

**SECTION 101300 DIRECTORIES**

PART 1 - GENERAL

1.1 GENERAL REQUIREMENTS

- A. Work of this Section, as shown or specified, shall be in accordance with the requirements of the Contract Documents.

1.2 SECTION INCLUDES

- A. The Work of this Section includes all labor, materials, equipment, and services necessary to complete the directories as shown on the drawings and/or specified herein.

1.3 RELATED SECTIONS

- A. Signage - Section 101400.

1.4 QUALITY ASSURANCE

- A. Qualifications of Installers: For installation of directories, use only personnel who are thoroughly trained and experienced in the skills involved and who are completely familiar with the manufacturer's recommended methods of installation.
- B. Installation Methods: The recommended installation methods of the manufacturer shall become the basis for acceptance or rejection of actual installation methods used in the work.
- C. Field measure prior to preparation of shop drawings and fabrication to ensure proper fit.

1.5 SUBMITTALS

- A. Product Data: Submit manufacturer's technical data and installation instructions for each material and component part, including construction details, material descriptions, dimensions of individual components and profiles, and finishes.
- B. Shop Drawings: Submit detailed drawings for directories. Include sections of typical trim members and dimensioned elevations. Show anchors, grounds, reinforcement, accessories, and installation details.
- C. Samples: Submit full range of color samples for each type of product, trim and accessory required. Provide 12" square samples of sheet materials and 12" lengths of trim members for color verification after selections have been made.

1.6 PRODUCT HANDLING

- A. Protection: Use all means necessary to protect the materials of this Section before, during, and after installation, and to protect the installed work and materials of all other trades.
- B. Replacements: In the event of damage, immediately make all repairs and replacements necessary.

**PART 2 - PRODUCTS**

**2.1 DIRECTORIES**

- A. Directory: As selected by the Architect.
- B. Materials:
  - 1. Frame: Fabricate of stainless steel sheet conforming to ASTM A 666, Type 304, with No. 4 finish.
  - 2. Glass: Ultra clear low-iron tempered glass conforming to ASTM C 1048, Kind FT.
- C. Refer to Graphic Design Drawings for Basis of Design.

**PART 3 - EXECUTION**

**3.1 INSPECTION**

- A. Examine the areas and conditions where directories are to be installed and correct any conditions detrimental to the proper and timely completion of the work. Do not proceed with the work until unsatisfactory conditions are corrected to permit proper installation of the work.

**3.2 INSTALLATION**

- A. Deliver factory-built units completely assembled in one piece without joints, whenever possible.
- B. Install units in locations and mounting heights as shown on drawings and in accordance with manufacturer's instructions, keeping perimeter lines straight, plumb and level. Provide all grounds, clips, backing materials, adhesives, brackets, anchors, trim and accessories for complete recessed installation.

**3.3 ADJUST AND CLEAN**

- A. Verify accessories required for each unit properly installed and operating units properly functioning.
- B. Clean units in accordance with manufacturer's instructions.

END OF SECTION 101300