipping is usually 10% of the order subtotal for items<br>not in kits or packages.   | 1   | 701.00 | 701.00             |
| <b>TOTAL</b>  |     |        | <b>\$15,475.70</b> |

Accepted By

Accepted Date

**Account Number:** 71100 - Regular Instruction Program  
**Line Item Number:** 429 - Instructional Supplies & Materials  
**Focus Area:** Addressing Learning Loss: Coordinat...  
**School Type:** Traditional Public School  
**Optional:** Meeting Students' Academic, Social,...  
**Optional Program Code:** BFA/TN ALL Corps/Schools  
**Location Code:** Washington County (900)  
**Quantity:**   
**Cost:**   
**Line Item Total:**

High quality intervention and instructional supplies & materials such as listed below.  
 Scholastic Book Sets-\$2,848  
 Picture books-\$500  
 Heinemann Instructional Materials-\$1,500  
 Amplify-\$3,500  
 Read to Them=\$3,412.25  
 The Library Store-\$3,390.25 (headphones)  
 Zones of Regulation-\$252.60  
 Academic materials (math, ELA, Science, SS)-\$2,898.43  
 STEM, Hand2Mind, Pitsco-\$5,436.89  
 Math & Movement-\$66,049.58  
 IMSE instruction materials=\$960  
 Steel Storage Rack 5 adjustable shelves \$350.00  
 Metal Wall mount Power Strip \$29.92  
 88-Key Digital Piano Essentials bundles (Digital Piano, Pedal, Keyboard stand, bench) \$5,985.00  
 Life Skills Curriculum with ARISE Foundation \$1412.67

School Allocations  
 Best For All  
 TN ALL Corps

# Learn Thru Movement, Inc.

PO Box 4017 · Ithaca · New York · 14852 · 607-233-4209

January 3, 2024

To Whom it May Concern:

This letter is to state that Learn Thru Movement, Inc. holds the copyright to the Math and Movement program, and is both the publisher and sole source vendor of the Math and Movement Program (all floor mats and banners), training guides and materials. There is no other company or organization that is licensed to provide our materials or to provide training in the Math & Movement Program.

For any additional questions regarding the Math & Movement Program, please visit our website, [www.mathandmovement.com](http://www.mathandmovement.com) or feel free to contact us at the number below.

Best regards,



Suzanne D. Kuntz

President  
Learn Thru Movement, Inc.  
Math and Movement  
607-233-4209 (office)  
607-339-6182 (cell)  
[www.mathandmovement.com](http://www.mathandmovement.com)  
[suzy@mathandmovement.com](mailto:suzy@mathandmovement.com)

**PURCHASING DEPARTMENT**  
**WASHINGTON COUNTY BOARD OF EDUCATION**

FEDERAL PROJECTS FUND  
 PURCHASE ORDER

Purchase Order 35388

Date Issued 01-11-2024

Appropriation No. 142 E 71100 429 937

Dept. ESSER 3.0

School District

To Learn Thru Movement  
 dba Math and Movement  
 PO Box 407

Ithaca, NY 14852

Deliver to Fall Branch Elementary

Address 1061 Highway 93

Via Fall Branch, TN 37656  
 Jim Wernke

on or before

Articles on this order must be charged to account of

**NOTICE TO VENDOR**

1. Purchase order number **MUST** appear on all invoices submitted for payment.
2. Mail **TWO** copies of your invoice promptly to:  
Washington County Board of Education  
405 West College Street  
Jonesborough, Tennessee 37659  
Telephone (423) 753-1105

| ITEM NO.  | ARTICLES OR SERVICES  | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL              |
|---|---|------|-----------------|------------|--------------------|
|   | (Unless otherwise stated all prices F.O.B. Destination)           |      |                 |            |                    |
|   | Complete Math and Movement Family Fun Night kit<br>Quote Attached |      | 1               |            | \$15,475.70        |
| <b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b> |   |      |                 |            | <b>\$15,475.70</b> |

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. No changes in or cancellations of this purchase order shall be recognized by the Vendor unless authorized by special form issued by the Purchasing Agent.
5. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
6. The county is not liable for Federal excise tax or state sales tax.
7. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

VENDOR'S COPY

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent

Learn Thru Movement, Inc.  
 dba- Math and Movement  
 PO Box 4017  
 Ithaca, NY 14852  
 (607)233-4209

**Estimate**



© Copyright 2009 Learn Thru Movement, Inc.  
 www.mathandmovement.com

| ADDRESS   |
|---|
| Washington County Schools<br>405 W College Street<br>Jonesborough, TN 37659 |

| SHIP TO  |
|--|
| Dr. Jim Wernke<br>Fall Branch School<br>1061 Highway 93<br>Fall Branch, TN 37656<br>wernkej@wcde.org |

| ESTIMATE # | DATE       |
|------------|------------|
| 4152       | 01/10/2024 |

**P.O. NUMBER**  
 Fall Branch School

| ACTIVITY  | QTY | RATE   | AMOUNT |
|---|-----|--------|--------|
| Complete Math & Movement Family Fun Night Kit. Includes activity guides for all of the mats, and a manual that can be printed and handed out to families at parent engagement events.<br>Unlimited access to the Jumper Family Fun Night Guide (e-file).<br>Books & Resources for Parents, Students, and Teachers. Please see e-book files below. |     |        |        |
| <b>sk0022e</b><br>Buddies: A Math Adventure (eBook)   | 1   | 9.95   | 9.95   |
| <b>sk0024e</b><br>Honey: A Math Adventure (e-book)  | 1   | 9.95   | 9.95   |
| <b>mm2017e</b><br>Jump & Learn Multiplication Workbook - Ebook  | 1   | 19.95  | 19.95  |
| <b>sk0017e</b><br>Multiply With Me: Learning to Multiply Can Be Fun -- Instructor Guide (ebook)   | 1   | 24.95  | 24.95  |
| <b>sk0018e</b><br>Multiply With Me: Learning to Multiply Can Be Fun -- Workbook (ebook)   | 1   | 14.95  | 14.95  |
| <b>Multiplication Package</b><br>Multiplication Package Includes:<br>Skip Counting Hopping Mats ((Includes Skip Counting Mat for mm0003-3s, mm0004-4s, mm0006-6s, mm0007-7s, mm0008-8s and mm0009-9s)<br>mm10011 Set - Skip Counting Digital Wall Banners - (3's, 4's,6's,7's,8's and 9's)  | 1   | 995.00 | 995.00 |

National Womens Business Enterprise Certification - WBE1801700  
 NYC WBE - MVCERT 2017-1066  
 NYS WBE - 55417

| ACTIVITY   | QTY | RATE   | AMOUNT |
|--|-----|--------|--------|
| Oodles of Algebra eBook Set -<br>I Love to Cancel Workbook eBook<br>Multiply with Me eBook set<br>Math and Movement Training Manual eBook<br>Multiplication Mar-A-Thon Workbooks eBook(2)<br>Digital Activity Guide<br>Digital Lesson Plans<br><b>mm0002</b> | 1   | 175.00 | 175.00 |
| Skip Counting by 2's Mat<br><b>mm0046mini5</b>   | 1   | 245.00 | 245.00 |
| Mini Clock Hop Floor Mat 5 feet by 5 feet<br>Clock Hands<br><b>mm0018</b>  | 1   | 395.00 | 395.00 |
| Add/Subtract Mat<br>10ftx10ft comes in two parts with velcro.<br><b>mm164</b>  | 1   | 395.00 | 395.00 |
| Equivalent Fraction Hop Floor Mat<br>10ftx10ft comes in two parts with velcro.<br><b>mm0087</b>  | 1   | 125.00 | 125.00 |
| Dollar Hop Mat<br><b>mm0088</b>  | 1   | 125.00 | 125.00 |
| Money Hop Mat<br><b>mm154</b>  | 1   | 395.00 | 395.00 |
| Multiplication Hop<br>10ftx10ft comes in two parts with velcro.<br><b>mm0071</b>   | 1   | 395.00 | 395.00 |
| Cartesian Coordinate Hop Mat<br>10ftx10ft comes in two parts with velcro.<br><b>mm0083</b>   | 1   | 195.00 | 195.00 |
| Hopscotch for Threes Mat<br><b>mm0072</b>  | 1   | 245.00 | 245.00 |
| Place Value Hop (P1) (ones, tens, hundreds,<br>thousands)<br>mm100 - Place Value Banner Cards.<br><b>mm0073</b>  | 1   | 395.00 | 395.00 |
| Place Value Hop (P2) (ones, tens, hundreds,<br>thousands, ten thousands, hundred thousands,<br>millions)<br>mm107 - Place Value Banner Cards<br><b>mm0074</b>  | 1   | 395.00 | 395.00 |
| Place Value Hop – Decimals (P3) (thousandths,<br>hundredths, tenths, ones, tens, hundreds, thousands)<br>mm101 - Place Value Banner Cards (yellow)<br>mm107 - Place Value Banner Cards<br><b>mm10014 - Set - Fraction Walk Mat</b>                           | 1   | 295.00 | 295.00 |
| mm0080-Fraction Walk Mat 1/2 & 1/4<br>mm0047-Fraction Walk Mat 1/3 & 1/6<br><b>mm0089</b>  | 1   | 345.00 | 345.00 |
| Factor Fun Hop Mat and cards<br><b>mm165</b>   | 1   | 175.00 | 175.00 |
| Geometric Shapes Hop   |     |        |        |

National Womens Business Enterprise Certification - WBE1801700

NYC WBE - MVCERT 2017-1066

NYS WBE - 55417

| ACTIVITY  | QTY | RATE   | AMOUNT   |
|---|-----|--------|----------|
| <b>mm0066</b><br>Positive/Negative Number Mat   | 1   | 175.00 | 175.00   |
| <b>mm184</b><br>Ten Frame Hop Floor mat   | 1   | 145.00 | 145.00   |
| <b>mm0065</b><br>Number Line to 10 Mat  | 1   | 95.00  | 95.00    |
| <b>mm190</b><br>Count to Ten mat  | 1   | 145.00 | 145.00   |
| <b>mm193</b><br>Open Number Line Mat  | 1   | 145.00 | 145.00   |
| <b>Measurement Hop Mat 0-12 feet</b><br>Measurement Hop Mat 0-12 feet   | 1   | 125.00 | 125.00   |
| <b>mm150</b><br>Multiplication Hopscotch  | 1   | 195.00 | 195.00   |
| <b>mm166</b><br>My First Shapes Hop   | 1   | 125.00 | 125.00   |
| <b>mm0079</b><br>Hop by 10's Mat  | 1   | 95.00  | 95.00    |
| <b>mm169</b><br>Hopping by 100's Mat  | 1   | 95.00  | 95.00    |
| <b>mm197</b><br>Hop by 1000's Mat   | 1   | 95.00  | 95.00    |
| <b>mm198</b><br>Doubles Hopscotch   | 1   | 195.00 | 195.00   |
| <b>mm160</b><br>Angle Hop floor mat   | 1   | 95.00  | 95.00    |
| <b>mm178</b><br>Make 100 Hop  | 1   | 400.00 | 400.00   |
| Discounted Shipping for the Jumper Kit  |     |        | 255.25   |
| <b>ADDITIONAL ITEMS</b>   |     |        |          |
| <b>sny019</b><br>Alphabet Hopscotch Floor Stickers  | 1   | 295.00 | 295.00   |
| <b>hILM024</b><br>Make-A-Word Hop Laminated Floor Mat   | 4   | 395.00 | 1,580.00 |
| <b>mm184</b><br>Ten Frame Hop Floor mat   | 6   | 145.00 | 870.00   |
| <b>mm2000</b><br>Math & Movement Training Manual for Elementary Schools   | 6   | 29.95  | 179.70   |
| <b>mm0120</b><br>Add/Subtract 1-120 Mat   | 6   | 395.00 | 2,370.00 |
| 10 ft by 10 ft version  |     |        |          |
| <b>Multiplication Package</b><br>Multiplication Package Includes:<br>Skip Counting Hopping Mats ((Includes Skip Counting<br>Mat for mm0003-3s, mm0004-4s, mm0006-6s,<br>mm0007-7s, mm0008-8s and mm0009-9s) | 1   | 995.00 | 995.00   |

National Womens Business Enterprise Certification - WBE1801700

NYC WBE - MVCERT 2017-1066

NYS WBE - 55417

| ACTIVITY  | QTY | RATE   | AMOUNT             |
|---|-----|--------|--------------------|
| mm10011 Set - Skip Counting Digital Wall Banners -<br>(3's, 4's,6's,7's,8's and 9's)<br>Oodles of Algebra eBook Set -<br>I Love to Cancel Workbook eBook<br>Multiply with Me eBook set<br>Math and Movement Training Manual eBook<br>Multiplication Mar-A-Thon Workbooks eBook(2)<br>Digital Activity Guide<br>Digital Lesson Plans |     |        |                    |
| <b>mm0046</b><br>Clock Hop Floor Mat<br>Clock Hands   | 3   | 245.00 | 735.00             |
| Shipping is usually 10% of the order subtotal for items<br>not in kits or packages.   | 1   | 701.00 | 701.00             |
| <b>TOTAL</b>  |     |        | <b>\$15,475.70</b> |

Accepted By

Accepted Date

**Account Number:** 71100 - Regular Instruction Program  
**Line Item Number:** 429 - Instructional Supplies & Materials  
**Focus Area:** Addressing Learning Loss: Coordinat...  
**School Type:** Traditional Public School  
**Optional:** Meeting Students' Academic, Social,...  
**Optional Program Code:** BFA/TN ALL Corps/Schools  
**Location Code:** Washington County (900)  
**Quantity:**   
**Cost:**   
**Line Item Total:**

High quality intervention and instructional supplies & materials such as listed below.  
 Scholastic Book Sets-\$2,848  
 Picture books-\$500  
 Heinemann Instructional Materials-\$1,500  
 Amplify-\$3,500  
 Read to Them=\$3,412.25  
 The Library Store-\$3,390.25 (headphones)  
 Zones of Regulation-\$252.60  
 Academic materials (math, ELA, Science, SS)-\$2,898.43  
 STEM, Hand2Mind, Pitsco-\$5,436.89  
 Math & Movement-\$66,049.58  
 IMSE instruction materials=\$960  
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 Metal Wall mount Power Strip \$29.92  
 88-Key Digital Piano Essentials bundles (Digital Piano, Pedal, Keyboard stand, bench) \$5,985.00  
 Life Skills Curriculum with ARISE Foundation \$1412.67

School Allocations  
 Best For All  
 TN ALL Corps

# Learn Thru Movement, Inc.

PO Box 4017 · Ithaca · New York · 14852 · 607-233-4209

January 3, 2024

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For any additional questions regarding the Math & Movement Program, please visit our website, [www.mathandmovement.com](http://www.mathandmovement.com) or feel free to contact us at the number below.

Best regards,



Suzanne D. Kuntz

President  
Learn Thru Movement, Inc.  
Math and Movement  
607-233-4209 (office)  
607-339-6182 (cell)  
[www.mathandmovement.com](http://www.mathandmovement.com)  
[suzy@mathandmovement.com](mailto:suzy@mathandmovement.com)

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

RECEIVED

JAN 05 2024

BY:

KP

Date of Request 1/5/2024 School Daniel Boone High Sc. Trip Date 4/18/2024 - 4/21/2024

Estimated time of departure 4/18 @ 9am and return 4/21 @ 3pm total time away 4 days

Destination (include location) Austin Peay State University in Clarksville TN

Teacher Krtausch Class Debate Team Grade 9-12

Prince

Chaperones \_\_\_\_\_

Number of Students Involved 12

Estimated Total Miles (both ways) of Trip 700 miles

Bus Driver/Number Taking School Vans Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? Yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: Our debate team is going to the Tennessee High School Speech and Drama League State Competition to compete in the Public Forum Debate

Total Cost Estimate 2,000

Plans for meeting the costs students are required to pay for competition/hotel. Teachers are driving the vans so buses/drivers and drivers fees aren't necessary.

Transportation cost for educational trips shall be calculated in the following manner:

- \$16.00 per hour for driver (2 hour minimum)
- \$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)
- \$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.

\*Refer to Board Policy 4.302

Ann Campbell  
Principal's Signature

1/5/24  
Date

BY WC SUPERINTENDENT

Superintendent's Signature

01-05-2024  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational OVERNIGHT Trip Authorization\*

RECEIVED  
1/22/24

Date of Request 1/18/24 School DCHS Trip Date 3/28/24 - 3/30/24

Estimated time of departure 12:00 pm and return 6:00 pm total time away 3 days

Destination (include location) Anderson Co., TN + Knox Co., TN

Teacher Spencer Street Class Baseball Grade 9-12

Chaperones Paul Oster  
Joe Anderson

Number of Students Involved 16-19

Estimated Total Miles (both ways) of Trip 300 mi.

Bus Driver/Number School Vans / Rental Vans Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? Yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: Spring Break Baseball Tournament

Total Cost Estimate Boosters - 2,500

Plans for meeting the costs Booster Club

Transportation cost for educational trips shall be calculated in the following manner:

\$16.00 per hour for driver (2 hour minimum)

\$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)

\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.

\*Refer to Board Policy 4.302

[Signature]  
Principal's Signature

1.22.24  
Date

BY WC SUPERINTENDENT [Signature]  
Superintendent's Signature

1/22/24  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational OVERNIGHT Trip Authorization\*

RECEIVED  
1/23/24

Date of Request 1-19-24 School DBHS Trip Date Feb 1-3 <sup>get</sup>

Estimated time of departure 9am (2/1) and return 8pm (2/3) total time away 3 days

Destination (include location) Park Vista Hotel Gatlinburg, TN - All East Band

Teacher S. Blanton Class Band Grade 9<sup>th</sup>  
11<sup>th</sup>

Chaperones S. Blanton  
Mary Nelson

Number of Students Involved 2 <sup>Aaron Stallard</sup>  
<sup>Sabrina Nelson</sup>

Estimated Total Miles (both ways) of Trip 230

Bus Driver/Number \_\_\_\_\_ Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: Students auditioned and earned a chair in their All-East Bands. Students will study + learn under renowned directors + composers

Total Cost Estimate \$800+

Plans for meeting the costs Boosters cover the hotel & food expenses of the students + band director

Transportation cost for educational trips shall be calculated in the following manner:

\$16.00 per hour for driver (2 hour minimum)

\$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)

\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.

\*Refer to Board Policy 4.302

[Signature]  
Principal's Signature

1/22/24  
Date

[Signature]  
BY WC SUPERINTENDENT  
Superintendent's Signature

1/23/24  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational OVERNIGHT Trip Authorization\*

RECEIVED  
1/24/24

Date of Request 1/12/2024 School David Crockett Trip Date 2/28/2024 - 3/1/24

Estimated time of departure 3pm and return 1pm total time away 2 days

Destination (include location) Montgomery Bell Academy, Nashville,tn

Teacher Frank Class ROTC Grade 9-12

Chaperones Robert Frank

Number of Students Involved 5

Christy Marshall

Estimated Total Miles (both ways) of Trip 552

Bus Driver/Number N/A School van Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? Yes

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: This trip is for Tennessee state high school 3 position air rifle championships. They will learn team work, comrodery and competitiveness.

Total Cost Estimate \$2,600.00

Plans for meeting the costs ROTC general funds and catet fee of \$50.00

Transportation cost for educational trips shall be calculated in the following manner:

\$16.00 per hour for driver (2 hour minimum)

\$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)

\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$0.75 per mile.

\*Refer to Board Policy 4.302

Christy Marshall  
Principal's Signature

1/22/24  
Date

[Signature]  
BY WC SUPERINTENDENT  
Superintendent's Signature

1/24/24  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational OVERNIGHT Trip Authorization\*

RECEIVED

JAN 26 2024

BY: KL

Date of Request 1/23/24 School DCHS Trip Date March 19-22

Estimated time of departure 7:30 a.m. and return 9 p.m. total time away 4 Days

Destination (include location) FOCLA SLC / Gatlinburg

Teacher J. Gourley Class FOCLA Grade 9-12

Chaperones C. Tipton

Number of Students Involved 8-14

Estimated Total Miles (both ways) of Trip 200

Bus Driver/Number Vans Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? Yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? Yes

Will you have on file parental release forms signed by parents or legal guardians? Yes

Explain the educational value of the trip: Students will compete at State Leadership Conference.

Total Cost Estimate Funds Provided

Plans for meeting the costs Funds Available + student pays

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)  
\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$0.75 per mile.  
\*Refer to Board Policy 4.302

Ashley Davis  
Principal's Signature

1/25/24  
Date

**APPROVED**  
BY WC SUPERINTENDENT [Signature]  
Superintendent's Signature

01-26-2024  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

RECEIVED

JAN 23 2024

BY: 01-23-24

Date of Request 1/22/2024 School DBHS Trip Date 3/8-3/10/2024 (1 Instructional Day)

Estimated time of departure 7:30AM on 3/8 and return 10PM on 3/10 total time away 3 Days, 2 Nights

Destination (include location) TN Beef Agribition 945 E. Baddour Pkwy. Lebanon, TN 37087

Teacher Leann Turner Class n/a Grade 9-11

Chaperones Amy Rollins

Number of Students Involved 5

Eric Sharpe

Estimated Total Miles (both ways) of Trip 494

Bus Driver/Number n/a Bus Driver/ Number n/a

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: Students will be exhibiting the cattle they have cared for in their Supervised Agricultural Experience at Daniel Boone High School. This work-based learning experience teaches students work ethic, goal-setting, teamwork and perseverance while working directly in animal agriculture.

Total Cost Estimate \_\_\_\_\_

Plans for meeting the costs Cattle Owner Donations and Individual Student Contributions

Transportation cost for educational trips shall be calculated in the following manner:

\$16.00 per hour for driver (2 hour minimum)

\$ 3.15 per hour to cover fixed charges (SS, retirement. etc.)

\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.

\*Refer to Board Policy 4.302

Principal's Signature

Date

BY WC SUPERINTENDENT

Superintendent's Signature

Date

Date Approved by the Board of Education \_\_\_\_\_



**DOCUMENT 00 41 00 - BID FORM**

TO: Lewis Group Architects, Inc.  
6512 Deane Hill Drive  
Knoxville, TN 37919

FROM: Hoilman Construction Company, Inc.  
513 Twin Oaks Drive  
Johnson City, TN 37601

FOR: Washington County Schools  
Security Upgrades  
**Sulphur Springs Elementary School**  
LGA# 22052  
405 W. College Street  
Jonesborough, TN 37659

Pursuant to and in compliance with the Invitation to Bid, the Instructions to Bidders, and other documents relating thereto, the undersigned hereby proposes to furnish all labor and materials and perform all work complete for the construction of the project required by and in strict conformance with the Contract Documents consisting of the Drawings, the Project Manual, and

Addendum No. 01 dated 10/16/2023 Addendum No. 04 dated 1/26/2024  
Addendum No. 02 dated 1/9/2024 Addendum No.      dated             
Addendum No. 03 dated 1/16/2024 Addendum No.      dated           

In submitting this bid the Bidders acknowledge that they have received, read, and understand the bid documents, have visited the site and become familiar with conditions under which work will be performed, have correlated observations with requirements of Bid Documents, and make this bid in accordance therewith.

In submitting the Bid the Bidder agrees to:

1. Honor this bid for 60 days from date of bid opening.
2. Enter into and execute a contract if presented on the basis of this bid and furnish certificate(s) of insurance, bonds and other documents related to the contract as required by the Bidding Documents.
3. Accomplish work in accordance with the Contract Documents.

LEWIS GROUP ARCHITECTS  
LGA# 22052

Washington County Schools - Security Upgrades  
10/02/2023  
Addendum 01 – 10/16/2023

LEWIS GROUP ARCHITECTS  
LGA# 22052

Washington County Schools - Security Upgrades  
10/02/2023  
Sulphur Springs Elementary School – 01/09/2024

4. Perform additional work by Change Order under the terms of the contract using the actual cost of the work plus ten percent (10%) for overhead and five percent (5%) for profit.
5. Achieve Substantial Completion of the Work within 150 (by contractor) calendar days from and including the date stipulated in the Notice to Proceed.
6. Attach fully executed affidavits (found in the Project Manual) with the Bid Form as follows:
  - a. 00 41 13 Drug-Free Workplace Affidavit. Have a drug free workplace program as required by this document.
  - b. 00 45 13 Affidavit of Compliance with Non-Collusion of Prime Bidder.
  - c. 00 45 59 Tennessee Criminal History Check Affidavit.
7. Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

Complete the Work of this project for the Lump Sum of:

**BASE BID :**

Two hundred sixty-three thousand seven hundred no /100ths  
Dollars ~~thirty-five~~  
(Amount shown in both words and figures) \$ 263,735.00

**Alternate 1: ADD:**

One thousand five hundred twenty-six ----- and no /100ths  
Dollars  
(Amount shown in both words and figures) ADD: \$ 1,526.00  
Additional days  
(if required) None Required

NAME OF FIRM Hoilman Construction Company, Inc.

SIGNED BY 

NAME: Doug Hoilman President  
TITLE

BIDDER'S ADDRESS 513 Twin Oaks Drive  
STREET  
Johnson City, TN 37601

CITY STATE ZIP CODE

TELEPHONE (423) 926-1297 or 926-0596

CONTRACTOR'S LICENSE NO: 26587 Dollar Limit: Unlimited

EXPIRATION DATE: 07 / 31 / 2025  
MM / DD / YYYY

END OF DOCUMENT

**DOCUMENT 00 41 13 - DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF TENNESSEE

COUNTY OF WASHINGTON

The undersigned, principal officer of Hoilman Construction Company, Inc., the Contractor, an employer of five (5) or more employees contracting with Washington County Schools, to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of the Contractor and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Contractor submits this Affidavit pursuant to Tennessee Code Annotated (TCA) § 50-9-113, which requires each employer with five or more employees receiving pay who contracts with the state to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with TCA Title 50, Chapter 9.
3. The Company is in compliance with TCA § 50-9-113.

Further affidavit saith not.

  
\_\_\_\_\_


Principal Officer  
Doug Hoilman, President

STATE OF Tennessee

COUNTY OF Washington

Before me personally appeared Doug Hoilman, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 1st day of February, 2024.

  
\_\_\_\_\_

Notary Public

My commission expires: 12/20/2027

**END OF AFFIDAVIT**



**AFFIDAVIT OF COMPLIANCE**

**WITH**

**NON-COLLUSION OF PRIME BIDDER**

STATE OF TENNESEE

COUNTY OF WASHINGTON

Doug Hoilman, being first duly sworn, deposes and says that:

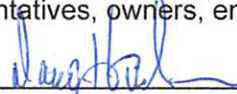
1. He/~~She~~ is President of Hoilman Construction Company, Inc.; the Bidder that has submitted the attached Bid;

2. He/~~She~~ is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;

3. Such Bid is genuine and is not a collusive or sham Bid;


4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached Bid or of any other bidder, or to secure through any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Washington County, TN or any person interested in the proposed contract; and

5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by a collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(signed)   
Doug Hoilman, President

(title)

Subscribed and sworn to before me this 1st day of February, 2024, ~~2023~~

  
(signature)

My commission expires 12/20/2027



**DOCUMENT 00 41 13.03 AFFIDAVIT OF COMPLIANCE WITH TENNESSEE CRIMINAL HISTORY RECORDS CHECK**

**TENNESSEE CODE ANNOTATED, SECTION 49-5-413**

(To be submitted with bid by contractor)

I, Doug Hoilman, president or other principal

Officer of Hoilman Construction Company, Inc., swear or affirm that the  
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.

  
\_\_\_\_\_  
President or Principal Officer  
Doug Hoilman, President  
For: Hoilman Construction Company, Inc.  
Name of Company

STATE OF TENNESSEE}  
COUNTY OF Washington

Subscribed and sworn before me by Doug Hoilman,

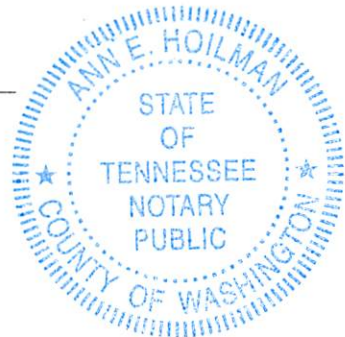
President or Principal Officer of Hoilman Construction Company, Inc.,

On this 1st day of February 2024.

  
\_\_\_\_\_  
Notary Public

My Commission expires: 12/20/2027

**END OF DOCUMENT**





# AIA Document A310™ – 2010

## Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*

**Hoilman Construction Company, Inc.  
513 Twin Oaks Dr.  
Johnson City, TN 37601**

**SURETY:**

*(Name, legal status and principal place of business)*

**Travelers Casualty and Surety Company of America  
One Tower Square  
Hartford, CT 06183**

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

**OWNER:**

*(Name, legal status and address)*

**Washington County Department Of Education  
405 West College Street  
Jonesborough, TN 37659**

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT: Five Percent of the Amount Bid (5%)**

**PROJECT:**

*(Name, location or address, and Project number, if any)*

**LGA#22052 Security Upgrades for Sulphur Springs Elementary School**

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of February, 2024.

*Ann E. Faulina*  
(Witness)

*Leanne Hammons*  
(Witness)

**Hoilman Construction Company, Inc.**

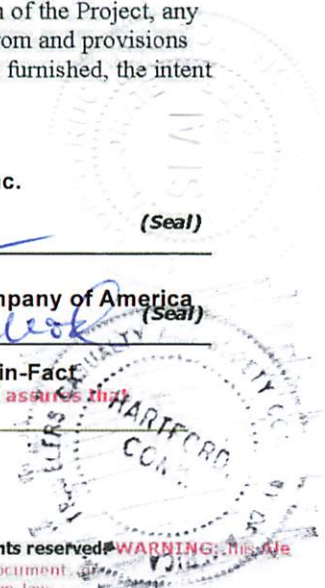
(Principal) *[Signature]* (Seal)

(Title)

**Travelers Casualty and Surety Company of America**  
(Surety) *[Signature]* (Seal)

(Title) **Lavonne Sherrod, Attorney-in-Fact**

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured**





**Travelers Casualty and Surety Company of America  
Travelers Casualty and Surety Company  
St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Lavonne Sherrod** of **KNOXVILLE**, Tennessee, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st** day of **April**, 2021.



State of Connecticut

City of Hartford ss.

By:   
Robert L. Raney, Senior Vice President

On this the **21st** day of **April**, 2021, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

**IN WITNESS WHEREOF**, I hereunto set my hand and official seal.

My Commission expires the **30th** day of **June**, 2026



Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 1st day of February, 2024



Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.**

**DOCUMENT 00 41 00 - BID FORM**

TO: Lewis Group Architects, Inc.  
6512 Deane Hill Drive  
Knoxville, TN 37919

FROM: Skilled Services  
2900 Hoitt Ave  
Knoxville, TN 37917

FOR: Washington County Schools  
Security Upgrades  
**Sulphur Springs Elementary School**  
LGA# 22052  
405 W. College Street  
Jonesborough, TN 37659

Pursuant to and in compliance with the Invitation to Bid, the Instructions to Bidders, and other documents relating thereto, the undersigned hereby proposes to furnish all labor and materials and perform all work complete for the construction of the project required by and in strict conformance with the Contract Documents consisting of the Drawings, the Project Manual, and

|   |  |
|---|--|
| Addendum No. <u>1</u> dated <u>10/26/23</u> | Addendum No. <u>4</u> dated <u>1/26/24</u> |
| Addendum No. <u>2</u> dated <u>1/9/24</u>   | Addendum No. <u>    </u> dated <u>    </u> |
| Addendum No. <u>3</u> dated <u>1/16/24</u>  | Addendum No. <u>    </u> dated <u>    </u> |

In submitting this bid the Bidders acknowledge that they have received, read, and understand the bid documents, have visited the site and become familiar with conditions under which work will be performed, have correlated observations with requirements of Bid Documents, and make this bid in accordance therewith.

In submitting the Bid the Bidder agrees to:

1. Honor this bid for 60 days from date of bid opening.
2. Enter into and execute a contract if presented on the basis of this bid and furnish certificate(s) of insurance, bonds and other documents related to the contract as required by the Bidding Documents.
3. Accomplish work in accordance with the Contract Documents.

LEWIS GROUP ARCHITECTS  
LGA# 22052

Washington County Schools - Security Upgrades  
10/02/2023  
Addendum 01 – 10/16/2023

LEWIS GROUP ARCHITECTS  
LGA# 22052

Washington County Schools - Security Upgrades  
10/02/2023  
Sulphur Springs Elementary School – 01/09/2024

4. Perform additional work by Change Order under the terms of the contract using the actual cost of the work plus ten percent (10%) for overhead and five percent (5%) for profit.
5. Achieve Substantial Completion of the Work within 120 (by contractor) calendar days from and including the date stipulated in the Notice to Proceed.
6. Attach fully executed affidavits (found in the Project Manual) with the Bid Form as follows:
  - a. 00 41 13 Drug-Free Workplace Affidavit. Have a drug free workplace program as required by this document.
  - b. 00 45 13 Affidavit of Compliance with Non-Collusion of Prime Bidder.
  - c. 00 45 59 Tennessee Criminal History Check Affidavit.
7. Contractor shall comply with Public Chapter 587 of 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

Complete the Work of this project for the Lump Sum of:

**BASE BID :**

two hundred forty nine thousand, five hundred and zero /100ths  
Dollars  
(Amount shown in both words and figures) \$ 249,500<sup>00</sup>

**Alternate 1:**

twelve thousand, two hundred and zero /100ths  
Dollars  
(Amount shown in both words and figures) \$ 12,200<sup>00</sup>  
Additional days  
(if required) n/a

NAME OF FIRM Skilled Services

SIGNED BY [Signature]

NAME: ROBERT SMITH TITLE President

BIDDER'S ADDRESS 2800 Hoitt Ave  
STREET

Knorrville CITY TN STATE 37917 ZIP CODE

TELEPHONE 865.637.7687

CONTRACTOR'S LICENSE NO: 34266 Dollar Limit: Unlimited

EXPIRATION DATE: 11 / 30 / 2024  
MM / DD / YYYY

END OF DOCUMENT

**DOCUMENT 00 41 13 - DRUG-FREE WORKPLACE AFFIDAVIT**

STATE OF TN

COUNTY OF Knox

The undersigned, principal officer of Skilled Services, the Contractor, an employer of five (5) or more employees contracting with Washington County Schools, to provide construction services, hereby states under oath as follows:

1. The undersigned is a principal officer of the Contractor and is duly authorized to execute this Affidavit on behalf of the Company.
2. The Contractor submits this Affidavit pursuant to Tennessee Code Annotated (TCA) § 50-9-113, which requires each employer with five or more employees receiving pay who contracts with the state to provide construction services to submit an affidavit stating that such employer has a drug-free workplace program that complies with TCA Title 50, Chapter 9.
3. The Company is in compliance with TCA § 50-9-113.

Further affidavit saith not.

[Signature]  
Principal Officer

STATE OF TN

COUNTY OF Knox

Before me personally appeared Rob Smith, with whom I am personally acquainted (or proved to me on the basis of satisfactory evidence), and who acknowledged that such person executed the foregoing affidavit for the purposes therein contained.

Witness my hand and seal at office this 1st day of February, 2024.

[Signature]  
Notary Public

My commission expires: 4.10.2027



**END OF AFFIDAVIT**

**AFFIDAVIT OF COMPLIANCE**

**WITH**

**NON-COLLUSION OF PRIME BIDDER**

STATE OF TENNESSEE

COUNTY OF WASHINGTON

Rob Smith, being first duly sworn, deposes and says that:

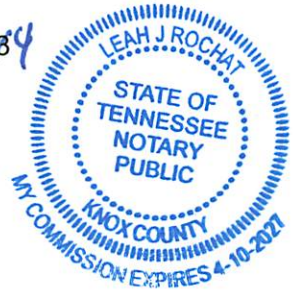
1. He/She is President of Skilled Services, the Bidder that has submitted the attached Bid;
2. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such Bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other bidder, firm or person to fix the price or prices in the attached Bid or of any other bidder, or to secure through any other bidder, or to fix any overhead, profit or cost element of the bid price or the bid price of any other bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against Washington County, TN or any person interested in the proposed contract; and
5. The price or prices quoted in the attached Bid are fair and proper and are not tainted by a collusion, conspiracy, connivance, or unlawful agreement on the part of the Bidder or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(signed) [Signature]  
President  
 (title)

Subscribed and sworn to before me this 1st day of February, 2023

[Signature]  
 (signature)

My commission expires 4.10.2027



**DOCUMENT 00 41 13.03 AFFIDAVIT OF COMPLIANCE WITH TENNESSEE CRIMINAL HISTORY RECORDS CHECK**

**TENNESSEE CODE ANNOTATED, SECTION 49-5-413**

(To be submitted with bid by contractor)

I, Rob Smith, president or other principal

Officer of Skilled Services, swear or affirm that the  
Name of Company

Company is in compliance with Public Chapter 587 of 2007, codified at Tennessee Code Annotated 49-5-413, in effect at the time of this bid submission at least to the extent required of governmental entities. I further swear or affirm that the company is in compliance with Tennessee Code Annotated, § 49-5-413.



\_\_\_\_\_  
President or Principal Officer

For: Skilled Services  
Name of Company

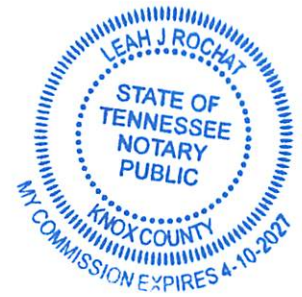
STATE OF TENNESSEE }  
COUNTY OF }

Subscribed and sworn before me by Rob Smith,

President or Principal Officer of Skilled Services,

On this 1st day of February, 2024.

Leah J. Rochat  
Notary Public



My Commission expires: 4.10.2027

**END OF DOCUMENT**

**DOCUMENT 00 45 59 - CRIMINAL HISTORY CHECK**

Contractor shall comply with Public Chapter 587 of Public Acts, 2007, as codified in Tennessee Code Annotated Section 49-5-413, which requires all contractors to facilitate a criminal history records check conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee prior to permitting the employee to have contact with students or enter school grounds when students are present.

AN ACT to amend Tennessee Code Annotated, Section 49-5-413, relative to contracting with certain persons who may have contact with certain children.

BE IT ENACTED BY THE GENERAL ASSEMBLY OF THE STATE OF  
TENNESSEE:

SECTION 1. Tennessee Code Annotated, Section 49-5-413, is amended by adding the following new subsection:

(d) (1) Any person, corporation or other entity who enters into or renews a contract with a local board of education or childcare program as defined in Section 49-1-1102 on or after the effective date of this act shall be required to comply with the provisions of this subsection if the contract requires:

(A) The person or an employee of the person, corporation or other entity to have direct contact with school children or to children in a childcare program; or

(B) The person or employee access to the grounds of a school or childcare center when children are present.

(2) It is the duty of the person, corporation or other entity who employs a person described in subdivision (1) to require such applicant to supply a fingerprint sample and submit to a criminal history records check to be conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation prior to permitting the person to have contact with such children or enter school grounds.

(3) (A) No employer, or employee of such employer to whom this subsection applies shall come in direct contact with school children or to children in a childcare program or enter the grounds of a school or childcare center when children are present until the criminal history records check has been conducted on such person.

(B) No employer, or employee of such employer, to whom this subsection applies shall come in direct contact with school children or to children in a childcare program or enter the grounds of a school or childcare center when children are present if the criminal history records check indicates that the employer or employee has been convicted of an offense that, if committed on or after July 1, 2007, is classified as a sexual offense in Section 40-39-202(17) or violent sexual offender in Section 40-39-202(25). (B) (i) If an employee is convicted of an offense that, if committed on or after July 1, 2007, is a sexual offense as defined in Section 40-39-202(17) or a violent sexual offense as defined in Section 40-39-202(25), after the employer has conducted a criminal history records check on such employee, the employee shall notify the employer of such conviction within seven (7) days from the date of conviction.

(ii) An employee commits a Class A misdemeanor, punishable by fine only, who knowingly fails to disclose to the employer within the required seven (7) days that the employee has been convicted of an offense specified in subdivision (C) (i).

(4) The provisions of this subsection shall only apply if the employer or employee of such employer comes in direct contact with school children, children in a childcare program or enter the grounds of a school or childcare center when children are present during the ordinary course of performing a function required or permitted by the terms of the contract. Any action involving direct contact or entry by an employee which is outside such ordinary course of performing a function required or permitted by the terms of the contract shall not in any way be deemed to be authorized or approved by the employer and such employer shall not in any way be deemed to be liable for such contact or entry, vicariously or otherwise. However, nothing in this subsection shall authorize such contact or entry by an employer or employee of such employer if contact or entry is prohibited by any other provision of law; provided that with respect to such contact or entry, the person, corporation, or other entity who employs a person described in subdivision (1) shall not in any way be deemed to be liable, vicariously, or otherwise, for any such actions taken by the employee unless such employer has actual knowledge that such other provision of law prohibits contact or entry by an employee.

SECTION 2. This act shall take effect September 1, 2007, the public welfare requiring it and shall apply to all applicable contracts entered into or renewed on or after the effective date of this act.

**END OF DOCUMENT**

A handwritten signature in blue ink, consisting of a stylized, cursive letter 'R' with a horizontal line extending to the left and a loop at the bottom.

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Skilled Services Quality Construction, LLC  
2800 Hoitt Ave.  
Knoxville, TN 37917

### OWNER:

(Name, legal status and address)

Washington County Schools  
405 West College Street  
Jonesborough, TN 37659

### SURETY:

(Name, legal status and principal place of business)

Westfield Insurance Company  
P.O. Box 5001  
Westfield Center, OH 44251-5001  
**Mailing Address for Notices**  
P.O. Box 5001  
Westfield Center, OH 44251-5001

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** 5% Five Percent of Amount Bid

### PROJECT:

(Name, location or address, and Project number, if any)

WCS - SULPHUR SPRINGS SECURITY VESTIBULES

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.


When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 1st day of February, 2024.

  
\_\_\_\_\_  
(Witness)

  
\_\_\_\_\_  
(Witness) Sue Hill

Skilled Services Quality Construction, LLC  
(Principal) \_\_\_\_\_ (Seal)

By:   
\_\_\_\_\_  
(Title)

Westfield Insurance Company  
(Surety) \_\_\_\_\_ (Seal)

By:   
\_\_\_\_\_  
(Title) Kendra Adams, Attorney-in-Fact

General Power of Attorney

Westfield Insurance Co. Westfield National Insurance Co. Ohio Farmers Insurance Co. Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint ALEXANDER C. SHAFER, JASON E. TALLENT, AARON JENSEN, CHRISTINA ADDINGTON, CHRISTIE SWINNEY, SUE HILL, KENDRA ADAMS, JOINTLY OR SEVERALLY

of KNOXVILLE and State of TN its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, undertakings, and recognizances; provided, however, that the penal sum of any one such instrument executed hereunder shall not exceed FIFTEEN MILLION DOLLARS AND NO CENTS (\$15,000,000)---

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be it Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 14th day of JULY A.D., 2023 .

Corporate Seals Affixed



WESTFIELD INSURANCE COMPANY WESTFIELD NATIONAL INSURANCE COMPANY OHIO FARMERS INSURANCE COMPANY

Handwritten signature of Gary W. Stumper

By: Gary W. Stumper, National Surety Leader and Senior Executive

State of Ohio County of Medina ss.:

On this 14th day of JULY A.D., 2023 , before me personally came Gary W. Stumper to me known, who, being by me duly sworn, did depose and say, that he resides in Medina, OH; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial Seal Affixed



Handwritten signature of David A. Kotnik

David A. Kotnik, Attorney at Law, Notary Public My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 1st day of February A.D., 2024 .



Handwritten signature of Frank A. Carrino and typed name Frank A. Carrino, Secretary



January 22, 2024

“DRAFT”

Dr. Jarrod Adams, COO  
Washington County Schools  
Phillip Patrick, Maintenance Supervisor  
Washington County Schools  
405 W. College Street  
Jonesborough, Tennessee 37659

Re: Updated Structural Assessment and Recommendations for  
Remediation of Corroded Steel Joist Ends  
West View Elementary School  
Washington County, Tennessee  
File No. 23091

Gentlemen:

Based on our recent follow-up site visit and observations and confirmation that the majority of the main level floor slab is actually concrete slab-on-grade, the observed elevated slabs with corrosion and deterioration of the existing elevated (above "crawl space") steel Bar Joists bearing ends along the exterior multi-wythe brick foundation walls appear to only be in the Restrooms and Kitchen portions of the of the above referenced school facility – in areas where clustered plumbing utilities penetrate said elevated floors. Therefore, we revise our previous August 22, 2023 recommendations as follows:

Short-term (more imminent) Remediation:

1. “Surgically” remove a portion of the existing concrete slab and metal decking directly above the affected Joist end seats within the Restroom areas of the structure and fill the crawl space area with excavatable “Flowable Fill” concrete (f-c = 100 psi to 200 psi), placing the “flowable Fill” at a head pressure so as to consolidate the concrete fill tight to the underside of the metal deck while encapsulating and “entombing” the existing steel Joists, etc. Replace the applicable removed portion(s) of existing elevated slab with a new 4” concrete slab-on-grade with 6x6xW2.9/W2.9 WWF with 10 mil polyethylene vapor barrier on said backfill.
2. Alternative to removing a portion of the elevated slab and decking within the affected restroom areas, strong consideration should be given to removing all of the elevated concrete slab, metal decking and steel Joists and filling the entire affected crawl space areas with either No. 57 stone backfill or the referenced excavatable “Flowable Fill” concrete and then replacing the elevated slab with a new 4” concrete slab-on-grade with 6x6xW2.9/W2.9 WWF with 10 mil polyethylene vapor barrier on said backfill. Please note, this alternative more readily allows the bathroom spaces to be re-used as bathroom spaces
3. Please note, it is anticipated that the existing 9”x9” tiles (beneath newer floor covering) is most likely asbestos containing material and said slab removal that may involve these tiles must consider proper removal and disposal of said materials.

Dr. Jarrod Adams, COO  
Washington County Schools  
Phillip Patrick, Maintenance Supervisor  
Washington County Schools  
West View Elementary School  
File No. 23091  
January 22, 2024  
Page 2

Long-term remediation:

4. As for the elevated slab, decking and steel Joists over the “Boiler Room” beneath the Kitchen space, we would recommend the following long-term repairs:
  - a. Clean, scrape and stiff wire brush any corroded or oxidized sections of Joists and reinforce any damaged Joists (with observable section loss) with inclusion of Double L4x4x3/8 members alongside the Joists top chords and webs. Note, final length of applicable retro-fit L4x4 sections to be determined upon assessment of actual existing Joists conditions upon achieving selective cleaning and scraping.
  - b. After cleaning and scraping and reinforcing with Double L4x4s (if needed), paint existing Joists with inclusion of a rust inhibiting primer and a finish coat of paint so as to protect said Joists from future deterioration, particularly at their bearing ends.

Based on the above re-assessment and recommendations, and based on some preliminary feedback from a reputable local contractor, we offer the following preliminary cost estimate for facilitation of said work:

Short-term Remediation:

|   |          |
|---|----------|
| A. Mobilization / General Conditions                        | \$7,500  |
| B. Selective Demolition:                                    | \$9,000  |
| C. Asbestos removal and disposal:                           | \$13,500 |
| D. Backfill   | \$17,500 |
| E. Re-establishment of slabs-on-grade:                      | \$7,500  |
| F. New resilient floor covering (over new slab areas only): | \$7,500  |
| G Contingency (10% +/-):                                    | \$6,500  |
| H. Design Fees:   | \$4,000  |
| Total Short-term remediation Est:                           | \$73,000 |

Dr. Jarrod Adams, COO  
Washington County Schools  
Phillip Patrick, Maintenance Supervisor  
Washington County Schools  
West View Elementary School  
File No. 23091  
January 22, 2024  
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Long-term Remediation:

|  |                |
|--|----------------|
| A. Mobilization / General Conditions                                     | \$5,000        |
| B. Clean and prep of Joists (confined space potential lead containment): | \$15,000       |
| C. Painting of Joists  | \$18,000       |
| D Contingency (10% +/-):   | \$4,000        |
| <u>I. Design Fees:</u>   | <u>\$2,000</u> |
| Total Short-term remediation Est:  | \$46,000       |

Please note, with consideration of the continued volatility within the current bid market, we do caution that the above preliminary estimates are current "best guesses" at this point in time, and are offered for budget purposes and development of repair approach scope only. The final repair plans should be reviewed by reputable contractors, qualified to facilitate the above delineated repair work, before final budgetary decisions are made.

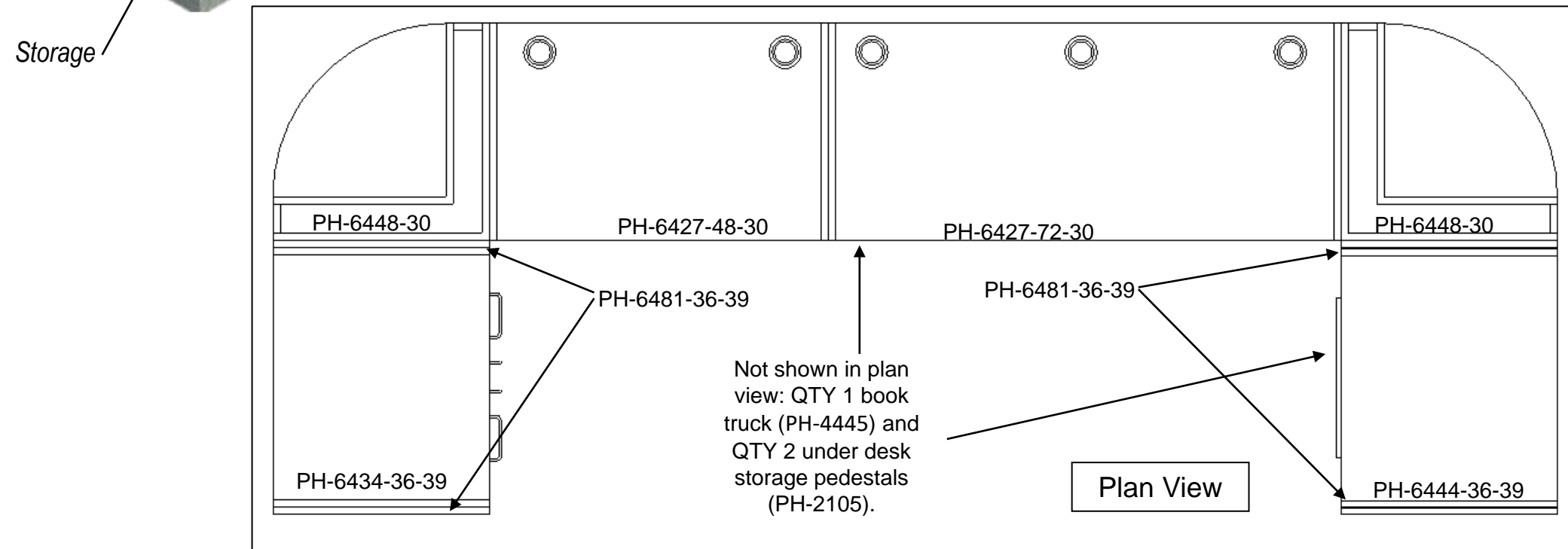
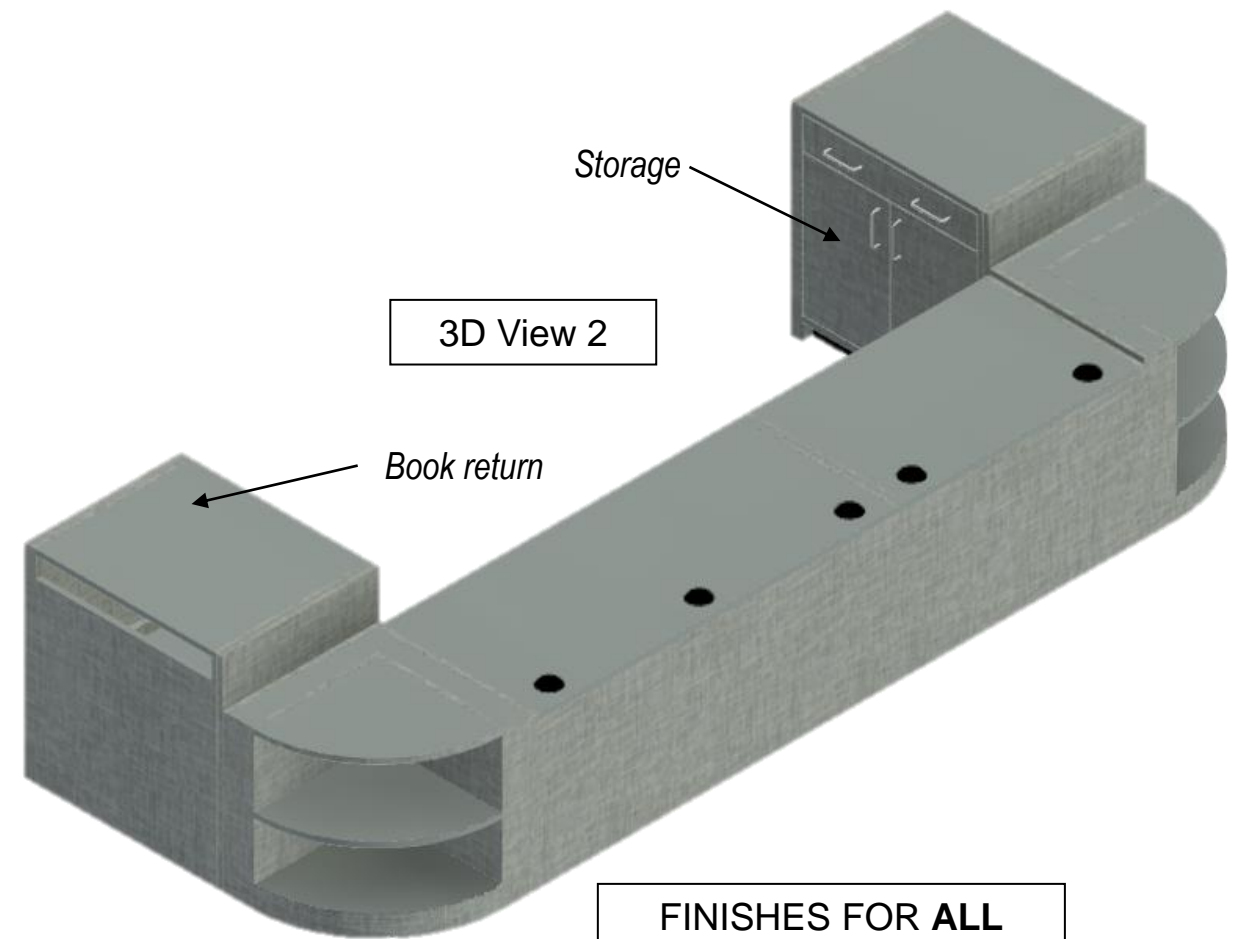
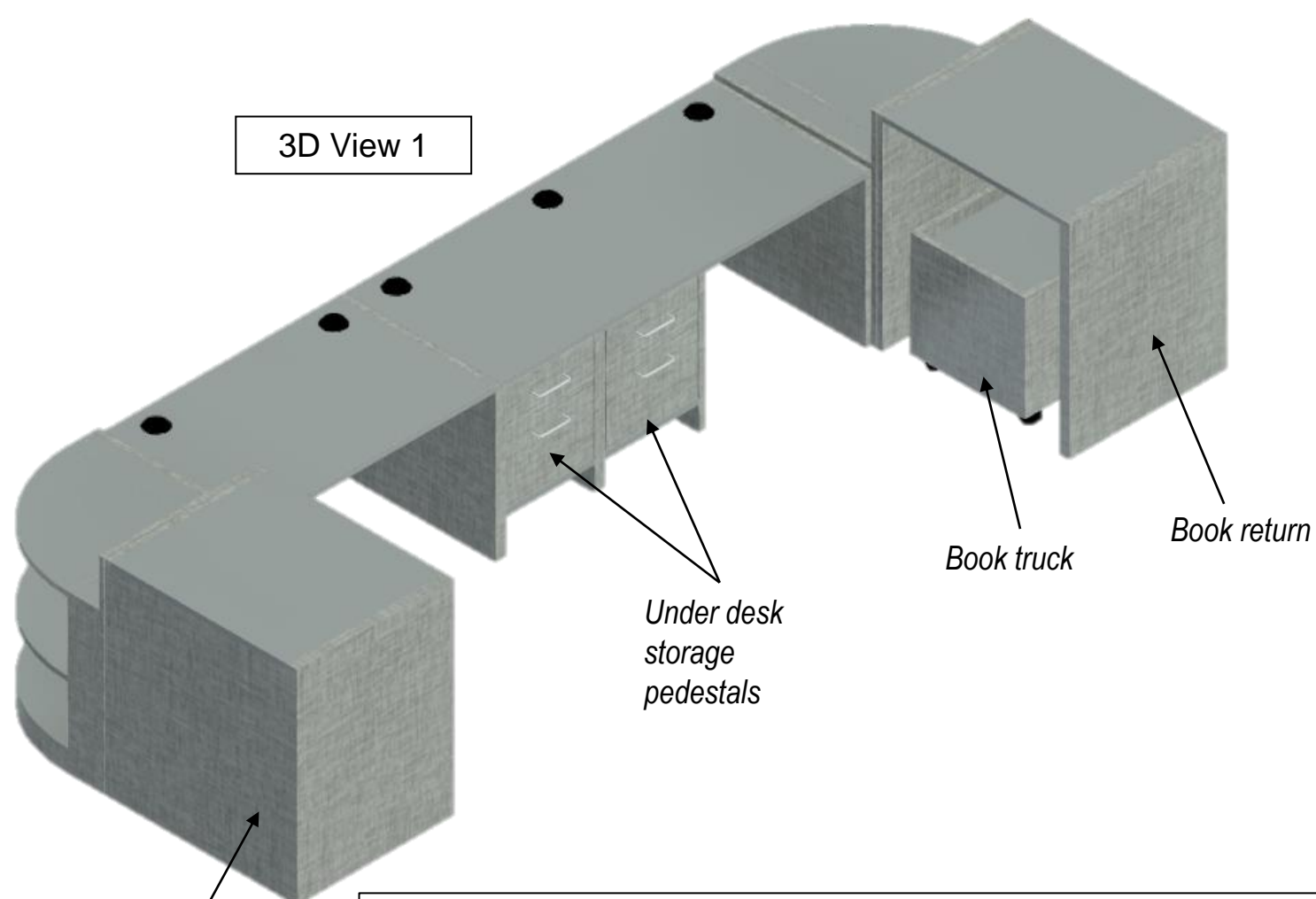
Please advise if you need additional information or further clarification.

Very truly yours,

Steve D. Wilson

SDW/mah

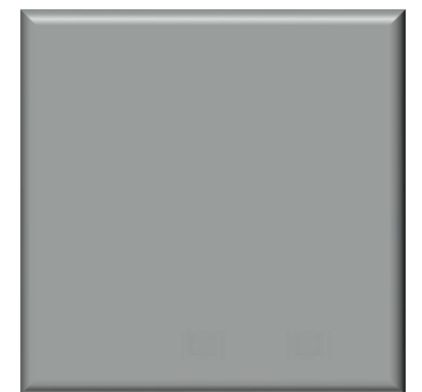




**FINISHES FOR ALL FURNITURE:**  
 Laminate top: North Sea  
 Laminate Sides/Back/Doors: Handspun Slate  
 Laminate Shelves (Corners): North Sea



**LAMINATE #1**  
 WA Handspun Slate  
 5035-38



**LAMINATE #2**  
 WA North Sea  
 D90-60

**NOTE:** Circulation desk is not ADA compliant. School is responsible to indicate if additional ADA spots are required.





725 West Walnut Street  
 Johnson City, TN 37604  
 PH: 423-282-5400  
[www.inspirebusinessinteriors.com](http://www.inspirebusinessinteriors.com)

Date Printed: 11/21/2023  
 Valid for 30 Days  
 Sales Name: Tracy Johnson  
 Sales Phone:

**SOLD TO:**

Washington County Schools  
 405 W. College St.  
 Jonesborough, TN 37659

**SHIP TO:**

Washington County Schools  
 405 W. College St.  
 Jonesborough, TN 37659

**Sales Number:**

**PROPOSAL**

Lamar Elementary School- Circulation Desk Per Sourcewell #94372

| LINE | IMAGE | QTY | PRODUCT | UNIT SELL | EXT SELL |
|------|-------|-----|---------|-----------|----------|
|------|-------|-----|---------|-----------|----------|

|   |  |   |   |  |            |
|---|--|---|---|--|------------|
| 1 |  | 2 | <b>CUSTOM-PH-6448-30-L</b>                      | \$1,875.30                             | \$3,750.60 |
|   |  |   | Desk-Corner- Open 90-30"H x 30" D- Laminate HPL |  |            |
|   |  |   | .F, .T  |  |            |
|   |  |   |   | LAMINATE SIDES- WILSONART HANDSPUN SLA |            |
|   |  |   |   | LAMINATE TOPS- WILSONART NORTH SEA     |            |

| LINE | IMAGE | QTY | PRODUCT | UNIT SELL | EXT SELL |
|------|-------|-----|---------|-----------|----------|
|------|-------|-----|---------|-----------|----------|

|   |  |   |   |  |            |
|---|--|---|---|--|------------|
| 2 |  | 1 | <b>PH-6434-36-39-L</b>  | \$4,161.50                             | \$4,161.50 |
|   |  |   | DESK- SINGLE DRAWER/ DOOR STORAGE- 39"H X 36"W X 30"D- LAMINATE HPL |  |            |
|   |  |   | .WA, .WA  |  |            |
|   |  |   |   | LAMINATE SIDES- WILSONART HANDSPUN SLA |            |
|   |  |   |   | LAMINATE TOP- WILSONART NORTH SEA      |            |

| LINE | IMAGE | QTY | PRODUCT | UNIT SELL | EXT SELL |
|------|-------|-----|---------|-----------|----------|
|------|-------|-----|---------|-----------|----------|

|   |  |   |   |  |            |
|---|--|---|---|--|------------|
| 3 |  | 1 | <b>PH-6444-36-39-L</b>                              | \$2,130.10                             | \$2,130.10 |
|   |  |   | Desk-Book Return- 39"H x 36" W x 30"D- Laminate HPL |  |            |
|   |  |   | ,   |  |            |
|   |  |   |   | LAMINATE SIDES- WILSONART HANDSPUN SLA |            |
|   |  |   |   | LAMINATE TOPS- WILSONART NORTH SEA     |            |

| LINE | IMAGE | QTY | PRODUCT                              | UNIT SELL                              | EXT SELL                           |
|------|-------|-----|--------------------------------------|--|------------------------------------|
| 4    |       | 1   | <b>PH-6427-48-39-L</b>               | \$2,139.20                             | \$2,139.20                         |
|      |       |     | Desk-30"H x 48"Wx 30"D- Laminate HPL |  |                                    |
|      |       |     | ,                                    |  |                                    |
|      |       |     |                                      | LAMINATE SIDES- WILSONART HANDSPUN SLA | LAMINATE TOPS- WILSONART NORTH SEA |

| LINE | IMAGE | QTY | PRODUCT                                 | UNIT SELL                              | EXT SELL                          |
|------|-------|-----|---|--|-----------------------------------|
| 5    |       | 1   | <b>PH-6427-72-30-L</b>                  | \$3,045.00                             | \$3,045.00                        |
|      |       |     | Desk- 29" Hx 72" W x 30"D- Laminate HPL |  |                                   |
|      |       |     | ,                                       |  |                                   |
|      |       |     |   | LAMINATE SIDES- WILSONART HANDSPUN SLA | LAMIANTE TOPS-WILSONART NORTH SEA |

| LINE | IMAGE | QTY | PRODUCT                                | UNIT SELL                              | EXT SELL                           |
|------|-------|-----|--|--|------------------------------------|
| 6    |       | 2   | <b>PH-6481-36-39-L</b>                 | \$445.90                               | \$891.80                           |
|      |       |     | Applied End- 39" H x 30"D-Laminate HPL |  |                                    |
|      |       |     | ,                                      |  |                                    |
|      |       |     |  | LAMINATE SIDES- WILSONART HANDSPUN SLA | LAMINATE TOPS- WILSONART NORTH SEA |

| LINE | IMAGE | QTY | PRODUCT   | UNIT SELL                              | EXT SELL                           |
|------|-------|-----|---|--|------------------------------------|
| 7    |       | 2   | <b>PH-2105-L</b>                                      | \$1,488.90                             | \$2,977.80                         |
|      |       |     | File Drawer Pedestal- 28"H x 16"W x 20"D Laminate HPL |  |                                    |
|      |       |     | ,   |  |                                    |
|      |       |     |   | LAMINATE SIDES- WILSONART HANDSPUN SLA | LAMINATE TOPS- WILSONART NORTH SEA |

| LINE | IMAGE | QTY | PRODUCT  | UNIT SELL                              | EXT SELL                           |
|------|-------|-----|--|--|------------------------------------|
| 8    |       | 1   | <b>PH-4445-L</b>                                       | \$3,572.80                             | \$3,572.80                         |
|      |       |     | Depressible Book Truck-27"H x 27"W x 22"D Laminate HPL |  |                                    |
|      |       |     | ,  |  |                                    |
|      |       |     |  | LAMINATE SIDES- WILSONART HANDSPUN SLA | LAMINATE TOPS- WILSONART NORTH SEA |

| LINE | IMAGE | QTY | PRODUCT                             | UNIT SELL | EXT SELL |
|------|-------|-----|-------------------------------------|-----------|----------|
| 9    |       | 1   | <b>FREIGHT</b><br>Shipment to 37604 | \$0.00    | \$0.00   |

| LINE | IMAGE | QTY | PRODUCT   | UNIT SELL  | EXT SELL   |
|------|-------|-----|---|------------|------------|
| 10   |       | 1   | <b>DELIVERY &amp; INSTALLATION</b><br>Delivery to LES | \$2,200.00 | \$2,200.00 |

**Notes:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ PO #: \_\_\_\_\_

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_

## TERMS &amp; CONDITIONS

**Notes:**

Pricing does not include sales tax. Freight, if any, will be added at the time of invoice. A signature is needed to proceed with order. Payment terms: 50% deposit upon order. Net 20 upon final invoice.

**Terms:**

Client agrees that the list of items herein has been reviewed and accurately sets forth the items to be purchased. The client acknowledges and agrees that the items to be purchased are made to order and may not be returned and that the purchase of the items is final. The client agrees to pay the purchase price according to net 20 days payment terms.

Any unpaid balance shall accrue interest of 1 1/2% per month. Buyer agrees to pay the balance, as extended, together with all cost of collection, including reasonable attorney's fees and court costs if collection by law or by an attorney at law is necessary.

# QUOTATION



Date: 2/1/2024

James P Jordan d/b/a Tennessee Office Supply  
 3302 Wayfield Dr.  
 Johnson City, TN 37601  
[www.TnOfficeSupply.com](http://www.TnOfficeSupply.com)

Rep:

**Bill To:**

Jarrold Adams  
 Washington County Dept. of Education  
 405 W. College Street  
 Jonesborough, TN 37659  
 423-753-1100

**Ship to:**

Jarrold Adams  
 Washington County Dept. of Education  
 405 W. College Street  
 Jonesborough, TN 37659  
 423-753-1100

| Part Number    |  | Qty | Sell       | Ext Sell   |
|----------------|--|-----|------------|------------|
| <b>TDDS730</b> | <b>Transaction Desk System   Straight Desk   72w 30d 29h   leveler:</b>  | 1   | \$1,459.92 | \$1,459.92 |
|                | <i>TFL_G1 TFL G1</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |
|                | <i>SUNBEAM Sunbeam edgeband</i>  |     |            |            |
|                | <i>HPL_G3 HPL G3</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |
|                | <i>SUNBEAM Sunbeam edgeband</i>  |     |            |            |
| <b>TDDS430</b> | <b>Transaction Desk System   Straight Desk   48w 30d 29h   leveler:</b>  | 1   | \$1,234.80 | \$1,234.80 |
|                | <i>TFL_G1 TFL G1</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |
|                | <i>SUNBEAM Sunbeam edgeband</i>  |     |            |            |
|                | <i>HPL_G3 HPL G3</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |
|                | <i>SUNBEAM Sunbeam edgeband</i>  |     |            |            |
| <b>TDCDC30</b> | <b>Transaction Desk System   Corner Filler   30w 30d 29h   display f</b> | 1   | \$969.36   | \$969.36   |
|                | <i>TFL_G1 TFL G1</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |
|                | <i>SUNBEAM Sunbeam edgeband</i>  |     |            |            |
|                | <i>HPL_G3 HPL G3</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |
|                | <i>SUNBEAM Sunbeam edgeband</i>  |     |            |            |
| <b>TDCDC30</b> | <b>Transaction Desk System   Corner Filler   30w 30d 29h   display f</b> | 1   | \$969.36   | \$969.36   |
|                | <i>TFL_G1 TFL G1</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |
|                | <i>SUNBEAM Sunbeam edgeband</i>  |     |            |            |
|                | <i>HPL_G3 HPL G3</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |
|                | <i>SUNBEAM Sunbeam edgeband</i>  |     |            |            |
| <b>TDBR330</b> | <b>Transaction Desk System   Book Return   36w 30d 29h   leveler</b>     | 1   | \$1,115.52 | \$1,115.52 |
|                | <i>TFL_G1 TFL G1</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |
|                | <i>SUNBEAM Sunbeam edgeband</i>  |     |            |            |
|                | <i>HPL_G3 HPL G3</i>   |     |            |            |
|                | <i>SUNBEAM Sunbeam laminate</i>  |     |            |            |

|                | <b>Part Number</b>   |  | <b>Qty</b> | <b>Sell</b>       | <b>Ext Sell</b>   |
|----------------|--|--|------------|-------------------|-------------------|
|                | <i>SUNBEAM</i>   | <i>Sunbeam edgeband</i>                      |            |                   |                   |
| <b>TDC2330</b> | <b>Transaction Desk System   Shelf   36w 30d 29h   locking doors   (</b> |  | <b>1</b>   | <b>\$1,357.44</b> | <b>\$1,357.44</b> |
|                | <i>TFL_G1</i>  | <i>TFL G1</i>                                |            |                   |                   |
|                | <i>SUNBEAM</i>   | <i>Sunbeam laminate</i>                      |            |                   |                   |
|                | <i>SUNBEAM</i>   | <i>Sunbeam edgeband</i>                      |            |                   |                   |
|                | <i>HPL_G3</i>  | <i>HPL G3</i>                                |            |                   |                   |
|                | <i>SUNBEAM</i>   | <i>Sunbeam laminate</i>                      |            |                   |                   |
|                | <i>SUNBEAM</i>   | <i>Sunbeam edgeband</i>                      |            |                   |                   |
|                | <i>ARCH</i>  | <i>Arch Pull 128mm - available in chrome</i> |            |                   |                   |
| <b>TDR5230</b> | <b>Transaction Desk System   Roll In Box/ File Drawer   23w 20d 26</b>   |  | <b>1</b>   | <b>\$1,315.44</b> | <b>\$1,315.44</b> |
|                | <i>TFL_G1</i>  | <i>TFL G1</i>                                |            |                   |                   |
|                | <i>SUNBEAM</i>   | <i>Sunbeam laminate</i>                      |            |                   |                   |
|                | <i>SUNBEAM</i>   | <i>Sunbeam edgeband</i>                      |            |                   |                   |
|                | <i>ARCH</i>  | <i>Arch Pull 128mm - available in chrome</i> |            |                   |                   |
| <b>TDR5230</b> | <b>Transaction Desk System   Roll In Box/ File Drawer   23w 20d 26</b>   |  | <b>1</b>   | <b>\$1,315.44</b> | <b>\$1,315.44</b> |
|                | <i>TFL_G1</i>  | <i>TFL G1</i>                                |            |                   |                   |
|                | <i>SUNBEAM</i>   | <i>Sunbeam laminate</i>                      |            |                   |                   |
|                | <i>SUNBEAM</i>   | <i>Sunbeam edgeband</i>                      |            |                   |                   |
|                | <i>ARCH</i>  | <i>Arch Pull 128mm - available in chrome</i> |            |                   |                   |
| <b>Install</b> | <b>Delivery and Installation</b>   |  | <b>1</b>   | <b>\$0.00</b>     | <b>\$0.00</b>     |
| <b>Freight</b> | <b>Freight cost</b>  |  | <b>1</b>   | <b>\$0.00</b>     | <b>\$0.00</b>     |
|                |  |  |            | <b>Total:</b>     | <b>\$9,737.28</b> |

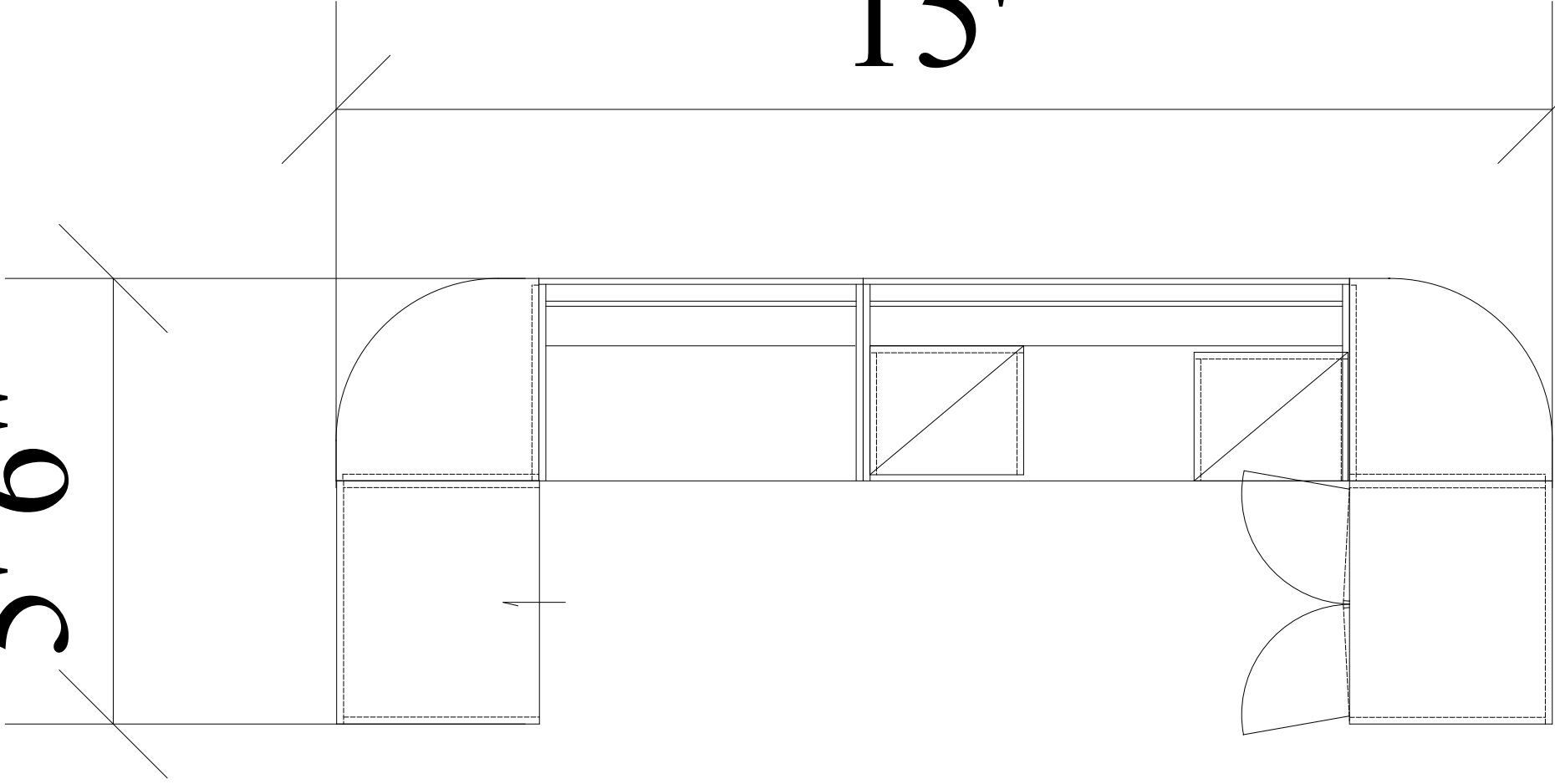
Approved By: \_\_\_\_\_  
Name  
\_\_\_\_\_  
Title

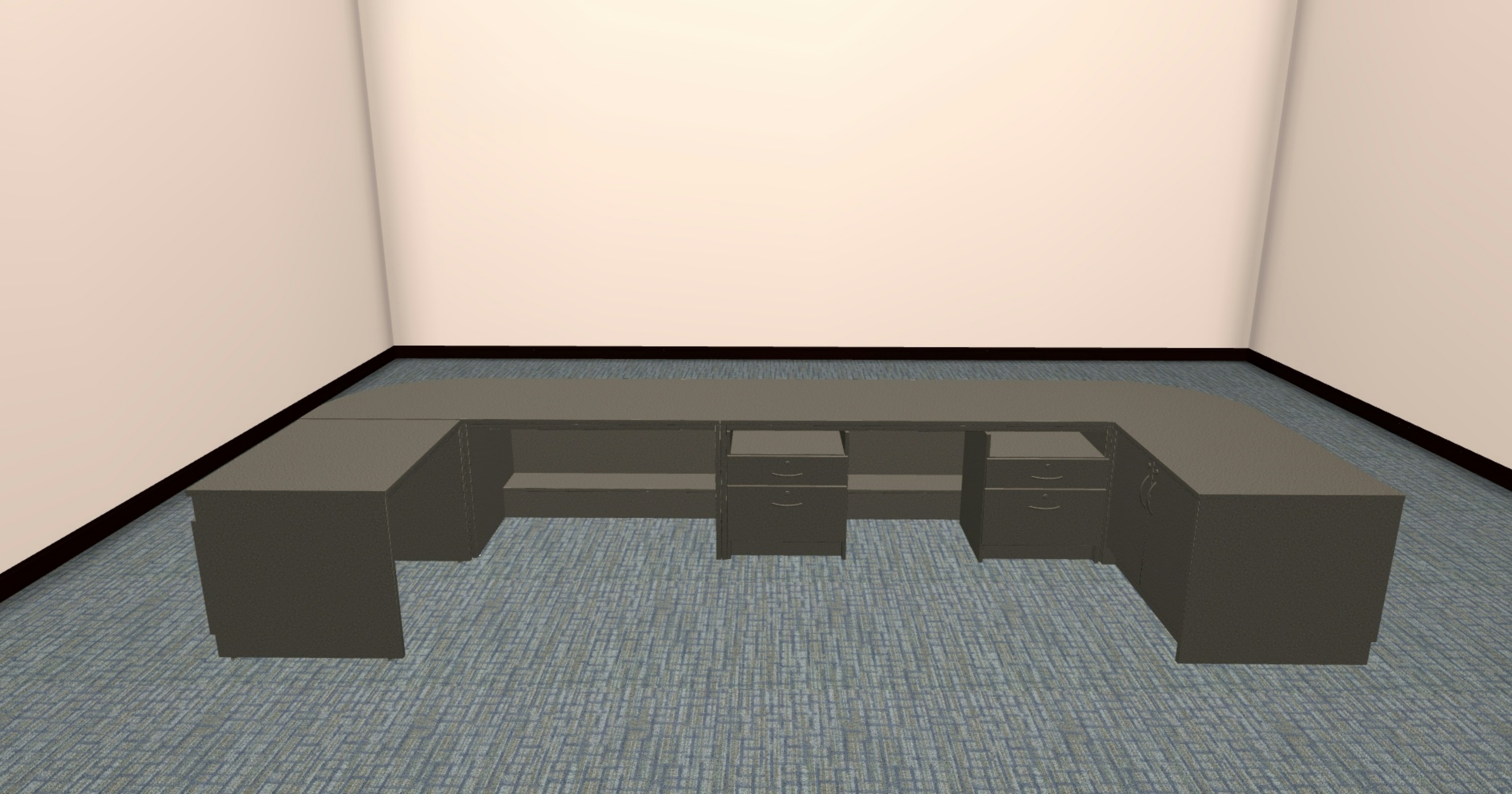
Date: \_\_\_\_\_  
PO: \_\_\_\_\_

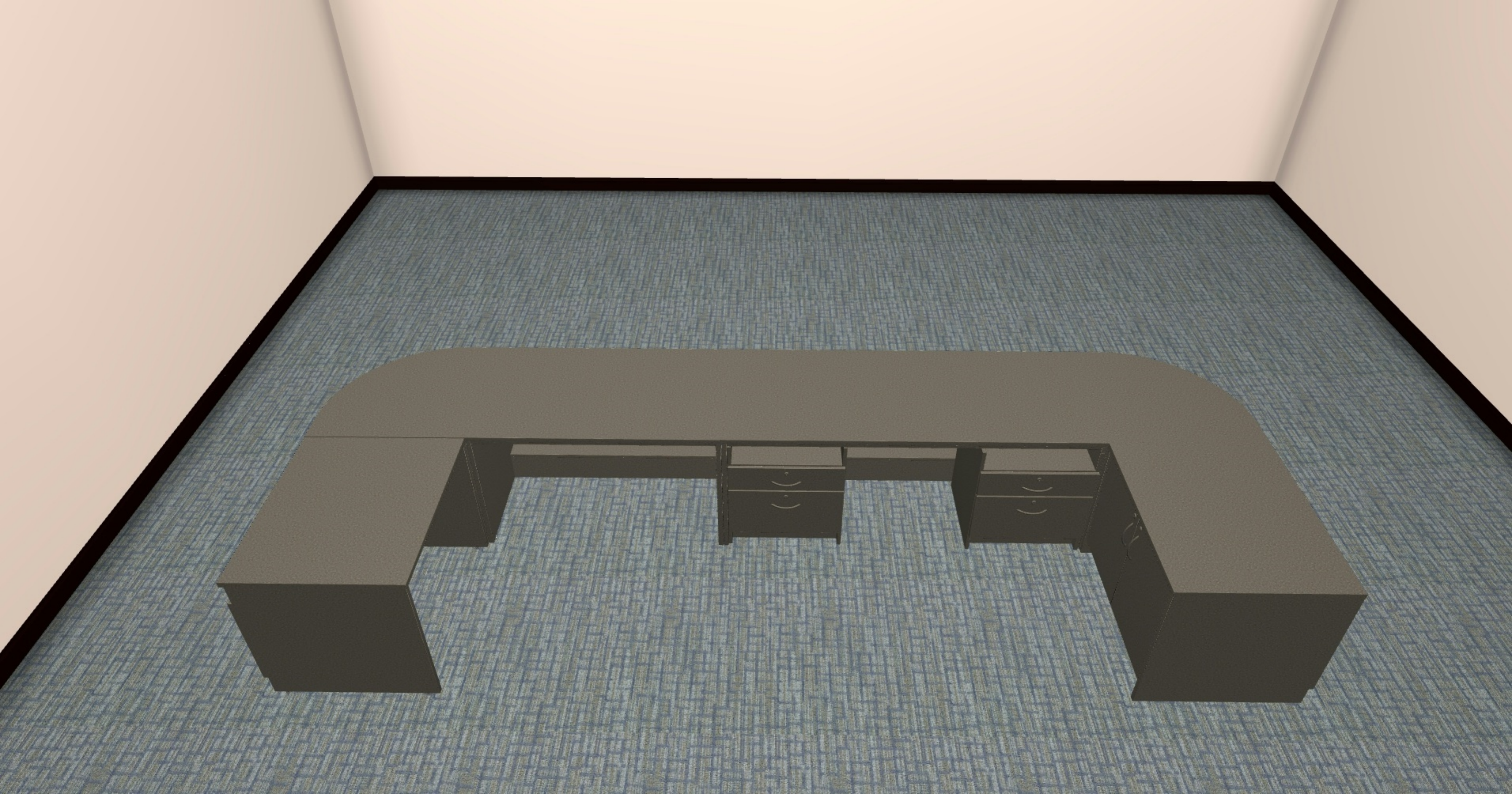
1. Cancellations - Orders are not subject to cancellation.
2. Returns - No merchandise can be returned without the written approval from the manufacturer.
3. Terms - A 50% deposit of the grand total is required to place the order. Remainder of the balance is due after delivery.
4. Invoice - The invoice is secured by product until paid in full. Unpaid balances over 60 days are subject to repossession.
5. Order - An order placed for any products on this quote is considered an acceptance of these terms and conditions.

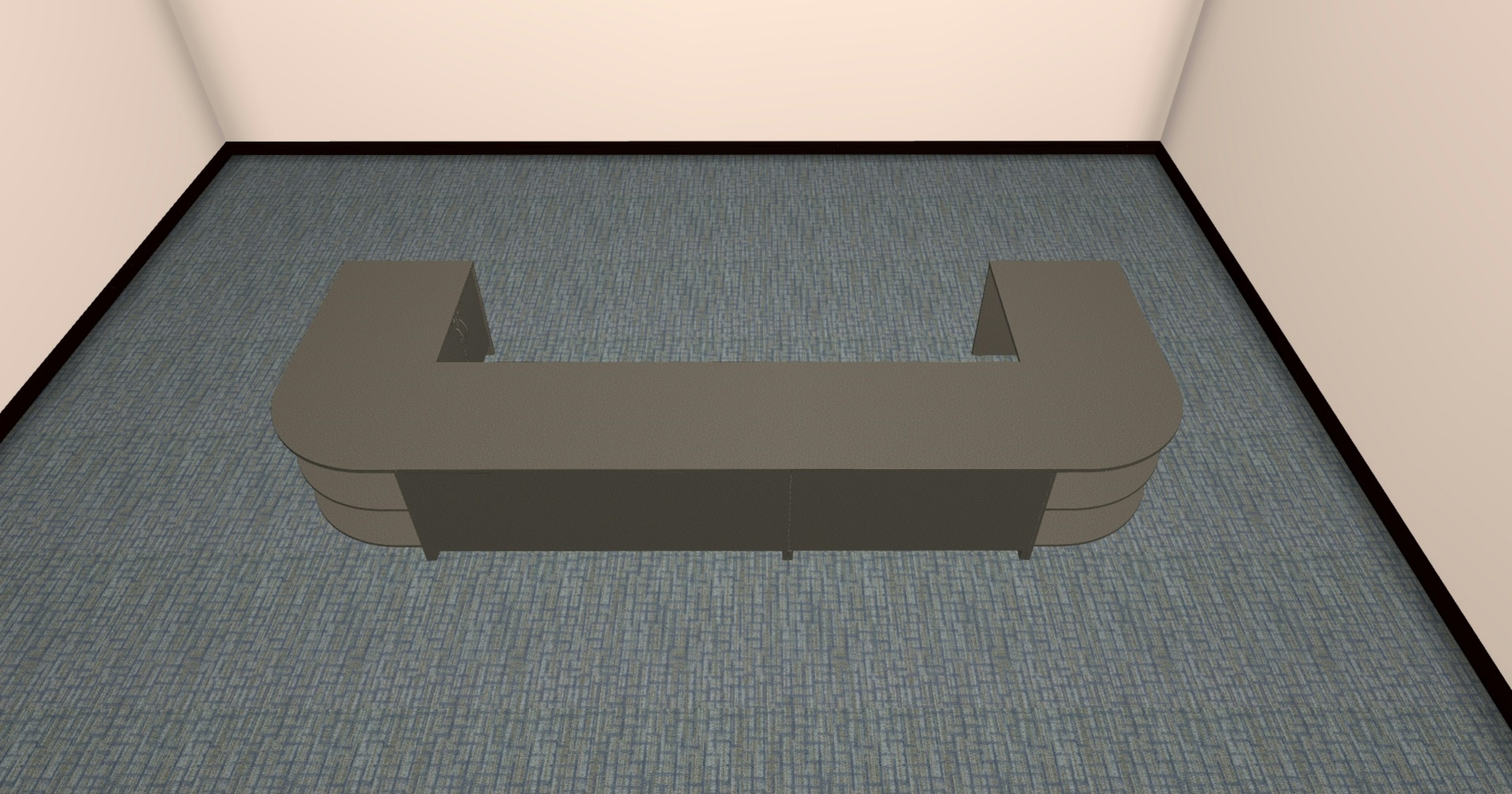
5' 6"

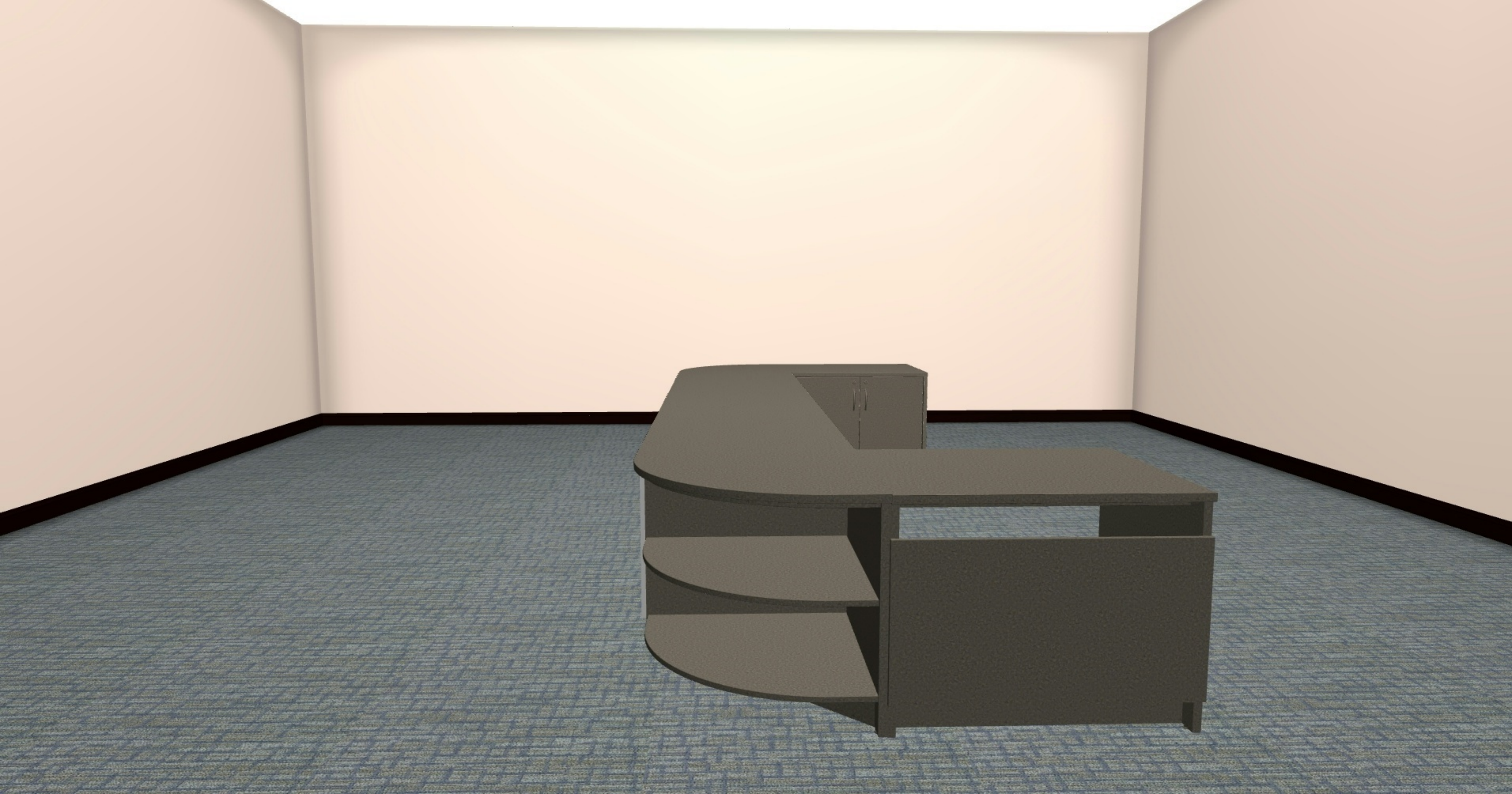
15'

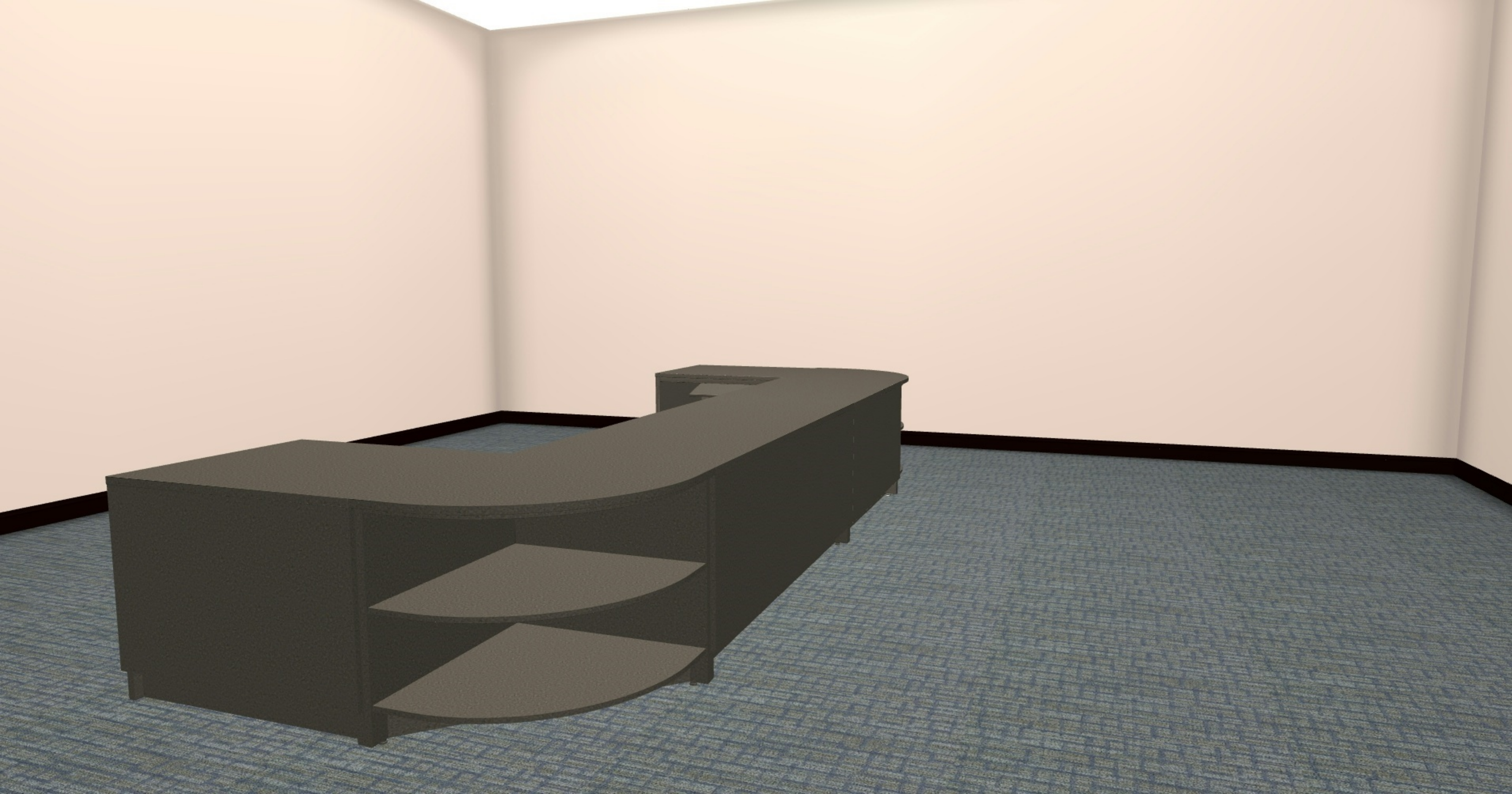












# KENDALL STAGE CURTAINS COMPANY

QUOTATION #: 23-1109-15

DATE: 11-09-23

Project Name: RIDGEVIEW ELEMENTARY SCHOOL, JOHNSON CITY, TN-WASHINGTON COUNTY SCHOOLS

FOB: SCHOOL

To: MICHELLE STALLARD

Terms: NET 30 WITH SCHOOL PO

Prices Good for 30 days

Please Allow 8-10 weeks delivery

ALL CURTAINS MEET THE NFPA 701 FIRE CODES

## STAGE CURTAINS

FRONT SETTING: UNLINED IFR VELOUR FABRIC - BLACK

- 1 EA FRONT VALANCE @ 31' 6" W x 3' 6" H
- 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS
  - 2) TO HAVE THREE (3) 18" CHENILLE LETTERS – TEAL ON WHITE
- 2 EA FRONT CURTAIN PANELS EA @ 18' W x 19' H
- 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS
  - 2) TO HAVE JACK CHAIN IN BOTTOM HEM
  - 3) TO HAVE 12" TURNBACKS ON ALL SIDES
- 1 LOT REPLACE ROPE AND FLOOR PULLEY
- 1 LOT INSTALL ON EXISTING WORKING TRACK AND HARDWARE

**TOTAL DELIVERED AND INSTALLED \$ 11,990.00**

PLEASE NOTE: WE INCREASED THE WIDTH OF THE VALANCE AND THE FRONT PANELS FOR PROPER COVERAGE

# KENDALL STAGE CURTAINS COMPANY

QUOTATION #: 23-1109-16

DATE: 11-09-23

Project Name: DANIEL BOONE HIGH SCHOOL, GRAY, TN – WASHINGTON COUNTY

FOB: SCHOOL

To: MICHELLE STALLARD

Terms: NET 30 WITH SCHOOL PO

Prices Good for 30 days

Please Allow 8-10 weeks delivery

ALL CURTAINS MEET THE NFPA 701 FIRE CODES

## STAGE CURTAINS

FRONT SETTING: UNLINED IFR VELOUR FABRIC – CRIMSON

\$ 12,385.00

1 EA FRONT VALANCE

- 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS
- 2) TO HAVE FOUR (4) 18" LETTERS - DBHS – OLD GOLD ON WHITE

2 EA FRONT CURTAIN PANELS

- 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS
- 2) TO HAVE JACK CHAIN IN BOTTOM HEM
- 3) TO HAVE 12" TURNBACKS ON ALL SIDES

1 LOT REPLACE ROPE AND FLOOR PULLEY

1 LOT INSTALLATION ON EXISTING TRACK

REAR SETTING: UNLINED IFR POLYESTER VELOUR – BLACK

10,860.00

2 EA REAR CURTAIN PANELS

4 EA SIDE LEG CURTAIN PANELS

REAR AND SIDE CURTAINS TO HAVE:

- 1) 50 % ADDED FULLNESS WITH BOX PLEATS
- 2) JACK CHAIN IN BOTTOM HEMS

1 LOT 14 GA GALVANIZED STEEL BOX TRACK SYSTEM – WALK DRAW

1 LOT REMOVE EXISTING REAR TRACK SYSTEM AND INSTALL NEW WALK DRAW SYSTEM FOR PROPER OPERATION

**TOTAL DELIVERED AND INSTALLED \$ 23,245.00**

P.O. BOX 185  
E-MAIL- [kendallco@earthlink.net](mailto:kendallco@earthlink.net)

LASCASSAS, TN 37085  
FAX 615-273-2996

TEL 800-874-0703  
LOCAL TEL 615-273-2794

# KENDALL STAGE CURTAINS COMPANY

QUOTATION #: 23-1129-16

DATE: 11-29-23

Project Name: DAVID CROCKETT- JONESBORO, TN-WASHINGTON COUNTY SCHOOLS

FOB: SCHOOL

To: MICHELLE STALLARD

Terms: NET 30 WITH SCHOOL PO

Prices Good for 30 days  
Please Allow 8-10 weeks delivery  
ALL CURTAINS MEET THE NFPA 701 FIRE CODES

## STAGE CURTAINS

FRONT SETTING: UNLINED IFR VELOUR POLYESTER VELOUR – GOLD

**\$ 14,275.00**

1 EA FRONT VALANCE

- 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS
- 2) TO HAVE FOUR (4) LETTERS – DCHS – BROWN ON WHITE

2 EA FRONT CURTAIN PANELS

- 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS
- 2) TO HAVE JACK CHAIN IN BOTTOM HEM
- 3) TO HAVE 12" TURNBACKS ON ALL SIDES

2 EA FRONT LEG PANELS

1 LOT INSTALLING CURTAINS ON EXISTING TRACK

1 LOT REPLACE DEAD END AND LIVE END PULLEYS, ALL SINGLE CARRIERS AND MASTER CARRIERS ON FRONT TRACK

REAR SETTING: UNLINED IFR POLYESTER VELOUR

**\$ 10,720.00**

2 EA REAR CURTAIN PANELS

2 EA SIDE LEG CURTAIN PANELS

REAR AND SIDE CURTAINS TO HAVE:

- 1) 50 % ADDED FULLNESS WITH BOX PLEATS
- 2) JACK CHAIN IN BOTTOM HEMS

1 EA CEILING BORDER PANELS

- 1) TO HAVE 50% ADDED FULLNESS WITH BOX PLEATS

1 LOT 14 GA GALVANIZED STEEL BOX TRACK SYSTEM – WALK DRAW

**TOTAL DELIVERED AND INSTALLED \$ 24,995.00**

P.O. BOX 185  
E-MAIL- [kendallco@earthlink.net](mailto:kendallco@earthlink.net)

LASCASSAS, TN 37085  
FAX 615-273-2996

TEL 800-874-0703  
LOCAL TEL 615-273-2794

PURCHASING DEPARTMENT  
**WASHINGTON COUNTY BOARD OF EDUCATION**  
 FEDERAL PROJECTS FUND  
 PURCHASE ORDER

Purchase Order **35411**  
 Date Issued **1/24/2024**  
 Appropriation No. **142E72210524937**  
 Dept. **ESSER 3**  
 School

TO **Scholarus - Education Elements**  
**17177 N. Laurel Park Dr.**  
**Suite/233 Livonia, MI 48152**

Deliver to **WCDE**  
 Address **405 West College Street**  
 Via **Jonesborough, TN 37659**

**NOTICE TO VENDOR**

1. Purchase order number **MUST** appear on all invoices submitted for payment.
2. Mail **TWO** copies of your invoice promptly to:  
 Washington County Board of Education  
 405 West College Street  
 Jonesborough, Tennessee 37659  
 Telephone (423) 753-1105

on or before

Articles on this order must be charged to account of

| ITEM NO. | ARTICLES OR SERVICES  | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL             |
|----------|---|------|-----------------|------------|-------------------|
|          | (Unless otherwise stated all prices F.O.B. Destination)<br><b>Professional Services</b><br><b>- Personalized learning implementation</b><br><b>Sci + SS teachers</b><br><b>Services 1/22/2024 - 06/30/2024</b><br><b>Order Form 2024-01</b> |      |                 |            |                   |
|          | <b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>   |      |                 |            | <b>\$ 239,763</b> |

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. No changes in or cancellations of this purchase order shall be recognized by the Vendor unless authorized by special form issued by the Purchasing Agent.
5. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
6. The county is not liable for Federal excise tax or state sales tax.
7. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

**VENDOR'S COPY**

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

---

Authorized Signature

APPROVED:

---

Purchasing Agent

384082411

PURCHASE ORDER

WASHINGTON COUNTY BOARD OF EDUCATION

FEDERAL RESERVE CHECKS FUND

BOOK PURCHASE ORDER

Order Date Issued

Application/Invoice No.

Dept.

School

NOTICE TO VENDOR

1. Purchase order number MUST appear on all invoices submitted for payment.
2. Mail THREE copies of your invoice promptly to:
Washington County Board of Education
Attn: Purchasing Agent
1000 West College Street
Washington, Tennessee 37583
Telephone: (615) 933-4422 FAX: 933-4412

TO

Deliver to

Address

Via

as indicated on label

A blank order number is required on all orders.

Table with 7 columns: Item No., Description or Remarks or Notes, Code, Code, Quantity, Unit Price, Total. Includes a 'TOTAL' row at the bottom.

SUBJECT TO THE FOLLOWING CONDITIONS

1. All packages must be delivered to the purchaser's address...
2. The right to purchase is the option of the purchaser...
3. Payment to be made by check or money order...
4. The purchaser is not liable for Federal sales tax...
5. A check payment and/or money order must be received by the purchaser...

RECEIVED BY: [Signature] DATE: [Date]

Administrative routing table with columns for 'APPROVED', 'PURCHASING AGENT', and 'COUNTER COPY'.

Budget Detail

**Focus Area:** Addressing Learning Loss: Coordinat...

**School Type:** Traditional Public School

**Optional:**

**Optional Program Code:** BFA/Hayes

**Location Code:** Washington County (900)

**Quantity:**

**Cost:**

**Line Item Total:**

**Account Number:** 72210 - Support Services/Regular Instruction Program

**Line Item Number:** 212 - Employer Medicare

**Focus Area:** Addressing Learning Loss: Coordinat...

**School Type:** Traditional Public School

**Optional:**

**Optional Program Code:** BFA/Hayes

**Location Code:** Washington County (900)

**Quantity:**

**Cost:**

**Line Item Total:**

**Account Number:** 72210 - Support Services/Regular Instruction Program

**Line Item Number:** 524 - In-Service / Staff Development

**Focus Area:** Addressing Learning Loss: Coordinat...

**School Type:** Traditional Public School

**Optional:**

**Optional Program Code:** BFA/TNALLCorps/Schools

**Location Code:** Washington County (900)

**Quantity:**

**Cost:**

**Line Item Total:**

Tutors for High-Dosage Low-Ratio Tutoring for high-need students

Medicare

Professional development training and supplies for schools such as below.

- Orton-Gillingham - \$20,000
- Kagan Strategies- \$40,000
- 95% Group Training - \$4,200.00
- NIET PD - \$100,000
- J Casas and Associates - \$8,500
- Capturing Kids' Hearts - \$49,050
- Math, Literacy, Science, SEL, Leadership, Computer Science Conferences/Trainings - \$127,758.10
- Solution Tree-\$120,000
- Education Elements - \$233,763.00

Best For All  
TN All Corps  
School allocations

Session Timeout  
00:27:28



17177 N. Laurel Park Drive, Suite  
233 Livonia, MI 48152  
www.scholarus.com  
bizops@scholarus.com

**SCHOLARUS LEARNING ORDER FORM 2024-01**

|                   |                   |
|-------------------|-------------------|
| EE Partner:       | Jenna Bartkiewicz |
| Pricing Valid to: | 01/31/2024        |
| Type:             | Existing Customer |

**Customer Information**

|                        |  |
|------------------------|--|
| Organization Name:     | Washington County Schools  |
| Customer Contact Name: | Jerry Boyd, Superintendent<br>Copy: Cindy Hayes  |
| Customer Phone:        | (931)260-6091  |
| Customer Email:        | <a href="mailto:boydj@wcde.org">boydj@wcde.org</a><br><a href="mailto:hayesc@wcde.org">hayesc@wcde.org</a> |

|                       |  |
|-----------------------|--|
| Billing Contact Name: | Brad Hale  |
| Billing Address:      | 405 West College Street<br>Jonesborough, TN 37659  |
| Billing Phone:        | 423-753-1100                                       |
| Billing Email:        | <a href="mailto:haleb@wcde.org">haleb@wcde.org</a> |

*Invoices will be delivered via email.*

This **Order Form 2024-01** is subject to and incorporates the terms and conditions of the Scholarus Learning Master Services Agreement located at [<https://www.scholarus.com/msa-surveys-and-services>] (the "**Master Services Agreement**") and is entered as of **January 22, 2024** between XanEdu Publishing, Inc., (dba Scholarus Learning), including its wholly-owned subsidiaries Education Elements, Inc. and PLC Associates, LLC, a Delaware corporation having its principal place of business at 17177 N. Laurel Park Drive, Suite 233 Livonia, MI 48152 ("**Company**") and **Washington County Schools** ("**Customer**"). In the event of any conflict or inconsistency between this Order Form and the Master Services Agreement, this Order Form will prevail. Any capitalized term not defined in this Order Form will have the meaning given to it in the Master Services Agreement. Any terms and conditions in any purchase order or other ordering document issued by Customer that are inconsistent with or in addition to the terms and conditions of the Master Services Agreement and this Order Form are hereby rejected by the parties and will be deemed null and of no effect.

**Offering**

Services Fees (See Appendix A for additional details)

| Service Name          | Service Description   | Dates                   | Fees         |
|-----------------------|---|-------------------------|--------------|
| Professional Services | Education Elements will provide Part 1 of personalized learning implementation and survey services with science and social studies teacher leaders. | 01/22/2024 – 06/30/2024 | \$233,763.00 |

**Total Fees:** \$233,763.00



17177 N. Laurel Park Drive, Suite  
233 Livonia, MI 48152  
www.scholarus.com  
bizops@scholarus.com

Payment Schedule

| Payment Schedule       | Amount       | Invoice Date                          | Payment Due Date |
|------------------------|--------------|---------------------------------------|------------------|
| Professional Services  | \$116,881.50 | Upon full execution of the Order Form | Net 30           |
| Tripod Survey Services | \$116,881.50 | 04/15/2024                            | Net 30           |

**Total Fees: \$233,763.00**

Special Terms

- None

By signing below, Customer hereby agrees (i) to be bound by the terms of this Order Form and of the Master Services Agreement and (ii) that this Order Form will be legally binding unless this Order Form is rejected by Company. The signatory below on behalf of Customer represents to Company that they (a) have full authority to bind Customer to this Order Form and the Master Services Agreement and (b) has read and understands this Order Form and the Master Services Agreement.

Acknowledged and Agreed

**CUSTOMER:** Washington County Schools

**COMPANY:** Scholarus Learning

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

## APPENDIX A – Proposal

# Personalized Learning + 7Cs

## Washington County Schools

12.22.23

### Our Understanding

- Washington County Schools educates over 9,000 students and employs 580 teachers across the 16 campuses in the community. The district has a mission to provide educational experiences to inspire every student to reach their full potential.
- Education Elements has worked alongside Washington County since 2021. There are pockets of momentum across the district, from implementing effective teacher PLCs to consistent IPG learning walks. The district is looking for an external partner to leverage this momentum while also supporting teachers with implementing effective instructional strategies that increase student engagement, learning, and achievement. Science and social studies teacher leaders, school based and district leaders will receive professional development on Education Elements personalized learning methodology. These teacher leaders will turnkey the development they receive to their content specific school teams.
- The personalized learning project will be split into two parts. The first part will start in January and end in June. The second part will begin in July and will run through December. The district will leverage ESSER funding for the first part of the project.
- Education Elements is uniquely qualified to guide Washington County Schools in this work. We are an education consulting firm that, since 2010, has worked with more than 320 districts and networks and 1,700 schools across the United States, including personalized learning. We believe that when many voices are consulted, districts can build a responsive, community-driven plan, and we work to embed opportunities for feedback loops throughout the process.

### About Education Elements

At Education Elements, we believe that schools grow when people grow. Our mission is to shape a more equitable and just future by changing how organizations design for each student's potential.

Founded in 2010, Education Elements is a trusted advisor that helps education leaders solve their biggest challenges. Our entire team is focused on education and the systems, leadership and processes that support teaching and learning. We are a passionate, mission-driven team of former educators -- teachers, coaches, principals, school administration, data experts -- all of whom are committed to improving student outcomes. Our team leads with equity and leverages deep expertise, design thinking, expert facilitation, a spirit of collaboration, and our extensive toolkit of resources and technology to deliver sustainable results.

Our service areas include:

- **Instructional Design & Implementation**, including personalized and blended learning, and school transformation and improvement. We help districts identify their biggest instructional challenges and create a student-centered approach to solving them. We provide coaching, support, and facilitated experiences to create meaningful change in instructional practice.
- **Organizational Strategy**, including strategic planning and curriculum strategy. We help districts identify root causes, engage their communities, establish priorities, sort through options, and align on effective approaches.
- **Leadership Strategy**, including individual and team leadership coaching. We help district leaders build knowledge and habits in order to implement lasting change in their districts. We take a systems approach to leadership development, leveraging both individual and team learning to inspire innovative leadership and help new leaders emerge.
- **Surveys & Analytics**, including student, staff, and family surveys. We help districts develop new systems and mindsets around data, elevate student voice and agency through evidence-based data collection, monitor and improve instructional effectiveness, and measure progress towards district strategic plan and school improvement goals.

At Education Elements, we partner with districts and schools to design equitable learning environments that meet the needs of every student. We believe that schools grow when people grow. Our theory of change is that by developing educators and other adults, we can equip them with the skills and knowledge needed to transform our schools to create equitable experiences for students. We see equity as a choice—a choice that individuals and collective communities make to put students' individual and unique needs first.

## 7Cs Student Perception Survey of Effective Teaching

The Tripod 7Cs Student Perception survey is a student-level survey that collects students' feedback on their experience in a particular classroom with a particular teacher. The 7Cs Student Perception survey is centered around the 7Cs Framework of Effective Teaching.

Tripod's 7Cs Framework of Effective Teaching and associated survey measures capture essential elements of instructional practice. The 7Cs Framework groups components into three conceptual categories: personal support (care and confer), curricular support (captivate, clarify, and consolidate); and academic press (challenge and classroom management). Student survey results aligned with the 7Cs Framework offer a streamlined way to provide actionable feedback for teachers and school leaders. Better survey results on the 7Cs components predict higher student achievement, engagement, and motivation, as well as success skills and mindsets. Strategic use of the Tripod 7Cs survey together with the 7Cs framework support reflection, goal-setting, professional learning, and instructional improvement.

The Tripod 7Cs Student Perception Survey was developed over 10 years ago by Dr. Ron Ferguson of Harvard University. The Measures of Effective Teaching Project (MET Project) found that a single administration of the Tripod 7Cs Student Perception Survey was predictive of student achievement and teacher effectiveness. In other words, students in classes that scored higher on the 7Cs Student Perception survey scored higher on state tests and had higher academic achievement.

Tripod uses millions of student responses across nearly 250,000 classrooms to benchmark and calibrate results, and individualized reports for teachers and school leaders highlight strengths and opportunities for improvement.

## What Our Partners Say About Us

We have a track record of success working with district and school teams to develop and implement plans to meet student needs. We have worked with over 400+ districts and 5,700 schools, and multiple state and regional agencies. **We consistently receive positive reviews of our professional services; 100% of our clients say we are trusted partners; 96% say our support is effective; and 90% of our business comes from repeat clients.**

"I know you all are a national company and work with 100s of districts but every single time we connect with your team, you make us feel like we are the most important priority and the only district you work with."

*District Superintendent, New York*

"We have partnered with Ed Elements for 7 years and they are always innovative, supportive, and the utmost professionals." *District Leader*

"Education Elements was not here to push an agenda, they were solely looking at our needs, providing amazing resources for us, to build the capacity of our staff, and to push us forward." *School Leader, Connecticut*

"The team at Education Elements is as vested in our District's success as our internal teams are. On a consistent basis, they are dialed into research in order to bring the most relevant and responsive services to the collaborative work we do." *District Leader*

"Education Elements has a team of some of the most dynamic, personable, and accommodating professionals around. They have helped our large school district implement personalized learning, navigate a global pandemic, and improve hiring and retention practices. Simply put, they are the best." *District Leader*

"You know you have been successful when administrators thank you for two days of PD in February. The structure and delivery were exactly what the teams needed to improve their capacity to do this work." *District Superintendent, Kansas*

"In my 28 years of working in education, this has been the most meaningful work I've been a part of." *School Leader, Georgia*

"Education Elements' honesty and their ability to help us map out a plan was really what we needed. They were able to really challenge us to think outside the box and move further." *District Leader, Wisconsin*

"Thank you for bringing in Education Elements! I was hesitant at first but they are absolutely phenomenal and have made me a better leader and have helped our school vision and execution tremendously." *Educator, Pennsylvania*

"Education Elements has been a tremendous partner and support for our district for many years. They have always been responsive to our changing needs, helping us to incorporate practical structures and strategies for our schools and departments." *District Leader*

## What You Can Expect

We approach each partnership with the mindset that while we can share what has worked elsewhere, we must seek to understand the current culture and context of each district and school. We honor the goals, priorities, and vision of every leader with whom we work, and we help them to hone, articulate, and make those visions a reality. In all of the work we do, every project we support involves a customized approach to **strategy, facilitation** and **capacity building**.

### Strategy + Change Management

Education Elements is a responsive organization. We are committed to adjusting our support based on client needs. Our organizational culture thrives on feedback and a spirit of revision and iteration. We will model this with you by sharing draft materials ahead of time and making shifts based on feedback. Additionally, we will:

- Develop an aligned approach to solve your targeted problem.
- Provide methodology and frameworks to support the work and diagnose areas of focus.
- Understand and assess the alignment of your initiatives.
- Share guidance on communication and messaging techniques.

### Facilitation + Execution

Education Elements has years of experience in designing and facilitating high-quality and engaging professional learning on a wide variety of topics in both an in-person and virtual setting. We have built a strong reputation for the quality of our professional learning, and have delivered tens of thousands of customized sessions to more than 400 districts throughout the country. Specifically, we:

- Model best practices for facilitation both in-person and virtually.
- Design learning experiences for leaders, staff, teams and community members.
- Create structures for planning, implementing and monitoring.
- Establish reflection cycles throughout the project.

### Coaching + Capacity Building

Education Elements builds district capacity to sustain the work. We focus on developing the expertise of leaders to manage and sustain change; specifically, we:

- Improve efficiencies of teams.
- Build skills to maintain strategy in-between touchpoints and over time.
- Shift culture of teams.
- Share and celebrate successes.

## Outcomes

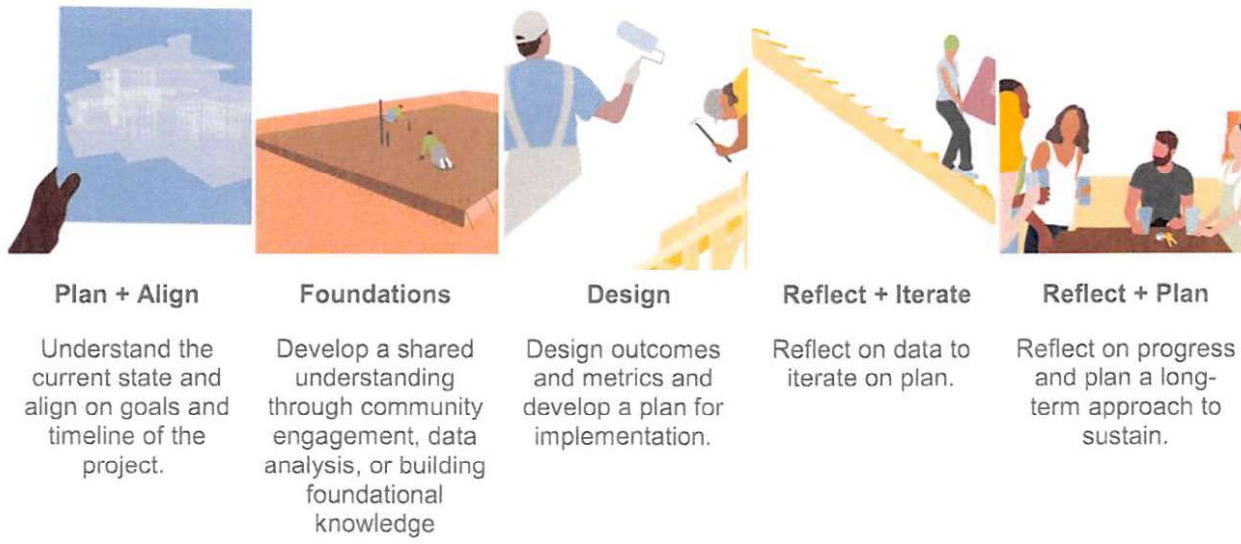
By the end of the project, Washington County Schools will:

- Improve instructional practices for Science and Social Studies teachers as defined by the Core Four Rating and 7Cs Scores.
- Increase teacher and leaders buy-in and capacity to shift instructional practice.
- Leverage student voice and student experience to drive change across the district.

## Approach Overview

| Phase & Timing  | Deliverables & Actions  |
|---|---|
| <b>Part I (\$233,763)</b>                                 |   |
| <b>Plan &amp; Align</b><br><i>January - February 2024</i> | <ul style="list-style-type: none"> <li>• Understand the current and aspirational state of personalized learning and how personalized learning connects to the broader vision for instruction in the district/school</li> <li>• Build knowledge of the 7Cs survey</li> <li>• Align on the goals and timeline for the project</li> <li>• Determine roles for teams involved in the project</li> </ul> |
| <b>Foundations</b><br><i>March - April 2024</i>           | <ul style="list-style-type: none"> <li>• Build knowledge of the Core Four and 7Cs (School PL Teams)</li> <li>• Gather initial Instructional Data through Learning Walks and 7Cs survey administration</li> <li>• Design Fidelity Expectations and Guardrails for Implementation/Design</li> </ul>   |

|   |   |
|---|---|
| <p><b>Design</b><br/><i>May - June 2024</i></p>                                     | <ul style="list-style-type: none"> <li>Analyze Learning Walk and 7Cs data (School PL Teams)</li> <li>Use the Design Thinking Process to create prototypes within guardrails to shift instructional practice (School PL Teams)</li> <li>District will analyze the design readout to determine targeted support for school teams</li> </ul> |
| <p><b>Part II (\$142,907)</b></p>   |   |
| <p><b>Reflect &amp; Iterate</b><br/><i>August - October 2024</i></p>                | <ul style="list-style-type: none"> <li>Conduct second round of Learning Walks and 7Cs survey to collect instructional data</li> <li>Iterate approach based on data from Learning Walks and 7Cs results</li> </ul>   |
| <p><b>Reflect &amp; Plan</b><br/><i>November - December 2024</i></p>                | <ul style="list-style-type: none"> <li>Provide Effectiveness Report for Year 1 based on metrics set at the start of project</li> <li>Set Impact measures for Year 2 and Year 3 using the baseline 7Cs data</li> <li>Celebrate teacher progress in Year 1 and plan support for the following year</li> </ul>                               |
| <p><b>Survey Details</b></p>  |   |
| <p><b>Baseline Survey Administration</b><br/><i>April 2024<br/>October 2024</i></p> | <ul style="list-style-type: none"> <li>Prepare school leaders to administer surveys</li> <li>Develop Communication Support Materials for Survey Administration</li> <li>Survey will be administered to all participating classrooms</li> <li>Response rates shared</li> <li>Data and Reports Generated</li> </ul>                         |



## Project Governance

To successfully manage a scope of work of this size, we recommend a project governance and management structure that will ensure clear communication, engage the school and district community, and adequately inform decision-makers. This structure is a key component of our successful track record of change management.

Our suggested structure identifies three teams that will be involved during various parts of the project:

| Team                   | Accountabilities  | Guidance and Anticipated Expectations   |
|------------------------|---|---|
| <b>Project Leads</b>   | <ul style="list-style-type: none"> <li>Responsible for the day-to-day management of the project, including overseeing the planning, logistics, and communication in partnership with the Education Elements team, and elevating decisions.</li> <li>Joins project calls, on-site and virtual sessions</li> <li>Key point of contact for survey administration, rostering, and materials distribution.</li> <li>Signs off on major deliverables</li> <li>Clears organizational barriers for project success</li> </ul> | <b>1-2 Leaders</b><br><br><b>Cindy Hayes -</b><br><b>Josh Davis -</b><br><a href="mailto:davisj2@wcde.org">davisj2@wcde.org</a><br><br>4-10 hours per month   |
| <b>Steering Team</b>   | <ul style="list-style-type: none"> <li>Provide overall governance and oversight to the project.</li> <li>Make key decisions about the project</li> <li>Elevate needs to Project Leads</li> <li>Join district strategy sessions with the option to join on-site and virtual sessions</li> </ul>  | <b>1-4 District Leaders and 1 School Based Leader</b><br><br>0-5 hours per month<br>(Varies depending on the schedule of sessions)  |
| <b>School PL Teams</b> | <ul style="list-style-type: none"> <li>Participate in sessions</li> <li>Make key decisions for your school</li> <li>Create strategy for school teams, acquire new learnings, apply practices and identify opportunities to bring to life</li> <li>Joins school sessions and virtual learning opportunities</li> </ul>   | <b>4-6 School Staff</b><br><br>Includes Principal, AP or Dean, Instructional Coach ( <i>doesn't need to include all</i> ), and Lead Teachers<br>5-15 hours per month<br>(depending on schedule of sessions) |

## Pricing

The pricing for the work is **\$376,670**. Our pricing is inclusive of all expenses (e.g. workshop materials, project management, travel costs).

- Pricing is valid until January 31, 2024.

- We are excited to get this work started. To prepare for projects, we have internal work to ensure our team is ready to go and staffed for your project. Work will start no sooner than 2 weeks after the contract signing and may take up to 30 days.
- This project is scheduled to start in January 2024 and end in December 2024. If the project kickoff needs to be changed due to contract signing delays, we will adjust our timeline with you upon signature. This delay may impact the timeline of your project delivery. Once we establish the official timeline and the project begins, we will work with your team to schedule calls and adjust in-person and virtual sessions as needed. It is very important to us that we deliver quality work while maintaining a schedule that is agreeable to both your district and our team. If work delivery is delayed solely due to scheduling conflicts within your organization, we reserve the right to revisit contracting terms.

## Detailed Approach

The following table outlines our proposed set of activities and deliverables to provide comprehensive support.

| Plan + Align<br>January - February 2024   |  |                                   |               |                         |  |
|---|--|-----------------------------------|---------------|-------------------------|--|
| During this phase we will: <ol style="list-style-type: none"> <li>1. Understand the current and aspirational state of personalized learning and how personalized learning connects to the broader vision for instruction in the district/school</li> <li>2. Build knowledge of the 7Cs</li> <li>3. Align on the goals and timeline for the project</li> <li>4. Determine roles for teams involved in the project</li> </ol> |  |                                   |               |                         |  |
| Touchpoints   | Objectives   | Deliverables                      | Audience      | Anticipated Month       | Time + Location  |
| Kickoff Call  | Clarify roles, accountabilities, methodology, timeline and align on project goals.   | Project Plan + Teaming Structures | Project Leads | January 2024            | 90 min call<br>Virtual<br>2 x EE Consultants + Tripod Consultant |
| Biweekly Calls  | Education Elements will support the district project leads through 60 minute, bi-weekly support calls for the duration of this project. The project leads and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources | Project Leads | January - February 2024 | 3 x 60 minute calls<br>Virtual<br>2 x EE Consultants             |

|                                  |   |   |               |              |   |
|----------------------------------|---|---|---------------|--------------|---|
| Strategy Session- Implementation | Education Elements will communicate what personalized learning is and how it fits into the larger instructional priorities of the district. Lead teams through a process to determine how we will measure success through the frame of fidelity, effectiveness, impact. Align on our implementation strategy.                                   | Implementation Roadmap<br><br>Vision Alignment<br><br>Success Metrics + Monitoring Plan | Steering Team | January 2024 | 1 Day Onsite<br><br>2 x EE Consultants                        |
| Strategy Session- 7Cs Survey     | Tripod and Education Elements will introduce the 7Cs Survey and alignment to Personalized Learning and existing district priorities. Share insight on survey data. Establish clear communication of survey timelines and what is expected from the district. Anticipate questions that School PL Teams will have ahead of Foundations Workshop. | Survey Implementation Roadmap<br><br>Vision Alignment                                   | Steering Team | January 2024 | ½ Day Onsite<br><br>1 x EE consultant + 1 x Tripod consultant |

## Foundations March - April 2024

During this phase we will:

1. Build knowledge of the Core Four and 7Cs (School PL Teams)
2. Gather initial Instructional Data through Learning Walks and 7Cs survey administration
3. Design Fidelity Expectations and Guardrails for Implementation/Design

| Touchpoints          | Objectives   | Deliverables                           | Audience                        | Anticipated Month | Time + Location  |
|----------------------|--|--|---------------------------------|-------------------|--|
| Foundations Workshop | Education Elements will communicate what personalized learning and the 7Cs is, how it fits into the larger instructional priorities of the district and schools and associated data will be used. Build knowledge of the Core Four and 7Cs and determine existing practices + opportunities. Create an implementation plan for schools. Determine how to measure success | Workshop Materials and School PL Plans | School PL Teams + Project Leads | March 2024        | Foundations Workshop<br><br>1 Day Onsite<br><br>2 x EE consultants |

|  |   |   |   |                    |  |
|--|---|---|---|--------------------|--|
|  | through the frame of fidelity, effectiveness, and impact.   |   |   |                    |  |
| Learning Walks   | Learning Walk I involves a series of interviews and classroom walkthroughs with school leaders and staff. We will gather data on the current state of instruction and the learning environment in schools.  | Learning Walk Dashboard and Readout<br><br>Learning Walk Facilitator Guide          | School PL Teams + Project Leads + Steering Team | March 2024         | 2 hours at Each School, 14 schools<br><br>2 x EE consultants             |
| Administer 7Cs Survey<br><br><i>*See table below for detailed steps.</i> | Gather baseline data about instructional practices in all classrooms.   | Survey tool, administration guidance  | School PL Teams + Project Leads + Steering Team | April 2024         | Virtual<br><br>Tripod Consultant<br>X 1 EE consultant                    |
| 7C's Data Readout Call   | The Tripod Team will provide a high level overview of our analysis of the data + share bright spots and opportunities to grow. Lead the team through a process to plan proactive communication to school leaders ahead of them receiving the data.  | 7Cs report and readout  | Project Leads + Steering Team                   | April 2024         | 60 min call<br><br>Virtual<br><br>Tripod Consultant<br>X 1 EE consultant |
| Foundations Strategy Session   | Education Elements will support teams in debriefing Learning Walk I data and 7Cs data. We will draft an effectiveness goal aligned with learning walk data and Impact Metric aligned to 7Cs data. We will support School Leaders in identifying a Core Four Focus Area for the Design Workshop and preparing what data to share with their teams. | Communication Plan<br><br>Effectiveness Goal<br><br>Fidelity Expectations for Teams | Project Leads + Steering Team                   | April 2024         | 1 Day Onsite<br><br>2 x EE consultants + 1 Tripod consultant             |
| Bi-Weekly Calls  | Education Elements will support the district project leads through 60-minute, bi-weekly support calls for the duration of this project. The project leads and Education Elements will work together to define the focus for these calls.  | Call Agenda and Aligned Resources   | Project Leads                                   | March - April 2024 | 4 x 60-minute calls<br><br>Virtual<br><br>2 x EE consultants             |

|                      |   |                                   |                 |                    |   |
|----------------------|---|-----------------------------------|-----------------|--------------------|---|
| School PL Team Calls | Education Elements will support each School PL Team with 1x 60-minute support call during the Foundation, Design, and Reflect phase of the work. The School PL Teams and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources | School PL Teams | March - April 2024 | 1 x 60 minute call per School PL Team, 14 school teams<br>Virtual<br><br>2 x EE consultants |
|----------------------|---|-----------------------------------|-----------------|--------------------|---|

## Design May - June 2024

During this phase we will:

1. Analyze Learning Walk and 7Cs data (School PL Teams)
2. Use the Design Thinking Process to create prototypes within guardrails to shift instructional practice (School PL Teams)
3. District will analyze the design readout to determine targeted support for school teams

| Touchpoints             | Objectives   | Deliverables                      | Audience                        | Anticipated Month | Time + Location   |
|-------------------------|--|-----------------------------------|---------------------------------|-------------------|---|
| Design Workshop         | Education Elements will lead School PL Teams through the design thinking process to build prototypes of instructional models or core four tactics within the guardrails set by the district.   | Instructional Prototypes to Test  | School PL Teams + Project Leads | May 2024          | 1 Day Onsite<br><br>2 x EE consultants                    |
| Design Strategy Session | Analyze trends from the design workshop through the Design Summary Readout. Revisit the criteria for success we set in plan and align to monitor progress at the halfway point and make plans for adjusting support.                     | Design Summary Readout            | Project Leads + Steering Team   | May 2024          | ½ Day Onsite<br><br>2 x EE consultant + Tripod consultant |
| Biweekly Calls          | Education Elements will support the district project leads through 60 minute, bi-weekly support calls for the duration of this project. The project leads and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources | Project Leads                   | May - June 2024   | 60 min call x 4<br><br>Virtual<br><br>2 x EE consultants  |

|                      |  |                                   |                 |                 |   |
|----------------------|--|-----------------------------------|-----------------|-----------------|---|
| School PL Team Calls | Education Elements will support each School PL Team with 1x 60-minute support call during the Foundation, Design and Reflect phase of the work. The School PL Teams and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources | School PL Teams | May - June 2024 | 1 x 60 minute call per School PL Team, 14 school teams<br>Virtual<br><br>2 x EE consultants |
|----------------------|--|-----------------------------------|-----------------|-----------------|---|

## Part II

### Reflect & Iterate August - October 2024

During this phase we will:

1. Conduct second round of Learning Walks and 7Cs survey to collect instructional data
2. Iterate approach based on data from Learning Walks and 7Cs results

| Touchpoints         | Objectives   | Deliverables   | Audience  | Anticipated Month       | Time + Location   |
|---------------------|--|--|---|-------------------------|---|
| Biweekly Calls      | Education Elements will support the district project leads through 60 minute, bi-weekly support calls for the duration of this project. The project leads and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources  | Project Leads                                   | August - October 2024   | 60 min call x 5<br><br>Virtual                              |
| School Year Kickoff | Review personalized learning and 7Cs content from SY23-24. Preview content for Learning Walks II and build capacity of leaders to facilitate LW conversations.   | Learning Walks Workshop Agenda and Materials                               | School PL Teams + Project Leads + Steering Team | August 2024             | ½ Day Onsite  |
| Learning Walks      | Learning Walk I involves a series of interviews and classroom walkthroughs with school leaders and staff. We will gather data on the current state of instruction and the  | Learning Walk Dashboard and Readout<br><br>Learning Walk Facilitator Guide | School PL Teams + Project Leads + Steering Team | August - September 2024 | 2 hours at Each School, 14 schools<br><br>2 x EE consultant |

|  |  |                                      |   |                       |   |
|--|--|--------------------------------------|---|-----------------------|---|
|  | learning environment in schools.   |                                      |   |                       |   |
| Administer 7Cs Survey<br><br><i>*See table below for detailed steps.</i> | Gather survey data about instructional practices in all classrooms.  | Survey tool, administration guidance | School PL Teams + Project Leads + Steering Team | October 2024          | 2 x 60 min call<br><br>Virtual<br><br>Tripod Consultant<br>X 1 EE consultant                |
| 7C's Data Readout Call   | The Tripod Team will provide a high level overview of our analysis of the data + share bright spots and opportunities to grow. Lead the team through a process to plan proactive communication to school leaders ahead of them receiving the data.   | 7Cs report and readout               | Project Leads + Steering Team                   | October 2024          | 60 min call<br><br>Virtual<br><br>Tripod Consultant<br>X 1 EE consultant                    |
| Reflect and Iterate Workshop   | The Education Elements team will lead School teams to reflect on LW2 Data and identify areas of growth and opportunity + reflect on 7Cs data (classroom) and identify areas of growth and opportunity. We will support teams in creating a plan for how to iterate on current practices based on the data. | 7Cs Readout Learning Walk Readout    | School PL Teams + Project Leads                 | October 2024          | 1 Day Onsite<br><br>2 x EE consultants  |
| School PL Team Calls   | Education Elements will support each School PL Team with 1x 60-minute support call during the Foundation, Design, and Reflect phase of the work. The School PL Teams and Education Elements will work together to define the focus for these calls.  | Call Agenda and Aligned Resources    | School PL Teams                                 | August - October 2024 | 1 x 60 minute call per School PL Team, 14 school teams<br>Virtual<br><br>2 x EE consultants |

**Reflect & Plan**  
**November - December 2024**

During this phase we will:

1. Provide Effectiveness Report for Year 1 based on metrics set at the start of project
2. Set Impact measures for Year 2 and Year 3 using the baseline 7Cs data
3. Celebrate teacher progress in Year 1 and plan support for the following year

| Touchpoints                       | Objectives   | Deliverables   | Audience                          | Anticipated Month        | Time + Location   |
|-----------------------------------|--|--|-----------------------------------|--------------------------|---|
| Biweekly Calls                    | Education Elements will support the district project leads through 60 minute, bi-weekly support calls for the duration of this project. The project leads and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources  | Project Leads                     | November - December 2024 | 60 min call x 3<br><br>Virtual                            |
| Reflect and Plan Strategy Session | Education Elements will review the Effectiveness of Year 1 Implementation with teams and support them in reflecting on areas of strength, growth, and ways to pivot for next year.   | Effectiveness Report Y1<br><br>Success Metrics Y2 + 3<br><br>Draft Implementation Roadmap Y2 | Project Leads + Steering Team     | November 2024            | 1 Day Onsite<br><br>1 x EE consultant + Tripod consultant |
| Reflect and Plan Workshop         | Education Elements will celebrate the growth of school PL teams, review the Effectiveness of Year 1 Implementation with school teams and plan for adjustments in Y2.   | Effectiveness Report Y1  | Project Leads and School PL Teams | November 2024            | ½ Day Onsite<br><br>2 x EE consultants                    |

## Tripod 7Cs Survey Details

### 7Cs Survey Administration (2x) 1-2 months

During this phase we will:

1. Prepare school leaders to administer surveys
2. Develop Communication Support Materials for Survey Administration
3. Survey will be administered to all participating classrooms
4. Response rates shared
5. Data and Reports Generated

| <b>Touchpoints</b>           | <b>Objectives</b>   | <b>Deliverables</b>                            | <b>Audience</b>                            | <b>Anticipated Month</b>     | <b>Time + Location</b>  |
|------------------------------|---|--|--|------------------------------|---|
| Survey Setup                 | Surveys setup and deployed to client specification                          | Survey Created and Materials Shared            | School PL Teams + Teachers                 | March 2024<br>September 2024 | Up to 2 weeks for set up<br><br>Tripod Consultant   |
| Survey Administration        | Survey window is open for all survey participants                           | Survey Administration                          | School PL Teams + Teachers                 | April 2024<br>October 2024   | Length of survey administration selected by client ( <i>2 weeks recommended</i> )<br><br><i>Tripod Consultant</i> |
| Response Rate Reports Shared | Survey Response rates provided  | Response Rate Report                           | School PL Teams                            | April 2024<br>October 2024   | Cadence determined by project teams<br><br><i>Tripod Consultant</i>   |
| Survey Data & Reporting      | Execute quality assurance process, generate reports to client specification | District, School, and Teacher data and reports | Steering Team + School PL Teams + Teachers | April 2024<br>October 2024   | Asynchronous work<br><br><i>Tripod Consultant</i>   |



17177 N. Laurel Park Drive, Suite  
233 Livonia, MI 48152  
www.scholarus.com  
bizops@scholarus.com

**SCHOLARUS LEARNING ORDER FORM 2024-02**

|                   |                   |
|-------------------|-------------------|
| EE Partner:       | Jenna Bartkiewicz |
| Pricing Valid to: | 01/31/2024        |
| Type:             | Existing Customer |

**Customer Information**

|                        |  |
|------------------------|--|
| Organization Name:     | Washington County Schools  |
| Customer Contact Name: | Jerry Boyd, Superintendent<br>Copy: Cindy Hayes  |
| Customer Phone:        | (931)260-6091  |
| Customer Email:        | <a href="mailto:boydj@wcde.org">boydj@wcde.org</a><br><a href="mailto:hayesc@wcde.org">hayesc@wcde.org</a> |

|                       |  |
|-----------------------|--|
| Billing Contact Name: | Brad Hale  |
| Billing Address:      | 405 West College Street<br>Jonesborough, TN 37659  |
| Billing Phone:        | 423-753-1100                                       |
| Billing Email:        | <a href="mailto:haleb@wcde.org">haleb@wcde.org</a> |

*Invoices will be delivered via email.*

This **Order Form 2024-02** is subject to and incorporates the terms and conditions of the Scholarus Learning Master Services Agreement located at [<https://www.scholarus.com/msa-surveys-and-services>] (the **“Master Services Agreement”**) and is entered as of **January 22, 2024** between XanEdu Publishing, Inc., (dba Scholarus Learning), including its wholly-owned subsidiaries Education Elements, Inc. and PLC Associates, LLC, a Delaware corporation having its principal place of business at 17177 N. Laurel Park Drive, Suite 233 Livonia, MI 48152 (**“Company”**) and Washington County Schools (**“Customer”**). In the event of any conflict or inconsistency between this Order Form and the Master Services Agreement, this Order Form will prevail. Any capitalized term not defined in this Order Form will have the meaning given to it in the Master Services Agreement. Any terms and conditions in any purchase order or other ordering document issued by Customer that are inconsistent with or in addition to the terms and conditions of the Master Services Agreement and this Order Form are hereby rejected by the parties and will be deemed null and of no effect.

**Offering**

Services Fees (See Appendix A for additional details)

| Service Name          | Service Description   | Dates                 | Fees         |
|-----------------------|---|-----------------------|--------------|
| Professional Services | Education Elements will provide Part 2 of personalized learning implementation and survey services. | 07/01/2024-12/31/2024 | \$142,907.00 |

**Total Fees: \$142,907.00**



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233 Livonia, MI 48152  
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bizops@scholarus.com

Payment Schedule

| Payment Schedule       | Amount      | Invoice Date | Payment Due Date |
|------------------------|-------------|--------------|------------------|
| Professional Services  | \$71,453.50 | 07/01/2024   | Net 30           |
| Tripod Survey Services | \$71,453.50 | 10/01/2024   | Net 30           |

**Total Fees: \$142,907.00**

Special Terms

- None

By signing below, Customer hereby agrees (i) to be bound by the terms of this Order Form and of the Master Services Agreement and (ii) that this Order Form will be legally binding unless this Order Form is rejected by Company. The signatory below on behalf of Customer represents to Company that they (a) have full authority to bind Customer to this Order Form and the Master Services Agreement and (b) has read and understands this Order Form and the Master Services Agreement.

Acknowledged and Agreed

**CUSTOMER:** Washington County Schools

**COMPANY:** Scholarus Learning

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

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

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

## APPENDIX A – Proposal

# Personalized Learning + 7Cs

## Washington County Schools

12.22.23

### Our Understanding

- Washington County Schools educates over 9,000 students and employs 580 teachers across the 16 campuses in the community. The district has a mission to provide educational experiences to inspire every student to reach their full potential.
- Education Elements has worked alongside Washington County since 2021. There are pockets of momentum across the district, from implementing effective teacher PLCs to consistent IPG learning walks. The district is looking for an external partner to leverage this momentum while also supporting teachers with implementing effective instructional strategies that increase student engagement, learning, and achievement. Science and social studies teacher leaders, school based and district leaders will receive professional development on Education Elements personalized learning methodology. These teacher leaders will turnkey the development they receive to their content specific school teams.
- The personalized learning project will be split into two parts. The first part will start in January and end in June. The second part will begin in July and will run through December. The district will leverage ESSER funding for the first part of the project.
- Education Elements is uniquely qualified to guide Washington County Schools in this work. We are an education consulting firm that, since 2010, has worked with more than 320 districts and networks and 1,700 schools across the United States, including personalized learning. We believe that when many voices are consulted, districts can build a responsive, community-driven plan, and we work to embed opportunities for feedback loops throughout the process.

### About Education Elements

At Education Elements, we believe that schools grow when people grow. Our mission is to shape a more equitable and just future by changing how organizations design for each student's potential.

Founded in 2010, Education Elements is a trusted advisor that helps education leaders solve their biggest challenges. Our entire team is focused on education and the systems, leadership and processes that support teaching and learning. We are a passionate, mission-driven team of former educators -- teachers, coaches, principals, school administration, data experts -- all of whom are committed to improving student outcomes. Our team leads with equity and leverages deep expertise, design thinking, expert facilitation, a spirit of collaboration, and our extensive toolkit of resources and technology to deliver sustainable results.

Our service areas include:

- **Instructional Design & Implementation**, including personalized and blended learning, and school transformation and improvement. We help districts identify their biggest instructional challenges and create a student-centered approach to solving them. We provide coaching, support, and facilitated experiences to create meaningful change in instructional practice.
- **Organizational Strategy**, including strategic planning and curriculum strategy. We help districts identify root causes, engage their communities, establish priorities, sort through options, and align on effective approaches.
- **Leadership Strategy**, including individual and team leadership coaching. We help district leaders build knowledge and habits in order to implement lasting change in their districts. We take a systems approach to leadership development, leveraging both individual and team learning to inspire innovative leadership and help new leaders emerge.
- **Surveys & Analytics**, including student, staff, and family surveys. We help districts develop new systems and mindsets around data, elevate student voice and agency through evidence-based data collection, monitor and improve instructional effectiveness, and measure progress towards district strategic plan and school improvement goals.

At Education Elements, we partner with districts and schools to design equitable learning environments that meet the needs of every student. We believe that schools grow when people grow. Our theory of change is that by developing educators and other adults, we can equip them with the skills and knowledge needed to transform our schools to create equitable experiences for students. We see equity as a choice—a choice that individuals and collective communities make to put students' individual and unique needs first.

## 7Cs Student Perception Survey of Effective Teaching

The Tripod 7Cs Student Perception survey is a student-level survey that collects students' feedback on their experience in a particular classroom with a particular teacher. The 7Cs Student Perception survey is centered around the 7Cs Framework of Effective Teaching.

Tripod's 7Cs Framework of Effective Teaching and associated survey measures capture essential elements of instructional practice. The 7Cs Framework groups components into three conceptual categories: personal support (care and confer), curricular support (captivate, clarify, and consolidate); and academic press (challenge and classroom management). Student survey results aligned with the 7Cs Framework offer a streamlined way to provide actionable feedback for teachers and school leaders. Better survey results on the 7Cs components predict higher student achievement, engagement, and motivation, as well as success skills and mindsets. Strategic use of the Tripod 7Cs survey together with the 7Cs framework support reflection, goal-setting, professional learning, and instructional improvement.

The Tripod 7Cs Student Perception Survey was developed over 10 years ago by Dr. Ron Ferguson of Harvard University. The Measures of Effective Teaching Project (MET Project) found that a single administration of the Tripod 7Cs Student Perception Survey was predictive of student achievement and teacher effectiveness. In other words, students in classes that scored higher on the 7Cs Student Perception survey scored higher on state tests and had higher academic achievement.

Tripod uses millions of student responses across nearly 250,000 classrooms to benchmark and calibrate results, and individualized reports for teachers and school leaders highlight strengths and opportunities for improvement.

## What Our Partners Say About Us

We have a track record of success working with district and school teams to develop and implement plans to meet student needs. We have worked with over 400+ districts and 5,700 schools, and multiple state and regional agencies. **We consistently receive positive reviews of our professional services; 100% of our clients say we are trusted partners; 96% say our support is effective; and 90% of our business comes from repeat clients.**

"I know you all are a national company and work with 100s of districts but every single time we connect with your team, you make us feel like we are the most important priority and the only district you work with."

*District Superintendent, New York*

"We have partnered with Ed Elements for 7 years and they are always innovative, supportive, and the utmost professionals." *District Leader*

"Education Elements was not here to push an agenda, they were solely looking at our needs, providing amazing resources for us, to build the capacity of our staff, and to push us forward." *School Leader, Connecticut*

"The team at Education Elements is as vested in our District's success as our internal teams are. On a consistent basis, they are dialed into research in order to bring the most relevant and responsive services to the collaborative work we do." *District Leader*

"Education Elements has a team of some of the most dynamic, personable, and accommodating professionals around. They have helped our large school district implement personalized learning, navigate a global pandemic, and improve hiring and retention practices. Simply put, they are the best." *District Leader*

"You know you have been successful when administrators thank you for two days of PD in February. The structure and delivery were exactly what the teams needed to improve their capacity to do this work." *District Superintendent, Kansas*

"In my 28 years of working in education, this has been the most meaningful work I've been a part of." *School Leader, Georgia*

"Education Elements' honesty and their ability to help us map out a plan was really what we needed. They were able to really challenge us to think outside the box and move further." *District Leader, Wisconsin*

"Thank you for bringing in Education Elements! I was hesitant at first but they are absolutely phenomenal and have made me a better leader and have helped our school vision and execution tremendously." *Educator, Pennsylvania*

"Education Elements has been a tremendous partner and support for our district for many years. They have always been responsive to our changing needs, helping us to incorporate practical structures and strategies for our schools and departments." *District Leader*

## What You Can Expect

We approach each partnership with the mindset that while we can share what has worked elsewhere, we must seek to understand the current culture and context of each district and school. We honor the goals, priorities, and vision of every leader with whom we work, and we help them to hone, articulate, and make those visions a reality. In all of the work we do, every project we support involves a customized approach to **strategy, facilitation** and **capacity building**.

### Strategy + Change Management

Education Elements is a responsive organization. We are committed to adjusting our support based on client needs. Our organizational culture thrives on feedback and a spirit of revision and iteration. We will model this with you by sharing draft materials ahead of time and making shifts based on feedback. Additionally, we will:

- Develop an aligned approach to solve your targeted problem.
- Provide methodology and frameworks to support the work and diagnose areas of focus.
- Understand and assess the alignment of your initiatives.
- Share guidance on communication and messaging techniques.

### Facilitation + Execution

Education Elements has years of experience in designing and facilitating high-quality and engaging professional learning on a wide variety of topics in both an in-person and virtual setting. We have built a strong reputation for the quality of our professional learning, and have delivered tens of thousands of customized sessions to more than 400 districts throughout the country. Specifically, we:

- Model best practices for facilitation both in-person and virtually.
- Design learning experiences for leaders, staff, teams and community members.
- Create structures for planning, implementing and monitoring.
- Establish reflection cycles throughout the project.

### Coaching + Capacity Building

Education Elements builds district capacity to sustain the work. We focus on developing the expertise of leaders to manage and sustain change; specifically, we:

- Improve efficiencies of teams.
- Build skills to maintain strategy in-between touchpoints and over time.
- Shift culture of teams.
- Share and celebrate successes.

## Outcomes

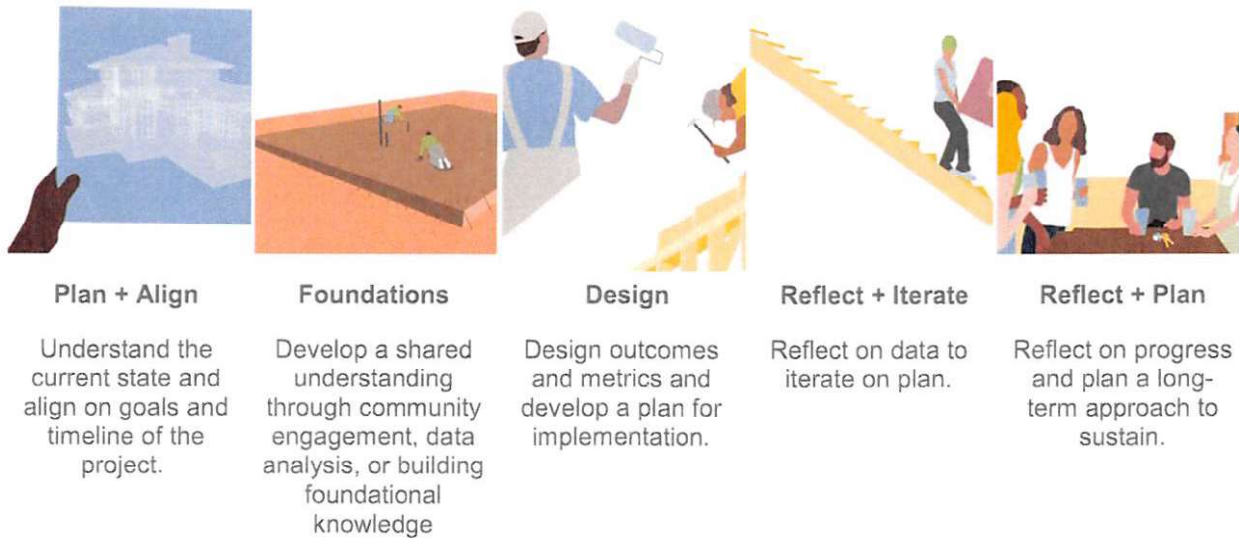
By the end of the project, Washington County Schools will:

- Improve instructional practices for Science and Social Studies teachers as defined by the Core Four Rating and 7Cs Scores.
- Increase teacher and leaders buy-in and capacity to shift instructional practice.
- Leverage student voice and student experience to drive change across the district.

## Approach Overview

| Phase & Timing  | Deliverables & Actions  |
|---|---|
| <b>Part I (\$233,763)</b>                                 |   |
| <b>Plan &amp; Align</b><br><i>January - February 2024</i> | <ul style="list-style-type: none"> <li>• Understand the current and aspirational state of personalized learning and how personalized learning connects to the broader vision for instruction in the district/school</li> <li>• Build knowledge of the 7Cs survey</li> <li>• Align on the goals and timeline for the project</li> <li>• Determine roles for teams involved in the project</li> </ul> |
| <b>Foundations</b><br><i>March - April 2024</i>           | <ul style="list-style-type: none"> <li>• Build knowledge of the Core Four and 7Cs (School PL Teams)</li> <li>• Gather initial Instructional Data through Learning Walks and 7Cs survey administration</li> <li>• Design Fidelity Expectations and Guardrails for Implementation/Design</li> </ul>   |

|   |   |
|---|---|
| <p><b>Design</b><br/><i>May - June 2024</i></p>                                     | <ul style="list-style-type: none"> <li>Analyze Learning Walk and 7Cs data (School PL Teams)</li> <li>Use the Design Thinking Process to create prototypes within guardrails to shift instructional practice (School PL Teams)</li> <li>District will analyze the design readout to determine targeted support for school teams</li> </ul> |
| <p><b>Part II (\$142,907)</b></p>   |   |
| <p><b>Reflect &amp; Iterate</b><br/><i>August - October 2024</i></p>                | <ul style="list-style-type: none"> <li>Conduct second round of Learning Walks and 7Cs survey to collect instructional data</li> <li>Iterate approach based on data from Learning Walks and 7Cs results</li> </ul>   |
| <p><b>Reflect &amp; Plan</b><br/><i>November - December 2024</i></p>                | <ul style="list-style-type: none"> <li>Provide Effectiveness Report for Year 1 based on metrics set at the start of project</li> <li>Set Impact measures for Year 2 and Year 3 using the baseline 7Cs data</li> <li>Celebrate teacher progress in Year 1 and plan support for the following year</li> </ul>                               |
| <p><b>Survey Details</b></p>  |   |
| <p><b>Baseline Survey Administration</b><br/><i>April 2024<br/>October 2024</i></p> | <ul style="list-style-type: none"> <li>Prepare school leaders to administer surveys</li> <li>Develop Communication Support Materials for Survey Administration</li> <li>Survey will be administered to all participating classrooms</li> <li>Response rates shared</li> <li>Data and Reports Generated</li> </ul>                         |



## Project Governance

To successfully manage a scope of work of this size, we recommend a project governance and management structure that will ensure clear communication, engage the school and district community, and adequately inform decision-makers. This structure is a key component of our successful track record of change management.

Our suggested structure identifies three teams that will be involved during various parts of the project:

| Team                   | Accountabilities  | Guidance and Anticipated Expectations  |
|------------------------|---|--|
| <b>Project Leads</b>   | <ul style="list-style-type: none"> <li>Responsible for the day-to-day management of the project, including overseeing the planning, logistics, and communication in partnership with the Education Elements team, and elevating decisions.</li> <li>Joins project calls, on-site and virtual sessions</li> <li>Key point of contact for survey administration, rostering, and materials distribution.</li> <li>Signs off on major deliverables</li> <li>Clears organizational barriers for project success</li> </ul> | <p><b>1-2 Leaders</b></p> <p><b>Cindy Hayes -</b><br/> <b>Josh Davis -</b><br/> <a href="mailto:davisj2@wcde.org">davisj2@wcde.org</a></p> <p>4-10 hours per month</p>   |
| <b>Steering Team</b>   | <ul style="list-style-type: none"> <li>Provide overall governance and oversight to the project.</li> <li>Make key decisions about the project</li> <li>Elevate needs to Project Leads</li> <li>Join district strategy sessions with the option to join on-site and virtual sessions</li> </ul>  | <p><b>1-4 District Leaders and 1 School Based Leader</b></p> <p>0-5 hours per month<br/>                     (Varies depending on the schedule of sessions)</p>  |
| <b>School PL Teams</b> | <ul style="list-style-type: none"> <li>Participate in sessions</li> <li>Make key decisions for your school</li> <li>Create strategy for school teams, acquire new learnings, apply practices and identify opportunities to bring to life</li> <li>Joins school sessions and virtual learning opportunities</li> </ul>   | <p><b>4-6 School Staff</b></p> <p>Includes Principal, AP or Dean, Instructional Coach (<i>doesn't need to include all</i>), and Lead Teachers</p> <p>5-15 hours per month<br/>                     (depending on schedule of sessions)</p> |

## Pricing

The pricing for the work is **\$376,670**. Our pricing is inclusive of all expenses (e.g. workshop materials, project management, travel costs).

- Pricing is valid until January 31, 2024.

- We are excited to get this work started. To prepare for projects, we have internal work to ensure our team is ready to go and staffed for your project. Work will start no sooner than 2 weeks after the contract signing and may take up to 30 days.
- This project is scheduled to start in January 2024 and end in December 2024. If the project kickoff needs to be changed due to contract signing delays, we will adjust our timeline with you upon signature. This delay may impact the timeline of your project delivery. Once we establish the official timeline and the project begins, we will work with your team to schedule calls and adjust in-person and virtual sessions as needed. It is very important to us that we deliver quality work while maintaining a schedule that is agreeable to both your district and our team. If work delivery is delayed solely due to scheduling conflicts within your organization, we reserve the right to revisit contracting terms.

## Detailed Approach

The following table outlines our proposed set of activities and deliverables to provide comprehensive support.

| Plan + Align<br>January - February 2024   |  |                                   |               |                         |  |
|---|--|-----------------------------------|---------------|-------------------------|--|
| During this phase we will: <ol style="list-style-type: none"> <li>1. Understand the current and aspirational state of personalized learning and how personalized learning connects to the broader vision for instruction in the district/school</li> <li>2. Build knowledge of the 7Cs</li> <li>3. Align on the goals and timeline for the project</li> <li>4. Determine roles for teams involved in the project</li> </ol> |  |                                   |               |                         |  |
| Touchpoints   | Objectives   | Deliverables                      | Audience      | Anticipated Month       | Time + Location  |
| Kickoff Call  | Clarify roles, accountabilities, methodology, timeline and align on project goals.   | Project Plan + Teaming Structures | Project Leads | January 2024            | 90 min call<br>Virtual<br>2 x EE Consultants + Tripod Consultant |
| Biweekly Calls  | Education Elements will support the district project leads through 60 minute, bi-weekly support calls for the duration of this project. The project leads and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources | Project Leads | January - February 2024 | 3 x 60 minute calls<br>Virtual<br>2 x EE Consultants             |

|                                  |   |   |               |              |   |
|----------------------------------|---|---|---------------|--------------|---|
| Strategy Session- Implementation | Education Elements will communicate what personalized learning is and how it fits into the larger instructional priorities of the district. Lead teams through a process to determine how we will measure success through the frame of fidelity, effectiveness, impact. Align on our implementation strategy.                                   | Implementation Roadmap<br><br>Vision Alignment<br><br>Success Metrics + Monitoring Plan | Steering Team | January 2024 | 1 Day Onsite<br><br>2 x EE Consultants                        |
| Strategy Session- 7Cs Survey     | Tripod and Education Elements will introduce the 7Cs Survey and alignment to Personalized Learning and existing district priorities. Share insight on survey data. Establish clear communication of survey timelines and what is expected from the district. Anticipate questions that School PL Teams will have ahead of Foundations Workshop. | Survey Implementation Roadmap<br><br>Vision Alignment                                   | Steering Team | January 2024 | ½ Day Onsite<br><br>1 x EE consultant + 1 x Tripod consultant |

**Foundations**  
March - April 2024

During this phase we will:

1. Build knowledge of the Core Four and 7Cs (School PL Teams)
2. Gather initial Instructional Data through Learning Walks and 7Cs survey administration
3. Design Fidelity Expectations and Guardrails for Implementation/Design

| Touchpoints          | Objectives   | Deliverables                           | Audience                        | Anticipated Month | Time + Location  |
|----------------------|--|--|---------------------------------|-------------------|--|
| Foundations Workshop | Education Elements will communicate what personalized learning and the 7Cs is, how it fits into the larger instructional priorities of the district and schools and associated data will be used. Build knowledge of the Core Four and 7Cs and determine existing practices + opportunities. Create an implementation plan for schools. Determine how to measure success | Workshop Materials and School PL Plans | School PL Teams + Project Leads | March 2024        | Foundations Workshop<br><br>1 Day Onsite<br><br>2 x EE consultants |

|  |   |   |   |                    |   |
|--|---|---|---|--------------------|---|
|  | through the frame of fidelity, effectiveness, and impact.   |   |   |                    |   |
| Learning Walks   | Learning Walk I involves a series of interviews and classroom walkthroughs with school leaders and staff. We will gather data on the current state of instruction and the learning environment in schools.  | Learning Walk Dashboard and Readout<br><br>Learning Walk Facilitator Guide          | School PL Teams + Project Leads + Steering Team | March 2024         | 2 hours at Each School, 14 schools<br><br>2 x EE consultants          |
| Administer 7Cs Survey<br><br><i>*See table below for detailed steps.</i> | Gather baseline data about instructional practices in all classrooms.   | Survey tool, administration guidance  | School PL Teams + Project Leads + Steering Team | April 2024         | Virtual<br><br>Tripod Consultant X 1 EE consultant                    |
| 7C's Data Readout Call   | The Tripod Team will provide a high level overview of our analysis of the data + share bright spots and opportunities to grow. Lead the team through a process to plan proactive communication to school leaders ahead of them receiving the data.  | 7Cs report and readout  | Project Leads + Steering Team                   | April 2024         | 60 min call<br><br>Virtual<br><br>Tripod Consultant X 1 EE consultant |
| Foundations Strategy Session   | Education Elements will support teams in debriefing Learning Walk I data and 7Cs data. We will draft an effectiveness goal aligned with learning walk data and Impact Metric aligned to 7Cs data. We will support School Leaders in identifying a Core Four Focus Area for the Design Workshop and preparing what data to share with their teams. | Communication Plan<br><br>Effectiveness Goal<br><br>Fidelity Expectations for Teams | Project Leads + Steering Team                   | April 2024         | 1 Day Onsite<br><br>2 x EE consultants + 1 Tripod consultant          |
| Bi-Weekly Calls  | Education Elements will support the district project leads through 60-minute, bi-weekly support calls for the duration of this project. The project leads and Education Elements will work together to define the focus for these calls.  | Call Agenda and Aligned Resources   | Project Leads                                   | March - April 2024 | 4 x 60-minute calls<br><br>Virtual<br><br>2 x EE consultants          |

|                      |   |                                   |                 |                    |   |
|----------------------|---|-----------------------------------|-----------------|--------------------|---|
| School PL Team Calls | Education Elements will support each School PL Team with 1x 60-minute support call during the Foundation, Design, and Reflect phase of the work. The School PL Teams and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources | School PL Teams | March - April 2024 | 1 x 60 minute call per School PL Team, 14 school teams<br>Virtual<br><br>2 x EE consultants |
|----------------------|---|-----------------------------------|-----------------|--------------------|---|

## Design May - June 2024

During this phase we will:

1. Analyze Learning Walk and 7Cs data (School PL Teams)
2. Use the Design Thinking Process to create prototypes within guardrails to shift instructional practice (School PL Teams)
3. District will analyze the design readout to determine targeted support for school teams

| Touchpoints             | Objectives   | Deliverables                      | Audience                        | Anticipated Month | Time + Location   |
|-------------------------|--|-----------------------------------|---------------------------------|-------------------|---|
| Design Workshop         | Education Elements will lead School PL Teams through the design thinking process to build prototypes of instructional models or core four tactics within the guardrails set by the district.   | Instructional Prototypes to Test  | School PL Teams + Project Leads | May 2024          | 1 Day Onsite<br><br>2 x EE consultants                    |
| Design Strategy Session | Analyze trends from the design workshop through the Design Summary Readout. Revisit the criteria for success we set in plan and align to monitor progress at the halfway point and make plans for adjusting support.                     | Design Summary Readout            | Project Leads + Steering Team   | May 2024          | ½ Day Onsite<br><br>2 x EE consultant + Tripod consultant |
| Biweekly Calls          | Education Elements will support the district project leads through 60 minute, bi-weekly support calls for the duration of this project. The project leads and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources | Project Leads                   | May - June 2024   | 60 min call x 4<br><br>Virtual<br><br>2 x EE consultants  |

|                      |  |                                   |                 |                 |   |
|----------------------|--|-----------------------------------|-----------------|-----------------|---|
| School PL Team Calls | Education Elements will support each School PL Team with 1x 60-minute support call during the Foundation, Design and Reflect phase of the work. The School PL Teams and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources | School PL Teams | May - June 2024 | 1 x 60 minute call per School PL Team, 14 school teams<br>Virtual<br><br>2 x EE consultants |
|----------------------|--|-----------------------------------|-----------------|-----------------|---|

## Part II

### Reflect & Iterate August - October 2024

During this phase we will:

1. Conduct second round of Learning Walks and 7Cs survey to collect instructional data
2. Iterate approach based on data from Learning Walks and 7Cs results

| Touchpoints         | Objectives   | Deliverables   | Audience  | Anticipated Month       | Time + Location   |
|---------------------|--|--|---|-------------------------|---|
| Biweekly Calls      | Education Elements will support the district project leads through 60 minute, bi-weekly support calls for the duration of this project. The project leads and Education Elements will work together to define the focus for these calls. | Call Agenda and Aligned Resources  | Project Leads                                   | August - October 2024   | 60 min call x 5<br><br>Virtual                              |
| School Year Kickoff | Review personalized learning and 7Cs content from SY23-24. Preview content for Learning Walks II and build capacity of leaders to facilitate LW conversations.   | Learning Walks Workshop Agenda and Materials                               | School PL Teams + Project Leads + Steering Team | August 2024             | ½ Day Onsite  |
| Learning Walks      | Learning Walk I involves a series of interviews and classroom walkthroughs with school leaders and staff. We will gather data on the current state of instruction and the  | Learning Walk Dashboard and Readout<br><br>Learning Walk Facilitator Guide | School PL Teams + Project Leads + Steering Team | August - September 2024 | 2 hours at Each School, 14 schools<br><br>2 x EE consultant |

**PURCHASING DEPARTMENT  
WASHINGTON COUNTY BOARD OF EDUCATION**

Purchase Order **No 1713**

Date Issued **1/26/2024**

Appropriation No. **72250499**

Dept. **Technology**

School **System-wide**

**PURCHASE ORDER**

**TO** **Gov. Conn.**

**NOTICE TO VENDOR**

1. Purchase order **MUST** bear two signatures in order to be valid.
2. Purchase order number **MUST** appear on all invoices submitted for payment.
3. Mail **TWO** copies of your invoice promptly to:

**Washington County Board of Education  
405 West College Street  
Jonesborough, TN 37659  
Telephone (423) 753-1105**

Deliver to

Address

Via

Articles on this order must be charged to account of

| ARTICLES OR SERVICES  | CODE | QUANTITY & UNIT | UNIT PRICE | TOTAL       |
|---|------|-----------------|------------|-------------|
| (Unless otherwise stated all prices F.O.B. Destination)                                     |      |                 |            |             |
| Aruba 6000 1U Rm<br>Class 4 370W PoE<br>Managed Switch 4GB<br>RAM / 16GB Flash<br>#41327042 |      | 15              | \$1,080.60 | \$15,120.90 |
| <b>GRAND TOTAL - INCLUDING ALL ATTACHED PAGES</b>   |      |                 |            | \$15,120.90 |

*Quote Att. \*  
State Contract - Sourcewell 081419-GVC*

**SUBJECT TO THE FOLLOWING CONDITIONS**

1. All packages, cartons or other containers must be plainly marked with the purchase order number.
2. The right is reserved to purchase in the open market and to charge the difference to the Vendor in the event that deliveries are not made at the time specified in the bid and on this order.
3. Whenever a delivery is rejected, the Vendor shall be notified and be given the reason for the rejection. All rejected deliveries shall be held at the Vendor's risk and he shall bear the expense of removal.
4. Acceptance of this order includes acceptance of all terms, prices, delivery, instructions, specifications and conditions stated.
5. The county is not liable for Federal excise tax or state sales tax.
6. Each shipment and/or each purchase order should be covered by separate invoice.

**IMPORTANT: INVOICES AND PACKAGES MUST BEAR PURCHASE ORDER NUMBER**

*CA*

**VENDOR'S COPY**

There is an otherwise unincumbered balance to the credit of the proper appropriation, allotment or fund to meet the expenditure covered by this purchase.

Authorized Signature

APPROVED:

Purchasing Agent



# SALES QUOTE

GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Account Executive:** Jamie Stoltze  
**Phone:** (800) 800-0019 ext. 75520  
**Fax:** 603-683-0882  
**Email:** jamie.stoltze@connection.com

**# 25584786.03**

PLEASE REFER TO THE ABOVE  
QUOTE # WHEN ORDERING

**Date:** 1/26/2024  
**Valid Through:** 2/25/2024  
**Account #:** 1855661

**Account Manager:**  
**Phone:**  
**Fax:**  
**Email:**

**Customer Contact:** Jeana Money  
**Email:** moneyj@wcde.org

**Phone:** (423) 753-1100  
**Fax:**

|   |   |
|---|---|
| <b>QUOTE PROVIDED TO:</b><br>AB#: 1855661<br><b>WASHINGTON COUNTY BOARD OF EDUCATION</b><br>ACCOUNTS PAYABLE<br>405 West College Street<br>JONESBOROUGH, TN 37659<br>US<br>(423) 753-1105 | <b>SHIP TO:</b><br>AB#: 12352735<br><b>WASHINGTON COUNTY SCHOOLS</b><br>306 1/2 FORREST DR<br>TECHNOLOGY DEPARTMENT<br>JONESBOROUGH, TN 37659<br>US<br>(423) 753-1100 |
|---|---|

| DELIVERY        | FOB         | SHIP VIA              | SHIP WEIGHT | TERMS  | CONTRACT ID# |
|-----------------|-------------|-----------------------|-------------|--------|--------------|
| 5-30 Days A/R/O | Destination | UPS Ground Commercial | 300.00 lbs  | Net 30 | R210402      |

Important Notice: -- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract # R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.

| * Line #                     | Qty | Item #                   | Mfg. Part # | Description  | Mfg.      | Price       | Ext            |           |
|------------------------------|-----|--------------------------|-------------|--|-----------|-------------|----------------|-----------|
| 1                            | 15  | <a href="#">41327042</a> | R8N85A#ABA  | Aruba 6000 1U RM Class 4 370W PoE Managed Switch ARM A9 1.016GHz / 4GB RAM / 16GB Flash / 48xGbE PoE / 4xGbE<br>Aruba HPE<br>- | Aruba HPE | \$ 1,008.06 | \$ 15,120.90   |           |
| <b>Subtotal</b>              |     |                          |             |  |           |             | \$             | 15,120.90 |
| <b>Fee</b>                   |     |                          |             |  |           |             | \$             | 0.00      |
| <b>Shipping and Handling</b> |     |                          |             |  |           |             | \$             | 0.00      |
| <b>Tax</b>                   |     |                          |             |  |           |             | <b>Exempt!</b> |           |
| <b>Total</b>                 |     |                          |             |  |           |             | \$             | 15,120.90 |



**ORDERING INFORMATION**  
GovConnection, Inc. DBA Connection  
OMNIA Partners/Region 4 ESC Contract #R210402  
Contract Expiration: 31 May 2024

Please contact your account manager with any questions.

**Ordering Address**  
GovConnection, Inc.  
732 Milford Road  
Merrimack, NH 03054

**Remittance Address**  
GovConnection, Inc.  
Box 536477  
Pittsburgh, PA 15253-5906

Please reference the Contract # on all purchase orders.

**TERMS & CONDITIONS**

|                           |                                     |
|---------------------------|-------------------------------------|
| Payment Terms:            | NET 30 (subject to approved credit) |
| FOB Point:                | DESTINATION (within Continental US) |
| Maximum Order Limitation: | NONE                                |
| FEIN:                     | 52-1837891                          |
| DUNS Number:              | 80-967-8782                         |
| CEC:                      | 80-068888K                          |
| Cage Code:                | OGTJ3                               |
| Business Size:            | LARGE                               |

WARRANTY: Manufacturer's Standard Commercial Warranty

NOTE: It is the end user's responsibility to review, understand and agree to the terms of any End User License Agreement (EULA).

*Important Notice: --- THIS QUOTATION IS SUBJECT TO THE FOLLOWING Terms of Sale: All purchases from GovConnection, Inc. are subject to the Terms and Conditions of our OMNIA Partners/Region 4 ESC Contract #R210402. Any Order accepted by GovConnection for the items included in this Quotation is expressly limited to those Terms and Conditions; any other terms and conditions referenced or appearing in your Purchase Order are considered null and void. No other terms and conditions shall apply without the written consent of GovConnection, Inc. Please refer to our Quote Number in your order.*

If you require a hard copy invoice for your credit card order, please visit the link below and click on the Proof of Purchase/Invoice link on the left side of the page to print one:  
<https://www.govconnection.com/web/Shopping/ProofOfPurchase.htm>

Please forward your Contract or Purchase Order to:  
[SLEDOPS@connection.com](mailto:SLEDOPS@connection.com)  
QUESTIONS: Call 800-800-0019  
FAX: 603.683.0374

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

RECEIVED

JAN 26 2024

BY: KR

Date of Request 1-26-24 School South Central Trip Date May 9, 10, 11 (2024)  
Estimated time of departure may 9th @ 8:00 am and return may 11th @ 4:00 pm total time away 3 days 2 night

Destination (include location) Charleston, SC

Teacher McMillan & Phillips Class \_\_\_\_\_ Grade 8th  
Kirk \_\_\_\_\_ 7th

Chaperones JW McKinney Number of Students Involved 31  
Estimated Total Miles (both ways) of Trip 858

Bus Driver/Number Jackie Arrowood Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: History, science, and college visit

Total Cost Estimate \$ 260.00

Plans for meeting the costs student fundraisers & donations

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)  
\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.  
\*Refer to Board Policy 4.302

JW McKinney  
Principal's Signature

1/29/24  
Date

[Signature]  
BY WC SUPERINTENDENT  
Superintendent's Signature

01-26-2024  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational OVERNIGHT Trip Authorization\*

JAN 24 2024

BY: KP  
(Spring break)

Date of Request 1/23/24 School Daniel Boone Trip Date 3/23/24 - 3/27/24

Estimated time of departure 3pm 3/23 and return 12pm 3/27 total time away 5 days

Destination (include location) Gatlinburg, TN

Teacher Amment / Turner Class PPA Grade 9-12

Chaperones Brilee Culbert (student teacher) Number of Students Involved 15

Estimated Total Miles (both ways) of Trip 200 miles

Bus Driver/Number Amment / Turner Bus Driver/ Number CTE Vans / ROTC Vans

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: State Convention, State Contest and meetings

Total Cost Estimate \$4,000

Plans for meeting the costs Fundraising, greenhouse sales, and some student input

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)  
\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.  
\*Refer to Board Policy 4.302

Jim Campbell  
Principal's Signature  
**APPROVED**  
BY WC SUPERINTENDENT  
Superintendent's Signature [Signature]

1/24/24  
Date  
01-24-2024  
Date

Date Approved by the Board of Education \_\_\_\_\_

Washington County Department of Education  
School Educational **OVERNIGHT** Trip Authorization\*

RECEIVED

JAN 24 2024

Date of Request 1/23/24 School Daniel Boone Trip Date 2/21/24 - 2/22/24  
Estimated time of departure 3pm 2/21 and return 5pm 2/22 total time away 1.5 Days  
Destination (include location) Nashville  
Teacher Armentrout/Turner Class FFA Grade 10-12

Chaperones \_\_\_\_\_ Number of Students Involved 6  
Estimated Total Miles (both ways) of Trip 480 miles

Bus Driver/Number Armentrout / CTE Van Bus Driver/ Number \_\_\_\_\_

Will Chaperones have a list (roll) that they are responsible for? yes

As you plan the trip, will all children be given instructions as to what they should do if they become separated (lost) from the group? yes

Will you have on file parental release forms signed by parents or legal guardians? yes

Explain the educational value of the trip: Meet state legislators, Representatives, and Congressmen. Sit through a session on Capitol Hill.

Total Cost Estimate \$1,000

Plans for meeting the costs Fundraising through FFA, greenhouse, etc more

Transportation cost for educational trips shall be calculated in the following manner:  
\$16.00 per hour for driver (2 hour minimum)  
\$ 3.15 per hour to cover fixed charges (SS, retirement, etc.)  
\$19.15 total to be remitted to the central office per hour

Reimbursement for the bus and fuel shall be made at the rate of \$.75 per mile.  
\*Refer to Board Policy 4.302

Jan Campbell  
Principal's Signature **APPROVED**  
BY WC SUPERINTENDENT [Signature]  
Superintendent's Signature

1/24/24  
Date  
01-24-2024  
Date

Date Approved by the Board of Education \_\_\_\_\_