

PART 1 - GENERAL

1.1 SECTION  
INCLUDES

- .1 As-built, samples, and specifications.
- .2 Product data, materials and finishes, and related information.

1.2 RELATED  
SECTIONS

- .1 Section 01 33 00 - Submittal Procedures.
- .2 Section 01 45 00 - Quality Control.
- .3 Section 01 77 00 - Closeout Procedures.

1.3 SUBMISSION

- .1 Prepare instructions and data using personnel experienced in maintenance and operation of described products.
- .2 Copy will be returned with Departmental Representative's comments.
- .3 Revise content of documents as required prior to final submittal.
- .4 Two weeks prior to Substantial Performance of the Work, submit to the Departmental Representative two (2) final copies of maintenance manuals in English.

1.4 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 Cover: Identify with type or printed title 'Project Record Documents'; list title of project and identify subject matter of contents.
- .4 Text: Manufacturer's printed data, or typewritten data.
- .5 Drawings: provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.

1.5 RECORDING  
ACTUAL SITE  
CONDITIONS

- .1 Record information on set of blue line opaque drawings, and in copy of Project Manual, and provide to Departmental Representative.
- .2 Contract Drawings and shop drawings: mark each item to record actual construction, including:

- .1 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
- .2 Field changes of dimension and detail.
- .3 Changes made by change orders.
- .4 Details not on original Contract Drawings.
- .5 References to related shop drawings and modifications.

- .3 Specifications: legibly mark each item to record actual construction, including:
  - .1 Manufacturer, trade name, and catalogue number of each product actually installed, particularly optional items and substitute items.
  - .2 Changes made by Addenda and change orders.
- .4 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.

1.6 MATERIALS AND FINISHES

- .1 Building Products, Applied Materials, and Finishes: include product data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.
- .2 Instructions for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .3 Moisture-protection and Weather-exposed Products: include manufacturer's recommendations for cleaning agents and methods, precautions against detrimental agents and methods, and recommended schedule for cleaning and maintenance.
- .4 Additional Requirements: as specified in individual specifications sections.

1.7 MAINTENANCE MATERIALS

- .1 Provide maintenance and extra materials, in quantities specified in individual specification sections.
- .2 Provide items of same manufacture and quality as items in Work.
- .3 Deliver to site location as directed; place and

store.

- .4 Receive and catalogue all items. Submit inventory listing to Departmental Representative. Include approved listings in Maintenance Manual.
- .5 Obtain receipt for delivered products and submit prior to final payment.

1.8 STORAGE,  
HANDLING AND  
PROTECTION

- .1 Store spare parts, maintenance materials, and special tools in manner to prevent damage or deterioration.
- .2 Store in original and undamaged condition with manufacturer's seal and labels intact.
- .3 Store components subject to damage from weather in weatherproof enclosures.
- .4 Store paints and freezable materials in a heated and ventilated room.
- .5 Remove and replace damaged products at own expense and to satisfaction of Departmental Representative.

1.9 WARRANTIES AND  
BONDS

- .1 Separate each warranty or bond with index tab sheets keyed to Table of Contents listing.
- .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
- .3 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within ten days after completion of the applicable item of work.
- .4 Except for items put into use with Departmental Representative's permission, leave date of beginning of time of warranty until the Date of Substantial Performance is determined.
- .5 Verify that documents are in proper form, contain full information, and are notarized.
- .6 Co-execute submittals when required.
- .7 Retain warranties and bonds until time specified for submittal.

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New Computer Based Training Room      Closeout  
Data Taxation Building                      Submittals  
St. John's, NL  
Project No: R.061300.004

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PART 2 - PRODUCTS

2.1 NOT USED                                      .1      Not Used.

PART 3 - EXECUTION

3.1 NOT USED                                      .1      Not Used.