**Description**

**Mock-ups**

Mock-ups are the visual assemblies of the selected materials. Some contracts require mock-ups of certain features of the facility to ensure quality and methods of assembly. The mock-up also allows time for the client to view the feature and/or get a sense of space prior to construction. The mock-up can be built in-place as the trade begins its work. The mock-up must be reviewed by the Architect/Engineer (A/E), Project Manager and accepted as the quality standard for the assembly. Required mock-ups include but are not limited to:

* Window wall and storefront systems
* Roof systems
* Below-grade waterproofing
* Exterior skin of building
* Interiors

Scale and location of mock-ups is determined by the Project Manager. Mock-ups should remain intact and on site (if applicable) until that aspect of the work is complete.

**Samples**

Some contracts require physical samples be submitted. These samples (i.e., case work, light fixtures valves, etc.) will be reviewed for compliance with the specifications. The A/E, Project Manager and client user must approve the sample as meeting the required performance and aesthetic criteria. Upon approval the submitted sample should be labeled and dated as “approved”.

**Material Selection**

Often the best selection of material combinations is best determined when the materials can be seen in a sample assembly or physical samples. Colors schemes will be selected during the design phase to minimize any construction delays.

**Objective**

* Select appropriate combinations of color, materials and equipment for a project
* Minimize the confusion of aesthetic appearance

**Key Activities**

* Align A/E aesthetic design with UH preferences
* Select interior colors and finishes
* Select exterior finishes and color combinations such as brick, mortar, and pre-cast

**Key Deliverables**

* Physical mock-ups, samples, and exterior lay-ups
* Written approvals of selections

**Roles and Responsibilities**

**Mock-ups**

The Owner Representative shall:

* Monitor the mock-up assembly to ensure proper materials and methods are used
* Ensure A/E faithfully performs his duties with respect to the mock-up process

The A/E shall:

* Assemble the necessary people to view the mock-up and approve or provide input to any special modifications that should be made
* Notify the Contractor in writing of UH approval
* The Contractor will comply with the approved materials, means and methods of the approved mock-up assembly

**Samples**

The Owner Representative shall:

* Designate the location and gathering point for sample submissions
* Facilitate the assembly of the appropriate people needed for approval of samples

**Material Selection**

The A/E shall:

* Prepare color boards or brochures for approval by appropriate UH personnel
* Collect brick samples for lay up and approval by appropriate UH personnel
* Document material selection approvals

The Contractor shall:

* Lay up a wall sample from the various brick samples and mortar combinations for viewing and approval
* Ensure the lay up samples remain in place as models for comparison

**Required Forms**

*None*

**Sample Forms and Documents**

The following forms, templates and documents serve as an example of documentation. They are intended for use as a starting point in the development of customized application.

* Sign Off Form ( New Form )