

**KILLDEER PUBLIC SCHOOL BOARD
REGULAR MEETING
BOARD ROOM
MONDAY, MARCH 11, 2024, 7:00 PM**



AGENDA

1. Call to Order
 - A. Pledge of Allegiance
2. Approval of Agenda
3. Public Comment
4. Consent Agenda
 - A. Minutes from February 12, 2024 Regular Meeting and March 1, 2024 Special Meeting

Killdeer Public School District No. 16

Administration

Jeff Simmons, Superintendent
Karter Kleeman, HS Principal
Andrew Cook, Elem Principal
Rhonda Zastoupil, Business Manager



School Board

Levi Bang, President
April Dutchuk, Vice-President
Larry Lundberg, Member
Scott Bice, Member
Kelli Schollmeyer, Member

**Killdeer Public School District No. 16
Regular Board Meeting
Boardroom
Monday, February 12, 2024 – 4:00 p.m.**

Levi Bang: Absent
Scott Bice: Present
April Dutchuk: Present
Larry Lundberg: Present
Kelli Schollmeyer: Present
Present: 4, Absent: 1.

Also in attendance were Superintendent Jeff Simmons, Business Manager Rhonda Zastoupil, Karter Kleeman, Cortney Cook, Officer Moseley, Greta Pennington, Julee Gartner, Andrew Cook, Pam Kukla, Janis Harris, David Leier, Jenni Wallace, Sabrina Dolezal, Michelle Simmons, Meghan Moore and Abbie Elkins.

1. Call to Order

Madam Chair Dutchuk called the meeting to order at 4:00 pm. The Pledge of Allegiance was recited.

2. Approval of Agenda

I move to set the written agenda and approve the consent agenda with requested changes. This motion, made by Scott Bice and seconded by Larry Lundberg, Carried.

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

3. Public Comment

Madam Chair Dutchuk opened the floor to public comment. No public comment.

4. Consent Agenda

4.A. Minutes from the January 10, 2024, Regular Meeting and the February 1, 2024 Special Meeting

4.B. Prepaid February Bills

4.C. Business Manager Reports

4.C.a. Financial Reports

4.C.b. Personnel Reports

Discharged: Morgan Harmon, Elementary Paraprofessional

New Hire: Lauren Huffman: Elementary Paraprofessional

New Hire: Matthew Eads: Certified STEM Teacher

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4.C.c. Food Service Reports

4.C.d. Student Activity Reports

5. Administrator Reports

6. Business Manager's Report - Mrs. Zastoupil:

- Provided information on the 2024 Dunn County School Grant available to schools that educate Dunn County students. Enrollment numbers were provided to the County Auditor the week of February 5th which were used to determine the dollar amount of the grant.
- The school was notified by the County Auditor that a school annexation request from Justin and Sarah Duttonhefner has been filed. The hearing is scheduled for March 14th at 10:00 a.m. MST at the courthouse in Manning.
- Mr. Simmons, Ms. Schollmeyer and Ms. Zastoupil attended the NDSBA Negotiations Seminar held in Bismarck on February 1st and 2nd. Information was shared on a session they attended regarding J1 Visa teachers.

7. Superintendent's Report – Mr. Simmons

- Provided updates on the status of the high school greenhouse project. The greenhouse will go out for bids starting February 14th and close March 7th. Recommendations will be presented at the March board meeting.

8. New Business

8.A. Consider Additional February Bills

I move to pay the additional February bills as presented. This motion, made by Kelli Schollmeyer and seconded by Scott Bice, Carried.

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

The additional February bills were presented and reviewed. Discussion held.

8.B. Consider an International Trip: Ag in Ireland

I move to approve the Ireland Agriculture trip scheduled for the summer of 2025. This motion, made by Larry Lundberg and seconded by Scott Bice, Carried.

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

The Agriculture Department is planning a trip for high school students to Ireland for the summer of 2025. The Ag teachers were in attendance to answer questions. Brief discussion held.

8.C. Act on Pledge of Securities

I move to approve the pledge of securities as adequate from our approved depositories in accordance with NDCC 21-04-09. This motion, made by Scott Bice and seconded by Larry Lundberg, Carried.

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Scott Bice, Member
Kelli Schollmeyer, Member

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

This is a semi-annual requirement per NDCC 21-04-09 to establish an adequate pledge of monies on deposit in depositories.

8.D. Consider Open Enrollment Capacity - Board Regulation (descriptor Code FAAA - BR)

I move to rescind FAAA - BR. This motion, made by Larry Lundberg and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

Board regulation FAAA-BR was reviewed. Brief discussion held.

8.E. Consider Longevity Incentive and Master Teacher Extra-Curricular Status Applications

I move to approve the longevity incentive and master teacher extra-curricular status application for Mark Zastoupil. This motion, made by Scott Bice and seconded by Larry Lundberg, Carried.

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

Per the Negotiated Agreement, teachers who are at least 50 years of age and have served the District for 20 years qualify for the Teacher Longevity Incentive and Master Teacher Status. This year, Mark Zastoupil and Julee Gartner qualify. Mark Zastoupil submitted an application.

8.F. Consider Daycare Rates

I move to approve the daycare committee's recommendation on rates, beginning July 1, 2024 as follows: 0-17 Months - \$39/day, 18 Months & Up - \$37/day, Subsequent child rate - \$20.50/day, with the youngest child being at full per day rate. For the fiscal years ending 2026 and 2027, there will be an additional \$1/day per tier increase. This motion, made by Kelli Schollmeyer and seconded by Larry Lundberg, Carried.

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

The Daycare Committee (consisting of 2 board members, 3 daycare parents, the daycare director, a veteran teacher and a community member) met on January 17, 2024 to discuss daycare rates. The committee provided recommendations on rates, beginning July 1, 2024. Brief discussion held.

8.G. Consider the Killdeer Pre-School 4-Year-Old Program Approval

I move to approve Killdeer Public School District's Four-Year Old Program. This motion, made by Scott Bice and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

The Killdeer Public School District's Four-Year Old Program Approval will expire at the end of the 2023-2024 school year. If the school plans to continue a four-year-old (Pre-school) program, the school board's approval is required.

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Kelli Schollmeyer, Member

8.H. Consider sealed bids for wrestling mats

I move to accept the bid from Shane Olson for \$2,000.00 for 8 sections of wrestling mats. This motion, made by Scott Bice and seconded by Larry Lundberg, Carried.

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

Sealed bids for 8 sections of wrestling mats were presented and opened.

8.I. Superintendent Summative Evaluation

A reminder that the Superintendent Evaluation will be due at (before) the March 13, 2024 meeting. No action taken.

9. Other

9.A. Consider 2024 Dunn County School Grant Funding Application

I move to approve the 2024 Dunn County School Grant Funding Application as presented. This motion, made by Kelli Schollmeyer and seconded by Larry Lundberg, Carried.

Levi Bang: Absent, Scott Bice: Yea, April Dutchuk: Yea, Larry Lundberg: Yea, Kelli Schollmeyer: Yea
Yea: 4, Nay: 0, Absent: 1

Dunn County is once again offering a school grant, available to any school district that educates Dunn County students. The total grant amount is \$7M, of which Killdeer would receive \$5.95M based on enrollment numbers. Grant funds can only be used or applied to bond debts, certificates of indebtedness on new school construction and sinking and interest fund balances. The grant application was presented and reviewed.

10. Announcements

10.A. Next Regular Meeting: March 13, 2024 @ 7:00 pm

11. Adjourn

The meeting adjourned at 4:36 pm.

April Dutchuk, Vice-President

Rhonda Zastoupil, Business Manager

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**Killdeer Public School District No. 16
Special Board Meeting
Boardroom
Friday, March 1, 2024 – 9:00 a.m.**

Levi Bang: Absent
Scott Bice: Present
April Dutchuk: Present
Larry Lundberg: Absent
Kelli Schollmeyer: Present
Present: 3, Absent: 2.

Also in attendance were Superintendent Simmons, Business Manager Rhonda Zastoupil and LeAnn Nelson.

1. Call to Order

Madam Chair Dutchuk called the meeting to order at 9:01 a.m.

2. Approval of Agenda

I move to approve the agenda. This motion, made by Scott Bice and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Absent, Larry Lundberg: Absent, Scott Bice: Yea, April Dutchuk: Yea, Kelli Schollmeyer: Yea

Yea: 3, Nay: 0, Absent: 2

3. Certified Negotiation Strategy

I move to enter into executive session per North Dakota Century Code 44-04.19.1 (9). This motion, made by Scott Bice and seconded by Kelli Schollmeyer, Carried.

Levi Bang: Absent, Larry Lundberg: Absent, Scott Bice: Yea, April Dutchuk: Yea, Kelli Schollmeyer: Yea

Yea: 3, Nay: 0, Absent: 2

NDCC 44-04-19.1(9) allows the board to enter into an executive session to discuss negotiation strategy. Madam Chair Dutchuk asked the members of the public who were in attendance at the meeting to leave the room. The board anticipated adjourning the executive session and reconvening the open portion of the meeting at approximately 9:30 a.m.

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The executive session began at 9:03 a.m. and was attended by: April Dutchuk, Scott Bice, Kelli Schollmeyer, Jeff Simmons and Rhonda Zastoupil.

The executive session was adjourned at 9:54 a.m. The public was invited to return to the meeting room, and the meeting was back in open session.

Mr. Bice provided a summary of the discussion, noting the board discussed negotiation scenarios and proposed changes to the Negotiated Agreement. Mr. Bice also stated daycare rates have already been established and approved for the next three years. The board will plan to review daycare rates prior to negotiations in years rates are up for review. Daycare rates and language will not be a part of the Negotiated Agreement.

4. Adjourn

The meeting adjourned at 9:56 a.m.

April Dutchuk, Vice-President

Rhonda Zastoupil, Business Manager

B. Prepaid March Bills

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number: 46273 Check Type: Check Check Date: 02/15/2024 Vendor: MELLMER MELLMER TOOLS LLC Check Total: 10,130.00

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240215	02/15/2024	POELEM-02033	PRO-LINK EDGE STARTER KIT	01 000 000 000 2700 611	4,505.00
20240215	02/15/2024	POELEM-02033	CUMMINGS ENGINE V5	01 000 000 000 2700 611	1,350.00
20240215	02/15/2024	POELEM-02033	ALLISON SW SUITE PROLINK EDGE	01 000 000 000 2700 611	1,085.00
20240215	02/15/2024	POELEM-02033	INTERNAT SW SUITE PROLINK EDGE	01 000 000 000 2700 611	1,625.00
20240215	02/15/2024	POELEM-02033	ABS EDGE V2	01 000 000 000 2700 611	1,565.00

Check Number: 46274 Check Type: Check Check Date: 02/16/2024 Vendor: SYSCO SYSCO NORTH DAKOTA, INC Check Total: 218.38

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240216	02/16/2024	POELEM-02035	DISPOSABLES 295598612	01 000 000 000 2310 290	117.60
20240216	02/16/2024	POELEM-02035	SUPPLIES FOR LOUNGE 295603394	01 000 000 000 2310 290	91.62
20240216	02/16/2024	POELEM-02035	FACS SUPPLIES 295603395	01 000 000 140 1000 611	9.16
V*20240216-0001	02/26/2024	POELEM-02035	DISPOSABLES 295598612	01 000 000 000 2310 290	(117.60)
V*20240216-0001	02/26/2024	POELEM-02035	SUPPLIES FOR LOUNGE 295603394	01 000 000 000 2310 290	(91.62)
V*20240216-0001	02/26/2024	POELEM-02035	FACS SUPPLIES 295603395	01 000 000 140 1000 611	(9.16)

Check Number: 46279 Check Type: Check Check Date: 02/23/2024 Vendor: VISA VISA Check Total: 2,235.34

<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240223	02/23/2024	POELEM-02060	TRANS GAS	01 000 000 000 2700 626	41.91
20240223	02/23/2024	POELEM-02060	REFUND TAXES	01 000 000 310 1000 611	(10.24)
20240223-0001	02/23/2024	HS-01112	Supplies from JoAnn's	01 000 000 140 1000 611	141.12
20240223-0002	02/23/2024	HS-01111	Patterns	01 000 000 140 1000 611	30.27
20240223-0002	02/23/2024	HS-01111	Patterns	01 000 000 140 1000 611	17.85
20240223-0002	02/23/2024	HS-01111	Patterns	01 000 000 140 1000 611	5.17
20240223-0002	02/23/2024	HS-01111	Patterns	01 000 000 140 1000 611	1.26
20240223-0003	02/23/2024	HS-01084	Hotel room for NDAEA Midwinter Conferenc	01 000 000 310 1000 580	192.60
20240223-0004	02/23/2024	HS-01072	GLADSTONE INN & SUITES STAY	01 000 000 211 1000 580	192.60
20240223-0005	02/23/2024	HS-01066	Hotel room at Sleep Inn	01 000 000 140 2410 580	161.69
20240223-0006	02/23/2024	HS-01064	Demco® Modern Genre Subject Classificati	01 000 000 000 2222 611	11.49
20240223-0006	02/23/2024	HS-01064	Demco® Modern Genre Subject Classificati	01 000 000 000 2222 611	11.49
20240223-0006	02/23/2024	HS-01064	Demco® Silhouette Genre Subject Classifi	01 000 000 000 2222 611	22.98
20240223-0006	02/23/2024	HS-01064	Demco® Paper Preprinted Classification S	01 000 000 000 2222 611	11.49
20240223-0006	02/23/2024	HS-01064	Demco® Genre Subject Classification Labe	01 000 000 000 2222 611	11.49
20240223-0006	02/23/2024	HS-01064	Demco® Modern Genre Subject Classificati	01 000 000 000 2222 611	11.49
20240223-0006	02/23/2024	HS-01064	SHIPPING	01 000 000 000 2222 618	10.95
20240223-0007	02/23/2024	HS-01106	Bookcase, 6 shelf, metal, unassembled	01 000 000 140 1000 611	930.00
20240223-0007	02/23/2024	HS-01106	SHIPPING	01 000 000 140 1000 618	283.22
20240223-0011	02/23/2024	HS-01081	FoodSaver® GameSaver® Quart Vacuum-Seal	01 000 000 310 1000 611	27.49
20240223-0011	02/23/2024	HS-01081	FoodSaver® GameSaver® 11"x 14" Vacuum-Se	01 000 000 310 1000 611	36.29
20240223-0011	02/23/2024	HS-01081	FoodSaver® GameSaver® 8" x 20' Long Vacu	01 000 000 310 1000 611	82.49
20240223-0011	02/23/2024	HS-01081	TAX THAT WILL BE REFUNDED	01 000 000 310 1000 611	10.24

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number:	Check Type:	Check Date:	Vendor:		Check Total:
46280	Check	02/23/2024	AIRGAS	AIRGAS USA, LLC	132.11
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
5505219203	02/23/2024	POELEM-02038	LARGE ARGON	01 000 000 310 1000 611	132.11
46281	Check	02/23/2024	AMAZONCAP	AMAZON CAPITAL SERVICES	921.44
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
1J4F-T3XF-XM7G	02/23/2024	HS-01124	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	28.37
1J4F-T3XF-XM7G	02/23/2024	HS-01124	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	66.20
1M6L-PQ1W-73CT	02/23/2024	ELEM-01774	LOUNGE COFFEE FILTERS	01 000 000 000 2310 290	51.96
1V3Y-M9VF-PQR3	02/23/2024	ELEM-01746	slow rising stress balls	01 000 000 200 2835 610	89.97
1V3Y-M9VF-PQR3	02/23/2024	ELEM-01746	hair ties	01 000 000 200 2835 610	9.98
1V3Y-M9VF-PQR3	02/23/2024	ELEM-01746	body wipes	01 000 000 200 2835 610	36.99
1V3Y-M9VF-PQR3	02/23/2024	ELEM-01746	old spice deodorant	01 000 000 200 2835 610	61.92
1V3Y-M9VF-PQR3	02/23/2024	ELEM-01746	candy variety pack	01 000 000 200 2835 610	19.90
1V3Y-M9VF-PQR3	02/23/2024	ELEM-01746	2x3 plastic bags	01 000 000 200 2835 610	5.99
1V3Y-M9VF-PQR3	02/23/2024	ELEM-01746	pill holder box	01 000 000 200 2835 610	15.98
1V3Y-M9VF-PQR3	02/23/2024	ELEM-01746	DISCOUNT	01 000 000 200 2835 610	(5.84)
1VFH-KCKN-XXM6	02/23/2024	ELEM-01739	Grade 10 performance assessment book	01 000 000 000 2210 611	4.25
1VFH-KCKN-XXM6	02/23/2024	ELEM-01739	Grade 9 performance assessment book	01 000 000 000 2210 611	8.99
1VFH-KCKN-XXM6	02/23/2024	ELEM-01739	Grade 8 performance assessment book	01 000 000 000 2210 611	7.00
1VFH-KCKN-XXM6	02/23/2024	ELEM-01739	Grade 7 performance assessment book	01 000 000 000 2210 611	7.99
1VFH-KCKN-XXM6	02/23/2024	ELEM-01739	Grade 6 performance assessment book	01 000 000 000 2210 611	12.00
1VFH-KCKN-XXM6	02/23/2024	ELEM-01739	Grade 5 performance assessment book	01 000 000 000 2210 611	8.00
1VFH-KCKN-XXM6	02/23/2024	ELEM-01739	Grade 4 performance assessment book	01 000 000 000 2210 611	8.55
1VFH-KCKN-XXM6	02/23/2024	ELEM-01739	Grade 3 performance assessment book	01 000 000 000 2210 611	4.49
1VFH-KCKN-XXM6	02/23/2024	ELEM-01739	shipping	01 000 000 000 2210 611	7.98
1WYD-TQ3R-J7T1	02/23/2024	HS-01065	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	141.23
1WYD-TQ3R-J7T1	02/23/2024	HS-01065	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	329.54
46282	Check	02/23/2024	AVI	AVI SYSTEMS, INC	2,468.33
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
88939677	02/23/2024	POELEM-02045	SERVICE ON INTERCOM SYSTEM. SYSTEM WILL	03 000 000 000 4220 435	2,468.33
46283	Check	02/23/2024	BUTLER	BUTLER MACHINERY	1,864.34
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
09PS0353039	02/23/2024	POELEM-02054	1 BRUSH KT	01 000 000 000 2600 450	1,108.57
09PS0353039	02/23/2024	POELEM-02054	13 SCREW, LOCKNUTS, EDGE-CUTTING	01 000 000 000 2600 450	418.20
09PS0353039	02/23/2024	POELEM-02054	11 LOCKNUTS, SCREW, EDGE-CUTTING	01 000 000 000 2600 450	337.57
46284	Check	02/23/2024	CHARGING	CHARGING EAGLE ENTERPRISES, LLC	2,037.50
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
44206	02/23/2024	POELEM-02046	PLOW SNOW AND SAND PARKING LOTS 2/7, 2/8	01 000 000 000 2600 435	2,037.50

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account: 1		Fund 01					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
Check Number: 46285	Check Type: Check	Check Date: 02/23/2024	Vendor: CITYAIR	CITY AIR MECHANICAL, INC	Check Total:	1,412.00	
43863	02/23/2024	POELEM-02051	BOILER #3 - HIGH LIMIT DOES NOT WORK	03 000 000 000 4220 435	1,412.00		
Check Number: 46286	Check Type: Check	Check Date: 02/23/2024	Vendor: COLE	COLE PAPERS INC.	Check Total:	267.02	
10405535	02/23/2024	POELEM-02047	PAPER TOWEL	01 000 000 000 2600 611	101.45		
10405535	02/23/2024	POELEM-02047	GUM BLADE KIT	01 000 000 000 2600 611	165.57		
Check Number: 46287	Check Type: Check	Check Date: 02/23/2024	Vendor: COLUMNSOFT	COLUMN SOFTWARE PBC	Check Total:	817.88	
633CEF61-0003	02/23/2024	POELEM-02050	MEETING MINUTES	01 000 000 000 2500 540	263.66		
633CEF61-0003	02/23/2024	POELEM-02050	BIDS/PROPOSALS NOTICE	01 000 000 000 2500 540	290.56		
633CEF61-0004	02/23/2024	POELEM-02068	MEETING MINUTES	01 000 000 000 2500 540	263.66		
Check Number: 46288	Check Type: Check	Check Date: 02/23/2024	Vendor: DAKBUSSOL	DAKOTA BUSINESS SOLUTIONS	Check Total:	459.99	
8785	02/23/2024	POELEM-02063	2 INK CARTRIDGES FOR POSTAGE MACHINE	01 000 000 000 2500 532	459.99		
Check Number: 46289	Check Type: Check	Check Date: 02/23/2024	Vendor: EASTEND	EAST END AUTO & TRUCK PARTS, INC	Check Total:	825.00	
17663	02/23/2024	POELEM-02052	TOW 419 FROM KILLDEER TO WESTLIE'S	01 000 000 000 2700 673	550.00		
17663	02/23/2024	POELEM-02052	TOW 419 FROM WESTLIES TO NELSON'S	01 000 000 000 2700 673	275.00		
Check Number: 46290	Check Type: Check	Check Date: 02/23/2024	Vendor: ECOLAB	ECOLAB PEST ELIMINATION DIVISI	Check Total:	342.66	
2378539	02/23/2024	POELEM-02037	PEST CONTROL	01 000 000 000 2600 432	180.00		
2378539	02/23/2024	POELEM-02037	PEST CONTROL	01 000 000 000 2600 432	162.66		
Check Number: 46291	Check Type: Check	Check Date: 02/23/2024	Vendor: EXTRCLEANI	EXTREME CLEANING, INC.	Check Total:	890.00	
22952	02/23/2024	POELEM-02064	CLEAN KITCHEN HOODS DUCKWORK AND FANS	01 000 000 000 2600 450	890.00		
Check Number: 46292	Check Type: Check	Check Date: 02/23/2024	Vendor: FORUCOMM	FORUM COMMUNICATIONS COMPANY	Check Total:	223.44	
20240223	02/23/2024	POELEM-02049	UNOFFICIAL REGULAR MINUTES	01 000 000 000 2500 540	223.44		
Check Number: 46293	Check Type: Check	Check Date: 02/23/2024	Vendor: GREATWENE	GREAT WESTERN NETWORK	Check Total:	26,000.00	
2023-135	02/23/2024	POELEM-02053	GWN MEMBERSHIP DUES, RACTC MEMBERSHIP, C	01 000 000 140 1000 561	26,000.00		
Check Number: 46294	Check Type: Check	Check Date: 02/23/2024	Vendor: HARLOWBIS	HARLOW'S BUS SALES, INC - BISMARCK	Check Total:	5,965.00	
01P14072	02/23/2024	POELEM-02056	WINDOW PASS SPLIT SASH ASSY	01 000 000 000 2700 673	3,614.10		

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account: 1		Fund 01					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>		
01P14072	02/23/2024	POELEM-02056	SEAL OIL REAR WHEEL BRG INNER, BEARING S	01 000 000 000 2700 673	371.35		
01P14681	02/23/2024	POELEM-02069	FAN CLUTCH, BELT TENSIONER, BELT, HOSES,	01 000 000 000 2700 673	1,979.55		
Check Number: 46295	Check Type: Check	Check Date: 02/23/2024	Vendor: HRCOLLAB	HR COLLABORATIVE	Check Total:	99.00	
20240223	02/23/2024	POELEM-02044	HR COLLABORATIVE 2024 BIENNIAL CONFERENC	01 000 000 000 2321 810	99.00		
Check Number: 46296	Check Type: Check	Check Date: 02/23/2024	Vendor: ICON	ICON ARCHITECTURAL GROUP	Check Total:	6,395.00	
20240015	02/23/2024	POELEM-02048	AMENDMENT #10 ELEM SECURE ENTRY	03 000 000 000 4220 435	900.00		
20240015	02/23/2024	POELEM-02048	AMENDMENT #11 ASSOCIATE ARCHITECT, TECHN	03 000 000 000 4220 435	5,495.00		
Check Number: 46297	Check Type: Check	Check Date: 02/23/2024	Vendor: JWPEPPER	JW PEPPER & SON, INC	Check Total:	48.93	
366168075	02/23/2024	HS-01144	music	01 000 000 140 1000 612	12.99		
366168075	02/23/2024	HS-01144	music	01 000 000 140 1000 612	21.94		
366188263	02/23/2024	HS-01145	music	01 000 000 140 1000 612	14.00		
Check Number: 46298	Check Type: Check	Check Date: 02/23/2024	Vendor: KERNDAN	DANIELLE KERN	Check Total:	150.00	
20240223	02/23/2024	ELEM-01777	REFUND PRE- K OVER PAYMENT	01 000 1800	150.00		
Check Number: 46299	Check Type: Check	Check Date: 02/23/2024	Vendor: KLEEKAR	KARTER KLEEMAN	Check Total:	192.60	
20240223	02/23/2024	HS-01048	Hotel room for Midwinter Conference	01 000 000 140 2410 810	192.60		
Check Number: 46300	Check Type: Check	Check Date: 02/23/2024	Vendor: MENARDSDIC	MENARDS DICKINSON	Check Total:	121.73	
42580	02/23/2024	POELEM-02039	DECOR SCREWS, PVC ELBOW, PVC HANDY PACK,	01 000 000 000 2600 611	121.73		
Check Number: 46301	Check Type: Check	Check Date: 02/23/2024	Vendor: NDDHS	ND DEPARTMENT OF HEALTH AND HUMAN SERVICES	Check Total:	50.00	
20240223	02/23/2024	POELEM-02041	FEE FOR 4 YEAR OLD PROGRAM	01 000 000 800 3300 800	50.00		
Check Number: 46302	Check Type: Check	Check Date: 02/23/2024	Vendor: NUVENTO	NUVENTO	Check Total:	318.25	
NUV_220944	02/23/2024	POELEM-02055	EDUHEALTH VER 3 JAN 2024	01 000 000 200 2835 810	161.00		
NUV_220944	02/23/2024	POELEM-02055	EDUHEALTH VER 3 FEB 2024	01 000 000 200 2835 810	157.25		
Check Number: 46303	Check Type: Check	Check Date: 02/23/2024	Vendor: PEARCE	PEARCE & DURICK	Check Total:	1,722.50	
20240223	02/23/2024	POELEM-02040	RESIGNATION MATTERS	01 000 000 000 2500 330	1,722.50		

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account: 1		Fund 01					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	
Check Number: 46304	Check Type: Check	Check Date: 02/23/2024	Vendor: POPPLERS	POPPLERS MUSIC INC	Check Total:	20.95	
2849809	02/23/2024	ELEM-01783	Shipping - Popplers	01 000 000 120 1000 612	20.95		
Check Number: 46305	Check Type: Check	Check Date: 02/23/2024	Vendor: PROFPLUMBI	PROFESSIONAL PLUMBING GROUP	Check Total:	299.54	
20240223	02/23/2024	ELEM-01442	SLOAN Manual Operate Diaphragm Exposed W	01 000 000 000 2600 611	299.54		
Check Number: 46306	Check Type: Check	Check Date: 02/23/2024	Vendor: ROUGH1	ROUGH RIDER EDUCATION SERVICES PROGRAM	Check Total:	100.00	
1177	02/23/2024	POELEM-02043	MATH WORKSHOP (FEB 7/8) FOR CLAYTON JOHN	01 000 000 000 2210 300	100.00		
Check Number: 46307	Check Type: Check	Check Date: 02/23/2024	Vendor: SMART	SMART COMPUTERS	Check Total:	979.00	
17-45643	02/23/2024	POELEM-02042	INFOCUS 3D READY DLP PROJECTOR	01 000 000 120 1000 611	979.00		
Check Number: 46308	Check Type: Check	Check Date: 02/23/2024	Vendor: VERNIER	VERNIER SOFTWARE & TECHNOLOGY	Check Total:	825.00	
5480552	02/23/2024	HS-01100	Ag Ed Lab Equipment	01 000 000 310 1000 731	225.00		
5480552	02/23/2024	HS-01100	Ag Ed Lab Equipment	01 000 000 310 1000 731	99.00		
5480552	02/23/2024	HS-01100	Ag Ed Lab Equipment	01 000 000 310 1000 731	390.00		
5480552	02/23/2024	HS-01100	Ag Ed Lab Equipment	01 000 000 310 1000 731	89.00		
5480552	02/23/2024	HS-01100	SHIPPING	01 000 000 310 1000 731	22.00		
Check Number: 46309	Check Type: Check	Check Date: 02/23/2024	Vendor: WESTHEATIN	WESTERN HEATING & AIR LLC	Check Total:	682.20	
883069	02/23/2024	POELEM-02062	REPAIRS ON HEAT PUMP	01 000 000 000 2600 450	217.50		
883097	02/23/2024	POELEM-02066	ADDED REFRIGERANT TO WALKIN FREEZER	01 000 000 000 2600 450	464.70		
Check Number: 46310	Check Type: Check	Check Date: 02/23/2024	Vendor: ZASTRHO	RHONDA ZASTOUPIL	Check Total:	214.22	
20240223	02/23/2024	ELEM-01749	Mileage to Bismarck State College	01 000 000 000 2500 580	178.22		
20240223	02/23/2024	ELEM-01749	2/1/24 Lunch	01 000 000 000 2500 580	14.00		
20240223	02/23/2024	ELEM-01749	2/1/24 Dinner	01 000 000 000 2500 580	22.00		
Check Number: 46311	Check Type: Check	Check Date: 02/26/2024	Vendor: VISA	VISA	Check Total:	4,319.68	
20240226-0001	02/26/2024	POELEM-02061	ROOM FOR COTTON FOR FARGO BOOT CAMP	01 000 000 120 1000 580	238.00		
20240226-0004	02/26/2024	ELEM-01790	Adobe	01 000 000 120 1000 611	251.87		
20240226-0006	02/26/2024	ELEM-01671	NDSBA Negotiation Seminar	01 000 000 000 2310 810	675.00		
20240226-0007	02/26/2024	ELEM-01630	1 room - Schollmeyer	01 000 000 000 2310 580	119.90		
20240226-0007	02/26/2024	ELEM-01630	1 room - Simmons	01 000 000 000 2321 580	109.00		
20240226-0007	02/26/2024	ELEM-01630	1 room - Zastoupil	01 000 000 000 2500 580	109.00		

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account:	1	Fund 01								
20240226-0008	02/26/2024	ELEM-01631	InSinkErator 11005 Replacement Safety Ba	01 000 000 000 2600 611		72.99				
20240226-0008	02/26/2024	ELEM-01631	SHIPPING	01 000 000 000 2600 618		16.39				
20240226-0009	02/26/2024	ELEM-01656	Ink pad refills	01 000 000 000 2222 611		23.98				
20240226-0010	02/26/2024	ELEM-01653	UFLI manual	01 000 000 120 1000 611		70.00				
20240226-0010	02/26/2024	ELEM-01653	shipping	01 000 000 120 1000 618		20.00				
20240226-0011	02/26/2024	ELEM-01651	AED Signs	01 000 000 000 2600 450		59.28				
20240226-0011	02/26/2024	ELEM-01651	Fire Extinguisher Signs	01 000 000 000 2600 450		488.70				
20240226-0011	02/26/2024	ELEM-01651	Speed Limit 15 MPH Sign 12x18	01 000 000 000 2600 450		48.90				
20240226-0011	02/26/2024	ELEM-01651	8' Square Perforated Steel Sign Post - 8	01 000 000 000 2600 450		144.10				
20240226-0011	02/26/2024	ELEM-01651	Post Attachment Kit - 2 Bolts for Heavy	01 000 000 000 2600 450		4.98				
20240226-0011	02/26/2024	ELEM-01651	Womens Restroom Sign	01 000 000 000 2600 450		25.75				
20240226-0011	02/26/2024	ELEM-01651	Mens Restroom Sign	01 000 000 000 2600 450		25.75				
20240226-0011	02/26/2024	ELEM-01651	Wing Brackets	01 000 000 000 2600 450		31.90				
20240226-0011	02/26/2024	ELEM-01651	Storm Shelter Sign - orange	01 000 000 000 2600 450		127.36				
20240226-0011	02/26/2024	ELEM-01651	shipping	01 000 000 000 2600 618		50.52				
20240226-0012	02/26/2024	ELEM-01642	Halco 109428 - F32T8/865/ECO - T8	01 000 000 000 2600 611		125.02				
20240226-0013	02/26/2024	ELEM-01698	MICROWAVE	01 000 000 000 2310 290		79.99				
20240226-0014	02/26/2024	ELEM-01721	V-lts ok to tell Educational books	01 000 000 120 1000 611		79.00				
20240226-0014	02/26/2024	ELEM-01721	v-My safety matter! Educational activite	01 000 000 120 1000 611		79.00				
20240226-0014	02/26/2024	ELEM-01721	SHIPPING	01 000 000 120 1000 618		26.95				
20240226-0015	02/26/2024	ELEM-01707	burn spray	01 000 000 200 2835 610		11.97				
20240226-0015	02/26/2024	ELEM-01707	eye drops	01 000 000 200 2835 610		17.25				
20240226-0015	02/26/2024	ELEM-01707	baby wipes	01 000 000 200 2835 610		17.95				
20240226-0015	02/26/2024	ELEM-01707	medium gloves	01 000 000 200 2835 610		45.00				
20240226-0015	02/26/2024	ELEM-01707	large gloves	01 000 000 200 2835 610		22.50				
20240226-0015	02/26/2024	ELEM-01707	burn gel	01 000 000 200 2835 610		17.85				
20240226-0015	02/26/2024	ELEM-01707	lip balm	01 000 000 200 2835 610		28.50				
20240226-0015	02/26/2024	ELEM-01707	x-large bandage	01 000 000 200 2835 610		11.98				
20240226-0015	02/26/2024	ELEM-01707	child sling	01 000 000 200 2835 610		11.58				
20240226-0015	02/26/2024	ELEM-01707	adult sling	01 000 000 200 2835 610		17.97				
20240226-0015	02/26/2024	ELEM-01707	1x3 bandage	01 000 000 200 2835 610		7.38				
20240226-0015	02/26/2024	ELEM-01707	SHIPPING	01 000 000 200 2835 610		12.95				
20240226-0017	02/26/2024	ELEM-01731	Super Teacher renewal	01 000 000 120 1000 611		375.00				
20240226-0021	02/26/2024	ELEM-01665	KY'S CATERING FOR FOOD SUPPLIES FOR BOAR	01 000 000 000 2310 290		202.00				
20240226-0022	02/26/2024	ELEM-01708	Halco 109428 - F32T8/865/ECO - T8	01 000 000 000 2600 611		250.04				
20240226-0022	02/26/2024	ELEM-01708	shipping	01 000 000 000 2600 618		166.43				
Check Number:	46312	Check Type:	Check	Check Date:	02/26/2024	Vendor:	SYSCO	SYSCO NORTH DAKOTA, INC	Check Total:	218.38
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>					
20240226	02/26/2024	POELEM-02071	FACS SUPPLIES 295603395	01 000 000 140 1000 611	9.16					
20240226-0001	02/26/2024	POELEM-02072	DISPOSABLES 295598612	01 000 000 000 2310 290	117.60					

Detail Check Register

Posted; Batch Description 6 Records Selected; Fund Number 01, 03

Checking Account:		Fund 01				
20240226-0001	02/26/2024	POELEM-02072	DISPOABLES 295603394	01 000 000 000 2310 290		91.62
*Denotes Expensed Invoice Item				Checking Account ID: 1	Total without Voids:	<u>73,749.03</u>

C. Business Manager Reports

Business Manager's Updates

- The grant application for the Dunn County School Grant was approved at last month's regular board meeting and was submitted to the Dunn County Auditor on February 13th. Grant funds in the amount of \$5,950,000.00 were received and deposited on February 27th. Mr. Simmons and I had a call with PFM Financial to converse on the establishment of an escrow account to service the outstanding bond debt.
- A school annexation request has been filed with Dunn County by Justin and Sarah Duttenhefner to go from the Beulah District to the Killdeer District. The hearing is scheduled for March 14th at 10:00 a.m. MST at the courthouse in Manning.
- The district will be running this year's annual school board election in conjunction with Dunn County's primary election. This year's open position is Ms. Schollmeyer's position, representing the South Area. The deadline to file an application is April 8th and all required notifications have been posted and filed.
- An application for the Workforce Safety Ergonomic Initiative Grant was submitted and approved. The grant amount is \$10,000.00. Therapy Solutions performed an onsite assessment of the administration offices on March 5th and made recommendations on ergonomic improvements. Once the written assessment is received from Therapy Solutions, a budgeted list of items will be submitted to WSI for purchase approval.

- a. Business Manager Updates
- b. Financial Reports

Cash Receipt Listing by Received From
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing
Month 02/2024

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
25609	BRAVERA BRAVERA	02/29/2024	INTEREST EARNED	01 000 1510	INTEREST EARNED	23,419.90
					BRAVERA BRAVERA Total:	<u>23,419.90</u>
25589	CAREER CAREER & TECHNICAL ED.	02/27/2024	23-24 CTE STATE FUNDS	01 000 3310	CTE INSTRUCTIONAL AID	37,873.69
					CAREER CAREER & TECHNICAL ED. Total:	<u>37,873.69</u>
25561	CCCHC COAL COUNTRY COMMUNITY HEALTH CENTER	02/14/2024	SALARY REIMBURSEMENT	01 000 000 200 2835 120	NON-CERTIFIED SALARY	19.65
					CCCHC COAL COUNTRY COMMUNITY HEALTH CENTER Total:	<u>19.65</u>
25562	CONOCO CONOCO PHILLIPS	02/14/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	210.46
					CONOCO CONOCO PHILLIPS Total:	<u>210.46</u>
25553	CONTINENT CONTINENTAL RESOURCES	02/14/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	138.96
					CONTINENT CONTINENTAL RESOURCES Total:	<u>138.96</u>
25555	DAYCARE DAYCARE	02/14/2024	DAYCARE PMTS-CKS	01 000 1801	DAYCARE	532.00
25558	DAYCARE DAYCARE	02/14/2024	DAYCARE PMTS-ONLINE	01 000 1801	DAYCARE	3,644.50
25592	DAYCARE DAYCARE	02/27/2024	DAYCARE PMTS-CKS	01 000 1801	DAYCARE	956.50
25596	DAYCARE DAYCARE	02/27/2024	DAYCARE PMTS-ONLINE	01 000 1801	DAYCARE	4,386.50
					DAYCARE DAYCARE Total:	<u>9,519.50</u>
25590	DCI DCI CREDIT SERVICES INC	02/27/2024	CASE 2165639 FORMS	01 000 1990	MISC INCOME	25.00
					DCI DCI CREDIT SERVICES INC Total:	<u>25.00</u>
25546	DPI DEPT OF PUBLIC INSTRUCTION	02/14/2024	TITLE I REIMBURSEMENT	01 000 4510	TITLE I PROGRAM AID	11,846.96
25610	DPI DEPT OF PUBLIC INSTRUCTION	02/29/2024	MARCH 2024 STATE AID	01 000 3110	STATE AID	165,617.19
25610	DPI DEPT OF PUBLIC INSTRUCTION	02/29/2024	MARCH 2024 STATE AID	01 000 3130	TRANSPORTATION AID	14,535.41
					DPI DEPT OF PUBLIC INSTRUCTION Total:	<u>191,999.56</u>
25563	DUNNCO DUNN COUNTY AUDITOR	02/14/2024	GENERAL, BLDG AND BONDS	01 000 1110	GENERAL-DISTRICT PROPERTY TAX	513,562.20
25563	DUNNCO DUNN COUNTY AUDITOR	02/14/2024	GENERAL, BLDG AND BONDS	03 000 1161	PROPERTY TAXES	88,858.31

Cash Receipt Listing by Received From
Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing
Month 02/2024

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
25563	DUNNCO DUNN COUNTY AUDITOR	02/14/2024	GENERAL, BLDG AND BONDS	04 000 1171	SINKING AND INTEREST #2	190,246.32
25594	DUNNCO DUNN COUNTY AUDITOR	02/20/2024	FLOOD CONTROL	01 000 4220	FLOOD CONTROL	38,483.98
25599	DUNNCO DUNN COUNTY AUDITOR	02/27/2024	SCHOOL GRANT-BOND DEBT	04 000 5600	GRANTS	5,950,000.00
DUNNCO DUNN COUNTY AUDITOR Total:						6,781,150.81
25552	MARATHON MARATHON OIL CO	02/14/2024	OIL ROYALTIES	01 000 1950	OIL ROYALTY	112.06
MARATHON MARATHON OIL CO Total:						112.06
25593	NDHEALTH ND HEALTH AND HUMAN SERVICES	02/20/2024	DAYCARE ASSISTANCE-DIRECT DEPOSIT	01 000 1801	DAYCARE	2,215.00
NDHEALTH ND HEALTH AND HUMAN SERVICES Total:						2,215.00
25554	OLSOSHA OLSON SHANE	02/14/2024	WRESTLING MATS BID	01 000 1990	MISC INCOME	2,000.00
OLSOSHA OLSON SHANE Total:						2,000.00
25556	PRE PRESCHOOL FEES	02/14/2024	PRESCHOOL FEES-CKS	01 000 1800	PRE SCHOOL	150.00
25559	PRE PRESCHOOL FEES	02/14/2024	PRESCHOOL FEES-ONLINE	01 000 1800	PRE SCHOOL	1,932.00
25597	PRE PRESCHOOL FEES	02/27/2024	PRESCHOOL FEES-ONLINE PMTS	01 000 1800	PRE SCHOOL	300.00
PRE PRESCHOOL FEES Total:						2,382.00
25557	RENTAL RENTAL INCOME FROM STAFF HOUSING	02/14/2024	STAFF RENTAL PMTS-CKS	03 000 1540	RENTAL INCOME SCHOOL HOUSING	2,700.00
25560	RENTAL RENTAL INCOME FROM STAFF HOUSING	02/14/2024	STAFF RENTAL PMTS-ONLINE	03 000 1540	RENTAL INCOME SCHOOL HOUSING	3,000.00
25591	RENTAL RENTAL INCOME FROM STAFF HOUSING	02/27/2024	STAFF RENTAL PMTS-CKS	03 000 1540	RENTAL INCOME SCHOOL HOUSING	650.00
25598	RENTAL RENTAL INCOME FROM STAFF HOUSING	02/27/2024	STAFF RENTAL PMTS-ONLINE	03 000 1540	RENTAL INCOME SCHOOL HOUSING	2,150.00
RENTAL RENTAL INCOME FROM STAFF HOUSING Total:						8,500.00
25551	RICEBUR RICE-BURLINGTON RESOURCES	02/14/2024	CLASS ACTION SETTLEMENT	01 000 1950	OIL ROYALTY	18.55
RICEBUR RICE-BURLINGTON RESOURCES Total:						18.55
25595	STATETREAS STATE TREASURER - ND	02/22/2024	OIL & GAS PRODUCTION TAX	01 000 2210	OIL & GAS PRODUCTION TAX	270,730.70
STATETREAS STATE TREASURER - ND Total:						270,730.70

Cash Receipt Listing by Received From
 Posted; Entries to Include Entries with Amounts; Fund Number 01, 03, 04; Processing
 Month 02/2024

<u>Receipt Number</u>	<u>Received From</u>	<u>Receipt Date</u>	<u>Cash Receipt Description</u>	<u>Chart of Account Number</u>	<u>Detail Description</u>	<u>Amount</u>
25588	WESTRI WEST RIVER STUDENT SERVICES	02/27/2024	POSTAGE REIMBURSMENT	01 000 000 000 2500 532	POSTAGE	15.45
WESTRI WEST RIVER STUDENT SERVICES Total:						<hr/> 15.45

Summary Totals

<u>Account Type</u>		<u>Cash Accounts</u>		<u>Receivable Accounts</u>
Subtotal Revenue	7,330,296.19	01 101	1,092,726.66	
Subtotal Expense	35.10	03 101	97,358.31	
Subtotal General Ledger		04 101	6,140,246.32	
Account Total	<hr/> 7,330,331.29	Total:	<hr/> 7,330,331.29	

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01	GENERAL FUND				
2210	CURRICULUM IMPROVEMENT				
01 000 000 000 2210 110	SALARIES	58,300.00	4,858.34	29,150.04	29,149.96
01 000 000 000 2210 210	HEALTH INSURANCE	8,640.48	754.38	4,388.92	4,251.56
01 000 000 000 2210 220	FICA	5,120.95	429.36	3,055.82	2,065.13
01 000 000 000 2210 230	TFFR	12,955.56	1,079.64	7,485.84	5,469.72
01 000 000 000 2210 300	PROFESSIONAL SERVICES	80,000.00	1,789.75	29,497.85	50,502.15
01 000 000 000 2210 430	CONTRACTS	1,500.00	0.00	1,500.00	0.00
01 000 000 000 2210 580	TRAVEL	1,000.00	192.22	2,215.30	(1,215.30)
01 000 000 000 2210 611	SUPPLIES	1,000.00	69.25	195.24	804.76
01 000 000 000 2210 730	EQUIPMENT	500.00	0.00	0.00	500.00
01 000 000 000 2210 890	OTHER	1,200.00	0.00	0.00	1,200.00
2210	CURRICULUM IMPROVEMENT	170,216.99	9,172.94	77,489.01	92,727.98
2213	WELLNESS				
01 000 000 000 2213 110	SALARIES	2,000.00	0.00	0.00	2,000.00
01 000 000 000 2213 220	FICA	153.00	0.00	0.00	153.00
01 000 000 000 2213 230	TFFR	444.44	0.00	0.00	444.44
01 000 000 000 2213 290	OTHER EMPLOYEE BENEFITS	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2213 580	TRAVEL	3,500.00	0.00	0.00	3,500.00
01 000 000 000 2213 611	SUPPLIES	250.00	0.00	0.00	250.00
01 000 000 000 2213 810	DUES & FEES	2,000.00	0.00	0.00	2,000.00
2213	WELLNESS	9,847.44	0.00	0.00	9,847.44
2222	LIBRARY				
01 000 000 000 2222 110	SALARIES	53,500.00	4,458.34	26,750.04	26,749.96
01 000 000 000 2222 130	SUBS/AIDES	22,275.00	1,359.27	15,362.35	6,912.65
01 000 000 000 2222 210	HEALTH INSURANCE	17,280.96	1,257.30	9,737.84	7,543.12
01 000 000 000 2222 220	FICA	7,118.78	502.98	3,737.07	3,381.71
01 000 000 000 2222 230	TFFR	15,288.06	1,211.76	8,277.88	7,010.18
01 000 000 000 2222 430	CONTRACTS	6,500.00	0.00	500.00	6,000.00
01 000 000 000 2222 580	TRAVEL	500.00	0.00	0.00	500.00
01 000 000 000 2222 611	SUPPLIES	4,500.00	104.41	1,628.92	2,871.08
01 000 000 000 2222 618	FREIGHT	250.00	10.95	17.94	232.06
01 000 000 000 2222 641	BOOKS-H.S.	2,500.00	0.00	245.15	2,254.85
01 000 000 000 2222 642	BOOKS-ELEM	2,500.00	0.00	549.81	1,950.19
01 000 000 000 2222 650	PERIODICALS	2,000.00	0.00	180.00	1,820.00
01 000 000 000 2222 670	SOFTWARE	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2222 730	EQUIPMENT	2,000.00	0.00	0.00	2,000.00
2222	LIBRARY	137,212.80	8,905.01	66,987.00	70,225.80
2225	COMPUTER-ASSISTED INSTRUCTION				
01 000 000 000 2225 490	TECHNOLOGY SERVICES	0.00	4,135.00	14,287.50	(14,287.50)
2225	COMPUTER-ASSISTED INSTRUCTION	0.00	4,135.00	14,287.50	(14,287.50)
2310	BOARD OF EDUCATION				
01 000 000 000 2310 110	SALARIES-EARLY RETIREMENT	0.00	0.00	0.00	0.00
01 000 000 000 2310 120	SALARIES--BUSINESS MANAGER	0.00	0.00	0.00	0.00
01 000 000 000 2310 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 000 2310 220	FICA	1,912.50	0.00	234.00	1,678.50
01 000 000 000 2310 221	ND OASIS	0.00	0.00	0.00	0.00
01 000 000 000 2310 230	TFFR & PERS	0.00	0.00	0.00	0.00
01 000 000 000 2310 250	UNEMPLOYMENT COMPENSATION	1,500.00	0.00	0.00	1,500.00
01 000 000 000 2310 260	WORKMEN'S COMPENSATION	12,500.00	0.00	10,388.81	2,111.19
01 000 000 000 2310 290	OTHER EMPLOYEE BENEFITS	30,000.00	1,766.78	13,042.38	16,957.62
01 000 000 000 2310 310	BOARD SALARY	25,000.00	0.00	0.00	25,000.00
01 000 000 000 2310 580	TRAVEL	5,000.00	119.90	1,295.85	3,704.15
01 000 000 000 2310 650	PERIODICALS	500.00	205.00	205.00	295.00
01 000 000 000 2310 730	EQUIPMENT	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2310 810	DUES & FEES	25,000.00	675.00	12,513.00	12,487.00
01 000 000 000 2310 890	CONSOLIDATION	0.00	0.00	0.00	0.00
2310	BOARD OF EDUCATION	102,412.50	2,766.68	37,679.04	64,733.46
2321	SUPERINTENDENT'S OFFICE				
01 000 000 000 2321 110	SALARIES-SUPERINTENDENT	151,280.00	11,636.92	93,095.36	58,184.64
01 000 000 000 2321 120	SALARIES-SECRETARY	0.00	0.00	0.00	0.00
01 000 000 000 2321 210	HEALTH INSURANCE	20,886.96	1,823.60	14,090.68	6,796.28
01 000 000 000 2321 220	FICA	11,572.92	868.80	6,971.56	4,601.36
01 000 000 000 2321 230	TFFR	31,031.78	2,585.98	20,687.84	10,343.94
01 000 000 000 2321 290	OTHER EMPLOYEE BENEFITS	7,000.00	383.34	3,644.47	3,355.53
01 000 000 000 2321 580	TRAVEL	6,000.00	109.00	1,675.83	4,324.17
01 000 000 000 2321 670	SOFTWARE	500.00	0.00	0.00	500.00
01 000 000 000 2321 730	EQUIPMENT	2,500.00	0.00	1,909.27	590.73
01 000 000 000 2321 810	DUES & FEES	3,000.00	99.00	1,664.00	1,336.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
2321	SUPERINTENDENT'S OFFICE	233,771.66	17,506.64	143,739.01	90,032.65
2500	BUSINESS OFFICE				
01 000 000 000 2500 120	Salaries	250,473.45	10,553.74	153,712.82	96,760.63
01 000 000 000 2500 210	HEALTH INSURANCE	52,856.29	2,433.13	33,287.19	19,569.10
01 000 000 000 2500 220	FICA	21,606.87	906.81	13,065.87	8,541.00
01 000 000 000 2500 230	PERS	36,696.25	1,623.52	22,332.67	14,363.58
01 000 000 000 2500 290	OTHER EMPLOYEE BENEFITS	5,000.00	350.00	2,692.10	2,307.90
01 000 000 000 2500 330	PROFESSIONAL SERVICES	25,000.00	1,722.50	35,395.00	(10,395.00)
01 000 000 000 2500 430	CONTRACTS	3,800.00	268.76	1,553.40	2,246.60
01 000 000 000 2500 431	POSTAGE METER	5,000.00	354.85	1,798.39	3,201.61
01 000 000 000 2500 521	PROPERTY INSURANCE	55,000.00	0.00	17,849.03	37,150.97
01 000 000 000 2500 522	LIABILITY INSURANCE	10,000.00	0.00	0.00	10,000.00
01 000 000 000 2500 532	POSTAGE	4,000.00	444.54	1,935.39	2,064.61
01 000 000 000 2500 540	LEGALS-ADS	5,000.00	1,147.14	3,195.89	1,804.11
01 000 000 000 2500 550	PRINTING & BINDING	500.00	0.00	0.00	500.00
01 000 000 000 2500 580	TRAVEL	2,000.00	323.22	381.22	1,618.78
01 000 000 000 2500 618	FREIGHT	250.00	0.00	59.56	190.44
01 000 000 000 2500 619	SUPPLIES TO BE DIST.	200.00	93.38	93.38	106.62
01 000 000 000 2500 670	SOFTWARE	12,000.00	0.00	0.00	12,000.00
01 000 000 000 2500 690	MISC SUPPLIES	3,000.00	495.95	2,822.38	177.62
01 000 000 000 2500 730	EQUIPMENT	12,000.00	0.00	8,995.00	3,005.00
01 000 000 000 2500 830	INTEREST	0.00	0.00	0.00	0.00
2500	BUSINESS OFFICE	504,382.86	20,717.54	299,169.29	205,213.57
2600	M & O OF PLANT				
01 000 000 000 2600 120	SALARIES	246,653.35	16,165.72	186,316.62	60,336.73
01 000 000 000 2600 121	PART TIME SALARY	44,871.15	0.00	17,993.18	26,877.97
01 000 000 000 2600 210	HEALTH INSURANCE	51,842.16	2,640.33	36,545.93	15,296.23
01 000 000 000 2600 220	FICA	23,623.60	1,280.62	16,264.09	7,359.51
01 000 000 000 2600 230	PERS	44,113.01	1,982.07	27,672.92	16,440.09
01 000 000 000 2600 411	WATER/SEWER	32,000.00	1,281.86	20,622.56	11,377.44
01 000 000 000 2600 421	GARBAGE	20,000.00	1,197.00	9,633.00	10,367.00
01 000 000 000 2600 431	FIRE EXTINGUISHERS	5,000.00	0.00	2,979.00	2,021.00
01 000 000 000 2600 432	PEST CONTROL	1,500.00	342.66	1,027.98	472.02
01 000 000 000 2600 433	CLOCK SYSTEM	4,000.00	0.00	0.00	4,000.00
01 000 000 000 2600 434	HEATING SYSTEM	25,000.00	0.00	0.00	25,000.00
01 000 000 000 2600 435	OTHER CONTRACTS	15,000.00	2,726.93	11,541.50	3,458.50
01 000 000 000 2600 441	RENTALS	0.00	0.00	0.00	0.00
01 000 000 000 2600 450	CONSTRUCTION SERVICES	100,000.00	4,393.26	19,416.74	80,583.26
01 000 000 000 2600 531	TELEPHONE	24,000.00	1,519.58	13,491.99	10,508.01
01 000 000 000 2600 611	SUPPLIES	90,000.00	8,499.42	65,117.02	24,882.98
01 000 000 000 2600 618	FREIGHT	1,000.00	233.34	2,243.03	(1,243.03)
01 000 000 000 2600 621	ELECTRICITY	200,000.00	16,290.01	131,453.54	68,546.46
01 000 000 000 2600 622	NATURAL GAS	150,000.00	8,549.01	43,969.47	106,030.53
01 000 000 000 2600 626	GAS-MAINTENANCE	3,000.00	0.00	444.26	2,555.74
01 000 000 000 2600 627	DIESEL	2,500.00	299.41	1,382.65	1,117.35
01 000 000 000 2600 730	EQUIPMENT	30,000.00	0.00	5,495.20	24,504.80
2600	M & O OF PLANT	1,114,103.27	67,401.22	613,610.68	500,492.59
2700	TRANSPORTATION				
01 000 000 000 2700 110	SALARIES--TRANSPORTATION DIR	8,190.00	502.31	5,478.10	2,711.90
01 000 000 000 2700 120	SALARIES-BUS MECHANIC	0.00	0.00	0.00	0.00
01 000 000 000 2700 121	PART TIME SALARY-BUS DRIVER	242,707.14	25,945.27	155,750.81	86,956.33
01 000 000 000 2700 122	SUB SALARY	4,000.00	27.00	935.63	3,064.37
01 000 000 000 2700 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 000 2700 220	FICA	19,499.63	2,025.27	12,405.33	7,094.30
01 000 000 000 2700 230	PERS	12,483.42	998.56	5,622.60	6,860.82
01 000 000 000 2700 290	OTHER EMPLOYEE BENEFITS	500.00	50.00	250.00	250.00
01 000 000 000 2700 330	OTHER PROFESSIONAL SERVICES	5,500.00	40.00	2,622.00	2,878.00
01 000 000 000 2700 390	PHYSICALS	2,500.00	0.00	1,225.00	1,275.00
01 000 000 000 2700 431	TWO WAY RADIO	3,000.00	0.00	0.00	3,000.00
01 000 000 000 2700 432	FIRE EXTING. SERVICE	1,000.00	0.00	0.00	1,000.00
01 000 000 000 2700 519	TRANSPORTATION-FAMILY TYPE	5,500.00	0.00	2,530.50	2,969.50
01 000 000 000 2700 520	INSURANCE	20,000.00	0.00	(1,165.00)	21,165.00
01 000 000 000 2700 580	TRAVEL	2,500.00	0.00	774.99	1,725.01
01 000 000 000 2700 611	SUPPLIES	2,000.00	11,537.08	13,260.36	(11,260.36)
01 000 000 000 2700 626	GASOLINE	3,500.00	179.64	3,592.38	(92.38)
01 000 000 000 2700 627	DIESEL	120,000.00	12,290.80	58,674.36	61,325.64
01 000 000 000 2700 671	OIL AND GREASE	5,000.00	165.28	1,858.09	3,141.91
01 000 000 000 2700 672	TIRES AND TUBES	10,000.00	0.00	2,971.08	7,028.92
01 000 000 000 2700 673	REPAIRS	120,000.00	16,557.13	61,085.45	58,914.55
01 000 000 000 2700 732	VEHICLE REPLACEMENT	140,000.00	0.00	0.00	140,000.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
2700	TRANSPORTATION	727,880.19	70,318.34	327,871.68	400,008.51
6300	TRANSFERS TO OTHER FUNDS				
01 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00
6300	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00
6320	TRANSFER TO SPECIAL RESERVE				
01 000 000 000 6320 920	TRANSFER OF FUNDS TO SPECIAL RESERVE	0.00	0.00	0.00	0.00
6320	TRANSFER TO SPECIAL RESERVE	0.00	0.00	0.00	0.00
6330	TRANSFER TO CAPITAL PROJECTS				
01 000 000 000 6330 920	TRANSFER OF FUNDS TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00
6330	TRANSFER TO CAPITAL PROJECTS	0.00	0.00	0.00	0.00
6350	TRANSFER TO FOOD SERVICE				
01 000 000 000 6350 920	TRANSFER OF FUNDS TO FOOD SERVICE	120,000.00	0.00	120,000.00	0.00
6350	TRANSFER TO FOOD SERVICE	120,000.00	0.00	120,000.00	0.00
6360	TRANSFER TO STUDENT ACTIVITY				
01 000 000 000 6360 920	TRANSFER OF FUNDS STUDENT ACTIVITY	0.00	0.00	0.00	0.00
6360	TRANSFER TO STUDENT ACTIVITY	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	3,119,827.71	200,923.37	1,700,833.21	1,418,994.50
1000	INSTRUCTION				
01 000 000 110 1000 110	SALARIES	178,010.00	14,834.16	89,004.96	89,005.04
01 000 000 110 1000 130	SUBS/AIDES	25,087.30	0.00	0.00	25,087.30
01 000 000 110 1000 210	HEALTH INSURANCE	32,110.80	2,803.52	16,310.64	15,800.16
01 000 000 110 1000 220	FICA	16,858.98	1,194.08	7,150.80	9,708.18
01 000 000 110 1000 230	TFFR	39,557.89	3,296.48	19,778.88	19,779.01
01 000 000 110 1000 290	OTHER EMPLOYEE BENEFITS	5,300.00	0.00	0.00	5,300.00
01 000 000 110 1000 430	CONTRACTS	4,000.00	0.00	0.00	4,000.00
01 000 000 110 1000 610	SUPPLIES	10,000.00	512.56	12,904.61	(2,904.61)
01 000 000 110 1000 618	FREIGHT	500.00	0.00	69.06	430.94
01 000 000 110 1000 640	BOOKS	1,000.00	0.00	0.00	1,000.00
01 000 000 110 1000 670	SOFTWARE	3,000.00	0.00	930.80	2,069.20
01 000 000 110 1000 730	EQUIPMENT	7,000.00	0.00	6,538.50	461.50
01 000 000 110 1000 810	DUES & FEES	0.00	0.00	468.80	(468.80)
1000	INSTRUCTION	322,424.97	22,640.80	153,157.05	169,267.92
110	KINDERGARTEN	322,424.97	22,640.80	153,157.05	169,267.92
1000	INSTRUCTION				
01 000 000 120 1000 110	SALARIES	1,267,991.35	97,895.88	587,375.28	680,616.07
01 000 000 120 1000 130	SUBS/AIDES	125,782.30	6,778.00	57,993.02	67,789.28
01 000 000 120 1000 210	HEALTH INSURANCE	260,555.97	20,171.46	119,418.92	141,137.05
01 000 000 120 1000 220	FICA	103,743.50	8,019.56	49,043.43	54,700.07
01 000 000 120 1000 230	TFFR	285,702.81	22,044.32	133,805.39	151,897.42
01 000 000 120 1000 290	OTHER EMPLOYEE BENEFITS	5,725.00	125.98	855.88	4,869.12
01 000 000 120 1000 430	CONTRACTS	22,000.00	0.00	6,622.20	15,377.80
01 000 000 120 1000 560	TUITION TO LEA'S IN STATE	3,000.00	0.00	0.00	3,000.00
01 000 000 120 1000 580	TRAVEL	3,000.00	238.00	2,988.79	11.21
01 000 000 120 1000 611	SUPPLIES	75,000.00	6,382.42	68,157.53	6,842.47
01 000 000 120 1000 612	MUSIC SUPPLIES	4,000.00	585.95	1,425.84	2,574.16
01 000 000 120 1000 618	FREIGHT	2,000.00	630.05	1,609.60	390.40
01 000 000 120 1000 640	BOOKS	29,000.00	381.00	2,776.15	26,223.85
01 000 000 120 1000 670	SOFTWARE	20,000.00	0.00	5,524.78	14,475.22
01 000 000 120 1000 730	EQUIPMENT	20,000.00	0.00	15,256.50	4,743.50
01 000 000 120 1000 810	DUES & FEES	3,000.00	0.00	2,501.85	498.15
1000	INSTRUCTION	2,230,500.93	163,252.62	1,055,355.16	1,175,145.77
2410	OFFICE OF PRINCIPAL SERVICES				
01 000 000 120 2410 110	SALARIES	91,529.15	7,627.42	45,764.52	45,764.63
01 000 000 120 2410 120	SALARIES-SECRETARY	35,371.01	1,477.44	18,803.68	16,567.33
01 000 000 120 2410 210	HEALTH INSURANCE	29,527.32	2,263.65	16,017.20	13,510.12
01 000 000 120 2410 220	FICA	10,368.85	706.45	5,147.78	5,221.07
01 000 000 120 2410 230	TFFR	25,737.43	1,931.50	12,978.24	12,759.19
01 000 000 120 2410 430	CONTRACTS	500.00	0.00	0.00	500.00
01 000 000 120 2410 580	TRAVEL	1,500.00	0.00	0.00	1,500.00
01 000 000 120 2410 611	SUPPLIES	500.00	0.00	440.34	59.66
01 000 000 120 2410 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 120 2410 670	SOFTWARE	200.00	0.00	0.00	200.00
01 000 000 120 2410 730	EQUIPMENT	4,100.00	0.00	3,598.00	502.00
01 000 000 120 2410 810	DUES & FEES	2,200.00	0.00	20.00	2,180.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
2410	OFFICE OF PRINCIPAL SERVICES	201,633.76	14,006.46	102,769.76	98,864.00
120	ELEMENTARY	2,432,134.69	177,259.08	1,158,124.92	1,274,009.77
1000	INSTRUCTION				
01 000 000 130 1000 110	SALARIES	371,050.57	29,084.40	184,827.21	186,223.36
01 000 000 130 1000 130	SUBS/AIDES	21,735.00	1,944.00	13,456.68	8,278.32
01 000 000 130 1000 210	HEALTH INSURANCE	73,680.80	5,704.02	34,661.17	39,019.63
01 000 000 130 1000 220	FICA	31,502.29	2,492.22	15,748.49	15,753.80
01 000 000 130 1000 230	TFFR	82,455.68	6,463.20	41,079.88	41,375.80
01 000 000 130 1000 290	OTHER EMPLOYEE BENEFITS	2,562.50	329.20	1,975.20	587.30
01 000 000 130 1000 430	CONTRACTS	13,000.00	0.00	748.27	12,251.73
01 000 000 130 1000 580	TRAVEL	750.00	0.00	0.00	750.00
01 000 000 130 1000 611	SUPPLIES	12,000.00	882.51	11,265.62	734.38
01 000 000 130 1000 618	FREIGHT	1,500.00	27.67	1,541.84	(41.84)
01 000 000 130 1000 640	BOOKS	35,000.00	0.00	24,648.26	10,351.74
01 000 000 130 1000 670	SOFTWARE	5,000.00	0.00	3,676.04	1,323.96
01 000 000 130 1000 730	EQUIPMENT	12,000.00	0.00	1,005.42	10,994.58
01 000 000 130 1000 810	DUES & FEES	500.00	229.00	2,671.63	(2,171.63)
1000	INSTRUCTION	662,736.84	47,156.22	337,305.71	325,431.13
130	MIDDLE/JUNIOR HIGH	662,736.84	47,156.22	337,305.71	325,431.13
1000	INSTRUCTION				
01 000 000 140 1000 110	SALARIES	757,979.05	61,328.34	382,288.18	375,690.87
01 000 000 140 1000 130	SUBS/AIDES	53,470.00	1,701.00	25,547.31	27,922.69
01 000 000 140 1000 210	HEALTH INSURANCE	150,662.22	12,424.91	73,937.42	76,724.80
01 000 000 140 1000 220	FICA	65,116.44	4,825.15	31,115.15	34,001.29
01 000 000 140 1000 230	TFFR	170,662.01	13,628.44	85,380.34	85,281.67
01 000 000 140 1000 290	OTHER EMPLOYEE BENEFITS	4,062.50	379.20	2,375.20	1,687.30
01 000 000 140 1000 430	CONTRACTS	25,000.00	0.00	25,295.61	(295.61)
01 000 000 140 1000 442	RENTAL-DRIVERS ED	0.00	0.00	0.00	0.00
01 000 000 140 1000 520	DRIVER'S ED INSURANCE	200.00	0.00	0.00	200.00
01 000 000 140 1000 561	TUITION TO LEA'S IN STATE	30,000.00	26,000.00	26,000.00	4,000.00
01 000 000 140 1000 580	TRAVEL	2,000.00	0.00	1,256.00	744.00
01 000 000 140 1000 611	SUPPLIES	45,000.00	3,454.82	32,756.50	12,243.50
01 000 000 140 1000 612	MUSIC SUPPLIES	7,500.00	48.93	6,803.24	696.76
01 000 000 140 1000 614	ART SUPPLIES	0.00	0.00	0.00	0.00
01 000 000 140 1000 618	FREIGHT	2,000.00	283.22	565.68	1,434.32
01 000 000 140 1000 626	MISC DRIVERS ED SUPPLIES	2,000.00	0.00	550.92	1,449.08
01 000 000 140 1000 640	BOOKS	30,000.00	0.00	17,958.00	12,042.00
01 000 000 140 1000 670	SOFTWARE	20,000.00	0.00	12,454.95	7,545.05
01 000 000 140 1000 730	EQUIPMENT	5,000.00	0.00	2,345.98	2,654.02
01 000 000 140 1000 731	CARL PERKINS EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 1000 733	RACTC EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 140 1000 810	DUES & FEES	3,000.00	0.00	2,551.22	448.78
1000	INSTRUCTION	1,373,652.22	124,074.01	729,181.70	644,470.52
2410	OFFICE OF PRINCIPAL SERVICES				
01 000 000 140 2410 110	SALARIES	91,529.15	7,627.42	45,764.52	45,764.63
01 000 000 140 2410 120	SALARIES-SECRETARY	31,084.61	1,547.86	20,596.22	10,488.39
01 000 000 140 2410 210	HEALTH INSURANCE	28,663.28	2,225.94	15,470.58	13,192.70
01 000 000 140 2410 220	FICA	9,974.84	723.61	5,394.02	4,580.82
01 000 000 140 2410 230	TFFR/PERS	25,083.32	1,936.73	13,209.16	11,874.16
01 000 000 140 2410 430	CONTRACTS	1,000.00	0.00	0.00	1,000.00
01 000 000 140 2410 580	TRAVEL	1,500.00	161.69	308.07	1,191.93
01 000 000 140 2410 611	SUPPLIES	1,000.00	0.00	642.96	357.04
01 000 000 140 2410 618	FREIGHT	100.00	0.00	22.51	77.49
01 000 000 140 2410 670	SOFTWARE	200.00	0.00	0.00	200.00
01 000 000 140 2410 730	EQUIPMENT	4,100.00	0.00	3,598.00	502.00
01 000 000 140 2410 810	DUES & FEES	2,000.00	192.60	1,127.60	872.40
2410	OFFICE OF PRINCIPAL SERVICES	196,235.20	14,415.85	106,133.64	90,101.56
140	HIGH SCHOOL	1,569,887.42	138,489.86	835,315.34	734,572.08
2835	HEALTH SERVICES				
01 000 000 200 2835 120	NON-CERTIFIED SALARY	27,605.21	1,138.54	16,783.15	10,822.06
01 000 000 200 2835 220	FICA	2,111.80	88.60	1,320.72	791.08
01 000 000 200 2835 230	TFFR	4,212.56	188.32	2,669.34	1,543.22
01 000 000 200 2835 610	SUPPLIES	3,000.00	457.77	2,204.63	795.37
01 000 000 200 2835 810	DUES & FEES	2,000.00	318.25	1,289.00	711.00
2835	HEALTH SERVICES	38,929.57	2,191.48	24,266.84	14,662.73
2900	OTHER SUPPORT SERVICES				
01 000 000 200 2900 110	SALARIES	0.00	0.00	0.00	0.00
01 000 000 200 2900 220	FICA	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 200 2900 230	TFFR	0.00	0.00	0.00	0.00
01 000 000 200 2900 320	SUPPORT SERVICES	28,500.00	0.00	28,296.00	204.00
01 000 000 200 2900 594	FOSTER CARE	0.00	0.00	0.00	0.00
2900	OTHER SUPPORT SERVICES	28,500.00	0.00	28,296.00	204.00
200	SPECIAL PROGRAMS	67,429.57	2,191.48	52,562.84	14,866.73
1000	INSTRUCTION				
01 000 000 205 1000 110	SALARIES - SPEC ED	0.00	0.00	0.00	0.00
01 000 000 205 1000 130	SUBS/AIDES-SPECIAL ED	21,910.81	913.84	13,025.03	8,885.78
01 000 000 205 1000 210	HEALTH INSURANCE	8,640.36	502.92	5,348.92	3,291.44
01 000 000 205 1000 220	FICA	2,337.16	108.39	1,405.62	931.54
01 000 000 205 1000 230	PERS	3,343.59	189.48	2,433.98	909.61
1000	INSTRUCTION	36,231.92	1,714.63	22,213.55	14,018.37
205	PRESCHOOL SPECIAL EDUCATION	36,231.92	1,714.63	22,213.55	14,018.37
1000	INSTRUCTION				
01 000 000 211 1000 110	SALARIES	57,200.00	4,766.66	28,599.96	28,600.04
01 000 000 211 1000 130	SUBS/AIDES	22,831.88	1,351.11	14,917.52	7,914.36
01 000 000 211 1000 210	HEALTH INSURANCE	23,470.20	1,797.68	12,881.72	10,588.48
01 000 000 211 1000 220	FICA	6,783.43	454.81	3,435.62	3,347.81
01 000 000 211 1000 230	TFFR/PERS	16,195.25	1,278.95	8,671.06	7,524.19
01 000 000 211 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 211 1000 580	TRAVEL	0.00	192.60	192.60	(192.60)
01 000 000 211 1000 611	SUPPLIES	1,000.00	0.00	733.00	267.00
01 000 000 211 1000 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 211 1000 640	BOOKS	1,000.00	0.00	116.26	883.74
01 000 000 211 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 211 1000 730	EQUIPMENT	1,000.00	0.00	0.00	1,000.00
01 000 000 211 1000 810	DUES & FEES	350.00	0.00	363.20	(13.20)
1000	INSTRUCTION	129,930.76	9,841.81	69,910.94	60,019.82
211	EDUCABLE MENTALLY HANDICAPPED	129,930.76	9,841.81	69,910.94	60,019.82
1000	INSTRUCTION				
01 000 000 225 1000 110	SALARIES	0.00	0.00	0.00	0.00
01 000 000 225 1000 130	SUBS/AIDES	30,100.56	1,655.07	18,268.58	11,831.98
01 000 000 225 1000 210	HEALTH INSURANCE	8,640.36	502.92	5,104.01	3,536.35
01 000 000 225 1000 220	FICA	2,963.68	135.22	1,478.30	1,485.38
01 000 000 225 1000 230	TFFR	4,593.35	269.11	2,833.52	1,759.83
01 000 000 225 1000 430	CONTRACTS	154,000.00	20,700.77	103,503.85	50,496.15
01 000 000 225 1000 580	TRAVEL	9,000.00	307.35	1,309.89	7,690.11
01 000 000 225 1000 611	SUPPLIES	2,500.00	0.00	1,716.65	783.35
01 000 000 225 1000 618	FREIGHT	100.00	0.00	0.00	100.00
01 000 000 225 1000 640	BOOKS	150.00	0.00	0.00	150.00
01 000 000 225 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 225 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 225 1000 810	DUES & FEES	1,000.00	0.00	568.00	432.00
1000	INSTRUCTION	213,047.95	23,570.44	134,782.80	78,265.15
225	SPEECH IMPAIRED	213,047.95	23,570.44	134,782.80	78,265.15
1000	INSTRUCTION				
01 000 000 240 1000 110	SALARIES	56,000.00	4,666.66	27,999.96	28,000.04
01 000 000 240 1000 130	SUBS/AIDES	74,122.11	3,811.16	43,386.60	30,735.51
01 000 000 240 1000 210	HEALTH INSURANCE	40,750.92	2,803.52	23,579.56	17,171.36
01 000 000 240 1000 220	FICA	11,937.30	719.61	6,429.75	5,507.55
01 000 000 240 1000 230	TFFR	23,755.47	1,656.73	12,790.67	10,964.80
01 000 000 240 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 240 1000 580	TRAVEL	0.00	0.00	0.00	0.00
01 000 000 240 1000 611	SUPPLIES	2,500.00	0.00	2,097.00	403.00
01 000 000 240 1000 618	FREIGHT	0.00	0.00	0.00	0.00
01 000 000 240 1000 640	BOOKS	500.00	0.00	0.00	500.00
01 000 000 240 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 240 1000 730	EQUIPMENT	500.00	0.00	0.00	500.00
1000	INSTRUCTION	210,065.80	13,657.68	116,283.54	93,782.26
240	HIGH SCHOOL LD PROGRAM	210,065.80	13,657.68	116,283.54	93,782.26
1000	INSTRUCTION				
01 000 000 241 1000 110	SALARIES	110,765.00	9,230.42	55,382.52	55,382.48
01 000 000 241 1000 130	SUBS/AIDES	277,185.33	14,195.38	142,884.65	134,300.68
01 000 000 241 1000 210	HEALTH INSURANCE	129,605.64	6,789.42	63,718.64	65,887.00
01 000 000 241 1000 220	FICA	38,271.07	2,185.49	18,930.75	19,340.32
01 000 000 241 1000 230	TFFR	66,912.99	4,178.87	32,549.69	34,363.30
01 000 000 241 1000 430	CONTRACTS	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 241 1000 580	TRAVEL	100.00	0.00	0.00	100.00
01 000 000 241 1000 611	SUPPLIES	1,500.00	14.99	1,146.62	353.38
01 000 000 241 1000 618	FREIGHT	100.00	0.00	49.63	50.37
01 000 000 241 1000 640	BOOKS	500.00	0.00	173.91	326.09
01 000 000 241 1000 670	SOFTWARE	1,800.00	0.00	0.00	1,800.00
01 000 000 241 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 241 1000 810	DUES & FEES	0.00	0.00	0.00	0.00
1000 INSTRUCTION		<u>626,740.03</u>	<u>36,594.57</u>	<u>314,836.41</u>	<u>311,903.62</u>
241 ELEMENTARY LD PROGRAM		626,740.03	36,594.57	314,836.41	311,903.62
1000 INSTRUCTION					
01 000 000 310 1000 110	SALARIES	133,434.00	11,119.50	90,606.00	42,828.00
01 000 000 310 1000 130	SUBS/AIDES	1,000.00	0.00	0.00	1,000.00
01 000 000 310 1000 210	HEALTH INSURANCE	17,280.96	1,508.76	11,687.28	5,593.68
01 000 000 310 1000 220	FICA	11,529.71	966.06	7,825.43	3,704.28
01 000 000 310 1000 230	TFFR	29,652.04	2,471.02	20,134.83	9,517.21
01 000 000 310 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 310 1000 580	TRAVEL	10,000.00	510.80	7,085.40	2,914.60
01 000 000 310 1000 611	SUPPLIES	20,000.00	582.18	17,392.97	2,607.03
01 000 000 310 1000 618	FREIGHT	500.00	0.00	1,361.89	(861.89)
01 000 000 310 1000 640	BOOKS	100.00	0.00	0.00	100.00
01 000 000 310 1000 670	SOFTWARE	0.00	0.00	240.00	(240.00)
01 000 000 310 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 310 1000 731	CARL PERKINS EQUIPMENT	33,000.00	6,119.99	32,156.48	843.52
1000 INSTRUCTION		<u>256,496.71</u>	<u>23,278.31</u>	<u>188,490.28</u>	<u>68,006.43</u>
310 AGRICULTURE		256,496.71	23,278.31	188,490.28	68,006.43
1000 INSTRUCTION					
01 000 000 340 1000 110	SALARIES	0.00	0.00	0.00	0.00
01 000 000 340 1000 130	SUBS/AIDES	0.00	0.00	0.00	0.00
01 000 000 340 1000 210	HEALTH INSURANCE	0.00	0.00	0.00	0.00
01 000 000 340 1000 220	FICA	0.00	0.00	0.00	0.00
01 000 000 340 1000 230	TFFR	0.00	0.00	0.00	0.00
01 000 000 340 1000 430	CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 340 1000 580	TRAVEL	0.00	0.00	0.00	0.00
01 000 000 340 1000 611	SUPPLIES	0.00	0.00	0.00	0.00
01 000 000 340 1000 618	FREIGHT	0.00	0.00	0.00	0.00
01 000 000 340 1000 640	BOOKS	0.00	0.00	0.00	0.00
01 000 000 340 1000 670	SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 340 1000 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 340 1000 731	CARL PERKINS EQUIPMENT	0.00	0.00	0.00	0.00
1000 INSTRUCTION		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
340 FAMILY AND CONSUMER SCIENCE		0.00	0.00	0.00	0.00
3400 STUDENT ACTIVITIES					
01 000 000 410 3400 110	SALARIES-STUDENT ACTIVITY	71,949.75	2,345.00	38,862.02	33,087.73
01 000 000 410 3400 220	FICA	5,504.16	179.41	2,972.96	2,531.20
01 000 000 410 3400 230	TFFR	13,158.06	104.22	5,953.68	7,204.38
01 000 000 410 3400 430	CONTRACTS-REPAIRS/MAINT	0.00	0.00	0.00	0.00
01 000 000 410 3400 522	LIABILITY INSURANCE	0.00	0.00	0.00	0.00
01 000 000 410 3400 890	OTHER	3,000.00	25.00	407.00	2,593.00
3400 STUDENT ACTIVITIES		<u>93,611.97</u>	<u>2,653.63</u>	<u>48,195.66</u>	<u>45,416.31</u>
410 STUDENT ACTIVITIES		93,611.97	2,653.63	48,195.66	45,416.31
3400 STUDENT ACTIVITIES					
01 000 000 420 3400 110	SALARIES-ATHLETIC	265,409.11	47,166.37	184,611.38	80,797.73
01 000 000 420 3400 210	HEALTH INSURANCE	8,349.99	578.14	4,672.39	3,677.60
01 000 000 420 3400 220	FICA	20,568.19	3,601.50	14,184.03	6,384.16
01 000 000 420 3400 230	TFFR	42,577.26	7,889.94	30,524.71	12,052.55
01 000 000 420 3400 430	REPAIRS	0.00	0.00	0.00	0.00
01 000 000 420 3400 890	OTHER	45,000.00	1,824.10	15,541.58	29,458.42
3400 STUDENT ACTIVITIES		<u>381,904.55</u>	<u>61,060.05</u>	<u>249,534.09</u>	<u>132,370.46</u>
420 ATHLETICS		381,904.55	61,060.05	249,534.09	132,370.46
3300 COMMUNITY SERVICES/PRE-K & DAYCARE					
01 000 000 800 3300 110	PRE SCHOOL SALARIES	75,389.84	5,259.94	31,559.64	43,830.20
01 000 000 800 3300 130	PRESCHOOL SUBS/AIDES	21,910.81	913.85	13,025.11	8,885.70
01 000 000 800 3300 210	PRESCHOOL HEALTH INSURANCE	21,179.42	1,419.48	10,681.40	10,498.02
01 000 000 800 3300 220	PRESCHOOL FICA	8,584.11	529.37	3,926.35	4,657.76
01 000 000 800 3300 230	PRESCHOOL TFFR/PERS	20,096.89	1,358.35	9,447.16	10,649.73
01 000 000 800 3300 300	PRESCHOOL PURCHASED PROF SERVICES	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
01 000 000 800 3300 430	PRESCHOOL CONTRACTS	0.00	0.00	0.00	0.00
01 000 000 800 3300 580	PRESCHOOL TRAVEL	250.00	0.00	0.00	250.00
01 000 000 800 3300 611	PRESCHOOL SUPPLIES	1,000.00	0.00	689.75	310.25
01 000 000 800 3300 618	PRESCHOOL FREIGHT	100.00	0.00	55.31	44.69
01 000 000 800 3300 640	PRESCHOOL BOOKS	1,200.00	0.00	423.30	776.70
01 000 000 800 3300 670	PRESCHOOL SOFTWARE	1,000.00	0.00	0.00	1,000.00
01 000 000 800 3300 730	PRE SCHOOL EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 800 3300 800	PRESCHOOL Dues, Membership, Registration	200.00	50.00	50.00	150.00
3300	COMMUNITY SERVICES/PRE-K & DAYCARE	150,911.07	9,530.99	69,858.02	81,053.05
800	COMMUNITY SERVICES	150,911.07	9,530.99	69,858.02	81,053.05
3300	COMMUNITY SERVICES/PRE-K & DAYCARE				
01 000 000 890 3300 110	DAYCARE SALARIES	0.00	0.00	0.00	0.00
01 000 000 890 3300 130	DAYCARE SUBS/AIDS	161,887.25	9,832.46	110,482.53	51,404.72
01 000 000 890 3300 210	DAYCARE HEALTH INSURANCE	60,482.52	3,520.44	37,442.44	23,040.08
01 000 000 890 3300 220	DAYCARE FICA	17,011.29	1,009.52	11,187.87	5,823.42
01 000 000 890 3300 230	DAYCARE PERS	24,703.99	1,535.83	16,342.51	8,361.48
01 000 000 890 3300 290	DAYCARE OTHER EMPLOYEE BENEFITS	0.00	0.00	0.00	0.00
01 000 000 890 3300 300	DAYCARE PURCHASED SERVICES	0.00	0.00	0.00	0.00
01 000 000 890 3300 410	DAYCARE UTILITY SERVICES	0.00	0.00	0.00	0.00
01 000 000 890 3300 430	DAYCARE REPAIR & MAINTENANCE	0.00	0.00	0.00	0.00
01 000 000 890 3300 450	DAYCARE CONSTRUCTION	0.00	0.00	0.00	0.00
01 000 000 890 3300 580	DAYCARE TRAVEL	0.00	0.00	0.00	0.00
01 000 000 890 3300 611	DAYCARE SUPPLIES	5,000.00	0.00	2,993.36	2,006.64
01 000 000 890 3300 618	DAYCARE FREIGHT	100.00	0.00	6.99	93.01
01 000 000 890 3300 640	DAYCARE BOOKS	0.00	0.00	0.00	0.00
01 000 000 890 3300 670	DAYCARE SOFTWARE	0.00	0.00	0.00	0.00
01 000 000 890 3300 730	DAYCARE EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 890 3300 800	DAYCARE DUES, MEMBERSHIPS, REGISTRATION	500.00	0.00	95.00	405.00
3300	COMMUNITY SERVICES/PRE-K & DAYCARE	269,685.05	15,898.25	178,550.70	91,134.35
890	DAYCARE	269,685.05	15,898.25	178,550.70	91,134.35
3100	FOOD SERVICES				
01 000 000 910 3100 120	SALARIES	0.00	11,424.79	33,882.33	(33,882.33)
01 000 000 910 3100 210	HEALTH INSURANCE	0.00	2,640.33	7,920.99	(7,920.99)
01 000 000 910 3100 220	FICA	0.00	981.26	2,913.76	(2,913.76)
01 000 000 910 3100 230	PERS	0.00	1,626.72	4,820.94	(4,820.94)
01 000 000 910 3100 730	EQUIPMENT	0.00	0.00	0.00	0.00
01 000 000 910 3100 890	OTHER	0.00	0.00	0.00	0.00
3100	FOOD SERVICES	0.00	16,673.10	49,538.02	(49,538.02)
910	FOOD SERVICES	0.00	16,673.10	49,538.02	(49,538.02)
1000	INSTRUCTION				
01 068 000 261 1000 110 2023	SALARIES	94,602.44	7,883.52	47,301.12	47,301.32
01 068 000 261 1000 210 2023	HEALTH INSURANCE	19,077.72	1,653.20	9,618.16	9,459.56
01 068 000 261 1000 220 2023	FICA	7,940.83	558.34	3,355.32	4,585.51
01 068 000 261 1000 230 2023	TFPR	21,146.92	1,751.90	10,511.40	10,635.52
01 068 000 261 1000 300 2021	PURCHASED SERVICES	0.00	0.00	0.00	0.00
1000	INSTRUCTION	142,767.91	11,846.96	70,786.00	71,981.91
261	TITLE I PROGRAMS	142,767.91	11,846.96	70,786.00	71,981.91
1000	INSTRUCTION				
01 082 000 298 1000 300 2023	PURCHASED SERVICES	40,565.00	0.00	43,087.71	(2,522.71)
01 082 000 298 1000 580 2023	TRAVEL	8,641.00	0.00	8,181.30	459.70
01 082 000 298 1000 810 2023	DUES & FEES	20,960.00	0.00	18,896.99	2,063.01
1000	INSTRUCTION	70,166.00	0.00	70,166.00	0.00
298	OTHER FEDERAL PROGRAMS	70,166.00	0.00	70,166.00	0.00
1000	INSTRUCTION				
01 089 040 298 1000 730	EQUIPMENT	47,394.00	0.00	24,982.10	22,411.90
1000	INSTRUCTION	47,394.00	0.00	24,982.10	22,411.90
298	OTHER FEDERAL PROGRAMS	47,394.00	0.00	24,982.10	22,411.90
1000	INSTRUCTION				
01 103 020 298 1000 580	TRAVEL	0.00	0.00	0.00	0.00
1000	INSTRUCTION	0.00	0.00	0.00	0.00
298	OTHER FEDERAL PROGRAMS	0.00	0.00	0.00	0.00
1000	INSTRUCTION				
01 120 020 298 1000 610	SUPPLIES	50,000.00	0.00	0.00	50,000.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
1000	INSTRUCTION	50,000.00	0.00	0.00	50,000.00
298	OTHER FEDERAL PROGRAMS	50,000.00	0.00	0.00	50,000.00
1000	INSTRUCTION				
01 200 000 298 1000 110	SALARIES	28,510.16	3,398.40	20,390.40	8,119.76
01 200 000 298 1000 210	HEALTH INSURANCE	4,741.90	592.20	3,445.36	1,296.54
01 200 000 298 1000 220	FICA	2,362.41	272.00	1,628.60	733.81
01 200 000 298 1000 230	TFFR	6,335.59	755.20	4,531.20	1,804.39
01 200 000 298 1000 300	PURCHASED SERVICES	550.00	0.00	0.00	550.00
01 200 000 298 1000 610	SUPPLIES	2,500.00	0.00	2,370.96	129.04
1000	INSTRUCTION	45,000.06	5,017.80	32,366.52	12,633.54
298	OTHER FEDERAL PROGRAMS	45,000.06	5,017.80	32,366.52	12,633.54
01	GENERAL FUND	10,898,394.98	819,999.03	5,877,793.70	5,020,601.28

Expenditure Report by Function Killdeer School
 Regular; Processing Month 02/2024; Fund Number 01, 02, 03, 04

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
02	SPECIAL FUND				
6300	TRANSFERS TO OTHER FUNDS				
02 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00
6300	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
02	SPECIAL FUND	0.00	0.00	0.00	0.00

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
03	CAPITAL PROJECTS				
2513	RECEIVING & DISBURSING FUNDS				
03 000 000 000 2513 810	DUES & FEES	0.00	0.00	0.00	0.00
2513	RECEIVING & DISBURSING FUNDS	0.00	0.00	0.00	0.00
4100	FACILITY ACQ (BUILDING/LAND)				
03 000 000 000 4100 710	LAND AND IMPROVEMENTS	0.00	0.00	0.00	0.00
03 000 000 000 4100 720	BUILDING ACQUISITION	0.00	0.00	0.00	0.00
03 000 000 000 4100 721	BUILDING ACQUISITION-ATH COMPLEX	0.00	0.00	0.00	0.00
03 000 000 000 4100 730	EQUIPMENT	0.00	0.00	0.00	0.00
4100	FACILITY ACQ (BUILDING/LAND)	0.00	0.00	0.00	0.00
4210	CONSTRUCTION SERVICE (BY STAF)				
03 000 000 000 4210 610	MAINTENANCE AND FEES-STAFF HOUSING	20,000.00	260.00	6,794.04	13,205.96
03 000 000 000 4210 611	SUPPLIES	10,000.00	0.00	162.44	9,837.56
03 000 000 000 4210 650	SUPPLIES-TECHNOLOGY RELATED	0.00	0.00	0.00	0.00
03 000 000 000 4210 710	LAND & BLDGS-SPEC ASSESSMENT	0.00	0.00	0.00	0.00
03 000 000 000 4210 730	EQUIPMENT	20,000.00	0.00	29,000.00	(9,000.00)
03 000 000 000 4210 733	FURNITURE & FIXTURES	0.00	0.00	1,837.75	(1,837.75)
4210	CONSTRUCTION SERVICE (BY STAF)	50,000.00	260.00	37,794.23	12,205.77
4220	CONST SERVICE (BY CONTRACTOR)				
03 000 000 000 4220 435	CONSTRUCTION SERVICES	1,643,000.00	34,832.83	1,283,131.40	359,868.60
4220	CONST SERVICE (BY CONTRACTOR)	1,643,000.00	34,832.83	1,283,131.40	359,868.60
6200	SCHOOL CONST LOAN REPAYMENTS				
03 000 000 000 6200 830	INTEREST PAYABLE	0.00	0.00	0.00	0.00
03 000 000 000 6200 910	PRINCIPAL PAYMENT	0.00	0.00	0.00	0.00
6200	SCHOOL CONST LOAN REPAYMENTS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	1,693,000.00	35,092.83	1,320,925.63	372,074.37
6200	SCHOOL CONST LOAN REPAYMENTS				
03 161 000 000 6200 810	DUES & FEES	0.00	0.00	0.00	0.00
03 161 000 000 6200 830	INTEREST PAYMENTS ON BONDS	0.00	0.00	0.00	0.00
03 161 000 000 6200 910	PRINCIPAL PAYMENTS ON BONDS	0.00	0.00	0.00	0.00
6200	SCHOOL CONST LOAN REPAYMENTS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
03	CAPITAL PROJECTS	1,693,000.00	35,092.83	1,320,925.63	372,074.37

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
04	DEBT SERVICE				
6100	DEBT SERVICE PAYMENTS				
04 000 000 000 6100 330	PROFESSIONAL SERVICES	0.00	0.00	3,500.00	(3,500.00)
04 000 000 000 6100 810	DUES & FEES	0.00	0.00	2,150.00	(2,150.00)
04 000 000 000 6100 830	INTEREST	565,162.50	0.00	271,893.76	293,268.74
04 000 000 000 6100 910	REDEMPTION OF PRINCIPAL	855,000.00	0.00	0.00	855,000.00
6100	DEBT SERVICE PAYMENTS	1,420,162.50	0.00	277,543.76	1,142,618.74
6300	TRANSFERS TO OTHER FUNDS				
04 000 000 000 6300 920	TRANSFER OF FUNDS	0.00	0.00	0.00	0.00
6300	TRANSFERS TO OTHER FUNDS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	1,420,162.50	0.00	277,543.76	1,142,618.74
6200	SCHOOL CONST LOAN REPAYMENTS				
04 161 000 000 6200 830	INTEREST	0.00	0.00	0.00	0.00
04 161 000 000 6200 910	REDEMPTION OF PRINCIPAL	0.00	0.00	0.00	0.00
6200	SCHOOL CONST LOAN REPAYMENTS	0.00	0.00	0.00	0.00
000	UNDISTRIBUTED EXPENDITURES	0.00	0.00	0.00	0.00
04	DEBT SERVICE	1,420,162.50	0.00	277,543.76	1,142,618.74

Expenditure Report by Function Kildeer School
Regular; Processing Month 02/2024; Fund Number 01, 02, 03, 04

Account Number	Account Description	Budget	Expended During Month	Expenditures to Date	Balance at EOM
Grand Total:		14,011,557.48	855,091.86	7,476,263.09	6,535,294.39

Regular; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 01, 03, 04

Fund: 01 GENERAL FUND

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
01 000 1110	GENERAL-DISTRICT PROPERTY TAX	3,918,810.74	513,562.20	971,562.28	24.79	2,947,248.46
01 000 1220	TELECOMMUNICATIONS	10,000.00	0.00	0.00	0.00	10,000.00
01 000 1312	TUITION FROM ND DISTRICTS	80,000.00	0.00	81,781.80	102.23	(1,781.80)
01 000 1322	TUITION--SPECIAL ED	200,000.00	0.00	(4,129.72)	(2.06)	204,129.72
01 000 1510	INTEREST EARNED	50,000.00	23,419.90	175,497.93	351.00	(125,497.93)
01 000 1800	PRE SCHOOL	36,000.00	2,232.00	24,535.50	68.15	11,464.50
01 000 1801	DAYCARE	134,400.00	11,734.50	82,605.50	61.46	51,794.50
01 000 1950	OIL ROYALTY	15,000.00	480.03	5,127.70	34.18	9,872.30
01 000 1990	MISC INCOME	20,000.00	2,025.00	161,408.18	807.04	(141,408.18)
Subtotal: REVENUE FROM LOCAL SOURCES		4,464,210.74	553,453.63	1,498,389.17	33.56	2,965,821.57
01 000 2210	OIL & GAS PRODUCTION TAX	2,500,000.00	270,730.70	2,334,707.07	93.39	165,292.93
Subtotal: REVENUE FROM COUNTY SOURCES		2,500,000.00	270,730.70	2,334,707.07	93.39	165,292.93
01 000 3110	STATE AID	1,957,615.28	165,617.19	1,901,608.69	97.14	56,006.59
01 000 3130	TRANSPORTATION AID	192,412.50	14,535.41	167,157.19	86.87	25,255.31
01 000 3310	CTE INSTRUCTIONAL AID	38,000.00	37,873.69	37,873.69	99.67	126.31
Subtotal: REVENUE FROM STATE SOURCES		2,188,027.78	218,026.29	2,106,639.57	96.28	81,388.21
01 000 4210	TAYLOR GRAZING	500.00	0.00	457.83	91.57	42.17
01 000 4220	FLOOD CONTROL	550,000.00	38,483.98	1,236,605.62	224.84	(686,605.62)
01 000 4510	TITLE I PROGRAM AID	142,770.00	11,846.96	58,939.04	41.28	83,830.96
01 000 4517	TITLE IIA	0.00	0.00	0.00	0.00	0.00
01 000 4525	TITLE IV STUDENT SUPPORT	0.00	0.00	0.00	0.00	0.00
01 000 4526	TITLE V	70,166.00	0.00	70,166.00	100.00	0.00
01 000 4545	CARL PERKINS GRANT	33,000.00	0.00	0.00	0.00	33,000.00
01 101 4590	CHOICE READY GRANT	0.00	0.00	0.00	0.00	0.00
01 120 4590	OTHER RESTRICTED FEDERAL REVENUE	50,000.00	0.00	0.00	0.00	50,000.00
01 200 4590	BEST IN CLASS GRANT	45,000.00	0.00	29,250.00	65.00	15,750.00
01 000 4790	REAP SRSA G5	47,394.00	0.00	47,394.00	100.00	0.00
Subtotal: REVENUE FROM FEDERAL SOURCES		938,830.00	50,330.94	1,442,812.49	153.68	(503,982.49)
Fund Total:		10,091,068.52	1,092,541.56	7,382,548.30	73.16	2,708,520.22

Regular; Processing Month 02/2024; Accounts to Include Accounts with
Activity; Fund Number 01, 03, 04

Fund: 03 CAPITAL PROJECTS

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
03 000 1161	PROPERTY TAXES	677,918.64	88,858.31	168,244.08	24.82	509,674.56
03 000 1540	RENTAL INCOME SCHOOL HOUSING	91,800.00	8,500.00	61,186.78	66.65	30,613.22
Subtotal: REVENUE FROM LOCAL SOURCES		769,718.64	97,358.31	229,430.86	29.81	540,287.78
Fund Total:		769,718.64	97,358.31	229,430.86	29.81	540,287.78

Regular; Processing Month 02/2024; Accounts to Include Accounts with
 Activity; Fund Number 01, 03, 04

Fund: 04 DEBT SERVICE

<u>Account Number</u>	<u>Description</u>	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
04 000 1171	SINKING AND INTEREST #2	1,443,788.00	190,246.32	365,208.07	25.30	1,078,579.93
	Subtotal: REVENUE FROM LOCAL SOURCES	1,443,788.00	190,246.32	365,208.07	25.30	1,078,579.93
04 000 5600	GRANTS	0.00	5,950,000.00	5,950,000.00	0.00	(5,950,000.00)
	Subtotal: OTHER SOURCES	0.00	5,950,000.00	5,950,000.00	0.00	(5,950,000.00)
	Fund Total:	1,443,788.00	6,140,246.32	6,315,208.07	437.41	(4,871,420.07)

Revenue Summary Report

Processing Month: 02/2024
Regular; Processing Month 02/2024; Accounts to Include Accounts with
Activity; Fund Number 01, 03, 04

	<u>Revised Budget</u>	<u>During Month</u>	<u>To Date</u>	<u>% of Budget</u>	<u>Budget Balance</u>
Grand Total:	12,304,575.16	7,330,146.19	13,927,187.23	113.19	(1,622,612.07)

Balance Sheet - Combined

Period Ending: February 2024

Annual; Processing Month 02/2024; Fund Number 01, 02, 03, 04

	<u>01 GENERAL FUND</u>	<u>02 SPECIAL FUND</u>	<u>03 CAPITAL PROJECTS</u>	<u>04 DEBT SERVICE</u>	<u>Total</u>
Total Assets and Deferred Outflows of Resources					
Current Assets					
101 CASH IN BANK	4,621,353.76	125,000.00	4,010,602.99	7,459,284.28	16,216,241.03
102 FLEX ACCOUNT	104,068.13	0.00	0.00	0.00	104,068.13
110 DUE FROM OTHER FUNDS	954.97	0.00	0.00	0.00	954.97
111 INVESTMENTS	1,342,411.07	525,751.98	0.00	0.00	1,868,163.05
114 INTEREST REC ON INVESTMENTS	700.00	400.00	0.00	0.00	1,100.00
121 TAXES RECEIVABLE	75,412.02	0.00	13,596.41	39,294.53	128,302.96
153 ACCOUNTS RECEIVABLE	7,887.23	0.00	0.00	0.00	7,887.23
Current Assets	6,152,787.18	651,151.98	4,024,199.40	7,498,578.81	18,326,717.37
Total Assets and Deferred Outflows of Resources	6,152,787.18	651,151.98	4,024,199.40	7,498,578.81	18,326,717.37
Total Liabilities, Deferred Inflows of Resources, and Fund Equity					
Current Liabilities					
402 DUE TO OTHER FUNDS	68.48	0.00	0.00	0.00	68.48
461 SALARIES-BENEFITS PAYABLE	17,013.26	0.00	0.00	0.00	17,013.26
462 PAYFLEX PAYABLE	2,572.87	0.00	0.00	0.00	2,572.87
472 FICA PAYABLE	0.00	0.00	0.00	0.00	0.00
473 RETIREMENT PAYABLE	97,853.80	0.00	0.00	0.00	97,853.80
474 INSURANCE PAYABLE	7,112.43	0.00	0.00	0.00	7,112.43
475 FIT PAYABLE	0.00	0.00	0.00	0.00	0.00
476 SIT PAYABLE	3,165.95	0.00	0.00	0.00	3,165.95
477 TSA PAYABLE	2,353.06	0.00	0.00	0.00	2,353.06
478 DUES PAYABLE	1,775.91	0.00	0.00	0.00	1,775.91
479 FLEX PAYABLE	16,041.87	0.00	0.00	0.00	16,041.87
480 STATE OF CO GARNISHMENT	0.00	0.00	0.00	0.00	0.00
481 DEFERRED REVENUES	68,865.86	0.00	12,386.13	36,899.60	118,151.59
Current Liabilities	216,823.49	0.00	12,386.13	36,899.60	266,109.22
Fund Balance					
770 UNRESERVED FUND BALANCE	5,935,963.69	651,151.98	4,011,813.27	7,461,679.21	18,060,608.15
Fund Balance	5,935,963.69	651,151.98	4,011,813.27	7,461,679.21	18,060,608.15

Balance Sheet - Combined

Period Ending: February 2024

Annual; Processing Month 02/2024; Fund Number 01, 02, 03, 04

<u>01 GENERAL</u>	<u>02 SPECIAL FUND</u>	<u>03 CAPITAL</u>	<u>04 DEBT</u>	<u>Total</u>
<u>FUND</u>		<u>PROJECTS</u>	<u>SERVICE</u>	
6,152,787.18	651,151.98	4,024,199.40	7,498,578.81	18,326,717.37

Total Liabilities, Deferred Inflows of Resources, and Fund Equity
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- c. Personnel Reports
Extra-Curricular Contract: Elementary Volleyball-Maleah Schmeling
- d. Food Service Reports

Balance Sheet

Period Ending: February 2024

Annual; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 05

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 05 SCHOOL FOOD SERVICES				
<u>Current Assets</u>				
05 101	CASH	63,317.81	(22,588.39)	40,729.42
	Current Assets Subtotal:	63,317.81	(22,588.39)	40,729.42
Total Assets and Deferred Outflows of Resources:		63,317.81	(22,588.39)	40,729.42
<u>Current Liabilities</u>				
05 402	DUE TO OTHER FUNDS	954.97	0.00	954.97
	Current Liabilities Subtotal:	954.97	0.00	954.97
<u>Fund Balance</u>				
05 770	UNRESERVED FUND BALANCE	62,362.84	(22,588.39)	39,774.45
	Fund Balance Subtotal:	62,362.84	(22,588.39)	39,774.45
Total Liabilities, Deferred Inflows of Resources, and Fund Equity:		63,317.81	(22,588.39)	40,729.42

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
05 770			UNRESERVED FUND BALANCE			*Previous Balance					62,362.84
05 770			UNRESERVED FUND BALANCE								
05 000 1510			INTEREST EARNED								
02/29/2024	CR	25607			INTEREST EARNED	BRAVERA	0.00	164.91			
05 000 1611			STUDENT MEALS								
02/15/2024	CR	25564			STUDENT MEALS	BREW, STACY	0.00	3,790.00			
02/15/2024	CR	25565			ONLINE STUDENTS	BREW, STACY	0.00	8,180.50			
02/23/2024	CD	ELEM-01756 20240223	3	8617	COLLECTIONS	CREDIT BUREAU OF BISMARCK	0.00	(19.95)			
02/28/2024	CR	25601			STUDENT MEALS	DIAZ, KERRY M	0.00	2,485.60			
02/28/2024	CR	25602			ONLINE STUDENT MEALS	DIAZ, KERRY M	0.00	5,733.95			
05 000 1620			ADULT MEALS								
02/15/2024	CR	25564			ADULT MEALS	BREW, STACY	0.00	549.75			
02/15/2024	CR	25565			ONLINE ADULTS	BREW, STACY	0.00	169.40			
02/28/2024	CR	25601			ADULT MEALS	DIAZ, KERRY M	0.00	200.00			
02/28/2024	CR	25602			ONLINE ADULT MEALS	DIAZ, KERRY M	0.00	250.00			
05 000 4550			FEDERAL REIMBURSEMENT								
02/14/2024	CR	25606			FEDERAL REIMBURSEMENT	DEPT OF PUBLIC INSTRUCTION	0.00	14,258.32			
05 000 000 900 3100 630			FOOD								
02/26/2024	CD	POELEM-02072 20240226-0001	3	8620	FOOD 295598612	SYSCO NORTH DAKOTA, INC	2,584.65	0.00			
02/26/2024	CD *	POELEM-02072 20240226-0001	3	8620	Reversal: FOOD 295598612	SYSCO NORTH DAKOTA, INC	(2,584.65)	0.00			
05 000 000 910 3100 120			SALARIES								
02/23/2024	CD	ELEM-01750 20240223	3	8619	Salaries	KILLDEER PUBLIC SCHOOL-GEN FUN	22,457.54	0.00			
05 000 000 910 3100 210			HEALTH INSURANCE								
02/23/2024	CD	ELEM-01750 20240223	3	8619	Health Insurance	KILLDEER PUBLIC SCHOOL-GEN FUN	5,280.66	0.00			
05 000 000 910 3100 220			FICA & MEDICARE								
02/23/2024	CD	ELEM-01750 20240223	3	8619	FICA	KILLDEER PUBLIC SCHOOL-GEN FUN	1,932.50	0.00			
05 000 000 910 3100 230			PERS								
02/23/2024	CD	ELEM-01750 20240223	3	8619	PERS	KILLDEER PUBLIC SCHOOL-GEN FUN	3,194.22	0.00			
05 000 000 910 3100 610			FOOD								
02/07/2024	CD	POELEM-01993 19183	3	8610	FOOD 19183	DEPARTMENT OF PUBLIC INSTRUCTION CKEN11	805.50	0.00			
02/07/2024	CD	ELEM-01720 3296	3	8611	1000 pounds of hamburger	DUNN BURGERS	5,500.00	0.00			
02/08/2024	CD	POELEM-02031 20240208	3	8612	FOOD	HINRICHS SUPER VALU	38.34	0.00			
02/15/2024	CR	25564			FOOD	BREW, STACY	(935.00)	0.00			
02/16/2024	CD	POELEM-02036 20240216	3	8615	FOOD 4769083	US FOODS	292.95	0.00			

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
02/16/2024	CD	POELEM-02036 20240216	3	8615	FOOD 4676254	US FOODS	344.85	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	FOOD 4511461	US FOODS	1,109.67	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	FOOD 4593861	US FOODS	652.16	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	FOOD 4852152	US FOODS	329.21	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	DEBIT MEMO 5922865	US FOODS	2.78	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	FOOD 4615428	US FOODS	56.19	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	CREDIT 5922821	US FOODS	(7.36)	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	CREDIT 5968159	US FOODS	(0.35)	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	CREDIT 5968106	US FOODS	(0.37)	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	FOOD 295614951	SYSCO NORTH DAKOTA, INC	2,547.28	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	FOOD 295610118	SYSCO NORTH DAKOTA, INC	1,334.54	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	FOOD 295610119	SYSCO NORTH DAKOTA, INC	2,102.39	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	FOOD 295593675	SYSCO NORTH DAKOTA, INC	1,920.98	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	FOOD 295593673	SYSCO NORTH DAKOTA, INC	2,720.31	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	FOOD 295598612	SYSCO NORTH DAKOTA, INC	2,584.65	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	FOOD 295603395	SYSCO NORTH DAKOTA, INC	3,117.91	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	FOOD 295603394	SYSCO NORTH DAKOTA, INC	4,285.12	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	CREDIT 295601198	SYSCO NORTH DAKOTA, INC	(281.12)	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	FOOD 295598613	SYSCO NORTH DAKOTA, INC	2,350.69	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830978	EAST SIDE JERSEY DAIRY, INC	319.35	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830952	EAST SIDE JERSEY DAIRY, INC	287.40	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830926	EAST SIDE JERSEY DAIRY, INC	413.48	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830954	EAST SIDE JERSEY DAIRY, INC	50.85	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830953	EAST SIDE JERSEY DAIRY, INC	260.60	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830955	EAST SIDE JERSEY DAIRY, INC	11.44	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830825	EAST SIDE JERSEY DAIRY, INC	116.93	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830772	EAST SIDE JERSEY DAIRY, INC	234.51	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830797	EAST SIDE JERSEY DAIRY, INC	161.80	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830851	EAST SIDE JERSEY DAIRY, INC	277.41	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830824	EAST SIDE JERSEY DAIRY, INC	268.34	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830796	EAST SIDE JERSEY DAIRY, INC	326.75	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830877	EAST SIDE JERSEY DAIRY, INC	111.89	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830903	EAST SIDE JERSEY DAIRY, INC	181.23	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830852	EAST SIDE JERSEY DAIRY, INC	161.80	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830770	EAST SIDE JERSEY DAIRY, INC	242.68	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830902	EAST SIDE JERSEY DAIRY, INC	270.82	0.00		
02/16/2024	CD	POELEM-02034 20240216	3	8613	MILK 1830876	EAST SIDE JERSEY DAIRY, INC	260.58	0.00		
02/23/2024	CD	POELEM-02065 19347	3	8618	FOOD INV#19347	DEPARTMENT OF PUBLIC INSTRUCTION CKEN11	555.04	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	FOOD 295603395	SYSCO NORTH DAKOTA, INC	3,117.91	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	FOOD 295610119	SYSCO NORTH DAKOTA, INC	2,102.39	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	FOOD 295614952	SYSCO NORTH DAKOTA, INC	1,308.92	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	FOOD 295619474	SYSCO NORTH DAKOTA, INC	1,788.77	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	CREDIT 295601198	SYSCO NORTH DAKOTA, INC	(281.12)	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	CREDIT 295548892	SYSCO NORTH DAKOTA, INC	(1,375.60)	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	CREDIT 295565031	SYSCO NORTH DAKOTA, INC	(3,185.96)	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	CREDIT 295538620	SYSCO NORTH DAKOTA, INC	(2,469.38)	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	CREDIT 295543734	SYSCO NORTH DAKOTA, INC	(2,163.74)	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	FEE 19530280S	SYSCO NORTH DAKOTA, INC	28.65	0.00		
02/26/2024	CD *	POELEM-02072 20240226-0001	3	8620	Correction: FOOD 295598612	SYSCO NORTH DAKOTA, INC	2,584.65	0.00		
02/26/2024	CD	POELEM-02072 20240226-0001	3	8620	FEE 19530260S	SYSCO NORTH DAKOTA, INC	31.78	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
02/26/2024	CD	POELEM-02072 20240226-0001	3	8620	CREDIT 295543733	SYSCO NORTH DAKOTA, INC	(3,192.11)	0.00		
02/26/2024	CD	POELEM-02072 20240226-0001	3	8620	FOOD 295603394	SYSCO NORTH DAKOTA, INC	4,285.12	0.00		
02/26/2024	CD	POELEM-02072 20240226-0001	3	8620	FOOD 295610118	SYSCO NORTH DAKOTA, INC	1,334.54	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	FOOD 295598613	SYSCO NORTH DAKOTA, INC	2,350.69	0.00		
02/26/2024	CD	POELEM-02072 20240226-0001	3	8620	FOOD 295614951	SYSCO NORTH DAKOTA, INC	2,547.28	0.00		
02/26/2024	CD	POELEM-02072 20240226-0001	3	8620	FOOD 295619473	SYSCO NORTH DAKOTA, INC	2,033.29	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	FOOD 295593673	SYSCO NORTH DAKOTA, INC	(2,720.31)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	FOOD 295598612	SYSCO NORTH DAKOTA, INC	(2,584.65)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	FOOD 295603395	SYSCO NORTH DAKOTA, INC	(3,117.91)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	FOOD 295603394	SYSCO NORTH DAKOTA, INC	(4,285.12)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	CREDIT 295601198	SYSCO NORTH DAKOTA, INC	281.12	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	FOOD 295598613	SYSCO NORTH DAKOTA, INC	(2,350.69)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	FOOD 295610118	SYSCO NORTH DAKOTA, INC	(1,334.54)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	FOOD 295610119	SYSCO NORTH DAKOTA, INC	(2,102.39)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	FOOD 295593675	SYSCO NORTH DAKOTA, INC	(1,920.98)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	FOOD 295614951	SYSCO NORTH DAKOTA, INC	(2,547.28)	0.00		
05 000 000 910 3100 611		SUPPLIES								
02/07/2024	CD	POELEM-01984 20240207	3	8609	CLEANER, DISH SOAP, PAPER TOWELS, HAND S	COLE PAPERS INC.	1,070.04	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	DISPOSABLES 295610118	SYSCO NORTH DAKOTA, INC	48.15	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	DISPOSABLES 5080180	US FOODS	85.76	0.00		
02/16/2024	CD	POELEM-02036 20240216	3	8615	DISPOSABLES 4852151	US FOODS	101.09	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 05

Fund: 05 SCHOOL FOOD SERVICES

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
02/16/2024	CD	POELEM-02036 20240216	3	8615	DISPOSABLES 4769083	US FOODS	112.26	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	DISPOSABLES 295598613	SYSCO NORTH DAKOTA, INC	141.26	0.00		
02/16/2024	CD	POELEM-02035 20240216	3	8614	DISPOSABLES 295593673	SYSCO NORTH DAKOTA, INC	53.75	0.00		
02/23/2024	CD	POELEM-02067 10406196	3	8616	WHT PAPER FREEZER PAPER ROLL	COLE PAPERS INC.	105.00	0.00		
02/26/2024	CD	POELEM-02072 20240226-0001	3	8620	DISPOSABLES 295619473	SYSCO NORTH DAKOTA, INC	274.84	0.00		
02/26/2024	CD	POELEM-02071 20240226	3	8620	DISPOSABLES 295598613	SYSCO NORTH DAKOTA, INC	141.26	0.00		
02/26/2024	CD	POELEM-02072 20240226-0001	3	8620	DISPOSABLES 295610118	SYSCO NORTH DAKOTA, INC	48.15	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	DISPOSABLES 295593673	SYSCO NORTH DAKOTA, INC	(53.75)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	DISPOSABLES 295598613	SYSCO NORTH DAKOTA, INC	(141.26)	0.00		
02/26/2024	CD	POELEM-02035 20240216 Void Check	3	8614	DISPOSABLES 295610118	SYSCO NORTH DAKOTA, INC	(48.15)	0.00		
05 770					UNRESERVED FUND BALANCE	*Current Activity			(22,588.39)	
						*Ending Balance:	58,350.87	35,762.48	0.00	39,774.45
					Fund Total: 05		58,350.87	35,762.48	0.00	39,774.45

e. Student Activity Reports

Balance Sheet

Period Ending: February 2024

User ID: RLZ

Annual; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
Fund: 06 STUDENT ACTIVITY FUND				
<u>Current Assets</u>				
06 101	CASH	483,992.72	8,159.15	492,151.87
06 110	DUE FROM OTHER FUNDS	68.48	0.00	68.48
Current Assets Subtotal:		484,061.20	8,159.15	492,220.35
Total Assets and Deferred Outflows of Resources:		484,061.20	8,159.15	492,220.35

<u>Fund Balance</u>				
06 760 701	ACTIVITIES	3,112.23	(150.00)	2,962.23
06 760 704	ANNUAL	7,090.10	1,800.00	8,890.10
06 760 705	ATHLETICS	15,514.09	7,960.38	23,474.47
06 760 706	CLASS OF 2029	304.25	0.00	304.25
06 760 707	BOYS BB UNIFORMS	0.00	0.00	0.00
06 760 709	CHEERLEADERS MISC.	14,223.52	5,780.14	20,003.66
06 760 710	CHEERLEADER UNIFORMS BB	3,171.02	0.00	3,171.02
06 760 711	BOOSTER CLUB DONATIONS	0.00	0.00	0.00
06 760 713	GIRLS GOLF MISC	1,010.07	0.00	1,010.07
06 760 715	HOT LUNCH DONATIONS	6,680.36	265.11	6,945.47
06 760 716	SAFETY PATROL	664.09	(176.62)	487.47
06 760 717	CHROMEBOOK REPAIR	490.00	0.00	490.00
06 760 718	CLASS OF 2023	0.00	0.00	0.00
06 760 719	ATHLETES ASSISTANCE	594.33	0.00	594.33
06 760 720	CROSS COUNTRY MISC.	1,501.11	0.00	1,501.11
06 760 722	DRAMA CLUB	0.00	0.00	0.00
06 760 723	ELEMENTARY POP FUND	(354.01)	(150.00)	(504.01)
06 760 724	FAMILY & CONSUMER SCIENCE	317.23	0.00	317.23
06 760 726	FB UNIFORMS	1,500.00	0.00	1,500.00
06 760 727	FCCLA	0.00	0.00	0.00
06 760 728	FFA	18,531.00	1,555.20	20,086.20
06 760 729	GIRLS BB UNIFORMS	953.60	0.00	953.60
06 760 730	INTEREST - CHECKING	17,457.41	1,098.52	18,555.93
06 760 732	KILLDEER KORNER	0.00	0.00	0.00
06 760 733	GIRLS GOLF UNIFORMS	522.26	0.00	522.26
06 760 734	LIBRARY	5,429.53	30.20	5,459.73
06 760 735	MUSIC	30,440.75	(10,400.00)	20,040.75
06 760 736	NATIONAL HONOR SOCIETY	(149.58)	0.00	(149.58)
06 760 738	ELEM STAFF BEVERAGE MACHINE	(512.03)	117.00	(395.03)
06 760 740	SCHOOL DISTRICT	(314.28)	0.00	(314.28)
06 760 741	ROBOTICS	5,688.08	0.00	5,688.08
06 760 742	STUDENT COUNCIL	6,238.60	0.00	6,238.60
06 760 743	SUNSHINE ACCOUNT-ELEM	383.47	0.00	383.47
06 760 744	TRACK & FOOTBALL FIELD MAINTENANCE	148,493.29	0.00	148,493.29
06 760 745	TRACK UNIFORMS	3,368.78	0.00	3,368.78

Balance Sheet

Period Ending: February 2024

Annual; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
06 760 746	AGRICULTURE	12,628.42	0.00	12,628.42
06 760 747	VOLLEYBALL UNIFORMS	458.01	0.00	458.01
06 760 748	WRESTLING UNIFORMS	0.00	0.00	0.00
06 760 749	HIGH SCHOOL MUSICAL	4,739.59	0.00	4,739.59
06 760 751	NEWSPAPER	0.00	0.00	0.00
06 760 754	PRESCHOOL	1,067.08	(123.50)	943.58
06 760 755	SUNSHINE FUND-HS	138.38	72.60	210.98
06 760 757	ELEMENTARY MUSIC	5,603.53	0.00	5,603.53
06 760 758	JEANS FOR CHARITY	7,993.75	20.00	8,013.75
06 760 759	ELEMENTARY STUDENT COUNCIL	2,243.24	575.05	2,818.29
06 760 760	S.A.D.D.	1,281.96	241.00	1,522.96
06 760 761	CROSS COUNTRY UNIFORMS	4,102.64	0.00	4,102.64
06 760 762	ARCHERY	50.00	0.00	50.00
06 760 765	SCIENCE GRANT-ELEM	1,874.44	(932.87)	941.57
06 760 766	CHEERLEADER UNIFORMS FB	280.00	0.00	280.00
06 760 767	GIRLS BB MISC.	1,602.51	0.00	1,602.51
06 760 769	CLASS OF 2024	6,707.59	(277.90)	6,429.69
06 760 770	CLOSE UP	8,476.58	(3,446.20)	5,030.38
06 760 771	CLASS OF 2025	6,314.74	7,186.61	13,501.35
06 760 772	VOLLEYBALL MISC.	8,194.38	0.00	8,194.38
06 760 773	STEAM-ELEM.	6,407.53	142.38	6,549.91
06 760 775	ALLAN & KAYE DOLEZAL SCHOLARSHIP FUND	2,000.00	0.00	2,000.00
06 760 776	FOOTBALL MISC.	33,874.61	1,262.00	35,136.61
06 760 777	BOYS GOLF MISC.	574.96	0.00	574.96
06 760 778	HS GYMNASIUM SPONSORSHIP	14,723.12	(255.00)	14,468.12
06 760 779	TRACK MISC.	2,276.76	0.00	2,276.76
06 760 781	BOYS GOLF UNIFORM	824.00	0.00	824.00
06 760 782	BOYS BB MISC.	6,907.22	(1,033.00)	5,874.22
06 760 783	WRESTLING MISC.	11,392.91	(85.58)	11,307.33
06 760 784	SPEECH	1,606.05	0.00	1,606.05
06 760 785	ELEM GUIDANCE MISC	8,987.63	(516.37)	8,471.26
06 760 786	ART SUPPLIES	1,552.91	0.00	1,552.91
06 760 788	RALPH AND BERNIECE THOMAS SCHOLARSHIP	3,600.00	(2,400.00)	1,200.00
06 760 789	HOSA	15,609.93	0.00	15,609.93
06 760 790	CLASS OF 2022	0.00	0.00	0.00
06 760 791	KIDS ON THE RUN	541.86	0.00	541.86
06 760 792	DR SEUSS READING GROUP	270.00	0.00	270.00
06 760 793	IMAGINATION LIBRARY	3,148.48	0.00	3,148.48
06 760 794	COLLEGE & CAREER WEEK SCHOLARHIPS	1,113.00	0.00	1,113.00
06 760 795	KATHERINE KLEEMANN EDUCATION SCHOLARSHIP	2,100.00	0.00	2,100.00
06 760 796	FEREBEE SCHOLARSHIP	100.00	0.00	100.00
06 760 797	SCHOOL MARQUEE	0.00	0.00	0.00
06 760 798	MINION MENTORING SCHOLARSHIP	344.12	0.00	344.12

Balance Sheet

Period Ending: February 2024

Annual; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund
Number 06

<u>Account Number</u>	<u>Description</u>	<u>Previous Balance</u>	<u>Current Month</u>	<u>Ending Balance</u>
	Fund Balance Subtotal:	484,061.20	8,159.15	492,220.35
	Total Liabilities, Deferred Inflows of Resources, and Fund Equity:	484,061.20	8,159.15	492,220.35

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
06 760 701					ACTIVITIES	*Previous Balance				3,112.23
06 760 701					ACTIVITIES					
06 001 1721					ACTIVITIES					
02/20/2024	CR	25572			Check #54948786	DIAZ, KERRY M	0.00	200.00		
02/29/2024	CR	25605			Check #2801	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #3605	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #1268	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #4866	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #4330	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #15442	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #10659	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #2247	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #1108	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #3386	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #8003	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #1001	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #3282	ELKINS, ABBIE M	0.00	25.00		
02/29/2024	CR	25605			Check #9245	ELKINS, ABBIE M	0.00	100.00		
06 001 600 410 3400 610					ACTIVITIES					
02/23/2024	CD	HS-01156 20240223	2	29487	Senior High Acalympics Reg.	I-94 CONFERENCE	150.00	0.00		
02/23/2024	CD	POELEM-02058 20240223	2	29480	NASP GRANT	ARNDT, ADRIENNE	200.00	0.00		
02/29/2024	CD	POELEM-02073 20240229	2	29500	CASH FOR 6TH GRADE CLASS PER ABBIE ELKIN	CASH	425.00	0.00		
06 760 701					ACTIVITIES	*Current Activity				(150.00)
						*Ending Balance:	775.00	625.00	0.00	2,962.23
06 760 704					ANNUAL	*Previous Balance				7,090.10
06 760 704					ANNUAL					
06 004 1721					ANNUAL					
02/02/2024	CR	25521			Pale Horse Check #14367	DIAZ, KERRY M	0.00	200.00		
02/02/2024	CR	25521			Dakota Petroleum Service Check #7908	DIAZ, KERRY M	0.00	100.00		
02/02/2024	CR	25521			Killdeer Mtn Man Check # 171339	DIAZ, KERRY M	0.00	250.00		
02/05/2024	CR	25527			Bosch Lumber Co Check #21963	DIAZ, KERRY M	0.00	100.00		
02/05/2024	CR	25527			Bravera Check #006689	DIAZ, KERRY M	0.00	50.00		
02/05/2024	CR	25527			First Int Bank Check #10113	DIAZ, KERRY M	0.00	50.00		
02/07/2024	CR	25537			Check 2016	DIAZ, KERRY M	0.00	100.00		
02/07/2024	CR	25537			Check 188132	DIAZ, KERRY M	0.00	50.00		
02/08/2024	CR	25540			Check #92190	JEPSON, JANELL R	0.00	100.00		
02/13/2024	CR	25545			Check 51043	JEPSON, JANELL R	0.00	100.00		
02/13/2024	CR	25545			Check 12216	JEPSON, JANELL R	0.00	100.00		
02/13/2024	CR	25545			Check 15384	JEPSON, JANELL R	0.00	50.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>				<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
02/20/2024	CR	25571			Check #16823	NIEBUHR, SKYLER	0.00	50.00		
02/20/2024	CR	25571			Check #004856	NIEBUHR, SKYLER	0.00	50.00		
02/20/2024	CR	25571			Check #1507107	NIEBUHR, SKYLER	0.00	100.00		
02/29/2024	CR	25603			Check #011069	DIAZ, KERRY M	0.00	100.00		
02/29/2024	CR	25603			Check #206578	DIAZ, KERRY M	0.00	200.00		
02/29/2024	CR	25603			Check #201837	DIAZ, KERRY M	0.00	50.00		
06 760 704				ANNUAL		*Current Activity				1,800.00
						*Ending Balance:	0.00	1,800.00	0.00	8,890.10
06 760 705				ATHLETICS		*Previous Balance				15,514.09
06 760 705				ATHLETICS						
06 005 1721				ATHLETICS						
02/05/2024	CR	25523			Athletics - GBB Gate	WALKER, NICHOLAS DALE	0.00	480.00		
02/05/2024	CR	25524			Athletics - BBB Gate	WALKER, NICHOLAS DALE	0.00	748.00		
02/06/2024	CR	25532			Athletics - GBB Gate	WALKER, NICHOLAS DALE	0.00	773.00		
02/08/2024	CR	25538			Athletics - BBB Gate	WALKER, NICHOLAS DALE	0.00	1,485.00		
02/12/2024	CR	25543			Regional Gate - Box #1	WALKER, NICHOLAS DALE	0.00	2,960.00		
02/12/2024	CR	25543			Regional Gate - Box #2	WALKER, NICHOLAS DALE	0.00	2,100.00		
02/20/2024	CR	25568			Athletics - Regional GBB Gate #1	WALKER, NICHOLAS DALE	0.00	2,205.00		
02/20/2024	CR	25568			Athletics - Regional GBB Gate #2	WALKER, NICHOLAS DALE	0.00	3,975.00		
02/21/2024	CR	25576			Regional GBB Gate Box #1	WALKER, NICHOLAS DALE	0.00	1,010.00		
02/21/2024	CR	25576			Regional GBB Gate Box #2	WALKER, NICHOLAS DALE	0.00	2,070.00		
02/23/2024	CR	25584			Athletics - GBB Regional Gate #1	WALKER, NICHOLAS DALE	0.00	2,860.00		
02/23/2024	CR	25584			Athletics - GBB Regional Gate #2	WALKER, NICHOLAS DALE	0.00	3,915.00		
06 005 600 410 3400 610				ATHLETICS						
02/01/2024	CD	ELEM-01724 20240201	2	29441	Basketball Official	FISHER, TODD	129.50	0.00		
02/01/2024	CD	ELEM-01724 20240201	2	29441	mileage	FISHER, TODD	46.90	0.00		
02/01/2024	CD	ELEM-01725 20240201	2	29442	Basketball Official	FLAAGAN, KEVIN	129.50	0.00		
02/01/2024	CD	ELEM-01725 20240201	2	29442	none	FLAAGAN, KEVIN	67.00	0.00		
02/01/2024	CD	ELEM-01728 20240201-0001	2	29443	Basketball Official	FLAAGAN, KEVIN	129.50	0.00		
02/01/2024	CD	ELEM-01729 20240201	2	29444	Basketball Official	TIBBS, MARLON	129.50	0.00		
02/01/2024	CD	ELEM-01729 20240201	2	29444	mileage	TIBBS, MARLON	46.90	0.00		
02/01/2024	CD	ELEM-01726 20240201	2	29445	Basketball Official	WALTERS, TROY	129.50	0.00		
02/01/2024	CD	ELEM-01726 20240201	2	29445	mileage	WALTERS, TROY	67.67	0.00		
02/01/2024	CD	ELEM-01727 20240201	2	29440	Basketball Official	FILIBECK, BRIAN	129.50	0.00		

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Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>				<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
02/01/2024	CD	ELEM-01727 20240201	2	29440	mileage	FILIBECK, BRIAN	67.00	0.00		
02/05/2024	CD	ELEM-01737 20240205	2	29447	OFFICIAL	Skabo, Lee	129.50	0.00		
02/05/2024	CD	ELEM-01736 20240205	2	29446	OFFICIAL	FISHER, TODD	129.50	0.00		
02/05/2024	CD	ELEM-01736 20240205	2	29446	mileage	FISHER, TODD	46.90	0.00		
02/05/2024	CD	ELEM-01738 20240205	2	29448	OFFICIAL	WALTERS, TROY	259.00	0.00		
02/05/2024	CD	ELEM-01738 20240205	2	29448	none	WALTERS, TROY	135.34	0.00		
02/05/2024	CD	HS-01121 20240205	2	29449	Additional Cash on Hand for small bills	CASH	1,000.00	0.00		
02/05/2024	CD	ELEM-01743 20240205	2	29451	OFFICIAL	FLAAGAN, KEVIN	129.50	0.00		
02/05/2024	CD	ELEM-01743 20240205	2	29451	MILEAGE	FLAAGAN, KEVIN	67.00	0.00		
02/05/2024	CD	ELEM-01742 20240205-0001	2	29452	OFFICIAL	WALTERS, TROY	129.50	0.00		
02/05/2024	CD	ELEM-01742 20240205-0001	2	29452	MILEAGE	WALTERS, TROY	67.67	0.00		
02/05/2024	CD	ELEM-01744 20240205	2	29450	OFFICIAL	FILIBECK, BRIAN	129.50	0.00		
02/05/2024	CD	ELEM-01704 20240125 Void Check	2	29431	Official	WALTERS, TROY	(129.50)	0.00		
02/05/2024	CD	ELEM-01704 20240125 Void Check	2	29431	mileage	WALTERS, TROY	(85.76)	0.00		
02/06/2024	CD	ELEM-01735 20240206	2	29453	JHBB Tournament	RICHARDTON-TAYLOR PUBLIC SCHOOL	100.00	0.00		
02/07/2024	CD	HS-01107 924596650	2	29456	Required Tape	BSN SPORTS	629.00	0.00		
02/08/2024	CD	ELEM-01753 20240208	2	29461	Track Wrestling	BERTSCH, KRIS	517.00	0.00		
02/08/2024	CD	ELEM-01753 20240208	2	29461	mileage	BERTSCH, KRIS	187.60	0.00		
02/12/2024	CD	ELEM-01761 02122024	2	29466	STATE WRESTLING PER DIEM	CASH	2,600.00	0.00		
02/12/2024	CD	HS-01133 02.12.2024	2	29464	STATE WRESTLING PER DIEM- MEALS: 4 DAYS	CASH	2,600.00	0.00		
02/12/2024	CD	HS-01133 02.12.2024 Void Check	2	29464	STATE WRESTLING PER DIEM- MEALS: 4 DAYS	CASH	(2,600.00)	0.00		
02/14/2024	CD	ELEM-01766 20240214	2	29469	Tournament Check	NDHSAA	4,060.00	0.00		
02/14/2024	CD	ELEM-01760 20240214	2	29468	Hospitality reimbursement	KILLDEER COWBOY BOOSTER CLUB	500.00	0.00		

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<u>Chart of Account Number</u>			<u>Chart of Account Description</u>			<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
02/14/2024	CD	ELEM-01768 20240214	2	29467	OFFICIAL	FLAAGAN, KEVIN	129.50	0.00		
02/14/2024	CD	ELEM-01768 20240214	2	29467	MILEAGE	FLAAGAN, KEVIN	67.00	0.00		
02/14/2024	CD	ELEM-01769 20240214	2	29471	OFFICIAL	SCHARDIN, JON	129.50	0.00		
02/14/2024	CD	ELEM-01769 20240214	2	29471	mileage	SCHARDIN, JON	46.90	0.00		
02/14/2024	CD	ELEM-01770 20240214	2	29470	OFFICIAL	PETERS, MICHAEL	129.50	0.00		
02/20/2024	CD	ELEM-01778 20240220	2	29475	NDHSAA Awards reimbursement	GARRISON HIGH SCHOOL	200.00	0.00		
02/23/2024	CD	ELEM-01767 148125	2	29478	2ND AND 3RD PLACE TROPHY FOR REGION WRES	ALLARD TROPHY COMPANY	174.00	0.00		
02/23/2024	CD	POELEM-02059 66206	2	29497	ATHLETIC TRAINING COVERAGE 1/1-1/31/2024	THERAPY SOLUTIONS	4,010.00	0.00		
02/23/2024	CD	HS-01130 20240223	2	29482	entry fee girls tournament	CENTRAL CASS HIGH SCHOOL	60.00	0.00		
06 760 705					ATHLETICS	*Current Activity				7,960.38
						*Ending Balance:	16,620.62	24,581.00	0.00	23,474.47
06 760 706					CLASS OF 2029	*Previous Balance				304.25
						*Ending Balance:	0.00	0.00	0.00	304.25
06 760 707					BOYS BB UNIFORMS	*Previous Balance				0.00
						*Ending Balance:	0.00	0.00	0.00	0.00
06 760 709					CHEERLEADERS MISC.	*Previous Balance				14,223.52
06 760 709					CHEERLEADERS MISC.					
06 009 1721					CHEERLEADERS MISC.					
02/12/2024	CR	25544			Cheer Misc - Wrestling Regionals Concess	KUNTZ, HOLLIE MEGAN	0.00	2,305.00		
02/12/2024	CR	25544			Cheer Misc - Wrestling Regionals Concess	KUNTZ, HOLLIE MEGAN	0.00	3,922.50		
02/23/2024	CR	25586			Cash	DIAZ, KERRY M	0.00	400.00		
02/23/2024	CR	25586			Check #1501	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #1063	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #2682	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #2080	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #3320	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #9139	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #2509	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #2919	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #4568	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #3567	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #2323	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #3366	DIAZ, KERRY M	0.00	40.00		

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<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
02/23/2024	CR	25586			Check #1193	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #741	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #20349	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #3974	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #1551	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #1107	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #2732	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #3285	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #1004	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #1384	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #2340	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #1754	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #8917	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #1281	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #001102	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #1033	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #664	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #2070	DIAZ, KERRY M	0.00	40.00		
02/23/2024	CR	25586			Check #1602	DIAZ, KERRY M	0.00	80.00		
02/23/2024	CR	25586			Check #3052	DIAZ, KERRY M	0.00	80.00		
02/23/2024	CR	25586			Check #1139	DIAZ, KERRY M	0.00	80.00		
02/23/2024	CR	25586			Check #9113	DIAZ, KERRY M	0.00	80.00		
06 009 600 410 3400 610					CHEERLEADERS MISC.					
02/07/2024	CD	POELEM-02001 20240207	2	29455	SUPPLIES 354140	BRAUN'S DISTRIBUTING	596.75	0.00		
02/16/2024	CD	POELEM-02036 20240216	2	29474	SUPPLIES 4945354	US FOODS	149.56	0.00		
02/23/2024	CD	HS-01158 1179	2	29481	Mini Cheer Camp T-Shirts	ASPEN CHIC DESIGNS LLC	1,027.00	0.00		
02/26/2024	CD	HS-01093 20240226	2	29498	Sams or Costco	VISA	358.01	0.00		
02/26/2024	CD	HS-01125 20240226-0002	2	29498	Franks Red Dogs	VISA	76.00	0.00		
02/26/2024	CD	HS-01094 20240226-0003	2	29498	KROLLS Diner	VISA	160.04	0.00		
06 760 709					CHEERLEADERS MISC.	*Current Activity			5,780.14	
						*Ending Balance:	2,367.36	8,147.50	0.00	20,003.66
06 760 710					CHEERLEADER UNIFORMS BB	*Previous Balance				3,171.02
						*Ending Balance:	0.00	0.00	0.00	3,171.02
06 760 711					BOOSTER CLUB DONATIONS	*Previous Balance				0.00
						*Ending Balance:	0.00	0.00	0.00	0.00
06 760 713					GIRLS GOLF MISC	*Previous Balance				1,010.07
						*Ending Balance:	0.00	0.00	0.00	1,010.07

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Entry Date	JR	Reference #	Check Acct	Check #	Description					
06 760 715					HOT LUNCH DONATIONS	*Previous Balance				6,680.36
06 760 715					HOT LUNCH DONATIONS					
06 015 1721					HOT LUNCH DONATIONS					
02/20/2024	CR	25570			Check #1760	DIAZ, KERRY M	0.00	100.00		
02/20/2024	CR	25573			Check #010900	DIAZ, KERRY M	0.00	165.11		
06 760 715					HOT LUNCH DONATIONS	*Current Activity				265.11
						*Ending Balance:	0.00	265.11	0.00	6,945.47
06 760 716					SAFETY PATROL	*Previous Balance				664.09
06 760 716					SAFETY PATROL					
06 016 600 410 3400 610					SAFETY PATROL					
02/07/2024	CD	ELEM-01691 1LVJ-9R47-D433	2	29454	MARS, M&M'S, SNICKERS VARIETY PACK	AMAZON CAPITAL SERVICES	26.58	0.00		
02/07/2024	CD	ELEM-01691 1LVJ-9R47-D433	2	29454	BUTTERFINGER, CRUNCH, BABY RUTH BULK 28	AMAZON CAPITAL SERVICES	28.93	0.00		
02/07/2024	CD	ELEM-01691 1LVJ-9R47-D433	2	29454	SNAPPY BUTTER BURST POPCORN OIL, 1 GALLO	AMAZON CAPITAL SERVICES	55.24	0.00		
02/07/2024	CD	ELEM-01691 1LVJ-9R47-D433	2	29454	KERNAL SEASON'S POPCORN SEASONING MINI J	AMAZON CAPITAL SERVICES	32.58	0.00		
02/07/2024	CD	ELEM-01691 1LVJ-9R47-D433	2	29454	ESSENYA 500 PIECES PAPER POPCORN BAGS	AMAZON CAPITAL SERVICES	33.29	0.00		
06 760 716					SAFETY PATROL	*Current Activity				(176.62)
						*Ending Balance:	176.62	0.00	0.00	487.47
06 760 717					CHROMEBOOK REPAIR	*Previous Balance				490.00
						*Ending Balance:	0.00	0.00	0.00	490.00
06 760 718					CLASS OF 2023	*Previous Balance				0.00
						*Ending Balance:	0.00	0.00	0.00	0.00
06 760 719					ATHLETES ASSISTANCE	*Previous Balance				594.33
						*Ending Balance:	0.00	0.00	0.00	594.33
06 760 720					CROSS COUNTRY MISC.	*Previous Balance				1,501.11
						*Ending Balance:	0.00	0.00	0.00	1,501.11
06 760 722					DRAMA CLUB	*Previous Balance				0.00
						*Ending Balance:	0.00	0.00	0.00	0.00
06 760 723					ELEMENTARY POP FUND	*Previous Balance				(354.01)
06 760 723					ELEMENTARY POP FUND					

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<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
06 023 600 410 3400 610					ELEMENTARY POP FUND						
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 455558	COCA COLA	60.00	0.00			
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 455891	COCA COLA	60.00	0.00			
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 456477	COCA COLA	30.00	0.00			
06 760 723					ELEMENTARY POP FUND	*Current Activity				(150.00)	
						*Ending Balance:	<u>150.00</u>	<u>0.00</u>	<u>0.00</u>	(504.01)	
06 760 724					FAMILY & CONSUMER SCIENCE	*Previous Balance				317.23	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	317.23	
06 760 726					FB UNIFORMS	*Previous Balance				1,500.00	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	1,500.00	
06 760 727					FCCLA	*Previous Balance				0.00	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	0.00	
06 760 728					FFA	*Previous Balance				18,531.00	
06 760 728					FFA						
06 028 1721					FFA						
02/14/2024	CR	25549			Check #46241	DIAZ, KERRY M	0.00	1,735.00			
02/26/2024	CR	25587			FFA - Hat & Pie Ticket Sales	LEIER, DAVID	0.00	711.00			
02/26/2024	CR	25587			FFA - Teacher Jeans	LEIER, DAVID	0.00	37.00			
06 028 600 410 3400 610					FFA						
02/08/2024	CD	HS-01122 20240208	2	33929	Contest Registration	KINDRED FFA ALUMNI	160.00	0.00			
02/15/2024	CD	HS-01139 20240215	2	29472	Registration for West River Contest	MERCER COUNTY 4H COUNCIL	130.00	0.00			
02/23/2024	CD	HS-01119 MDS318446	2	29492	FFA Banquet Supplies and Awards	NATIONAL FFA ORGANIZATION	562.80	0.00			
02/27/2024	CD	HS-01164 20240227	2	29499	Contest Registration	TL-M FFA ALUMNI	75.00	0.00			
06 760 728					FFA	*Current Activity				1,555.20	
						*Ending Balance:	<u>927.80</u>	<u>2,483.00</u>	<u>0.00</u>	20,086.20	
06 760 729					GIRLS BB UNIFORMS	*Previous Balance				953.60	
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	953.60	
06 760 730					INTEREST - CHECKING	*Previous Balance				17,457.41	
06 760 730					INTEREST - CHECKING						
06 030 1721					INTEREST - CHECKING						
02/29/2024	CR	25608			INTEREST - CHECKING	BRAVERA	0.00	1,098.52			
06 760 730					INTEREST - CHECKING	*Current Activity				1,098.52	

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Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description					Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
*Ending Balance:							0.00	1,098.52	0.00	18,555.93	
06 760 732					KILLDEER KORNER	*Previous Balance				0.00	
*Ending Balance:							0.00	0.00	0.00	0.00	
06 760 733					GIRLS GOLF UNIFORMS	*Previous Balance				522.26	
*Ending Balance:							0.00	0.00	0.00	522.26	
06 760 734					LIBRARY	*Previous Balance				5,429.53	
06 760 734					LIBRARY						
06 034 1721					LIBRARY						
02/14/2024	CR	25548			Book fee cash	JEPSON, JANELL R	0.00	7.00			
02/22/2024	CR	25581			Online Payment book fee	DIAZ, KERRY M	0.00	7.20			
02/29/2024	CR	25604			Book fee	DIAZ, KERRY M	0.00	16.00			
06 760 734					LIBRARY	*Current Activity				30.20	
*Ending Balance:							0.00	30.20	0.00	5,459.73	
06 760 735					MUSIC	*Previous Balance				30,440.75	
06 760 735					MUSIC						
06 035 600 410 3400 610					MUSIC						
02/07/2024	CD	HS-01108 366082671	2	29459	music	JW PEPPER & SON, INC	48.00	0.00			
02/23/2024	CD	HS-01150 20240223	2	29496	Contest fees	SOUTH HEART PUBLIC SCHOOL	210.00	0.00			
02/23/2024	CD	HS-01131 20240223	2	29485	band trip	GROUP TRAVEL PLANNERS	10,000.00	0.00			
02/23/2024	CD	HS-01155 20240223	2	29486	membership fees	HOUSEL, MICHAEL	142.00	0.00			
06 760 735					MUSIC	*Current Activity				(10,400.00)	
*Ending Balance:							10,400.00	0.00	0.00	20,040.75	
06 760 736					NATIONAL HONOR SOCIETY	*Previous Balance				(149.58)	
*Ending Balance:							0.00	0.00	0.00	(149.58)	
06 760 738					ELEM STAFF BEVERAGE MACHINE	*Previous Balance				(512.03)	
06 760 738					ELEM STAFF BEVERAGE MACHINE						
06 038 1721					ELEM STAFF BEVERAGE MACHINE						
02/20/2024	CR	25575			Cash	JOHNSEN, CLAYTON L	0.00	107.00			
02/28/2024	CR	25600			ADD 10.00 TO DEP RCPT #25575	DIAZ, KERRY M	0.00	10.00			
06 760 738					ELEM STAFF BEVERAGE MACHINE	*Current Activity				117.00	
*Ending Balance:							0.00	117.00	0.00	(395.03)	
06 760 740					SCHOOL DISTRICT	*Previous Balance				(314.28)	
*Ending Balance:							0.00	0.00	0.00	(314.28)	

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
06 760 741					ROBOTICS	*Previous Balance			5,688.08	
						*Ending Balance:	0.00	0.00	0.00	5,688.08
06 760 742					STUDENT COUNCIL	*Previous Balance			6,238.60	
						*Ending Balance:	0.00	0.00	0.00	6,238.60
06 760 743					SUNSHINE ACCOUNT-ELEM	*Previous Balance			383.47	
						*Ending Balance:	0.00	0.00	0.00	383.47
06 760 744					TRACK & FOOTBALL FIELD MAINTENANCE	*Previous Balance			148,493.29	
						*Ending Balance:	0.00	0.00	0.00	148,493.29
06 760 745					TRACK UNIFORMS	*Previous Balance			3,368.78	
						*Ending Balance:	0.00	0.00	0.00	3,368.78
06 760 746					AGRICULTURE	*Previous Balance			12,628.42	
						*Ending Balance:	0.00	0.00	0.00	12,628.42
06 760 747					VOLLEYBALL UNIFORMS	*Previous Balance			458.01	
						*Ending Balance:	0.00	0.00	0.00	458.01
06 760 748					WRESTLING UNIFORMS	*Previous Balance			0.00	
						*Ending Balance:	0.00	0.00	0.00	0.00
06 760 749					HIGH SCHOOL MUSICAL	*Previous Balance			4,739.59	
						*Ending Balance:	0.00	0.00	0.00	4,739.59
06 760 751					NEWSPAPER	*Previous Balance			0.00	
						*Ending Balance:	0.00	0.00	0.00	0.00
06 760 754					PRESCHOOL	*Previous Balance			1,067.08	
06 760 754					PRESCHOOL					
06 054 600 410 3400 610					PRESCHOOL					
02/26/2024	CD	ELEM-01723 20240226-0016	2	29498	Stage 2 Frog Equipment	VISA	123.50	0.00		
06 760 754					PRESCHOOL	*Current Activity				(123.50)
						*Ending Balance:	123.50	0.00	0.00	943.58
06 760 755					SUNSHINE FUND-HS	*Previous Balance			138.38	
06 760 755					SUNSHINE FUND-HS					
06 055 1721					SUNSHINE FUND-HS					
02/21/2024	CR	25578			HS Sunshine Club	MURPHY, ANDREW	0.00	167.00		
06 055 600 410 3400 610					SUNSHINE FUND-HS					
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 455555	COCA COLA	90.00	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

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Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 456474	COCA COLA	30.00	0.00		
02/07/2024	CD	POELEM-01983 20240207	2	29457	UNAPPLIED CREDIT	COCA COLA	(25.60)	0.00		
06 760 755					SUNSHINE FUND-HS	*Current Activity				72.60
						*Ending Balance:	94.40	167.00	0.00	210.98
06 760 757					ELEMENTARY MUSIC	*Previous Balance				5,603.53
						*Ending Balance:	0.00	0.00	0.00	5,603.53
06 760 758					JEANS FOR CHARITY	*Previous Balance				7,993.75
06 760 758					JEANS FOR CHARITY					
06 058 1721					JEANS FOR CHARITY					
02/14/2024	CR	25550			Cash	JEPSON, JANELL R	0.00	20.00		
06 760 758					JEANS FOR CHARITY	*Current Activity				20.00
						*Ending Balance:	0.00	20.00	0.00	8,013.75
06 760 759					ELEMENTARY STUDENT COUNCIL	*Previous Balance				2,243.24
06 760 759					ELEMENTARY STUDENT COUNCIL					
06 059 1721					ELEMENTARY STUDENT COUNCIL					
02/14/2024	CR	25547			Cash Check #4333 Check #9781	SAYLER, DENICE F	0.00	399.05		
02/22/2024	CR	25580			Cash	SAYLER, DENICE F	0.00	176.00		
06 760 759					ELEMENTARY STUDENT COUNCIL	*Current Activity				575.05
						*Ending Balance:	0.00	575.05	0.00	2,818.29
06 760 760					S.A.D.D.	*Previous Balance				1,281.96
06 760 760					S.A.D.D.					
06 060 1721					S.A.D.D.					
02/19/2024	CR	25567			SADD - Valentines Suckers Sale	VETTEL, COURTNEY C	0.00	241.00		
06 760 760					S.A.D.D.	*Current Activity				241.00
						*Ending Balance:	0.00	241.00	0.00	1,522.96
06 760 761					CROSS COUNTRY UNIFORMS	*Previous Balance				4,102.64
						*Ending Balance:	0.00	0.00	0.00	4,102.64
06 760 762					ARCHERY	*Previous Balance				50.00
						*Ending Balance:	0.00	0.00	0.00	50.00
06 760 765					SCIENCE GRANT-ELEM	*Previous Balance				1,874.44
06 760 765					SCIENCE GRANT-ELEM					
06 065 600 410 3400 610					SUPPLIES					
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Thermometer clamp	AMAZON CAPITAL SERVICES	8.72	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

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Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>			<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>						
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Lab Stand Set	AMAZON CAPITAL SERVICES	28.99	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Steel Wool	AMAZON CAPITAL SERVICES	4.97	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Cotton Muslin	AMAZON CAPITAL SERVICES	12.99	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Ph Test Strips	AMAZON CAPITAL SERVICES	13.96	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Glass Beakers	AMAZON CAPITAL SERVICES	33.98	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Beakers	AMAZON CAPITAL SERVICES	58.72	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Glass Stir rods	AMAZON CAPITAL SERVICES	23.99	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	25 ml Cylinders	AMAZON CAPITAL SERVICES	39.96	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Erlenmeyer Flask	AMAZON CAPITAL SERVICES	23.99	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Sodium Hydroxide	AMAZON CAPITAL SERVICES	61.96	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Coconut Oil	AMAZON CAPITAL SERVICES	39.99	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Styrofoam cups	AMAZON CAPITAL SERVICES	23.80	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Triple Beam Balance Scale	AMAZON CAPITAL SERVICES	254.45	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Craft Sticks	AMAZON CAPITAL SERVICES	5.99	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Yeast	AMAZON CAPITAL SERVICES	8.85	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Large gloves	AMAZON CAPITAL SERVICES	12.88	0.00			
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Small Gloves	AMAZON CAPITAL SERVICES	33.98	0.00			

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Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Medium Gloves	AMAZON CAPITAL SERVICES	19.98	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Lab Tools	AMAZON CAPITAL SERVICES	34.59	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Tealights	AMAZON CAPITAL SERVICES	7.99	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Potassium Hydroxide	AMAZON CAPITAL SERVICES	35.78	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Phenolphthalein	AMAZON CAPITAL SERVICES	22.99	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Synthetic Blood	AMAZON CAPITAL SERVICES	17.70	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Peroxide	AMAZON CAPITAL SERVICES	13.56	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	70 % Isopropyl Rubbing Alcohol	AMAZON CAPITAL SERVICES	15.98	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Acetone	AMAZON CAPITAL SERVICES	43.55	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	Aprons	AMAZON CAPITAL SERVICES	22.99	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	DISCOUNT	AMAZON CAPITAL SERVICES	(2.40)	0.00		
02/23/2024	CD	ELEM-01710 1H6C-WCGH- RFY3	2	29479	SHIPPING	AMAZON CAPITAL SERVICES	7.99	0.00		
06 760 765					SCIENCE GRANT-ELEM	*Current Activity			(932.87)	
						*Ending Balance:	<u>932.87</u>	<u>0.00</u>	<u>0.00</u>	<u>941.57</u>
06 760 766					CHEERLEADER UNIFORMS FB	*Previous Balance				280.00
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>280.00</u>
06 760 767					GIRLS BB MISC.	*Previous Balance				1,602.51
						*Ending Balance:	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,602.51</u>
06 760 769					CLASS OF 2024	*Previous Balance				6,707.59
06 760 769					CLASS OF 2024					
06 069 600 410 3400 610					CLASS OF 2024					

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02/2024 - 02/2024

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Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description					Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description						
02/23/2024	CD	HS-01148 32914324	2	29488	Diploma covers	JOSTEN'S	246.45	0.00			
02/23/2024	CD	HS-01148 32914324	2	29488	Shipping	JOSTEN'S	18.95	0.00			
02/23/2024	CD	HS-01148 32914324	2	29488	SIGNATURE CUT. DIPL.	JOSTEN'S	12.50	0.00			
06 760 769					CLASS OF 2024	*Current Activity				(277.90)	
						*Ending Balance:	<u>277.90</u>	<u>0.00</u>	<u>0.00</u>	<u>6,429.69</u>	
06 760 770					CLOSE UP	*Previous Balance				8,476.58	
06 760 770					CLOSE UP						
06 070 1721					CLOSE UP						
02/22/2024	CR	25582			Close-Up Vending Machine	MURPHY, ANDREW	0.00	566.00			
06 070 600 410 3400 610					Close Up						
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 455546	COCA COLA	75.00	0.00			
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 455849	COCA COLA	150.00	0.00			
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 456171	COCA COLA	32.00	0.00			
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 456486	COCA COLA	120.00	0.00			
02/07/2024	CD	POELEM-01983 20240207	2	29457	UNAPPLIED CREDIT	COCA COLA	(114.80)	0.00			
02/23/2024	CD	HS-01118 20240223-0008	2	29477	close up payment	VISA	550.00	0.00			
02/23/2024	CD	HS-01077 20240223-0009	2	29477	Payments for Close Up	VISA	1,700.00	0.00			
02/23/2024	CD	HS-01021 20240223-0010	2	29477	Payment for student	VISA	1,500.00	0.00			
06 760 770					CLOSE UP	*Current Activity				(3,446.20)	
						*Ending Balance:	<u>4,012.20</u>	<u>566.00</u>	<u>0.00</u>	<u>5,030.38</u>	
06 760 771					CLASS OF 2025	*Previous Balance				6,314.74	
06 760 771					CLASS OF 2025						
06 071 1721					CLASS OF 2025						
02/05/2024	CR	25525			JR Class Concessions	ZASTOUPIL, MARK A.	0.00	1,558.50			
02/05/2024	CR	25526			JR Class Concessions	ELKINS, ABBIE M	0.00	1,186.50			
02/06/2024	CR	25531			JR Class Concessions	ZASTOUPIL, MARK A.	0.00	1,788.75			
02/08/2024	CR	25539			JR Class Concessions	WALKER, NICOLE ANN	0.00	2,083.00			
02/19/2024	CR	25566			JR Class Concessions	WALKER, NICOLE ANN	0.00	1,316.50			
02/20/2024	CR	25569			JR Class Regional Concessions	ZASTOUPIL, MARK A.	0.00	1,102.00			
02/20/2024	CR	25569			JR Class Regional Concessions	ZASTOUPIL, MARK A.	0.00	2,252.03			
02/21/2024	CR	25577			JR Class - Regional GBB Concessions Box	WALKER, NICOLE ANN	0.00	615.00			

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Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
02/21/2024	CR	25577			JR Class - Regional GBB Concessions Box	WALKER, NICOLE ANN	0.00	1,031.25		
02/23/2024	CR	25585			JR Class - Regional GBB Concessions Box	ELKINS, ABBIE M	0.00	2,009.00		
02/23/2024	CR	25585			JR Class - Regional GBB Concessions Box	ELKINS, ABBIE M	0.00	1,592.00		
02/28/2024	CR	25600			MINUS 100.00 FROM DEP RCPT #25585	DIAZ, KERRY M	0.00	(100.00)		
06 071 600 410 3400 610		CLASS OF 2025								
02/07/2024	CD	POELEM-02001 20240207	2	29455	SUPPLIES 354265	BRAUN'S DISTRIBUTING	93.84	0.00		
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 455843	COCA COLA	330.00	0.00		
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 456161	COCA COLA	1,095.00	0.00		
02/07/2024	CD	POELEM-01983 20240207	2	29457	SUPPLIES 456471	COCA COLA	916.00	0.00		
02/07/2024	CD	POELEM-02002 20240207-0001	2	29455	SUPPLIES 353967	BRAUN'S DISTRIBUTING	415.74	0.00		
02/07/2024	CD	POELEM-02002 20240207-0001	2	29455	SUPPLIES 353205	BRAUN'S DISTRIBUTING	1,427.16	0.00		
02/07/2024	CD	POELEM-02002 20240207-0001	2	29455	SUPPLIES 354682	BRAUN'S DISTRIBUTING	331.05	0.00		
02/07/2024	CD	POELEM-02002 20240207-0001	2	29455	SUPPLIES 354798	BRAUN'S DISTRIBUTING	894.05	0.00		
02/08/2024	CD	POELEM-02031 20240208	2	29463	CONCESSION SUPPLIES	HINRICHS SUPER VALU	135.74	0.00		
02/08/2024	CD	POELEM-02028 20240208	2	29462	CONSESSION SUPPLIES	GRAB 'N GO	253.40	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3-QG4Y	2	29479	Sequin Fabric by The Yard Glitter Fabric	AMAZON CAPITAL SERVICES	119.97	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3-QG4Y	2	29479	LED String Lights	AMAZON CAPITAL SERVICES	114.95	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3-QG4Y	2	29479	Fishing Line	AMAZON CAPITAL SERVICES	5.99	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3-QG4Y	2	29479	Paper lantern Lights	AMAZON CAPITAL SERVICES	24.59	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3-QG4Y	2	29479	black gossamer	AMAZON CAPITAL SERVICES	179.97	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3-QG4Y	2	29479	48 paper lantern	AMAZON CAPITAL SERVICES	40.99	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3-QG4Y	2	29479	Gold Paper Lanterns	AMAZON CAPITAL SERVICES	26.75	0.00		

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Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>					<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>	<u>Entity Name</u>				
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	Pro Track Ladera 5" High LED Accent-Upli	AMAZON CAPITAL SERVICES	129.98	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	UFOND 6000 Lumen LED Work Light with Sta	AMAZON CAPITAL SERVICES	106.89	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	HUANCHAIN Indoor Outdoor Black Extension	AMAZON CAPITAL SERVICES	19.98	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	HUANCHAIN Indoor Outdoor Black Extension	AMAZON CAPITAL SERVICES	88.14	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	Scissors, Multipurpose office Scissors,8	AMAZON CAPITAL SERVICES	9.99	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	Energizer Alkaline Power AAA Batteries	AMAZON CAPITAL SERVICES	18.98	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	Duracell Coppertop AA Batteries 28 Count	AMAZON CAPITAL SERVICES	23.13	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	Scotch Heavy Duty Packaging Tape, 1.88"	AMAZON CAPITAL SERVICES	13.99	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	LOGUIDE Battery Operated LED Tea Lights,	AMAZON CAPITAL SERVICES	14.99	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	LiCB CR2032 3V Lithium Battery(10-Pack)	AMAZON CAPITAL SERVICES	11.72	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	PGSONIC CR2032 3V Lithium Battery	AMAZON CAPITAL SERVICES	3.69	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	Amazon Basics Stapler with 1000 Staples,	AMAZON CAPITAL SERVICES	31.85	0.00		
02/23/2024	CD	ELEM-01741 1M3F-CJK3- QG4Y	2	29479	ship	AMAZON CAPITAL SERVICES	17.45	0.00		
02/23/2024	CD	ELEM-01764 20240223	2	29489	Reimbursement FOR PROM SUPPLIES	KLYM, BRAYDEN	547.31	0.00		
02/23/2024	CD	ELEM-01775 2020	2	29483	50 pounds of beef	DUNN BURGERS	275.00	0.00		
02/23/2024	CD	ELEM-01755 20240223	2	29495	RG Wild Entertainment	RG WILD ENTERTAINMENT	1,250.00	0.00		
02/26/2024	CD	ELEM-01648 20240226-0005	2	29498	concession supplies	VISA	279.64	0.00		
06 760 771				CLASS OF 2025		*Current Activity			7,186.61	
						*Ending Balance:	9,247.92	16,434.53	0.00	13,501.35
06 760 772				VOLLEYBALL MISC.		*Previous Balance				8,194.38

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
*Ending Balance:							0.00	0.00	0.00	8,194.38
06 760 773 STEAM-ELEM.						*Previous Balance				6,407.53
06 760 773 STEAM-ELEM.										
06 073 1721 STEAM-ELEM.										
02/09/2024	CR	25541			Check #0028108444	NELSON, ESTELLA	0.00	500.00		
06 073 600 410 3400 610 STEAM-ELEM.										
02/07/2024	CD	ELEM-01719 20240207	2	29460	LEGO Robotics - Lunch at DQ for Team at	NELSON, ESTELLA	102.46	0.00		
02/23/2024	CD	ELEM-01780 20240223	2	29493	Dairy Queen-Starkiss	NELSON, ESTELLA	13.99	0.00		
02/23/2024	CD	ELEM-01780 20240223	2	29493	Hinrichs Supervialu	NELSON, ESTELLA	61.68	0.00		
02/23/2024	CD	ELEM-01779 20240223	2	29484	Materials for LEGO Robotics Competition	DUTCHUK, APRIL	20.49	0.00		
02/26/2024	CD	ELEM-01699 20240226-0020	2	29498	Samsung Chromebook 4	VISA	159.00	0.00		
06 760 773 STEAM-ELEM.						*Current Activity				142.38
*Ending Balance:							357.62	500.00	0.00	6,549.91
06 760 775 ALLAN & KAYE DOLEZAL SCHOLARSHIP FUND						*Previous Balance				2,000.00
*Ending Balance:							0.00	0.00	0.00	2,000.00
06 760 776 FOOTBALL MISC.						*Previous Balance				33,874.61
06 760 776 FOOTBALL MISC.										
06 076 1721 FOOTBALL MISC.										
02/05/2024	CR	25528			Clyde Check #2032	DIAZ, KERRY M	0.00	650.00		
02/20/2024	CR	25574			Check #1773	DIAZ, KERRY M	0.00	612.00		
06 760 776 FOOTBALL MISC.						*Current Activity				1,262.00
*Ending Balance:							0.00	1,262.00	0.00	35,136.61
06 760 777 BOYS GOLF MISC.						*Previous Balance				574.96
*Ending Balance:							0.00	0.00	0.00	574.96
06 760 778 HS GYMNASIUM SPONSORSHIP						*Previous Balance				14,723.12
06 760 778 HS GYMNASIUM SPONSORSHIP										
06 078 600 410 3400 610 HS GYMNASIUM SPONSORSHIP										
02/23/2024	CD	HS-01127 PC-18088	2	29494	Regional Wrestling Championship Banner	QUALITY QUICK PRINT	255.00	0.00		
06 760 778 HS GYMNASIUM SPONSORSHIP						*Current Activity				(255.00)
*Ending Balance:							255.00	0.00	0.00	14,468.12
06 760 779 TRACK MISC.						*Previous Balance				2,276.76
*Ending Balance:							0.00	0.00	0.00	2,276.76

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
06 760 781					BOYS GOLF UNIFORM	*Previous Balance				824.00
						*Ending Balance:	0.00	0.00	0.00	824.00
06 760 782					BOYS BB MISC.	*Previous Balance				6,907.22
06 760 782					BOYS BB MISC.					
06 082 1721					BOYS BB MISC.					
02/22/2024	CR	25579			Check # 021341	DIAZ, KERRY M	0.00	1,803.00		
06 082 600 410 3400 610					BOYS BB MISC.					
02/07/2024	CD	ELEM-01666 1CWP-GXZ1- 1YCW	2	29454	JHBB Shorts - Black	AMAZON CAPITAL SERVICES	239.60	0.00		
02/07/2024	CD	ELEM-01666 1CWP-GXZ1- 1YCW	2	29454	JHBB Shorts - Black	AMAZON CAPITAL SERVICES	309.90	0.00		
02/07/2024	CD	ELEM-01666 1CWP-GXZ1- 1YCW	2	29454	JHBB Shorts - Black	AMAZON CAPITAL SERVICES	265.00	0.00		
02/07/2024	CD	ELEM-01666 1CWP-GXZ1- 1YCW	2	29454	JHBB Shorts - Black	AMAZON CAPITAL SERVICES	230.00	0.00		
02/07/2024	CD	ELEM-01666 1CWP-GXZ1- 1YCW	2	29454	DISCOUNT	AMAZON CAPITAL SERVICES	(11.50)	0.00		
02/23/2024	CD	ELEM-01787 139994	2	29490	JHBB Hoodies	LOGO MAGIC	1,803.00	0.00		
06 760 782					BOYS BB MISC.	*Current Activity				(1,033.00)
						*Ending Balance:	2,836.00	1,803.00	0.00	5,874.22
06 760 783					WRESTLING MISC.	*Previous Balance				11,392.91
06 760 783					WRESTLING MISC.					
06 083 1721					WRESTLING MISC.					
02/12/2024	CR	25542			wrestling misc - breakfast	KLEEMAN, KARTER C	0.00	697.00		
02/23/2024	CR	25583			Wrestling Misc - Western Choice Donation	ELKINS, SEAN	0.00	150.00		
06 083 600 410 3400 610					WRESTLING MISC.					
02/07/2024	CD	ELEM-01696 20240207	2	29458	Senior Night	ELKINS, ABBIE M	21.97	0.00		
02/08/2024	CD	POELEM-02028 20240208	2	29462	CONCESSION SUPPLIES	GRAB 'N GO	116.55	0.00		
02/16/2024	CD	POELEM-02036 20240216	2	29474	SUPPLIES 4945353	US FOODS	399.34	0.00		
02/16/2024	CD	POELEM-02036 20240216	2	29474	SUPPLIES 4511460	US FOODS	318.25	0.00		
02/16/2024	CD	POELEM-02034 20240216	2	29473	MILK 1830826	EAST SIDE JERSEY DAIRY, INC	48.75	0.00		
02/26/2024	CD	ELEM-01733 20240226-0018	2	29498	Supplies	VISA	27.72	0.00		

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

Chart of Account Number		Chart of Account Description				Entity Name	Expenses	Revenues	Balance Change	Balance
Entry Date	JR	Reference #	Check Acct	Check #	Description					
06 760 783					WRESTLING MISC.	*Current Activity				(85.58)
						*Ending Balance:	932.58	847.00	0.00	11,307.33
06 760 784					SPEECH	*Previous Balance				1,606.05
						*Ending Balance:	0.00	0.00	0.00	1,606.05
06 760 785					ELEM GUIDANCE MISC	*Previous Balance				8,987.63
06 760 785					ELEM GUIDANCE MISC					
06 085 1721					ELEM GUIDANCE MISC					
02/02/2024	CR	25522			Pickem end of season donation cash	DIAZ, KERRY M	0.00	622.50		
06 085 600 410 3400 610					ELEM GUIDANCE MISC					
02/26/2024	CD	ELEM-01697 20240226-0019	2	29498	snacks for classrooms and socks	VISA	1,138.87	0.00		
06 760 785					ELEM GUIDANCE MISC	*Current Activity				(516.37)
						*Ending Balance:	1,138.87	622.50	0.00	8,471.26
06 760 786					ART SUPPLIES	*Previous Balance				1,552.91
						*Ending Balance:	0.00	0.00	0.00	1,552.91
06 760 788					RALPH AND BERNIECE THOMAS SCHOLARSHIP	*Previous Balance				3,600.00
06 760 788					RALPH AND BERNIECE THOMAS SCHOLARSHIP					
06 088 600 410 3400 610					RALPH AND BERNIECE SCHOLARSHIP					
02/23/2024	CD	POELEM-02070 20240223	2	29476	REFUNDED TO NEIL FOR SCHOLARSHIP NOT CLA	THOMAS, NEIL	1,200.00	0.00		
02/23/2024	CD	POELEM-02057 20240223	2	29491	SCHOLARSHIP PAYOUT - BERNIECE & RALPH TH	MILLS, MADALYNN	1,200.00	0.00		
06 760 788					RALPH AND BERNIECE THOMAS SCHOLARSHIP	*Current Activity				(2,400.00)
						*Ending Balance:	2,400.00	0.00	0.00	1,200.00
06 760 789					HOSA	*Previous Balance				15,609.93
						*Ending Balance:	0.00	0.00	0.00	15,609.93
06 760 790					CLASS OF 2022	*Previous Balance				0.00
						*Ending Balance:	0.00	0.00	0.00	0.00
06 760 791					KIDS ON THE RUN	*Previous Balance				541.86
						*Ending Balance:	0.00	0.00	0.00	541.86
06 760 792					DR SEUSS READING GROUP	*Previous Balance				270.00
						*Ending Balance:	0.00	0.00	0.00	270.00
06 760 793					IMAGINATION LIBRARY	*Previous Balance				3,148.48

Activity Fund Balance Report - Detail - Exclude Encumbrances

02/2024 - 02/2024

Regular; Beginning Month 02/2024; Processing Month 02/2024; Accounts to Include Accounts with Activity; Fund Number 06

Fund: 06 STUDENT ACTIVITY FUND

<u>Chart of Account Number</u>		<u>Chart of Account Description</u>				<u>Entity Name</u>	<u>Expenses</u>	<u>Revenues</u>	<u>Balance Change</u>	<u>Balance</u>
<u>Entry Date</u>	<u>JR</u>	<u>Reference #</u>	<u>Check Acct</u>	<u>Check #</u>	<u>Description</u>					
						*Ending Balance:	0.00	0.00	0.00	3,148.48
06 760 794					COLLEGE & CAREER WEEK SCHOLARHIPS	*Previous Balance				1,113.00
						*Ending Balance:	0.00	0.00	0.00	1,113.00
06 760 795					KATHERINE KLEEMANN EDUCATION SCHOLARSHIP	*Previous Balance				2,100.00
						*Ending Balance:	0.00	0.00	0.00	2,100.00
06 760 796					FEREBEE SCHOLARSHIP	*Previous Balance				100.00
						*Ending Balance:	0.00	0.00	0.00	100.00
06 760 797					SCHOOL MARQUEE	*Previous Balance				0.00
						*Ending Balance:	0.00	0.00	0.00	0.00
06 760 798					MINION MENTORING SCHOLARSHIP	*Previous Balance				344.12
						*Ending Balance:	0.00	0.00	0.00	344.12
Fund Total: 06							54,026.26	62,185.41	0.00	492,220.35

f. Open Enrollment & Tuition Agreement Reports

March 2024

Open Enrollment Applications:

1. Cedar Christophersen (Pre-K), McKenzie County
2. Chloe Ridl (Pre-K), Beulah
3. Carter Ridl (K), Beulah
4. Aubrey Eggen (Pre-K), Dickinson
5. Abel Swann (Pre-K) Dickinson

Tuition Agreements:

1. Eli Harmon – Killdeer district resident enrolling in Dickinson Public Schools
2. Leo Harmon - Killdeer district resident enrolling in Dickinson Public Schools
3. Ian Harmon - Killdeer district resident enrolling in Dickinson Public Schools

5. Administrator Reports

2/27/2024

March Board Report:

Winter Seasons:

- Wrestling
 - Dual Region Champs, Individual 3rd place region- 6th place individual and dual at state
 - Gus Bombach individual state champion
- Girls Basketball
 - Won 10 games- 6th place in regular season region play
 - Mickellyn Walker – All region
- Boys Basketball
 - Regional March 4, 5,7
 - State Play in March 9

Spring Sports

- High School Track started 2/26
 - Will track numbers when all sports are done expecting 60-70 kids
- JH Track will start March 11
- Elem volleyball starts March 11

NDHSAA

- Could be major changes in football re-class in another year.
 - Not Many would effect our region
 - Seeding of Quarterfinal teams 1-8 will be new this year
- Minimum standards to qualify for state cross country meet
 - Boys 24 min
 - Girls 27 min

MAJOR ITEMS THAT WILL EFFECT KILLDEER IN COMING YEARS:

- GIRLS WRESTLING
 - WE NEED TO EXPLORE OUR OPTIONS TO GROW THE SPORT IN KILLDEER
 - WE CURRENTLY HAVE 4 GIRLS INVOLVED IN PROGRAM 7-12
 - ARE WE DOING ENOUGH TO PROMOTE THE SPORT TO OUR KIDS 7-12
 - DO WE NEED A SPECIFIC HEAD GIRLS COACH TO HELP?
 - DO WE NEED A DIFFERENT PRACTICE TIME?
 - DO WE NEED TO EXPLORE A CO-OP WITH OTHER SCHOOL
 - I WILL DO SOME RESEARCH AND VISIT WITH COACHES KIDS BEFORE MARCH MEETING.
 - **Update- met with HS girls wrestlers and families on 2/21**
- OFFICIALS SALARIES
 - INCREASE ACROSS THE BOARD BY 20 PERCENT NEXT YEAR- STATEWIDE
 - ALL LEVELS 4-VARSITY WILL SEE THE SAME INCREASE
 - THIS WILL HAVE A REAL IMPACT ON OUR INTERNAL ATHLETICS ACCOUNT
 - Travel/overnights will also impact the internal account
 - NO CHANCE FOR THIS ACCOUNT TO EVER BE OUT OF THE RED
 - On the bright side we hosted 4 NDHSAA tournaments and will end year in a better fiscal place than a year ago
- Free and Reduced lunch- kids in activities
 - **Should we have a reduced rate for kids that are on free and reduced?**

Superintendent March Board Report

Bus Delivery

Harlow's was contacted recently to check on the status of buses being delivered. The following was the response from our sales rep, "They got stuck in Engineering step 11 is what IC calls it and got moved back, the plant was also closed most of January with new model year starting, I wish I had better news!..."

The report that a new bus would arrive in March has now changed to delivery sometime this summer.

Bus 419 is not our oldest bus, however since it has been in the fleet, repairs from two different trips to the shop total \$38,000 as of April of last year. Bus 419 is currently at Wesley's Repair in Dickinson and a conservative estimate indicates another \$10,000 engine repair. The decision is to leave 419 near the scrap yard and not bring it back. There are older buses in the fleet that have historically held up better. Hopefully the last cold snap has occurred, and we will be able to keep our spare buses up and running until the end of the school year.

2024 – 240 students
2022 – 251 students
2021 – 240 Students; 31 Students distant learning
2020 – 238 Students
2019 – 226 Students; Male-117, Female-109
2018 – 211 Students; Male-109, Female-102
2017 – 204 Students; Male-103, Female-101
2016 – 189 Students
2015 – 199 students
2014 – 204 students

Second semester midterm grades will be sent home March 18, the midterm ends March 14

Starting pre-registration at the beginning of April

NWEA

- Finished NWEA testing last week Friday, March 1st.
- Staff will be meeting in collaborative teams to go over NWEA data and create goals.

NDSA

- Begin testing students April 2-12.

March 2024 Board Report

Our current enrollment is 355 students from preK through 6th.

This time last year we had 397 enrolled, but in both 2022 and 2021 there were 357 students enrolled at this time.

Literacy Night is on Tuesday 3/12.

We will be starting the NDSA testing on March 20th.

We currently have several teaching applications and have started interviewing those individuals.

Our MTSS team had a very productive couple of days in Jamestown this past week and are continuing to build a more efficient system.

- A. High School Principal Report
- B. Superintendent Report
- 6. Unfinished Business
- 7. New Business
 - A. Consider Additional March Bills

Detail Check Register

Posted; Batch Description CKS 3.9.24-0001; Fund Number 01, 03

Checking Account: 1

Fund 01

Check Number: 46313	Check Type: Check	Check Date: 03/09/2024	Vendor: ADVBUS	ADVANCED BUSINESS METHODS	Check Total: 2,650.75
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
AR1759619	03/09/2024	POELEM-02080	COPIER SPLIT	01 000 000 110 1000 610	212.06
AR1759619	03/09/2024	POELEM-02080	COPIER SPLIT	01 000 000 120 1000 611	1,219.35
AR1759619	03/09/2024	POELEM-02080	COPIER SPLIT	01 000 000 130 1000 611	397.61
AR1759619	03/09/2024	POELEM-02080	COPIER SPLIT	01 000 000 140 1000 611	821.73

Check Number: 46314	Check Type: Check	Check Date: 03/09/2024	Vendor: AMAZONCAP	AMAZON CAPITAL SERVICES	Check Total: 2,186.53
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
13X7-7DFF-VQQH	03/09/2024	ELEM-01762	Tide Laundry Detergent	01 000 000 890 3300 611	19.32
13X7-7DFF-VQQH	03/09/2024	ELEM-01762	Lysol Laundry Sanitizer	01 000 000 890 3300 611	19.94
13X7-7DFF-VQQH	03/09/2024	ELEM-01762	Sippy Cups	01 000 000 890 3300 611	19.99
13X7-7DFF-VQQH	03/09/2024	ELEM-01762	Baby Bibs	01 000 000 890 3300 611	19.98
13X7-7DFF-VQQH	03/09/2024	ELEM-01762	Bottle Warmers	01 000 000 890 3300 611	79.98
13X7-7DFF-VQQH	03/09/2024	ELEM-01762	Hollow Teether Tubes	01 000 000 890 3300 611	7.99
13X7-7DFF-VQQH	03/09/2024	ELEM-01762	Ear Thermometer	01 000 000 890 3300 611	24.75
13X7-7DFF-VQQH	03/09/2024	ELEM-01762	Big Crayons	01 000 000 890 3300 611	9.84
13X7-7DFF-VQQH	03/09/2024	ELEM-01762	DISCOUNT	01 000 000 890 3300 611	(2.40)
16KK-VDXF-KMWQ	03/09/2024	HS-01115	Replacement screen for Chromebook	01 000 000 130 1000 611	242.90
16KK-VDXF-KMWQ	03/09/2024	HS-01115	Adhesive remover for stickers on Chromeb	01 000 000 130 1000 611	19.78
16KK-VDXF-KMWQ	03/09/2024	HS-01115	Heat gun for glue removal on Chromebooks	01 000 000 130 1000 611	28.99
16KK-VDXF-KMWQ	03/09/2024	HS-01115	For STEM lab measurements.	01 000 000 130 1000 611	19.16
16KK-VDXF-KMWQ	03/09/2024	HS-01115	DISCOUNT	01 000 000 130 1000 611	(3.83)
1CHG-7JDK-1P9M	03/09/2024	ELEM-01804	OFFICE SUPPLIES SPLIT	01 000 000 110 1000 610	17.59
1CHG-7JDK-1P9M	03/09/2024	ELEM-01804	OFFICE SUPPLIES SPLIT	01 000 000 120 1000 611	41.03
1CQW-6CXQ-3FH4	03/09/2024	ELEM-01788	Clean Smart Toy Spray	01 000 000 890 3300 611	30.26
1CQW-6CXQ-3FH4	03/09/2024	ELEM-01788	Clorox Disinfecting Mist	01 000 000 890 3300 611	52.68
1CQW-6CXQ-3FH4	03/09/2024	ELEM-01788	Toddler Spoons	01 000 000 890 3300 611	14.70
1CQW-6CXQ-3FH4	03/09/2024	ELEM-01788	Toddler Forks	01 000 000 890 3300 611	14.38
1CQW-6CXQ-3FH4	03/09/2024	ELEM-01788	Safety First Highchair	01 000 000 890 3300 730	71.99
1LCQ-LDLM-1C4Q	03/09/2024	HS-01140	Chromebook Screen	01 000 000 130 1000 611	248.50
1MF3-KY4J-1LYM	03/09/2024	HS-01169	Sumnacon Magnetic Door Stopper, Heavy Du	01 000 000 000 2600 611	26.97
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	120pcs paper food trays	01 000 000 000 2310 290	19.99
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	8 Crepe paper streamers	01 000 000 000 2310 290	6.99
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	6pcs fiesta sombrero	01 000 000 000 2310 290	14.99
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	sombrero pinata	01 000 000 000 2310 290	25.99
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	36pcs fiesta cupcake toppers	01 000 000 000 2310 290	8.99
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	2pks inflatable cactus cooler 55"	01 000 000 000 2310 290	34.49
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	24pk mexican fiesta table cloth	01 000 000 000 2310 290	39.99
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	12pcs fiesta honeycomb table centerpiece	01 000 000 000 2310 290	33.51
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	21pcs mexican paper decorations	01 000 000 000 2310 290	13.99
1N4G-YJQF-YQLV	03/09/2024	ELEM-01798	2pk rainbow metallic foil fringe backdro	01 000 000 000 2310 290	9.90

Detail Check Register

Posted; Batch Description CKS 3.9.24-0001; Fund Number 01, 03

Checking Account: 1

Fund 01

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
1NTR-CW4K-LDGT	03/09/2024	ELEM-01745	COFFEE FILTERS	01 000 000 000 2310 290	84.95
1NTR-CW4K-LDGT	03/09/2024	ELEM-01745	DISCOUNT	01 000 000 000 2310 290	(6.80)
1NTR-CW4K-LDGT	03/09/2024	ELEM-01745	CREDIT	01 000 000 000 2310 290	(78.15)
1QL4-CXWY-K7GY	03/09/2024	HS-01105	Glue sticks	01 000 000 140 1000 611	32.00
1QL4-CXWY-K7GY	03/09/2024	HS-01105	Cowboy Custom Stamp	01 000 000 140 1000 611	31.34
1QL4-CXWY-K7GY	03/09/2024	HS-01105	Teacher Stamps	01 000 000 140 1000 611	14.99
1QL4-CXWY-K7GY	03/09/2024	HS-01105	Address Stamp	01 000 000 140 1000 611	20.74
1QL4-CXWY-K7GY	03/09/2024	HS-01105	Clorox Wipes	01 000 000 140 1000 611	42.38
1QL4-CXWY-K7GY	03/09/2024	HS-01105	White card stock	01 000 000 140 1000 611	34.47
1QL4-CXWY-K7GY	03/09/2024	HS-01105	handsanitizer	01 000 000 140 1000 611	19.99
1TL3-QGWL-443L	03/09/2024	ELEM-01751	Classic Split Flavor Lollipops - 5 Pound	01 000 000 120 1000 611	99.56
1TL3-QGWL-443L	03/09/2024	ELEM-01751	Trident Sugar Free Gum Variety Pack, 21	01 000 000 120 1000 611	97.00
1TL3-QGWL-443L	03/09/2024	ELEM-01751	Bobs Sweet Stripes Soft Peppermint Candy	01 000 000 120 1000 611	59.24
1TL3-QGWL-443L	03/09/2024	ELEM-01751	CREDIT	01 000 000 120 1000 611	(20.00)
1V6V-RKHP-MHPL	03/09/2024	ELEM-01793	OFFICE SUPPLIES SPLIT	01 000 000 110 1000 610	14.65
1V6V-RKHP-MHPL	03/09/2024	ELEM-01793	OFFICE SUPPLIES SPLIT	01 000 000 120 1000 611	34.20
1WXF-94RH-3K6N	03/09/2024	HS-01146	OFFICE SUPPLIES SPLIT	01 000 000 130 1000 611	83.25
1WXF-94RH-3K6N	03/09/2024	HS-01146	OFFICE SUPPLIES SPLIT	01 000 000 140 1000 611	194.26
1YKL-K6W7-3NMH	03/09/2024	ELEM-01754	Children's Factory Big Screen right angl	01 000 000 241 1000 611	195.14
Check Number: 46315	Check Type: Check	Check Date: 03/09/2024	Vendor: BOSCH	BOSCH LUMBER COMPANY	Check Total: 432.16
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240309	03/09/2024	POELEM-02087	PINE BOARD	01 000 000 310 1000 611	150.36
20240309	03/09/2024	POELEM-02087	PINE BOARD, SPF	01 000 000 310 1000 611	281.80
Check Number: 46316	Check Type: Check	Check Date: 03/09/2024	Vendor: BREWSTA	STACY BREW	Check Total: 50.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240309	03/09/2024	POELEM-02097	CELL PHONE REIMBURSEMENT - MARCH 2024	01 000 000 000 2500 290	50.00
Check Number: 46317	Check Type: Check	Check Date: 03/09/2024	Vendor: CHARGING	CHARGING EAGLE ENTERPRISES, LLC	Check Total: 2,498.00
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
44399	03/09/2024	POELEM-02111	SNOW REMOVAL AND SANDING PARKING LOTS ON	01 000 000 000 2600 435	2,498.00
Check Number: 46318	Check Type: Check	Check Date: 03/09/2024	Vendor: CITYAIR	CITY AIR MECHANICAL, INC	Check Total: 21.18
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240309	03/09/2024	POELEM-02129	BOILER #3 FEE	03 000 000 000 4220 435	21.18
Check Number: 46319	Check Type: Check	Check Date: 03/09/2024	Vendor: CITYOF	CITY OF KILLDEER	Check Total: 2,450.93
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>
20240309	03/09/2024	POELEM-02121	WATER 101 HIGH ST NW	01 000 000 000 2600 411	193.59
20240309	03/09/2024	POELEM-02121	WATER GYM	01 000 000 000 2600 411	105.70
20240309	03/09/2024	POELEM-02121	WATER GRADE SCHOOL	01 000 000 000 2600 411	347.93
20240309	03/09/2024	POELEM-02121	WATER 1415 HIGH ST NW	01 000 000 000 2600 411	543.84

Detail Check Register

Posted; Batch Description CKS 3.9.24-0001; Fund Number 01, 03

Checking Account: 1

Fund 01

Invoice Number	Invoice Date	PO Number	Detail Description	Chart of Account Number	Detail Amount
20240309	03/09/2024	POELEM-02121	WATER PORTABLES	01 000 000 000 2600 411	62.87
20240309	03/09/2024	POELEM-02121	GARBAGE 101 HIGH ST NW	01 000 000 000 2600 421	1,140.00
20240309	03/09/2024	POELEM-02121	GARBAGE PORTABLES	01 000 000 000 2600 421	57.00
Check Number: 46320 Check Type: Check Check Date: 03/09/2024 Vendor: COLE COLE PAPERS INC. Check Total: 1,693.04					
10390574	03/09/2024	POELEM-02127	CRYSTAL SOFTENER PELLETS	01 000 000 000 2600 611	21.32
10409098	03/09/2024	POELEM-02076	FOAM HAND SOAP, CAN LINERS, DUST MOP	01 000 000 000 2600 611	1,078.57
10409098	03/09/2024	POELEM-02076	FOAM HAND SOAP	01 000 000 000 2600 611	151.60
10409098	03/09/2024	POELEM-02076	FLOOR CLEANER, BRUTE CONTAINER WITH BAG	01 000 000 000 2600 611	441.55
Check Number: 46321 Check Type: Check Check Date: 03/09/2024 Vendor: COLUMNSOFT COLUMN SOFTWARE PBC Check Total: 858.22					
20240309	03/09/2024	POELEM-02085	MEETING MINUTES	01 000 000 000 2500 540	263.66
20240309	03/09/2024	POELEM-02085	BIDS/PROPOSALS NOTICE	01 000 000 000 2500 540	290.56
633CEF61-0006	03/09/2024	POELEM-02125	BIDS/PROPOSALS NOTICE	01 000 000 000 2500 540	246.24
633CEF61-0007	03/09/2024	POELEM-02123	MEETING MINUTES	01 000 000 000 2500 540	57.76
Check Number: 46322 Check Type: Check Check Date: 03/09/2024 Vendor: CONSOLTEL CONSOLIDATED TELECOM INC Check Total: 8,005.18					
133369	03/09/2024	POELEM-02118	INSTALL CAMERAS/NANO AT ELEM	03 000 000 000 4220 435	6,220.00
20240309	03/09/2024	POELEM-02106	PHONE BILL FEB 2024	01 000 000 000 2600 531	1,785.18
Check Number: 46323 Check Type: Check Check Date: 03/09/2024 Vendor: COOKAND ANDREW COOK Check Total: 50.00					
20240309	03/09/2024	POELEM-02095	CELL PHONE REIMBURSEMENT - MARCH 2024	01 000 000 120 1000 290	50.00
Check Number: 46324 Check Type: Check Check Date: 03/09/2024 Vendor: DAKDUST DAKOTA DUST-TEX, INC. Check Total: 688.46					
20240309	03/09/2024	POELEM-02088	MATS 0807931	01 000 000 000 2600 435	198.98
20240309	03/09/2024	POELEM-02088	MATS 0809421	01 000 000 000 2600 435	198.98
20240309	03/09/2024	POELEM-02088	MATS 0807932	01 000 000 000 2600 435	145.25
20240309	03/09/2024	POELEM-02088	MATS 0809422	01 000 000 000 2600 435	145.25
Check Number: 46325 Check Type: Check Check Date: 03/09/2024 Vendor: DAKOACA DAKOTA ACADEMIC CONSULTING, INC Check Total: 3,200.00					
20240309	03/09/2024	POELEM-02126	E-RATE CONSULTING - FUNDING YEAR 24-25	01 000 000 000 2500 330	3,200.00
Check Number: 46326 Check Type: Check Check Date: 03/09/2024 Vendor: DIAZKER KERRY DIAZ Check Total: 50.00					
20240309	03/09/2024	POELEM-02096	CELL PHONE REIMBURSEMENT - MARCH 2024	01 000 000 000 2500 290	50.00
Check Number: 46327 Check Type: Check Check Date: 03/09/2024 Vendor: DUKANIC NICK DUKART Check Total: 50.00					

Detail Check Register

Posted; Batch Description CKS 3.9.24-0001; Fund Number 01, 03

Checking Account: 1		Fund 01					
<u>Invoice Number</u>	<u>Invoice Date</u>	<u>PO Number</u>	<u>Detail Description</u>	<u>Chart of Account Number</u>	<u>Detail Amount</u>	<u>Check Total:</u>	
20240309	03/09/2024	ELEM-01794	Chase Mielke	01 000 000 000 2210 300		6,980.00	
Check Number: 46358	Check Type: Check	Check Date: 03/09/2024	Vendor: USFOOD	US FOODS		Check Total:	60.36
20240309	03/09/2024	POELEM-02113	FACS SUPPLIES 5563884	01 000 000 140 1000 611		60.36	
Check Number: 46359	Check Type: Check	Check Date: 03/09/2024	Vendor: VIKING	VIKING GLASS OF ND, INC.		Check Total:	735.90
108994	03/09/2024	POELEM-02079	ALUMINUM CONTINUOUS HINGE ON DOOR AND CL	03 000 000 000 4220 435		735.90	
Check Number: 46360	Check Type: Check	Check Date: 03/09/2024	Vendor: WALKNIC	NICOLE WALKER		Check Total:	192.22
20240309-0001	03/09/2024	ELEM-01795	NDSA Training in Bismarck	01 000 000 000 2210 580		14.00	
20240309-0001	03/09/2024	ELEM-01795	NDSA Training in Bismarck	01 000 000 000 2210 580		178.22	
Check Number: 46361	Check Type: Check	Check Date: 03/09/2024	Vendor: WALKNICK	NICHOLAS WALKER		Check Total:	50.00
20240309	03/09/2024	POELEM-02105	CELL PHONE REIMBURSEMENT - MARCH 2024	01 000 000 410 3400 890		25.00	
20240309	03/09/2024	POELEM-02105	CELL PHONE REIMBURSEMENT - MARCH 2024	01 000 000 420 3400 890		25.00	
Check Number: 46362	Check Type: Check	Check Date: 03/09/2024	Vendor: WALLAJEN	JENNI WALLACE		Check Total:	50.00
20240309	03/09/2024	POELEM-02099	CELL PHONE REIMBURSEMENT - MARCH 2024	01 000 000 000 2500 290		50.00	
Check Number: 46363	Check Type: Check	Check Date: 03/09/2024	Vendor: WATSSHA	SHAYNA WATSON		Check Total:	50.00
20240309	03/09/2024	POELEM-02102	CELL PHONE REIMBURSEMENT - MARCH 2024	01 000 000 000 2500 290		50.00	
Check Number: 46364	Check Type: Check	Check Date: 03/09/2024	Vendor: WESTCHOICE	WESTERN CHOICE COOPERATIVE		Check Total:	10,455.75
20240309	03/09/2024	POELEM-02109	SCREW TRIM FINISHING, 50 DIAMOND OFFSET	01 000 000 000 2600 611		66.99	
20240309	03/09/2024	POELEM-02109	MAINT DIESEL	01 000 000 000 2600 627		277.49	
20240309	03/09/2024	POELEM-02109	HINGE NARROW FIXPIN, CHEST HANDLE ZINK,	01 000 000 310 1000 611		121.89	
20240309-0001	03/09/2024	POELEM-02110	ANTIFREEZE, DE-ICER	01 000 000 000 2700 611		33.95	
20240309-0001	03/09/2024	POELEM-02110	DIESEL	01 000 000 000 2700 627		9,955.43	
Check Number: 46365	Check Type: Check	Check Date: 03/09/2024	Vendor: ZASTMAR	MARK ZASTOUPIL		Check Total:	96.48
20240309	03/09/2024	HS-01168	144 round trip miles to	01 000 000 140 1000 580		96.48	
Check Number: 46366	Check Type: Check	Check Date: 03/09/2024	Vendor: ZASTRHO	RHONDA ZASTOUPIL		Check Total:	50.00
20240309	03/09/2024	POELEM-02100	CELL PHONE REIMBURSEMENT - MARCH 2024	01 000 000 000 2500 290		50.00	

Detail Check Register

Posted; Batch Description CKS 3.9.24-0001; Fund Number 01, 03

Checking Account: 1

Fund 01

*Denotes Expensed Invoice Item

Checking Account ID: 1

Total without Voids: 85,888.44

B. Consider Bids on High School Greenhouse Project

ADVERTISEMENT FOR BIDS
KILLDEER PUBLIC SCHOOL DISTRICT – HIGH SCHOOL GREENHOUSE PROJECT

1. THE PROJECT: High School Greenhouse Project for Killdeer Public Schools, Killdeer, North Dakota
2. THE OWNER: (Hereinafter referred to as Owner) Killdeer Public School District No. 16, 101 High Street NW, PO Box 579, Killdeer, North Dakota 58640
3. DATE: February 2024
4. TO: POTENTIAL BIDDERS
 - a. Sealed SEPARATE BASE BID(S) will be received for GENERAL CONSTRUCTION, MECHANICAL WORK and ELECTRICAL WORK for the above referenced project. The Owner will solicit proposals for the Quality Control/Special Inspections Contractor after award of the Contracts.
 - b. All Bids will be received by the Owner until 11:00 A.M. Mountain Standard Time on March 7, 2024.
 - i. Bids shall be delivered before the time and date above to Rhonda Zastoupil, Business Manager, at the address listed above for the Owner, at which time the Bids will be publicly opened and read aloud. Telephone and Fax Bids will not be allowed.
 - ii. The Architect assumes no responsibility for receiving and delivering Contractor Bids to the bid opening.
 - c. All bids shall be in accordance with Bidding Documents prepared by ICON Architectural Group, 361 N. Main, Watford City, ND 58854
 - d. The Bidding Documents may be examined at the following locations until Bid opening time
 - i. The offices of the Owner and Architect
 - e. Bid Documents may be obtained from the office of the Architect as outlined below. All deposits and/or payments for Bid Documents shall be made payable to ICON Architectural Group.
 - i. Any bidding Contractor, subcontractor, material supplier/vendor, and/or testing agency may obtain electronic Bid Documents at no cost by contacting the Owner or Architect
 - ii. Upon request, a full set of printed hard copy Bid Documents may be obtained by any bidding Contractor, subcontractor, material supplier/vendor and/or testing agency at a non-refundable cost of \$150.
 - f. No Bids will be read or considered which do not fully comply with North Dakota bond and license requirements as stipulated in Section 00 21 13 – Instructions to Bidders and the North Dakota Century Code.
 - g. Each Bid shall be accompanied by a separate envelope containing a Bidder's bond in the sum equal to 5% of the highest amount of the Bids, executed by the Bidder as principal and by a surety company authorized to do business in this state, conditioned that if the principal's Bids be accepted and the contract awarded to principal, the principal, within ten days after Notice of Award, will execute and effect a contract in accordance with the

terms of the Bids and a contractor's bond as required by law and the regulations and determinations of the Owner.

- h. Bidder shall have North Dakota Public Contractors License for the highest amount of Bids, including any Alternate Bids, and such license shall have been in effect for at least ten days prior to Bid opening date.
 - i. Bid security shall be made payable to Killdeer Public School District No. 16.
 - j. Bid security will be retained and your Bid will be required to be submitted under a condition of irrevocability until Contract has been awarded and executed, but not longer than a period of 30 days after the Bid date.
 - k. The Owner reserves the right to reject any or all Bids and waive informalities therein.
5. SIGNATURE:
- a. For the Owner: Killdeer Public School District No. 16 Killdeer, ND
 - b. By: Rhonda Zastoupil, Business Manger
-



**Killdeer Public School
District 16: Greenhouse
Addition**

1415 High St NW
Killdeer, ND 58640

ICON

4000 GARDEN VIEW DRIVE, SUITE 101
GRAND FORKS, ND 58201
(701) 772.4266 OFFICE
WWW.ICONARCHITECTS.COM

STRUCTURAL

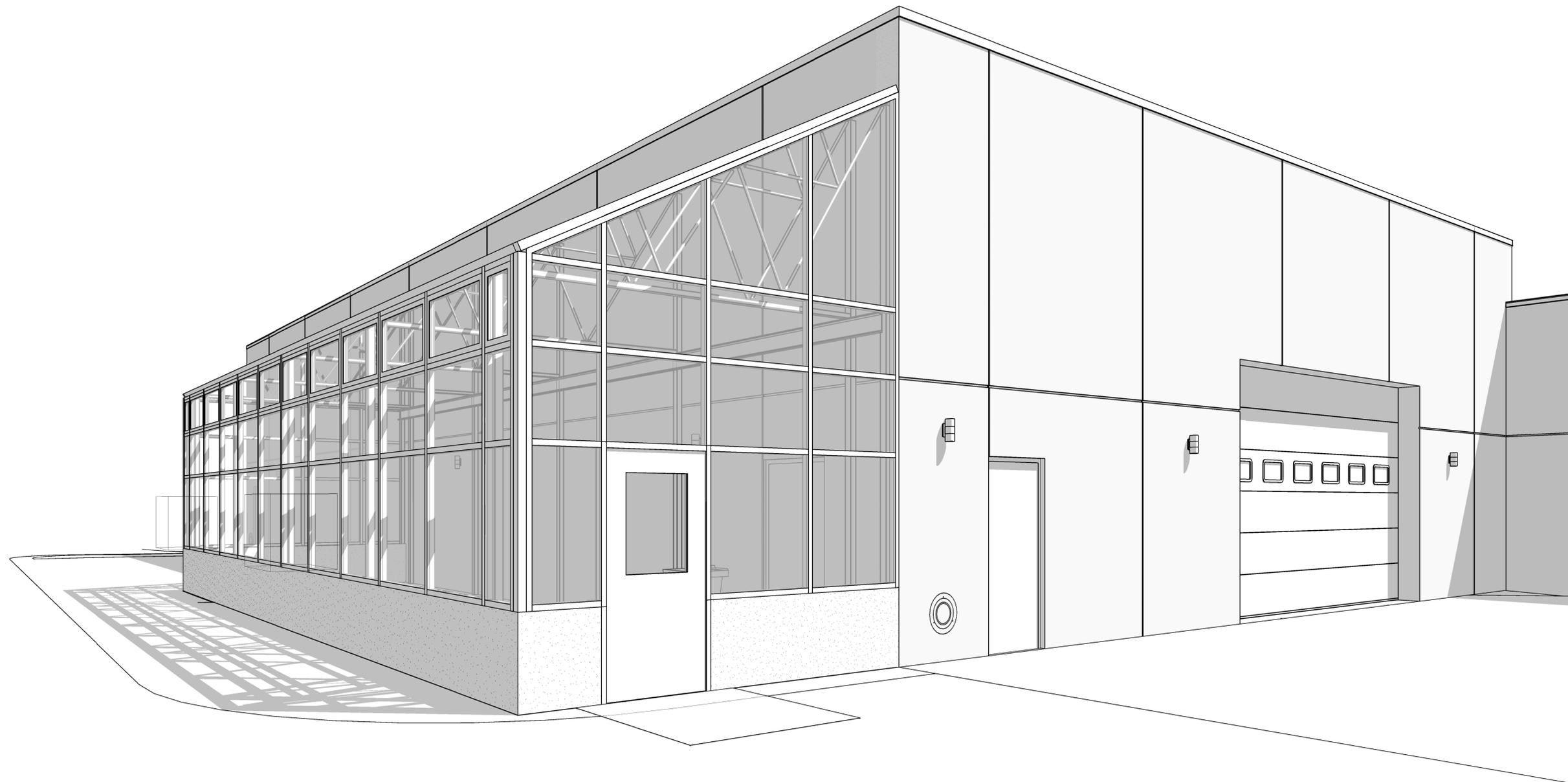
ICON ARCHITECTURAL GROUP
222 EAST MAIN STREET, SUITE B
MANDAN, ND 58554
(701) 751.0430 OFFICE

MECHANICAL

PRAIRIE ENGINEERING
1905 17TH ST SE
MINOT, ND 58701
(701) 852.6363 OFFICE

DRAWING INDEX

SHEET #	SHEET NAME
GENERAL	
G000	Cover Sheet
ARCHITECTURAL	
A101	Greenhouse Plans, Sections, Details
MECHANICAL	
M100	Piping Plan
ELECTRICAL	
E001	Electrical Power Plan



Killdeer Public School District 16: Greenhouse Addition

Construction Documents

February 14, 2024

DRAWING HISTORY

NO.	DESCRIPTION	DATE
1	Construction Documents	02/14/24

GENERAL NOTES - FLOOR PLAN

1. WORK FROM GIVEN DIMENSIONS. IN GENERAL, LARGE-SCALE DETAILS TAKE PRECEDENCE OVER SMALLER SCALE PLANS, ELEVATIONS AND BUILDING SECTIONS. NOTIFY THE ARCHITECT OF ANY DIMENSIONAL DISCREPANCIES PRIOR TO COMMENCING THE WORK, AND DO NOT BEGIN WORK UNTIL SUCH DISCREPANCIES ARE RESOLVED BY THE ARCHITECT.
2. DO NOT SCALE THE DRAWINGS.
3. ITEMS BY OWNER OR NIC SHOWN DASHED GRAY.

ALTERNATES: SEE SPEC SECTION 133413

- ADD-ALTERNATE 1: GROW LIGHTING
- ADD-ALTERNATE 2: AUTOMATED IRRIGATION
- ADD-ALTERNATE 3: AUTOMATED SHADE/HEAT RETENTION CURTAIN
- ADD-ALTERNATE 4: PLANTING BENCHES



Killdeer Public School District 16: Greenhouse Addition

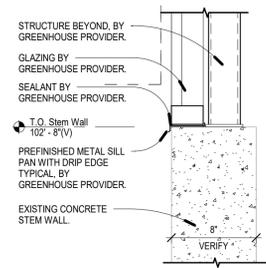
1415 High St NW
Killdeer, ND 58640

MECHANICAL

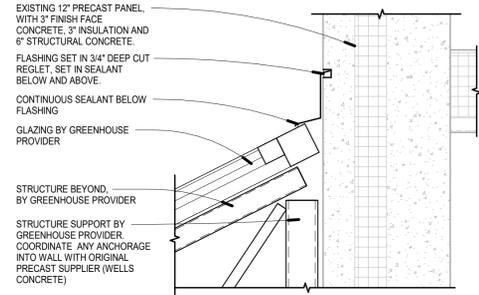
PRAIRIE ENGINEERING
1905 17TH ST SE
MINOT, ND 58701
(701) 852.6363 OFFICE

ELECTRICAL

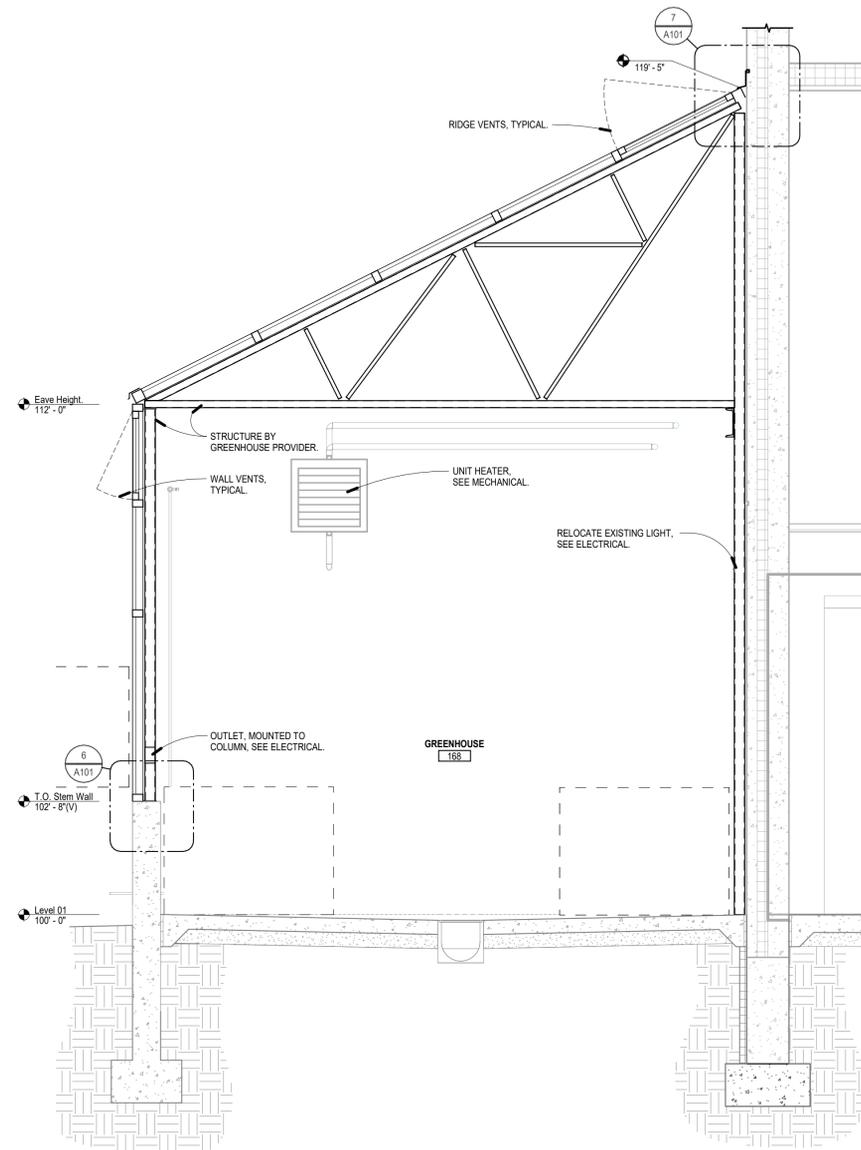
PRAIRIE ENGINEERING
1905 17TH ST SE
MINOT, ND 58701
(701) 852.6363 OFFICE



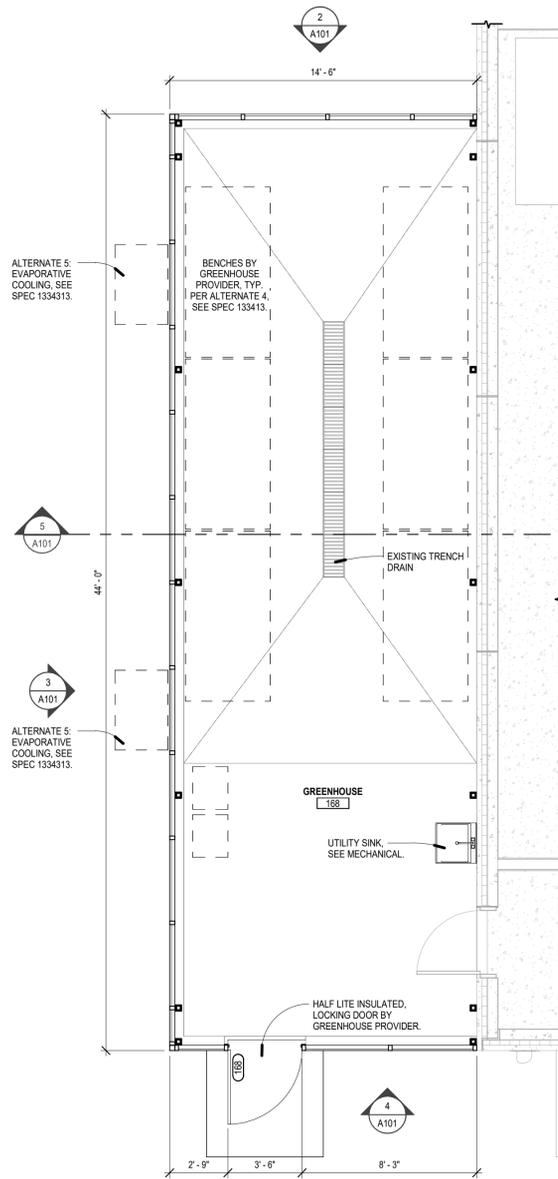
6 A101 Glazing Flashing Detail



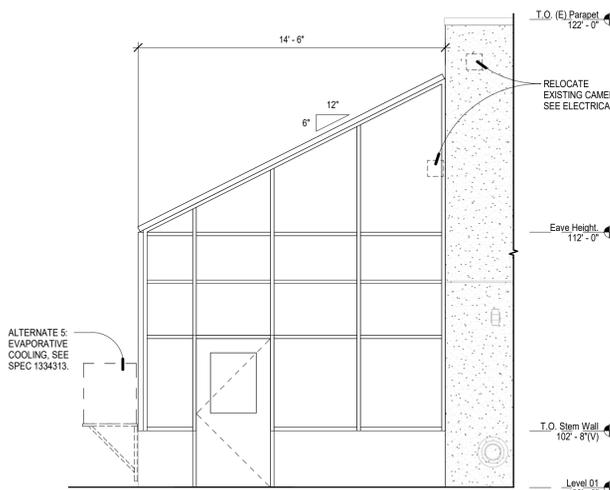
7 A101 Glazing Connection Detail



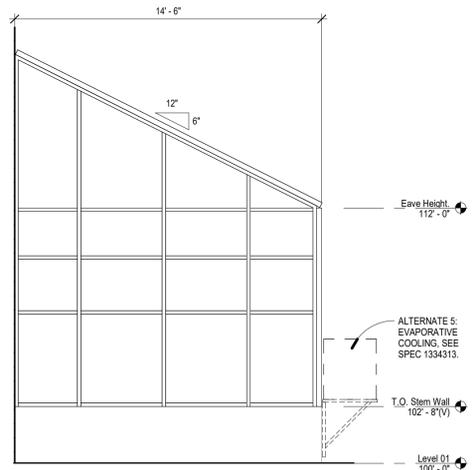
5 A101 Section @ Greenhouse



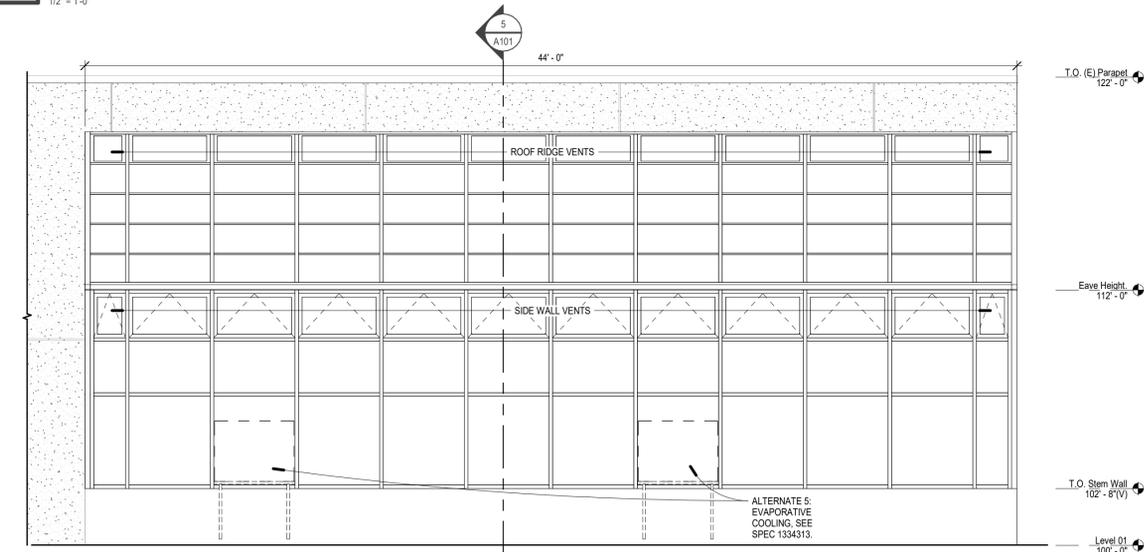
1 A101 Greenhouse Plan



4 A101 South Elevation



2 A101 North Elevation



3 A101 West Elevation



DRAWING HISTORY

NO.	DESCRIPTION	DATE
1	Construction Documents	02/14/24

DRAWN BY: JLL/LP JN: 18-067

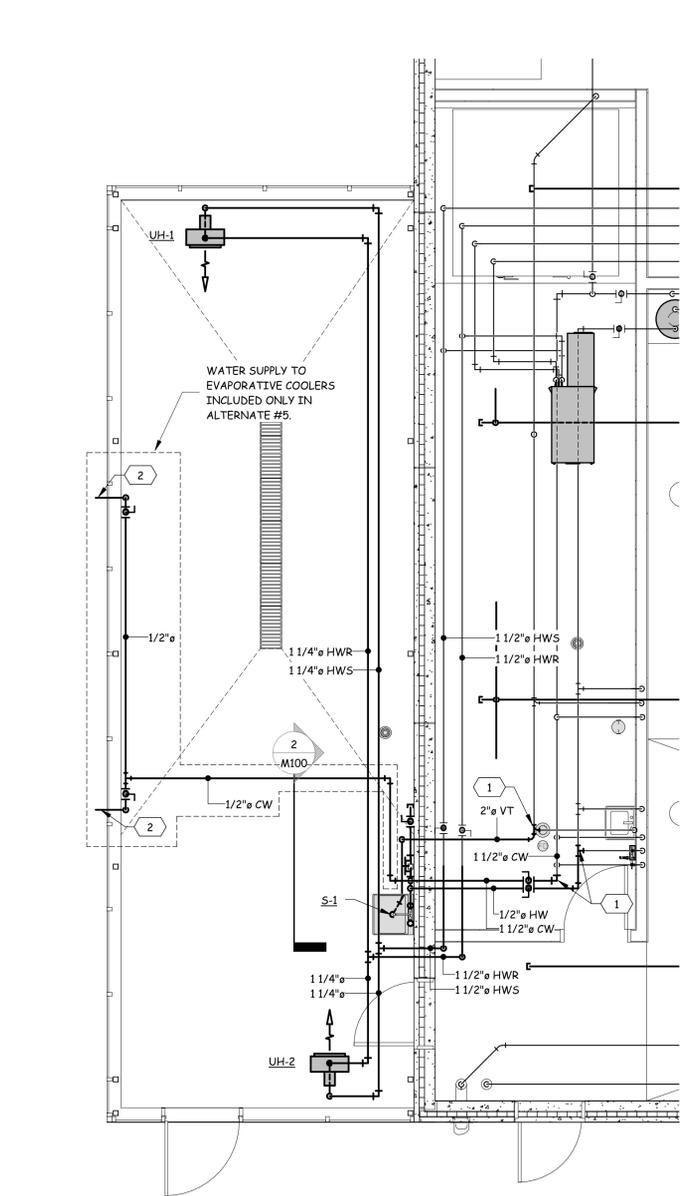
Greenhouse Plans, Sections, Details

SHEET

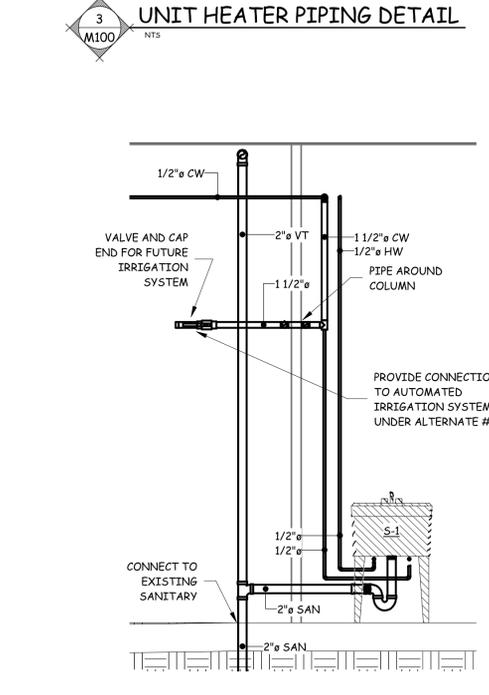
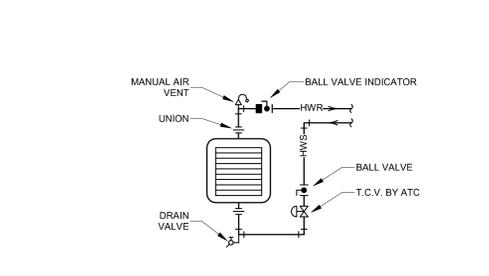
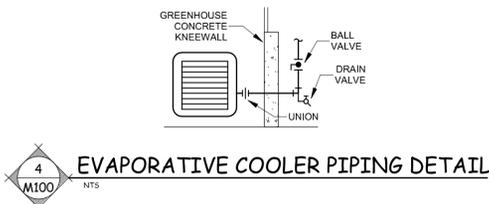
A101

224000 - PLUMBING FIXTURE SCHEDULE									
SCHEDULE NOTES:									
1. SEE ARCHITECTURAL DRAWINGS FOR MOUNTING HEIGHTS									
2. SEAL JOINTS BETWEEN FIXTURES AND FLOORS/WALLS WITH MILDEW RESISTANT SEALANT. MATCH COLOR TO FIXTURE									
TAG	QTY	TYPE	FIXTURE			FAUCET/VALVE			DESCRIPTION
S-1	1	SERVICE SINK	MFR	MODEL	ADA	MFR	MODEL	OPTION	
			FIAT PRODUCTS	SF-1-F	No	CHICAGO FAUCETS	526-ABCP	2" LEVER HANDLES	20"x20" SINGLE COMPARTMENT, WHITE POLYMER, FLOOR MOUNT, WHITE ENAMEL STEEL ANGLE LEGS, 4" BACK LEDGE, DOUBLE BEND SWING SPOUT FAUCET, 2" LEVER HANDLES

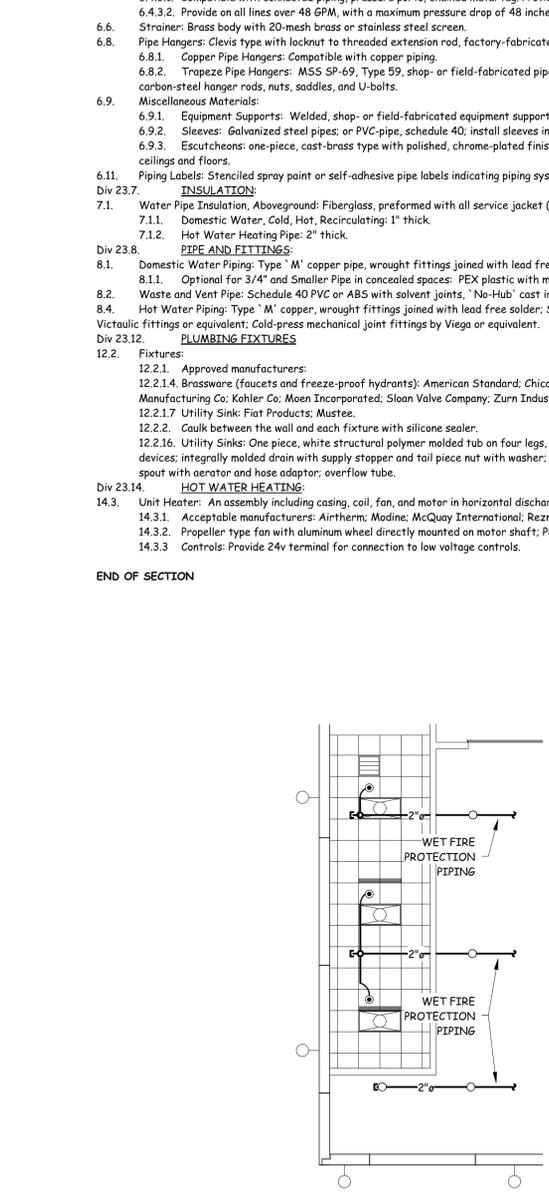
238000 - UNIT HEATER - HYDRONIC															
SCHEDULE NOTES:															
1. PROVIDE VERTICAL DEFLECTOR BLADES															
2. PROVIDE LOW VOLTAGE TERMINAL STRIP FOR CONTROLS BY GREENHOUSE															
MARK	MANUFACTURER	MODEL	HEATING CAPACITY	AIR SIDE			WATER SIDE				MOTOR HP	ELECTRICAL			NOTES
				FLOW	EAT	LAT	FLUID	FLOW	WPD	EWT		VOLT	Ph	Hz	
UH-1	REZNOR	WS78/110	82,000 Btu/h	1,650 CFM	60 °F	106 °F	40% PG	8.3 GPM	0.95 ftH ₂ O	180 °F	0.26 hp	120 V	1	60 Hz	1, 2
UH-2	REZNOR	WS78/110	82,000 Btu/h	1,650 CFM	60 °F	106 °F	40% PG	8.3 GPM	0.95 ftH ₂ O	180 °F	0.26 hp	120 V	1	60 Hz	1, 2



1 GREENHOUSE PIPING PLAN
1/4" = 1'-0"



2 GREENHOUSE SINK SECTION
1/2" = 1'-0"



5 EXISTING FIRE SPRINKLER PLAN
1/8" = 1'-0"

- Div 21. FIRE PROTECTION SCOPE**
- Existing system is wet-pipe sprinkler system.
 - Delegated design: For sprinkler systems indicated to comply with performance requirements and design criteria, including analysis data by a NICET Level III certified designer or licensed Professional Engineer responsible for their preparation.
 - Everything necessary for the complete and successful operation of this system, whether or not definitely specified on the Drawings shall be furnished and installed as if specified or indicated.
 - The Fire Protection Contractor will be a sub-contractor to the Division 23 Contractor.
 - Fire-extinguishing system design shall be approved by authorities having jurisdiction and shall be in accordance to architectural drawings and code plans.
 - Submittals: Shop Drawings, including plans and hydraulic calculations if applicable; Record Drawings.
 - Sprinklers: Rough bronze where exposed.
- Div 23.1. MECHANICAL SCOPE:**
- The Mechanical Contractor shall furnish and install all work indicated on the Mechanical Drawings of this Project.
- Div 23.2. SUBMITTALS**
- Preferred format: PDF
 - Prior Approvals: Minimum eight days prior to bid opening.
 - Shop Drawings: Dated and signed indicating contractor review, prior to delivery of materials to job site.
 - ODM: Two copies, 3-ring binders and PDF format; include all installation, operation and maintenance data packaged with any equipment.
- Div 23.3. AUTHORITIES AND AGENCIES**
- Obtain and pay all permits, inspections, licenses.
 - Codes: NFPA, Local Ordinances and Rules, N.D. State Plumbing Code, N.D. State Building Code.
- Div 23.4. GUARANTEES:**
- All material, equipment and workmanship for one year from date of acceptance.
- Div 23.5. GENERAL INSTALLATION**
- Cutting and Patching: By this Contractor his work unless indicated otherwise on the Drawings.
 - Clean: Remove dirt and debris for interior of duct and piping systems as work progresses.
 - Pipe System Testing: Pressure test new piping and parts of existing piping that have been altered, extended, or repaired.
 - Start and Adjust: All new boilers, air handlers, condensing units, pumps, temperature controls and other mechanical devices installed under provisions of this Section.
- Div 23.6. COMMON WORK RESULT FOR PIPING**
- Ball Valves: Apollo 70-100 ball valves or equivalent.
 - Check Valves: Nilco T-413-B or equivalent.
 - Flow Indicators/Balancing Valves:
 - Calibrated-Orifice Ball Valve: Watts CSM-61, Gerand style BVT or BVS, or equivalent.
 - 6.4.1.1. Bronze ball valve with calibrated orifice, brass or stainless steel ball, PTFE seat; pressure gage connections, lever style handle with memory stop; metal tag.
 - 6.4.1.2. Provide on the return line to each hydronic unit of 48 gpm or less.
 - 6.4.2. Autoflow Valve: Flow Design Model AC or equivalent.
 - 6.4.2.1. Brass Y-type automatic flow control and integral ball valve; removable stainless steel wear surfaces with stainless steel spring in flow cartridge, 5 % flow accuracy, maximum 7 feet pressure loss.
 - 6.4.2.2. GPM permanently marked on flow cartridge, pressure ports for flow verification.
 - 6.4.3. Venturis: Manufactured by Gerand or equivalent.
 - 6.4.3.1. Compatible with connected piping, pressure ports, chained metal tag. Provide nipples, and valves.
 - 6.4.3.2. Provide on all lines over 48 GPM, with a maximum pressure drop of 48 inches.
 - Strainer: Brass body with 20-mesh brass or stainless steel screen.
 - Pipe Hangers: Clevis type with locknut to threaded extension rod, factory-fabricated components; MSS SP-58 types 1 through 58.
 - 6.8.1. Copper Pipe Hangers: Compatible with copper piping.
 - 6.8.2. Trapeze Pipe Hangers: MSS SP-69, Type 59, shop- or field-fabricated pipe-support assembly made from structural carbon-steel shapes with MSS SP-58 carbon-steel hanger rods, nuts, saddles, and U-bolts.
 - Miscellaneous Materials:
 - 6.9.1. Equipment Supports: Welded, shop- or field-fabricated equipment support made from structural carbon-steel shapes.
 - 6.9.2. Sleeves: Galvanized steel pipes; or PVC-pipe, schedule 40; install sleeves in concrete wall and floor penetrations.
 - 6.9.3. Escutcheons: one-piece, cast-brass type with polished, chrome-plated finish and setscrew fastener; Install for exposed piping penetrations of finished walls, ceilings and floors.
 - Piping Labels: Stenciled spray paint or self-adhesive pipe labels indicating piping system and flow direction.
- Div 23.7. INSULATION:**
- Water Pipe Insulation, Aboveground: Fiberglass, preformed with all service jacket (ASJ); Flexible elastomeric.
 - 7.1.1. Domestic Water, Cold, Hot, Recirculating: 1" thick.
 - 7.1.2. Hot Water Heating Pipe: 2" thick.
- Div 23.8. PIPE AND FITTINGS:**
- Domestic Water Piping: Type 'M' copper pipe, wrought fittings joined with lead free solder.
 - 8.1.1. Optional for 3/4" and Smaller Pipe in concealed spaces: PEX plastic with metal insert and copper crimp ring fittings, by Uponor Wirsbo or equivalent.
 - Waste and Vent Pipes: Schedule 40 PVC or ABS with solvent joints; 'No-Hub' cast iron.
 - Hot Water Piping: Type 'M' copper, wrought fittings joined with lead free solder; Schedule 40 black steel pipe with threaded cast iron fittings; Grooved pipe with Victaulic fittings or equivalent; Cold-press mechanical joint fittings by Viega or equivalent.
- Div 23.12. PLUMBING FIXTURES**
- Fixtures:
 - 12.2.1. Approved manufacturers: American Standard; Chicago Faucets; Component Hardware Group, Inc.; Delta Faucet Company; Elkay Manufacturing Co; Kohler Co; Moen Incorporated; Sloan Valve Company; Zurn Industries, LLC.
 - 12.2.1.7. Utility Sink: Fiat Products; Mustee.
 - 12.2.2. Caulk between the wall and each fixture with silicone sealer.
 - 12.2.16. Utility Sinks: One piece, white structural polymer molded tub on four legs, minimum 18 gallon capacity; white enamel coated steel angle legs with leveling devices; integrally molded drain with supply stopper and tail piece nut with washer; deck mounted faucet, chrome plated, 2-3/8" lever handles, 6" swing double-bend spout with aerator and hose adaptor; overflow tube.
- Div 23.14. HOT WATER HEATING:**
- Unit Heater: An assembly including casing, coil, fan, and motor in horizontal discharge configuration with adjustable discharge louvers.
 - 14.3.1. Acceptable manufacturers: Airtherm; Modine; McQuay International; Reznor; Ritling; Sigma; Trane; other prior approved.
 - 14.3.2. Propeller type fan with aluminum wheel directly mounted on motor shaft; Permanently lubricated motor; built-in overload protection.
 - 14.3.3. Controls: Provide 24v terminal for connection to low voltage controls.

LINE TYPE LEGEND	
	EXISTING
	NEW
	REMOVE
	HIDDEN
	MATCHLINE

PIPING LEGEND	
	SANITARY/WASTE
	VENT
	DOMESTIC COLD WATER
	DOMESTIC HOT WATER
	RECIRC HOT WATER
	HOT WATER HTG SUPPLY
	HOT WATER HTG RET.
	NATURAL GAS

PIPING VALVE & ACCESSORY LEGEND	
	BALL VALVE
	BALL VALVE INDICATOR
	BUTTERFLY VALVE
	VENTURI
	CHECK VALVE
	2-WAY CONTROL VALVE
	3-WAY CONTROL VALVE
	DRAIN VALVE
	STRAINER
	UNION
	FLANGE
	MANUAL AIR VENT
	AUTO AIR VENT
	TEMPERATURE GAUGE
	PRESSURE GAUGE
	SENSOR

SPRINKLER HEAD LEGEND	
	UPRIGHT HEAD
	PENDENT HEAD
	CONCEALED PENDENT HEAD
	RECESSED HEAD
	UPRIGHT HEAD W/ GUARD
	PENDENT HEAD W/ GUARD
	DRY PENDENT

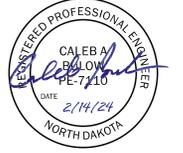
Keynote Legend	
1	CONNECT TO EXISTING PIPING.
2	PLUMBER SHALL CONNECT WATER TO EVAPORATIVE COOLER.



Killdeer Public School District 16
1415 High St NW
Killdeer, ND 58640

MECHANICAL
PRAIRIE ENGINEERING
1905 17TH ST SE
MINOT, ND 58701
(701) 852.6363 OFFICE

ELECTRICAL
PRAIRIE ENGINEERING
1905 17TH ST SE
MINOT, ND 58701
(701) 852.6363 OFFICE



DRAWING HISTORY		
NO.	DESCRIPTION	DATE
1	Construction Documents	02/14/24

DRAWN BY: JWB JN: PE 24004

PIPING PLAN

SHEET
M100



Killdeer Public School District 16: Greenhouse Addition

1415 High St NW
Killdeer, ND 58640

MECHANICAL

PRAIRIE ENGINEERING
1905 17TH ST SE
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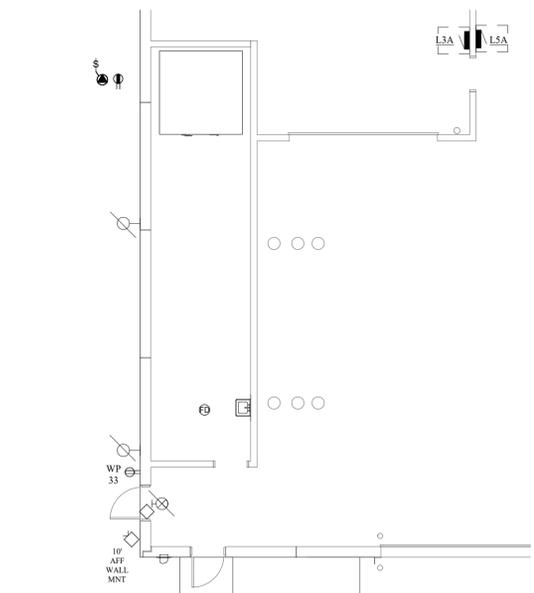
ELECTRICAL

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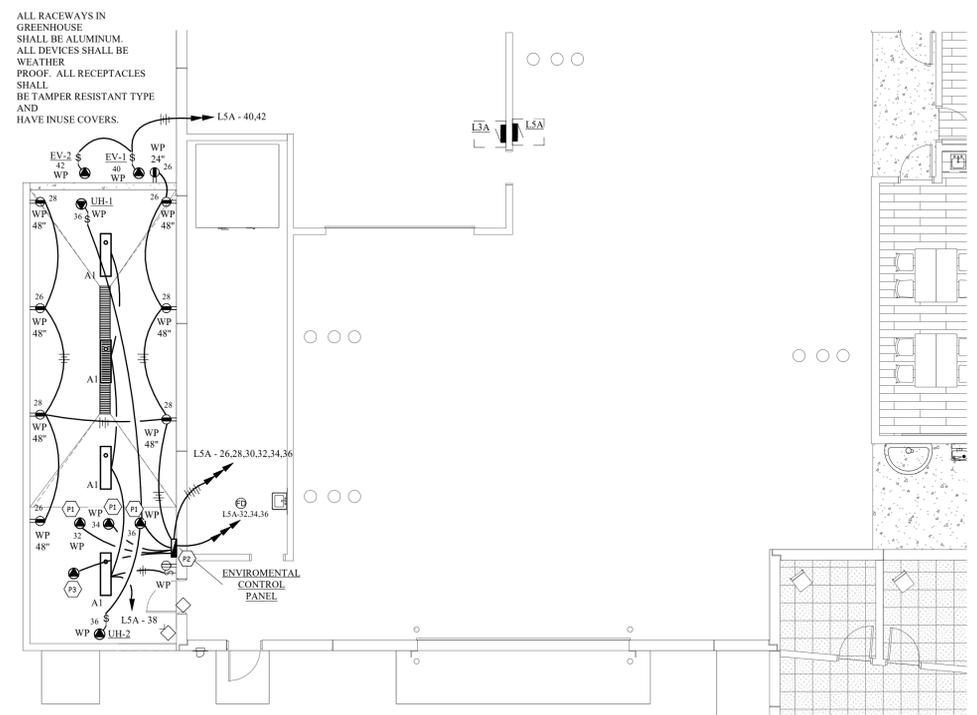
STANDARD ELECTRICAL SYMBOLS

BASED ON ANSI Y32.2-1972, ANSI A117.1-1996, AND FEDERAL REGISTER 56:144(ADA)
MOUNTING HEIGHT MEASUREMENTS SHALL BE MADE FROM FINISH
FLOOR TO CENTER LINE OF OUTLET

SYMBOL	DESCRIPTION	MTG. HT.
LIGHTING OUTLETS		
	CEILING LUMINAIRE, TYPE A, CKT. 1, SW b.	SCHEDULED
	WALL MOUNTED LUMINAIRE	SCHEDULED
	TROFFER LUMINAIRE, SLASH INDICATES UNSWITCHED.	SCHEDULED
	STRIP LUMINAIRE WITH WIRE GUARD	SCHEDULED
	CEILING MOUNTED EXIT SIGN, SHADING INDICATES LIGHTED FACE.	SCHEDULED
	WALL MOUNTED EXIT SIGN	SCHEDULED
	EMERGENCY BATTERY UNIT	SCHEDULED
	REMOTE SEALED BEAM	SCHEDULED
	PORCELAIN LAMPHOLDER - 100A LAMP LED LAMP EQUIVALENT	SCHEDULED
	JUNCTION BOX	SCHEDULED
RECEPTACLE OUTLETS		
	SINGLE, CKT 1	18"
	DUPLEX	18"
	DUPLEX - SPLIT WIRED	18"
	DUPLEX - GROUND FAULT CIRCUIT INTERRUPTER	18"
	DUPLEX - EMERGENCY	18"
	DOUBLE DUPLEX	SCHEDULED
	MULTI-OUTLET ASSEMBLY, ARROWS EXTEND TO LIMIT OF INSTALLATION, SUBSCRIPT INDICATES SPACING OF OUTLETS	SCHEDULED
	CLOCK RECEPTACLE	82"
	DUPLEX RECEPTACLE - FLOOR BOX	SCHEDULED
SWITCH OUTLETS		
	SINGLE POLE	46"
	DOUBLE POLE	46"
	THREE-WAY	46"
	FOUR-WAY	46"
	KEY OPERATED	46"
	MOTOR - PROVIDE OVERLOAD UNIT AS REQ'D. TOGGLE ACCEPTABLE IF INTERNAL THERMAL PROTECTION INCLUDED. SWITCH NOT REQ'D IF MOTOR ASSEMBLY HAS INTEGRAL DISCONNECTING MEANS.	46"
	PILOT HANDLE	46"
	TIME DELAY	46"
	DIMMER - 100W UNLESS OTHERWISE INDICATED	46"
	GANGED SWITCHES - ARROW INDICATES MULTILEVEL SWITCHING	46"
	WALL MOUNTED OCCUPANCY SENSOR	46"
	CEILING MOUNTED OCCUPANCY SENSOR, TYPE b, SW b. REFER TO SCHEDULE FOR TYPE	46"
COMMUNICATION/DATA SYSTEM OUTLETS		
	VOICE OUTLET - ONE JACK PER TRIANGLE	18"
	DATA OUTLET OR DATA OUTLET - FLOOR BOX	18"
	DATA OUTLET - ONE JACK PER TRIANGLE	18"
	BELL	46"
	BUZZER	46"
	INTERCOM STATION	46"
	MICROPHONE OUTLET	18"
	TELEVISION OUTLET	18"
	VOLUME CONTROL	46"
	PUSH BUTTON	46"
	SPEAKER/BAFFLE/BACKBOX COMBINATION	CEILING
	CLOCK	84"
	AUDIO/VIDEO CONNECTION BOX - HDMI TYPICAL	18"
MISCELLANEOUS		
	PLAN OR DETAIL NOTE	TOP 75"
	SPECIAL PURPOSE CONNECTION - AS REQUIRED BY EQUIPMENT MANUFACTURER, CO-ORDINATE ROUGH-IN WITH SHOP DWG.	TOP 75"
	BRANCH CIRCUIT PANELBOARD, SHADING INDICATES NEW PANEL	TOP 75"
	CONTROL PANEL	TOP 75"
	EXTERNALLY OPERATED DISCONNECT SWITCH	TOP 75"
	CONTROLLER OR RELAY	TOP 75"
	COMBINATION CONTROLLER AND DISCONNECTION MEANS	TOP 75"
	MOTOR - DESIGNATION REFERS TO SCHEDULE.	TOP 75"
	EQUIPMENT DESIGNATION. SEE SCHEDULE.	TOP 75"
	ELECTRIC HEAT TO SCALE. DESIGNATION REFERS TO SCHEDULE. "T" INDICATES INTEGRAL THERMOSTAT.	TOP 75"
	THERMOSTAT-PROVIDED BY DIV. 26	46"
	THERMOSTAT-FURNISHED BY DIV. 23, INSTALLED BY DIV. 26	46"
	HUMIDISTAT-FURNISHED BY DIV. 23, INSTALLED BY DIV. 26	46"
	POTENTIOMETER-FURNISHED BY DIV. 23, INSTALLED BY DIV. 26	46"
	TIME SWITCH	46"
	PHOTOELECTRIC SWITCH	46"
CIRCUITING		
	HOME RUN, MIN 3/4" C. ARROWS AND SUBSCRIPTS INDICATE NUMBER AND IDENTIFICATION OF CIRCUITS.	46"
	CONTROL WIRE. SEE SPECIFICATION SECTION 260536	46"
	EMERGENCY. MIN 1/2" C-#10 AWG.	46"
	TELEPHONE. MIN 3/4" C. HOME RUN TO TERMINAL BOARD	46"
	TELEPHONE. MIN 3/4" C. STUB INTO CEILING SPACE	46"
	LOW VOLTAGE. MIN 1/2" C-#14 AWG AS REQ'D.	46"
	SPECIAL SYSTEMS. MIN 3/4" C. PROVIDE CONDUCTORS AS REQ'D BY MANUFACTURER. SUBSCRIPT INDICATES SYSTEM. SEE STANDARD ABBREVIATIONS.	46"
FIRE ALARM SYSTEMS		
	DETECTOR. SUBSCRIPT INDICATES ZONE. SUBSCRIPT DESCRIBES INITIATION: P-DUCT, R-RATE OF RISE THERMAL, F-FIXED TEMPERATURE THERMAL, I-IONIZATION, P-PHOTO-ELECTRIC.	CEILING
	CHIME	88"
	MAGNETIC DOOR HOLDER	88"
	FAN RELAY	88"
	FLOW SWITCH	88"
	MANUAL STATION	46"
	AUDIBLE ALARM NOTIFICATION APPLIANCE (HORN)	88"
	VISUAL ALARM NOTIFICATION APPLIANCE	88"
	COMBO AUDIBLE-VISUAL ALARM NOTIFICATION APPLIANCE	88"
	MAIN VALVE SUPERVISORY (TAMPER) SWITCH	88"
SECURITY AND SURVEILLANCE SYSTEMS		
	ELECTRIC DOOR CONTROL	46"
	DOOR POSITION SENSOR	46"
	PROXIMITY CARD READER	46"
	DOOR CONTROL PANEL	46"
	POWER SUPPLY	46"
	LOCKDOWN BUTTON	46"
	INTERCOM DOOR CONTROL	46"
	SECURITY CAMERA - SEE SPECIFICATION SECTION 282000 FOR TYPE	46"



1 Green House Existing Conditions
1/8" = 1'-0"



2 Green House Electrical Plan
1/8" = 1'-0"

Keynote Legend

Key Value	Keynote Text
P1	ELECTRICAL CONTRACTOR TO WIRE TWELVE 330W LED GROW LIGHTS PROVIDED BY GREENHOUSE SUPPLIER TO ENVIRONMENTAL CONTROL PANEL. ELECTRICAL CONTRACTOR TO WIRE TWO UNIT HEATERS PROVIDED BY OTHERS TO ENVIRONMENTAL CONTROL PANEL. ELECTRICAL CONTRACTOR TO WIRE TWO HORIZONTAL AIR FLOW FANS AND AUTOMATED SHADE MOTOR & CONTROLS TO ENVIRONMENTAL CONTROL PANEL. COORDINATE WITH GREENHOUSE SUPPLIER AND UNIT HEATER SUPPLIER EXACT LOCATION AND REQUIREMENTS.
P2	PROVIDE NETWORK CONNECTION FROM STORAGE ROOM 017 ON LOWER LEVEL FOR ENVIRONMENTAL CONTROL PANEL.
P3	EC TO WIRE OUTSIDE WEATHER STATION TO ENVIRONMENTAL CONTROL PANEL. COORDINATE WITH GREENHOUSE SUPPLIER EXACT LOCATION AND REQUIREMENTS.

FIXTURE SCHEDULE

TYPE	MANUFACTURER	CATALOG NO.	DELIVERED LUMENS	FINISH	MOUNTING	REMARKS
A1	LITHONIA METALUX	FEM 6000LM LPAFL MD -MVOLT 40K 4VT2 LD5 6 DR UNV WL	6,000	WHITE	SURFACE MOUNT TO STRUCTURE	4' LOW PROFILE WET LOCATION LED FIXTURE. PROVIDE MOUNTING BRACKETS.

MOTOR & EQUIPMENT SCHEDULE

EQUIPMENT SERVED	CHARACTERISTICS			DISCONNECT (BY EC)	CONTROLLER (BY EC)	CONTROL INITIATING DEVICE			NOTE
	HP	VOLT	PHASE			DEVICE	FURN	MTD	
UNIT HEATER UH-1,2	1/8	120	1	NEMA 3R 20A 1-POLE TOGGLE	INTEGRAL	GREEN HOUSE CONTROL PANEL	GC	EC	
EVAPORATOR COOLER EV-1,2	3/4	120	1	NEMA 3R 20A 1-POLE TOGGLE	INTEGRAL	GREEN HOUSE CONTROL PANEL	GC	EC	

Panel: L5A

Volts: 120/208 Wye
Mains Rating: 225 A
Phase: 3
Mains Type: EATON POW-R-LINE SERIES
Wire: 4
Mounting: Surface

Notes:

DESCRIPTION	CKT BRK	CKT #	GFCI	A	B	C	GFCI	CKT #	CKT BRK	DESCRIPTION
Existing	20	1	1	0	0			2	1	Existing
Existing	20	2	3		0	0		4	1	Existing
--	--	--	5				0	6	1	Existing
Existing	20	1	7	0	0			8	1	Existing
Existing	20	1	9		0	0		10	1	Existing
Existing	20	1	11			0	0	12	1	Existing
Existing	20	1	13	0	0			14	1	Existing
Existing	20	1	15		0	0		16	1	Existing
Existing	20	1	17			0	0	18	1	Existing
Existing	20	1	19	0	0			20	1	Existing
Existing	20	1	21		0	0		22	1	Existing
Existing	20	1	23			0	0	24	1	Existing
Existing	20	1	25	0	720			26	1	RECEPT --
Existing	20	1	27		0	720		28	1	RECEPT --
Existing	20	1	29				0	30	1	GREENHOUSE CP
Existing	20	1	31	0	0			32	1	GROW LIGHTS
Existing	20	1	33		0	0		34	1	GROW LIGHTS
Existing	20	1	35			0	720	36	1	GR LGT / HTRS/SHADE
Existing	20	3	37	0	90			38	1	LIGHTS - GREEN HSE
--	--	--	39		0	1440		40	1	EVAPORATOR COOLER
--	--	--	41			0	1440	42	1	EVAPORATOR COOLER
Amps per Phase:				7 A	20 A	20 A				
LOAD	CONNECTED		DEMAND		ADJUSTED					
LIGHTING	0.1 kVA		125.00%		0.1 kVA					
RECEPTACLES	1.4 kVA		100.00%		1.4 kVA					
HVAC	3.6 kVA		100.00%		3.6 kVA					
KITCHEN										
OTHER										
					Total kVA:	5.2 kVA				
					Total Amps:	14.3 A				



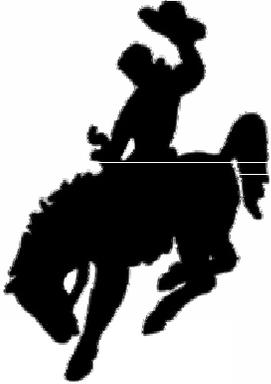
DRAWING HISTORY

NO.	DESCRIPTION	DATE
1	Construction Documents	02/14/24

DRAWN BY: CWM JN: 18-067

Electrical Power Plan

Killdeer High School Greenhouse Addition



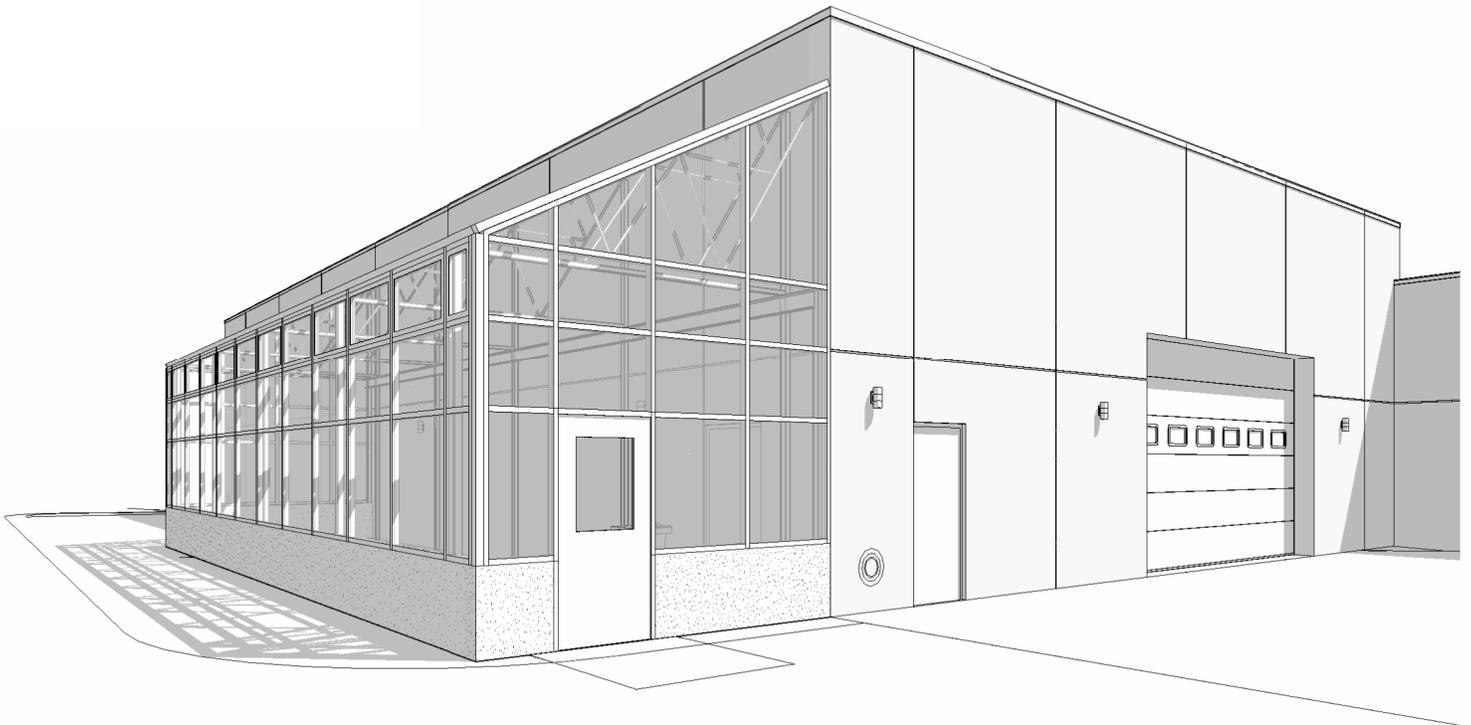
PROJECT MANUAL ICON

PROJECT NUMBER: 18-067
1415 High St NW
Killdeer, ND 58854

ISSUE DATE: February 14th, 2024

ISSUED BY:
ICON ARCHITECTURAL GROUP
361 N. Main
Watford City, ND 58854

ICONARCHITECTS.COM | (701) 842-3458



PROJECT MANUAL

**Killdeer High School –
Greenhouse Addition**

Project No: 18-067

**Killdeer High School
1415 High St NW
Killdeer, ND 58640**

Prepared by:

ICON Architectural Group
361 N Main
Watford City, ND 58854
Phone: (701) 842 3458

Date of issue: 02/14/2024

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Spec info is on drawing sheets.

DIVISION 23 - HEATING, VENTILATING, AND AIR-CONDITIONING (HVAC)

Spec info is on drawing sheets.

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SECTION 001000 - INSTRUCTIONS TO BIDDERS

- 1.1 THE WORK: The work consists of a new 14'-6" x 44'-0" Lean-To style greenhouse addition onto the existing Killdeer High School in Killdeer, North Dakota. Estimate for construction cost is \$180,000.

1.2 SECURING DOCUMENTS

Copies of the proposed Contract Documents may be obtained upon the condition set forth in the Invitation to Bid specification section.

BID FORM

In order to receive consideration, prepare bids in strict accordance with the following:

- A. Address bids to the Owner and deliver to the designated bid opening location on or before the day and hour set for opening the bids. Enclose each bid in a sealed envelope bearing the title of the Work, the name of the bidder, and the date and hour of the bid opening. Submit, in duplicate, signed copies of the bid.
- B. If an alternate bid is asked for on a type or method of construction, which a bidder does not desire to bid, the bidder shall insert the words "no bid" in the proper place. If an alternate does not involve a change in price from the base bid, the bidder shall insert the words "no change" in the proper place. Unauthorized or bidders alternates will not be considered.
- C. Each copy of the Bid shall include the legal name of the Bidder and a statement that the Bidder is a sole proprietor, a partnership, a corporation, or other legal entity. Each copy shall be signed by the person or persons legally authorized to bind the Bidder to a contract. A Bid by a corporation shall further give the state of incorporation and have the corporate seal affixed. A Bid submitted by an agent shall have a current power of attorney attached certifying the agent's authority to bind the Bidder.
- D. Each bid must give the full business address of the bidder and be signed by him with his usual signature. Bids by partnerships must furnish the full name of all partners and must be signed in the partnership name by one of the members of the partnership or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person signing shall also be typed or printed below the signature. A bid by a person who affixes to his signature the word "President", "Secretary", "Agent", or other designation, without disclosing his principal, may be held to be the bid of the individual signing.
- E. The Bidder shall, within ten days of notification of award of a Contract for the Work, submit the following information to the Architect:
 - 1. Proof of specified insurance;
 - 2. Schedule of values;
 - 3. Listing of the Work to be performed by the Bidder with his own forces and a list of names of the Sub-contractors or other persons or entities proposed for portions of the Work. Note that some information is required to be submitted with the Bid.

1.3 BONDS/SECURITY

- A. The Owner reserves the right to retain the security of all bidders until the successful bidder enters into the Contract or until 30 days after bid opening, whichever is sooner. Other bid security will be returned upon request as soon as practicable. If any bidder refuses to enter into a Contract, the Owner may retain his bid security as liquidated damages but not as a penalty.
- B. Prior to signing the Contract, the Owner will require the successful bidder to secure and post a Payment and Performance Bond, in the amount of 100% of the Contract Sum. Such bonds shall be issued by Surety acceptable to the Owner and by a Bonding Company licensed in the state where the construction is to be done. The Bond shall remain current during the course of Construction concurrent with the Contract amount as it remains unchanged or as it is modified by "Add-on" or "deduct" Change Orders.

1.4 EXAMINATION OF DOCUMENTS AND SITE OF WORK

- A. Before submitting a bid, each bidder shall examine the Drawings read the Specifications and all other proposed Contract Documents, and shall visit the site of the Work. Each bidder shall fully inform himself prior to bidding as to existing conditions and limitations under which the Work is to be performed, and shall include in his bid a sum to cover the cost of items necessary to perform the Work as set forth in the proposed Contract Documents. No allowance will be made to a bidder because of lack of such examination or knowledge. The submission of a bid will be considered as conclusive evidence that the bidder has made such examination.
- B. Copies of standards referenced in Bidding Documents are available at the Architect's Office.

1.5 PROOF OF COMPETENCY OF BIDDER

A bidder may be required to furnish evidence satisfactory to the Owner that he and his proposed subcontractors have sufficient means and experience in the types of work called for to assure completion of the Contract in a timely and satisfactory manner. The Owner reserves the right to request a Contractor's Qualification Statement on AIA form A305 prior to the award of a contract.

1.6 WITHDRAWAL OF BIDS

- A. A bidder may modify or withdraw his bid (including adjusting of bid security if necessary), either personally or by written request, at any time prior to the scheduled time for opening bids.
- B. No bidder may withdraw his bid for a period of 30 calendar days after the date and time of the opening thereof, and bids shall be subject to acceptance by the Owner during this period.

1.7 AWARD OR REJECTION OF BIDS

- A. It is the intent of the Owner to award a contract to the responsible bidder who has proposed a bid, including any alternates, which in his judgment, is in his own best interests, and does not exceed the funds available. The Owner reserves the right to reject any or all bids, and to waive any informality and irregularity in the bids and in the bidding, except as it is prohibited by law.

- B. The Owner shall have the right to accept Alternates in any order or combination, and to determine the successful Bidder on the basis of the sum of the Base Bid and the Alternates accepted.

1.8 EXECUTION OF AGREEMENT

- A. The bidder to whom the Contract is awarded shall, within fifteen calendar days after notice of award and receipt of Agreement forms from the Owner, sign and deliver required copies to the Architect.
- B. At or prior to delivery of the signed Agreement, the bidder to whom the Contract is awarded shall provide to the Owner Certificates of Insurance required by the Contract Documents and such Payment and Performance Bond as are required by the Owner.
- C. Bonds and Certificates of Insurance shall be approved by the Owner and Architect before the successful bidder may proceed with the Work. Failure or refusal to provide Bonds or Certificates of Insurance in a form satisfactory to the Owner and Architect shall subject the successful bidder to loss of time from the allowable construction period equal to the time of delay in furnishing the required material.
- D. Along with the signed Agreement forms and Bonds, the Bidder awarded the Contract shall submit:
 - Performance/Payment Bonds
 - Proof of specified Insurance
 - Tax Clearance Certificate
 - Workman's Compensation Certificate
 - Schedule of Values

All of this material shall be returned to the Architect within 10 days of proof of receipt.

- E. A Schedule of Values of Construction shall be kept current and copies submitted with each request for payment approval. The Architect will supply forms for this use. No payment request will be approved until the Schedule of Values is submitted and approved.
- F. For proprietary items, bids shall be based on items named in the Specification, or on items, which the Architect designates, by Addendum as an approved equal. An item named in the Specification or by Addendum will be acceptable only when it meets all other requirements of the Specifications, including the specification of the manufacturer as of the date of bidding. Requests for approval of an item as equal will not be considered unless the Architect receives sufficient data for evaluation seven days prior to bid opening. The Architect will consider delivery time and availability of service as well as the product itself, in acting on a request for approval under provision of this paragraph.
 - In the event of an extended bid date the original seven-day requirement will remain in effect unless changed by written addendum.
- G. Where the Contractor chooses to use an item approved as above but other than the one shown on the details or specified in detail, he shall be responsible for coordinating any necessary changes in other Work, and shall bear the cost of such changes.
- H. Current bidders and/or planholders lists will be issued with each addendum. No lists will be mailed or faxed to any bidder or supplier within the three (3) days prior to the bid opening.
- I. No substitutions will be considered after the Contract award unless specifically provided in the Contract Documents.

1.9 BID SUBMISSION

Only firms holding a North Dakota State Contractor's License of proper classification will be eligible to submit bids. The license number and date of renewal must appear on the proposal and be the proper class for the highest amount of the bid submitted. Licenses may be obtained through the Office of the Secretary of State, Bismarck, North Dakota. A Contractor must be the holder of such license at least ten days prior to date set to receive bids, to become a qualified bidder, and it must be renewed for the current year. Sub-contractors shall meet the requirements of Section 43-07 of the North Dakota Century Code.

Envelopes containing bids shall have on the outside in addition to the name and address of the Owner, the class and number of Contractor's license and date the license was last renewed, project name, Bidder name and address, and addenda received. The bid security and license renewal certificate shall be in a separate envelope fastened securely to the envelope containing the bid. All copies of the Bid, the bid security, and any other documents required to be submitted with the Bid shall be enclosed in a sealed opaque envelope. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate mailing envelope with the notation "SEALED BID ENCLOSED FOR KILLDEER HIGH SCHOOL – GREENHOUSE ADDITION" on the face thereof.

Bids may be hand carried to the place of the bid opening just before the opening, or they may be delivered or mailed in advance of that time to the address in the Invitation to Bid.

Each Bidder, or his suppliers, shall include and pay for of all North Dakota sales taxes, use taxes, gasoline taxes, and vehicle license fees applicable to this work.

CONSTRUCTION TIME

- A. Owner requests the work to be substantially complete as soon as possible, not to extend beyond August 15th, 2024. Contractor to base Substantial Completion date on construction schedule and material availability.
- B. All work is contemplated to begin immediately concurrent with the construction season(s) and carried forward to be substantially complete as soon as possible. The bidders shall indicate on the bid form the date or number of calendar days they deem required for completion. The date listed (by the accepted bidder) will then become the contractual completion date for references specified herein.
 - 1. No damages, extended overhead expenses, or compensation for weather delays will be allowed or paid to the Contractor as a result of construction extending beyond the project schedule as outlined in the bid specifications.
- C. The Agreement will include a stipulation that the Work be completed by the date or number of calendar days set forth by the Contractor on his bid following receipt of the Owner's Notice to Proceed.
- D. Due to required use of the facility during construction certain areas must be in use during and prior to beginning work in others. The schedule and sequence of work will be negotiated in detail between the Owner, Contractors and Architect at the preconstruction conference.

BUILDING PERMIT

- A. The plan review and all associated building permits will be paid for by the owner. The General Contractor to submit proper paperwork for permit to the City of Killdeer once bids are awarded.

END OF SECTION

SECTION 002000 - INVITATION TO BID

**ADVERTISEMENT FOR BIDS
KILLDEER PUBLIC SCHOOL DISTRICT – HIGH SCHOOL GREENHOUSE
PROJECT**

1. **THE PROJECT:** High School Greenhouse Project for Killdeer Public Schools, Killdeer, North Dakota
2. **THE OWNER:** (Hereinafter referred to as Owner) Killdeer Public School District No. 16, 101 High Street NW, PO Box 579, Killdeer, North Dakota 58640
3. **DATE:** February 14, 2024
4. **TO: POTENTIAL BIDDERS**
 - a. Sealed SEPARATE BASE BID(S) will be received for GENERAL CONSTRUCTION, MECHANICAL CONSTRUCTION, ELECTRICAL CONSTRUCTION and COMBINED CONSTRUCTION for the above referenced project. The Owner will solicit proposals for the Quality Control/Special Inspections Contractor after award of the Contracts.
 - b. All Bids will be received by the Owner until 11:00 A.M. Mountain Standard Time on March 7, 2024.
 - i. Bids shall be delivered before the time and date above to Rhonda Zastoupil, Business Manager, at the address listed above for the Owner, at which time the Bids will be publicly opened and read aloud. Telephone and Fax Bids will not be allowed.
 - ii. The Architect assumes no responsibility for receiving and delivering Contractor Bids to the bid opening.
 - c. All bids shall be in accordance with Bidding Documents prepared by ICON Architectural Group, 361 N. Main, Watford City, ND 58854
 - d. The Bidding Documents may be examined at the following locations until Bid opening time
 - i. The offices of the Owner and Architect
 - e. Bid Documents may be obtained from the office of the Architect as outlined below. All deposits and/or payments for Bid Documents shall be made payable to ICON Architectural Group.
 - i. Any bidding Contractor, subcontractor, material supplier/vendor, and/or testing agency may obtain electronic Bid Documents at no cost by contacting the Owner or Architect

- ii. Upon request, a full set of printed hard copy Bid Documents may be obtained by any bidding Contractor, subcontractor, material supplier/vendor and/or testing agency at a non-refundable cost of \$150.
- f. No Bids will be read or considered which do not fully comply with North Dakota bond and license requirements as stipulated in Section 00 21 13 – Instructions to Bidders and the North Dakota Century Code.
- g. Each Bid shall be accompanied by a separate envelope containing a Bidder's bond in the sum equal to 5% of the highest amount of the Bids, executed by the Bidder as principal and by a surety company authorized to do business in this state, conditioned that if the principal's Bids be accepted and the contract awarded to principal, the principal, within ten days after Notice of Award, will execute and effect a contract in accordance with the terms of the Bids and a contractor's bond as required by law and the regulations and determinations of the Owner.
- h. Bidder shall have North Dakota Public Contractors License for the highest amount of Bids, including any Alternate Bids, and such license shall have been in effect for at least ten days prior to Bid opening date.
- i. Bid security shall be made payable to Killdeer Public School District No. 16.
- j. Bid security will be retained and your Bid will be required to be submitted under a condition of irrevocability until Contract has been awarded and executed, but not longer than a period of 30 days after the Bid date.
- k. The Owner reserves the right to reject any or all Bids and waive informalities therein.

5. SIGNATURE:

- a. For the Owner: Killdeer Public School District No. 16 Killdeer, ND
- b. By: Rhonda Zastoupil, Business Manger

END OF SECTION

PROJECT: Killdeer Public School High School Greenhouse

BID TO: Killdeer Public School District
Attn: Rhonda Zastoupil, Business Manager
PO Box 579
101 High Street NW
Killdeer, ND 58640-0579

BID CATEGORY (Circle One): General. Mechanical. Electrical. Combined.

1.01 ACKNOWLEDGMENTS

- A. The undersigned Bidder agrees, if this Bid is accepted, to enter into an agreement with Killdeer School District, in the form included, to perform and furnish the Work as specified or indicated in the Bidding Documents for the Bid Price and within the time constraints outlined in the Preliminary Project Schedule, and will perform in accordance with the other terms and conditions of the Contract Documents.
- B. In submitting this Bid, Bidder represents, as more fully set forth in the Agreement, that:
 - 1. This Bid will remain subject to acceptance for **30 days** after the day of Bid Opening.
 - 2. The Owner has the right to accept or reject any or all Bid.
 - 3. Bidder will sign and submit the Agreement with the bonds and other documents required by the Bidding Documents within **10 days** after the date of Notice of Award.
 - 4. Bidder has visited the site and become familiar with the general, local, and site conditions,
 - 5. Bidder is familiar with federal, state, and local laws and regulations applicable for this project.
 - 6. Bidder has examined Bidding Documents, Work Scope Descriptions, Preliminary Project Schedule, and other conditions affecting the Work and has correlated information known to Bidder.
 - 7. Bidder agrees to commence Work when directed by Owner to proceed by providing labor and materials required to complete the Work Scope in accordance with the Contract Documents to achieve Substantial Completion of this Work Scope within the time constraints outlined.
 - 8. Bidder represents this Bid is genuine and not made in the interest or on behalf of an undisclosed person, firm, or corporation; and is not submitted in conformity with an agreement or rules of a group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited another Bidder to submit a false bid; Bidder has not solicited or induced a person, firm or corporation to refrain from bidding; Bidder has not sought by collusion to obtain for itself an advantage over another Bidder.

1.02 ADDENDA RECEIVED

- A. We hereby acknowledge receipt of the following Addenda affecting this bid: (List Addendums received)

1.03 ALLOWANCES

General Contract: This Bid shall contain **\$10,000** as an Allowance to use for Owner-approved changes.

Mechanical Contract: This Bid shall contain **\$7,000** as an Allowance to use for Owner-approved changes.

Electrical Contract: This Bid shall contain **\$8,000** as an Allowance to use for Owner-approved changes.

Combined Contract: This Bid shall contain **\$25,000** as an Allowance to use for Owner-approved changes.

1.05 BASE BID

- A. Pursuant to the Contract Documents and Addenda the undersigned bidder hereby agrees to complete the Work as defined in the Work Scope Categories identified below for the amounts:
- B. **Bid Category** (Circle One): **General.** **Mechanical.** **Electrical.** **Combined.**

1. Lump-Sum Price of _____ Dollars / \$ _____

1.06 ALTERNATES

- A. Submit bid for each Alternate listed below. State dollar amount of each Alternate to be added to, or deducted from, Base Bid Amount, or indicate no change in Base Bid Amount if acceptance of Alternate does not affect your proposal.
 - 1. Alternate descriptions are general only and are not intended to be a complete tabulation of Work which may be affected by the Alternate. Refer to various Sections of the Specifications, on the Drawings for additional requirements.
 - 2. Bidder shall carefully examine Contract Documents and determine exact extent of Work affected by the Alternate.
 - 3. Alternate prices shall not increase by change in material prices, wage rates, or other escalatory factors. Alternate prices are "all inclusive", including labor, material, supervision, tools, equipment, taxes, overhead, profit, and other things necessary.
- B. The Owner reserves right to reject Alternates, or to accept Alternates in any order or combination, and to determine the lowest responsible bidder on the basis of the sum of Base Bid and accepted Alternates.

Alternate 1: Add Crop Lighting

Provide a cost (add) twelve Parsource PhotobioT 330W LED Lights per the construction documents.

Add Lump Sum: _____ Dollars / \$ _____

Alternate 2: Add Automated Irrigation

Provide a cost (add) irrigation system as described in Spec Section 13 3413. Note: Drip system requires plant benches (by others or this contractor)

Add Lump Sum: _____ Dollars / \$ _____

Alternate 3: Add Automated Shade/Heat Retention Curtain

Provide a cost (add) to add suspended curtain system truss to truss. Slope/flat/slope profile, curtains (Ludwig Svensson Harmony 5747 cloth), shade system support wires and drive lines/1.315" OD x 12 ga. Drive tube with (1) Lick EWA 50 gear motor per the construction documents.

Add Lump Sum: _____ Dollars / \$ _____

Alternate 4: Add Planting Benches

Provide a cost (add) to add (6) folding Leg aluminum benches with Durabench tops 49" x 97" and (2) fixed leg benches 24"x 20" each with aluminum legs, frames, and Durabench tops.

Add Lump Sum: _____ Dollars / \$ _____

Alternate 5: Add Evaporative Cooling

Provide a cost (add) to add evaporative cooling as described in Spec Section 13 3413.

Add Lump Sum: _____ Dollars / \$ _____

1.07 VOLUNTARY ALTERNATES

Alternate No. V-1: _____

[Insert description above. Attach supporting data as required to fully explain scope of proposed alternate.]

Add or Deduct Lump Sum: _____ Dollars / \$ _____

Alternate No. V-2: _____

[Insert description above. Attach supporting data as required to fully explain scope of proposed alternate.]

Add or Deduct Lump Sum: _____ Dollars / \$ _____

Alternate No. V-3: _____

[Insert description above. Attach supporting data as required to fully explain scope of proposed alternate.]

Add or Deduct Lump Sum: _____ Dollars / \$ _____

1.08 BIDDER IDENTIFICATION

We are:

- Incorporated in the State of _____
- a Partnership
- a Proprietorship

Company Name: _____

By: _____ *Affix Corporate Seal*

Signed: _____

Title: _____

Company Address: _____

License No.: _____

Contact person if different from above: _____

-- End --

SECTION 003120 - PERFORMANCE PAYMENT BOND

This bond will use AIA Document A-312 Performance Bond and Payment Bond, 2010 edition and is hereby made part of this specification to the same extent as if it were bound in or herein written out in full. A copy of this document is on file at the Architects office and can be reviewed there by bidders prior to bid time.

Appropriate forms will be issued to the successful bidders to complete the requirements of the Contract they hereby agree to enter into.

END OF SECTION

**KILLDEER HIGH SCHOOL -
GREENHOUSE ADDITION**

00 3210 - 2

**PERFORMANCE PAYMENT
BOND**

SECTION 005000 - FORM OF AGREEMENT

The Owner/Contractor Agreement will be executed on AIA form A101, 2017 edition and is hereby made part of this Specification to the same extent as if it were bound in or herein written out in full.

The document will be made available to the successful bidder and is available at the office of the Architect for inspection.

END OF SECTION

SECTION 007000 - GENERAL CONDITIONS

- 1.1 The "General Conditions of the Contract for Construction", AIA Documents A201, 2017 edition, Articles 1 through 15 inclusive, shall be part of this Contract and is hereby made part of this Specification. (To the same extent as if it were bound in or herein written out in full).

The document is available at the office of the Architect for inspection prior to the bids and will be made available to the successful bidder upon request.

- 1.2 The following supplements, included in this Section, modify, delete from, and/or add to the General Conditions.
- A. Section 008000, Supplementary Conditions, has further changes and additions to the standard printed documents.
 - B. All Articles, or portions thereof, which are not specifically modified, deleted, or superseded hereby, remain in full effect.
 - C. These General Conditions also may be supplemented elsewhere in the Contract Documents by provisions located in, but not necessarily limited to, Division 1 of the Specifications.

END OF SECTION

SECTION 008000 - SUPPLEMENTARY CONDITIONS

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

ARTICLE 1; GENERAL PROVISIONS

1.1.3 THE WORK

Add:

1.1.3.1 The term "provide" shall mean furnish and install in place.

1.1.5 Add: The general character and scope of the Work is shown by the Drawings. Where a portion of the Work is fully drawn and the remainder is merely indicated, the portion fully drawn shall apply to all similar parts of the Work.

Add:

1.1.5.1 Figured dimensions on the Drawings shall be followed in preference to scaled measurements on the Drawings.

1.1.6 Add: Where Specifications are abbreviated type, they indicate complete sentences in the same manner as when a note occurs in the Drawings. Omissions of words such as "the Contractor shall" and "as shown on the Drawings" is intentional. The words "shall" or "shall be" are to be supplied by inference.

Add:

1.1.6.1 Where a number is listed in the Specifications (as for gauges, weights, temperatures, amounts of time, etc.), the number shall be interpreted as that or better.

1.2 CORRELATION AND INTENT OF THE CONTRACT DOCUMENTS

Add the following two paragraphs:

1.2.4 In the case of an inconsistency between Drawings and Specifications or within either Document not clarified by addendum, the better quality or greater quantity of Work shall be provided.

1.5 OWNERSHIP AND USE OF DRAWINGS, SPECIFICATIONS AND OTHER INSTRUMENTS OF SERVICE

Add the following two paragraphs:

1.5.2.1 The Contractor(s) may retain one record set of Drawings and Project Manual(s).

1.5.2.2 All copies of Instruments of Service including Addenda, except for the Contractor(s) record set, shall be returned or suitably accounted for to the Architect, on request, upon Final Completion of the Work.

ARTICLE 2; OWNER

Add the following paragraph

2.2.5 The Contractor(s) will be furnished as many sets of Drawings and Project Manuals as the Architect has available for distribution, but in no case less than one. If the Contractor(s) require additional sets, they will be furnished to the Contractor(s) at the cost of reproduction, postage and handling to be paid by the Contractor(s).

ARTICLE 3; CONTRACTOR

3.2 REVIEW OF CONTRACT DOCUMENTS AND FIELD CONDITIONS BY CONTRACTOR

3.2.1 At the end of the sentence add “and geotechnical report, if any”.

3.3 SUPERVISION AND CONSTRUCTION PROCEDURES

Add the following two paragraphs:

3.3.1.1 Where multiple Prime Contracts are in effect the General Contractor’s schedule, prepared in accordance with Article 3.10.1 of these Supplementary Conditions, and progress shall govern the work of the other Prime Contractors. Each Contractor shall notify other Prime Contractors, within a reasonable time, of phases or items of the Work requiring incorporation of Work by the other Prime Contractors. The other Prime Contractors shall, after such notification and within a reasonable time, proceed with the furnishing, installation, laying out or incorporation of their Work so as not to delay or impede the progress of the Work.

3.3.1.2 Each Prime Contractor shall be responsible for the regular and on-going coordination of their Work with the affected Work of other Prime Contractors, and for maintaining and coordinating the progress of the Work in accordance with the construction schedule, prepared in accordance with Article 3.10.1 of these Supplementary Conditions for schedule requirements.

3.4 LABOR AND MATERIALS

Add the following five paragraphs:

3.4.4 No trade shall commence Work until conditions are satisfactory for carrying out the Work properly, and surfaces to be covered are suitable.

3.4.5 Manufacturer's printed instructions covering details of installation shall be followed where not in conflict with these Specifications. If there is a conflict, notify the Architect and obtain Architect’s approval before proceeding.

3.4.6 Completed Work shall be left plumb, level, true to line or plane, anchored securely in place, and free from damage.

3.4.7 Unless otherwise called for, all pieces of material shall be as large a stock size as is in conformity with standard good practice of the trade.

3.4.8 Except where in conflict with the Specifications, current manufacturer's printed instructions of herein specified proprietary products are made part of the Specifications.

3.5. WARRANTY

3.5.1 Add: The Contractor further warrants that all products, materials and equipment provided under the Contract are asbestos-free as defined under current EPA Guidelines, and that they do not contain any other materials currently known to be hazardous.

3.7 PERMITS, FEES AND NOTICES

3.7.1 Replace the text with: The General Contractor shall secure and pay for the building permit. The cost of which is figured on the total construction cost, including Mechanical and Electrical Work. In bidding, the General Contractor shall include cost on an amount equal to 100% of his Bid plus all add Alternates, and 50% of this amount for other Contracts. The Contract amount shall be adjusted for difference between this estimated cost and the actual cost of the permit.

Add:

3.7.2.1 When the Contract Documents require Work better than that required by statute, the Contract Documents shall govern.

3.10 CONTRACTOR'S CONSTRUCTION SCHEDULES

3.10.1 Replace the text with: The General Contractor , promptly after being awarded the Contract, and in cooperation with other Prime Contractors, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work, and shall obtain and submit to the Architect written evidence of the other Prime Contractor's concurrence with that schedule. Submit in accordance with Section 01310. The first payment will not be certified by the Architect until the construction schedule has been received by the Architect.

ARTICLE 4; ARCHITECT

4.2 ADMINISTRATION OF THE CONTRACT

4.2.3 Add: The Architect will not be responsible for the acts or omissions of the Owner.

Add:

4.2.4.1 If there are any direct communications between the Owner and the Contractor(s) that affect the performance or Architect's administration of the Contract, a written summary of such communications shall be prepared by the Owner and a copy of said summary submitted to the Architect.

ARTICLE 5; SUBCONTRACTORS

No supplement.

ARTICLE 6; CONSTRUCTION BY OWNER OR BY SEPARATE CONTRACTORS

No supplement.

ARTICLE 7; CHANGES IN THE WORK

7.2 CHANGE ORDERS

Add:

7.2.2 Neither the Owner nor the Architect are responsible to give Notice of Change Orders to the surety.

7.3 CONSTRUCTION CHANGE DIRECTIVES

7.3.2 At the end of the sentence Add “or as deemed necessary by the Architect”.

7.3.3.1 After “lump sum” Add “, determined in accordance with the provisions of subparagraph 7.3.10,”.

7.3.4 At the end of the first sentence replace “..a reasonable allowance for overhead and profit.” with “ ..allowances for overhead and profit as indicated in 7.3.4.7.“

Add:

7.3.4.6 At a minimum the detailed breakdown shall include and indicate the terms enumerated below. Items (a) and (b) constitute the cost of labor, and items (a), (b), (c) and (d) constitute the basic costs referred to under this Article 7.

- (a) Labor costs, itemized by each trade involved, showing the hourly rates for each, and the hours required for the change. Labor rates shall be the same for extra and credit computations and shall be the actual rate paid the workmen in accordance with established labor management agreements.
- (b) Burden on labor, which shall be only the actual costs of mandatory fringe benefits required by established agreements, taxes on labor, worker’s or workmen’s compensation, insurance on labor as affected by payroll, unemployment taxes and insurance, including FICA and FUTA.
- (c) Quantities of materials, equipment and supplies, at their actual cost, with unit costs indicated, plus applicable sales tax.
- (d) The cost of subcontracted work, computed in the same way as provided for under this subparagraph.
- (e) Overhead, profit or commission added after the above computations are complete. Such overhead, profit or commission shall be computed in accordance with the provisions of subparagraph 7.3.7.

Add the following two paragraphs:

7.3.4.7 Maximum allowances for Subcontractor’s/Contractor’s overhead and profit shall be as follows, expressed as a percentage of the basic cost of the change:

For subcontractors: a. 15% of the net cost of the additional Work.

For contractors: b. 5% of the net cost of the additional Work performed by subcontractors.

c. 15% of the net cost of the work performed by Contractor’s

own forces.

5% from Add 5% to a and c for all changes of less than \$500.00, deduct a and c for all changes over \$10,000.00.

Overhead and profit shall include all bond premiums (if applicable), and will not be allowed on labor costs if overhead and profit is already included in hourly billing rate.

7.3.4.8 For proposed changes in the Work on the lump sum or time and material methods, the costs shall be determined as provided in this subparagraph. The Contractor shall submit an itemized list of quantities with the applicable unit costs and extended price for each, in such form and detail as required by the Architect.

ARTICLE 8; TIME

8.1 DEFINITIONS

8.1.3 Add: Minor corrective Work and the replacement of defective Work or materials, and the adjustment of control apparatus, will not delay the determination that the Contract is Substantially Complete. See Paragraph 12.2.2.

Add:

8.1.3.1 The date of Final Completion is the date certified by the Architect in accordance with Paragraph 9.10.2.

8.3 DELAYS AND EXTENSIONS OF TIME

8.3.1 Add: The following will not be considered justifications for extension of time unless due to one of the causes stated within this Article 8:

- a) Delay caused by Subcontractors or Supplier except if the Supplier goes out of business and another Supplier cannot be found in time to meet the schedule.
- b) Shortage of workmen.

Add:

8.3.1.1 Change Orders for extension of Contract Time shall be considered only under the following conditions or circumstances:

- .1 As indicated in Paragraph 8.3.1. The burden of proof to substantiate the extension of time shall rest with the Contractor, including evidence that the cause was beyond his control. The Contractor shall be deemed to have had control of the supply of labor except in the case of organized labor disputes, materials, equipment, methods, and techniques, and of the Subcontractors.
- .2 A delay in the progress of the Work actually occurred as a result of one of the valid causes for time extension.
- .3 Unusual delay in delivery solely due to a delay in transportation. An extension of time shall not be considered when delay in delivery is due to improperly scheduled delivery, or when an order has not been promptly and properly placed.
- .4 Abnormal weather conditions. The Contractor shall consider the location of the Project, and shall recognize the existence of variations from average climatic conditions. Foul weather in and of itself shall not be a valid cause for a time extension. Time extensions resulting from abnormal weather shall not be considered unless a significant deviation from average seasonal climatic conditions occurred for an extended period of

time, and the progress of the Work was delayed to a significant extent. The climatic conditions before and after the period for which the delay is sought shall be evaluated.

.5 Changes in the Work which significantly affect the progress of the Work. When the anticipated delay can be determined the extension will be made when the Change in Work is authorized by the Owner. When the anticipated delay cannot be determined, the Contractor shall estimate the additional time required, and a mechanism for all parties to determine the allowable delay. In such a case, the Architect will determine the time extension and the Contract Time adjusted accordingly by Change Order. For changes in the Work which affect only a portion or Phase of the entire project, the Owner reserves the right to grant a time extension only for that portion or Phase affected by the Change.

.6 Labor disputes except for lockouts over which the Contractor has control. The amount of time extension shall not be longer than the actual dispute period plus a reasonable time for mobilization, and such extension may be less than the actual dispute period depending on the effect the dispute had upon the progress of the Work.

.7 Unavoidable delays such as damage caused by severe weather, fire or other casualty to the Work; remediation of contaminants, pollutants, or hazardous materials or substances discovered after award of the Contract; litigation including without limitation bankruptcy proceedings; the acts of any federal, state or local government unit that directly result in delays; and other delays outside the control of the Party claiming the delay.

.8 Delays caused by Subcontractors shall be considered only under the conditions noted above.

8.3.1.2 Time extensions shall not be granted as a result of delays caused by improper scheduling, or by failure of the Contractor to have Shop Drawings or other required submittals submitted in sufficient time for review.

ARTICLE 9; PAYMENTS AND COMPLETION

9.3 APPLICATIONS FOR PAYMENT

9.3.1 In the first sentence replace “At least ten days before the date established for each progress payment, ...” with “Not more than once a month...”.

9.3.2 Replace the text with: Unless otherwise provided in the Contract Documents, payments shall be made on account of materials and equipment delivered to and suitably stored at the site for subsequent incorporation into the Work. Contractor shall not receive payment for materials and equipment stored off site. Payment for materials and equipment stored on site shall be conditioned upon compliance by the Contractor with procedures satisfactory to the Owner to establish the Owner’s title to such materials or equipment, or otherwise protect the Owner’s interest, including applicable insurance.

Add:

9.3.4 Progress payments shall be made monthly upon application, in the amount of [90]% of the Work completed and materials described under 9.3.2. For a Contract of over \$100 thousand, the Architect may authorize the payment of 100% of the amount completed after a total of 5% of the Contract amount has been retained, providing progress on the Work is in accordance with or ahead of the Contractor's construction schedule and is satisfactory to the Architect and if the

Contractor has filed a Consent of Surety to Reduction in or Partial Release of Retainage with the Architect.

9.8 SUBSTANTIAL COMPLETION

9.8.1 Add: Minor corrective Work, the replacement of defective Work or materials, and the adjustment of control apparatus will not delay the determination of Substantial Completion. See paragraph 12.2.2.

9.8.2 Add: Minor punch list items that do not interfere with using the Work as intended may be corrected between Substantial Completion and Final Completion.

9.10 FINAL COMPLETION AND FINAL PAYMENT

9.10.2 After "...consent of surety, if any, to final payment" DELETE "and (5)" and REPLACE WITH "(5) written certification from Contractor in accordance with Final Inspection requirements as specified, (6) all Contract Closeout submittals required by Section 01700, each submittal having been approved by the Architect, and (7)".

ARTICLE 10 PROTECTION OF PERSONS AND PROPERTY

10.3 HAZARDOUS MATERIALS

10.3.1 In the first sentence add "lead-containing materials" after "asbestos".

ARTICLE 11 INSURANCE AND BONDS

No supplement.

ARTICLE 12; UNCOVERING AND CORRECTION OF WORK

No supplement.

ARTICLE 13; MISCELLANEOUS PROVISIONS

No supplement.

ARTICLE 14; TERMINATION OR SUSPENSION OF THE CONTRACT

14.2 TERMINATION OR SUSPENSION OF THE CONTRACT

14.2.1.2 At the end of the Subparagraph Add "or in accordance with the Contract Documents".

Add:

14.2.1.5 files a bankruptcy petition or has a bankruptcy action commenced against it that is not discharged within 30 days of commencement of same, makes an assignment for the benefit of its

creditors, has a receiver appointed to manage the Contractor's assets or otherwise becomes insolvent;

14.2.1.6 fails to maintain schedules as required by the Contract Documents, or fails to comply in a material way with design requirements of the Contract Documents, or persistently fails to perform the Work in accordance with the Contract Documents.

14.2.4 Replace the text with:

If the unpaid balance of the Contract Sum exceeds the direct and indirect consequential costs of completing the Work (including but not limited to fees and charges of engineers, architects, attorneys and other professionals and court and arbitration costs), and other damages incurred by the Owner, such excess will be paid to the Contractor. If such costs and damages exceed such unpaid balance, the Contractor shall pay the difference to the Owner. Such costs incurred by the Owner will be approved as to reasonableness by the Architect, but when exercising any rights or remedies under this paragraph, the Owner shall not be required to obtain the lowest price for the Work performed. This obligation to payment shall survive termination of the Contract.

ARTICLE 15: CLAIMS AND DISPUTES

Add:

15.1.2.1 TAX CLEARANCE

15.1.2.1 The Contract will not be signed by the Owner until the Contractor has obtained an income tax clearance, and Workmen's Compensation certificate from the North Dakota State Tax Department and submitted it with the Contract and other supporting documents to the Owner. Certificates must be current and must not have expired as of the date of the contracts are submitted for approval.

15.1.3 SAFETY PROGRAMS

15.1.3.1 For all projects exceeding \$100,000, Contractors shall submit to the Owner a copy of the written safety program to be used as guidelines and direction of the contractors and subcontractors worksite activities.

15.1.3.2 It shall be a condition of the Contract, and shall be made a condition of each Subcontract entered into pursuant to the Contract, that the Owner assumes no liability relating to its receipt and review of the Contractor's safety program. Safety remains the responsibility of the Contractor(s). Furthermore, the right of the Owner to receive and review the safety program shall not give rise to a duty on the part of the Owner to exercise this right for the benefit of the Contractor(s) or any other person or entity.

END OF SECTION

SECTION 01 2300 - ALTERNATES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for alternates.

1.3 DEFINITIONS

- A. Alternate: An amount proposed by bidders and stated on the Bid Form for certain work defined in the bidding requirements that may be added to or deducted from the base bid amount if Owner decides to accept a corresponding change either in the amount of construction to be completed or in the products, materials, equipment, systems, or installation methods described in the Contract Documents.
 - 1. Alternates described in this Section are part of the Work only if enumerated in the Agreement.
 - 2. The cost or credit for each alternate is the net addition to or deduction from the Contract Sum to incorporate alternate into the Work. No other adjustments are made to the Contract Sum.

1.4 PROCEDURES

- A. Coordination: Revise or adjust affected adjacent work as necessary to completely integrate work of the alternate into Project.
 - 1. Include as part of each alternate, miscellaneous devices, accessory objects, and similar items incidental to or required for a complete installation whether or not indicated as part of alternate.
- B. Notification: Immediately following award of the Contract, notify each party involved, in writing, of the status of each alternate. Indicate if alternates have been accepted, rejected, or deferred for later consideration. Include a complete description of negotiated revisions to alternates.
- C. Execute accepted alternates under the same conditions as other work of the Contract.

- D. Schedule: A schedule of alternates is included at the end of this Section. Specification Sections referenced in schedule contain requirements for materials necessary to achieve the work described under each alternate.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION

3.1 SCHEDULE OF ALTERNATES

Alternate 1: Add Crop Lighting

Provide a cost (add) twelve Parsource PhotobioT 330W LED Lights per the construction documents.

Alternate 2: Add Automated Irrigation

Provide a cost (add) irrigation system as described in Spec Section 13 3413. Note: Drip system requires plant benches (by others or this contractor)

Alternate 3: Add Automated Shade/Heat Retention Curtain

Provide a cost (add) to add suspended curtain system truss to truss. Slope/flat/slope profile, curtains (Ludwig Svensson Harmony 5747 cloth), shade system support wires and drive lines/1.315" OD x 12 ga. Drive tube with (1) Lick EWA 50 gear motor per the construction documents.

Alternate 4: Add Planting Benches

Provide a cost (add) to add (6) folding Leg aluminum benches with Durabench tops 49" x 97" and (2) fixed leg benches 24"x 20' each with aluminum legs, frames, and Durabench tops.

Alternate 5: Add Evaporative Cooling

Provide a cost (add) to add evaporative cooling as described in Spec Section 13 3413.

END OF SECTION

SECTION 01 2500 - SUBSTITUTION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for substitutions.
- B. Related Requirements:
 - 1. Division 01 Section "Allowances" for products selected under an allowance.
 - 2. Division 01 Section "Alternates" for products selected under an alternate.
 - 3. Division 01 Section "Product Requirements" for requirements for submitting comparable product submittals for products by listed manufacturers.
 - 4. Divisions 02 through 33 Sections for specific requirements and limitations for substitutions.

1.3 DEFINITIONS

- A. Substitutions: Changes in products, materials, equipment, and methods of construction from those required by the Contract Documents and proposed by Contractor.
 - 1. Substitutions for Cause: Changes proposed by Contractor that are required due to changed Project conditions, such as unavailability of product, regulatory changes, or unavailability of required warranty terms.
 - 2. Substitutions for Convenience: Changes proposed by Contractor or Owner that are not required in order to meet other Project requirements but may offer advantage to Contractor or Owner.

1.4 ACTION SUBMITTALS

- A. Substitution Requests: Submit three copies of each request for consideration. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Substitution Request Form: Use CSI Form 13.1A.
 - 2. Documentation: Show compliance with requirements for substitutions and the following, as applicable:
 - a. Statement indicating why specified product or fabrication or installation cannot be provided, if applicable.

- b. Coordination information, including a list of changes or revisions needed to other parts of the Work and to construction performed by Owner and separate contractors, that will be necessary to accommodate proposed substitution.
 - c. Detailed comparison of significant qualities of proposed substitution with those of the Work specified. Include annotated copy of applicable Specification Section. Significant qualities may include attributes such as performance, weight, size, durability, visual effect, sustainable design characteristics, warranties, and specific features and requirements indicated. Indicate deviations, if any, from the Work specified.
 - d. Product Data, including drawings and descriptions of products and fabrication and installation procedures.
 - e. Samples, where applicable or requested.
 - f. Certificates and qualification data, where applicable or requested.
 - g. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners.
 - h. Material test reports from a qualified testing agency indicating and interpreting test results for compliance with requirements indicated.
 - i. Research reports evidencing compliance with building code in effect for Project, from ICC-ES.
 - j. Detailed comparison of Contractor's construction schedule using proposed substitution with products specified for the Work, including effect on the overall Contract Time. If specified product or method of construction cannot be provided within the Contract Time, include letter from manufacturer, on manufacturer's letterhead, stating date of receipt of purchase order, lack of availability, or delays in delivery.
 - k. Cost information, including a proposal of change, if any, in the Contract Sum.
 - l. Contractor's certification that proposed substitution complies with requirements in the Contract Documents except as indicated in substitution request, is compatible with related materials, and is appropriate for applications indicated.
 - m. Contractor's waiver of rights to additional payment or time that may subsequently become necessary because of failure of proposed substitution to produce indicated results.
3. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within seven days of receipt of a request for substitution. Architect will notify Contractor through Construction Manager of acceptance or rejection of proposed substitution within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
- a. Forms of Acceptance: Change Order, Construction Change Directive, or Architect's Supplemental Instructions for minor changes in the Work.
 - b. Use product specified if Architect does not issue a decision on use of a proposed substitution within time allocated.

1.5 QUALITY ASSURANCE

- A. Compatibility of Substitutions: Investigate and document compatibility of proposed substitution with related products and materials. Engage a qualified testing agency to perform compatibility tests recommended by manufacturers.

1.6 PROCEDURES

- A. Coordination: Revise or adjust affected work as necessary to integrate work of the approved substitutions.

PART 2 - PRODUCTS

2.1 SUBSTITUTIONS

- A. Substitutions for Cause: Submit requests for substitution immediately on discovery of need for change, but not later than 15 days prior to time required for preparation and review of related submittals.
 - 1. Conditions: Architect will consider Contractor's request for substitution when the following conditions are satisfied. If the following conditions are not satisfied, Architect will return requests without action, except to record noncompliance with these requirements:
 - a. Requested substitution is consistent with the Contract Documents and will produce indicated results.
 - b. Requested substitution provides sustainable design characteristics that specified product provided for achieving LEED prerequisites and credits.
 - c. Substitution request is fully documented and properly submitted.
 - d. Requested substitution will not adversely affect Contractor's construction schedule.
 - e. Requested substitution has received necessary approvals of authorities having jurisdiction.
 - f. Requested substitution is compatible with other portions of the Work.
 - g. Requested substitution has been coordinated with other portions of the Work.
 - h. Requested substitution provides specified warranty.
 - i. If requested substitution involves more than one contractor, requested substitution has been coordinated with other portions of the Work, is uniform and consistent, is compatible with other products, and is acceptable to all contractors involved.
- B. Substitutions for Convenience: Not allowed unless otherwise indicated.

PART 3 - EXECUTION (Not Used)

END OF SECTION

SECTION 01 2600 - CONTRACT MODIFICATION PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for handling and processing Contract modifications.
- B. Related Requirements:
 - 1. Division 01 Section "Substitution Procedures" for administrative procedures for handling requests for substitutions made after the Contract award.

1.3 MINOR CHANGES IN THE WORK

- A. Architect will issue through Construction Manager 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."

1.4 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. Work Change Proposal Requests issued by Architect are not instructions either to stop work in progress or to execute the proposed change.
 - 2. Within 1 day 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.
 - e. Quotation Form: Use forms acceptable to Architect.
- B. Contractor-Initiated Proposals: If latent or changed conditions require modifications to the Contract, Contractor may initiate a claim 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 "Substitution Procedures" if the proposed change requires substitution of one product or system for product or system specified.
 - 7. Proposal Request Form: Use form acceptable to Architect.

1.5 CHANGE ORDER PROCEDURES

- A. On Owner's approval of a Work Changes Proposal Request, Architect will issue a Change Order for signatures of Owner and Contractor on AIA Document G701.

1.6 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 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.

END OF SECTION 012600

SECTION 01 2900 - PAYMENT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements necessary to prepare and process Applications for Payment.
- B. Related Requirements:
 - 1. Division 01 Section "Allowances" for procedural requirements governing the handling and processing of allowances.
 - 2. Division 01 Section "Unit Prices" for administrative requirements governing the use of unit prices.
 - 3. Division 01 Section "Contract Modification Procedures" for administrative procedures for handling changes to the Contract.
 - 4. Division 01 Section "Construction Progress Documentation" for administrative requirements governing the preparation and submittal of the Contractor's construction schedule.
 - 5. Division 01 sustainable design requirements Section for administrative requirements governing submittal of cost breakdown information required for LEED documentation.

1.3 DEFINITIONS

- A. Schedule of Values: A statement furnished by Contractor allocating portions of the Contract Sum to various portions of the Work and used as the basis for reviewing Contractor's Applications for Payment.

1.4 SCHEDULE OF VALUES

- A. Coordination: Coordinate preparation of the schedule of values with preparation of Contractor's construction schedule Cost-loaded Critical Path Method Schedule may serve to satisfy requirements for the schedule of values.
 - 1. Coordinate line items in the schedule of values with other required administrative forms and schedules, including the following:
 - a. Application for Payment forms with continuation sheets.

- b. Submittal schedule.
 - c. Items required to be indicated as separate activities in Contractor's construction schedule.
2. Submit the schedule of values to Architect at earliest possible date, but no later than seven days before the date scheduled for submittal of initial Applications for Payment.
 3. Subschedules for Phased Work: Where the Work is separated into phases requiring separately phased payments, provide subschedules showing values coordinated with each phase of payment.
 4. Subschedules for Separate Elements of Work: Where the Contractor's construction schedule defines separate elements of the Work, provide subschedules showing values coordinated with each element.
 5. Subschedules for Separate Design Contracts: Where the Owner has retained design professionals under separate contracts who will each provide certification of payment requests, provide subschedules showing values coordinated with the scope of each design services contract as described in Division 01 Section "Summary."
- B. Format and Content: Use Project Manual table of contents as a guide to establish line items for the schedule of values. Provide at least one line item for each Specification Section.
1. Identification: Include the following Project identification on the schedule of values:
 - a. Project name and location.
 - b. Name of Architect.
 - c. Architect's project number.
 - d. Contractor's name and address.
 - e. Date of submittal.
 2. Arrange schedule of values consistent with format of AIA Document G703.
 3. Arrange the schedule of values in tabular form with separate columns to indicate the following for each item listed:
 - a. Related Specification Section or Division.
 - b. Description of the Work.
 - c. Name of subcontractor.
 - d. Name of manufacturer or fabricator.
 - e. Name of supplier.
 - f. Change Orders (numbers) that affect value.
 - g. Dollar value of the following, as a percentage of the Contract Sum to nearest one-hundredth percent, adjusted to total 100 percent.
 - 1) Labor.
 - 2) Materials.
 - 3) Equipment.
 4. Provide a breakdown of the Contract Sum in enough detail to facilitate continued evaluation of Applications for Payment and progress reports. Coordinate with Project Manual table of contents. Provide multiple line items for principal subcontract amounts in excess of five percent of the Contract Sum.

5. Round amounts to nearest whole dollar; total shall equal the Contract Sum.
6. Provide a separate line item in the schedule of values for each part of the Work where Applications for Payment may include materials or equipment purchased or fabricated and stored, but not yet installed.
 - a. Differentiate between items stored on-site and items stored off-site. If required, include evidence of insurance.
7. Each item in the schedule of values and Applications for Payment shall be complete. Include total cost and proportionate share of general overhead and profit for each item.
 - a. Temporary facilities and other major cost items that are not direct cost of actual work-in-place may be shown either as separate line items in the schedule of values or distributed as general overhead expense, at Contractor's option.
8. Schedule Updating: Update and resubmit the schedule of values before the next Applications for Payment when Change Orders or Construction Change Directives result in a change in the Contract Sum.

1.5 APPLICATIONS FOR PAYMENT

- A. Each Application for Payment following the initial Application for Payment shall be consistent with previous applications and payments as certified by Architect and paid for by Owner.
 1. Initial Application for Payment, Application for Payment at time of Substantial Completion, and final Application for Payment involve additional requirements.
- B. Payment Application Times: The date for each progress payment is indicated in the Agreement between Owner and Contractor. The period of construction work covered by each Application for Payment is the period indicated in the Agreement.
- C. Payment Application Times: Submit Application for Payment to Architect by the 25th of the month. The period covered by each Application for Payment is one month, ending on the 25th
 1. Submit draft copy of Application for Payment seven days prior to due date for review by Architect.
- D. Application for Payment Forms: Use AIA Document G702 and AIA Document G703 as form for Applications for Payment.
- E. Application Preparation: Complete every entry on form. Notarize and execute by a person authorized to sign legal documents on behalf of Contractor. Architect will return incomplete applications without action.
 1. Entries shall match data on the schedule of values and Contractor's construction schedule. Use updated schedules if revisions were made.

2. Include amounts for work completed following previous Application for Payment, whether or not payment has been received. Include only amounts for work completed at time of Application for Payment.
 3. Include amounts of Change Orders and Construction Change Directives issued before last day of construction period covered by application.
 4. Indicate separate amounts for work being carried out under Owner-requested project acceleration.
- F. **Stored Materials:** Include in Application for Payment amounts applied for materials or equipment purchased or fabricated and stored, but not yet installed. Differentiate between items stored on-site and items stored off-site.
1. Provide certificate of insurance, evidence of transfer of title to Owner, and consent of surety to payment, for stored materials.
 2. Provide supporting documentation that verifies amount requested, such as paid invoices. Match amount requested with amounts indicated on documentation; do not include overhead and profit on stored materials.
 3. Provide summary documentation for stored materials indicating the following:
 - a. Value of materials previously stored and remaining stored as of date of previous Applications for Payment.
 - b. Value of previously stored materials put in place after date of previous Application for Payment and on or before date of current Application for Payment.
 - c. Value of materials stored since date of previous Application for Payment and remaining stored as of date of current Application for Payment.
- G. **Transmittal:** Submit three signed and notarized original copies of each Application for Payment to Architect by a method ensuring receipt within 24 hours. One copy shall include waivers of lien and similar attachments if required.
1. Transmit each copy with a transmittal form listing attachments and recording appropriate information about application.
- H. **Waivers of Mechanic's Lien:** With each Application for Payment, submit waivers of mechanic's lien from entities lawfully entitled to file a mechanic's lien arising out of the Contract and related to the Work covered by the payment.
1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. **Waiver Forms:** Submit executed waivers of lien on forms acceptable to Owner.
- I. **Waivers of Mechanic's Lien:** With each Application for Payment, submit waivers of mechanic's liens from subcontractors, sub-subcontractors, and suppliers for construction period covered by the previous application.

1. Submit partial waivers on each item for amount requested in previous application, after deduction for retainage, on each item.
 2. When an application shows completion of an item, submit conditional final or full waivers.
 3. Owner reserves the right to designate which entities involved in the Work must submit waivers.
 4. Submit final Application for Payment with or preceded by conditional final waivers from every entity involved with performance of the Work covered by the application who is lawfully entitled to a lien.
 5. Waiver Forms: Submit executed waivers of lien on forms, acceptable to Owner.
- J. Initial Application for Payment: Administrative actions and submittals that must precede or coincide with submittal of first Application for Payment include the following:
1. List of subcontractors.
 2. Schedule of values.
 3. Contractor's construction schedule (preliminary if not final).
 4. Products list (preliminary if not final).
 5. Submittal schedule (preliminary if not final).
 6. Copies of building permits.
 7. Copies of authorizations and licenses from authorities having jurisdiction for performance of the Work.
 8. Certificates of insurance and insurance policies.
 9. Performance and payment bonds.
- K. Application for Payment at Substantial Completion: After Architect issues the Certificate of Substantial Completion, submit an Application for Payment showing 100 percent completion for portion of the Work claimed as substantially complete.
1. Include documentation supporting claim that the Work is substantially complete and a statement showing an accounting of changes to the Contract Sum.
 2. This application shall reflect Certificate(s) of Substantial Completion issued previously for Owner occupancy of designated portions of the Work.
- L. Final Payment Application: After completing Project closeout requirements, submit final Application for Payment with releases and supporting documentation not previously submitted and accepted, including, but not limited, to the following:
1. Evidence of completion of Project closeout requirements.
 2. Insurance certificates for products and completed operations where required and proof that taxes, fees, and similar obligations were paid.
 3. Updated final statement, accounting for final changes to the Contract Sum.
 4. AIA Document G706, "Contractor's Affidavit of Payment of Debts and Claims."
 5. AIA Document G706A, "Contractor's Affidavit of Release of Liens."
 6. AIA Document G707, "Consent of Surety to Final Payment."
 7. Final meter readings for utilities, a measured record of stored fuel, and similar data as of date of Substantial Completion or when Owner took possession of and assumed responsibility for corresponding elements of the Work.

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 012900

SECTION 01 3300 - SUBMITTAL PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for the submittal schedule and administrative and procedural requirements for submitting Shop Drawings, Product Data, Samples, and other submittals.
- B. Related Requirements:
 1. Division 01 Section "Payment Procedures" for submitting Applications for Payment and the schedule of values.
 2. Division 01 Section "Construction Progress Documentation" for submitting schedules and reports, including Contractor's construction schedule.
 3. Division 01 Section "Operation and Maintenance Data" for submitting operation and maintenance manuals.
 4. Division 01 Section "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
 5. Division 01 Section "Demonstration and Training" for submitting video recordings of demonstration of equipment and training of Owner's personnel.

1.3 DEFINITIONS

- A. Action Submittals: Written and graphic information and physical samples that require Architect's responsive action. Action submittals are those submittals indicated in individual Specification Sections as "action submittals."
- B. Informational Submittals: Written and graphic information and physical samples that do not require Architect's responsive action. Submittals may be rejected for not complying with requirements. Informational submittals are those submittals indicated in individual Specification Sections as "informational submittals."
- C. File Transfer Protocol (FTP): Communications protocol that enables transfer of files to and from another computer over a network and that serves as the basis for standard Internet protocols. An FTP site is a portion of a network located outside of network firewalls within which internal and external users are able to access files.

- D. Portable Document Format (PDF): An open standard file format licensed by Adobe Systems used for representing documents in a device-independent and display resolution-independent fixed-layout document format.

1.4 ACTION SUBMITTALS

- A. Submittal Schedule: Submit a schedule of submittals, arranged in chronological order by dates required by construction schedule. Include time required for review, ordering, manufacturing, fabrication, and delivery when establishing dates. Include additional time required for making corrections or revisions to submittals noted by Architect and additional time for handling and reviewing submittals required by those corrections.
 - 1. Coordinate submittal schedule with list of subcontracts, the schedule of values, and Contractor's construction schedule.
 - 2. Initial Submittal: Submit concurrently with startup construction schedule. Include submittals required during the first 60 days of construction. List those submittals required to maintain orderly progress of the Work and those required early because of long lead time for manufacture or fabrication.
 - 3. Final Submittal: Submit concurrently with the first complete submittal of Contractor's construction schedule.
 - a. Submit revised submittal schedule to reflect changes in current status and timing for submittals.
 - 4. Format: Arrange the following information in a tabular format:
 - a. Scheduled date for first submittal.
 - b. Specification Section number and title.
 - c. Submittal category: Action; informational.
 - d. Name of subcontractor.
 - e. Description of the Work covered.
 - f. Scheduled date for Architect's final release or approval.
 - g. Scheduled date of fabrication.

1.5 SUBMITTAL ADMINISTRATIVE REQUIREMENTS

- A. Architect's Digital Data Files: Electronic digital data files of the Contract Drawings will not be provided by Architect for Contractor's use in preparing submittals.
 - 1. Architect will furnish Contractor one set of digital data drawing files of the Contract Drawings for use in preparing Shop Drawings and Project record drawings.
 - a. Architect makes no representations as to the accuracy or completeness of digital data drawing files as they relate to the Contract Drawings.
 - b. Contractor shall execute a data licensing agreement provided by the Architect.

- B. Coordination: Coordinate preparation and processing of submittals with performance of construction activities.
1. Coordinate each submittal with fabrication, purchasing, testing, delivery, other submittals, and related activities that require sequential activity.
 2. Submit all submittal items required for each Specification Section concurrently unless partial submittals for portions of the Work are indicated on approved submittal schedule.
 3. Submit action submittals and informational submittals required by the same Specification Section as separate packages under separate transmittals.
 4. Coordinate transmittal of different types of submittals for related parts of the Work so processing will not be delayed because of need to review submittals concurrently for coordination.
 - a. Architect reserves the right to withhold action on a submittal requiring coordination with other submittals until related submittals are received.
- C. Processing Time: Allow time for submittal review, including time for resubmittals, as follows. Time for review shall commence on Architect's receipt of submittal. No extension of the Contract Time will be authorized because of failure to transmit submittals enough in advance of the Work to permit processing, including resubmittals.
1. Initial Review: Allow 15 days for initial review of each submittal. Allow additional time if coordination with subsequent submittals is required. Architect will advise Contractor when a submittal being processed must be delayed for coordination.
 2. Intermediate Review: If intermediate submittal is necessary, process it in same manner as initial submittal.
 3. Resubmittal Review: Allow 15 days for review of each resubmittal.
 4. Sequential Review: Where sequential review of submittals by Architect's consultants, Owner, or other parties is indicated, allow 21 days for initial review of each submittal.
 5. Concurrent Consultant Review: Where the Contract Documents indicate that submittals may be transmitted simultaneously to Architect and to Architect's consultants, allow 15 days for review of each submittal. Submittal will be returned to Architect before being returned to Contractor.
- D. Paper Submittals: Place a permanent label or title block on each submittal item for identification.
1. Indicate name of firm or entity that prepared each submittal on label or title block.
 2. Provide a space approximately 6 by 8 inches on label or beside title block to record Contractor's review and approval markings and action taken by Architect[.
 3. Include the following information for processing and recording action taken:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Construction Manager.

- e. Name of Contractor.
 - f. Name of subcontractor.
 - g. Name of supplier.
 - h. Name of manufacturer.
 - i. Submittal number or other unique identifier, including revision identifier.
 - 1) Submittal number shall use Specification Section number followed by a decimal point and then a sequential number (e.g., 061000.01). Resubmittals shall include an alphabetic suffix after another decimal point (e.g., 061000.01.A).
 - j. Number and title of appropriate Specification Section.
 - k. Drawing number and detail references, as appropriate.
 - l. Location(s) where product is to be installed, as appropriate.
 - m. Other necessary identification.
4. Additional Paper Copies: Unless additional copies are required for final submittal, and unless Architect observes noncompliance with provisions in the Contract Documents, initial submittal may serve as final submittal.
- a. Submit one copy of submittal to concurrent reviewer in addition to specified number of copies to Architect.
5. Transmittal for Paper Submittals: Assemble each submittal individually and appropriately for transmittal and handling. Transmit each submittal using a transmittal form. Architect will return without review submittals received from sources other than Contractor.
- a. Transmittal Form for Paper Submittals: Provide locations on form for the following information:
 - 1) Project name.
 - 2) Date.
 - 3) Destination (To:).
 - 4) Source (From:).
 - 5) Name and address of Architect.
 - 6) Name of Contractor.
 - 7) Name of firm or entity that prepared submittal.
 - 8) Names of subcontractor, manufacturer, and supplier.
 - 9) Category and type of submittal.
 - 10) Submittal purpose and description.
 - 11) Specification Section number and title.
 - 12) Specification paragraph number or drawing designation and generic name for each of multiple items.
 - 13) Drawing number and detail references, as appropriate.
 - 14) Indication of full or partial submittal.
 - 15) Transmittal number, numbered consecutively.
 - 16) Submittal and transmittal distribution record.
 - 17) Remarks.
 - 18) Signature of transmitter.

E. Resubmittals: Make resubmittals in same form and number of copies as initial

submittal.

1. Note date and content of previous submittal.
 2. Note date and content of revision in label or title block and clearly indicate extent of revision.
 3. Resubmit submittals until they are marked with approval notation from Architect's[action stamp.
- F. Distribution: Furnish copies of final submittals to manufacturers, subcontractors, suppliers, fabricators, installers, authorities having jurisdiction, and others as necessary for performance of construction activities. Show distribution on transmittal forms.
- G. Use for Construction: Retain complete copies of submittals on Project site. Use only final action submittals that are marked with approval notation from Architect's action stamp.

PART 2 - PRODUCTS

2.1 SUBMITTAL PROCEDURES

- A. General Submittal Procedure Requirements: Prepare and submit submittals required by individual Specification Sections. Types of submittals are indicated in individual Specification Sections.
1. Action Submittals: Submit six paper copies of each submittal unless otherwise indicated. Architect, through Construction Manager, will return five copies.
 2. Informational Submittals: Submit two paper copies of each submittal unless otherwise indicated. Architect will not return copies.
 3. Certificates and Certifications Submittals: Provide a statement that includes signature of entity responsible for preparing certification. Certificates and certifications shall be signed by an officer or other individual authorized to sign documents on behalf of that entity.
- B. Product Data: Collect information into a single submittal for each element of construction and type of product or equipment.
1. If information must be specially prepared for submittal because standard published data are not suitable for use, submit as Shop Drawings, not as Product Data.
 2. Mark each copy of each submittal to show which products and options are applicable.
 3. Include the following information, as applicable:
 - a. Manufacturer's catalog cuts.
 - b. Manufacturer's product specifications.
 - c. Standard color charts.
 - d. Statement of compliance with specified referenced standards.
 - e. Testing by recognized testing agency.

- f. Application of testing agency labels and seals.
 - g. Notation of coordination requirements.
 - h. Availability and delivery time information.
4. For equipment, include the following in addition to the above, as applicable:
- a. Wiring diagrams showing factory-installed wiring.
 - b. Printed performance curves.
 - c. Operational range diagrams.
 - d. Clearances required to other construction, if not indicated on accompanying Shop Drawings.
5. Submit Product Data before or concurrent with Samples.
6. Submit Product Data in the following format:
- a. Six paper copies of Product Data unless otherwise indicated. Architect will return five copies.
- C. Shop Drawings: Prepare Project-specific information, drawn accurately to scale. Do not base Shop Drawings on reproductions of the Contract Documents or standard printed data, unless submittal based on Architect's digital data drawing files is otherwise permitted.
- 1. Preparation: Fully illustrate requirements in the Contract Documents. Include the following information, as applicable:
 - a. Identification of products.
 - b. Schedules.
 - c. Compliance with specified standards.
 - d. Notation of coordination requirements.
 - e. Notation of dimensions established by field measurement.
 - f. Relationship and attachment to adjoining construction clearly indicated.
 - g. Seal and signature of professional engineer if specified.
 - 2. Sheet Size: Except for templates, patterns, and similar full-size drawings, submit Shop Drawings on sheets at least 8-1/2 by 11 inches, but no larger than 30 by 42 inches.
 - 3. Submit Shop Drawings in the following format:
 - a. PDF electronic file.
 - b. Six opaque copies of each submittal. Architect will retain one copy; remainder will be returned.
- D. Samples: Submit Samples for review of kind, color, pattern, and texture for a check of these characteristics with other elements and for a comparison of these characteristics between submittal and actual component as delivered and installed.
- 1. Transmit Samples that contain multiple, related components such as accessories together in one submittal package.
 - 2. Identification: Attach label on unexposed side of Samples that includes the following:
 - a. Generic description of Sample.
 - b. Product name and name of manufacturer.

- c. Sample source.
 - d. Number and title of applicable Specification Section.
 - e. Specification paragraph number and generic name of each item.
3. Disposition: Maintain sets of approved Samples at Project site, available for quality-control comparisons throughout the course of construction activity. Sample sets may be used to determine final acceptance of construction associated with each set.
- a. Samples that may be incorporated into the Work are indicated in individual Specification Sections. Such Samples must be in an undamaged condition at time of use.
 - b. Samples not incorporated into the Work, or otherwise designated as Owner's property, are the property of Contractor.
4. Samples for Initial Selection: Submit manufacturer's color charts consisting of units or sections of units showing the full range of colors, textures, and patterns available.
- a. Number of Samples: Submit one full set of available choices where color, pattern, texture, or similar characteristics are required to be selected from manufacturer's product line. Architect will return submittal with options selected.
5. Samples for Verification: Submit full-size units or Samples of size indicated, prepared from same material to be used for the Work, cured and finished in manner specified, and physically identical with material or product proposed for use, and that show full range of color and texture variations expected. Samples include, but are not limited to, the following: partial sections of manufactured or fabricated components; small cuts or containers of materials; complete units of repetitively used materials; swatches showing color, texture, and pattern; color range sets; and components used for independent testing and inspection.
- a. Number of Samples: Submit two sets of Samples. Architect will retain one Sample sets; remainder will be returned. Mark up and retain one returned Sample set as a project record sample.
 - 1) Submit a single Sample where assembly details, workmanship, fabrication techniques, connections, operation, and other similar characteristics are to be demonstrated.
 - 2) If variation in color, pattern, texture, or other characteristic is inherent in material or product represented by a Sample, submit at least three sets of paired units that show approximate limits of variations.
- E. Product Schedule: As required in individual Specification Sections, prepare a written summary indicating types of products required for the Work and their intended location. Include the following information in tabular form:
- 1. Type of product. Include unique identifier for each product indicated in the Contract Documents or assigned by Contractor if none is indicated.
 - 2. Manufacturer and product name, and model number if applicable.
 - 3. Number and name of room or space.
 - 4. Location within room or space.

5. Submit product schedule in the following format:
 - a. Six paper copies of product schedule or list unless otherwise indicated. Architect will return five copies.

- F. Coordination Drawing Submittals: Comply with requirements specified in Division 01 Section "Project Management and Coordination."

- G. Contractor's Construction Schedule: Comply with requirements specified in Division 01 Section "Construction Progress Documentation."

- H. Application for Payment and Schedule of Values: Comply with requirements specified in Division 01 Section "Payment Procedures."

- I. Test and Inspection Reports and Schedule of Tests and Inspections Submittals: Comply with requirements specified in Division 01 Section "Quality Requirements."

- J. Closeout Submittals and Maintenance Material Submittals: Comply with requirements specified in Division 01 Section "Closeout Procedures."

- K. Maintenance Data: Comply with requirements specified in Division 01 Section "Operation and Maintenance Data."

- L. Qualification Data: Prepare written information that demonstrates capabilities and experience of firm or person. Include lists of completed projects with project names and addresses, contact information of architects and owners, and other information specified.

- M. Welding Certificates: Prepare written certification that welding procedures and personnel comply with requirements in the Contract Documents. Submit record of Welding Procedure Specification and Procedure Qualification Record on AWS forms. Include names of firms and personnel certified.

- N. Installer Certificates: Submit written statements on manufacturer's letterhead certifying that Installer complies with requirements in the Contract Documents and, where required, is authorized by manufacturer for this specific Project.

- O. Manufacturer Certificates: Submit written statements on manufacturer's letterhead certifying that manufacturer complies with requirements in the Contract Documents. Include evidence of manufacturing experience where required.

- P. Product Certificates: Submit written statements on manufacturer's letterhead certifying that product complies with requirements in the Contract Documents.

- Q. Material Certificates: Submit written statements on manufacturer's letterhead certifying that material complies with requirements in the Contract Documents.

- R. Material Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting test results of material for compliance with requirements in the Contract Documents.

- S. Product Test Reports: Submit written reports indicating that current product produced by manufacturer complies with requirements in the Contract Documents. Base reports on evaluation of tests performed by manufacturer and witnessed by a qualified testing agency, or on comprehensive tests performed by a qualified testing agency.
- T. Research Reports: Submit written evidence, from a model code organization acceptable to authorities having jurisdiction, that product complies with building code in effect for Project. Include the following information:
 - 1. Name of evaluation organization.
 - 2. Date of evaluation.
 - 3. Time period when report is in effect.
 - 4. Product and manufacturers' names.
 - 5. Description of product.
 - 6. Test procedures and results.
 - 7. Limitations of use.
- U. Preconstruction Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of tests performed before installation of product, for compliance with performance requirements in the Contract Documents.
- V. Compatibility Test Reports: Submit reports written by a qualified testing agency, on testing agency's standard form, indicating and interpreting results of compatibility tests performed before installation of product. Include written recommendations for primers and substrate preparation needed for adhesion.
- W. Field Test Reports: Submit written reports indicating and interpreting results of field tests performed either during installation of product or after product is installed in its final location, for compliance with requirements in the Contract Documents.
- X. Design Data: Prepare and submit written and graphic information, including, but not limited to, performance and design criteria, list of applicable codes and regulations, and calculations. Include list of assumptions and other performance and design criteria and a summary of loads. Include load diagrams if applicable. Provide name and version of software, if any, used for calculations. Include page numbers.

2.2 DELEGATED-DESIGN SERVICES

- A. Performance and Design Criteria: Where professional design services or certifications by a design professional are specifically required of Contractor by the Contract Documents, provide products and systems complying with specific performance and design criteria indicated.
 - 1. If criteria indicated are not sufficient to perform services or certification required, submit a written request for additional information to Architect.
- B. Delegated-Design Services Certification: In addition to Shop Drawings, Product Data, and other required submittals, submit three paper copies of certificate, signed and

sealed by the responsible design professional, for each product and system specifically assigned to Contractor to be designed or certified by a design professional.

1. Indicate that products and systems comply with performance and design criteria in the Contract Documents. Include list of codes, loads, and other factors used in performing these services.

PART 3 - EXECUTION

3.1 CONTRACTOR'S REVIEW

- A. Action and Informational Submittals: Review each submittal and check for coordination with other Work of the Contract and for compliance with the Contract Documents. Note corrections and field dimensions. Mark with approval stamp before submitting to Architect Project Closeout and Maintenance Material Submittals: See requirements in Division 01 Section "Closeout Procedures."
- B. Approval Stamp: Stamp each submittal with a uniform, approval stamp. Include Project name and location, submittal number, Specification Section title and number, name of reviewer, date of Contractor's approval, and statement certifying that submittal has been reviewed, checked, and approved for compliance with the Contract Documents. Submittals that do not include contractor's Approval Stamp will be returned to contractor without review and will not count against submittal review time.

3.2 ARCHITECT'S ACTION

- A. Action Submittals: Architect will review each submittal, make marks to indicate corrections or revisions required, and return it. Architect will stamp each submittal with an action stamp and will mark stamp appropriately to indicate action.
- B. Informational Submittals: Architect will review each submittal and will not return it or will return it if it does not comply with requirements. Architect will forward each submittal to appropriate party.
- C. Partial submittals prepared for a portion of the Work will be reviewed when use of partial submittals has received prior approval from Architect.
- D. Incomplete submittals are unacceptable, will be considered nonresponsive, and will be returned for resubmittal without review.
- E. Submittals not required by the Contract Documents may be returned by the Architect without action.

END OF SECTION

SECTION 01 5000 - TEMPORARY FACILITIES AND CONTROLS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes requirements for temporary utilities, support facilities, and security and protection facilities.
- B. Related Requirements:
 - 1. Section 011200 "Multiple Contract Summary" for responsibilities for temporary facilities and controls for projects utilizing multiple contracts.

1.3 USE CHARGES

- A. Installation, removal, and use charges for temporary facilities shall be included in the Contract Sum unless otherwise indicated. Allow other entities engaged in the Project to use temporary services and facilities without cost, including, but not limited to, Architect, testing agencies, and authorities having jurisdiction.
- B. Water and Sewer Service from Existing System: Water from Owner's existing water system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- C. Electric Power Service from Existing System: Electric power from Owner's existing system is available for use without metering and without payment of use charges. Provide connections and extensions of services as required for construction operations.
- D. Temporary Heat: General Contractor to provide temporary heating equipment and fuel as required for temporary heating of facility to a minimum of 50 degrees until substantial completion. General Contractor to also provide overall environmental control, including humidity levels necessary for installation of materials in accordance with installation of manufacturer's written requirements until substantial completion.

1.4 QUALITY ASSURANCE

- A. Electric Service: Comply with NECA, NEMA, and UL standards and regulations for temporary electric service. Install service to comply with NFPA 70.

- B. Tests and Inspections: Arrange for authorities having jurisdiction to test and inspect each temporary utility before use. Obtain required certifications and permits.
- C. Accessible Temporary Egress: Comply with applicable provisions in the United States Access Board's ADA-ABA Accessibility Guidelines and ICC/ANSI A117.1.

1.5 PROJECT CONDITIONS

- A. Temporary Use of Permanent Facilities: Engage Installer of each permanent service to assume responsibility for operation, maintenance, and protection of each permanent service during its use as a construction facility before Owner's acceptance, regardless of previously assigned responsibilities.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Portable Chain-Link Fencing: Minimum 2-inch, 0.148-inch- thick, galvanized-steel, chain-link fabric fencing; minimum 6 feet high with galvanized-steel pipe posts; minimum 2-3/8-inch- OD line posts and 2-7/8-inch- OD corner and pull posts, with 1-5/8-inch- OD top and bottom rails. Provide concrete bases for supporting posts or any other method of support required. Permanent fence located on south and west property line around south neighbor's property line may be used in lieu of temporary fence in this location. See plans for temporary fence location.

2.2 TEMPORARY FACILITIES

- A. Common-Use Field Office: Of sufficient size to accommodate needs of Owner, Architect, and construction personnel office activities and to accommodate Project meetings specified in other Division 01 Sections. Keep office clean and orderly. Furnish and equip offices as follows:
 - 1. Furniture required for Project-site documents, including file cabinets, plan tables, plan racks, and bookcases.
 - 2. Conference room of sufficient size to accommodate meetings of 10 individuals. Provide electrical power service and 120-V ac duplex receptacles, with no fewer than one receptacle on each wall. Furnish room with conference table, chairs, and 4-foot- square tack and marker boards.
 - 3. Heating and cooling equipment necessary to maintain a uniform indoor temperature of 68 to 72 deg F.
 - 4. Lighting fixtures capable of maintaining average illumination of 20 fc at desk height.

2.3 EQUIPMENT

- A. Fire Extinguishers: Portable, UL rated; with class and extinguishing agent as required by locations and classes of fire exposures.
- B. HVAC Equipment: Provide vented, self-contained, liquid-propane-gas or fuel-oil heaters with individual space thermostatic control as needed for temporary heating and overall environmental control.
 - 1. Use of gasoline-burning space heaters, open-flame heaters, or salamander-type heating units is prohibited.
 - 2. Heating, Cooling, and Dehumidifying Units: Listed and labeled for type of fuel being consumed, by a qualified testing agency acceptable to authorities having jurisdiction and marked for intended location and application.

PART 3 - EXECUTION

3.1 TEMPORARY FACILITIES, GENERAL

- A. Conservation: Coordinate construction and use of temporary facilities with consideration given to conservation of energy, water, and materials. Coordinate use of temporary utilities to minimize waste.

3.2 INSTALLATION, GENERAL

- A. Locate facilities where they will serve Project adequately and result in minimum interference with performance of the Work. Relocate and modify facilities as required by progress of the Work.
 - 1. See plans for staging locations and facility locations.
- B. Provide each facility ready for use when needed to avoid delay. Do not remove until facilities are no longer needed or are replaced by authorized use of completed permanent facilities.

3.3 TEMPORARY UTILITY INSTALLATION

- A. General: Install temporary service or connect to existing service.
 - 1. Arrange with utility company, Owner, and existing users for time when service can be interrupted, if necessary, to make connections for temporary services.
- B. Sewers and Drainage: Provide temporary utilities to remove effluent lawfully. Provide temporary portable toilets for use of all contractors during construction.
- C. Water Service: Install water service and distribution piping in sizes and pressures adequate for construction.

- D. Water Service: Connect to Owner's existing water service facilities. Clean and maintain water service facilities in a condition acceptable to Owner. At Substantial Completion, restore these facilities to condition existing before initial use.
- E. Sanitary Facilities: Provide temporary toilets, wash facilities, safety shower and eyewash facilities, and drinking water for use of construction personnel. Comply with requirements of authorities having jurisdiction for type, number, location, operation, and maintenance of fixtures and facilities.
 - 1. Use of Permanent Toilets: Use of Owner's existing or new toilet facilities is not permitted.
- F. Temporary Heating and Cooling: Provide temporary heating and cooling required by construction activities for curing or drying of completed installations or for protecting installed construction from adverse effects of low temperatures or high humidity. Select equipment that will not have a harmful effect on completed installations or elements being installed.
 - 1. Provide temporary dehumidification systems when required to reduce ambient and substrate moisture levels to level required to allow installation or application of finishes and their proper curing or drying.
- G. Isolation of Work Areas in Occupied Facilities: Prevent dust, fumes, and odors from entering occupied areas.
 - 1. Prior to commencing work, isolate the HVAC system in area where work is to be performed.
 - a. Disconnect supply and return ductwork in work area from HVAC systems servicing occupied areas.
 - b. Maintain negative air pressure within work area, using HEPA-equipped air-filtration units, starting with commencement of temporary partition construction, and continuing until removal of temporary partitions is complete.
 - 2. Maintain dust partitions during the Work. Use vacuum collection attachments on dust-producing equipment. Isolate limited work within occupied areas using portable dust-containment devices.
 - 3. Perform daily construction cleanup and final cleanup using approved, HEPA-filter-equipped vacuum equipment.
- H. Electric Power Service: Provide electric power service and distribution system of sufficient size, capacity, and power characteristics required for construction operations.
 - 1. Connect temporary service to Owner's existing power source, as directed by Owner.
- I. Lighting: Provide temporary lighting with local switching that provides adequate illumination for construction operations, observations, inspections, and traffic conditions.

1. Install and operate temporary lighting that fulfills security and protection requirements without operating entire system.

3.4 SUPPORT FACILITIES INSTALLATION

A. Comply with the following:

1. Provide construction for temporary field offices, shops, and sheds located within construction area or within 30 feet of building lines that is noncombustible in accordance with ASTM E136. Comply with NFPA 241.
2. Utilize designated area within existing building for temporary field offices.
3. Maintain support facilities until Architect schedules Substantial Completion inspection. Remove before Substantial Completion. Personnel remaining after Substantial Completion will be permitted to use permanent facilities, under conditions acceptable to Owner.

B. Temporary Use of Planned Permanent Roads and Paved Areas: Locate temporary roads and paved areas in same location as permanent roads and paved areas. Construct and maintain temporary roads and paved areas adequate for construction operations. Extend temporary roads and paved areas, within construction limits indicated, as necessary for construction operations.

1. Coordinate elevations of temporary roads and paved areas with permanent roads and paved areas.
2. Prepare subgrade and install subbase and base for temporary roads and paved areas in accordance with Civil drawings."
3. Recondition base after temporary use, including removing contaminated material, regrading, proofrolling, compacting, and testing.
4. Delay installation of final concrete pavement until immediately before Substantial Completion.

C. Traffic Controls: Comply with requirements of authorities having jurisdiction.

1. Protect existing site improvements to remain, including curbs, pavement, and utilities.
2. Maintain access for fire-fighting equipment and access to fire hydrants.

D. Parking: Use designated areas of Owner's existing parking areas for construction personnel.

E. Storage and Staging: Use designated areas of Project site for storage and staging needs.

F. Dewatering Facilities and Drains: Comply with requirements of authorities having jurisdiction. Maintain Project site, excavations, and construction free of water.

1. Dispose of rainwater in a lawful manner that will not result in flooding Project or adjoining properties or endanger permanent Work or temporary facilities.
2. Remove snow and ice as required to minimize accumulations.

- G. Project Signs: Provide Project signs as indicated. Unauthorized signs are not permitted.
 - 1. Identification Signs: Provide Project identification signs as indicated on Drawings.
 - 2. Temporary Signs: Provide other signs as indicated and as required to inform public and individuals seeking entrance to Project.
 - a. Provide temporary, directional signs for construction personnel and visitors.
 - 3. Maintain and touch up signs, so they are legible at all times.
- H. Waste Disposal Facilities: Provide waste-collection containers in sizes adequate to handle waste from construction operations. Comply with requirements of authorities having jurisdiction. Comply with progress cleaning requirements in Section 017300 "Execution."
- I. Lifts and Hoists: Provide facilities necessary for hoisting materials and personnel.

3.5 SECURITY AND PROTECTION FACILITIES INSTALLATION

- A. Protection of Existing Facilities: Protect existing vegetation, equipment, structures, utilities, and other improvements at Project site and on adjacent properties, except those indicated to be removed or altered. Repair damage to existing facilities.
 - 1. Where access to adjacent properties is required in order to affect protection of existing facilities, obtain written permission from adjacent property owner to access property for that purpose.
- B. Stormwater Control: Comply with requirements of authorities having jurisdiction. Provide barriers in and around excavations and subgrade construction to prevent flooding by runoff of stormwater from heavy rains.
- C. Tree and Plant Protection: Protect tree root systems from damage, flooding, and erosion.
- D. Site Enclosure Fence: Before construction operations begin, furnish and install site enclosure fence in a manner that will prevent people from easily entering site except by entrance gates.
 - 1. Extent of Fence: As indicated on Drawings.
 - 2. Maintain security by limiting number of keys and restricting distribution to authorized personnel. Furnish one set of keys to Owner.
- E. Security Enclosure and Lockup: Install temporary enclosure around partially completed areas of construction. Provide lockable entrances to prevent unauthorized entrance, vandalism, theft, and similar violations of security. Lock entrances at end of each workday.

- F. Barricades, Warning Signs, and Lights: Comply with requirements of authorities having jurisdiction for erecting structurally adequate barricades, including warning signs and lighting.
- G. Temporary Egress: Provide temporary egress from existing occupied facilities as indicated and as required by authorities having jurisdiction. Provide signage directing occupants to temporary egress.
- H. Temporary Enclosures: Provide temporary enclosures for protection of construction, in progress and completed, from exposure, foul weather, other construction operations, and similar activities. Provide temporary weathertight enclosure for building exterior.
 - 1. Where heating or cooling is needed and permanent enclosure is incomplete, insulate temporary enclosures.
- I. Temporary Partitions: Provide floor-to-ceiling dustproof partitions to limit dust and dirt migration and to separate areas occupied by Owner from fumes and noise.
 - 1. Construct dustproof partitions with gypsum wallboard, with joints taped on occupied side, and fire-retardant-treated plywood on construction operations side.
 - 2. Insulate partitions to control noise transmission to occupied areas.
 - 3. Seal joints and perimeter. Equip partitions with gasketed dustproof doors and security locks where openings are required.
 - 4. Protect air-handling equipment.
 - 5. Provide walk-off mats at each entrance through temporary partition.
- J. Temporary Fire Protection: Install and maintain temporary fire-protection facilities (fire extinguishers) of types needed to protect against reasonably predictable and controllable fire losses. .
 - 1. Prohibit smoking in construction areas. Comply with additional limits on smoking specified in other Sections.
 - 2. Supervise welding operations, combustion-type temporary heating units, and similar sources of fire ignition in accordance with requirements of authorities having jurisdiction.

3.6 MOISTURE AND MOLD CONTROL

- A. Moisture and Mold Protection: Protect stored materials and installed Work in accordance with Moisture and Mold Protection Plan.
- B. Exposed Construction Period: Before installation of weather barriers, when materials are subject to wetting and exposure and to airborne mold spores, protect as follows:
 - 1. Protect porous materials from water damage.
 - 2. Protect stored and installed material from flowing or standing water.
 - 3. Keep porous and organic materials from coming into prolonged contact with concrete.
 - 4. Remove standing water from decks.

5. Keep deck openings covered or dammed.
- C. Partially Enclosed Construction Period: After installation of weather barriers but before full enclosure and conditioning of building, when installed materials are still subject to infiltration of moisture and ambient mold spores, protect as follows:
1. Do not load or install drywall or other porous materials or components, or items with high organic content, into partially enclosed building.
 2. Keep interior spaces reasonably clean and protected from water damage.
 3. Periodically collect and remove waste containing cellulose or other organic matter.
 4. Discard or replace water-damaged material.
 5. Do not install material that is wet.
 6. Discard and replace stored or installed material that begins to grow mold.
 7. Perform work in a sequence that allows wet materials adequate time to dry before enclosing the material in gypsum board or other interior finishes.
- D. Controlled Construction Period: After completing and sealing of the building enclosure but prior to the full operation of permanent HVAC systems, maintain as follows:
1. Control moisture and humidity inside building by maintaining effective dry-in conditions.
 2. Use temporary or permanent HVAC system to control humidity within ranges specified for installed and stored materials.
 3. Comply with manufacturer's written instructions for temperature, relative humidity, and exposure to water limits.
 - a. Hygroscopic materials that may support mold growth, including wood and gypsum-based products, that become wet during the course of construction and remain wet for 48 hours are considered defective and require replacing.
 - b. Measure moisture content of materials that have been exposed to moisture during construction operations or after installation. Record readings beginning at time of exposure and continuing daily for 72 hours. Identify materials containing moisture levels higher than allowed. Report findings in writing to Architect.
 - c. Remove and replace materials that cannot be completely restored to their manufactured moisture level within 48 hours.

3.7 OPERATION, TERMINATION, AND REMOVAL

- A. Supervision: Enforce strict discipline in use of temporary facilities. To minimize waste and abuse, limit availability of temporary facilities to essential and intended uses.
- B. Maintenance: Maintain facilities in good operating condition until removal.
1. Maintain operation of temporary enclosures, heating, cooling, humidity control, ventilation, and similar facilities on a 24-hour basis where required to achieve indicated results and to avoid possibility of damage.

- C. Temporary Facility Changeover: Do not change over from using temporary security and protection facilities to permanent facilities until Substantial Completion.
- D. Termination and Removal: Remove each temporary facility when need for its service has ended, when it has been 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 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 Contractor. Owner reserves right to take possession of Project identification signs.
 - 2. Remove temporary roads and paved areas not intended for or acceptable for integration into permanent construction. Where area is intended for landscape development, remove soil and aggregate fill that do not comply with requirements for fill or subsoil. Remove materials contaminated with road oil, asphalt and other petrochemical compounds, and other substances that might impair growth of plant materials or lawns. Repair or replace street paving, curbs, and sidewalks at temporary entrances, as required by authorities having jurisdiction.
 - 3. At Substantial Completion, repair, renovate, and clean permanent facilities used during construction period. Comply with final cleaning requirements specified in Section 017700 "Closeout Procedures."

END OF SECTION

SECTION 01 6000 - PRODUCT REQUIREMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for selection of products for use in Project; product delivery, storage, and handling; manufacturers' standard warranties on products; special warranties; and comparable products.
- B. Related Requirements:
 - 1. Division 01 Section "Substitution Procedures" for requests for substitutions.
 - 2. Division 01 Section "References" for applicable industry standards for products specified.

1.3 DEFINITIONS

- A. Products: Items obtained for incorporating into the Work, whether purchased for Project or taken from previously purchased stock. The term "product" includes the terms "material," "equipment," "system," and terms of similar intent.
 - 1. Named Products: Items identified by manufacturer's product name, including make or model number or other designation shown or listed in manufacturer's published product literature, that is current as of date of the Contract Documents.
 - 2. New Products: Items that have not previously been incorporated into another project or facility. Products salvaged or recycled from other projects are not considered new products.
 - 3. Comparable Product: Product that is demonstrated and approved through submittal process to have the indicated qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics that equal or exceed those of specified product.
- B. Basis-of-Design Product Specification: A specification in which a specific manufacturer's product is named and accompanied by the words "basis-of-design product," including make or model number or other designation, to establish the significant qualities related to type, function, dimension, in-service performance, physical properties, appearance, and other characteristics for purposes of evaluating comparable products of additional manufacturers named in the specification.

1.4 ACTION SUBMITTALS

- A. Comparable Product Requests: Submit request for consideration of each comparable product. Identify product or fabrication or installation method to be replaced. Include Specification Section number and title and Drawing numbers and titles.
 - 1. Include data to indicate compliance with the requirements specified in "Comparable Products" Article.
 - 2. Architect's Action: If necessary, Architect will request additional information or documentation for evaluation within one week of receipt of a comparable product request. Architect will notify Contractor of approval or rejection of proposed comparable product request within 15 days of receipt of request, or seven days of receipt of additional information or documentation, whichever is later.
 - a. Form of Approval: As specified in Division 01 Section "Submittal Procedures."
 - b. Use product specified if Architect does not issue a decision on use of a comparable product request within time allocated.
- B. Basis-of-Design Product Specification Submittal: Comply with requirements in Division 01 Section "Submittal Procedures." Show compliance with requirements.

1.5 QUALITY ASSURANCE

- A. Compatibility of Options: If Contractor is given option of selecting between two or more products for use on Project, select product compatible with products previously selected, even if previously selected products were also options.
 - 1. Each contractor is responsible for providing products and construction methods compatible with products and construction methods of other contractors.
 - 2. If a dispute arises between contractors over concurrently selectable but incompatible products, Architect will determine which products shall be used.

1.6 PRODUCT DELIVERY, STORAGE, AND HANDLING

- A. Deliver, store, and handle products using means and methods that will prevent damage, deterioration, and loss, including theft and vandalism. Comply with manufacturer's written instructions.
- B. Delivery and Handling:
 - 1. Schedule delivery to minimize long-term storage at Project site and to prevent overcrowding of construction spaces.
 - 2. 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.
 - 3. Deliver products to Project site in an undamaged condition in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.

4. Inspect products on delivery to determine compliance with the Contract Documents and to determine that products are undamaged and properly protected.
- C. Storage:
1. Store products to allow for inspection and measurement of quantity or counting of units.
 2. Store materials in a manner that will not endanger Project structure.
 3. Store products that are subject to damage by the elements, under cover in a weathertight enclosure above ground, with ventilation adequate to prevent condensation.
 4. Protect foam plastic from exposure to sunlight, except to extent necessary for period of installation and concealment.
 5. Comply with product manufacturer's written instructions for temperature, humidity, ventilation, and weather-protection requirements for storage.
 6. Protect stored products from damage and liquids from freezing.
 7. Provide a secure location and enclosure at Project site for storage of materials and equipment by Owner's construction forces. Coordinate location with Owner.

1.7 PRODUCT WARRANTIES

- A. Warranties specified in other Sections shall be in addition to, and run concurrent with, other warranties required by the Contract Documents. Manufacturer's disclaimers and limitations on product warranties do not relieve Contractor of obligations under requirements of the Contract Documents.
1. Manufacturer's Warranty: Written warranty furnished by individual manufacturer for a particular product and specifically endorsed by manufacturer to Owner.
 2. Special Warranty: Written warranty required by the Contract Documents to provide specific rights for Owner.
- B. Special Warranties: Prepare a written document that contains appropriate terms and identification, ready for execution.
1. Manufacturer's Standard Form: Modified to include Project-specific information and properly executed.
 2. Specified Form: When specified forms are included with the Specifications, prepare a written document using indicated form properly executed.
 3. See Divisions 02 through 33 Sections for specific content requirements and particular requirements for submitting special warranties.
- C. Submittal Time: Comply with requirements in Division 01 Section "Closeout Procedures."

PART 2 - PRODUCTS

2.1 PRODUCT SELECTION PROCEDURES

- A. General Product Requirements: Provide products that comply with the Contract Documents, are undamaged and, unless otherwise indicated, are new at time of installation.
1. Provide products complete with accessories, trim, finish, fasteners, and other items needed for a complete installation and indicated use and effect.
 2. Standard Products: If available, and unless custom products or nonstandard options are specified, provide standard products of types that have been produced and used successfully in similar situations on other projects.
 3. Owner reserves the right to limit selection to products with warranties not in conflict with requirements of the Contract Documents.
 4. Where products are accompanied by the term "as selected," Architect will make selection.
 5. Descriptive, performance, and reference standard requirements in the Specifications establish salient characteristics of products.
 6. Or Equal: For products specified by name and accompanied by the term "or equal," or "or approved equal," or "or approved," comply with requirements in "Comparable Products" Article to obtain approval for use of an unnamed product.
- B. Product Selection Procedures:
1. Product: Where Specifications name a single manufacturer and product, provide the named product that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 2. Manufacturer/Source: Where Specifications name a single manufacturer or source, provide a product by the named manufacturer or source that complies with requirements. Comparable products or substitutions for Contractor's convenience will not be considered.
 3. Products:
 - a. Restricted List: Where Specifications include a list of names of both manufacturers and products, provide one of the products listed that complies with requirements. Comparable products or substitutions for Contractor's convenience will be considered.
 - b. No restricted List: Where Specifications include a list of names of both available manufacturers and products, provide one of the products listed, or an unnamed product, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product.
 4. Manufacturers:
 - a. No restricted List: Where Specifications include a list of available manufacturers, provide a product by one of the manufacturers listed, or a product by an unnamed manufacturer, that complies with requirements. Comply with requirements in "Comparable Products" Article for consideration of an unnamed manufacturer's product.
 5. Basis-of-Design Product: Where Specifications name a product, or refer to a

product indicated on Drawings, and include a list of manufacturers, provide the specified or indicated product or a comparable product by one of the other named manufacturers. Drawings and Specifications indicate sizes, profiles, dimensions, and other characteristics that are based on the product named. Comply with requirements in "Comparable Products" Article for consideration of an unnamed product by one of the other named manufacturers.

- C. Visual Matching Specification: Where Specifications require "match Architect's sample", provide a product that complies with requirements and matches Architect's sample. Architect's decision will be final on whether a proposed product matches.
 - 1. If no product available within specified category matches and complies with other specified requirements, comply with requirements in Division 01 Section "Substitution Procedures" for proposal of product.
- D. Visual Selection Specification: Where Specifications include the phrase "as selected by Architect from manufacturer's full range" or similar phrase, select a product that complies with requirements. Architect will select color, gloss, pattern, density, or texture from manufacturer's product line that includes both standard and premium items.

2.2 COMPARABLE PRODUCTS

- A. Conditions for Consideration: Architect will consider Contractor's request for comparable product when the following conditions are satisfied. If the following conditions are not satisfied, Architect may return requests without action, except to record noncompliance with these requirements:
 - 1. Evidence that the proposed product does not require revisions to the Contract Documents, that it is consistent with the Contract Documents and will produce the indicated results, and that it is compatible with other portions of the Work.
 - 2. Detailed comparison of significant qualities of proposed product with those named in the Specifications. Significant qualities include attributes such as performance, weight, size, durability, visual effect, and specific features and requirements indicated.
 - 3. Evidence that proposed product provides specified warranty.
 - 4. List of similar installations for completed projects with project names and addresses and names and addresses of architects and owners, if requested.
 - 5. Samples, if requested.

SECTION 01 7300 - EXECUTION

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes general administrative and procedural requirements governing execution of the Work including, but not limited to, the following:
 - 1. Construction layout.
 - 2. Installation of the Work.
 - 3. Cutting and patching.
 - 4. Progress cleaning.
 - 5. Starting and adjusting.
 - 6. Protection of installed construction.
 - 7. Correction of the Work.
- B. Related Requirements:
 - 1. Division 01 Section "Summary" for limits on use of Project site.
 - 2. Division 01 Section "Closeout Procedures" for final cleaning.
 - 3. Division 02 Section "Selective Structure Demolition" for demolition and removal of selected portions of the building.
 - 4. Division 07 Section "Penetration Firestopping" for patching penetrations in fire-rated construction.

1.3 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 construction to original conditions after installation of other work.

1.4 QUALITY ASSURANCE

- A. Cutting and Patching: Comply with requirements for and limitations on cutting and patching of construction elements.
 - 1. Structural Elements: When cutting and patching structural elements, notify Architect of locations and details of cutting and await directions from Architect

- before proceeding. Shore, brace, and support structural elements during cutting and patching. Do not cut and patch structural elements in a manner that could change their load-carrying capacity or increase deflection
2. 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. Operational elements include the following:
 - a. Primary operational systems and equipment.
 - b. Fire separation assemblies.
 - c. Air or smoke barriers.
 - d. Fire-suppression systems.
 - e. Mechanical systems piping and ducts.
 - f. Control systems.
 - g. Communication systems.
 - h. Fire-detection and -alarm systems.
 - i. Electrical wiring systems.
 - j. Operating systems of special construction.
 3. Other Construction Elements: Do not cut and patch other construction elements or 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. Other construction elements include but are not limited to the following:
 - a. Water, moisture, or vapor barriers.
 - b. Membranes and flashings.
 - c. Exterior curtain-wall construction.
 - d. Sprayed fire-resistive material.
 - e. Equipment supports.
 - f. Piping, ductwork, vessels, and equipment.
 - g. Noise- and vibration-control elements and systems.
 4. Visual Elements: Do not cut and patch construction in a manner that results in visual evidence of cutting and patching. Do not cut and patch exposed construction 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.
- B. Cutting and Patching Conference: Before proceeding, meet at Project site with parties involved in cutting and patching, including mechanical and electrical trades. Review areas of potential interference and conflict. Coordinate procedures and resolve potential conflicts before proceeding.
 - C. Manufacturer's Installation Instructions: Obtain and maintain on-site manufacturer's written recommendations and instructions for installation of products and equipment.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. General: Comply with requirements specified in other Sections.

- B. In-Place Materials: Use materials for patching 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 provide a match acceptable to Architect for the visual and functional performance of in-place materials.

PART 3 - EXECUTION

3.1 EXAMINATION

- A. Existing Conditions: The existence and location of underground and other utilities and construction indicated as existing are not guaranteed. Before beginning sitework, investigate and verify the existence and location of underground utilities, mechanical and electrical systems, and other construction affecting the Work.
 - 1. Before construction, verify the location and invert elevation at points of connection of sanitary sewer, storm sewer, and water-service piping; underground electrical services, and other utilities.
 - 2. Furnish location data for work related to Project that must be performed by public utilities serving Project site.
- B. Examination and Acceptance of Conditions: Before proceeding with each component of the Work, examine substrates, areas, and conditions, with Installer or Applicator present where indicated, for compliance with requirements for installation tolerances and other conditions affecting performance. Record observations.
 - 1. Examine roughing-in for mechanical and electrical systems to verify actual locations of connections before equipment and fixture installation.
 - 2. Examine walls, floors, and roofs for suitable conditions where products and systems are to be installed.
 - 3. Verify compatibility with and suitability of substrates, including compatibility with existing finishes or primers.
- C. Proceed with installation only after unsatisfactory conditions have been corrected. Proceeding with the Work indicates acceptance of surfaces and conditions.

3.2 PREPARATION

- A. Field Measurements: Take field measurements as required to fit the Work properly. Recheck measurements before installing each product. Where portions of the Work are indicated to fit to other construction, verify dimensions of other construction by field measurements before fabrication. Coordinate fabrication schedule with construction progress to avoid delaying the Work.

- B. Space Requirements: Verify space requirements and dimensions of items shown diagrammatically on Drawings.
- C. Review of Contract Documents and Field Conditions: Immediately on discovery of the need for clarification of the Contract Documents caused by differing field conditions outside the control of Contractor, submit a request for information to Architect according to requirements in Division 01 Section "Project Management and Coordination."

3.3 CONSTRUCTION LAYOUT

- A. Verification: Before proceeding to lay out the Work, verify layout information shown on Drawings, in relation to the property survey and existing benchmarks. If discrepancies are discovered, notify Architect promptly.
- B. General: Engage a land surveyor to lay out the Work using accepted surveying practices.
 - 1. Establish benchmarks and control points to set lines and levels at each story of construction and elsewhere as needed to locate each element of Project.
 - 2. Establish limits on use of Project site.
 - 3. Establish dimensions within tolerances indicated. Do not scale Drawings to obtain required dimensions.
 - 4. Inform installers of lines and levels to which they must comply.
 - 5. Check the location, level and plumb, of every major element as the Work progresses.
 - 6. Notify Architect when deviations from required lines and levels exceed allowable tolerances.
 - 7. Close site surveys with an error of closure equal to or less than the standard established by authorities having jurisdiction.
- C. Site Improvements: Locate and lay out site improvements, including pavements, grading, fill and topsoil placement, utility slopes, and rim and invert elevations.
- D. Building Lines and Levels: Locate and lay out control lines and levels for structures, building foundations, column grids, and floor levels, including those required for mechanical and electrical work. Transfer survey markings and elevations for use with control lines and levels. Level foundations and piers from two or more locations.
- E. Record Log: Maintain a log of layout control work. Record deviations from required lines and levels. Include beginning and ending dates and times of surveys, weather conditions, name and duty of each survey party member, and types of instruments and tapes used. Make the log available for reference by Architect.

3.4 FIELD ENGINEERING

- A. Reference Points: Locate existing permanent benchmarks, control points, and similar reference points before beginning the Work. Preserve and protect permanent benchmarks and control points during construction operations.
 - 1. Do not change or relocate existing benchmarks or control points without prior written approval of Architect. Report lost or destroyed permanent benchmarks or control points promptly. Report the need to relocate permanent benchmarks or control points to Architect before proceeding.
 - 2. Replace lost or destroyed permanent benchmarks and control points promptly. Base replacements on the original survey control points.
- B. Benchmarks: Establish and maintain a minimum of two permanent benchmarks on Project site, referenced to data established by survey control points. Comply with authorities having jurisdiction for type and size of benchmark.
 - 1. Record benchmark locations, with horizontal and vertical data, on Project Record Documents.
 - 2. Where the actual location or elevation of layout points cannot be marked, provide temporary reference points sufficient to locate the Work.
 - 3. Remove temporary reference points when no longer needed. Restore marked construction to its original condition.

3.5 INSTALLATION

- A. General: Locate the Work and components of the Work accurately, in correct alignment and elevation, as indicated.
 - 1. Make vertical work plumb and make horizontal work level.
 - 2. Where space is limited, install components to maximize space available for maintenance and ease of removal for replacement.
 - 3. Conceal pipes, ducts, and wiring in finished areas unless otherwise indicated.
 - 4. Maintain minimum headroom clearance of 96 inches in occupied spaces and 90 inches in unoccupied spaces.
- B. Comply with manufacturer's written instructions and recommendations for installing products in applications indicated.
- C. Install products at the time and under conditions that will ensure the best possible results. Maintain conditions required for product performance until Substantial Completion.
- D. Conduct construction operations so no part of the Work is subjected to damaging operations or loading in excess of that expected during normal conditions of occupancy.
- E. Sequence the Work and allow adequate clearances to accommodate movement of construction items on site and placement in permanent locations.

- F. Tools and Equipment: Do not use tools or equipment that produce harmful noise levels.
- G. Templates: Obtain and distribute to the parties involved templates for work specified to be factory prepared and field installed. Check Shop Drawings of other work to confirm that adequate provisions are made for locating and installing products to comply with indicated requirements.
- H. Attachment: Provide blocking and attachment plates and anchors and fasteners of adequate size and number to securely anchor each component in place, accurately located and aligned with other portions of the Work. Where size and type of attachments are not indicated, verify size and type required for load conditions.
 - 1. Mounting Heights: Where mounting heights are not indicated, mount components at heights directed by Architect.
 - 2. Allow for building movement, including thermal expansion and contraction.
 - 3. Coordinate installation of anchorages. Furnish setting drawings, templates, and directions for installing anchorages, including sleeves, concrete inserts, anchor bolts, and items with integral anchors, that are to be embedded in concrete or masonry. Deliver such items to Project site in time for installation.
- I. Joints: Make joints of uniform width. Where joint locations in exposed work are not indicated, arrange joints for the best visual effect. Fit exposed connections together to form hairline joints.
- J. Hazardous Materials: Use products, cleaners, and installation materials that are not considered hazardous.

3.6 CUTTING AND PATCHING

- A. Cutting and Patching, 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. Existing Warranties: Remove, replace, patch, and repair materials and surfaces cut or damaged during installation or cutting and patching operations, by methods and with materials so as not to void existing warranties.
- C. Temporary Support: Provide temporary support of work to be cut.
- D. 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.
- E. Adjacent Occupied Areas: Where interference with use of adjoining areas or interruption of free passage to adjoining areas is unavoidable, coordinate cutting and

patching according to requirements in Division 01 Section "Summary."

- F. 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.
- G. 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 neatly to minimum 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.
- H. 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 practicable. Provide materials and comply with installation requirements specified in other Sections, where applicable.
 - 1. Inspection: Where feasible, test and inspect patched areas after completion to demonstrate physical 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 minimize 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. Floors and Walls: Where walls or partitions that are removed extend 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, prepare substrate and apply primer and intermediate paint coats appropriate for substrate over the patch, and apply final paint coat over entire unbroken surface containing

the patch. Provide additional coats until patch blends with adjacent surfaces.

4. Ceilings: Patch, repair, or rehang in-place ceilings as necessary to provide an even-plane surface of uniform appearance.
 5. Exterior Building Enclosure: Patch components in a manner that restores enclosure to a weathertight condition and ensures thermal and moisture integrity of building enclosure.
- I. Cleaning: Clean areas and spaces where cutting and patching are performed. Remove paint, mortar, oils, putty, and similar materials from adjacent finished surfaces.

3.7 OWNER-INSTALLED PRODUCTS

- A. Site Access: Provide access to Project site for Owner's construction personnel.
- B. Coordination: Coordinate construction and operations of the Work with work performed by Owner's construction personnel.
1. Construction Schedule: Inform Owner of Contractor's preferred construction schedule for Owner's portion of the Work. Adjust construction schedule based on a mutually agreeable timetable. Notify Owner if changes to schedule are required due to differences in actual construction progress.
 2. Preinstallation Conferences: Include Owner's construction personnel at preinstallation conferences covering portions of the Work that are to receive Owner's work. Attend preinstallation conferences conducted by Owner's construction personnel if portions of the Work depend on Owner's construction.

3.8 PROGRESS CLEANING

- A. General: Clean Project site and work areas daily, including common areas. Enforce requirements strictly. Dispose of materials lawfully.
1. Comply with requirements in NFPA 241 for removal of combustible waste materials and debris.
 2. Do not hold waste materials more than seven days during normal weather or three days if the temperature is expected to rise above 80 deg F.
 3. Containerize hazardous and unsanitary waste materials separately from other waste. Mark containers appropriately and dispose of legally, according to regulations.
 - a. Use containers intended for holding waste materials of type to be stored.
 4. Coordinate progress cleaning for joint-use areas where Contractor and other contractors are working concurrently.
- B. Site: Maintain Project site free of waste materials and debris.
- C. Work Areas: Clean areas where work is in progress to the level of cleanliness necessary for proper execution of the Work.

1. Remove liquid spills promptly.
 2. Where dust would impair proper execution of the Work, broom-clean or vacuum the entire work area, as appropriate.
- D. **Installed Work:** Keep installed work clean. Clean installed surfaces according to written instructions of manufacturer or fabricator of product installed, using only cleaning materials specifically recommended. If specific cleaning materials are not recommended, use cleaning materials that are not hazardous to health or property and that will not damage exposed surfaces.
 - E. **Concealed Spaces:** Remove debris from concealed spaces before enclosing the space.
 - F. **Exposed Surfaces in Finished Areas:** Clean exposed surfaces and protect as necessary to ensure freedom from damage and deterioration at time of Substantial Completion.
 - G. **Waste Disposal:** Do not bury or burn waste materials on-site. Do not wash waste materials down sewers or into waterways. Comply with waste disposal requirements in Division 01 Section "Temporary Facilities and Controls."
 - H. **During handling and installation,** clean and protect construction in progress and adjoining materials already in place. Apply protective covering where required to ensure protection from damage or deterioration at Substantial Completion.
 - I. **Clean and provide maintenance on completed construction** as frequently as necessary through the remainder of the construction period. Adjust and lubricate operable components to ensure operability without damaging effects.
 - J. **Limiting Exposures:** Supervise construction operations to assure that no part of the construction, completed or in progress, is subject to harmful, dangerous, damaging, or otherwise deleterious exposure during the construction period.

3.9 STARTING AND ADJUSTING

- A. Start equipment and operating components to confirm proper operation. Remove malfunctioning units, replace with new units, and retest.
- B. Adjust equipment for proper operation. Adjust operating components for proper operation without binding.
- C. Test each piece of equipment to verify proper operation. Test and adjust controls and safeties. Replace damaged and malfunctioning controls and equipment.
- D. **Manufacturer's Field Service:** Comply with qualification requirements in Division 01 Section "Quality Requirements."

3.10 PROTECTION OF INSTALLED CONSTRUCTION

- A. Provide final protection and maintain conditions that ensure installed Work is without

damage or deterioration at time of Substantial Completion.

- B. Comply with manufacturer's written instructions for temperature and relative humidity.

END OF SECTION

SECTION 01 7700 - CLOSEOUT PROCEDURES

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for contract closeout, including, but not limited to, the following:
 - 1. Substantial Completion procedures.
 - 2. Final completion procedures.
 - 3. Warranties.
 - 4. Final cleaning.
 - 5. Repair of the Work.
- B. Related Requirements:
 - 1. Division 01 Section "Execution" for progress cleaning of Project site.
 - 2. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 3. Division 01 Section "Project Record Documents" for submitting record Drawings, record Specifications, and record Product Data.
 - 4. Divisions 02 through 33 Sections for specific closeout and special cleaning requirements for the Work in those Sections.

1.3 ACTION SUBMITTALS

- A. Product Data: For cleaning agents.
- B. Contractor's List of Incomplete Items: Initial submittal at Substantial Completion.
- C. Certified List of Incomplete Items: Final submittal at Final Completion.

1.4 CLOSEOUT SUBMITTALS

- A. Certificates of Release: From authorities having jurisdiction.
- B. Certificate of Insurance: For continuing coverage.

1.5 MAINTENANCE MATERIAL SUBMITTALS

- A. Schedule of Maintenance Material Items: For maintenance material submittal items specified in other Sections.

1.6 SUBSTANTIAL COMPLETION PROCEDURES

- A. Contractor's List of Incomplete Items: Prepare and submit a list of items to be completed and corrected (Contractor's punch list), indicating the value of each item on the list and reasons why the Work is incomplete.
- B. Submittals Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Certificates of Release: Obtain and submit releases from authorities having jurisdiction permitting Owner unrestricted use of the Work and access to services and utilities. Include occupancy permits, operating certificates, and similar releases.
 - 2. Submit closeout submittals specified in other Division 01 Sections, including project record documents, operation and maintenance manuals, final completion construction photographic documentation, damage or settlement surveys, property surveys, and similar final record information.
 - 3. Submit closeout submittals specified in individual Divisions 02 through 33 Sections, including specific warranties, workmanship bonds, maintenance service agreements, final certifications, and similar documents.
 - 4. Submit maintenance material submittals specified in individual Divisions 02 through 33 Sections, including tools, spare parts, extra materials, and similar items, and deliver to location designated by Architect. Label with manufacturer's name and model number where applicable.
 - a. Schedule of Maintenance Material Items: Prepare and submit schedule of maintenance material submittal items, including name and quantity of each item and name and number of related Specification Section. Obtain Architect's signature for receipt of submittals.
 - 5. Submit test/adjust/balance records.
 - 6. Submit sustainable design submittals required in Division 01 sustainable design requirements Section and in individual Division 02 through 33 Sections.
 - 7. Submit changeover information related to Owner's occupancy, use, operation, and maintenance.
- C. Procedures Prior to Substantial Completion: Complete the following a minimum of 10 days prior to requesting inspection for determining date of Substantial Completion. List items below that are incomplete at time of request.
 - 1. Advise Owner of pending insurance changeover requirements.
 - 2. Make final changeover of permanent locks and deliver keys to Owner. Advise Owner's personnel of changeover in security provisions.
 - 3. Complete startup and testing of systems and equipment.

4. Perform preventive maintenance on equipment used prior to Substantial Completion.
 5. Instruct Owner's personnel in operation, adjustment, and maintenance of products, equipment, and systems. Submit demonstration and training video recordings specified in Division 01 Section "Demonstration and Training."
 6. Advise Owner of changeover in heat and other utilities.
 7. Participate with Owner in conducting inspection and walkthrough with local emergency responders.
 8. Terminate and remove temporary facilities from Project site, along with mockups, construction tools, and similar elements.
 9. Complete final cleaning requirements, including touchup painting.
 10. Touch up and otherwise repair and restore marred exposed finishes to eliminate visual defects.
- D. Inspection: Submit a written request for inspection to determine Substantial Completion a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare the Certificate of Substantial Completion after inspection or will notify Contractor of items, either on Contractor's list or additional items identified by Architect, that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.
 2. Results of completed inspection will form the basis of requirements for final completion.

1.7 FINAL COMPLETION PROCEDURES

- A. Submittals Prior to Final Completion: Before requesting final inspection for determining final completion, complete the following:
1. Submit a final Application for Payment according to Division 01 Section "Payment Procedures."
 2. Certified List of Incomplete Items: Submit certified copy of Architect's Substantial Completion inspection list of items to be completed or corrected (punch list), endorsed and dated by Architect. Certified copy of the list shall state that each item has been completed or otherwise resolved for acceptance.
 3. Certificate of Insurance: Submit evidence of final, continuing insurance coverage complying with insurance requirements.
- B. Inspection: Submit a written request for final inspection to determine acceptance a minimum of 10 days prior to date the work will be completed and ready for final inspection and tests. On receipt of request, Architect will either proceed with inspection or notify Contractor of unfulfilled requirements. Architect will prepare a final Certificate for Payment after inspection or will notify Contractor of construction that must be completed or corrected before certificate will be issued.
1. Reinspection: Request reinspection when the Work identified in previous inspections as incomplete is completed or corrected.

1.8 LIST OF INCOMPLETE ITEMS (PUNCH LIST)

- A. Organization of List: Include name and identification of each space and area affected by construction operations for incomplete items and items needing correction including, if necessary, areas disturbed by Contractor that are outside the limits of construction. Use CSI Form 14.1A.
 - 1. Organize list of spaces in sequential order, starting with exterior areas first and proceeding from lowest floor to highest floor.
 - 2. Organize items applying to each space by major element, including categories for ceiling, individual walls, floors, equipment, and building systems.
 - 3. Include the following information at the top of each page:
 - a. Project name.
 - b. Date.
 - c. Name of Architect.
 - d. Name of Contractor.
 - e. Page number.
 - 4. Submit list of incomplete items in the following format:
 - a. MS Excel electronic file. Architect will return annotated file.

1.9 SUBMITTAL OF PROJECT WARRANTIES

- A. Time of Submittal: Submit written warranties on request of Architect for designated portions of the Work where commencement of warranties other than date of Substantial Completion is indicated, or when delay in submittal of warranties might limit Owner's rights under warranty.
- B. Partial Occupancy: Submit properly executed warranties within 15 days of completion of designated portions of the Work that are completed and occupied or used by Owner during construction period by separate agreement with Contractor.
- C. Organize warranty documents into an orderly sequence based on the table of contents of Project Manual.
 - 1. Bind warranties and bonds in heavy-duty, three-ring, vinyl-covered, loose-leaf binders, thickness as necessary to accommodate contents, and sized to receive 8-1/2-by-11-inch paper.
 - 2. Provide heavy paper dividers with plastic-covered tabs for each separate warranty. Mark tab to identify the product or installation. Provide a typed description of the product or installation, including the name of the product and the name, address, and telephone number of Installer.
 - 3. Identify each binder on the front and spine with the typed or printed title "WARRANTIES," Project name, and name of Contractor.
 - 4. Warranty Electronic File: Scan warranties and bonds and assemble complete warranty and bond submittal package into a single indexed electronic PDF file with links enabling navigation to each item. Provide bookmarked table of contents at beginning of document.
- D. Provide additional copies of each warranty to include in operation and maintenance manuals.

PART 2 - PRODUCTS

2.1 MATERIALS

- A. Cleaning Agents: Use cleaning materials and agents recommended by manufacturer or fabricator of the surface to be cleaned. Do not use cleaning agents that are potentially hazardous to health or property or that might damage finished surfaces.

PART 3 - EXECUTION

3.1 FINAL CLEANING

- A. General: Perform final cleaning. Conduct cleaning and waste-removal operations to comply with local laws and ordinances and Federal and local environmental and antipollution regulations.
- B. Cleaning: Employ experienced workers or professional cleaners for final cleaning. Clean each surface or unit to condition expected in an average commercial building cleaning and maintenance program. Comply with manufacturer's written instructions.
 - 1. Complete the following cleaning operations before requesting inspection for certification of Substantial Completion for entire Project or for a designated portion of Project:
 - a. Clean Project site, yard, and grounds, in areas disturbed by construction activities, including landscape development areas, of rubbish, waste material, litter, and other foreign substances. Regrade top soil and plan grass as needed in all areas affected by construction.
 - b. Sweep paved areas broom clean. Remove petrochemical spills, stains, and other foreign deposits.
 - c. Rake grounds that are neither planted nor paved to a smooth, even-textured surface.
 - d. Remove tools, construction equipment, machinery, and surplus material from Project site.
 - e. Remove snow and ice to provide safe access to building.
 - f. Clean exposed exterior and interior hard-surfaced finishes to a dirt-free condition, free of stains, films, and similar foreign substances. Avoid disturbing natural weathering of exterior surfaces. Restore reflective surfaces to their original condition.
 - g. Remove debris and surface dust from limited access spaces, including roofs, plenums, shafts, trenches, equipment vaults, manholes, attics, and similar spaces.
 - h. Sweep concrete floors broom clean in unoccupied spaces.
 - i. Vacuum carpet and similar soft surfaces, removing debris and excess nap; clean according to manufacturer's recommendations if visible soil or stains remain.
 - j. Clean transparent materials, including mirrors and glass in doors and windows. Remove glazing compounds and other noticeable, vision-obscuring materials. Polish mirrors and glass, taking care not to scratch surfaces.

- k. Remove labels that are not permanent.
 - l. Wipe surfaces of mechanical and electrical equipment and similar equipment. Remove excess lubrication, paint and mortar droppings, and other foreign substances.
 - m. Clean plumbing fixtures to a sanitary condition, free of stains, including stains resulting from water exposure.
 - n. Replace disposable air filters and clean permanent air filters. Clean exposed surfaces of diffusers, registers, and grills.
 - o. Clean ducts, blowers, and coils if units were operated without filters during construction or that display contamination with particulate matter on inspection.
 - 1) Clean HVAC system in compliance with NADCA Standard 1992-01. Provide written report on completion of cleaning.
 - p. Clean light fixtures, lamps, globes, and reflectors to function with full efficiency.
 - q. Leave Project clean and ready for occupancy.
- C. Construction Waste Disposal: Comply with waste disposal requirements in Division 01 Section "Temporary Facilities and Controls."

3.2 REPAIR OF THE WORK

- A. Complete repair and restoration operations before requesting inspection for determination of Substantial Completion.
- B. Repair or remove and replace defective construction. Repairing includes replacing defective parts, refinishing damaged surfaces, touching up with matching materials, and properly adjusting operating equipment. Where damaged or worn items cannot be repaired or restored, provide replacements. Remove and replace operating components that cannot be repaired. Restore damaged construction and permanent facilities used during construction to specified condition.
 - 1. Remove and replace chipped, scratched, and broken glass, reflective surfaces, and other damaged transparent materials.
 - 2. Touch up and otherwise repair and restore marred or exposed finishes and surfaces. Replace finishes and surfaces that already show evidence of repair or restoration.
 - a. Do not paint over "UL" and other required labels and identification, including mechanical and electrical nameplates. Remove paint applied to required labels and identification.
 - 3. Replace parts subject to operating conditions during construction that may impede operation or reduce longevity.
 - 4. Replace burned-out bulbs, bulbs noticeably dimmed by hours of use, and defective and noisy starters in fluorescent and mercury vapor fixtures to comply with requirements for new fixtures.

END OF SECTION

SECTION 01 7820 - OPERATION AND MAINTENANCE DATA

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for preparing operation and maintenance manuals, including the following:
 - 1. Operation and maintenance documentation directory.
 - 2. Emergency manuals.
 - 3. Operation manuals for systems, subsystems, and equipment.
 - 4. Product maintenance manuals.
 - 5. Systems and equipment maintenance manuals.
- B. Related Requirements:
 - 1. Division 01 Section "Multiple Contract Summary" for coordinating operation and maintenance manuals covering the Work of multiple contracts.
 - 2. Division 01 Section "Submittal Procedures" for submitting copies of submittals for operation and maintenance manuals.
 - 3. Divisions 02 through 33 Sections for specific operation and maintenance manual requirements for the Work in those Sections.

1.3 DEFINITIONS

- A. System: An organized collection of parts, equipment, or subsystems united by regular interaction.
- B. Subsystem: A portion of a system with characteristics similar to a system.

1.4 CLOSEOUT SUBMITTALS

- A. Manual Content: Operations and maintenance manual content is specified in individual Specification Sections to be reviewed at the time of Section submittals. Submit reviewed manual content formatted and organized as required by this Section.
 - 1. Architect will comment on whether content of operations and maintenance submittals are acceptable.
 - 2. Where applicable, clarify and update reviewed manual content to correspond to revisions and field conditions.

- B. **Format:** Submit operations and maintenance manuals in the following format:
1. PDF electronic file. Assemble each manual into a composite electronically indexed file. Submit on digital media acceptable to Architect.
 - a. Name each indexed document file in composite electronic index with applicable item name. Include a complete electronically linked operation and maintenance directory.
 - b. Enable inserted reviewer comments on draft submittals.
 2. Three paper copies. Include a complete operation and maintenance directory. Enclose title pages and directories in clear plastic sleeves. Architect will return three copies.
- C. **Initial Manual Submittal:** Submit draft copy of each manual at least 30 days before commencing demonstration and training. Architect will comment on whether general scope and content of manual are acceptable.
- D. **Final Manual Submittal:** Submit each manual in final form prior to requesting inspection for Substantial Completion and at least 15 days before commencing demonstration and training. Architect will return copy with comments.
1. Correct or revise each manual to comply with Architect's comments. Submit copies of each corrected manual within 15 days of receipt of Architect's comments and prior to commencing demonstration and training.

PART 2 - PRODUCTS

2.1 OPERATION AND MAINTENANCE DOCUMENTATION DIRECTORY

- A. **Directory:** Prepare a single, comprehensive directory of emergency, operation, and maintenance data and materials, listing items and their location to facilitate ready access to desired information. Include a section in the directory for each of the following:
1. List of documents.
 2. List of systems.
 3. List of equipment.
 4. Table of contents.
- B. **List of Systems and Subsystems:** List systems alphabetically. Include references to operation and maintenance manuals that contain information about each system.
- C. **List of Equipment:** List equipment for each system, organized alphabetically by system. For pieces of equipment not part of system, list alphabetically in separate list.
- D. **Tables of Contents:** Include a table of contents for each emergency, operation, and maintenance manual.

- E. Identification: In the documentation directory and in each operation and maintenance manual, identify each system, subsystem, and piece of equipment with same designation used in the Contract Documents. If no designation exists, assign a designation according to ASHRAE Guideline 4, "Preparation of Operating and Maintenance Documentation for Building Systems."

2.2 REQUIREMENTS FOR EMERGENCY, OPERATION, AND MAINTENANCE MANUALS

- 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.
- B. Title Page: Include the following information:
 - 1. Subject matter included in manual.
 - 2. Name and address of Project.
 - 3. Name and address of Owner.
 - 4. Date of submittal.
 - 5. Name and contact information for Contractor.
 - 6. Name and contact information for Construction Manager.
 - 7. Name and contact information for Architect.
 - 8. Name and contact information for Commissioning Authority.
 - 9. Names and contact information for major consultants to the Architect that designed the systems contained in the manuals.
 - 10. Cross-reference to related systems in other operation and maintenance manuals.
- C. Table of Contents: List each product included in manual, identified by product name, indexed to the content of the volume, and cross-referenced to Specification Section number in Project Manual.
 - 1. 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.
- D. Manual Contents: Organize into sets of manageable size. Arrange contents alphabetically by system, subsystem, and equipment. If possible, assemble instructions for subsystems, equipment, and components of one system into a single binder.
- E. Manuals, Electronic Files: Submit manuals in the form of a multiple file composite electronic PDF file for each manual type required.
 - 1. Electronic Files: Use electronic files prepared by manufacturer where available. Where scanning of paper documents is required, configure scanned file for minimum readable file size.

2. File Names and Bookmarks: Enable bookmarking of individual documents based on file names. Name document files to correspond to system, subsystem, and equipment names used in manual directory and table of contents. Group documents for each system and subsystem into individual composite bookmarked files, then create composite manual, so that resulting bookmarks reflect the system, subsystem, and equipment names in a readily navigated file tree. Configure electronic manual to display bookmark panel on opening file.
- F. Manuals, Paper Copy: Submit manuals in the form of hard copy, bound and labeled volumes.
1. Binders: Heavy-duty, three-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.
 - a. If two or more binders are necessary to accommodate data of a system, organize data in each binder into groupings by subsystem and related components. Cross-reference other binders if necessary to provide essential information for proper operation or maintenance of equipment or system.
 - b. Identify each binder on front and spine, with printed title "OPERATION AND MAINTENANCE MANUAL," Project title or name, and subject matter of contents, and indicate Specification Section number on bottom of spine. Indicate volume number for multiple-volume sets.
 2. Dividers: Heavy-paper dividers with plastic-covered tabs for each section of the manual. Mark each tab to indicate contents. 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.
 3. Protective Plastic Sleeves: Transparent plastic sleeves designed to enclose diagnostic software storage media for computerized electronic equipment.
 4. Supplementary Text: Prepared on 8-1/2-by-11-inch white bond paper.
 5. Drawings: Attach reinforced, punched binder tabs on drawings and bind with text.
 - a. If oversize drawings are necessary, fold drawings to same size as text pages and use as foldouts.
 - b. If drawings are too large to be used as foldouts, fold and place drawings in labeled envelopes and bind envelopes in rear of manual. At appropriate locations in manual, insert typewritten pages indicating drawing titles, descriptions of contents, and drawing locations.

2.3 EMERGENCY MANUALS

- A. Content: Organize manual into a separate section for each of the following:
1. Type of emergency.
 2. Emergency instructions.

3. Emergency procedures.
- B. Type of Emergency: Where applicable for each type of emergency indicated below, include instructions and procedures for each system, subsystem, piece of equipment, and component:
1. Fire.
 2. Flood.
 3. Gas leak.
 4. Water leak.
 5. Power failure.
 6. Water outage.
 7. System, subsystem, or equipment failure.
 8. Chemical release or spill.
- C. Emergency Instructions: Describe and explain warnings, trouble indications, error messages, and similar codes and signals. Include responsibilities of Owner's operating personnel for notification of Installer, supplier, and manufacturer to maintain warranties.
- D. Emergency Procedures: Include the following, as applicable:
1. Instructions on stopping.
 2. Shutdown instructions for each type of emergency.
 3. Operating instructions for conditions outside normal operating limits.
 4. Required sequences for electric or electronic systems.
 5. Special operating instructions and procedures.

2.4 OPERATION MANUALS

- A. Content: In addition to requirements in this Section, include operation data required in individual Specification Sections and the following information:
1. System, subsystem, and equipment descriptions. Use designations for systems and equipment indicated on Contract Documents.
 2. Performance and design criteria if Contractor has delegated design responsibility.
 3. Operating standards.
 4. Operating procedures.
 5. Operating logs.
 6. Wiring diagrams.
 7. Control diagrams.
 8. Piped system diagrams.
 9. Precautions against improper use.
 10. License requirements including inspection and renewal dates.
- B. Descriptions: Include the following:
1. Product name and model number. Use designations for products indicated on Contract Documents.

2. Manufacturer's name.
 3. Equipment identification with serial number of each component.
 4. Equipment function.
 5. Operating characteristics.
 6. Limiting conditions.
 7. Performance curves.
 8. Engineering data and tests.
 9. Complete nomenclature and number of replacement parts.
- C. Operating Procedures: Include the following, as applicable:
1. Startup procedures.
 2. Equipment or system break-in procedures.
 3. Routine and normal operating instructions.
 4. Regulation and control procedures.
 5. Instructions on stopping.
 6. Normal shutdown instructions.
 7. Seasonal and weekend operating instructions.
 8. Required sequences for electric or electronic systems.
 9. Special operating instructions and procedures.
- D. Systems and Equipment Controls: Describe the sequence of operation, and diagram controls as installed.
- E. Piped Systems: Diagram piping as installed, and identify color-coding where required for identification.

2.5 PRODUCT MAINTENANCE MANUALS

- A. Content: Organize manual into a separate section for each product, material, and finish. Include source information, product information, maintenance procedures, repair materials and sources, and warranties and bonds, as described below.
- B. Source Information: List each product included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Product Information: Include the following, as applicable:
1. Product name and model number.
 2. Manufacturer's name.
 3. Color, pattern, and texture.
 4. Material and chemical composition.
 5. Reordering information for specially manufactured products.
- D. Maintenance Procedures: Include manufacturer's written recommendations and the following:

1. Inspection procedures.
 2. Types of cleaning agents to be used and methods of cleaning.
 3. List of cleaning agents and methods of cleaning detrimental to product.
 4. Schedule for routine cleaning and maintenance.
 5. Repair instructions.
- E. Repair Materials and Sources: Include lists of materials and local sources of materials and related services.
- F. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
1. Include procedures to follow and required notifications for warranty claims.
- 2.6 SYSTEMS AND EQUIPMENT MAINTENANCE MANUALS
- A. Content: For each system, subsystem, and piece of equipment not part of a system, include source information, manufacturers' maintenance documentation, maintenance procedures, maintenance and service schedules, spare parts list and source information, maintenance service contracts, and warranty and bond information, as described below.
- B. Source Information: List each system, subsystem, and piece of equipment included in manual, identified by product name and arranged to match manual's table of contents. For each product, list name, address, and telephone number of Installer or supplier and maintenance service agent, and cross-reference Specification Section number and title in Project Manual and drawing or schedule designation or identifier where applicable.
- C. Manufacturers' Maintenance Documentation: Manufacturers' maintenance documentation including the following information for each component part or piece of equipment:
1. Standard maintenance instructions and bulletins.
 2. Drawings, diagrams, and instructions required for maintenance, including disassembly and component removal, replacement, and assembly.
 3. Identification and nomenclature of parts and components.
 4. List of items recommended to be stocked as spare parts.
- D. Maintenance Procedures: Include the following information and items that detail essential maintenance procedures:
1. Test and inspection instructions.
 2. Troubleshooting guide.
 3. Precautions against improper maintenance.
 4. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 5. Aligning, adjusting, and checking instructions.
 6. Demonstration and training video recording, if available.

- E. Maintenance and Service Schedules: Include service and lubrication requirements, list of required lubricants for equipment, and separate schedules for preventive and routine maintenance and service with standard time allotment.
 - 1. Scheduled Maintenance and Service: Tabulate actions for daily, weekly, monthly, quarterly, semiannual, and annual frequencies.
 - 2. Maintenance and Service Record: Include manufacturers' forms for recording maintenance.
- F. Spare Parts List and Source Information: Include lists of replacement and repair parts, with parts identified and cross-referenced to manufacturers' maintenance documentation and local sources of maintenance materials and related services.
- G. Maintenance Service Contracts: Include copies of maintenance agreements with name and telephone number of service agent.
- H. Warranties and Bonds: Include copies of warranties and bonds and lists of circumstances and conditions that would affect validity of warranties or bonds.
 - 1. Include procedures to follow and required notifications for warranty claims.

PART 3 - EXECUTION

3.1 MANUAL PREPARATION

- A. Operation and Maintenance Documentation Directory: Prepare a separate manual that provides an organized reference to emergency, operation, and maintenance manuals.
- B. Emergency Manual: Assemble a complete set of emergency information indicating procedures for use by emergency personnel and by Owner's operating personnel for types of emergencies indicated.
- C. Product Maintenance Manual: Assemble a complete set of maintenance data indicating care and maintenance of each product, material, and finish incorporated into the Work.
- D. Operation and Maintenance Manuals: Assemble a complete set of operation and maintenance data indicating operation and maintenance of each system, subsystem, and piece of equipment not part of a system.
 - 1. Engage a factory-authorized service representative to assemble and prepare information for each system, subsystem, and piece of equipment not part of a system.
 - 2. Prepare a separate manual for each system and subsystem, in the form of an instructional manual for use by Owner's operating personnel.
- E. Manufacturers' Data: Where manuals contain manufacturers' standard printed data, include only sheets pertinent to product or component installed. Mark each sheet to identify each product or component incorporated into the Work. If data include more

than one item in a tabular format, identify each item using appropriate references from the Contract Documents. Identify data applicable to the Work and delete references to information not applicable.

1. Prepare supplementary text if manufacturers' standard printed data are not available and where the information is necessary for proper operation and maintenance of equipment or systems.
- F. Drawings: Prepare drawings supplementing manufacturers' printed data to illustrate the relationship of component parts of equipment and systems and to illustrate control sequence and flow diagrams. Coordinate these drawings with information contained in record Drawings to ensure correct illustration of completed installation.
1. Do not use original project record documents as part of operation and maintenance manuals.
 2. Comply with requirements of newly prepared record Drawings in Division 01 Section "Project Record Documents."
- G. Comply with Division 01 Section "Closeout Procedures" for schedule for submitting operation and maintenance documentation.

END OF SECTION

SECTION 01 7840 - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for project record documents, including the following:
 - 1. Record Drawings.
 - 2. Record Specifications.
 - 3. Record Product Data.
 - 4. Miscellaneous record submittals.
- B. Related Requirements:
 - 1. Division 01 Section "Multiple Contract Summary" for coordinating project record documents covering the Work of multiple contracts.
 - 2. Division 01 Section "Execution" for final property survey.
 - 3. Division 01 Section "Closeout Procedures" for general closeout procedures.
 - 4. Division 01 Section "Operation and Maintenance Data" for operation and maintenance manual requirements.
 - 5. Divisions 02 through 33 Sections for specific requirements for project record documents of the Work in those Sections.

1.3 CLOSEOUT SUBMITTALS

- A. Record Drawings: Comply with the following:
 - 1. Number of Copies: Submit two sets of marked-up record prints.
 - 2. Number of Copies: Submit copies of record Drawings as follows:
 - a. Initial Submittal:
 - 1) Submit two paper-copy sets of marked-up record prints.
 - 2) Submit PDF electronic files of scanned record prints and two of file prints.
 - 3) Submit record digital data files and two sets of plots.
 - 4) Architect will indicate whether general scope of changes, additional information recorded, and quality of drafting are acceptable.
 - b. Final Submittal:
 - 1) Submit three paper-copy set(s) of marked-up record prints.

- 2) Submit PDF electronic files of scanned record prints and three set(s) of prints.
 - 3) Print each drawing, whether or not changes and additional information were recorded.
- B. Record Specifications: Submit two paper copies of Project's Specifications, including addenda and contract modifications.
- C. Record Product Data: Submit two paper copies of each submittal.
1. Where record Product Data are required as part of operation and maintenance manuals, submit duplicate marked-up Product Data as a component of manual.
- D. Miscellaneous Record Submittals: See other Specification Sections for miscellaneous record-keeping requirements and submittals in connection with various construction activities. Submit two paper copies of each submittal.
- E. Reports: Submit written report weekly indicating items incorporated into project record documents concurrent with progress of the Work, including revisions, concealed conditions, field changes, product selections, and other notations incorporated.

PART 2 - PRODUCTS

2.1 RECORD DRAWINGS

- A. Record Prints: Maintain one set of marked-up paper copies of the Contract Drawings and Shop Drawings, incorporating new and revised drawings as modifications are issued.
1. Preparation: Mark record prints to show the actual installation where installation varies from that shown originally. Require individual or entity who obtained record data, whether individual or entity is Installer, subcontractor, or similar entity, to provide information for preparation of corresponding marked-up record prints.
 - a. Give particular attention to information on concealed elements that would be difficult to identify or measure and record later.
 - b. Accurately record information in an acceptable drawing technique.
 - c. Record data as soon as possible after obtaining it.
 - d. Record and check the markup before enclosing concealed installations.
 - e. Cross-reference record prints to corresponding archive photographic documentation.
 2. Content: Types of items requiring marking include, but are not limited to, the following:
 - a. Dimensional changes to Drawings.
 - b. Revisions to details shown on Drawings.
 - c. Depths of foundations below first floor.

- d. Locations and depths of underground utilities.
 - e. Revisions to routing of piping and conduits.
 - f. Revisions to electrical circuitry.
 - g. Actual equipment locations.
 - h. Duct size and routing.
 - i. Locations of concealed internal utilities.
 - j. Changes made by Change Order or Construction Change Directive.
 - k. Changes made following Architect's written orders.
 - l. Details not on the original Contract Drawings.
 - m. Field records for variable and concealed conditions.
 - n. Record information on the Work that is shown only schematically.
3. Mark the Contract Drawings and Shop Drawings completely and accurately. Use personnel proficient at recording graphic information in production of marked-up record prints.
 4. Mark record sets with erasable, red-colored pencil. Use other colors to distinguish between changes for different categories of the Work at same location.
 5. Mark important additional information that was either shown schematically or omitted from original Drawings.
 6. Note Construction Change Directive numbers, alternate numbers, Change Order numbers, and similar identification, where applicable.

2.2 RECORD SPECIFICATIONS

- A. Preparation: Mark Specifications to indicate the actual product installation where installation varies from that indicated in Specifications, addenda, and contract modifications.
 1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Mark copy with the proprietary name and model number of products, materials, and equipment furnished, including substitutions and product options selected.
 3. Record the name of manufacturer, supplier, Installer, and other information necessary to provide a record of selections made.
 4. For each principal product, indicate whether record Product Data has been submitted in operation and maintenance manuals instead of submitted as record Product Data.
 5. Note related Change Orders and record Drawings where applicable.
- B. Format: Submit record Specifications as annotated PDF electronic file and paper copy.

2.3 RECORD PRODUCT DATA

- A. Preparation: Mark Product Data to indicate the actual product installation where installation varies substantially from that indicated in Product Data submittal.

1. Give particular attention to information on concealed products and installations that cannot be readily identified and recorded later.
 2. Include significant changes in the product delivered to Project site and changes in manufacturer's written instructions for installation.
 3. Note related Change Orders, record Specifications, and record Drawings where applicable.
- B. Format: Submit record Product Data as annotated PDF electronic file and paper copy .
1. Include record Product Data directory organized by Specification Section number and title, electronically linked to each item of record Product Data.

2.4 MISCELLANEOUS RECORD SUBMITTALS

- A. Assemble miscellaneous records required by other Specification Sections for miscellaneous record keeping and submittal in connection with actual performance of the Work. Bind or file miscellaneous records and identify each, ready for continued use and reference.
- B. Format: Submit miscellaneous record submittals as PDF electronic file and paper copy.
1. Include miscellaneous record submittals directory organized by Specification Section number and title, electronically linked to each item of miscellaneous record submittals.

PART 3 - EXECUTION

3.1 RECORDING AND MAINTENANCE

- A. Recording: Maintain one copy of each submittal during the construction period for project record document purposes. Post changes and revisions to project record documents as they occur; do not wait until end of Project.
- B. Maintenance of Record Documents and Samples: Store record documents and Samples in the field office apart from the Contract Documents used for construction. Do not use project record documents for construction purposes. Maintain record documents in good order and in a clean, dry, legible condition, protected from deterioration and loss. Provide access to project record documents for Architect's reference during normal working hours.

END OF SECTION

SECTION 01 7900 - DEMONSTRATION AND TRAINING

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.2 SUMMARY

- A. Section includes administrative and procedural requirements for instructing Owner's personnel, including the following:
 - 1. Demonstration of operation of systems, subsystems, and equipment.
 - 2. Training in operation and maintenance of systems, subsystems, and equipment.
- B. Related Requirements:
 - 1. Divisions 02 through 33 Sections for specific requirements for demonstration and training for products in those Sections.

1.3 INFORMATIONAL SUBMITTALS

- A. Instruction Program: Submit outline of instructional program for demonstration and training, including a list of training modules and a schedule of proposed dates, times, length of instruction time, and instructors' names for each training module. Include learning objective and outline for each training module.
 - 1. Indicate proposed training modules using manufacturer-produced demonstration and training video recordings for systems, equipment, and products in lieu of video recording of live instructional module.
- B. Attendance Record: For each training module, submit list of participants and length of instruction time.
- C. Preinstruction Conference: Conduct conference at Project site to comply with requirements in Division 01 Section "Project Management and Coordination." Review methods and procedures related to demonstration and training including, but not limited to, the following:
 - 1. Inspect and discuss locations and other facilities required for instruction.
 - 2. Review and finalize instruction schedule and verify availability of educational materials, instructors' personnel, audiovisual equipment, and facilities needed to avoid delays.
 - 3. Review required content of instruction.

4. For instruction that must occur outside, review weather and forecasted weather conditions and procedures to follow if conditions are unfavorable.

1.4 COORDINATION

- A. Coordinate instruction schedule with Owner's operations. Adjust schedule as required to minimize disrupting Owner's operations and to ensure availability of Owner's personnel.
- B. Coordinate instructors, including providing notification of dates, times, length of instruction time, and course content.
- C. Coordinate content of training modules with content of approved emergency, operation, and maintenance manuals. Do not submit instruction program until operation and maintenance data has been reviewed and approved by Architect.

PART 2 - PRODUCTS

2.1 INSTRUCTION PROGRAM

- A. Program Structure: Develop an instruction program that includes individual training modules for each system and for equipment not part of a system, as required by individual Specification Sections.
- B. Training Modules: Develop a learning objective and teaching outline for each module. Include a description of specific skills and knowledge that participant is expected to master. For each module, include instruction for the following as applicable to the system, equipment, or component:
 1. Basis of System Design, Operational Requirements, and Criteria: Include the following:
 - a. System, subsystem, and equipment descriptions.
 - b. Performance and design criteria if Contractor is delegated design responsibility.
 - c. Operating standards.
 - d. Regulatory requirements.
 - e. Equipment function.
 - f. Operating characteristics.
 - g. Limiting conditions.
 - h. Performance curves.
 2. Documentation: Review the following items in detail:
 - a. Emergency manuals.
 - b. Operations manuals.
 - c. Maintenance manuals.

- d. Project record documents.
 - e. Identification systems.
 - f. Warranties and bonds.
 - g. Maintenance service agreements and similar continuing commitments.
3. Emergencies: Include the following, as applicable:
- a. Instructions on meaning of warnings, trouble indications, and error messages.
 - b. Instructions on stopping.
 - c. Shutdown instructions for each type of emergency.
 - d. Operating instructions for conditions outside of normal operating limits.
 - e. Sequences for electric or electronic systems.
 - f. Special operating instructions and procedures.
4. Operations: Include the following, as applicable:
- a. Startup procedures.
 - b. Equipment or system break-in procedures.
 - c. Routine and normal operating instructions.
 - d. Regulation and control procedures.
 - e. Control sequences.
 - f. Safety procedures.
 - g. Instructions on stopping.
 - h. Normal shutdown instructions.
 - i. Operating procedures for emergencies.
 - j. Operating procedures for system, subsystem, or equipment failure.
 - k. Seasonal and weekend operating instructions.
 - l. Required sequences for electric or electronic systems.
 - m. Special operating instructions and procedures.
5. Adjustments: Include the following:
- a. Alignments.
 - b. Checking adjustments.
 - c. Noise and vibration adjustments.
 - d. Economy and efficiency adjustments.
6. Troubleshooting: Include the following:
- a. Diagnostic instructions.
 - b. Test and inspection procedures.
7. Maintenance: Include the following:
- a. Inspection procedures.
 - b. Types of cleaning agents to be used and methods of cleaning.
 - c. List of cleaning agents and methods of cleaning detrimental to product.
 - d. Procedures for routine cleaning
 - e. Procedures for preventive maintenance.

- f. Procedures for routine maintenance.
 - g. Instruction on use of special tools.
8. Repairs: Include the following:
- a. Diagnosis instructions.
 - b. Repair instructions.
 - c. Disassembly; component removal, repair, and replacement; and reassembly instructions.
 - d. Instructions for identifying parts and components.
 - e. Review of spare parts needed for operation and maintenance.

PART 3 - EXECUTION

3.1 PREPARATION

- A. Assemble educational materials necessary for instruction, including documentation and training module. Assemble training modules into a training manual organized in coordination with requirements in Division 01 Section "Operations and Maintenance Data."
- B. Set up instructional equipment at instruction location.

3.2 INSTRUCTION

- A. Engage qualified instructors to instruct Owner's personnel to adjust, operate, and maintain systems, subsystems, and equipment not part of a system.
 - 1. Owner will furnish Contractor with names and positions of participants.
- B. Scheduling: Provide instruction at mutually agreed on times. For equipment that requires seasonal operation, provide similar instruction at start of each season.
 - 1. Schedule training with Owner with at least seven days' advance notice.
- C. Training Location and Reference Material: Conduct training on-site in the completed and fully operational facility using the actual equipment in-place. Conduct training using final operation and maintenance data submittals.

END OF SECTION

SECTION 13 3413 - PRE-ENGINEERED GREENHOUSE

PART 1 GENERAL

1.1 GENERAL

- A. The intention of this part of the specification is to spell out the furnishing and erecting of the greenhouse superstructure including; all glazing, interior walls, entry framing, doors, door hardware, and ventilation shown in the plans or hereinafter described, the following work shall be the responsibility of the Greenhouse Contractor.
- B. There is no intention in the following portions of this specification to cover concrete, grouting, masonry construction of description, plumbing, electrical work, either supply or control wiring, nor utility connections. These fields and related work shall be the responsibility of the General Contractor or selected Sub-contractors exclusive of the Greenhouse Contractor.

1.2 QUALITY ASSURANCE

- A. The greenhouses shall be erected by the manufacturer or their qualified greenhouse specialty contractor with at least five (5) years experience in building greenhouses of the type specified, similar in size and complexity.
- B. Provide structural drawings and calculations sealed by a registered professional engineer legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of kind indicated. Engineering services are defined as those performed for installations of greenhouses that are similar to those indicated for this Project in material, design, and extent.
- C. Materials shall be of the finest of their respective type or grade

1.3 DESIGN CRITERIA

- A. Standard loads specified below: PER CODE
 - 1. Roof Snow load – 21 psf per IBC.
 - 2. Ground Snow Load 30 psf per IBC.
 - 3. Ultimate Design Wind Speed – 115 mph, Surface Roughness C
 - 4. All structures shall be designed to requirements of state/local building codes. If state/local codes require greater Loading than above, appropriate structural changes must be made.
- B. In addition to the above, roof bars shall be required to carry a 100 lb. concentrated load at the center of any span.
- C. Structure shall be designed in accordance with current Aluminum Association "Specifications for Aluminum Structures". The maximum allowable deflection shall be 1/120 of the span. Structure shall include adequate bracing for the lateral support of structural members and framing, and for stability of the structure for the resistance to wind forces. Bottom chord members as well as other truss and rafter members shall be adequate to resist compressive loads produced by horizontal wind loads and roof uplift produced by wind.

1.4 SUBMITTALS

- A. Shop Drawings and Product Data: Submit in accordance with Section 01 3000.
 - 1. Clearly indicate greenhouse dimensions, materials, components, fasteners, doors, hardware, equipment, supplementary support or bracing, and controls,

2. Include structural analysis data and shop drawings signed and sealed by qualified professional engineer responsible for their preparation registered in State of the project.

1.5 DELIVERY, STORAGE AND HANDLING

- A. Do not deliver materials or assemblies to site until installation spaces are ready to receive installation.

PART 2 PRODUCTS

2.1 ACCEPTABLE MANUFACTURERS

- A. Drawings and specifications are based on an Aluminum greenhouse as manufactured by Albert J. Lauer Inc. of Farmington, MN. www.ajlauer.com Albert J. Lauer Inc. Aluminum greenhouse is the standard of quality for this specification. Equal quality greenhouse of another manufacturer, provided they meet all of the requirements of these specifications as well as sizes and spacing, may be submitted for substitution and approval prior to Bid Date.
- B. Other Acceptable Manufacturers:

2.2 MATERIALS

- A. All primary framing shall be 6061-T6 and 6063-T6 alloys. All aluminum flashing shall be 3003-H14 alloy. Framing shall consist of aluminum trusses on 10'-0" centers spanning the full width of the structure and with a 6/12 roof pitch. Aluminum shall be mill finish with appropriate heat treatment. No castings, either of aluminum or aluminum alloy, shall be permitted for joining structural members at joints subject to stress in which tensile strength is a factor.
- B. Sidewall columns shall be attached to top of foundation wall or knee wall on slab with epoxy set. anchor bolts, screw type anchor bolts (Tapcons). Drilling for anchors and setting of anchor bolts to be by the greenhouse manufacturer.

2.3 EXPANSION CONTROL

- A. Suitable expansion joints shall be provided in all longitudinal members to accommodate longitudinal expansion in the aluminum.
- B. Design of glazing system shall allow for expansion and contraction of acrylic sheets.

2.4 ALUMINUM FRAME

- A. Truss members and connection plates shall be aluminum. Special care shall be taken in the fabrication of this aluminum work, and all tolerances shall be held to an absolute minimum in order to secure proper fit of the aluminum members specified.
- B. Aluminum columns shall be furnished and placed through the length of the green house and across all partitions and gables as required. Columns shall be punched, or drilled to attach required aluminum members.
- C. Aluminum rafters shall be furnished and placed in the roof of the greenhouse, extending from the eave or gutter to the ridge. If ridge vents are provided, rafter extends from the eave or gutter to the vent header.
- D. Aluminum purlins in the roof, of the size required shall be furnished and connected to supporting members. Purlins shall be prefabricated before shipment for the attachment of glazing bars.

- E. All structural members and glazing bars/mullions will be affixed to each other using SS or Hot-dipped galvanized fasteners appropriately sized.
- F. Provide all other structural members, bracing, clips, and fasteners not mentioned above but required to complete the framework of the greenhouse.

2.5 RIDGE

- A. An extruded aluminum ridge shall be furnished and placed at the peak of the structure. Ridge shall be provided with continuous socket hinge to receive ridge vents or fixed roof glazing.

2.6 GABLE-END RAFTER

- A. Specially extruded gable and corner trim shall be provided to receive roof glazing bar, vertical side and gable glazing and glazing bars. The gable and corner trim shall be neatly mitered and spliced at the ridge to provide a smooth detail at this point. These shall be securely fastened to the structural members, forming the gable end.

2.7 WALL AND VENT SILLS

- A. Extruded aluminum sills shall be provided where required. Sills shall be capable of receiving side vents or fixed glazing.

2.8 GLAZING BARS

- A. Extruded aluminum glazing bars shall be installed on 48" centers and properly attached to structure. System to include aluminum bar caps with santoprene gaskets Caps shall be designed to exert a uniform, but not excessive pressure on the entire length of the glazing panel. Bar caps shall be held in place with #12 x 3/4" stainless steel hex head screws with stainless steel bonded washer.

2.9 RIDGE & SIDE WALL VENTS

- A. Provide independent continuous double ridge & side wall vents.
- B. All vents shall operate with rack & pinion arms on 1.315" diameter galvanized steel drive shaft.
- C. Shaft hangers with self-lubricating sinterbronze bearing shall be provided to support vent drive shafts.
- D. Racks attach to bottom rail of vents with aluminum clips and stainless steel bolt or cotter pins. No less than two sets of rack and pinion arms shall be provided for each bay per run of vents.
- E. Drive motors: Lock EWA-50.0503 120v/1ph

2.10 VENT SCREENS

- A. Screens shall be provided where indicated on the drawings. Screen rails shall be 5/16" x 7/8" mill finish extruded aluminum with a groove to receive a vinyl insert to hold 16 x 18 aluminum mesh in place.
- B. Screen frames shall be assembled with die cast aluminum corners and designed to allow for re-screening of units in the field.
- C. Brush seals shall be provided at ends of screen frames where vent operator arms penetrate.

2.11 DOORS AND FRAMES

- A. Doors shall be sizes as indicated on drawings, with half lite glazing unless otherwise specified. Door shall be Plyco Series 99 insulated door with SS fixed pin hinges and HD closure with hold open arm.

2.12 GABLES

- A. Gables with fixed gables from sill to end rafter shall be constructed in a similar manner to the roof and sides using extruded aluminum shapes and glazed with the same materials.

2.13 GLAZING / INSULATED PANELS

- A. All exterior Glazing shall be ROHM ACRYLITE 16mm Resist High Impact Acrylic "Clear" double skinned sheets Panels shall be furnished in continuous sections in each slope of the roof and in sidewall and gable areas. Full 47 1/4" wide panels to be used wherever possible.
- B. Greenhouse manufacturer must be an authorized distributor and installer of ROHM ACRYLITE products or approved equal.

2.14 HORIZONTAL AIR FLOW FANS

- A. Provide 2 units Schaefer 12" HAF Model VK12 115v

2.15 HEATING DIVISION 23

- A. Unit Heaters by Mechanical Contractor. MC to coordinate with Greenhouse contractor on penetrations for exhaust and hanging unit heaters from greenhouse structure.

2.16 ENVIRONMENTAL CONTROL SYSTEM

- A. Furnish and install a Wadsworth Control Systems, Inc. multiple zone greenhouse environmental control system utilizing touch screen capability for ease of use.
- B. The computerized control system shall be housed in a corrosion resistant gasketed cabinet.
- C. The cabinet shall have a built in polycarbonate window for quick view of the main screen.
- D. The cabinet shall have a key locked door. With ability to access wiring behind the touchscreen for electrical hookup.
- E. An industrialized 7" touchscreen.
 - 1) Overall dimensions are 7.17" x 4.77" shall be made of one piece of continuous glass extending a 1/2 inch beyond the touchable screen area for easy access to edges of the viewing area.
 - 2) Active touch area of 6.0" x 3.6" (screen size of 7.0" diagonal) with a screen resolution of 800 x 480pixels (WVGA) including a capacitive touch sensor allowing simultaneously tracking two points with a minimum touch diameter of 0.28".
 - 3) The screen shall be backlit with white LED for easy viewing in dark locations. Brightness shall support good viewing in sunlight.
 - 4) Input power shall be low voltage consisting of 5VDC – 2A.
 - 5) Supported connections include:
 - a) Connection to the I/O modules through built in RS-485 port.
 - b) Internet connectivity is possible through a RJ-45 connector of 10/100/1000 Mbps
 - 6) The central processing unit (CPU) of the controller is a 1GHz ARM Corex-A9.
 - 7) Memory storage:
 - a) 4GB iNAND Flash Internal storage for operating system
 - b) 512MB DDR3 RAM built-in program
 - c) 16GB micro SD card for greenhouse environmental settings and data
 - 8) The operating system running is Android OS v4.2.2.

- 9) Operating environmental conditions
 - a) Temperature: 32°F - 113°F (0°C - 45°C)
 - b) Relative humidity 10% - 90% non-condensing.

F. A Graphical User Interface (GUI)

- 1) Main screen showing each greenhouse zone temperature and color indication for active heating, cooling or set point behavior.
- 2) Main screen showing weather data including picture identification of current conditions.
- 3) Direct access to each zones equipment list and live data from the main page.
- 4) Up to 4 user definable time periods per zone.
- 5) Up to 3 levels of alarm settings per zone: Informational, Warning & Critical. Allowing any type of alarm to trigger the Alarm relay. With the ability to monitor: high/low temperature, high/low relative humidity, power failure, and fire.
- 6) User configurable sensor types for greenhouse environmental analysis. Sensors types include: 0-5VDC, 4-20mA, 0-5VDC pulse counter, or self-generating 0-5VDC signals.
- 7) Equipment state evaluation every 1-second. Sensor state evaluation every 5-seconds.
- 8) All data written to user expandable micro SD card.
- 9) Data charting for previous 7-days. User selectable data sets with equipment run status overlay, 2-finger zooming.
- 10) Weather station data is visible on all non-system setting screens.
- 11) Zone data is visible on all screens pertaining to that individual zone.

G. Contactor Panel

- 1) UL recognized contactor panel in a NEMA rated enclosure.
- 2) Input/Output Module
 - a) Power is 24VAC/DC – 1A.
 - b) Two communication ports supporting RS-485 with MODBUS communication protocol. Lightning protection for each port.
 - c) Inputs:
 - G.2.c.1. Eight (8) analog input channels with 12-bit resolution and overvoltage protection.
 - G.2.c.2. One (1) isolated digital input channel.
 - d) Outputs:
 - G.2.d.1. Twelve (12) output channels capable of providing 24VAC at 120mA for relay activation.
 - G.2.d.2. One (1) dedicated alarm relay to signal alarm condition.
 - G.2.d.3. Two (2) 0-10VDC analog output channels capable of sourcing 100mA.
 - e) Settings for the I/O Module are stored on non-volatile EEPROM memory.
 - f) Real Time Clock for keeping accurate time and date.
 - g) Indicating lights for each power source and network activity.
- 3) Twelve (12) DPDT relays for controlling equipment per I/O module.
- 4) Override switches for easy override control for each output relay.
- 5) Contactors as required per user's equipment.

2.17 GROW LIGHTING (ADD ALTERNATE 1)

- A. Grow lighting systems over each bank of tables shown on the plan for the greenhouse to be provided and designed by the greenhouse manufacturer. For this project (12) ParSource PhotoBio T 330W LED (120-277V) will be provided.
- B. Mounting Hardware. The use of aluminum or steel track will vary depending on the project. Necessary mounting hardware shall be provided with the calculation and drawing.

2.18 AUTOMATED IRRIGATION (**ADD ALTERNATE 2**)

- A. DRAMM. Drip irrigation system. System consists of a pressure compensated dripper system with each assembly to have a microvalve for optional shut-off. Drippers can either be drip stakes or weighted drippers and are connected to the main line through lateral drip lines, each fitted with a shutoff valve and flush valve. The system is set up as 1 zone, and includes a hand valve, filter, solenoid valve and pressure regulator. The flow rate for the system 1.76 gpm. Main water supply pipe and fittings not included with this quotation. Coordinate connection with Mechanical Contractor.

2.19 RETRACTABLE SHADE/HEAT RETENTION CURTAIN SYSTEM (**ADD ALTERNATE 3**)

C. General:

1. Independently motorized Shading, Cooling and Heat Retention Curtain System(s) designed for size as shown on the drawings.
2. Curtains are to travel simultaneously from truss to truss and have a peaked or "roofline" profile with a flat top.
3. Curtains are to be suspended from hooks which slide on stainless steel wires.
4. All curtains are sewn to size with suspension hooks factory installed.
5. Curtain fabric to be Harmony 5747 FR by LS Svensson.
Fabric is fire retardant with 55% shade factor

D. Motors and Controls:

1. Systems to be independently operated by drive motor Lock EWA-50.0503 120v/1ph
2. Primary and backup limit switches for each travel direction are to be integrally mounted into the motor.
3. Control panel is to be prewired for computer hookup, equipped with a manual override switch.

E. Drive System:

1. Drive cables to be stainless steel.
2. Drive cables are to be of a continuous length without any splices.
3. Driveline is to contain one driveline drum per drive cable which provides simple adjustment if required.

F. System Hardware:

1. All rotating components, i.e. bearing brackets and pulleys are to utilize pregreased double sealed ball bearings.
2. All hardware is to be corrosion protected by either galvanizing or plating.

G. System Sealing:

1. Proper sealing of the curtain system at the trusses is to be accomplished using truss mounted aluminum extrusions. Also fixed seal cloth must be affixed around shade panel edges to provide positive seal and "Heat Retention" properties.

2.20 BENCHES (**ADD ALTERNATE 4**)

- A. Provide (6) folding Leg aluminum benches with Durabench tops 49" x 97" and (2) fixed leg benches 24"x 20' each with aluminum legs, frames, and Durabench tops.

2.21 EVAPORATIVE COOLING (ADD ALTERNATE 5)

- A. Provide and set (2) PMI Trophy Evaporative Coolers – Side discharge - Model GH6801 with 3/4 hp / (2) speed, 115V
Include required non insulated duct through wall (Units must be UL Listed)
- B. Provide and install Alum. Dampers TAMCO Insulated Series 9000 Extended flange with Belimo NFBUP actuators
- C. Provide appropriate contactors and control through the greenhouse environmental control system to operate the Fan 2 speeds, cooler pump and damper actuators.
- D. Evaporative coolers to be mounted on aluminum framework mounted to the kneewall.
Aluminum stand framework to be delivered and installed by greenhouse manufacturer/installer.
- E. Wiring and water supply by related trades. Coordinate with Mechanical and Electrical contractors.

PART 3 EXECUTION

3.1 INSTALLATION

- A. Drilling and setting of anchor bolts is to be by greenhouse manufacturer.
- B. Install entire system and all components in strict accordance with manufacturer's recommendations.

3.2 DISSIMILAR MATERIALS

- A. Separate aluminum from cementitious material with polyurethane or asphaltic coating.

3.3 FLASHING

- A. All flashing and counter-flashing shall be furnished and placed by the sheet metal contractor.
Drawings establishing flashing line shall be furnished by the Greenhouse Contractor. All flashing and counter-flashing shall be aluminum.

3.4 INSTRUCTION

- A. In addition to a minimum of one (1) site visit by greenhouse manufacturer project management, greenhouse manufacturer shall instruct Owner on use of greenhouse and systems

3.5 ADJUSTING AND CLEANING

- A. Maintain a clean working environment during construction both inside and outside. Thoroughly clean and adjust all equipment.
- B. Remove surplus materials and debris from site.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Specification Format

1. These Specifications are written in imperative and abbreviated form. This imperative language of the technical sections is directed at the Contractors, unless specifically noted otherwise. Incomplete sentences shall be completed by inserting "shall", "the Contractor shall", and "shall be", and similar mandatory phrases by inference in the same manner as they are applied to notes on the Drawings. The words "shall be" shall be supplied by inference where a colon (:) is used within sentences or phrases. Except as worded to the contrary, perform all indicated requirements whether stated imperatively or otherwise.
2. Three Part Format
 - a. "Part 1.0 - General": Covers those areas which relate to the Work, and which define the general administrative and technical requirements specific to a particular section.
 - b. "Part 2.0 - Products": Defines, in detail, the acceptance equipment and materials to be incorporated into the Work.
 - c. "Part 3.0 - Execution": Describes, in detail, the manner in which items covered by Part 2 are to be incorporated into the Work.
3. Where Codes, Specifications and Drawings are in conflict, the Contractor will be deemed to have bid the more expensive method. Refer all such discrepancies immediately to the Engineer prior to commencing related work.

B. Definitions

1. "Furnish" - Supply equipment as required by these Drawings and Specifications, delivered to the job site for installation or use by others.
2. "Install" - Fix in position for total operational use all apparatus as shown, specified or required. Provide all miscellaneous fittings and wiring supplies.
3. "Or Approved Equal" - Equipment or materials selected by Contractor subject to Engineer's acceptance.
4. "Or Equivalent" - Equipment or materials selected by Contractor matching the function and performance of equipment or materials listed.
5. "Provide" - Furnish and install in place, total and operational.
6. "Manufacturer's Representative" – person properly trained/certified for the specific equipment and a regular employee of the Manufacturer, the Manufacturer's Representative Agency, a third party specializing company, or the selling distributor.
7. "Substantial Completion" - The date when the project has been completed, inspected, and accepted by the Engineer and Owner.

C. Work Included

1. Provide labor, equipment and materials in connection with Work specified and shown on Drawings.
2. Work of this Division is subject to requirements of Instructions to Bidders, General Conditions, Supplementary Conditions, Division One, and all other sections of this Specification.
3. Examine site and all Contract documents prior to submittal of bid.

D. Work Installed But Furnished Under Other Directives

1. Provide service for electrically operated equipment not specified in Division 26 & 27. Verify size and locations of such connections by securing all rough-in requirements from the equipment supplier.
2. Equipment requiring electrical service shall be furnished with motors, special controls and remote electrical devices as specified in other Divisions.
3. Verify extent of controls and devices furnished by referring to Divisions where Work is specified.
4. Provide disconnects, starters, control devices, thermal units, fuses, switches and all necessary power and control wiring. Include the installation of remote electrical devices furnished separately with the equipment. Provide identification for remote devices as directed by the Engineer.
5. Contractors of other Divisions providing electrically operated equipment shall verify with the Electrical Contractor the proper voltage and phase before releasing equipment for shipment.
6. Unless otherwise specified, Contractor responsible for furnishing such equipment is also responsible for setting in place.

1.2 ALTERNATES

A. General

1. The work of this Section is affected by the Alternates described in this Specification.

B. Alternate E-1 – Crop Lighting

1. The Owner wishes to know in advance the possible cost to add the greenhouse grow lights.
2. Base Bid: Provide the cost to:
 - a. Provide, wire and install all type A1 fixtures and receptacles.
 - b. Provide electrical connections for greenhouse environmental control panel.
 - c. Provide electrical connections and control wiring for unit heaters, horizontal air flow fans.
 - d. Provide wiring from outside weather station to greenhouse environmental control panel.
3. Under Alternate Bid E-1 on the Bid Form, state the Contract Sum to install and wire the greenhouse grow lights.

C. Alternate E-2 – Automated Irrigation

1. The Owner wishes to know in advance the possible cost to add an automated irrigation system.
2. Base Bid: Provide the cost to:
 - a. Provide, wire and install all type A1 fixtures and receptacles.

- b. Provide electrical connections for greenhouse environmental control panel.
 - c. Provide electrical connections and control wiring for unit heaters, horizontal air flow fans.
 - d. Provide wiring from outside weather station to greenhouse environmental control panel.
 3. Under Alternate Bid E-1 on the Bid Form, state the Contract Sum to wire the automated irrigation system.
- D. Alternate E-3 – Automated Shade/Heat Retention
 1. The Owner wishes to know in advance the possible cost to add automated shade/heat retention curtains.
 2. Base Bid: Provide the cost to:
 - a. Provide, wire and install all type A1 fixtures and receptacles.
 - b. Provide electrical connections for greenhouse environmental control panel.
 - c. Provide electrical connections and control wiring for unit heaters, horizontal air flow fans.
 - d. Provide wiring from outside weather station to greenhouse environmental control panel.
 3. Under Alternate Bid E-1 on the Bid Form, state the Contract Sum to wire the automated shade/heat retention curtains.
- E. Alternate E-4 – Planting Benches. No work under Division 26.
- F. Alternate E-5 – Evaporative Cooling
 1. The Owner wishes to know in advance the possible cost for two evaporative cooling units for the green house.
 2. Base Bid: Provide the cost to:
 - a. Provide, wire and install all type A1 fixtures and receptacles.
 - b. Provide electrical connections for greenhouse environmental control panel.
 - c. Provide electrical connections and control wiring for unit heaters, horizontal air flow fans.
 - d. Provide wiring from outside weather station to greenhouse environmental control panel.
 3. Under Alternate Bid E-1 on the Bid Form, state the Contract Sum to provide electrical connections for the two evaporative cooling units, to include control wiring from the greenhouse environmental control panel.

1.3 CONTINGENCY

- A. Use contingency only on issuance of Change Orders.
- B. Refer to Division 1 for the amount to include in the Electrical Bid.
- C. Money remaining in contingency at close of project will be credited to the Owner by Change Order.

1.4 SUBMITTALS

- A. Substitution and Prior Approval to Quote.
 - 1. The reference to manufacturer's name and catalog or model numbers shall be interpreted as establishing a standard of quality, not as limiting competition.
 - 2. Suppliers wishing to price material or equipment not referenced in Specifications or on Drawings shall apply in writing to Engineer for approval to quote. Electronic submittals shall be in PDF format. Include complete descriptive technical data on the proposed item consisting of: model numbers, type, size and performance characteristics. Procedure also applies to requests by Contractor. Self-addressed, stamped envelope required for return reply.
 - 3. The request for prior approval to quote shall be received in Engineer's office no later than 192 hours (eight days) prior to bid opening. All substitute items approved for quotation will be listed in Addenda sent to all planholders in advance of bid opening.
 - 4. Contractors choosing to use material or equipment other than those shown on Drawings or specified in detail, but approved for quotation, shall be responsible for physical dimensions and coordination. Architect, Engineer, or Owner will not be responsible for costs of necessary changes and additional work required by Contractor or any other trades.
 - 5. Substitutions will not be permitted after bid opening.
- B. Correspondence
 - 1. Direct all correspondence concerning Division 26 & 27 submittals to:

CHARLES MONSON
PRAIRIE ENGINEERING, P.C.
1905 17TH ST SE
MINOT, ND 58701
cmonson@prairieengineeringpc.com
- C. Shop Drawings
 - 1. Before any of the materials are delivered to the job, submit to Engineer via the Prime Contractor complete Shop Drawings for each item indicated.
 - 2. Include catalog numbers, performance data, dimensions and other descriptive information.
 - a. The actual part numbers and options for equipment to be utilized shall be highlighted to indicate exact equipment to be furnished.
 - b. Only include information relevant to the equipment being provided. Any extraneous

materials shall be removed prior to submittal.

3. Shop Drawings shall be in electronic PDF format and shall include catalog sheets showing all necessary information. Shop drawings shall be separated by specification section, and equipment from separate specification sections shall not be combined.
4. Shop Drawings shall be submitted under the appropriate specification section of the electronic submittal service being used. The shop drawing file for each section shall include the specification section number, section name, and revision number. Example: "262726 Wiring Devices REV 01".
 - a. If an electronic submittal service is not being used, shop drawings may be emailed to the Engineer at the email address indicated above. Emailed shop drawings shall not exceed 10 MB. If shop drawings exceed 10 MB, contact the Engineer to arrange for a file transmittal method.
5. Each Shop Drawing folder shall be **stamped, initialed, and dated**, on a cover sheet included in the PDF submittal by Division 26 Contractor to indicate they have thoroughly reviewed them in accordance with General Conditions. **Email message text not acceptable.**
 - a. If the Division 26 contractor is under a Prime Contractor, the Prime Contractor may also include a review stamp. However this does not relieve the Division 26 contractor from applying their review stamp.
6. Shop Drawings not in conformance with Specification will be returned to Prime Contractor without review.
7. A maximum of two reviews will be completed for each section. Additional submittals required due to lack of proper corrections being made may be subjected to review fees from the Engineer billed to the Division 26 contractor.

D. As-Built Drawings

1. Designate one set of clean blueprints at project site as As-Built Drawings. Make As-Built Drawings available to Engineer during project visitation.
2. As work progresses, Contractor's field supervisor shall mark As-Built Drawings in red pencil to indicate actual conditions of installation.
3. Show same general details as Drawings.
4. Give particular attention to marking actual locations of feeders and underground runs.
5. Affix all addendum and change order descriptions to appropriate as-built drawing sheet, utilizing spray adhesive.
6. Submit As-Built Drawings to Engineer along with Record Manuals at close of project in PDF format.
 - a. As-Built Drawings shall be submitted as one PDF file.
 - b. Record Manuals shall be submitted as one PDF file.
7. Provide minimum one hard copy of As-Built Drawings to the Owner.
8. Review Division 1 for additional requirements for hard copies of As-Built Drawings.

E. Record Manuals

1. Upon completion of Work of this Division and as condition of its acceptance, Contractor shall compile Record Manuals.
 - a. List project name, date, Contractor's name, address and telephone number on exterior label of each Record Manual.
 - b. Provide one electric PDF copy to Engineer for review.
 - 1) After electronic PDF copy is reviewed and approved, provide one hard copy of

- Record Manual to Owner. Include an index sheet indicating each major piece of equipment, supplier and supplier's telephone number. Provide tabbed dividers indicating major groupings of equipment.
- 2) Review Division 1 for additional requirements for hard copies of Record Manuals.
 - c. Record Manual information shall be included for all equipment/material where Shop Drawings are required. **Also include all installation, operation and maintenance data packaged with any equipment.**
 2. Turn over to Owner all spare equipment and devices specified and shown. List quantities on contractor letterhead or invoice, obtain signature of Owner's representative acknowledging receipt, and include with each Record Manual.
 3. Include one copy of formal instructional recordings, properly identified as to specification section.
 4. Include copy of State Electrical Board Wiring Certificate in each Record Manual.
 5. Include service equipment fault current calculation and step-down transformer fault current calculations in record manuals. Utility transformer fault current shall be calculated per Section 260553-3.3. Step-down transformer fault current shall be calculated per Section 262200-1.2. Provide in tabular form, as per the following example:

Transformer	kVA	Sec. Voltage	Phase	Impedance	Fault Current	Date Calculated
Utility	300	480	3	1.06%	34,043 amps	11/15/2016
T-1	150	208	3	3.8%	10,958 amps	11/15/2016

6. Calculate the available fault current (AFC) for the mechanical and electrical equipment listed and provide the information in tabular form, utilizing naming convention on the drawings.
 - a. HVAC Equipment 1HP and larger
 - b. Refrigeration Equipment
 - c. Elevator Equipment
 - d. Industrial Control Panels
 - e. Electrical Distribution Equipment
 - f. Branch Panelboards
 - g. MCC's.

7. Fault Current Table Format Example:

Equipment	Voltage	Phase	AFC at Equip.	Date Calculated
<u>AH-1</u>	480	3	5,289 amps	11/15/2016
<u>CU-1</u>	208	3	2,321 amps	11/15/2016

8. Transformer fault current table and equipment fault current calculation table shall be grouped together in the same tabbed section of the record manuals.

1.5 QUALITY ASSURANCE

A. Qualifications of Installers

1. For installation and testing, use only trained licensed and experienced workmen familiar with items required and manufacturer's recommended methods.

2. In acceptance or rejection of installed work, no allowance will be made for lack of skill on the part of the workmen.
3. To the maximum extent possible, retain the same supervisory personnel throughout the duration of the Work.

B. Licenses, Permits, Codes and Standards

1. Materials, workmanship and installation: comply with the latest editions of all applicable codes, local ordinances, industry standards, utility company regulations, insurance carrier requirements and these Specifications.
2. Codes and standards shall include, but not necessarily be limited to, the following:
 - a. Underwriters Laboratories (UL) or other Nationally Recognized Testing Laboratory (NRTL)
 - b. National Electrical Code (NEC)
 - c. National Fire Protection Association (NFPA)
 - d. Occupational Safety and Health Act (OSHA)
 - e. State and local wiring standards
 - f. Building and fire codes
3. The more stringent provisions shall govern where provisions of pertinent codes and standards conflict with these Specifications or Drawings. Where Codes, Specifications or Drawings differ with one another, the Contractor will be deemed to have bid the more expensive method. Refer all such discrepancies to the Engineer immediately.
4. Pertinent codes and standards shall not be cited to furnish less than specifically shown or specified.
5. Obtain and pay all permits, inspections, licenses and other charges pertaining to the Work. Upon completion of the Work, furnish proof of acceptance by proper agency having jurisdiction.

1.6 GUARANTEE AND WARRANTY

- A. Unless otherwise modified by other sections of this specification, contractor shall guarantee materials, workmanship and the proper operation of equipment for a period of one year. Warranty period shall begin at date of substantial completion, or date of specific equipment commissioning, whichever is later. Contractor shall correct all equipment, material and workmanship found to be defective or non-conforming to the contract documents without cost to Owner.
- B. Guarantee shall include trips to the project site by Contractor to adjust electrical equipment as required, ensuring it is operating as intended.
- C. Specified guarantee shall not relieve Contractor from liability arising from improper installation or non-compliance with applicable codes.
- D. Contractor shall include written warranty statement, indicating start and end dates of warranty period. Warranty statement shall be included with each copy of the Record Manuals.

1.7 CHANGES TO CONTRACT

- A. Any required changes to the contract after bid date shall be in accordance with General Conditions/Division 1 and this section. Where any discrepancies between the sections are encountered, the more restrictive section shall apply.
- B. Proposed changes shall be accompanied with complete substantiating documentation.
 - 1. Provide an itemized list of quantities for materials, equipment, and supplies.
 - a. Include unit costs for each item and extended price.
 - b. Include unit labor for each item and extended time.
 - 2. Provide subcontractor proposals that include the same substantiating documentation.
 - 3. Provide quotations from suppliers for any specially ordered equipment.
- C. Material costs shall be actual costs to the contractor, obtaining the materials through normal supply channels, including trade and quantity discounts. Utilizing “suggested pricing” from national pricing organizations for unit costs shall not be accepted. Upon request, the contractor or subcontractor shall submit evidence to substantiate the costs.
- D. Labor units shall be industry accepted standard labor hours to perform one unit of work. If the work is being performed in a location that is not considered to be standard working conditions for that specific task, additional labor shall be itemized.
- E. Labor rates shall be the actual rate paid for the workman category along with associated labor burden. Labor burden shall consist only of the mandatory fringe benefits, labor taxes, and labor insurances as affected by payroll. The owner reserves the right to reject any labor burden which is inconsistent with other similar contractors or where the fringe benefit cost is in excess of established labor agreements.
- F. Allowable markups for contractor and subcontractors
 - 1. Overhead on work performed by own forces: 12% maximum.
 - 2. Profit on work performed by own forces: 10% maximum.
 - 3. Commission on work performed by Subcontractors: 5% maximum.
 - 4. Sales tax.
 - 5. Bond and permit increases where applicable.
- G. No additional markups shall be allowed for:
 - 1. Field and/or office supervision/administration time.
 - 2. Tool burden.
 - 3. Shop burden.
 - 4. Overhead/Profit applied to work performed by others.
- H. Additional costs for travel and subsistence shall only be allowed if the proposal includes a request for extension of the completion date. Furthermore, those costs shall be proportional to the number of working days of the extension.
- I. Subcontractors shall compute their costs in the same manner as the contractor. Subcontractors are subject to the same markup constraints as described herein.

- J. For changes resulting in credit to the costs, no restocking fees for materials shall be applied by the contractor or subcontractors.

1.8 TEMPORARY FACILITIES

- A. Refer to Special Conditions and/or Division 1 for details of temporary facilities.

1.9 APPLICATIONS FOR PAYMENT

- A. Refer to Division 1 “Applications for Payment”.
- B. Provide one additional copy, sent directly to the Engineer.
- C. Format and content:
 - 1. When included with the Bid, the following categories shall be indicated on the application for payment:
 - a. Project mobilization.
 - b. Demolition.
 - c. Service & Distribution (all switchgear, panels, transformers, motor control centers, and loose control/disconnects, installed in place).
 - d. Lighting (all fixtures and lamps, installed in place, including pre-fabricated wiring system).
 - e. Wiring Devices (all switches, receptacles, and plates, except voice-data, installed in place).
 - f. Equipment Connections (HVAC, elevator, food service, etc, connected in place).
 - g. Basic Materials (all conduit, wire, boxes, supports, fittings, grounding materials, except special systems and voice-data cabling systems, installed in place).
 - h. Fire Alarm & Detection (all system equipment, installed in place).
 - i. Special Systems (all system equipment and cabling, installed in place, broken out by Specification Section. Examples include Clock and Program, Intercom, Nurse Call, Public Address, Sound Reinforcement, Rescue Assistance, TV Signal Cabling, Architectural and Theatrical Lighting Controls, and the like).
 - j. Generator (all system equipment, installed in place).
 - k. Voice-Data Cabling Systems (all system equipment, installed in place).

PART 2 – PRODUCTS

2.1 MATERIAL

- A. Material and equipment shall be as shown or specified. Provide material not specifically described but required for a complete and proper installation of the Work, subject to the acceptance of the Engineer.
- B. All material and equipment shall be new when delivered to the job and be listed by a Nationally Recognized Testing Laboratory (NRTL).
- C. Owner will not be liable for material installed in non-compliance with codes, standards, and these Contract Documents.

2.2 PRODUCT HANDLING

A. Protection

1. Use all means necessary to protect the materials of this Division before, during and after installation and to protect the installed work and materials of all other trades.

B. Replacements

1. In the event of damage, immediately make all repairs and replacements necessary to the approval of the Engineer and at no additional cost to the Owner.

PART 3 – EXECUTION

3.1 GENERAL

- A. Engineer, Architect, or Owner shall not be responsible for the means, methods, techniques, sequences or procedures of construction selected by Contractor.
- B. Engineer, Architect, or Owner shall not be responsible for safety precautions and programs incidental to work of Contractor.
- C. It is the sole responsibility of Contractor to initiate, maintain, and supervise all safety precautions and programs in connection with the Work.

3.2 SURFACE CONDITIONS

- A. Prior to work of each Section of Division 26, 27, & 28, carefully inspect the installed work of all other trades and verify that all such work is complete to the point where this installation may properly commence.
- B. Verify that work of this Division may be installed in accordance with all pertinent codes, regulations and standards.

3.3 COORDINATION

- A. Order material in a timely fashion to assure it is on the job site when required.
- B. Coordinate installation of material with schedule of other trades to prevent unnecessary delay in construction schedule.

3.4 DISCREPANCIES, CONSTRUCTION CONFLICTS AND DRAWINGS

A. Discrepancies

1. Prior to submitting bid, Contractor shall refer any apparent discrepancies or omissions to Engineer for clarification.
2. The Architect, Engineer or Owner will not be responsible for any oral instructions or modifications to the contract documents prior to opening of bids.
3. Written interpretation or clarification will be made by Addenda.

B. Construction Conflicts

1. Conflicts discovered during construction shall be immediately called to the attention of the Engineer for decision.
2. Do not proceed with installation in area of question until conflict has been fully resolved.
3. When so directed by Engineer, Contractor shall make minor adjustment to avoid interferences with other trades. Such minor adjustments shall be performed at no additional cost to the Architect, Engineer or Owner.

C. Drawings

1. Drawings indicate extent and general layout of electrical systems for project. Due to small scale, it is not possible to indicate all fittings and accessories that may be required. Provide such fittings and accessories as required to form a complete and operating system in general conformance with Specifications and Drawings.
2. Data indicated on Drawings and in these Specifications is as exact as could be secured, but absolute accuracy is not guaranteed.
3. Exact locations, distances, levels and other conditions will be governed by the structure. Field measurements shall take precedence over the Drawings. Use the Drawings and these Specifications for guidance. Secure the Architect's approval for all changes in locations.
4. Verify all measurements at site. No compensation will be made because of difference between locations shown on the Drawings and measurements at the building.
5. Refer to the architectural drawings for dimensions and locations of walls, partitions, doors, windows, ceiling heights, door swings and other details of construction.

3.5 UNDERGROUND UTILITIES

- A. Locations of existing underground utilities are based on available site information and are shown approximately. Contractor shall determine exact utility locations before commencing work and shall be responsible for repair of damages resulting from his construction activities.
- B. Trench and backfill for installation of underground conduits to depth shown or required. Remove any accumulated water in excavation by pumping. Shore and brace excavation as required by safety regulations. Provide temporary bridges to maintain normal traffic flow. Excavation and backfill required by electrical installations shall be accomplished in accordance with Earthwork Specifications by this Contractor.

3.6 CUTTING AND PATCHING

- A. Carefully lay out all work in advance to minimize cutting, channeling or drilling.
- B. Where necessary, all such cutting and patching shall be done in a manner approved by Architect.
- C. Restore damaged surfaces to their original condition by skilled mechanics of the trade involved. Contractor at fault shall assume all cost.
- D. Use only rotary type drilling tools to cut concrete.

- E. Do not endanger the stability of the structure. Do not at any time cut or alter work of any other Contractor without Architect's consent.

3.7 TESTS

- A. Perform all tests as required by Engineer during construction and as described in other Sections of these Specifications.
- B. Testing of entire installation shall be completed before final inspection.

3.8 INSTRUCTIONS

- A. After all required approvals of the Work have been obtained; demonstrate the operation and maintenance of all electrical equipment to the Owner's personnel.
- B. Provide written and oral operating and maintenance instructions to Owner's representatives. The oral instructions shall be given before the Owner occupies the buildings. Instructions to include all building's electrical systems and equipment.
- C. Copies of written operating and maintenance instructions shall be included with each Record Manual.
- D. Electrical Contractor shall coordinate with Owner at Owner's convenience, formal instruction time for contractor personnel to instruct Owner's Representatives on all equipment. Provide similar equipment supplier's instructions where specified thus. Formal instruction to occur with each Record Manual, being referenced to and a part of the Manual.
- E. Formal instructions shall be recorded when required by other Sections of this Specification by this Contractor. Format shall be digital media capable of being played on Windows or Mac operating systems, or shall be submitted on a USB storage device.
 - 1. Electronic PDF files for the as-built drawings and record manuals shall also be included on the USB storage device with the formal instructions.

3.9 CLEAN UP

- A. Remove all scrap material left on job during and after installation of Work.
- B. All equipment having finished paint surfaces shall be examined upon completion for scratches and other damage. Touch up all surfaces as required with paint of color to match factory finish.
- C. Perform all cleaning as required by other Sections of Division 26 & 27.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. Provide work in remodeled area as shown on Drawings and Specifications.

B. Existing Conditions

1. Visit existing buildings before submitting bid and become familiar with all pertinent existing conditions. Make allowance in bid for all pertinent existing conditions. No Change Orders will be issued:
 - a. For Contractor's failure to visit site and acquaint himself with existing conditions.
 - b. For any portion of remodeled work necessary for complete installation of systems shown.
 - c. Due to Contractor's lack of understanding of amount of work or difficulty of work involved.

PART 2 – PRODUCTS

2.1 See following sections of this Specification.

PART 3 – EXECUTION

3.1 GENERAL

- A. Wiring in existing building shall remain except as noted on Drawings or specified.
- B. Verify existing conditions relative to work involved and make allowances thereto.
- C. Balance additional loads to existing circuitry between phases.
- D. Furnish a revised, typed panel directory on existing panelboards where circuitry is changed.

3.2 CUTTING AND PATCHING

- A. Carefully lay out all work in advance to minimize cutting, channeling or drilling.
- B. Where necessary, all such cutting and patching shall be done in a manner approved by Architect.
- C. Restore damaged surfaces to their original condition by skilled mechanics of the trade involved. Contractor at fault shall assume all costs.
- D. Use only rotary type drilling tools to cut concrete.
- E. Do not endanger the stability of the structure. Do not at any time cut or alter work of any other Contractor without Architect's consent.

3.3 REMOVAL AND/OR REUSE OF EXISTING MATERIALS AND EQUIPMENT

- A. Remove or relocate existing conduits, wires, equipment, devices or fixtures indicated on Drawings or as required.
- B. Remove any existing non-active voice/data cables including trunk cables, and any other special systems cables in the entirety. Verify with Owner prior to removal.
- C. Remove any existing exposed abandoned raceways, including those above accessible ceiling finishes in their entirety. Verify with Owner prior to removal. Where complete conduit removal is not feasible, cut conduit flush with walls and floors, and patch surfaces.
- D. Provide additional code-mandated supports on any remaining (existing prior to project and located within the remodel area) unsupported raceway systems or communications cabling including fiber optic, voice/data and special systems.
- E. Where existing multi-wire lighting and power branch circuits are modified in any way, it is this Contractor's responsibility to provide additional grounded (neutral) conductors as required between the electrical panelboard and existing circuit devices. Circuit breaker tie-handles are not acceptable. In the event that existing raceways are not properly sized to accommodate the required additional conductors, new raceway shall be installed.
- F. Where the reuse of existing conduits, wires, and devices, or fixtures is permissible, verify that wiring is continuous. Existing outlet or junction boxes shall not be rendered inaccessible by structural changes made to the building.
- G. Verify that no devices are cut off from power source unless specifically noted.
- H. Existing equipment which is indicated as being removed and not indicated for reuse shall remain the property of the Owner, stored as directed. Remove and dispose any material the Owner does not wish to retain, except fluorescent lamps and ballasts.
- I. Do not break, dump or otherwise destroy removed fluorescent and HID lamps, due to possible mercury contamination. Removed lamps are to be recycled and converted by an EPA-Licensed company regularly engaged in this business, and offering this service in accordance with all EPA, State, and Local Regulations:

Green Lights Recycling, Inc.
10040 Davenport Street NE
Blaine, MN 55449
(763) 785-0456

Recycle Technologies
4000 Winnetka Ave. N
Minneapolis, MN 55427
(800) 969-5166

Waste Management Lamp Tracker, Inc.
10050 Naples St NE
Blain, MN 55449
(800) 664-1434

or equivalent as selected by the Contractor.

All associated recycling costs shall be included in this Contract. Recycler shall provide Owner with a Certificate of Conversion, indicating Owner's manifested lamps have been properly recycled and converted. Comply with recycler's packing and shipping instructions.

- J. Do not dump or otherwise destroy removed ballasts, due to possible PCB contamination. Removed ballasts are to be destroyed by an EPA Licensed company regularly engaged in this business, and offering this service in accordance with all EPA, State, and Local Regulations:

Green Lights Recycling, Inc.
10040 Davenport Street NE
Blaine, MN 55449
(763) 785-0456

Recycle Technologies
4000 Winnetka Ave. N
Minneapolis, MN 55427
(800) 969-5166

Waste Management Lamp Tracker, Inc.
10050 Naples St NE
Blain, MN 55449
(800) 664-1434

or equivalent as selected by the Contractor

All associated destruction costs shall be included in this Contract. Recycler shall provide Owner with a Certificate of Destruction, indicating Owner's manifested ballasts have been properly destroyed. Comply with packing and shipping instructions.

- K. Assume existing equipment and fixtures shown to be reused are in good working condition and can be installed without any repairs or, if in unusable condition, notify the Architect for decision. Contractor shall be responsible for any damage by his personnel to equipment in removal or handling.
- L. Provide blank plates as required at existing rough-ins not being re-used.
- M. Clean fixtures and other equipment removed and indicated for reuse. Provide new lamps for reused fixtures.

3.4 CONTINUITY OF SERVICE

- A. Existing building will be in use during construction. Schedule and carry out work for a minimum of inconvenience to the Owner.
- B. All service interruptions shall require a prior approval by Owner. Confine interruptions to the smallest area possible.
- C. Verify that automatically controlled, electrically operated equipment is returned to the same operating condition which existed prior to interruption.

3.5 ASBESTOS

- A. Contractor is assumed to be knowledgeable about Federal, State, and Local requirements with respect to asbestos issues.
- B. Avoid disturbance of any asbestos-containing material (ACM) within the construction area or elsewhere on the site.
- C. Verify with Owner's "Asbestos Survey and Management Plan" the extent (if any) of existing asbestos.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. Provide a complete system of conductors enclosed in a raceway.

1.2 SUBMITTALS

A. Record Drawings

1. Maintain accurate record drawings in accordance with Section 260500.

PART 2 – PRODUCTS

2.1 CONDUCTOR

A. Copper

1. Soft drawn, annealed.
2. Conductivity of not less than 98% pure copper.
3. Insulated for 600 volt service.
4. #10 AWG and smaller: Solid, THWN/THHN.
5. #8 AWG and larger: Stranded, THWN/THHN.
6. Provide USE where required by Code.

B. MC Cable

1. MC cable is not acceptable for use as a wiring method.

2.2 SPLICES

- A. #10 AWG and smaller: Scotchlock Y, R or G as manufactured by 3M Company, or equivalent.
- B. #8 AWG and larger: Compression type, as manufactured by Anderson, Burndy, Thomas and Betts Company, or equivalent.

2.3 LUBRICANT

A. General

1. NRTL-listed.
2. Flame resistant
3. Compatible with conductor insulation.

B. Acceptable Manufacturer

1. As selected by Contractor.

PART 3 – EXECUTION

3.1 INSTALLATION

A. General

1. Install in accordance with Code, product listing, and manufacturer's recommendations.
2. Install wire and cable in Code-conforming raceways after moisture and debris is swabbed from conduit.
3. Refer to system specified for conductor's peculiar to that system.
4. Conductor sizes: Standard AWG, #12 minimum unless otherwise indicated.
5. Fixture taps: minimum #16 AWG.
6. Conductor temperature ratings: Compatible with the equipment to which it is to be connected. Refer to product listing.
7. Make conductor length for parallel feeders identical.
8. Derate ampacities as required for high ambient temperatures or conductor fill.

B. Color

1. Multi-wire (shared neutral) circuits.
 - a. 120/208 volt
 - 1) Phase conductors: Black, red or blue.
 - 2) Grounded conductor (neutral): White.
 - 3) Grounding conductor: Green or bare.
2. Separate neutral circuits:
 - a. 120/208 volt
 - 1) Phase conductors: Black, red or blue.
 - 2) Grounded conductor (neutral): White with stripe colored to match phase.
 - 3) Grounding conductor: Green or bare
3. Switch legs: Same as phase conductors.
4. 120 volt isolated ground circuits:
 - a. Phase conductor: Orange.
 - b. Grounded conductor (neutral): White with orange stripe.
 - c. Grounding conductor: Green with yellow stripe.

C. Splices

1. Eliminate wherever possible.
2. Made only at outlet or junction boxes.
3. Obtain special permission from Engineer for any splices in feeder conductors.

D. Voltage Drop

1. Increase size of circuit wiring in accordance with NEC 210.19(A)(1), fine print note, No. 4.
2. Use #10 AWG minimum for all home run conductors longer than 75 feet on 120/208/240 systems and 150 feet on 277/480 systems.

3.2 TESTS

- A. After equipment and wiring is installed, and before it is energized, test all power circuits with a megohmmeter for insulation resistance, phase-to-phase and phase-to-ground faults.
- B. Before testing, disconnect all equipment that might be damaged by the test voltages.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. Bond and ground all electrical equipment in accordance with National Electrical Code, State/Local Codes, these Specifications and as shown on Drawings.

B. Description of System

1. The service equipment, conduit systems, supports, cabinets and neutral conductor shall be solidly grounded and bonded in accordance with National Electrical Code to form a permanent effective and continuous grounded system.

PART 2 – PRODUCTS

2.1 GROUND RODS

- A. Steel with a metallurgically bonded outer layer of electrolytically applied copper.
- B. Minimum 1/2" diameter 10 foot length, unless otherwise indicated.
- C. Sectional rods not permitted.
- D. Manufacturer: ERITECH or equivalent.

2.2 GROUND ROD CLAMPS

- A. Ground rod clamps shall be high strength silicone bronze.
- B. Manufacturer: ERITECH or equivalent.
- C. At Contractor's option, exothermic welding (CADWELD) or impact compression (ERITECH Hammerlock) may be used in place of ground rod clamps.

2.3 WATER PIPE GROUND CLAMPS

- A. Steel U-bolt with bronze saddle.
- B. Thomas and Betts Company 3900 series or equivalent.

2.4 REBAR GROUND CLAMPS

- A. Bronze alloy construction.
- B. Sized as required by rebar stub out.
- C. Eritech RC or EK series as required by local authority. Equivalent products by Thomas and Betts acceptable.

PART 3 – EXECUTION

3.1 GENERAL

- A. **Grounding conductors not shown or included on floor plans.**
- B. **When required, increase trade size of raceway accordingly.**
- C. Aluminum not acceptable for use as a grounding conductor.

3.2 EQUIPMENT GROUNDING CONDUCTOR

- A. Non-metallic conduit: Sized in accordance with NEC, except as further modified by this Specification.
- B. Flexible Metal Conduit, Liquidtight Flexible Conduit.
 - 1. Other than for connection of 120 volt recessed luminaires, not acceptable for use as means of grounding.
 - 2. Provide bonding jumper sized in accordance with NEC around all flexible conduits. Use fittings having lugs for termination of jumper.
 - 3. Spiral wrap not acceptable. Lay along surface, secured with cable ties.
 - 4. Bonding jumper maximum length: 6'.
 - 5. Bonding jumper not required where separate equipment grounding conductor is used.
- C. Branch Circuits
 - 1. **Separate equipment grounding conductor required for each raceway.**
 - 2. Size: per NEC 250.122.
 - 3. Bond to grounding bars, junction boxes and luminaire grounding screws.
 - 4. Field install grounding screw in luminaire if not provided by factory.
- D. Feeders
 - 1. **Separate grounding conductor required.**
 - 2. Bond to grounding bars in switchboards, panelboards and motor control centers.
 - 3. Provide grounding bushing at both ends of all feeders utilizing metallic raceway.
 - a. Bond to grounding bars at both ends.
 - b. Size bonding jumpers to match equipment grounding conductor.
 - 4. Feeder Equipment Grounding Conductor Size:
 - a. Size per NEC 250.122.
 - b. Copper equivalent ampacity when aluminum phase conductors utilized.
 - 5. Do not splice grounding conductor.
- E. Water Pipe System
 - 1. Bond interior metal water piping per NEC Section 250.104(A) if water pipe system is not used as part of grounding electrode system.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. Provide all conduit systems as shown on Drawings or required by Codes and Specifications.

B. Description of System.

1. Provide code-conforming raceway system for all conductors unless specifically noted otherwise by phrase "not in conduit".

1.2 SUBMITTALS

A. Record Drawings

1. Maintain accurate record drawings for all raceway runs in accordance with Section 260500.

PART 2 – PRODUCTS

2.1 MATERIALS

A. Metallic conduit and tubing: Allied Tube and Conduit, Republic Conduit, or equivalent.

B. Non-metallic conduit: Carlon Schedule 40 or Schedule 80 where required, Allied Tube and Conduit, Cantex Inc., or equivalent.

C. Flexible metal conduit: Aluminum.

D. Liquidtight, flexible metal conduit: Anaconda Sealtite or equivalent.

E. Fittings

1. Rigid metal conduit: Appleton, Crouse-Hinds, or equivalent. **Pot metal conduit fittings not acceptable.**
2. EMT:
 - a. **Steel.**
 - b. Setscrew or watertight as required.
 - c. Thomas and Betts Company, or equivalent.
 - d. **Pot metal, "Sock-on" and indenter fittings not acceptable.**
3. Flexible metal conduit: STEEL, Thomas and Betts Company XC-400 series, or equivalent.
4. Liquidtight flexible metal conduit:
 - a. **Steel.**
 - b. Straight or angled as required.
 - c. Appleton, Thomas and Betts Company or equivalent.

F. Hangers and Supports

1. As required by Codes and Specifications.
2. Raco, Unistrut, or equivalent.
3. Erico conduit clips, Type 8-M, 12-M and K-8 acceptable for individual branch circuit runs.

G. Metal Surface Raceway

1. Wiremold 500/700 metallic series or equivalent, unless otherwise indicated on Drawings.
2. Provide associated fittings as required.
3. Standard color as selected by the Architect.

H. Wireway

1. NRTL 870 listing throughout, including connectors and fittings.
2. Hinged cover construction.
3. Sealing capability where required.
4. Suitable for "lay-in" installation of conductors.
5. Rust inhibiting phosphatizing undercoat and baked enamel finish.
6. Plated hardware.
7. Square D "Square Duct" or equivalent.

I. Expansion Fittings

1. Metallic: OZ, Thomas and Betts Company, or equivalent.
2. Non-Metallic: Carlon, or equivalent.

J. Firestop Assemblies

1. Firestop systems shall consist of fittings and/or intumescent materials assembled as per UL (or other NRTL) System Details.
2. Product manufacturers: 3M, Chase Technology Corporation, Dow Corning Fire Stop, Hilti, International Protective Coatings Corp. (Flame Safe), Nelson Fire Stop Systems.

K. Thru Wall and Floor Seals

1. OZ-Gedney Type "FSK" or equivalent.

PART 3 – EXECUTION

3.1 INSTALLATION

A. General

1. Electrically continuous throughout.
2. Plumb and level.
3. Cut square and reamed smooth.
4. Use commercial bender for offsets and bends.
5. Cap to prevent debris from entering during construction.

6. Swab conduit prior to installation of conductor.
7. Provide pull cord in empty conduits.
8. Alter conduit routing to avoid structural obstructions, minimizing crossovers.
9. It is the intent of this Specification to provide reasonable provisions for future expansion of electrical use (See NEC 90.8 and 90.1(B), FPN). Therefore, **install all branch circuit home runs as shown on Drawings. Do not combine home runs or increase quantity of conductors therein.**
10. Install raceway, conduit and fittings in accordance with Code, NRTL listing and manufacturer's recommendations.

B. Concealed Interior Raceway

1. Conceal all raceway within building construction.
2. May be run in a direct line for Contractor's convenience.
3. For Contractor's convenience, **concealed** stubs from concrete-encased PVC conduit runs may extend to first **concealed** junction box.
4. Where applicable, center within insulation any electrical conduit routed in attic space. Provide sealing as per NEC 300.7(A) for all conduits exposed to different temperatures.

C. Exposed Interior Raceway

1. Use limited to mechanical and electrical equipment rooms, motor connections, and panelboards scheduled as surface.
 - a. Run parallel or perpendicular to building lines.
 - b. **Provide RGSC or EMT stubs for concrete-encased PVC conduit runs.** Extend stub from RGSC coupling set flush in floor.
 - c. Provide flexible conduit as required for motor and equipment connections.
2. Shall not be used in finished areas unless specific permission is obtained from Engineer.
 - a. Exposed interior raceway in finished spaces shall be Metal Surface Raceway. Metallic conduit and tubing NOT ALLOWED.

D. Concrete Encased Raceway

1. Shall not interfere with structural integrity of slab, column, or beam.
2. Installation subject to acceptance of Structural Engineer.
3. Maximum diameter 1/3 thickness of concrete member.
4. Install in center of section.
5. Provide expansion fitting when crossing building expansion joint. Grounding integrity of raceway to be maintained.

E. Exterior Raceway

1. Minimum 24" below grade.
2. PVC unless otherwise indicated.
3. **Exterior surface stubs for PVC conduit runs: RGSC, including final underground sweep.** Exterior surface stubs acceptable only where specifically shown.
4. Penetrating Watertight Walls or Floors: Provide block-out with 1/2" clearance around conduit for underground penetrations. Pack with Oakum and caulk with non-shrinking grout, or provide conduit entrance seal.
5. Penetrating Roof or Waterproofing Membranes: Provide flashing and pitch pocket.

6. Contractor responsible for providing a watertight penetration.
7. Coat RGSC penetrations with heavy asphaltic-base compound.
8. Unless otherwise indicated, route exterior conduits to interior distribution equipment concealed under slab.

F. Supports

1. Refer to NEC 300.11
2. **Tie wire supports not acceptable.**
3. Support Spacing: NEC.

G. Specific Locations

1. Allow 6" minimum clearance at flues, steam pipes and heat sources.
2. Conduit visible behind grills and registers: paint black.
3. Seal conduit where leaving heated area and entering unheated area.
4. Penetrating non-watertight walls or floors: Pack space between conduit and block-out on both sides with Oakum.
5. Penetrating fire rated walls or floors: Seal to prevent passage of fire or products of combustion.
6. From each flush mounted panel location, stub three additional 3/4" conduits into nearest accessible ceiling space.
7. Do not mount raceway on ductwork, cover access doors, panels, controls, or otherwise hinder normal maintenance and repair of the equipment.
8. Motors:
 - a. Connect to motor feeder or branch circuit by means of flexible metal conduit or liquidtight flexible metal conduit in moist areas.
 - b. Minimum flexible length: 18".
 - c. Where practical, feed floor mounted motors from raceway installed in or under slab.
 - d. When floor mounted motors are fed overhead, provide required support for raceway. Extend raceway to floor and provide a floor flange. Insert "T" conduit fitting at proper height and extend flexible conduit to motor.

H. Specific Systems

1. Life Safety Branch
 - a. All raceway systems except those embedded directly in earth or concrete, or surface metal raceway systems (wiremold), shall be externally identified by permanent YELLOW paint suitable for the purpose to easily distinguish from other power raceway systems. Items shall be painted prior to installation. In addition to field painted conduit, factory painted conduit as manufactured by Allied Tube & Conduit or equivalent is acceptable.
2. Critical Branch
 - a. All raceway systems except those embedded directly in earth or concrete, or surface metal raceway systems (wiremold), shall be externally identified by permanent ORANGE paint suitable for the purpose to easily distinguish from other power raceway systems. Items shall be painted prior to installation. In addition to field painted conduit, factory painted conduit as manufactured by Allied Tube & Conduit or equivalent is acceptable

3.2 SIZE

- A. National Electrical Code, subject to stated minimums.
- B. Minimum Size
 - 1. Exterior raceway: 3/4".
 - 2. In or under poured concrete (including precast concrete panels): 3/4".
 - 3. Branch circuit home run: 3/4". Consider home run to include raceway length from panelboard, switchboard, or motor control center to nearest power consuming or switching device on that circuit.
 - 4. Feeders: 3/4".
 - 5. All others not listed: 1/2".

3.3 TYPE

- A. Intermediate Metal Conduit (IMC)
 - 1. May be used in place of rigid galvanized steel conduit for Contractor's convenience.
 - 2. Comply with manufacturer's recommendations for bending, threading and cutting operations.
 - 3. Install as specified for rigid galvanized steel conduit.
- B. Rigid Galvanized Steel Conduit (RGSC)
 - 1. Use:
 - a. Overhead electric and telephone service entrance. IMC or Aluminum not acceptable for this application.
 - b. All raceway exposed to weather. Aluminum not acceptable for this application.
 - c. Where required by national, state and local codes.
 - 2. Fittings: Threaded except at KO type boxes where double locknut/bushing method acceptable.
 - 3. Waterproof entire length with heavy asphaltic base compound when:
 - a. Embedded directly in earth.
 - b. Embedded in concrete directly in contact with earth, with or without vapor barrier.
 - c. Penetrations run directly from concrete with earth, to soil burial.
 - 4. Factory applied PVC coating acceptable in place of asphaltic base compound.
- C. Rigid Non-Metallic Conduit (PVC)
 - 1. Use only in slabs and exterior underground locations. See 3.1 B3, C4 and E3 for limitations.
 - 2. Provide insulating bushing at all terminal adapters.
 - 3. Provide equipment grounding conductor within raceway.
 - 4. Increase trade size accordingly for equipment grounding conductor.
 - 5. Utilize commercial heating element type bending equipment. **Do not use torches to bend PVC conduit.**

D. Electrical Metallic Tubing (EMT)

1. Use in all areas not prohibited by NEC and this Specification.
2. Do not use in concrete slabs on or under grade, or walls under grade.
3. Do not use in exterior underground applications.

E. Flexible Metal Conduit

1. Use for connections to transformers, motors, fixed appliances, recessed luminaires and other equipment as required.
2. Use liquidtight conduit with liquidtight fittings in areas of high moisture content.

F. Metal Surface Raceway

1. Install complete with matching boxes, fittings, and end caps, parallel or perpendicular to building construction.
2. Wire adjacent devices to alternate circuits where metal surface raceway contains devices integral to the channel.
3. Feed from flush connector in wall directly into raceway. Field cut base as required with 1/2" knockout for this purpose. Do not utilize Wiremold catalog #2051H for 2000/2100 series.

G. Fire Resistive Walls and Decks

1. Preserve integrity of fire rating through the use of UL (or other NRTL) Listed firestop assemblies of appropriate penetration type and rating time.
2. Install in accordance with manufacturer's recommendations.
3. All floor to floor penetrations and all wall penetrations into Mechanical, Electrical, and Communications Rooms shall be sealed with 1 hour firestop assemblies unless more stringent rating is required by building codes.
4. Include UL (or other NRTL) firestop assembly sheets and manufacturer product data sheets specifically used with the Project Closeout Documentation.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. Provide all outlet, pull and junction boxes complete with associated covers and rings.

B. Work Installed But Furnished Under Other Directives.

1. Obtain manufacturer's backboxes or recommendations for special equipment.

1.2 SUBMITTALS

A. Record Drawings

1. Maintain accurate record drawings in accordance with Section 260500.

PART 2 – PRODUCTS

2.1 CEILING BOXES

A. Flush and Surface

1. 2-1/8" minimum depth.
2. Square or octagon as required.
3. Galvanized steel.
4. Manufacturer: Appleton, Raco, Steel City or equivalent.

2.2 WALL BOXES

A. Flush

1. One and two gang wall boxes: 4" square box, 2-1/8" minimum depth with appropriate plaster or tile ring.
2. More than three gang: Gangable 3-1/2" deep unless wall cavity limits depth to 2-1/2".
3. Use 4-11/16" square boxes where required by Code.
4. Single gang masonry boxes acceptable only for single conduit entrance. Feed-through circuiting not acceptable. Use 4" square box/tile ring for feed-through applications.

B. Surface Mounted Devices

1. 4" square box, 2-1/8" minimum depth with appropriate 1/2" raised cover.
2. Manufacturer: Appleton, B-Line, Raco, Steel City, Wiegmann, or equivalent.

C. **Sectional, through wall and handy boxes not acceptable.**

2.3 PULL AND JUNCTION BOXES

- A. Galvanized steel with cover.
- B. Size: National Electrical Code.
- C. Manufacturer: Appleton, Raco, Hoffman, Shallbetter, Steel City, Wadsworth or equivalent.

PART 3 – EXECUTION

3.1 INSTALLATION

A. General

- 1. Install in accordance with code, product listing and manufacturer's recommendations.
- 2. Install boxes plumb, level and flush with finish surface.
- 3. Support securely and rigidly.
- 4. Verify wall depths to ensure adequate clearance for special backboxes.
- 5. Provide barriers in ganged switch outlets where voltage between adjacent switches exceeds 300 volts.

B. Location

- 1. Governed by structural conditions and obstructions.
- 2. Mount switch outlet on strike side of door, maximum 4" from door opening to first switch. Verify door swing with Architectural Plan.
- 3. Coordinate equipment outlets prior to installation for proper concealment.
- 4. Center outlets with respect to acoustical tile, paneling and furring trim.
- 5. Adjust outlets in masonry or tile construction to horizontal and vertical mortar joints.
- 6. Clear all piping, ductwork and other obstructions.
- 7. For outlet boxes on opposite sides of walls or partitions with separation distances of 24" or less, pack all interconnecting conduits with Duxseal after conductor installation, to prevent sound transmission.
- 8. Outlet boxes improperly located shall be corrected at Contractor's expense.

C. Mounting Heights

- 1. All device mounting heights shall conform to ADA Recommendations. Refer to Standard Electrical Symbol Legend for nominal mounting heights.
- 2. Verify height of all outlets to ensure installation above top of radiation covers, mirrors, counters and any other obstructions that may alter nominal mounting height.
- 3. **Measure from finish floor to centerline of outlet.**
- 4. Mount exterior outlets horizontally. Measure height from nearest interior finish floor below outlet.
- 5. Mount outlet designated AC (above counter) no less than 4" higher than top of countertop backsplash.

D. Fire Resistive Walls and Ceilings

1. Penetrations for steel electrical outlet boxes permitted, provided:
 - a. Boxes do not exceed 16 square inches in area.
 - b. Area of such openings shall not exceed 100 square inches for any 100 square feet of area.
 - c. Outlet boxes on opposite sides of walls or partitions separated by horizontal distance of 24 inches.

E. Pull and Junction Boxes

1. Pull and junction boxes are generally not indicated on Drawings.
2. Install in accordance with National Electrical Code and as required to facilitate wire pulling.
3. Do not install in finished spaces without approval of Engineer.

F. Identification

1. Identify pull and junction boxes containing system voltages in excess of 250 volts to ground with voltage markers.
2. Voltage markers: Not visible in finished areas.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. Label electrical equipment as required by Codes and Specifications and as specifically directed by Engineer.

PART 2 – PRODUCTS

2.1 PANEL DIRECTORIES

- #### A. Include directory cards with panelboards.

2.2 NAMEPLATES

- #### A. Machine engraved black laminate with white core, except as otherwise indicated.
- #### B. Minimum letter size: 1/8".
- #### C. Minimum plate size: 1" X 3".

2.3 VOLTAGE MARKERS

- #### A. Vinyl impregnated cloth markers with legend as required.
- #### B. Manufacturer: Ideal #44-360, or equivalent.

2.4 PRESSURE SENSITIVE TAPE

- #### A. Use only when specifically referred to in other Sections.
- #### B. Manufacturer: Dymo, or equivalent.

2.5 UNGROUNDED CONDUCTOR IDENTIFICATION

- #### A. As per NEC 210.5(C) and 215.12(C).
- #### B. Typewritten cards behind plastic shield, affixed with double-stick carpet tape. Heat surface prior to affixing directory.

PART 3 – EXECUTION

3.1 GENERAL

A. Directory Cards

1. **Typewritten only.** Hand lettering unacceptable, except at "spares" and "spaces", where neat hand lettering with erasable pencil is required.
2. Indicate type of load and rooms where load occurs.
3. **Do not use room numbers as shown on Drawings, but refer to name and numbers on door.**
4. Do not identify until final load balancing is accomplished.

B. Nameplates

1. Apply plumb and level with two counter-sunk screws.
2. Glue, double-stick tape, or similar adhesive not acceptable.

C. Device Plates

1. Machine engrave directly on plate in lieu of separate nameplate.
2. Fill inscriptions with contrasting color.

D. Voltage Markers

1. Not visible in finished areas.

E. Junction Boxes

1. Mark all covers with indelible marker to indicate panelboard designation and circuit numbers for circuits contained within box.

3.2 EMERGENCY SYSTEM COMPONENTS

- A. All boxes and enclosures (including transfer switches, generators and power panels) for emergency circuits shall be permanently marked so they will be identified as a component of an emergency circuit for system.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. The Contractor shall provide operational electrical connections to all electrically driven or controlled equipment.

PART 2 – PRODUCTS

2.1 MATERIALS

A. General

1. The Contractor shall provide all necessary materials and labor required to make final operational connections to all equipment, generally as shown on the Drawings, and specifically as required by equipment specifications and installation literature.
2. Control devices and panels furnished by others will be delivered to the contractor at the jobsite, and shall be installed in accordance with manufacturer's printed instructions. Review equipment specifications to determine extent of work involved.

PART 3 – EXECUTION

3.1 GENERAL

- A. Provide operational connections for all equipment shown on the Drawings. Connections shall be in accordance with manufacturer's recommendations, and shall be left operating in a manner acceptable to the Engineer and Owner.
- B. Provide available fault current calculations for equipment listed in Section 260500-1.4E based on actual installation criteria (conductor lengths, raceway types, etc.). Calculations shall incorporate the current limiting effects of fuses supplied with local disconnecting means. Include calculation information in Record Manuals.
- C. For all exterior mechanical equipment, provide weatherproof GFCI receptacle outlet within 25' of equipment, circuited to nearest unswitched power. Refer to NEC 210.63 and 406.8.
- D. For all mechanical equipment located in attic and crawl spaces, provide porcelain lamp holder with integral receptacle and lamp guard, circuited to nearest unswitched power via pilot handle toggle switch near access hatch. Engrave plate. Refer to NEC 210.70(C).

3.2 CLEANING

- A. **Clean and vacuum interior** to remove all wire and insulation scraps, dust and dirt.
- B. Clean all exposed surfaces immediately prior to final inspection.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. Provide wiring devices complete with device plates of matching or specified color. Wiring devices include receptacles for the connection of portable equipment and switches used for the control of both lighting and fractional horsepower motor loads. Also included are dimmers, occupancy sensors, photoelectric switches and time switches.

B. Work Installed But Furnished by Others

1. Where indicated, install devices furnished by other Divisions of this Specification.

1.2 SUBMITTALS

A. Shop Drawings

1. Submit information in accordance with Section 260500.

B. Record Manuals

1. Provide information in accordance with Section 260500.
2. Include installation and maintenance instructions accompanying the equipment.

PART 2 – PRODUCTS

2.1 GENERAL

- A. Device color: Gray or as selected by Architect. Verify with Architect. (Exception: Red devices on emergency circuits where applicable).
- B. All devices shall be of the same manufacturer, except where specifically noted otherwise with the phrase "NO SUBSTITUTION".

2.2 SWITCHES

A. AC Toggle and Keyed Switches

1. 20-ampere 120/277 volt AC and HP rated.
2. Industrial Grade.
3. Color coded face or body by amperage.
4. Screw pressure plate back wire and side wire.
5. Federal Spec WS-896 listed.

6. Acceptable Manufacturers:
 - a. Cooper 2220 series
 - b. Hubbell 1220 series
 - c. Leviton 1220 series
 - d. Pass & Seymour PS20AC series

B. Pilot Light Switches

1. Neon lamp in red toggle handle, lit in "on" position.
2. 20 ampere, 120/277 volt AC rated.
3. Manufacturer: As listed above.

2.3 RECEPTACLES

A. General Purpose

1. 20 ampere, self-grounding, NEMA 5-20R, industrial specification grade.
2. Nylon face with finder grooves and compact body.
3. Minimum 0.032" triple wipe brass contacts.
4. Corrosion resistant steel strap interlocked with face and body.
5. Screw pressure plate back wire and side wire.
6. Federal Spec WC-596 listed.
7. Acceptable Manufacturers:
 - a. Cooper 5362
 - b. Hubbell 5362
 - c. Leviton 5362
 - d. Pass & Seymour CRB5362

B. Tamper Resistant

1. 20 ampere, self-grounding, NEMA 5-20R.
2. Energized only when two blade or three blade grounding cord cap is properly inserted.
3. Use in all locations indicated in Part 406.12 of the National Electric Code.
4. Acceptable Manufacturers:
 - a. Cooper TRBR20
 - b. Hubbell CR20TR
 - c. Leviton CR20TR
 - d. Pass & Seymour TR20

C. GFCI

1. 20 ampere, feed-through type.
2. Two utilization points per device, with vertical orientation.
3. Use Tamper Resistant version in all locations indicated in Part 406.12 of the National Electric Code
4. Manufacturer: As listed above.

D. Damp & Wet Locations

1. All 15 and 20 ampere, 125 and 250 volt non-locking receptacles shall be listed weather-resistant type as per NEC 406.9(A) and 406.9(B)(1).
2. Manufacturer: As listed above.

2.4 DEVICE PLATES

A. Flush Interior

1. Opening for device intended.
2. 430 or 302/304 stainless steel, or as selected by Architect.
3. Where plastic plates are selected by Architect, provide thermoplastic type.
4. Manufacturer: Cooper, Hubbell, Leviton and Pass & Seymour.

B. Surface Interior

1. 1/2" raised cover

C. Damp & Wet Locations

1. Damp locations:
 - a. Refer to NEC 406.9(A).
 - b. Die-cast aluminum construction with stainless steel springs.
 - c. Unless indicated otherwise on the Drawings, Manufacturer: Pass & Seymour #4500 series or equivalent.
2. Wet locations:
 - a. Refer to NEC 406.9(B).
 - b. Unless indicated otherwise on the Drawings, Manufacturer: Red Dot #CKMU (horizontal) or #CKMUV (vertical), or approved equal by Hubbell.

PART 3 – EXECUTION

3.1 INSTALLATION

A. General

1. Install device and plates where shown on Drawings in accordance with Code, product listing and manufacturer's recommendations.
2. Refer to Section 260534-3.1C for mounting heights.
3. Plumb and level.
4. Tight to wall.
5. Thoroughly cover wall opening around device.
6. Replace all devices and plates that become discolored or burned during construction.
7. Provide blank plates for unused openings.
8. Connect wiring devices by means of single conductor tails. Multiple wire connections not acceptable.
9. Tighten unused connection screws.

B. Identification

1. Identify wall switches which control lighting or equipment not in sight.
2. Refer to Section 260553-3.1C.

C. Receptacles

1. Vertical mounting with grounding pole at bottom.
2. Provide GFCI receptacles at NEC 210.8 locations.

3.2 TESTS

A. Proper operation of lighting switches, dimmers and occupancy sensors.

B. Duplex Receptacles

1. Proper connections.
2. Test all receptacles with NRTL listed receptacle circuit tester similar to Bryant #5266-PT, or Ideal #EZ Check.

3.3 INSTRUCTIONS

A. Instruct Owner's personnel in proper operation, setting, and maintenance of time switches, dimmers, occupancy sensors, and GFCI receptacles.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. Furnish and install a complete luminaire for each lighting outlet.

1.2 SUBMITTALS

A. Shop Drawings

1. Submit information in accordance with Section 260500 including voltage, housing and door frame material, lens type, diffuser thickness, lumen output, and color temperature.

B. Record Manuals

1. Provide information in accordance with Section 260500.

1.3 COORDINATION

- A. Confirm compatibility and interface of luminaire with other materials and job conditions prior to ordering. Report discrepancies to Engineer and defer ordering until clarified.
- B. Provide frames, trim rings, and backboxes as required.
- C. Coordinate with work of all other Divisions to avoid conflicts between luminaires, supports, fittings and mechanical equipment. Ceiling clearances are minimal. It is imperative that Contractors coordinate conduit and duct runs to facilitate luminaire installation as shown on reflected ceiling plans. Engineer will not be responsible for interferences arising from lack of field coordination between trades.

PART 2 – PRODUCTS

2.1 LUMINAIRES

A. General

1. UL or other NRTL listed.
2. Where shown to be installed in fire-rated assemblies, luminaires shall be listed in accordance with UL Standard 1598. Supplemental penetration protection (tenting) will be accomplished by General Contractor in accordance with UL Fire Resistance Directory. Coordinate installation with General Contractor. Supplemental protection shall be spaced minimum 1/2" away from the luminaire, per UL Standard 1598.
3. Verify ceiling finishes and equip all recessed luminaires with appropriate frames as required.
4. Furnish luminaires intended for use in lay-in grid ceilings with proper clips for compliance with NEC.
5. Refer to Section 260500 for "Prior Approval to Quote" procedure.

B. LED Lighting Systems

1. General: All LED lighting system components must be UL or other NRTL listed.
2. Light Engines:
 - a. Meets or exceeds 70% lumen maintenance at 50,000 hours based on IESNA LM-79-2008.
 - b. Minimum 80+ CRI rating.
 - c. 4000K color temperature, or as scheduled on drawings.
 - d. Minimum delivered lumens as scheduled on drawings.
3. Electronic drivers for LED's:
 - a. Factory installed.
 - b. Multi-volt for use on either 120v or 277v systems.
 - c. THD: < 20%.
 - d. Factory installed quick-disconnect plug internal to the luminaire for driver removal.
 - e. Rated for a minimum of 50,000 hours.
 - f. 0-10 Volt dimming standard. Provide non-dimming drivers only as scheduled.
 - 1) Controls and wiring as per manufacturer's recommendations. Provide power packs for wall-box dimmers as required for positive luminaire off.
4. Downlights shall incorporate integral diffuser type lens. Exposed modules not acceptable.
5. Emergency battery packs:
 - a. Include self-testing/self-diagnostics with audible alarm option.
 - b. Factory installed.
 - c. Minimum lumens as scheduled.
6. Spare Drivers:
 - a. Luminaire manufacturer shall keep reasonable driver stocks on hand for replacement of defective drivers under guarantee period.
7. Guarantee period: Minimum 60 months from date of substantial project completion.
 - a. Guarantee shall include all parts and labor required to bring luminaire to complete operation.
 - b. Labor shall be performed by an Owner approved Electrical Contractor licensed in the area the work is to be performed.
 - c. Any costs for equipment rentals required to service luminaires under warranty shall be the responsibility of luminaire manufacturer.

PART 3 – EXECUTION

3.1 STORAGE

- A. Store luminaires in a cool, dry space prior to installation.

3.2 INSTALLATION

A. General

1. Install luminaires plumb and true, free of light leaks, warps, dents and other irregularities.
2. Equip any outlets not specifically labeled with a luminaire the same as those in rooms used for similar purposes.
3. Run all directional lenses the same direction in rooms, corridors and other adjacent areas that contain square luminaires.

4. Continuous row luminaires: Hang level in straight line and butt tightly together.
5. Verify exact location of luminaires with reflected ceiling plan. Any discrepancies between the lighting plan, reflected ceiling plan, or installed ceilings shall be brought to the attention of the Engineer for clarification prior to installation.
6. Coordinate with Mechanical Contractor in advance of installation to prevent space conflicts.
7. Connect recessed luminaires to branch circuitry by means of single flexible metal conduit 6'-0" in length.

B. Barriers

1. Required where recessed luminaires are installed in insulated ceilings.
2. Suitable material to satisfy NRTL requirements.
3. Provided by Division 26 when not indicated otherwise.
4. Coordinate installation.

C. Luminaire Supports

1. Provide adequate supports to any structures, ceilings and grid systems to safely suspend or attach luminaires.
2. General Contractor to provide ceiling support systems as required by that portion of the Specifications. Electrical Contractor to provide any additional supports on an "as needed" basis to prevent ceiling from sagging or developing other irregularities.
3. Contractor responsible for providing proper suspension and mounting devices and to safely support all luminaires shown on Drawings, regardless of ceiling systems.
4. Rigidly support surface suspended ceiling system with anchors, hangers or clips designed for the purpose.
5. Support surface-mounted luminaires at four-foot intervals.
6. Install recessed luminaires in accordance with manufacturer's recommendations.
7. Rigidly support recessed luminaires to structural members or properly supported ceiling system with hangers, clips or fasteners designed for the purpose.
8. Support pendant and stem-hung luminaires at four-foot intervals.

D. 0 – 10 Volt Dimming Control Circuits

1. Installed in accordance with NEC Article 725.
2. Class 1 systems
 - a. #14 AWG THWN/THHN solid conductors installed in the same raceway as associated power wiring.
3. Class 2 systems
 - a. #18/2 non-shielded cable unless otherwise indicated on the drawings.
 - b. Plenum rated where required.
 - c. Cable shall be installed in raceway when concealed within walls, in mechanical rooms, and rooms without ceilings.
 - 1) DO NOT INSTALL IN SAME RACEWAY AS POWER CIRCUITRY.
 - d. Cable not required to be enclosed in raceway when installed above accessible ceilings.
 - 1) Route cables parallel or perpendicular to building construction.
 - 2) Support cables from building structure utilizing approved methods.
 - 3) Neatly coil excess cable length of pre-terminated assemblies.

- 4) All cable runs shall be continuous between devices. NO SPLICING.

3.3 TESTS

- A. Upon completion of this portion of the Work and prior to its acceptance by Owner, check for proper alignment and operation of all lighting equipment.

3.4 CLEAN UP

- A. Clean all luminaires immediately prior to final inspection.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

- A. The provisions and requirements of Section 260500 shall be applicable to Division 27.
- B. All Division 27 work shall be included under the Division 26 contract.
- C. The Contractor shall take special note that any conflicts between the Contractor and any Division 27 subcontractors shall not become an issue of the Engineer or Owner. It shall be the Contractor's responsibility to coordinate with the Division 27 subcontractor/s to determine where their work leaves off and where the subcontractor's work begins. The Contractor shall be responsible for all specified work including the operations of work under Division 27.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

A. Work Included

1. Provide raceways for network systems as shown on the Drawings.

PART 2 – PRODUCTS

2.1 GENERAL

A. Raceways:

1. As specified in Section 260533 and sized as shown on Drawings, minimum 3/4”.

B. Boxes:

1. 2-1/8” deep unless restricted by wall thickness.
2. As specified in Section 260534 and 260540.

C. Blank plates:

1. As specified in Section 262726, yoke-mounted. Box-mounted plates not acceptable.

D. Firestop Assemblies

1. NRTL listed 4” square pathway with intumescent material designed to seal out fire, smoke, and toxic gases.
2. Quantity shall equal or exceed the width of the associated cable tray. i.e. a 6” wide tray requires two pathways.
3. Include mounting accessories as required by application specifics.
4. Manufacturer: EZ Path Series 44, 3M Model PT4SD or approved equal.

PART 3 – EXECUTION

3.1 INSTALLATION

A. Serving Communications Utility Requirements

1. Raceways:
 - a. Provide telephone service entrance conduit, stubbed to terminal board from property line.
 - b. Verify service entrance conduit size and quantity, and property line location with serving utility.
 - c. Provide bushing or connector at each conduit stub.
 - d. Provide pull wire in each telephone conduit run.

2. Provide surface double-duplex receptacle at main telephone terminal board, fed from dedicated spare circuit breaker. Receptacles to be isolated ground type, with separate grounding conductor connected to panelboard grounding bar.
 3. Provide telephone board communication grounding bus as required by serving utility, minimum #6 solid SDBC in conduit, extended shortest and most direct route to ground bar at main switch. Terminate in ground bar affixed to telephone terminal board, location as directed by serving utility.
 4. Entire installation to comply with serving utility company requirements.
- B. Raceways:
1. Stub from rough-in location to within 6" of nearest cable tray, or location as indicated on drawings.
 2. Provide bushing or connector at each conduit stub.
 3. Provide pull wire in each voice/data raceway.
 4. Provide raceway system where concealed in walls, in mechanical rooms and rooms without accessible ceilings.
- C. Provide blank plates for all rough-in boxes not concealed by Owner's voice/data equipment.
- D. Entire installation to comply with Owner's network systems supplier requirements.

END OF SECTION

PART 1 – GENERAL

1.1 DESCRIPTION

- A. Work Included
 - 1. Provide Network Cabling System as shown and described.
- B. Work furnished and installed by others.
 - 1. Data: The Owner will provide all end-user software, programming, computer servers, terminals and personal computers.
- C. Description of System
 - 1. Data: Work shall include, but not be limited to, devices, faceplates, cables and cable assemblies, cable management, patch panels, data racks, terminations, and testing.

1.2 SUBMITTALS

- A. Shop Drawings
 - 1. Submit information in accordance with Section 260500.
 - 2. Indicate:
 - a. Mounting details.
 - b. Connection diagrams.
 - c. Description of devices.
 - d. Name of installation Contractor/Subcontractor.
- B. Record Manuals
 - 1. Provide information in accordance with Section 260500.
 - 2. Include manufacturer's data for adjustment, operation and maintenance of equipment and name of service organization.

PART 2 – PRODUCTS

2.1 MANUFACTURER/SUPPLIER

- A. The system specified is based on equipment as manufactured by General Cable, Panduit, Commscope and other manufacturers as listed. All reference to model numbers and other pertinent information is intended to establish the standards of operational concepts, performance, quality and appearance which must be met. Backboards, conduit, cable tray, and rough-ins shall be by Electrical Contractor.
- B. Contractors/Subcontractors performing Section 271500 work shall have personnel trained/certified in communications cabling installation via equipment manufacturers' or industry standards' training programs. Refer to Section 260500-1.5 Quality Assurance.

C. Acceptable installers:

1. Computer Store, 1100 S Broadway, Minot, ND 58701, 701/838-3967.
2. Data Connections, 4016 37th Avenue NW, Mandan, ND 701/426-8771.
3. Dell-Comm, Inc. 812 S 18th St., Bismarck, ND 58504, 701/222-2887.
4. Gefroh Electric, 100 45th Ave NW, Minot, ND 58703, 701/838-0225.
5. Innova Integrated Systems, 1800 22nd Ave SW, Minot, ND, 701/837-0131.
6. Main Electric, 2626 Valley St., Minot, ND 58701, 701/852-3315.
7. Maycomm, 1711 12th Ave SW, Minot, ND 58701, 701/838-8401.
8. Muth Technology, 600 E Benson Rd, Sioux Falls, SD 57104, 800/888-1597.
9. RBB Electric, 1123 N 1st St., Grand Forks, ND 58208, 701/775-7404.
10. Wheeler Construction, 1720 South Broadway, Minot, ND, 58701, 701/852-5584.
11. Installers not listed above and wishing to quote shall refer to Specification 260500-1.4 for approval procedure. No consideration shall be given to any installer not pre-approved.

2.2 DEVICES AND FACEPLATES

- A. Data jacks: Single outlet RJ45, eight-pin/eight wire, modular construction, TIA/EIA-568.2-D Category 6 compliant, T568A and T568B identification, Panduit Mini-Com #CJ688TG, Commscope #MGS400 series, Leviton #61UJK series, or approved equal.
- B. Faceplates
1. Single gang with ID windows and two or four modular inserts as dictated by jack count shown on the drawings.
 2. 430 or 302/304 stainless steel, or as selected by Architect.
 - a. Panduit #CFPL2/4 series, Commscope #M12/14SP-L series, Leviton #43080-1L2/4 series, or approved equal.
 3. Where plastic plates are selected by Architect.
 - a. Panduit #CFPE2/4 series, Commscope #M12/14L series, Leviton #42080-2/4 series, or approved equal.
- C. Provide blank modules as required. Panduit #CMB, Commscope #M81, Leviton #41084 series, or approved equal.
- D. Color: Devices as selected by Owner, faceplates as selected by Architect.

2.3 CABLES AND CABLE ASSEMBLIES

- A. Station cables (voice and data): Four unshielded, twisted pair, #23 gauge, Category 6 – 350 MHz, solid copper conductor, cable tray and plenum rated.
1. General Cable #7131900, Commscope #2088B, Berk-Tek #10032094 or equivalent meeting the following characteristics at 250 MHz.
 - a. ACR: 10.5 dB min. @ 100m
 - b. PS-ACR: 8.5 dB min. @ 100m
 - c. ELFEXT: 24.5 dB min.
 - d. PS-ELFEXT: 21.5 dB min.
 - e. NEXT: 43 dB min.

- f. PS-NEXT: 41 dB min.
- g. ATTEN.: 32.8 dB max. @ 100m
- h. LCL: 26 dB min.
- i. Return Loss: 20 dB min.

2.4 COLOR

- A. All cables shall match their associated jack color for type of system served unless otherwise indicated.
- B. Verify cable and jack color configuration with Engineer/Owner's Rep.
- C. Typical color configuration.
 - 1. Data Jacks – Yellow

PART 3 – EXECUTION

3.1 STORAGE

- A. Store system equipment in cool, dry space prior to installation.

3.2 GENERAL

- A. Securely install components where shown on Drawings.
- B. Contractor shall adjust and provide all other assistance required at final inspection to bring the system satisfactorily on-line.
- C. Install in accordance with NEC, EIA/TIA Standards, NRTL listing, and manufacturer's recommendations and instructions.
- D. Cable:
 - 1. Install cables in raceways as required by Section 270528 and in cable tray (communications type) where cable tray is specified.
 - 2. Route open air cables (where not in raceway or cable tray) parallel or perpendicular to building construction supporting with specified products, maximum 4'-0" on center.
 - 3. Bundle multiple open air cable runs located in TTB/TB rooms together with velcro cable ties
 - 4. Identify ends of cables with room designations as directed by Owner.
 - 5. Bending radius shall be minimum 1".
 - 6. All cable runs shall be continuous, **NO SPLICING.**

3.3 DATA

- A. Install data station cable from patch panel to data outlet locations as shown on the Drawings. Cable length not to exceed 295 feet.

- B. Terminate cables according to T568A or T568B wiring scheme as determined by Owner's system requirements.
- C. Identify cable at both ends according to Owner's convention. Arrange patch panels and patch panel jacks as per Owner's convention. Identify all patch panels, patch panel jacks, and faceplate jacks according to Owner's convention.
 - 1. If no convention is available, room numbers shall be incorporated into the identification.
Ex: For room 120, use 120-1 for first cable, 120-2 for second cable, etc.

3.4 TESTING REQUIREMENTS

- A. All terminated voice and data cables shall be tested and certified for TIA/EIA-568.2-D. Category 6 standards. The test shall be performed on the permanent link configuration (from station jack to patch panel jack). These standards require the following when tested at 250 MHz:
 - 1. Return Loss shall be no less than 10.0dB.
 - 2. Insertion Loss (Attenuation) shall not exceed 31.1dB.
 - 3. Near End Cross Talk (NEXT) shall be no less than 35.3dB.
 - 4. Power Sum Near End Cross Talk (PSNEXT) shall be no less than 32.7dB.
 - 5. Attenuation to Crosstalk Ratio Far-end (ACRF) shall be no less than 16.2dB.
 - 6. Power Sum ACRF (PSACRF) shall be no less than 13.2dB.
 - 7. Propagation Delay shall be less than 490 nanoseconds.
 - 8. Propagation Delay Skew shall be less than 44 nanoseconds.
- B. All terminated WAP cables shall be tested and certified for TIA/EIA-568.2-D. Category 6A standards. The test shall be performed on the permanent link configuration (from station jack to patch panel jack). These standards require the following when tested at 500 MHz:
 - 1. Return Loss shall be no less than 8.0dB.
 - 2. Insertion Loss (Attenuation) shall not exceed 43.8dB.
 - 3. Near-end Cross Talk (NEXT) shall be no less than 26.7dB.
 - 4. Power Sum Near-end Cross Talk (PSNEXT) shall be no less than 23.8dB.
 - 5. Attenuation to Crosstalk Ratio Far-end (ACRF) shall be no less than 10.2dB.
 - 6. Power Sum ACRF (PSACRF) shall be no less than 7.2 dB.
 - 7. Propagation Delay shall be less than 490 nanoseconds.
 - 8. Propagation Delay Skew shall be less than 44 nanoseconds.
 - 9. Power Sum Alien Near-end Cross Talk (PSANEXT) shall be no less than 49.5 dB.
 - 10. Power Sum Alien Attenuation to Crosstalk Ratio Far-end (PSAACRF) shall be no less than 23.7 dB.
- C. Additional testing shall include line mapping and cable length before final acceptance by Owner.
 - 1. DC resistance shall be less than 3% or less than 150 milli-Ohms.
- D. All permanent link cable runs shall be documented with a hard copy print-out of the test results. Compile one copy of test results in a loose-leaf binder, similar to manual references in Section 260500, 1.04E. Submit at project completion with referenced Record Manual.

- E. Field tester to be Level III and conform to TIA/EIA 568.2-D Annex A & B requirements.

3.5 CLEANING

- A. **Clean** and **vacuum interior** to remove all wire and insulation scraps, dust and dirt.
- B. Clean all exposed surfaces immediately prior to final inspection.

END OF SECTION

C. Consider Varsity Girls Wrestling Coach Position

D. Consider Policy FFF Field & Other School-Sponsored Trips

FIELD & OTHER SCHOOL-SPONSORED TRIPS

To the extent financially feasible, the Board sanctions field trips and trips for school-sponsored activities that are of educational value and that are consistent with the district’s mission. The building principal shall approve all in-state travel. The Superintendent shall approve all overnight and out-of-state travel. The Board shall approve all trips abroad or otherwise outside the borders of the United States.

Fees

Students may be required to pay admissions fees associated with a field and/or school-sponsored trips. These fees may be waived in cases of hardship or, when the trip is part of the curriculum, students may be given an alternative assignment. Requests to waive fees shall be made in accordance with the student fees policy. The Superintendent may develop additional regulations related to costs and payment for field and school-sponsored trips.

Fundraising for school-sponsored and curricular field trips shall be handled in accordance with the district’s policy on this matter.

Participation Requirements

Written parental approval shall be obtained prior to each field and school-sponsored trip. Permission slips shall be retained in the student’s educational record for at least one calendar year.

Students shall be subject to all applicable district policies and regulations while on field and/or school-sponsored trips. The Superintendent shall develop criteria for participation in field/school-sponsored trips and develop school trip safety and disciplinary procedures. These procedures shall specifically address trips taken outside the District. Parents and students shall be made aware of these procedures prior to each trip.

Senior Trips

The Killdeer School District will not authorize or endorse senior trips that are non-school sponsored and/or noncurricular in nature.

Complementing NDSBA Templates (may contain items not adopted by the Board)

- ACBD, School Medication Policy
- FCAA, Accommodating Students with Allergies & Special Dietary Needs
- FFF-AR, School-Sponsored Trip Rules
- FFF-AR2, Travel Study Programs
- FGA, Student Education Records

End of [Name of District] School District Policy FFFAdopted:

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Complementary Documents

- FCAA, Accommodating Students with Allergies & Special Dietary Needs
- FFF-AR, School-Sponsored Trip Rules
- FFF-AR2, School-Sponsored Trip Permission & Acknowledgement Form
- FGA, Student Education Records

E. Consider VANCO for Online Payment Processing

VANCO Online Payment Processing

March 2024



VANCO Payment Processing - Benefits

- Integrates with student information systems (SISs) (PowerSchool)
 - Hot lunch fees sync to PowerSchool and are immediately applied to student accounts
 - Single sign-on feature
- Streamlines how the district handles fees and food payments
 - Hot lunch fees
 - Preschool tuition
 - Activity fees
 - Class fees (Ag Ed, Music, Art, FACS, Driver's Ed)
- Drives parent participation
- Reduces administrative burdens
 - Currently, office staff manually apply SmartPay payments to student lunch accounts on a daily basis
 - Currently, credit card payments made with SmartPay can only be deposited into General account which requires calculation and transfer of funds to hot lunch and activities on a monthly basis
- Promotes a cashless campus



VANCO Payment Processing - Fees

- Software subscription: \$29.95/mo
- Per Transaction Merchant Fees:
 - Credit/Debit card processing fee: 4.3%
 - Currently, RSchool Today is 4.85%
 - ACH e-check bank draft fee: 3.49%
 - These fees can either be absorbed by the district or passed on to the payor
 - Currently, the district absorbs the RSchool Today fees
- If the district would have used VANCO for FY 2022-2023, total merchant fees would have been **\$5,300** based on online transaction fees for activities, preschool, hot lunch and class fees
- VANCO assumes responsibility for non-sufficient funds. All e-check payments are 100% guaranteed



VANCO Payment Processing – Additional Features

- Month-to-Month Agreement
 - No long-term commitment
- Event Ticket Sales (Optional Use)
 - Optional card readers for ticket booths
 - Online reservations and ticket sales for events
 - Vanco Events: Fee of \$.50/ticket (paid by payor) plus applicable transaction fee for credit/debit card use
 - Student plays, sports, dances
 - Ability to add seating charts, design, and print tickets



DEMO Videos

- PowerSchool's one-stop shop for school payments:
 - <https://www.vancopayments.com/education/powerschool-integration>
- Vanco Events:
 - <https://www.vancopayments.com/education/school-event-ticketing-software>

- F. Consider Summer School Program and Drivers' Education Program
- G. Consider Social Studies Curriculum



Quote #: Q-26416-1

Date: 2/2/2024

Expires On: 4/2/2024

Prepared By: Megan Foster

Email: info@teachtci.com

Phone: 800-497-6138

Quote for:

Killdeer School District 16
Nicole Walker
nicole.walker@k12.nd.us

Ship to:

Killdeer High School
1415 High Street NW
Killdeer, ND 58640

Product Code	Product Name	Product Type	List Price	Customer Price	Quantity	Extended Price
EL-SS-TL-05	Elementary (K-5) Social Studies: Teacher License (5 Yrs)	Digital	\$325.00	\$325.00	1	\$325.00
EL-SS-SL-05	Elementary (K-5) Social Studies: Student License (5 Yrs)	Digital	\$62.00	\$62.00	41	\$2,542.00
MS-SS-TL-05	Middle School (6-8) Social Studies: Teacher License (5 Yrs)	Digital	\$825.00	\$825.00	2	\$1,650.00
MS-SS-SL-05	Middle School (6-8) Social Studies: Student License (5 Yrs)	Digital	\$92.00	\$92.00	132	\$12,144.00
HS-SS-TL-05	High School (9-12) Social Studies: Teacher License (5 Yrs)	Digital	\$825.00	\$825.00	2	\$1,650.00
HS-SS-SL-05	High School (9-12) Social Studies: Student License (5 Yrs)	Digital	\$92.00	\$92.00	158	\$14,536.00
100-6	SSA! America's Past: Student Journal	Print English	\$18.00	\$18.00	30	\$540.00
148-8	HA! Ancient World: Student Edition	Print English	\$91.00	\$91.00	30	\$2,730.00
234-4	HA! Medieval World and Beyond: Student Edition	Print English	\$91.00	\$91.00	30	\$2,730.00
151-8	HA! US Through Industrialism: Student Edition	Print English	\$91.00	\$91.00	30	\$2,730.00
237-9	GA! Regions and People: Student Edition	Print English	\$97.00	\$97.00	30	\$2,910.00
91-5	HA! World Connections: Student Edition	Print English	\$97.00	\$97.00	30	\$2,910.00
66-3	HA! Pursuing American Ideals: Student Edition	Print English	\$97.00	\$97.00	30	\$2,910.00
14-4	Gov Alive! Power, Politics, and You: Student Edition	Print English	\$97.00	\$97.00	30	\$2,910.00

TOTAL:	\$53,217.00
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Shipping (5%) \$1,018.50

Grand Total	\$54,235.50
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Terms and Conditions

Business Terms

TCI's Business Terms apply to all orders. View details at <https://www.teachtci.com/tci-business-terms>

How to Order

Please include a copy of this quote with your purchase order to expedite your order and ensure you receive the pricing quoted above. Adjustments cannot be made after the order has been fulfilled. Place orders online at <https://shop.teachtci.com> or send using one of the following options:

- Email: info@teachtci.com
- Fax: 800-343-6828
- Address: 1049 El Monte Ave Ste C #607, Mountain View CA 94040
- If paying by check, send payment to PO Box 6004, Whittier CA 90607

Download a copy of TCI's W-9 at <https://www.teachtci.com/w9>

License Contact

Set-up information for all licenses purchased will be sent to the contact email above unless otherwise noted.

Shipping

Shipping and handling fees do not apply to teacher and student license-only products.

Print Subscriptions

If your order includes multi-year subscriptions to print materials, you must receive delivery of the full annual quantity for the duration of your subscription. Any adjustments below the annual quantity cannot be used as a credit for future year shipments. Changes that exceed the original annual quantity must be accompanied by a new purchase order.

Student Journal Bundles

If your order contains fewer than 20 multi-year student journal bundles for any program, journals for the entire duration of the bundle will be shipped to you upfront.

- H. Consider District Employment of J1 Applicants
- I. Consider Touring a Four-plex Unit for Additional Teacher Housing
- J. Consider Superintendent Summative Evaluation
- K. Consider Business Manager Evaluation
- L. Set Date for Staff Recognition Night

8. Other

- A. Consider Canceling School on March 14th due to Qualifying for the State A Boys Basketball Tournament

2023-2024 School Event Calendar

August 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
	6	7	8	9	10	11
	13	14	15	16	17	18
	20	21	22	23	24	25
	27	28	29	30	31	

- August - 7 Day**
- 3 Football Starts
 - 7 Girls Golf Starts
 - 14 Volleyball & Cross Country Starts
 - 21 & 22 Teacher In Service
 - 23 First Day of School

September 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
						30

- September - 19 Days**
- 4 Labor Day
 - 18 Teacher Inservice
 - 27 Early Out (Dismissal at 1:30)

October 2023						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
	8	9	10	11	12	13
	15	16	17	18	19	20
	22	23	24	25	26	27
	29	30	31			

- October - 20 Days**
- 4 & 11 P/T Conferences
 - 18 End of Quarter 1 (39 Days)
 - 19 & 20 NDEA Conference (No School)
 - 25 Early Out - Dismissal at 1:30pm

November 2023						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	
	5	6	7	8	9	10
	12	13	14	15	16	17
	19	20	21	22	23	24
	26	27	28	29	30	

- November - 19 Days**
- 6 Wrestling Starts
 - 10 Veterans Day Observed
 - 13 Girls Basketball Starts
 - 23 & 24 Thanksgiving Break
 - 27 Boys Basketball Starts
 - 29 Early Out - Dismissal at 1:30PM

December 2023						
Su	M	Tu	W	Th	F	Sa
					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	31					

- December - 15 Days**
- 21 End of Quarter 2 - (41 Days)
 - 22 Christmas Vacation Starts
 - School Resumes January 2nd
 - 24 Christmas Eve
 - 25 Christmas Day
 - 31 New Year's Eve

January 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30	31		

- January - 20 Days**
- 1 New Year's Day
 - 3 School Resumes
 - 15 Teacher In-Service
 - 31 **Martin Luther King Jr. Day - No School**
 - Early Out - Dismissal at 1:30

February 2024						
Su	M	Tu	W	Th	F	Sa
				1	2	3
	4	5	6	7	8	9
	11	12	13	14	15	16
	18	19	20	21	22	23
	25	26	27	28	29	

- February - 19 Days**
- 16 In Lieu of Day (No School)
 - 19 President's Day/Storm Day
 - 21&28 P/T Conferences
 - 26 Track Starts
 - 28 Early Out - Dismissal at 1:30

March 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	31					

- March - 19 Days**
- 14 End of Quarter 3 (49 Days)
 - 15 Storm Day - No School
 - 29 Good Friday - No school
 - 31 Easter Sunday

April 2024						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
	7	8	9	10	11	12
	14	15	16	17	18	19
	21	22	23	24	25	26
	28	29	30			

- April - 20 Days**
- 1 Easter Monday
 - 8 Boys Golf Starts
 - 24 Early Out - Dismissal at 1:30
 - 26 In Lieu of Day - No School

May 2024						
Su	M	Tu	W	Th	F	Sa
					1	2
	3	4	5	6	7	8
	10	11	12	13	14	15
	17	18	19	20	21	22
	24	25	26	27	28	29
	30	31				

- May - 17 Days**
- 23 Last Day of School
 - 23 End of Quarter 4 (47 Days)
 - 26 Graduation
 - 27 Memorial Day
- Denotes Restricted days for PTO
175 Student Contact days, 3 mandated vacati

B. Consider Regional Tournament Finances

9. Announcements

A. Next Regular Meeting April 10, 2024 at 7:00 PM

10. Adjourn