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SECTION 01 45 00: CONTRACTOR QUALITY CONTROL

PART 1 – GENERAL

1.1 APPLICATION

- A. Applies to projects with a project value over \$20 million. See section 01 45 10 Quality Control Plan Small Projects for projects with project values of \$0–20 million.

1.2 RELATED DOCUMENTS

- A. Construction Drawings, Technical Specifications, Addenda, and general provisions of the Contract, including Contract General Conditions and other Division 1 Specification Sections, apply to this section.

1.3 PAYMENT

- A. Separate payment will not be made for providing and maintaining an effective Quality Control Program.

1.4 SUBMITTALS


- A. Owner’s Designer of Record approval is required for all submittals.
- B. Submit a Contractor Quality Control (CQC) plan.

1.5 GENERAL REQUIREMENTS

- A. Establish and maintain an effective Quality Control (QC) system that complies with Owner requirements. QC is comprised of plans, procedures, and organization necessary to produce an end product that complies with the Contract requirements. The Quality Control system covers all construction operations, both onsite and offsite, and must be coordinated with the proposed construction sequence.
- B. The Quality Control manager must maintain a physical presence at the work site at all times and is the primary individual responsible for all quality control.

1.6 QUALITY CONTROL (QC) PROGRAM REQUIREMENTS

- A. Establish and maintain a Quality Control (QC) program as described in this section.
- B. The Quality Control program is key element in meeting the objectives of the Commissioning Process.
- C. The QC program consists of a QC Organization, QC Plan, QC Plan meeting(s), a Coordination and Mutual Understanding meeting, QC meetings, three phases of control, submittal review and approval, testing, completion inspections, QC certifications, independent Special Inspections, and documentation necessary to provide materials, equipment, workmanship, fabrication, construction, and operations that comply with


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the requirements of this Contract.

- D. The QC program must cover onsite and offsite work and be coordinated with the work sequence.
- E. No construction work or testing may be performed unless the Quality Control manager is on the work site.
- F. The QC Manager must report to the Project Executive or Officer of the firm and not be subordinate to the Project Manager or the project Superintendent.
- G. The QC Manager, Project Superintendent and Project Manager must work together effectively. Although the QC Manager is the primary individual responsible for quality control, all individuals will be held responsible for the quality of the work on the job.

1.6.1 Quality of Work

- A. Quality of Products: Unless otherwise indicated or specified, all products shall be new, free of defects, and fit for the intended use.
- A. Quality of Installation: All Work shall be produced plumb, level, square and true, or true to indicated angle, and with proper alignment and relationship between the various elements.
- B. Protection of Existing and Completed Work: Take all measures necessary to preserve and protect existing and completed Work free from damage, deterioration, soiling and staining, until Acceptance by the Owner.
- C. Standards and Code Compliance and Manufacturer’s Instructions and Recommendations: Unless more stringent requirements are indicated or specified, comply with manufacturer’s instructions and recommendations, reference standards and building code research report requirements in preparing, fabricating, erecting, installing, applying, connecting, and finishing Work.
- D. Deviations from Standards and Code Compliance and Manufacturer’s Instructions and Recommendations: Document and explain all deviations from reference standards and building code research report requirements and manufacturer’s product installation instructions and recommendations, including acknowledgement by the manufacturer that such deviations are acceptable and appropriate for the Project.
- E. Verification of Quality: Work shall be subject to verification of quality by Owner or Architect in accordance with provisions of the Contract General Conditions.
 - 1. Contractor shall cooperate by making Work available for inspections and observations by Owner’s Representative, Architect and their consultants.
 - 2. Such verification may include mill, plant, shop, or field inspection, as required.
 - 3. Provide access to all parts of the Work, including plants where materials or equipment are manufactured or fabricated.


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4. Provide all information and assistance as necessary, including that from subcontractors, fabricators, materials suppliers and manufacturers, for verification of quality by Owner’s Representative or Architect.
 5. Contract modifications, if any, resulting from such verification activities shall be governed by applicable provisions in the Contract General Conditions.
- F. Observations by Architect and Architect’s Consultants: Periodic and occasional observations of Work in progress will be made by Architect and Architect’s consultants as deemed necessary to review progress of Work and general conformance with the design intent.
- G. Limitations on Inspection, Test and Observations: Employment of an independent testing and inspection agency and observations by Architect and Architect’s consultants shall not relieve Contractor of the obligation to perform Work in full conformance to all requirements of Contract Documents and applicable Building Code and other regulatory requirements.
- H. Rejection of Work: The Owner reserves the right to reject any and all Work not in conformance to the requirements of the Contract Documents.
- I. Correction of Non-Conforming Work: Non-conforming Work shall be modified, replaced, repaired or redone by the Contractor at no change in Contract Sum or Contract Time.
- J. Acceptance of Non-Conforming Work: Acceptance of non-conforming Work, without specific written acknowledgement and approval of the Owner’s Representative, shall not relieve the Contractor of the obligation to correct such Work.
- K. Contract Adjustment for Non-conforming Work: Should Owner’s Representative determine that it is not feasible or not in Owner’s interest to require non-conforming Work to be repaired or replaced, an equitable reduction in Contract Sum shall be made by agreement between Owner’s Representative and Contractor. If an equitable amount cannot be agreed upon, a Field Instruction will be issued and the amount in dispute resolved in accordance with applicable provisions of the Contract General Conditions.
- L. Non-Responsibility for Non-Conforming Work: Architect and Architect’s consultants disclaim any and all responsibility for Work produced that is not in conformance with the Contract Drawings and Contract Specifications.

1.6.2 Meetings

A. Quality Control plan meeting

1. Prior to submission of the QC plan, the Contractor may request a meeting with Owner Representative to discuss the QC plan requirements of this Contract. The purpose of this meeting is to develop a mutual understanding of the plan requirements prior to plan development and submission and to agree on the Contractor’s list of Definable Feature of Work (DFOW).

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B. Coordination and Mutual Understanding meeting

1. After the Preconstruction conference and post award conference, before start of construction, and prior to acceptance by Owner of the CQC plan, meet with Owner and discuss the Contractor's quality control system. During the meeting, a mutual understanding of the system details must be developed, including the forms for recording the CQC operations, control activities, testing, administration of the system for both onsite and offsite work, and the interrelationship of Contractor's management and control with Owner's Quality Assurance. Minutes of the meeting will be prepared by the QC manager and signed by the Contractor, the Designer of Record, and Owner. Provide a copy of the signed minutes to all attendees (and include in the QC Plan). At a minimum the Coordination and Mutual Understanding meeting must be repeated when a new QC Manager is appointed. There can be other occasions when subsequent conferences will be called by either party to reconfirm mutual understanding or address deficiencies in the CQC system or procedures which can require corrective action by the Contractor.


2. The purpose of this meeting is to develop a mutual understanding of the QC details, including documentation, administration for onsite and offsite work, design intent, Commissioning, Environmental requirements and procedures, coordination of activities to be performed, Special Inspections, and the coordination of the Contractor's management, production, and QC personnel. At the meeting, the Contractor must explain in detail how the three phases of control will be implemented for each DFOW, as well as how each DFOW will be affected by each management plan or requirement as listed below:
 - a. Waste Management Plan
 - b. Procedures for noise and acoustics management
 - c. Environmental Protection Plan
 - d. Environmental regulatory requirements
 - e. Commissioning Plan requirements
 - f. Special Inspections
 - g. Indoor Air Quality (IAQ) Management Plan

B.1 Coordination of Activities

1. Coordinate activities included in various sections to ensure efficient and orderly installation of each component. Coordinate operations included under different sections that are dependent on each other for proper installation and operation. Schedule construction operations with consideration for indoor air quality as specified in the IAQ Management Plan. Coordinate Special Inspections.

B.2 Attendees

1. As a minimum, the Contractor's personnel required to attend include the Project Executive or officer of the firm, the Project Manager, Project Superintendent, QC manager, Alternate QC manager, Safety Manager, Environmental Manager, and subcontractor representatives. Each subcontractor who will be assigned QC responsibilities must have a principal of the firm at the meeting.

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C. Quality Control (QC) Meetings


1. After the start of construction, conduct weekly QC meetings led by the QC manager at the work site with the Project Superintendent, and the other personnel as necessary. The QC Manager is to prepare the minutes of the meeting and provide a copy to Owner within two (2) working days after the meeting. Owner may attend these meetings. As a minimum, accomplish the following at each meeting:
 - a. Review the minutes of the previous meeting.
 - b. Review the schedule and the status of work and deficiencies/rework. Review the most current approved schedule (in accordance with schedule specifications) and the status of work and deficiencies/rework.
 - c. Review the status of submittals and Request for Information (RFIs).
 - d. Review the work to be accomplished in the next three (3) weeks.
 - e. Review Testing Plan and Log including status of tests performed since last QC meeting.
 - f. Resolve QC and production problems. Discuss status of pending change orders.
 - g. Address items that may require revising the QC Plan.
 - h. Review Accident Prevention Plan (APP) and effectiveness of the safety program.
 - i. Review environmental requirements and procedures.
 - j. Review the Environmental Management Plan.
 - k. Review the Waste Management Plan.
 - l. Review the status of training completion.
 - m. Review the Commissioning Plan and progress. Review the Issues log and resolution.
 - n. Review the IAQ Management Plan.

1.6.3 Contractor Quality Control (CQC) Plan

- A. Submit a Construction Quality Control Plan (CQC) no later than 45 days after receipt of Notice to Proceed (NTP). Owner will consider an interim plan for the first 90 days of operation. Construction will be permitted to begin only after acceptance of the CQC plan and other Contract requirements or acceptance of an interim plan applicable to the particular feature of work to be started. Work outside of the accepted interim plan will not be permitted to begin until acceptance of a CQC Plan.


1.6.4 Content of Contractor Quality Control (CQC) Plan

- A. Provide a CQC Plan, prior to start of construction that includes a table of contents, with major sections identified, pages numbered sequentially, and that documents the proposed methods and responsibilities for accomplishing quality control during the construction of the project. The CQC Plan must at a minimum include the following sections:
 1. A description of the quality control organization and acknowledgement that the CQC staff will implement the three-phase control system for all aspects of the work specified.
 2. An organizational chart showing the quality control organization with individual names and job titles

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and lines of authority up to an executive of the company at the home office.

3. **NAMES AND QUALIFICATIONS:** Names and qualifications, in resume format, (including position titles and durations for qualifying experiences) for each person in the QC organization. Include the Construction Quality Management (CQM) for Contractor’s course certifications for the QC personnel as required by the paragraph CONSTRUCTION QUALITY MANAGEMENT TRAINING.
4. **DUTIES, RESPONSIBILITIES AND AUTHORITY OF QC PERSONNEL:** Duties, responsibilities, and authorities of each person in the QC organization.
5. **OUTSIDE ORGANIZATIONS:** A listing of outside organizations that will be employed by the Contractor and a description of the services these firms will provide.
6. **APPOINTMENT LETTERS:** Letters signed by the Project Executive or an officer of the firm appointing the QC Manager and Alternate QC Manager and stating that they are responsible for implementing and managing the QC program as described in this Contract. Include in this letter the responsibility of the QC Manager and Alternate QC Manager to implement and manage the three phases of control, and their authority to stop work that is not in compliance with the Contract. Letters of direction are to be issued by the QC Manager to the Assistant QC Manager and all other QC Specialists or quality control representatives outlining their duties, authorities, and responsibilities. Include copies of the letters in the QC Plan.
7. **SUBMITTAL PROCEDURES AND INITIAL SUBMITTAL REGISTER:** Procedures for reviewing, approving, scheduling, and managing submittals, including those of subcontractors, offsite fabricators, and suppliers. Provide the name (s) of the person (s) in the QC organization authorized to review and certify submittals prior to submission for approval. Provide the initial submittal of the submittal register as specified in Section 01 33 00 SUBMITTAL PROCEDURES.
8. **TESTING LABORATORY INFORMATION:** Testing Laboratory information required by the paragraph ACCREDITATION REQUIREMENTS, as applicable.
9. **TESTING PLAN AND LOG:** A Testing Plan and Log that includes the tests required, associated features of work required, referenced by the specification paragraph number requiring the test, the frequency and the person responsible for each test.
10. Procedures to complete construction deficiencies from identification through acceptable corrective action. Establish verification procedures that identified deficiencies have been corrected. This is performed prior to beginning work on each definable feature of work.
11. Reporting procedures, including proposed reporting formats.
12. **LIST OF DEFINABLE FEATURES:** A Definable Feature of Work (DFOW) is a task that is separate and distinct from other tasks and has control requirements and work crews unique to that


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task. A DFW is identified by different trades or disciplines, or it is work by the same trade in a different environment. Although each section of the specifications can generally be considered as a definable feature of work, there are frequently more than one definable feature under a particular section. Identify the specification section number and schedule activity ID for each DFW listed. The DFW list will be reviewed in coordination with the construction schedule and agreed upon during the Coordination of Mutual Understanding Meeting.

- B. PROCEDURES FOR PERFORMING AND TRACKING THE THREE PHASES OF CONTROL: Identify procedures used to ensure the three phases of control to manage the quality on this project. For each Definable Feature of Work (DFOW), a Preparatory and Initial Phase checklist will be filled out during the Preparatory and Initial phase meetings. Conduct the Preparatory and Initial Phases and meetings with a view towards obtaining quality construction by planning ahead and identifying potential problems for each DFW.
- C. Coordinate scheduled work with Special Inspections required by Section 01 45 35 SPECIAL INSPECTIONS, the Statement of Special Inspections and the Special Inspections Project Manual. The Contractor must include all inspections required by the Authority Having Jurisdiction (AHJ) in the Quality Control Plan and must perform the inspections required by the AHJ. The Contractor must perform these inspections using independent qualified inspectors. Include the Special Inspections Project Manual requirements in the QC Plan.
- D. PROCEDURES FOR COMPLETION INSPECTION: Procedures for Identifying and documenting the completion inspection process. Include in these procedures the responsible party for punch out inspection, pre-final inspection, and final acceptance inspection.
- E. TRAINING PROCEDURES AND TRAINING LOG: Procedures for coordinating and documenting the training of personnel required by the Contract.
- F. ORGANIZATION AND PERSONNEL CERTIFICATIONS LOG: Procedures for coordinating, tracking and documenting all certifications required for entities such as subcontractors, testing laboratories, suppliers, and personnel. The QC Manager will ensure that certifications are current, appropriate for the work being performed, and will not lapse during any period of the Contract that the work is being performed.

1.6.5 Acceptance of the Quality Control Plan

- A. Owner’s acceptance of the Contractor QC Plan, or interim plan applicable to the particular feature of work to be started is required prior to the start of construction. Owner reserves the right to require changes in the QC Plan and operations as necessary, including removal or addition of personnel, to ensure the specified quality of work. Owner reserves the right to interview any member of the QC organization at any time to verify the submitted qualifications. All QC organization personnel are subject to acceptance by Owner. Owner may require the removal of any individual for non-compliance with quality requirements specified in the Contract.

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1.6.6 Notifications of Changes

- A. Notify Owner, in writing, of any proposed changes in the QC Plan or changes to the QC organization personnel. Proposed changes are subject to acceptance by Owner.

1.6.7 Special Inspections

- A. Perform all required Special Inspections per Section 01 45 35 SPECIAL INSPECTIONS and the Schedule of Special Inspections.

1.7 QUALITY CONTROL (QC) ORGANIZATION

1.7.1 Personnel Requirements

- A. The requirements for the CQC organization are a Quality Control Manager and enough qualified personnel to ensure Contract compliance. The CQC Staff always maintains a presence at the site during progress of the work and have complete authority and responsibility to take any action necessary to ensure Contract Compliance. The CQC staff will be subject to acceptance by Owner. Provide adequate office space, filing systems and other resources as necessary to maintain an effective and fully functional CQC organization. Promptly complete and furnish all letters, material submittals, shop drawing submittals, schedules, and all other project documentation to the CQC organization. The CQC organization is responsible for always maintaining these documents and records at the site, except as otherwise acceptable to Owner.


1.7.2 Quality Control (QC) Manager

1.7.2.1 Duties

- A. Provide a QC Manager at the work site to implement and manage the QC Program. The QC Manager must attend the QC Plan Meetings, Coordination and Mutual Understanding Meeting, conduct the QC meetings, perform the three phases of Control, perform submittal review and approval prior to submission, ensure testing is performed and provide QC certifications and documentation required in this Contract. The QC Manager is responsible for managing and coordinating the three phases of control. The QC Manager is responsible for documenting tests performed by testing laboratory personnel, and any other inspection and testing required by this Contract. The QC Manager is the manager of all QC activities.

1.7.2.2 Qualifications

- A. The QC Manager must be an individual with a minimum of ten (10) years combined experience in the following positions: Project Superintendent, QC Manager, Project Manager, Project Engineer, or Construction Manager on similar size and type construction Contracts which included the major trades that are part of this Contract. The individual must have at least two (2) years of experience as a QC Manager.

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- B. The QC Manager must possess at least a bachelor’s degree in engineering, architecture, or Construction management.
- C. The QC Manager and all members of the QC organization must be capable of reading, writing, and conversing fluently in the English language.

1.7.2.3 Construction Quality Management Training

- A. In addition to the above experience and education requirements, The QC Manager and all members of the QC team must have completed the Construction Quality Management (CQM) for Contractor’s course. If the QC Manager does not have a current certification, obtain the CQM for Contractors course certification within 60 days of Contract award. The Construction Quality Management Training certificate expires after five (5) years. If the QC Manager’s certification has expired, retake the course to remain current.

1.7.3 Organizational Changes


- A. Maintain the QC staff with personnel as required by the specification section at all times. When it is necessary to make changes to the QC staff, revise the CQC Plan to reflect the changes and submit the changes to Owner for acceptance.

1.7.4 Alternate Quality Control (QC) Manager Duties and Qualifications

- A. Designate an alternate for QC Manager at the work site to serve in the event of the designated QC Manager’s absence. The period of absence may not exceed two (2) weeks at one time, and not more than thirty (30) workdays during a calendar year. The qualification requirements for the Alternate QC Manager must be the same as for the QC Manager.

1.7.5 Commissioning

- A. Commissioning (Commissioning) is a systematic, quality-focused process for delivery of a project focusing on verifying and documenting all commissioned systems and assemblies are installed, tested, and operating as they planned and designed to meet the project requirements. The Quality Control requirements outlined in this specification section are key in supporting the objectives of the Commissioning process, specifically coordinating testing, documenting, and verifying proper system operation. Properly executed, the Quality Control support of Commissioning ensures timely execution of necessary tasks to deliver the fully commissioned and operating systems in coordination with the overall construction and project schedule.
- B. Commissioning is in addition to the quality control requirements of this section and not as a substitute for quality control requirements.

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1.8 SUBMITTALS AND DELIVERABLES REVIEW AND APPROVAL


- A. Procedures for submission, review and approval of submittals are described in Section 01 33 00 SUBMITTAL PROCEDURES. Procedures must include field verification of relevant dimensions and component characteristics by the QC organization prior to submission for approval. The CQC organization is responsible for certifying that all submittals and deliverables are in compliance with the Contract.

1.9 THREE PHASES OF CONTROL

- A. CQC enables the Contractor to ensure that the construction, including that of subcontractors and suppliers, complies with the requirements of the Contract. Three phases of control must be conducted by the QC Manager to adequately cover both onsite and offsite work for each definable feature of the construction work as follows:

1.9.1 Preparatory Phase


- A. Document the results of the preparatory phase actions by separate minutes prepared by the QC Manager and attach to the daily CQC report. Instruct applicable workers as to the acceptable level of workmanship required to meet Contract specifications.
- B. Notify Owner at least two (2) business days in advance of each preparatory phase meeting. The meeting will be conducted by the QC Manager and attended by the Project Superintendent and the foreman responsible for the DFOW. When the DFOW will be accomplished by a subcontractor, that subcontractor's foreman must attend the preparatory phase meeting. This phase is performed prior to beginning work on each definable feature of work, after all required plans/documents/materials are approved/accepted, and after copies are at the work site. Perform the following prior to beginning work on each DFOW:
1. Review each paragraph of the applicable specification sections, reference codes, and standards.
 2. Review the Contract drawings.
 3. Verify the field measurements are as indicated on construction or shop drawings or both before confirming product orders.
 4. Verify that appropriate shop drawings and submittals for materials and equipment have been submitted and approved. Verify receipt of approved factory test results, when required.
 5. Review the testing plan and ensure that provisions have been made to provide the required QC testing.
 6. Examine the work area to ensure that the required preliminary work has been completed and complies with the Contract and ensure any deficiencies/rework items in the preliminary work have been corrected.

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7. Review coordination of product/material delivery to designated prepared areas to execute the work.
8. Examine the required materials, equipment and sample work to ensure that they are on hand and conform to the approved shop drawings and submitted data and are properly stored.
9. Check to ensure that all materials and equipment have been tested, submitted, and approved.
10. Discuss specific controls to be used, construction methods, construction tolerances workmanship standards, and the approach that will be used to provide quality construction by planning ahead and identifying potential problems for each DFW. Ensure any portion of the plan requiring separate Owner acceptance has been approved.
11. Review of Special Inspections required by Section 01 45 35 SPECIAL INSPECTIONS, the Statement of Special Inspections and the Schedule of Special Inspections.
12. Review Safety Accident Prevention Plan (APP) and appropriate Activity Hazard Analysis (AHA) to ensure applicable safety requirements are met, and that required Safety Data Sheets (SDS) are submitted and are on site.

1.9.2 Initial Phase


- A. Document the results of the initial phase actions by separate minutes prepared by the QC Manager and attach to the daily CQC report. Instruct applicable workers as to the acceptable level of workmanship required meet Contract specifications.
- B. Notify Owner at least two (2) business days in advance of each initial Phase meeting. When construction crews are ready to start work on a DFW, the QC Manager will schedule and conduct the initial phase meeting with the Project Superintendent, the Special Inspector (If applicable) and the foreman responsible for the DFW. Observe the initial segment of the DFW to ensure that the work complies with Contract requirements. Document the results of the initial phase in the daily CQC Report and in the Initial Phase Checklist. Repeat the initial phase for each new crew to work onsite when acceptable levels of specified quality are not met. Indicate the exact location of initial phase for definable features of work for future reference and comparison with follow-up phases. Perform the following for each DFW:
 1. Review minutes of the Preparatory Meeting.
 2. Check work to ensure that it is in full compliance with Contract requirements.
 3. Verify adequacy of controls to ensure full Contract compliance. Verify required control inspection and testing comply with the Contract.
 4. Establish level of workmanship and verify that it meets the minimum acceptable workmanship standards. Compare with required mockups/sample panels as appropriate.

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5. Resolve any workmanship issues.
6. Ensure that testing is performed by the appropriate testing agency/laboratory.
7. Check work procedure for compliance with the Accident Prevention Plan (APP) and the appropriate Activity Hazard Analysis (AHA) to ensure that applicable safety requirements are met.
8. Review project specific work plans to ensure all preparatory work items have been completed and documented.
9. Coordinate scheduled work with Special Inspections required by Section 01 45 35 SPECIAL INSPECTIONS, the Statement of Special Inspections and the Schedule of Special Inspections.

1.9.3 Follow-Up Phase

- A. Perform the following for on-going DFOW daily, or more frequently as necessary, until the completion of DFOW. The Final Follow-up for any DFOW will clearly note in the daily report the DFOW is completed, and all deficiencies/rework items have been completed in accordance with the paragraph DEFICIENCY/REWORK ITEMS LIST. Each DFOW that has completed the Initial Phase and has not completed the Final Follow-up must be included on each daily quality control report. If no work was performed on that DFOW for the period of that daily report, it must be so noted. Document all follow-up activities for DFOWs in the daily CQC Report:
 1. Ensure the work including control testing complies with the Contract requirements until completion of that particular work feature. Record checks in the CQC documentation.
 2. Maintain the quality of workmanship required.
 3. Ensure the testing is performed by the appropriate party/agency/laboratory.
 4. Ensure that deficiencies/rework items are being corrected. Conduct final follow-up checks and correct all deficiencies prior to the start of additional features of work which may be affected by the deficient work.
 5. Do not build upon nor conceal nonconforming work.
 6. Assure manufacturers' representatives have performed necessary inspections if required and perform safety inspections.
 7. Coordinate scheduled work with Special Inspections required by Section 01 45 35 SPECIAL INSPECTIONS, the Statement of Special Inspections and the Schedule of Special Inspections.

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1.9.4 Additional Preparatory and Initial Phases


- A. Conduct additional preparatory and initial Phases on the same DFOW if the quality of ongoing work is unacceptable, if there are changes in the applicable QC organization, if there are changes in the onsite production supervision or work crew, if work on a DFOW has not started within 45 days of the initial preparatory meeting or has resumed after 45 days of inactivity, or if other problems develop.

1.9.5 Notification of Three Phases of Control for Offsite Work

- A. Notify Owner at least two (2) weeks prior to the start of the preparatory and initial phases for any offsite work.

1.9.6 Deficiency/Rework Items List

- A. The QC Manager must maintain a list of work that does not comply with the Contract, identifying what items need to be corrected, the activity ID number associated with the item, the date the item was originally discovered, the date the item will be corrected and the date the item was corrected.
- B. The QC Manager reviews the list at each weekly QC Meeting:
 1. There is no requirement to report a deficiency/rework item that is corrected the same day it is discovered.
 2. No successor task may be advanced beyond the preparatory phase meeting until all deficiencies/rework items have been cleared by the QC Manager and concurred with by Owner. This must be confirmed as part of the Preparatory Phase activities.
 3. Attach a copy of the Deficiency/Rework Items List to the last daily CQC Report of each month.
 4. The Contractor is responsible for including those items identified by Owner.
 5. All deficiencies/rework items must be confirmed as corrected by the QC Manager, and concurred by Owner, prior to commencement of any completion inspections per paragraph COMPLETION INSPECTIONS unless specifically exempted by Owner.
 6. Non-Compliance with these requirements is grounds for removal in accordance with paragraph ACCEPTANCE OF THE QUALITY CONTROL (QC) PLAN.
 7. All delays, concurrent or related to failure to manage, monitor, control, and correct deficiencies / rework items are entirely the responsibility of the Contractor and cannot be made the subject, or any component of any request for additional time or compensation.


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1.10 TESTING

- A. Perform specified or required tests to verify that control measures are adequate to provide a product which conforms to the Contract requirements. Testing includes operation and acceptance tests when specified.
- B. Perform the following activities and record and provide the following data:
 1. Verify the testing procedures comply with Contract requirements.
 2. Verify that facilities and testing equipment are available and comply with testing standards.
 3. Verify that recording forms and test identification control number system, including all test documentation requirements, have been prepared.
 4. Record results of all tests taken, both passing and failing on the CQC report for the date taken. Specification paragraph reference, location where tests were taken, and the sequential control number identifying the test. If approved by Owner, actual test reports are submitted later with a reference to the test number and date taken. Provide an information copy of tests performed by an offsite or commercial test facility directly to Owner. Failure to submit timely test reports as stated results in nonpayment for related work performed and disapproval of the test facility for this Contract.

1.11 INSPECTIONS

- A. General: All construction work shall be subject to inspection by the Owner and the Architect, and all such construction or work shall remain accessible and exposed for inspection purposes until approved by the Owner.
 1. The Owner will provide project personnel, including inspectors, to be available at the project site.
 2. Approval as a result of an inspection shall not be construed to be an approval of any violation of the provisions of the building code or of other ordinances of the Connecticut State Building Code or other regulations of Agencies having jurisdiction over this project, including plans and specifications. Inspections presuming to give authority to violate or cancel the provisions of code or contract documents shall not be valid.
 3. It shall be the duty of the Contractor to cause the work to remain accessible and exposed for inspection purposes. Neither the Inspector, Owner, nor Architect shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.
- A. Inspection Requests: It shall be the duty of Contractor to notify the Inspector that specific work is ready for inspection. The Owner requires that every request for inspection be filed at least five working days before such inspection is desired. Such requests shall be submitted in writing, using

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the inspection request form included at the end of this section.

- B. **Approval Required:** Work shall not be done beyond the point indicated in each successive inspection without first obtaining the approval of the Inspector. The Inspector, upon notification, shall make the requested inspections and shall either indicate in writing that a specific portion of the construction is satisfactory as completed, or shall notify the Contractor that same fails to comply with plans and specifications. Any portions which do not comply shall be corrected by the Contractor prior to the end of the workday, or a Deficiency Notice will be issued by the Inspector placing the Contractor on notice that the work does not conform to the requirements of the Contract Documents. Such portion of Work shall not be covered or concealed until authorized by the Inspector.
- C. **Inspection Coordination:** Contractor shall provide, on a weekly basis, an anticipated Inspection Requirements Schedule, coordinated with the three-week look-ahead schedule. The Inspection Requirements Schedule shall show the anticipated inspection needs for the following three weeks to facilitate appropriate campus coordination, as well as mobilization of required inspection staffing.
- D. **Required Inspections:** Reinforcing steel, structural framework, interior wall and/or ceiling support framing of any part of any building or structure shall not be covered or concealed without first obtaining the approval of the Inspector.

1.12 REGULATORY REQUIREMENTS FOR TESTING AND INSPECTION


- A. **Building Code Requirements:** Comply with requirements for testing and inspections in the Connecticut State Building Code (CSBC), as interpreted by authorities having jurisdiction. Additional requirements for testing and inspection, as adopted by authorities having jurisdiction, shall be included in the Contract Sum and Contract Time.
- B. **Requirements of Fire Regulations:** Comply with testing and inspection requirements of the Fire Marshal having jurisdiction. All tests and inspections shall be included in Contract Sum and Contract Time.

1.13 INSPECTIONS AND TESTS BY AUTHORITIES HAVING JURISDICTION

- A. **Inspections and Tests by Authorities Having Jurisdiction:** Contractor shall cause all tests and inspections required by authorities having jurisdiction to be made for Work under this Contract.
 - 13. Except as specifically noted, scheduling, coordinating and conducting such inspections and tests shall be solely the Contractor’s responsibility.
 - 14. All time required for inspections and tests by authorities having jurisdiction shall be included in the Contract Time.

1.14 INSPECTIONS AND TESTS BY SERVING UTILITIES

- A. **Inspections and Tests by Serving Utilities:** Contractor shall cause all tests and inspections required by

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serving utilities to be made for Work under the Contract.

1. Except as specifically noted, scheduling, coordinating and conducting such inspections and tests shall be solely the Contractor’s responsibility. All time required for inspections and tests by serving utilities shall be included in the Contract Time.

1.15 INSPECTIONS AND TESTS BY MANUFACTURER’S REPRESENTATIVES

- A. Inspections and Tests by Manufacturer’s Representatives: Contractor shall cause all specified tests and inspections to be conducted by materials or systems manufacturers. Additionally, all tests and inspections required by materials or systems manufacturers as conditions of warranty or certification of Work shall be made, the cost of which shall be included in the Contract Sum.
 1. Scheduling, coordinating, and conducting such inspections and tests shall be solely the Contractor’s responsibility. All time required for inspections and tests by manufacturer’s representatives shall be included in the Contract Time.
 2. All costs for inspections and tests by manufacturer’s representatives shall be included in the Contract Sum.

1.16 INSPECTIONS BY INDEPENDENT TESTING AND INSPECTION AGENCY


- A. Inspections by independent Testing Laboratory: Refer to Section 01 45 29 Testing Laboratory Services.

1.17 STATEMENT OF SPECIAL INSPECTIONS

- A. The Statement of Special Inspections is attached to this specification section.
- B. The Statement of Special Inspections shall be submitted with the application for Building Permit.
- C. The program of inspection and testing shall be prepared by the registered Design professional (RDP) that is in the responsible charge of the building system requiring inspections and testing.

1.18 COMPLETION INSPECTIONS

- A. Punchlist Inspection: Near the completion of all work or any increment thereof, established by a completion time stated in the Contract or stated elsewhere in the specifications, the QC Manager must conduct an inspection of the work and develop a "punch list" of items which do not conform to the approved drawings, specifications and Contract. Include in the punch list any remaining items on the "Rework Items List", which were not corrected prior to the Punch-Out Inspection. Include within the punch list the estimated date by which the deficiencies will be corrected. Provide a copy of the punch list to the Owner Representative and Architect. The QC Manager, or staff, must make follow-on inspections to ascertain that all deficiencies have been corrected. Once this is accomplished, notify the Owner Representative and Architect that the area of work is ready for the Owner’s own

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“Pre-Final Inspection.”

- B. Pre-Final Inspection: The Owner, Architect and QC Manager will perform this inspection to verify that the facility is complete and ready to be occupied. An Owner "Pre-Final Punch List" will be documented by the QC Manager as a result of this inspection. The QC Manager will ensure that all items on this list are corrected prior to notifying the Owner that a "Final" inspection with the Owner can be scheduled. Any items noted on the "Pre-Final" inspection must be corrected in a timely manner and be accomplished before the contract completion date for the work, or any particular increment thereof, if the project is divided into increments by separate completion dates.
- C. Final Acceptance Inspection: Notify the Owner Representative at least 10 calendar days prior to the date a final acceptance inspection can be held. State within the notice that all items previously identified on the pre-final punch list will be corrected and acceptable, along with any other unfinished Contract work, by the date of the final acceptance inspection. The Contractor must be represented by the QC Manager, the Project Superintendent and others deemed necessary. Attendees for the Owner will include the Owner Representative, Architect, other Facilities personnel, and personnel representing the Owner. Failure of the Contractor to have all contract work acceptably complete for this inspection will be cause for the Owner to bill the Contractor for the Owner’s additional inspection cost in accordance with the Contract.


1.19 AS-BUILT DRAWINGS

- A. The QC Manager must ensure the as-built drawings, required by Section 01 78 00 CLOSEOUT SUBMITTALS are kept current daily and marked to show deviations which have been made from the Contract drawings. The as-built drawings document commences with the QC Manager ensuring all amendments, or changes to the Contract prior to Contract award are accurately noted in the initial document set creating the accurate baseline of the Contract prior to any work starting. Ensure each deviation has been identified with the appropriate modifying documentation (i.e. ASI, NOC, PCO., Request for Information Number, etc.). The QC Manager must initial each revision. Upon completion of work, the QC Manager will furnish a certificate attesting to the accuracy of the as-built drawings prior to submission to the Owner as part of the closeout documents.

1.20 FINAL REPORT OF SPECIAL INSPECTIONS

- A. The Final Report of Special Inspections shall be completed by the Special Inspector and submitted to the SER and Building Official prior to the issuance of a Certificate of Use and Occupancy.
 - 1. Each testing agency shall fill out Agent’s Final Report as required.
- B. The Final Report of Special Inspections will certify that all required inspections have been performed and will itemize any discrepancies that were not corrected or resolved.

[END OF SECTION 01 45 00]

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Date	Description of Change	Pages / Sections Modified	ID
2/2026	Revisions	1.1 Application	Capital Program Support and Technical Services
7/2025	New standard	N/A	Capital Program Support and Technical Services