

Part 1 General

1.1 RELATED REQUIREMENTS

- .1 Section 01 33 00 – Submittal Procedures.
- .2 Section 26 05 00 – Common Work Results – Electrical
- .3 Section 01 91 13 - General Commissioning (CX) Requirements
- .4 Section 01 91 33 – Commissioning Forms

1.2 ACTION AND INFORMATIONAL SUBMITTALS

- .1 Provide submittals in accordance with Section 01 33 00 - Submittal Procedures.
- .2 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative four final copies of operating and maintenance manuals in English.
- .3 Revise content of documents as required in accordance with Departmental Representative's comments prior to final submission.
- .4 Where required, provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work.
- .5 Provide evidence, if requested, for type, source and quality of products supplied.

1.3 OPERATION AND MAINTENACE MANUAL FORMAT

- .1 Organize data as instructional manual.
- .2 Binders: vinyl, hard covered, 3 'D' ring, loose leaf 219 x 279 mm with spine and face pockets.
- .3 When multiple binders are used correlate data into related consistent groupings.
 - .1 Identify contents of each binder on spine.
- .4 Cover: identify each binder with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .5 Arrange content by systems under Section numbers and sequence of Table of Contents.
- .6 Provide tabbed fly leaf for each separate product and system, with typed description of product and major component parts of equipment.
- .7 Text: manufacturer's printed data, or typewritten data.
- .8 Drawings: provide with reinforced punched binder tab.
 - .1 Bind in with text; fold larger drawings to size of text pages.
- .9 Provide scaled CAD files in dwg format on CD.

1.4 CONTENTS - PROJECT RECORD DOCUMENTS

- .1 Table of Contents for Each Volume: provide title of project;
 - .1 Date of submission; names.

- .2 Addresses, and telephone numbers of Consultant, Contractor and subcontractors with name of responsible parties.
- .3 Schedule of products and systems, indexed to content of volume.
- .2 For each product or system:
 - .1 List names, addresses and telephone numbers of subcontractors and suppliers, including local source of supplies and replacement parts.
- .3 Product Data: mark each sheet to identify specific products and component parts, and data applicable to installation; delete inapplicable information.
- .4 Drawings: supplement product data to illustrate relations of component parts of equipment and systems, to show control and flow diagrams.
- .5 Typewritten Text: as required to supplement product data.
 - .1 Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions.
- .6 Testing and commissioning reports. Refer to Section 01 91 13 – General Commissioning (CX) Requirements and Section 01 91 33 – Commissioning Forms.

1.5 MAINTENANCE MATERIALS

- .1 Not applicable

Part 2 Products

2.1 NOT USED

- .1 Not Used.

Part 3 Execution

3.1 NOT USED

- .1 Not Used.

END OF SECTION