

## SECTION 01420 – DEFINITIONS AND REFERENCES

### PART 1 - GENERAL

#### 1.1 RELATED DOCUMENTS

- A. Vendor introductory bid meeting documents, general provisions of the Contract, including General and Supplementary Conditions and Division 1 Specification Sections, apply to the work of this Section.

#### 1.2 SUMMARY

- A. This Section includes the following:
  - 1. Definitions and references for terms used in the specifications.
- B. Related Sections include the following:
  - 1. Division 1 sections including, but not limited to the following:
    - a. Division 1 Section “Submittal Procedures.”
    - b. Division 1 Section “Product Requirements” for equivalent product criteria.
  - 2. Divisions 2 through 16 Sections for specific requirements for submittals in those Sections.

#### 1.3 DEFINITIONS

- A. General: Basic Contract definitions are included in the Conditions of the Contract.
- B. Defined terms:
  - 1. “APM”: Area Program Manager is the program management (DMJM/JGM) team’s representative on each campus, responsible for program management oversight of all College Project Managers, campus design, construction, procurement and logistics activities.
  - 2. "Approved": When used to convey Program Manager’s action on Manufacturer's submittals, applications, and requests, "approved" is limited to Program Manager's duties and responsibilities as stated in the Conditions of the Contract.
  - 3. “Asset Assessment Services”: The performance of inventory of furniture and equipment, including the itemization and recording of the condition, location, bar code, digital photographs and the manufacturer’s name, model and serial number. The information so recorded is stored in a computer database for use by the District with SAP and GIS systems.

4. “Bid”: The written proposal submitted to the District in accordance with the Bidding Documents for the performance of the Work.
5. “Certified Furniture Dealer”: A business that sells and installs furniture and furniture products and that may also employ persons trained and certified in such business by furniture manufacturers.
6. “College Project Manager”: The Project Team member under contract to the District primarily responsible for management, oversight and supervision of the implementation of the Project.
7. “Contract Administrator”: A member of the Program Management staff that is responsible for preparing, administering contracts and supervising the contractual process.
8. “Dealer”: A business that sells furniture and furniture products and provides related services at retail.
9. “Design Consultant”: The Project Team member under contract with the District primarily responsible to provide furniture design and related design administration services for the Project.
10. "Directed": A command or instruction by Program Manager or District. Other terms including "requested," "authorized," "selected," "approved," "required," and "permitted" have the same meaning as "directed."
11. “District”: Los Angeles Community College District (LACCD)
12. “FF & E”: Furniture, Fixtures & Equipment.
13. “FF & E Contract”: The written agreement contained in the Bidding Documents and executed between the District and a third party for the Work.
14. “Greenguard”: A program providing third-party certification to low emitting interior products and building materials. All certified products undergo testing to environmental protocols and meet current indoor air quality standards.
15. "Indicated": Requirements expressed by graphic representations or in written form on Drawings, in Specifications, and in other Contract Documents. Other terms including "shown," "noted," "scheduled," and "specified" have the same meaning as "indicated."
16. "Install": Operations at Project site including unloading, temporarily storing, unpacking, assembling, erecting, placing, anchoring, applying, working to dimension, finishing, curing, protecting, cleaning, and similar operations.
17. “Inventory Tagging”: To position a label (bar code) on furniture and equipment assigned to identify goods in a memory data base by swiping goods with an electronic scanner at arrival at storage location.
18. “LACCD”: Los Angeles Community College District.

19. "LEED": LEED (Leadership in Energy and Environmental Design) Green Building Rating System™ is a voluntary, consensus-based national standard for developing high-performance, sustainable buildings, created and administered by the U.S. Green Building Council.
20. "LEED C.I.": Pertaining to Contract Interiors as applicable to LEED standards.
21. "Manufacturer": A business that designs and constructs furniture and furniture products including, but not limited to, furniture, carpets, lighting fixtures and the like.
22. "Misuse, Abuse and Mishandling": To change the inherent purpose or function of a product to a use other than the one intended, incorrect handling, excessive rough treatment or improper use.
23. "Move Management Services": The performance of the strategic planning, supervision and implementation of moving furniture and light equipment for the Bond Program projects, including the furnishing of the tools, labor and equipment required to accomplish the services.
24. "Or Equal": Products and manufacturers whose products meet all the general and technical requirements of the specifications but whose names are not explicitly listed in the sections are eligible to bid the package with their compliant products.
25. Plastic Laminate Grades: Definitions extracted from NEMA LD 3.
  - a. HGS: Grade 10 General Purpose Grade (Nominal Thickness .048"(1.2mm)) The most widely specified grade; recommended for horizontal and vertical interior applications.
  - b. HGP: Grade 12 Horizontal Forming Grade (Nominal Thickness .038"(1.0mm)) Outside radius to 1/2" (12.7mm) and cove radius to 3/16" (4.8mm). Postformable to permit bending on suitable commercial postforming equipment. Use whenever forming is desired for decorative or functional purposes in interior applications. Optimum postforming temperature is 325°F (163°C). Note: When used with a polished finish, Grade 12 is recommended only for light duty horizontal surfaces.
  - c. VGS: Grade V4 Vertical General Purpose Non-Forming Grade (Nominal Thickness 0.028" (0.7mm)) Recommended for vertical or light duty horizontal interior applications. A 3" (76.2mm) cold form radius is possible on a 2" (50.8mm) wide strip. V4 is not produced as a postforming material.
  - d. CLS: Grade 72 (Nominal Thickness .020" (0.5mm)) Non-decorative surface; light duty interior use cabinet liner for balancing and moisture control of laminate panels.
  - e. BKL: Grade 91 Backing Sheet Grade (Nominal Thickness .020" (0.5mm)) Non-decorative surface; light duty interior use backing sheet for balancing and moisture control of laminate panels.
26. "Program Manager": The Project Team member under contract to the District primarily responsible for management, oversight and supervision of the implementation of the Bond Program. The Program Manager is currently DMJM/JGM, a joint venture.

27. "Project Site": Space available for performing contract activities. The extent of Project site is given in the documents and may or may not be identical with the description of the area on which Project procurement objectives is to be placed.
28. "Recycled": Any material or object that has been reused in original or changed form rather than discarded as waste. Recycling minimizes waste generation by recovering and reprocessing usable products that might otherwise become waste.
29. "Regulations": Laws, ordinances, statutes, and lawful orders issued by authorities having jurisdiction, and rules, conventions, and agreements within the construction industry that control performance of the Work.
30. "RFB": Request for Bid.
31. "Site": Geographic location of the project, usually defined by legal boundary lines. The parcels of land owned or leased by LACCD for use by the colleges.
32. "Supplier": Manufacturer, supplier or dealer, as appropriate unless specifically noted.
33. "Vendor": A company that can supply or represent a manufacturer's product line.
34. "Warehousing": To store furniture and equipment in a secured place until goods are taken out for delivery/installation at a specified client location.

#### 1.4 INDUSTRY STANDARDS

- A. Applicability of Standards: Unless the Contract Documents include more stringent requirements, applicable industry standards have the same force and effect as if bound or copied directly into the Contract Documents to the extent referenced. Such standards are made a part of the Contract Documents by reference.
- B. Publication Dates: Comply with standards in effect as of date of the Contract Documents, unless otherwise indicated.
- C. Copies of Standards: Each entity engaged in construction on Project should be familiar with industry standards applicable to its activity. Copies of applicable standards are not bound with the Contract Documents.
  1. Where copies of standards are needed to perform a required activity, obtain copies directly from publication source.
- D. Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the standards and regulations in the following list. Names, telephone numbers, and Web-site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

ADAAG	Americans with Disabilities Act (ADA) Accessibility Guidelines for Buildings and Facilities Available from Access Board <a href="http://www.access-board.gov">www.access-board.gov</a>	(800)872-2253 (202) 272-0080
UFAS	Uniform Federal Accessibility Standards Available from Access Board <a href="http://www.access-board.gov">www.access-board.gov</a>	(800) 872-2253 (202) 272-0080

## 1.5 ABBREVIATIONS AND ACRONYMS

- A. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities indicated in Gale Research's "Encyclopedia of Associations" or in Columbia Books' "National Trade & Professional Associations of the U.S."
- B. Industry Organizations: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web-site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

AA	Aluminum Association, Inc. (The) <a href="http://www.aluminum.org">www.aluminum.org</a>	(202) 862-5100
AAMA	American Architectural Manufacturers Association <a href="http://www.aamanet.org">www.aamanet.org</a>	(847) 303-5664
AATCC	American Association of Textile Chemists and Colorists (The) <a href="http://www.aatcc.org">www.aatcc.org</a>	(919) 549-8141
AEIC	Association of Edison Illuminating Companies, Inc. (The) <a href="http://www.aeic.org">www.aeic.org</a>	(205) 257-2530
AFPA	American Forest & Paper Association (See AF&PA)	
AF&PA	American Forest & Paper Association <a href="http://www.afandpa.org">www.afandpa.org</a>	(800) 878-8878 (202) 463-2700
AGC	Associated General Contractors of America (The) <a href="http://www.agc.org">www.agc.org</a>	(703) 548-3118
AHA	American Hardboard Association (Now part of CPA)	
AIA	American Institute of Architects (The) <a href="http://www.aia.org">www.aia.org</a>	(800) 242-3837 (202) 626-7300

AISC	American Institute of Steel Construction <a href="http://www.aisc.org">www.aisc.org</a>	(800) 644-2400 (312) 670-2400
AISI	American Iron and Steel Institute <a href="http://www.steel.org">www.steel.org</a>	(202) 452-7100
AITC	American Institute of Timber Construction <a href="http://www.aitc-glulam.org">www.aitc-glulam.org</a>	(303) 792-9559
ALSC	American Lumber Standard Committee, Incorporated <a href="http://www.alsc.org">www.alsc.org</a>	(301) 972-1700
ANSI	American National Standards Institute <a href="http://www.ansi.org">www.ansi.org</a>	(202) 293-8020
APA	APA - The Engineered Wood Association <a href="http://www.apawood.org">www.apawood.org</a>	(253) 565-6600
ASTM	ASTM International (American Society for Testing and Materials International) <a href="http://www.astm.org">www.astm.org</a>	(610) 832-9585
AWI	Architectural Woodwork Institute <a href="http://www.awinet.org">www.awinet.org</a>	(800) 449-8811 (703) 733-0600
BHMA	Builders Hardware Manufacturers Association <a href="http://www.buildershardware.com">www.buildershardware.com</a>	(212) 297-2122
BIFMA	BIFMA International (Business and Institutional Furniture Manufacturer's Association International) <a href="http://www.bifma.com">www.bifma.com</a>	(616) 285-3963
CFFA	Chemical Fabrics & Film Association, Inc. <a href="http://www.chemicalfabricsandfilm.com">www.chemicalfabricsandfilm.com</a>	(216) 241-7333
CISCA	Ceilings & Interior Systems Construction Association <a href="http://www.cisca.org">www.cisca.org</a>	(630) 584-1919
CPA	Composite Panel Association <a href="http://www.pbmdf.com">www.pbmdf.com</a>	(301) 670-0604
CSI	Construction Specifications Institute (The) <a href="http://www.csinet.org">www.csinet.org</a>	(800) 689-2900 (703) 684-0300
FM	Factory Mutual System (See FMG)	
FMG	FM Global (Formerly: FM - Factory Mutual System)	(401) 275-3000

	<a href="http://www.fmglobal.com">www.fmglobal.com</a>	
FSC	Forest Stewardship Council <a href="http://www.fsc.org">www.fsc.org</a>	49 (228) 367660
GEI	Greenguard Environmental Institute <a href="http://www.greenguard.org">www.greenguard.org</a>	(800) 427-9681
GS	Green Seal <a href="http://www.greenseal.org">www.greenseal.org</a>	(202) 872-6400
HPVA	Hardwood Plywood & Veneer Association <a href="http://www.hpva.org">www.hpva.org</a>	(703) 435-2900
ISO	International Organization for Standardization <a href="http://www.iso.ch">www.iso.ch</a>	41 22 749 01 11
KCMA	Kitchen Cabinet Manufacturers Association <a href="http://www.kcma.org">www.kcma.org</a>	(703) 264-1690
LMA	Laminating Materials Association <a href="http://www.lma.org">www.lma.org</a>	(201) 664-2700
NAAMM	National Association of Architectural Metal Manufacturers <a href="http://www.naamm.org">www.naamm.org</a>	(312) 332-0405
NeLMA	Northeastern Lumber Manufacturers' Association <a href="http://www.nelma.org">www.nelma.org</a>	(207) 829-6901
NEMA	National Electrical Manufacturers Association <a href="http://www.nema.org">www.nema.org</a>	(703) 841-3200
NFPA	NFPA <a href="http://www.nfpa.org">www.nfpa.org</a>	(800) 344-3555 (617) 770-3000
NHLA	National Hardwood Lumber Association <a href="http://www.natlhardwood.org">www.natlhardwood.org</a>	(800) 933-0318 (901) 377-1818
NLGA	National Lumber Grades Authority <a href="http://www.nlga.org">www.nlga.org</a>	(604) 524-2393
SPIB	Southern Pine Inspection Bureau (The) <a href="http://www.spib.org">www.spib.org</a>	(850) 434-2611
SSPC	SSPC: The Society for Protective Coatings <a href="http://www.sspc.org">www.sspc.org</a>	(877) 281-7772 (412) 281-2331
UL	Underwriters Laboratories Inc. <a href="http://www.ul.com">www.ul.com</a>	(800) 285-4476 (847) 272-8800

USGBC	U.S. Green Building Council www.usgbc.org	(202) 828-7422
WCLIB	West Coast Lumber Inspection Bureau www.wclib.org	(800) 283-1486 (503) 639-0651
WI	Woodwork Institute (Formerly: WIC - Woodwork Institute of California) www.wicnet.org	(916) 372-9943
WIC	Woodwork Institute of California (See WI)	
WMMPA	Wood Moulding & Millwork Producers Association www.wmmpa.com	(800) 550-7889 (530) 661-9591
WWPA	Western Wood Products Association www.wwpa.org	(503) 224-3930

C. Code Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web-site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

CABO	Council of American Building Officials (See ICC)	
ICBO	International Conference of Building Officials (See ICC)	
ICBO ES	ICBO Evaluation Service, Inc. (See ICC-ES)	
ICC	International Code Council  (Formerly: CABO - Council of American Building Officials) www.iccsafe.org	(703) 931-4533
ICC-ES	ICC Evaluation Service, Inc.  www.icc-es.org	(800) 423-6587 (562) 699-0543

D. State Government Agencies: Where abbreviations and acronyms are used in Specifications or other Contract Documents, they shall mean the recognized name of the entities in the following list. Names, telephone numbers, and Web-site addresses are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents.

CBHF	State of California, Department of Consumer Affairs	(800) 952-5210
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Bureau of Home Furnishings and Thermal Insulation (916) 574-2041  
[www.dca.ca.gov/bhfti](http://www.dca.ca.gov/bhfti)

CPUC California Public Utilities Commission (415) 703-2782  
[www.cpuc.ca.gov](http://www.cpuc.ca.gov)

1.6 SPECIFIC STANDARDS IN THE SPECIFICATIONS

A. Specific standard in the specifications: Where specific standards used in Specifications or other Contract Documents, they shall mean the recognized name of the entities and standard in the following list. Agency names, and Standard Titles are subject to change and are believed to be accurate and up-to-date as of the date of the Contract Documents. Standards listed below are mentioned in the text of the specifications, however, any standards excluded from the list in this section still apply in their original context.

Standard Designator	Standard Agency	Standard Full Title
16 CFR 260.7	Code of Federal Regulations	Guides for the Use of Environmental Marketing Claims
40 CFR 59, Subpart D	Code of Federal Regulations	National Volatile Organic Compound Emission Standards for Architectural Coatings
AHA A135.4	American Hardboard Association	Basic Hardboard
ANSI A208.1	American National Standards Institute	Particleboard
ANSI A208.2	American National Standards Institute	Medium Density Fiberboard (MDF) for Interior Applications
ANSI/BIFMA X5.1	American National Standards Institute	American National Standard for Office Furnishings - General Purpose Office Chairs - Tests
ANSI/BIFMA X5.2	American National Standards Institute	American National Standard for Office Furnishings - Lateral Files
ANSI/BIFMA X5.3	American National Standards Institute	American National Standard for Office Furnishings - Vertical Files
ANSI/BIFMA X5.4	American National Standards Institute	American National Standard for Office Furnishings – Lounge Seating

Standard Designator	Standard Agency	Standard Full Title
ANSIBIFMA X5.5	American National Standards Institute	American National Standard for Office Furnishings - Desk/Table Products - Tests
ANSI/BIFMA 5.6	American National Standards Institute	American National Standard for Office Furnishings - Panels Systems
ASTM E 84	ASTM International	Test Method for Surface Burning Characteristics of Building Materials
BHMA A156.9	Builders Hardware Manufacturers Association	Cabinet Hardware
BHMA A156.11	Builders Hardware Manufacturers Association	Cabinet Locks
BHMA A156.18	Builders Hardware Manufacturers Association	Materials and Finishes
DOS PS 1	U.S. Department of Commerce, National Institute of Standards and Technology	U.S. Product Standard for Construction and Industrial Plywood
FSC 1.2	Forest Stewardship Council	Principles and Criteria (available in PDF at <a href="http://www.fscoax.org/principal.htm">www.fscoax.org/principal.htm</a> )
HPVA HP-1	Hardwood Plywood and Veneer Association	Hardwood and Decorative Plywood
LMA SAT-1	Laminating Materials Association	Voluntary Product Standard and Typical Physical Properties of Saturated Paper Overlays
NEMA LD 3	National Electrical Manufacturers Association	High Pressure Decorative Laminates
NFPA 70	National Fire Protection Association	National Electrical Code
NFPA 101	National Fire Protection Association	Life Safety Code
NFPA 255	National Fire Protection Association	Method of Test of Surface Burning Characteristics of Building Materials
NFPA 265	National Fire Protection Association	Fire Tests for Evaluating Room Fire Growth Contribution of Textile Coverings on Full Height Panels and Walls

Standard Designator	Standard Agency	Standard Full Title
UL 723	Underwriters Laboratories	Test for Surface Burning Characteristics of Building Materials
UL 1286	Underwriters Laboratories	Office Furnishings

PART 2 - PRODUCTS (Not Used)

PART 3 - EXECUTION (Not Used)

END OF SECTION 01420