

01 78 02 – CLOSEOUT SUBMITTALS

PART 1 - GENERAL

1.01 DATA BINDERS, GENERAL REQUIREMENTS

- A. Provide two complete sets on paper in three ring binders and a complete set in PDF format. Identify project and type of data on face and saddle. If multiple binders are required, identify as consecutively numbered volumes, identifying original documents as set number one and include a table of contents in each binder.
- B. Provide information required by Contract Documents organized as outlined below. Include related documents under the heading to which each is most closely related.
- C. Provide introductory information:
 - 1. Cover sheet giving complete project title and number, Contractor's name, address, phone number, superintendent's name, and related information.
 - 2. Table of Contents identifying material in Binder, and identifying missing materials to be added later or certifying completeness of Binder. Reference and bind separately any over-size documents that cannot be neatly folded and included in this binder.

1.02 OPERATING & MAINTENANCE DATA BINDERS

- A. Provide Product Data as outlined below
 - 1. Detailed Table of Contents for this part
 - 2. For each system or product: names, addresses, and telephone numbers of supplier, installer, and maintenance service company; drawing and specification reference; building location; manufacturer and model number
 - 3. Description of unit and component parts, clearly identifying the specific product or part installed. When manufacturer's cut sheets are used for product identification, plainly mark specific items included in Work and mark out items not included in Work.
 - 4. Related information required by Contract Documents, or furnished with items included in Project, that Owner may use for maintenance, operation, repair, renovation, or additions to Work.
- B. Provide Operating and Maintenance Data as outlined below for mechanical and electrical systems, equipment, and products:
 - 1. Detailed Table of Contents for this part
 - 2. Manufacturer's printed operating and maintenance instructions supplemented with drawings and text to clearly illustrate proper operation and a logical sequence of maintenance procedures.
 - 3. Servicing and lubrication schedule with list of lubricants.
 - 4. Manufacturer's parts list, illustrations, assembly drawings, and diagrams required for maintenance.
 - 5. As-installed control diagrams by controls manufacturer.
 - 6. Installers' coordination drawings with as-installed color coded piping diagrams and wiring diagrams.
 - 7. Charts of valve tag numbers with the location and function of each valve.

01 78 02 – CLOSEOUT SUBMITTALS

8. Circuit directories of panel boards.
 9. Instructions for care, with a list of manufacturer's recommended types of cleaning agents and methods.
 10. List materials and parts furnished for the Owner's use.
 11. Copy of the list of persons who received demonstration and training.
- C. If Commissioning applies, provide a section for the Commissioning functional performance test certifications and data. If separate binders of this information have been submitted already, include a copy of their content in this section. If separate binders of this information have not been submitted already, provide a third copy in a separate binder.
- D. If a SWPPP applies, provide a section into which the Designer can add the Storm Water Operation & Maintenance Plan.

1.03 PROJECT DATA BINDERS

- A. On the form exhibited as Section 01 78 88, provide required information for general contractor and all subcontractors and major material suppliers.
- B. Provide certificates and acceptance information:
1. Detailed Table of Contents for this part
 2. Certificate of Substantial Completion
 3. A copy of the State Fire Marshal's Certificate of Occupancy, if applicable
 4. Other Certificate(s) of Inspection, Use & Occupancy permit, or letter(s) of acceptance from:
 - a. Local building authorities
 - b. Department of Labor for boilers, pressure vessels, or elevators
 - c. Public Health Authorities
 - d. other governing authorities as apply
- C. Guarantees, warranties, bonds, certifications, maintenance agreements, and related documents
1. Detailed Table of Contents for this part
 2. Guarantees, warranties, and bonds, executed by the respective vendors, manufacturers, suppliers and subcontractors
 3. Certifications
 4. Maintenance Agreements and service contracts
 5. Complete information for each item:
 - a. Product or work item, and scope of installation
 - b. Name of provider, with name of responsible principal, address and telephone number
 - c. Beginning date and duration

01 78 02 – CLOSEOUT SUBMITTALS

d. Information about instances which might affect validity, and proper procedure in case of failure

D. If a SWPPP applies, provide the twice-weekly inspection reports and site audit reports.

1.02 CONSTRUCTION RECORD DOCUMENTS

Keep the record copy of Contract Documents required by the Conditions in good condition and in the course of the Work, legibly mark these to record actual conditions of Work, including: location, depth, and identification of new and existing underground items, utilities, valves, tap points, equipment, service access, test points, and related features; field changes in dimensions and detail; changes by addenda or Modification; and, description and details of features for maintenance, service, replacement, or expansion of the Work.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION