

Responsibility Matrix

RESPONSIBILITY MATRIX				
	Item Description	Design/ Select	Furnished By	Installed By
GROUND FLOOR BREAK ROOM & WORK ROOM				
23.10 GRND FLOOR BREAK/WORK ROOM GENERAL CONSTRUCTION				
23.101	Structural Floor Slab	Architect	GC	GC
23.102	Vinyl Floor Tile	H/Owner/Designer	Owner	Owner
23.103	Vinyl/rubber Base	H/Owner/Designer	Owner	Owner
23.104	Threshold	Architect	GC	GC
23.105	Vinyl Tile prep, setting, grout and installation	Architect	GC	GC
23.106	Partitions- framing, drywall and prime	Architect	GC	GC
23.107	Wall blocking	Architect	GC	GC
23.108	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
23.109	Ceiling-suspended GWB/ACP	Architect	GC	GC
23.110	Break Room doors and frames	Architect	GC	GC
23.111	Break Room door hardware	Architect	GC	GC
23.112	Ceiling-suspended GWB/ACP	Architect	GC	GC
23.113	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
23.114	Break Room Built-in counters and tops	Architect	GC	GC
23.20 HVAC				
23.201	Outside Air System, ductwork & registers	Architect	GC	GC
23.202	Exhaust Air System, ductwork & registers	Architect	GC	GC
23.202	Thermostat	Architect	GC	GC
23.30 POWER				
23.301	Branch wiring, boxes	Architect	GC	GC
23.302	Electrical devices	Architect	GC	GC
23.303	Device cover plates	Architect	GC	GC
23.40 LIGHTING				
23.401	Branch wiring, boxes, switches, controls	Architect	GC	GC
23.402	Lighting-Recessed down lights and lamps	Architect	GC	GC
23.403	Exit/emergency Lighting	Architect	GC	GC
23.50 LOW VOLTAGE SYSTEMS				
23.501	Fire Alarm/Smoke/CO wiring	Architect	GC	GC
23.502	Fire Alarm/Smoke/CO devices	Architect	GC	GC
23.503	Telephone system-Conduit, pull strings	Architect	GC	GC
23.504	Telephone system-Phones and equipment	Owner/IT	IT	IT
23.505	TV HIS- Conduit and pull strings	Architect	Owner/IT	Owner/IT
23.506	CAT 5e Wiring (HIS- Telephone)	Owner/IT	Owner/IT	Owner/IT
23.507	COAX Wiring (TV)	Owner/IT	Owner/IT	Owner/IT
23.508	IT Punch Down and Termination	Owner/IT	Owner/IT	Owner/IT
23.509	IT Cover Plates	Owner/IT	Owner/IT	Owner/IT
23.51	Audio-Visual Equipment Package and Controls	Owner/IT	Owner/IT	Owner/IT
23.60 FFE				
23.601	Signage	H/Owner/Designer	Owner	Owner
23.602	Break room Chair	H/Owner/Designer	Owner	Owner
23.603	Break room Conference Table	H/Owner/Designer	Owner	Owner
23.604	Break Room Display Marker Boards	H/Owner	Owner	GC
23.605	Flat screen TV	H/Owner	Owner	Owner
23.606	TV mounting bracket	H/Owner	Owner	Owner
23.607	Time clock	Owner	Owner	Owner
23.608	Time clock cable/ conduit boxes	Architect	GC	GC
GROUND FLOOR GM/SALES OFFICES				
24.10 GROUND FLOOR GM/SALES OFFICES GENERAL CONSTRUCTION				
24.101	Structural Floor Slab	Architect	GC	GC
24.102	Carpet	H/Owner/Designer	Owner	GC
24.103	Vinyl/rubber Base	H/Owner/Designer	Owner	GC
24.104	Carpet- prep, adhesive and installation	Architect	GC	GC
24.105	Carpet accessories/reducers/transitions	H/Owner/Designer	Owner	GC
24.106	Threshold	Architect	GC	GC
24.107	Partitions- framing, drywall and prime	Architect	GC	GC
24.108	Wall blocking	Architect	GC	GC
24.109	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
24.110	Ceiling-suspended GWB/ACP	Architect	GC	GC
24.111	Office doors and frames	Architect	GC	GC
24.112	Office door hardware	Architect	GC	GC
24.113	Ceiling-suspended GWB/ACP	Architect	GC	GC
24.114	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
24.20 HVAC				
24.201	Outside Air System, ductwork & registers	Architect	GC	GC
24.202	Exhaust Air System, ductwork & registers	Architect	GC	GC
24.203	Thermostat	Architect	GC	GC
24.30 POWER				
24.301	Branch wiring, boxes	Architect	GC	GC
24.302	Electrical devices	Architect	GC	GC
24.303	Device cover plates	Architect	GC	GC
24.40 LIGHTING				
24.401	Branch wiring, boxes, switches, controls	Architect	GC	GC
24.402	Lighting-Recessed down lights and lamps	Architect	GC	GC
24.403	Exit/emergency Lighting	Architect	GC	GC
24.50 LOW VOLTAGE SYSTEMS				
24.501	Fire Alarm/Smoke/CO wiring	Architect	GC	GC
24.502	Fire Alarm/Smoke/CO devices	Architect	GC	GC
24.503	Telephone system-Conduit, pull strings	Architect	GC	GC
24.504	Telephone system-Phones and equipment	Owner/IT	IT	IT
24.505	TV HIS- Conduit and pull strings	Architect	Owner/IT	Owner/IT
24.506	CAT 5e Wiring (HIS- Telephone)	Owner/IT	Owner/IT	Owner/IT
24.507	COAX Wiring (TV)	Owner/IT	Owner/IT	Owner/IT
24.508	IT Punch Down and Termination	Owner/IT	Owner/IT	Owner/IT
24.509	IT Cover Plates	Owner/IT	Owner/IT	Owner/IT

24.60	FFE			
24.601	Signage	H/Owner/Designer	Owner	Owner
24.601	Office Chair Executive Chair & upholstery	H/Owner/Designer	Owner	Owner
24.602	Office Chair Guest Chair & upholstery	H/Owner/Designer	Owner	Owner
24.603	Office Desk	H/Owner/Designer	Owner	Owner
24.603	Office credenza & files	H/Owner/Designer	Owner	Owner
GROUND FLOOR ENGINEERING OFFICES				
25.10 GROUND FLOOR ENGINEERING OFFICES GENERAL CONSTRUCTION				
25.101	Structural Floor Slab	Architect	GC	GC
25.102	Vinyl Floor Tile	H/Owner/Designer	Owner	GC
25.103	Vinyl/rubber Base	H/Owner/Designer	Owner	GC
25.104	Vinyl- prep, adhesive and installation	Architect	GC	GC
25.105	Vinyl accessories/reducers/transitions	H/Owner/Designer	Owner	GC
25.106	Threshold	H/Owner/Designer	Owner	GC
25.107	Partitions- framing, drywall and prime	Architect	GC	GC
25.108	Wall blocking	Architect	GC	GC
25.109	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
25.110	Ceiling-suspended GWB/ACP	Architect	GC	GC
25.111	Office doors and frames	Architect	GC	GC
25.112	Office door hardware	Architect	GC	GC
25.113	Ceiling-suspended GWB/ACP	Architect	GC	GC
25.114	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
25.20 HVAC				
25.201	Outside Air System, ductwork & registers	Architect	GC	GC
25.202	Exhaust Air System, ductwork & registers	Architect	GC	GC
25.202	Thermostat	Architect	GC	GC
25.30 POWER				
25.301	Branch wiring, boxes	Architect	GC	GC
25.302	Electrical devices	Architect	GC	GC
25.303	Device cover plates	Architect	GC	GC
25.40 LIGHTING				
25.401	Branch wiring, boxes, switches, controls	Architect	GC	GC
25.402	Lighting-Recessed down lights and lamps	Architect	GC	GC
25.403	Exit/emergency Lighting	Architect	GC	GC
25.50 LOW VOLTAGE SYSTEMS				
25.501	Fire Alarm/Smoke/CO wiring	Architect	GC	GC
25.502	Fire Alarm/Smoke/CO devices	Architect	GC	GC
25.503	Telephone system-Conduit, pull strings	Architect	GC	GC
25.504	Telephone system-Phones and equipment	Owner/IT	IT	IT
25.505	TV HIS- Conduit and pull strings	Architect	Owner/IT	Owner/IT
25.506	CAT 5e Wiring (HIS- Telephone)	Owner/IT	Owner/IT	Owner/IT
25.507	COAX Wiring (TV)	Owner/IT	Owner/IT	Owner/IT
25.508	IT Punch Down and Termination	Owner/IT	Owner/IT	Owner/IT
25.509	IT Cover Plates	Owner/IT	Owner/IT	Owner/IT
25.60 FFE				
25.601	Signage	H/Owner/Designer	Owner	Owner
25.601	Office Chair Executive Chair & upholstery	H/Owner/Designer	Owner	Owner
25.602	Office Chair Guest Chair & upholstery	H/Owner/Designer	Owner	Owner
25.603	Office Desk	H/Owner/Designer	Owner	Owner
25.603	Office credenza & files	H/Owner/Designer	Owner	Owner
GROUND FLOOR EMPLOYEE ADA TOILET ROOM				
26.10 FLOOR EMPLOYEE ADA TOILET ROOM GENERAL CONSTRUCTION				
26.101	Structural Floor Slab	Architect	GC	GC
26.102	Vinyl Floor Tile	H/Owner/Designer	Owner	GC
26.103	Vinyl/rubber Base	H/Owner/Designer	Owner	GC
26.104	Threshold	H/Owner/Designer	Owner	GC
26.105	Tile prep, setting, grout and installation	Architect	GC	GC
26.106	Partitions- framing, drywall and prime	Architect	GC	GC
26.107	Wall blocking	Architect	GC	GC
26.108	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
26.109	Toilet accessories-tp disp./robe hook/towel disp.	Architect	GC	GC
26.110	ADA grab-bars	Architect	GC	GC
26.111	Ceiling-suspended GWB/ACP	Architect	GC	GC
26.112	Toilet room doors and frames	Architect	GC	GC
26.113	Toilet room door hardware	Architect	GC	GC
26.20 HVAC				
26.201	Toilet Exhaust System	Architect	GC	GC
26.202	Toilet Exhaust Register	Architect	GC	GC
26.30 POWER				
26.301	Branch wiring, boxes	Architect	GC	GC
26.302	Electrical devices	Architect	GC	GC
26.303	Device cover plates	Architect	GC	GC
26.40 LIGHTING				
26.401	Branch wiring, boxes, switches, controls	Architect	GC	GC
26.402	Lighting-Recessed down lights and Lamps	H/Owner/Designer	GC	GC
26.50 LOW VOLTAGE SYSTEMS				
26.501	Fire Alarm/Smoke/CO wiring	Architect	GC	GC
26.502	Fire Alarm/Smoke/CO devices	Architect	GC	GC
26.60 PLUMBING FIXTURES & FITTINGS				
26.601	Supply, waste & vent piping	Architect	GC	GC
26.602	Toilet & toilet seat	Architect	GC	GC
26.603	Toilet shut-off valve	Architect	GC	GC
26.604	Wall hung lavatory	Architect	GC	GC
26.605	Lavatory faucet set, trim and drain	Architect	GC	GC
26.70 FFE				
26.701	Signage	H/Owner/Designer	Owner	Owner
26.701	ADA Vanity Wall Mount Mirror	Architect	GC	GC

GRND FLOOR STORAGE/SMALL MECH/PBX				
27.10 GRND FLR STORAGE/SMALL MECH/PBX GENERAL CONSTRUCTION				
27.101	Structural Floor Slab	Architect	GC	GC
27.102	Vinyl Floor Tile	H/Owner/Designer	Owner	GC
27.103	Vinyl/rubber Base	H/Owner/Designer	Owner	GC
27.104	Threshold	H/Owner/Designer	Owner	GC
27.105	Vinyl Tile prep, setting, grout and installation	Architect	GC	GC
27.106	Partitions- framing, drywall and prime	Architect	GC	GC
27.107	Wall blocking & Plywood Mounting Panels	Architect	GC	GC
27.108	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
27.109	Ceiling-suspended GWB/ACP	Architect	GC	GC
27.110	Doors and frames	Architect	GC	GC
27.111	Door hardware	Architect	GC	GC
27.112	Ceiling-suspended GWB/ACP	Architect	GC	GC
27.113	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
27.20 HVAC				
27.201	Outside Air System, ductwork & registers	Architect	GC	GC
27.202	Exhaust Air System, ductwork & registers	Architect	GC	GC
27.202	Thermostat	Architect	GC	GC
27.30 POWER				
27.301	Branch wiring, boxes	Architect	GC	GC
27.303	Device cover plates	Architect	GC	GC
27.40 LIGHTING				
27.401	Branch wiring, boxes, switches, controls	Architect	GC	GC
27.402	Lighting-Recessed down lights and lamps	Architect	GC	GC
27.403	Exit/emergency Lighting	Architect	GC	GC
27.50 LOW VOLTAGE SYSTEMS				
27.501	Fire Alarm/Smoke/CO wiring	Architect	GC	GC
27.502	Fire Alarm/Smoke/CO devices	Architect	GC	GC
27.503	Telephone system-Conduit, pull strings	Architect	GC	GC
27.504	Telephone system-Phones and equipment	Owner/IT	IT	IT
27.505	TV HIS- Conduit and pull strings	Architect	Owner/IT	Owner/IT
27.506	CAT 5e Wiring (HIS- Telephone)	Owner/IT	Owner/IT	Owner/IT
27.507	COAX Wiring (TV)	Owner/IT	Owner/IT	Owner/IT
27.508	IT Punch Down and Termination	Owner/IT	Owner/IT	Owner/IT
27.509	IT Cover Plates	Owner/IT	Owner/IT	Owner/IT
27.60 FFE				
27.601	Signage	H/Owner/Designer	Owner	Owner
27.602	IT/Telephone/TV racks and equipment	Owner/IT	Owner/IT	Owner/IT
GRND FLOOR SWITCHGEAR/BOILERS				
28.10 GRND FLOOR SWITCHGEAR/BOILERS GENERAL CONSTRUCTION				
28.101	Structural Floor Slab	Architect	GC	GC
28.102	Seal/Hardening floor slabs	Architect	GC	GC
28.103	Concrete MEP Equipment Pads	Architect	GC	GC
28.104	Vinyl/rubber Base	H/Owner/Designer	Owner	GC
28.105	Threshold	Architect	GC	GC
28.106	Partitions- framing, drywall and prime	Architect	GC	GC
28.107	Wall blocking & Plywood Mounting Panels	Architect	GC	GC
28.108	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
28.109	Ceiling-suspended GWB/ACP	Architect	GC	GC
28.110	Doors and frames	Architect	GC	GC
28.111	Door hardware	Architect	GC	GC
28.112	Ceiling-suspended GWB/ACP	Architect	GC	GC
28.113	Paint to surfaces w/o applied or factory finish	Architect	GC	GC
28.20 HVAC				
28.201	Outside Air System, ductwork & registers	Architect	GC	GC
28.202	Exhaust Air System, ductwork & registers	Architect	GC	GC
28.202	Thermostat	Architect	GC	GC
28.30 POWER				
28.301	Branch wiring, boxes	Architect	GC	GC
28.302	Electrical devices	Architect	GC	GC
28.303	Device cover plates	Architect	GC	GC
28.40 LIGHTING				
28.401	Branch wiring, boxes, switches, controls	Architect	GC	GC
28.402	Lighting-Recessed down lights and lamps	Architect	GC	GC
28.403	Exit/emergency Lighting	Architect	GC	GC
28.50 LOW VOLTAGE SYSTEMS				
28.501	Fire Alarm/Smoke/CO wiring	Architect	GC	GC
28.502	Fire Alarm/Smoke/CO devices	Architect	GC	GC

Abbreviations

ACT	ACOUSTICAL CEILING TILE	MAS	MASONRY
ADJ	ADJACENT	MATL	MATERIAL
ADJUST	ADJUSTABLE	MAX	MAXIMUM
ADMIN	ADMINISTRATION	MDYD	MEDIUM DENSITY OVERLAY
AFF	ABOVE FINISH FLOOR	PLYWOOD	
ALUM	ALUMINUM	MECH	MECHANICAL
APPROX	APPROXIMATELY	MFR	MANUFACTURER
A/V	AUDIO-VISUAL	MIN	MINIMUM
@	AT	MISC	MISCELLANEOUS
		MO	MASONRY OPENING
BD	BOARD	MTD	MOUNTED
BLDG	BUILDING	MTL	METAL
BLK	BLOCK	NA	NOT APPLICABLE
BLKG	BLOCKING	NIC	NOT IN CONTRACT
BM	BEAM	NO.#	NUMBER
B/	BOTTOM OF	NOM	NOMINAL
BSMT	BASEMENT	NTS	NOT TO SCALE
CAB	CABINET	OC	ON CENTER
CEM	CEMENT	OC	OCCUPANT(S)
CIP	CAST IN PLACE	OD	OUTSIDE DIAMETER
CJ	CONTROL JOINT	OH	OPPOSITE HAND
CL	CENTERLINE		
CLG	CEILING	OPNG	OPENING
CLG	CEILING	OVD	OVERHEAD
CKG	CALKING	OZ	OUNCE
CMU	CONCRETE MASONRY UNIT		
CO	CLEAR OPENING	PC	PLUMBING CONTRACTOR
COMBO	COLUMN	PERIM	PERIMETER
CONC	CONCRETE	PERP	PERPENDICULAR
COND	COORDINATE	PL	PLATE
COND	CONDITION	PLAS	PLASTER
CONST	CONSTRUCTION	PLUMB	PLUMBING
CONT	CONTINUOUS	PLYWD	PLYWOOD
CORR	CORRIDOR	PLAM	PLASTIC LAMINATE
CPT	CARPET	PREP	PREPARATION
CT	CERAMIC TILE	PREFIN	PREFINISHED
CU	CUBIC	PTN	PARTITION
		PTD	PAINTED
DEMO	DEMOLITION	QT	QUARRY TILE
DF	DRINKING FOUNTAIN	QTY	QUANTITY
DI	DIAMETER		
DIM	DIMENSION	R	RADIUS
DISP	DISPENSER	RD	ROOF DRAIN
DN	DOWN	REFIN	REFINISH
DWG	DRAWING	REINF	REINFORCING
		REQD	REQUIRED
		RESIL	RESILIENT
		REV	REVISED
		RF	ROOF
		RM	ROOM
		RO	ROUGH OPENING
		RTU	ROOM UNIT
		RWC	RAIN WATER CONDUCTOR
EA	EACH	SCHED	SCHEDULE
EJ	EXPANSION JOINT	SECT	SECTION
ELEV	ELEVATION (GRADE)	SF	SQUARE FOOT/FEET
ELEV	ELEVATION (FACADE) OR ELEVATOR	SHT	SHEET
EQLS	EQUALS	SIM	SIMILAR
EXH	EXHAUST	SPEC	SPECIFICATIONS
EXIST	EXISTING	SQ	SQUARE
EXT	EXTERIOR	SS	STAINLESS STEEL
		STC	SOUND TRANSMISSION
		CLASS	
		STD	STANDARD
		STL	STEEL
		STOR	STORAGE
		STRUC	STRUCTURAL
		SUSP	SUSPENDED