

DIVISION 01

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SECTION 01 1000 SUMMARY

A. Work Covered By Contract Documents:

1. Provisions contained in Division 01 apply to all other sections and divisions of Specifications. All instructions contained in Specifications are directed to Contractor. Unless specifically provided otherwise, all obligations set forth in Specifications are obligations of Contractor.
2. Comply with applicable laws and regulations.

B. Work By Owner:

1. Owner may furnish and install some portions of the Work with its own forces. Complete the Work necessary to accommodate the Work to be performed by Owner before scheduled date for performance of such Work.
2. Owner may provide furnishings and/or equipment for Project. Contractor will receive, store, and protect such items on site until the date Owner accepts Project.

SECTION 01 1200 MULTIPLE CONTRACT SUMMARY

A. Separate Contracts:

1. Contracts may be issued by Owner for performance of certain construction operations at Project site.
2. Contractor will afford other contractors reasonable opportunity to place and store their materials and equipment on site and to perform their work and will properly connect and coordinate its work with theirs where applicable:

SECTION 01 1400 WORK RESTRICTIONS

A. Project Conditions:

1. During construction period, Contractor will have use of premises for construction operations. Contractor will ensure that Contractor, its employees, subcontractors, and employees comply with following requirements:
 - a. Confine operations to areas within Contract limits shown on Drawings. Do not disturb portions of site beyond Contract limits.
 - b. Do not allow alcoholic beverages, illegal drugs, or persons under their influence on Project Site.
 - c. Do not allow use of tobacco in any form on Project Site.
 - d. Do not allow pornographic or other indecent materials on site.
 - e. Do not allow work on Project Site on Sundays except for emergency work.

- f. Refrain from using profanity or being discourteous or uncivil to others on Project Site or while performing The Work.
 - g. Wear shirts with sleeves, wear shoes, and refrain from wearing immodest, offensive, or obnoxious clothing, while on Project Site.
 - h. Do not allow playing of obnoxious and loud music on Project Site. Do not allow playing of any music within existing facilities.
 - i. Do not build fires on Project Site.
 - j. Do not allow weapons on Project Site, except those carried by law enforcement officers and/or other uniformed security personnel who have been retained by Owner or Contractor to provide security services.
2. Existing Facilities:
- a. If Owner will occupy existing building, reasonably accommodate use of existing facilities by Owner.

SECTION 01 3000 ADMINISTRATIVE REQUIREMENTS

A. Administrative Requirements:

- 1. Coordination:
 - a. Coordinate construction activities to ensure efficient and orderly installation of each part of the Work.
 - b. Coordinate construction operations that are dependent upon each other for proper installation, connection, and operation.
 - c. Coordinate construction activities to ensure that operations are carried out with consideration given to conservation of energy, water, and materials.

SECTION 01 3100 PROJECT MANAGEMENT AND COORDINATION

A. Multiple Contract Coordination:

- 1. Contractor shall be responsible for coordination of Temporary Facilities and Controls, Construction Waste Management and Disposal services, and Final Cleaning for entire Project unless directed otherwise by Owner's Representative for those who perform work on Project from Notice to Proceed to date of Substantial Completion.

B. Project Meetings And Conferences:

- 1. Attend preconstruction conference and organizational meeting scheduled by Architect or Owner Representative at Project site or other convenient location.
- 2. Be prepared to discuss items of significance that could affect progress, including such topics as:
 - a. Construction schedule, equipment deliveries, general inspection of tests, preparation of record documents and O&M manuals, project cleanup, security, shop drawings, samples, use of premises, work restrictions, and working hours.
- 2. Pre-Installation Conferences.
 - a. Attend pre-installation conferences specified in Contract Document.

SECTION 01 3300 SUBMITTAL PROCEDURES

A. Submittal Procedure:

- 1. Coordination: Coordination preparation and processing of submittals with performance of construction activities. Transmit each submittal sufficiently before performance of related construction activities to avoid delay.
- 2. Process Time: Allow sufficient review time so installation will not be delayed by time required to process submittals.
- 3. Identification: Place permanent label or title block on each submittal for identification. Include name of entity that prepared each submittal on label or title block.
- 4. Transmittal: Package each submittal appropriately for transmittal and handling.

B. Action Submittals:

- 1. Product Data: Submit product data, as required by individual Sections of Specifications.
- 2. Shop Drawings: Submit shop drawings for review and designate (stamp) approval of shop drawings.
- 3. Samples: Samples used for comparison with actual component to be installed. Samples when accepted will be used for quality comparisons throughout course of construction.

C. Informational Submittals:

1. Informational submittals are design data, test reports, certificates, manufacturer's instructions, manufacturer's field reports, and other documentary data affirming quality of products and installations.
 - a. Return copies or PDF files marked with action taken and with corrections or modifications required.

D. Closeout Submittals:

1. Submittals that occur during project closeout.

SECTION 01 3500 SPECIAL PROCEDURES**A. Quality Assurance:**

1. Hot Work Permit (Available from Owner's Representative):
 - a. Required for doing hot work involving open flames or producing heat or sparks such as:
 - 1) Brazing.
 - 2) Cutting.
 - 3) Grinding.
 - 4) Soldering.
 - 5) Thawing pipe.
 - 6) Torch applied roofing.
 - 7) Welding.

SECTION 01 4000 QUALITY REQUIREMENTS**A. Administrative Requirements:**

1. Conflicting Requirements:
 - a. If compliance with two or more standards is specified and standards establish different or conflicting requirements for minimum quantities or quality levels, comply with most stringent requirement.
2. Minimum Quantity or Quality Levels:
 - a. Quantity or quality level shown or specified shall be the minimum provided or performed. Actual installation may comply exactly with minimum quantity or quality specified, or it may exceed minimum within reasonable limits.
3. Submit to Owner permits, licenses, certifications, inspection reports, releases, jurisdictional settlements, notices, receipts for fee payments, judgments, and similar documents, correspondence, and records establishing compliance with standards and regulations bearing upon performance of the Work.

B. Quality Assurance:

1. Testing and inspecting services are used to verify compliance with requirements specified or indicated. These services do not relieve Contractor of responsibility for compliance with Contract Document requirements.
2. Quality Assurance Services: Activities, actions, and procedures performed before and during execution of the Work to verify compliance and guard against defects and deficiencies and substantiate that proposed construction will comply with requirements. Owner or Owner's designated representative(s) will perform quality assurance to verify compliance with Contract Documents.
3. Notify Owner immediately if asbestos-containing materials or other hazardous materials are encountered while performing the Work.

C. Quality Control:

1. Quality Control Services:
 - a. Quality Control will be sole responsibility of Contractor.
 - 1) Tests, inspections, procedures, and related actions during and after execution of the Work to evaluate that actual products incorporated into the Work and completed construction comply with requirements performed by Contractor.
 - a) They do not include inspections, tests or related actions performed by Architect or Owner Representative, governing authorities or independent agencies hired by Owner or Architect.
 - b) Quality assurance performed by Owner will be used to validate Quality Control performed by Contractor.
 - 2) Where services are indicated as Contractor's responsibility, engage qualified Testing Agency to perform these quality control services:

- a) Contractor will not employ same testing entity engaged by Owner, without Owner's written approval.

D. Repair And Protection:

1. On completion of testing, inspecting, sample taking, and similar services, repair damaged construction and restore substrates and finishes.
2. Protect construction exposed by or for Quality Assurance and Quality Control activities.
3. Repair and protection are Contractor's responsibility, regardless of assignment of responsibility for Quality Assurance and Quality Control Services.

SECTION 01 4301 QUALITY ASSURANCE - QUALIFICATIONS

A. Qualifications: Qualifications in this Section establish minimum qualification levels required; individual Specification Sections specify additional requirements:

1. Fabricator / Supplier / Installer Qualifications:
 - a. Firm experienced in producing products similar to those indicated for this Project and with record of successful in-service performance, as well as sufficient production capacity to produce required units:
 - 1) Where heading '*VMR (Value Managed Relationship) Suppliers / Installers*' is used to identify list of specified suppliers or installers, Owner has established relationships that extend beyond requirements of this Project. No other suppliers / installers will be acceptable. Follow specified procedures to preserve relationships between Owner and specified suppliers / installers and advantages that accrue to Owner from those relationships.
 - 2) Where heading '*Acceptable or Approved Suppliers / Installers / Fabricators*' is used to identify list of specified suppliers / installers / fabricators, use only one of listed suppliers / installers / fabricators. No others will be acceptable.
2. Factory-Authorized Service Representative Qualifications:
 - a. Authorized representative of manufacturer who is trained and approved by manufacturer to inspect installation of manufacturer's products that are similar in material, design, and extent to those indicated for this Project.
3. Installer Qualifications:
 - a. Firm or individual experienced in installing, erecting, or assembling work similar in material, design, and extent to that indicated for this Project, whose work has resulted in construction with record of successful in-service performance.
4. Manufacturer Qualifications:
 - a. Firm experienced in manufacturing products or systems similar to those indicated for this Project and with record of successful in-service performance, as well as sufficient production capacity to produce required units.
5. Manufacturer's Field Services Qualifications:
 - a. Experienced authorized representative of manufacturer to inspect field-assembled components and equipment installation, including service connections.
6. Professional Engineer Qualifications:
 - a. Professional engineer who is legally qualified to practice in jurisdiction where Project is located and who is experienced in providing engineering services of kind indicated:
 - 1) Engineering services are defined as those performed for installations of system, assembly, or products that are similar to those indicated for this Project in material, design, and extent.
7. Specialists:
 - a. Certain sections of Specifications require that specific construction activities will be performed by entities who are recognized experts in those operations:
 - 1) Specialists will satisfy qualification requirements indicated and will be engaged for activities indicated.
 - 2) Requirement for special will not supersede building codes and regulations governing the Work.
8. Testing Agency Qualifications:
 - a. Independent Testing Agency with experience and capability to conduct testing and inspecting indicated, as documented according to ASTM E329; and with additional qualifications specified in individual Sections; and where required by authorities having jurisdiction, that is acceptable to authorities.
 - b. Testing Laboratory:
 - 1) AASHTO Materials Reference Laboratory (AMRL) Accreditation Program.
 - 2) Cement and Concrete Reference Laboratory (CCRL).

- 3) Nationally Recognized Testing Laboratory (NRTL): Nationally recognized testing laboratory according to 29 CFR 1910.7.
- 4) National Voluntary Laboratory (NVLAP): Testing Agency accredited according to National Institute of Standards and Technology (NIST) Technology Administration, U. S. Department of Commerce Accreditation Program.

SECTION 01 5000 TEMPORARY FACILITIES AND CONTROLS

A. Administrative Requirements:

1. Contractor is responsible for security of materials, tools, and equipment. Do not permit others to use building keys provided by Owner. Safeguard building and contents while the Work is being performed and secure building when the Work is finished for day.
2. Provide protection, operate temporary facilities, and conduct construction in ways and by methods that comply with environmental regulations and reduce possibility that air, waterways, and subsoil might be contaminated or polluted, or that other undesirable effects might result:
 - a. Avoid use of tools and equipment that produce harmful noise.
 - b. Restrict use of noisemaking tools and equipment to hours that will minimize complaints from persons or firms near site.
 - c. Protect the Work, materials, apparatus, and fixtures from injury due to weather, theft, and vandalism.
3. Existing restroom facilities may be used by Contractor. Clean restrooms and portions of existing building used in accessing restrooms daily. If existing facilities are not usable, provide and maintain temporary sanitary toilet.

B. Temporary Barriers And Enclosures:

1. Protect existing trees and plants. Remove and replace vegetation that dies or is damaged beyond repair due to construction activities.
2. Erect adequate barricades, warning signs, and lights necessary to protect persons from injury or harm.
3. Provide temporary enclosures at exterior building openings for security and protection from weather, theft, and vandalism. Erect and maintain dust-proof partitions and enclosures as required to prevent spread of dust and fumes to occupied portions of building.
4. Proprietary Camera Services: In its absolute discretion, and with or without notice to Contractor, Owner may provide from time to time, but is not obligated to provide, one or more cameras on or about Project site and/or signage or notices of the same:
 - a. If provided by Owner, such camera(s) and/or signage and notices are solely for Owner's benefit and convenience and shall not be for benefit of Contractor, Subcontractor(s) or for any third person.
 - b. Owner shall have no liability, obligation, or responsibility to Contractor, Subcontractors, or any third person relative to such camera(s), signage, or notices, or absence of camera(s), signage, or notices, including without limitation, installation, maintenance, operation, repair, testing, functionality, capacity, recording, monitoring, posting, etc., of the same (hereafter 'Proprietary Camera Services').
 - c. Contractor, with Owner's prior consent (which shall not be unreasonably withheld), may relocate such camera(s), signage, or notices as necessary to not unreasonably, materially and physically interfere with work at Project Site.
 - d. Contractor's obligations under Contract Documents, including but not limited to, Contractor's obligation for security of Project Site, are not modified by Owner's opportunity to provide, actually providing, or not providing Proprietary Camera Services and/or signage or notices regarding the same.
 - e. This Specification Section does not preclude Contractor from providing its own camera(s), signage, or notices pursuant to terms and conditions of this Agreement. Neither does this Section reduce, expand or modify any other right or obligation of Owner pursuant to terms of this Agreement.

C. Utilities:

1. Electrical Power: Owner will provide electric power for construction activities within limits available at existing facility.
2. Fire Protection: Exercise caution to avoid fire damage: Do not build fires on site.
3. Heating, Cooling, And Ventilation:
 - a. Permanent mechanical system may be operated upon following conditions:
 - 1) Do not interfere with normal set-back temperature patterns except as approved by Project Manager.
 - 2) Do not operate system when the Work causing airborne dust is occurring or when dust caused by such Work is present without first installing temporary filtering system.

4. Lighting: Existing lighting system may be used by Contractor.
5. Water Service: Contractor will use existing water supply for construction purposes to extent of existing facilities.

SECTION 01 6100 COMMON PRODUCT REQUIREMENTS

A. Administrative Requirements:

1. Provide products that comply with Contract Documents, are undamaged, and, unless otherwise indicated, are new and unused at time of installation. Provide products complete with accessories, trim, finish, safety guards, and other devices and details needed for complete installation and for intended use and effect.

SECTION 01 6200 PRODUCT OPTIONS

A. Product selection is governed by Contract Documents and governing regulations, not by previous Project experience. Procedures governing product selection include:

1. Substitutions And Equal Products:
 - a. Generally speaking, substitutions for specified products and systems, as defined in Uniform Commercial Code, are not acceptable. However, equal products may be approved upon compliance with Contract Document requirements.
 - b. Approved Products / Manufacturers / Suppliers / Installers:
 - 1) Category One:
 - (a) Owner has established 'Value Managed Relationships' that extend beyond requirements of this Project. No substitutions or equal products will be allowed on this Project.
 - (b) Follow specified procedures to preserve relationships between Owner and specified manufacturers / suppliers and advantages that accrue to Owner from those relationships.
 - 2) Category Two:
 - (a) Owner has established National Contracts that contain provisions extending beyond requirements of this Project. No substitutions or equal products will be allowed on this Project.
 - (b) Follow specified procedures to preserve relationships between Owner and specified manufacturers / suppliers and advantages that accrue to Owner from those relationships.
 - 3) Category Three:
 - (a) Specified products are provided to Church Projects under a National Account Program. Use these products to preserve advantages that accrue to Owner from those programs. No substitutions or equal products will be allowed on this Project.
 - 4) Category Four:
 - (a) Provide only specified products available from manufacturers listed. No substitutions, private-labeled, or equal products, or mixing of manufacturers' products is allowed on this Project.
 - (b) In Sections where lists recapitulating Manufacturers previously mentioned in Section are included under heading '*Manufacturers*' or '*Approved Manufacturers*', this is intended as convenience to Contractor as listing of contact information only. It is not intended that all manufacturers in list may provide products where specific products and manufacturers are listed elsewhere in Section.
 - c. Acceptable Products / Manufacturers / Suppliers / Installers:
 - 1) Type One: Use specified products / manufacturers unless approval to use other products / manufacturers has been obtained from Architect or Owner Representative by Addendum.
 - 2) Type Two: Use specified products / manufacturers unless approval to use other products and manufacturers has been obtained from Architect or Owner Representative in writing before installing or applying unlisted or private-labeled products.
 - 3) Use 'Equal Product Approval Request Form' to request approval of equal products, manufacturers, or suppliers before bidding or before installation, as noted in individual Sections.
 - d. Quality / Performance Standard Products / Manufacturers:
 - 1) Class One: Use specified product / manufacturer or equal product from specified manufacturers only.
 - 2) Class Two: Use specified product / manufacturer or equal product from any manufacturer.
 - 3) Products / manufacturers used will conform to Contract Document requirements.

SECTION 01 6400 OWNER-FURNISHED PRODUCTS**A. Administrative Requirements:**

1. Install items furnished by Owner or receive and store in safe condition items purchased directly by Owner according to requirements of Contract Documents.

SECTION 01 6600 DELIVERY, STORAGE, AND HANDLING REQUIREMENTS**A. Administrative Requirements:**

1. Deliver, store, and handle products according to manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft.

B. Delivery, Storage, and Handling:**1. Delivery and Acceptable Requirements:**

- a. Deliver, store, and handle products according to manufacturer's recommendations, using means and methods that will prevent damage, deterioration, and loss, including theft.
- b. Coordinate delivery with installation time to ensure minimum holding time for items that are flammable, hazardous, easily damaged, or sensitive to deterioration, theft, and other losses.
- c. Deliver products to site in manufacturer's original sealed container or other packaging system, complete with labels and instructions for handling, storing, unpacking, protecting, and installing.
- d. Inspect products upon delivery to ensure compliance with Contract Documents, and to ensure that products are undamaged and properly protected.

2. Storage and Handling Requirements:

- a. Store products at site in manner that will simplify inspection and measurement of quantity or counting of units.
- b. Store heavy materials away from Project structure so supporting construction will not be endangered.
- c. Store products subject to damage by elements above ground, under cover in weather tight enclosure, with ventilation adequate to prevent condensation. Maintain temperature and humidity within range required by manufacturer's instructions.

SECTION 01 7000 EXECUTION REQUIREMENTS**A. Administrative Requirements:**

1. Require installer of each major component to inspect both substrate and conditions under which the Work is to be done:
 - a. Notify Owner in writing of unsatisfactory conditions.
 - b. Do not proceed until unsatisfactory conditions have been corrected.

B. Common Installation Provisions:

1. Provide attachment and connection devices and methods necessary for securing the Work:
 - a. Secure the Work true to line and level.
 - b. Allow for expansion and building movement.
2. Recheck measurements and dimensions before starting each installation.
3. Design, furnish, and install all shoring, bracing, and sheathing as required for safety and for proper execution of the Work and, unless otherwise required, remove same when the Work is completed.
4. Where mounting heights are not shown, install individual components at standard mounting heights recognized within industry or local codes for that application. Refer questionable mounting height decisions to Owner for final decision.

C. Protection:

1. Cover and protect furniture, equipment, and fixtures from soiling and damage when demolition the Work is performed in rooms and areas from which such items have not been removed.

D. Completion Inspection:

1. Upon 100 percent completion of Project, Contractor will request Substantial Completion Inspection.
2. Owner will conduct Substantial Completion Inspection in presence of Contractor and furnish list of items to be corrected.
3. Contractor will notify Owner in writing when items have been corrected.

SECTION 01 7400 CLEANING AND WASTE MANAGEMENT**A. Disposal Of Waste:**

1. Except for items or materials to be salvaged, recycled, or otherwise reused, remove waste materials from Project site and legally dispose of them in landfill or incinerator acceptable to authorities having jurisdiction:
 - a. Except as otherwise specified, do not allow waste materials that are to be disposed of accumulate on-site.
 - b. Remove and transport debris in manner that will prevent spillage on adjacent surfaces and areas.
2. Burning: Do not burn waste materials.
3. Disposal: Transport waste materials off Owner's property and legally dispose of them.

B. Progress Cleaning:

1. Keep premises broom-clean during progress of the Work.
2. During handling and installation, protect construction in progress and adjoining materials in place. Apply protective covering where required to ensure protection from soiling, damage, or deterioration until Substantial Completion.
3. Clean and maintain completed construction as frequently as necessary throughout construction period.
4. Remove waste materials and rubbish caused by employees, subcontractors, and contractors under separate contract with Owner and dispose of legally.

C. Final Cleaning:

1. Clean each surface or unit to condition expected in normal, commercial-building cleaning and maintenance program. Comply with manufacturer's instructions. Remove all rubbish from under and about building and leave building clean and habitable.
2. In addition to general cleaning noted above, perform cleaning for all trades at completion of the Work in areas where construction activities have occurred.
3. If Contractor fails to clean up, Owner may do so and charge cost to Contractor.

SECTION 01 7700 CLOSEOUT PROCEDURES**A. General:**

1. Closeout process consists of three specific project closeout inspections. Contractor shall plan sufficient time in construction schedule to allow for required inspections before expiration of Contract Time.
2. Contractor shall conduct his own inspections of The Work and shall not request closeout inspections until The Work of the contract is reasonably complete and correction of obvious defects or omissions are complete or imminent.
3. Date of Substantial Completion shall not occur until completion of construction work, unless agreed to by Architect / Owner's Representative and included on Certificate of Substantial Completion.

B. Preliminary Closeout Review:

1. When Architect, Owner and Contractor agree that project is ready for closeout, Pre-Substantial Inspection shall be scheduled. Preparation of floor substrate to receive carpeting and any work which could conceivably damage or stain carpet must be completed, as carpet installation will be scheduled immediately following this inspection.
2. Prior to this inspection, completed test and evaluation reports for HVAC system and font, where one occurs, are to be provided to Project Manager, Architect, and applicable consultants.
3. Architect, Owner and Contractor review completion of punch list items. When Owner and Architect confirm that Contractor has achieved Substantial Completion of The Work, Owner, Architect and Contractor will execute Certificate of Substantial Completion that contains:
 - a. Punch list of items requiring completion and correction will be created.
 - b. Time frame for completion of punch list items will be established, and date for Substantial Completion Inspection shall be set.

C. Substantial Completion Inspection:

1. When Architect, Owner and Contractor agree that project is ready for Substantial Completion, an inspection is held. Punch list created at Pre-Substantial Inspection is to be substantially complete.
2. Prior to this inspection, Contractor shall discontinue or change over and remove temporary facilities from the site, along with construction tools, mock-ups and similar elements.

3. Architect, Owner and Contractor review completion of punch list items. When Owner and Architect confirm that Contractor has achieved Substantial Completion of The Work, Owner, Architect and Contractor will execute Certificate of Substantial Completion that contains:
 - a. Date of Substantial Completion.
 - b. Punch List Work not yet completed, including seasonal and long lead items.
 - c. Amount to be withheld for completion of Punch List Work.
 - d. Time period for completion of Punch List Work.
 - e. Amount of liquidated damages set forth in Supplementary Conditions to be assessed if Contractor fails to complete Punch List Work within time set forth in Certificate.
 4. Contractor shall present Closeout Submittals to Architect and place tools, spare parts, extra stock, and similar items required by Contract Documents in locations as directed by Facilities Manager.
- D. Final Acceptance Meeting:
1. When punch list items except for any seasonal items or long lead items which will not prohibit occupancy are completed, Final Acceptance Meeting is held.
 2. Owner, Architect and Contractor execute Owner's Project Closeout - Final Acceptance form, and verify:
 - a. All seasonal and long lead items not prohibiting occupancy, if any, are identified, with committed to completion date and amount to be withheld until completion.
 - b. Owner's maintenance personnel have been instructed on all system operation and maintenance as required by the Contract Documents.
 - c. Final cleaning requirements have been completed.
 3. If applicable, once any seasonal and long lead items are completed, Closeout Inspection is held where Owner and Architect verify that The Work has been satisfactorily completed, and Owner, Architect and Contractor execute Closeout portion of the Project Closeout - Final Acceptance form.
 4. When Owner and Architect confirm that The Work is satisfactorily completed, Architect will authorize final payment.

SECTION 01 7800 CLOSEOUT SUBMITTALS

- A. Administrative Requirements:
1. Project Record Documents:
 - a. Do not use record documents for construction purposes:
 - 1) Protect from deterioration and loss in secure, fire-resistive location.
 - 2) Provide access to record documents for reference during normal Working hours.
 - b. Maintain clean, undamaged set of Drawings. Mark set to show actual installation where installation varies from the Work as originally shown. Give particular attention to concealed elements that would be difficult to measure and record at later date:
 - 1) Mark record sets with red erasable pencil. Use other colors to distinguish between variations in separate categories of the Work.
 - 2) Mark new information that is important to Owner, but was not shown on Contract Drawings.
 - 3) Note related Change Order numbers where applicable.
 2. As Built Record Drawings:
 - a. Provide two full-size sets of prints and PDF file of As Built Record Drawings to Facilities Management Office, printed from the updated AutoCAD drawing files or updated Revit model files, as specified by Owner, that have been modified to show actual dimensions and location of equipment, material, utility lines, and other work as actually constructed, based upon information provided by Contractor. Architect will submit updated As Built Record Drawings in PDF (ISO32000 format) to Owner. In addition, Architect will submit to Owner updated AutoCAD as built record drawing files with associated plot style tables or the Revit as built record model files, as specified by Owner.
- B. Operations And Maintenance Manual:
1. General:
 - a. Include closeout submittal documentation as required by Contract Documentation. Include only closeout submittals as defined in individual specification section.
 - b. Submittal Format: Digital copies unless otherwise noted, required for each individual specification section that include 'Closeout Submittals'.
 2. Project Manual:
 - c. Copy of complete Project Manual including Addenda, Modifications as defined in General Conditions, and other interpretations issued during construction:

- (1) Mark these documents to show variations in actual Work performed in comparison with text of specifications and Modifications.
 - (2) Show substitutions, selection of options, and similar information, particularly on elements that are concealed or cannot otherwise be readily discerned later by direct observation.
 3. Maintenance Contracts: (digital format only).
 4. Operations and Maintenance Data (digital format only):
 - a. Operations and maintenance submittals includes cleaning instructions, maintenance instructions, operations instructions, equipment list, and parts lists.
 5. Warranty Documentation: Digital format of final, executed warranties.
 6. Record Documentation:
 - a. Documentation includes Certifications, color and pattern selections, Design Date, Geotechnical Evaluation Reports (soils reports), Manufacture Reports, Literature or cut sheets, Shop Drawings, Source Quality Control, Special Procedures, and Testing and Inspection Reports.
 7. Software: Audio and Video System software, programming and set-files.
- C. Warranties:
1. When written guarantees beyond one (1) year after substantial completion are required by Contract Documents, secure such guarantees and warranties properly addressed and signed in favor of Owner. Include these documents in Operations & Maintenance Manual(s) specified above.
 2. Delivery of guarantees and warranties will not relieve Contractor from obligations assumed under other provisions of Contract Documents.

END OF SECTION