

SECTION 01 7846

ATTIC STOCK

PART 1 - GENERAL

1.1 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and Division 01 Specification Sections, apply to this Section.
- B. All sections of the project manual are directly applicable to this specification section. Should a conflict arise between specification sections or between specifications and drawings and/or code requirements, the contractor shall notify the Architect/Engineer of the conflict in writing. If direction is not provided prior to the submission of the bid, the contractor shall price the more extensive system.

1.2 SUMMARY

- A. Section Includes:
 - 1. Attic Stock
 - 2. Spare Parts

1.3 DEFINITIONS

- A. Acceptance: The transfer of goods from an outside entity to the owner that has been documented and acknowledged by both parties in writing.
- B. Appropriate Credit: Amount of compensation agreed to by both parties. This value should be the vendor documented purchase price of the material, including tax, shipping, and contractor markup.
- C. Attic Stock: Additional material and accessories designated in the design specifications, including but not limited to ceiling tile, fire alarm devices, door hardware, etc.
- D. OEM: Original Equipment Manufacturer.
- E. OPP: Office of Physical Plant.
- F. Perishable Items: Items such as paint, adhesives, and other items with a finite shelf life.
- G. PSU: The Pennsylvania State University.
- H. Spare Parts: Parts or equipment components that are included in the purchase of the original equipment, and are provided by the OEM for use by the owner.

1.4 ACTION SUBMITTALS

- A. Product Data: For each item provided.

1.5 DELIVERY, STORAGE, AND HANDLING

- A. Prepare items for storage as follows:
 - 1. Items shall be delivered in undamaged, original packing.
 - 2. Item description and quantity shall be clearly marked on a visible surface of the packaging.
 - 3. Include item technical documentation.

PART 2 - PRODUCTS

2.1 ATTIC STOCK

- A. Exterior Cladding Materials
- B. Flooring and Base Materials
- C. Ceiling Tiles
- D. Wall Finishes
- E. Window Treatments - 5% shade fabric

2.2 SPARE PARTS

- 1. The PSU Area Supervisor at University Park or the Maintenance Supervisor at Commonwealth Campus locations is responsible for the acceptance and storage of spare parts. The supervisor has final authority in determining if an item should be accepted.
- 2. Items included with the purchase of materials or equipment that are considered spare or replacement parts are the property of PSU, and shall be submitted to the area for acceptance and storage.
- 3. Installation aids, transportation tools and all items that are not deemed as spare parts shall be disposed of per the University waste disposal guideline, or may be retained by the contractor.

PART 3 - EXECUTION

3.1 OWNER DOCUMENTATION REQUIREMENTS

- A. Attic Stock additional material requested by the Project Leader shall be coordinated through OPP Stores at University Park or the Maintenance Supervisors at Commonwealth Campus

locations. Items not inventoried in this manner will not be accepted, and an appropriate credit shall be provided to the owner.

1. Specific information required for acceptance of Attic Stock include:
 - a. Storeroom location.
 - b. Item description.
 - c. Item technical information and specification.
 - d. Suggested supplier.
 - e. Quantity.
 - f. Bin location, if known.
 - g. Re-order quantity.
 - 1) At what on-hand quantity should the item be re-ordered?
 - 2) What is the re-order quantity?
 - h. Cost of the item, if known.

B. OPP Stores Information

1. Office
 - a. Physical Plant Stores
Penn State University
159A Physical Plant Building
University Park, PA 16802
Phone: 814-865-1701
Fax: 814-865-2920
<http://www.opp.psu.edu/about-opp/divisions/afs/mopps>
 - b. Hours: 7:00 a.m. – 4:30 p.m., Monday –Friday
2. Stockroom
 - a. 159A Physical Plant Building
University Park, PA 16802
Phone: 814-863-8952
Fax: 814-865-2930
 - b. Hours: 6:00 a.m. – 4:30 p.m., Monday –Friday

3.2 DELIVERY

- A. Material shall be delivered directly to an approved, designated storage area, confirmed prior to delivery. Material acceptance must be verified in writing by the requesting party, typically the Area Supervisor.

3.3 STORAGE

- A. Mechanical rooms, electrical rooms, telecom, and other service areas are not to be used as storage or staging areas unless prior written approval is obtained from the Area Supervisor and Environmental Health and Safety.
- B. Designated storage areas in mechanical spaces must be clearly identified prior to delivery.

END OF SECTION 01 7846