

PART 1 - GENERAL

- 1.1 Precedence .1 For Federal Government projects, Division 1 Sections take precedence over technical specification sections in other Divisions of this Project Manual.
- 1.2 Related Sections .1 Section 01 33 00 - Submittal Procedures.  
.2 Section 01 45 00 - Testing and Quality Control.  
.3 Section 01 71 00 - Examination and Preparation.  
.4 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 after final inspection, 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, four final copies of operating and maintenance manuals in English.  
.5 Ensure spare parts, maintenance materials and special tools provided are new, undamaged, free of defects, and of same quality and manufacture as products provided in Work.  
.6 If requested, furnish evidence as to type, source and quality of products provided.  
.7 Defective products will be rejected, regardless of previous inspections. Replace products at own expense.  
.8 Pay costs of transportation.
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1.4 Format

- .1 Organize data in the form of an 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. 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. Bind in with text; fold larger drawings to size of text pages.
- .9 Provide 1:1 scaled CAD files in dxf or dwg format on diskettes or CD.

1.5 Contents - Each Volume

- .1 Table of Contents: provide title of project;
    - .1 date of submission; names,
    - .2 addresses, and telephone numbers of Consultant and Contractor 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 clearly identify specific products and component parts, and data applicable to installation; delete inapplicable
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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. Provide logical sequence of instructions for each procedure, incorporating manufacturer's instructions specified in Section 01 45 00 - Quality Control.

#### 1.6 As-Builts and Samples

- .1 Maintain at the site for Departmental Representative one record copy of:
  - .1 Contract Drawings.
  - .2 Specifications.
  - .3 Addenda.
  - .4 Change Orders and other modifications to the Contract.
  - .5 Reviewed shop drawings, product data, and samples.
  - .6 Field test records.
  - .7 Inspection certificates.
  - .8 Manufacturer's certificates.
- .2 Store record documents and samples in field office apart from documents used for construction. Provide files, racks, and secure storage.
- .3 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual. Label each document "PROJECT RECORD" in neat, large, printed letters.
- .4 Maintain record documents in clean, dry and legible condition. Do not use record documents for construction purposes.
- .5 Keep record documents and samples available for inspection by Departmental Representative.

#### 1.7 Recording Actual Site Conditions

- .1 Record information on set of opaque drawings, provided by Departmental Representative.
  - .2 Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.
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- .3 Record information concurrently with construction progress. Do not conceal Work until required information is recorded.
- .4 Contract Drawings and shop drawings: legibly mark each item to record actual construction, including:
  - .1 Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.
  - .2 Measured locations of internal utilities and appurtenances, referenced to visible and accessible features of construction.
  - .3 Field changes of dimension and detail.
  - .4 Changes made by change orders.
  - .5 Details not on original Contract Drawings.
  - .6 References to related shop drawings and modifications.
- .5 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.
- .6 Other Documents: maintain manufacturer's certifications, inspection certifications, field test records, required by individual specifications sections.

#### 1.8 Final Survey

- .1 Submit final site survey certificate, certifying that elevations and locations of completed Work are in conformance, or non-conformance with Contract Documents.

#### 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.
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- .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.

1.10 Materials and Finishes

- .1 Building Products, Applied Materials, and Finishes: include produce data, with catalogue number, size, composition, and colour and texture designations. Provide information for re-ordering custom manufactured products.