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**1 GENERAL**

**1.1 Record As-built Documents**

- .1 Submit fair set of record documents including contract drawings and project specifications incorporating all change orders, site instructions, all changes required by inspection authorities and/or authorities having jurisdiction and all test records.
- .2 Other Documents: submit inspection certifications and field test records, required by individual specifications sections.

**1.2 Warranty and Bonds**

- .1 Provide warranties or bond for Contractor and equipment.
- .2 List subcontractor, supplier, and manufacturer, with name, address, and telephone number of responsible principal.
- .3 Provide a detailed instruction of the procedures required to serve notice of required action under the warranty.
- .4 Obtain warranties and bonds, executed in duplicate by subcontractors, suppliers, and manufacturers, within 10 days after completion of the applicable item of work.
- .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.

**1.3 Project Data**

- .1 Assemble project information (product data, etc) into 3-ring binder marked 'NRCan & Parks Canada Fit-Ups, Greenstone Building (*date issued*)'.
  - .1 Include the following items:
    - .1 Name and addresses of Contractor and all Sub-contractors
    - .2 Warranties and Guarantees showing duration of guarantee
    - .3 Shop drawings, product data and colour schedule.
  - .2 Submit 4 copies of project information.

**1.4 Documentation Submission**

- .1 A minimum of two weeks prior to submitting any notice of completion and in accordance with Section 01 33 00 or with any other instructions, submit for review:
  - .1 Draft Project Data.
  - .2 Incorporate review comments and resubmit revised information until accepted by the Departmental Representative.

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- .2 A minimum of one week prior to submitting notice of completion submit one copy of the draft record documents.
  - .3 At the latest, one week prior to submitting notice of application for Final Completion Certificate, submit :
    - .1 required copies of the approved Project Data information.
    - .2 final record documents.
  - .4 Final documentation :
    - .1 Execute transition of performance and Labour and Materials Payment Bond to contract warranty period requirements.
    - .2 Submit a final statement of accounting giving total adjusted Contract Price, previous payments and monies remaining due.

**2 PRODUCTS** not applicable

**3 EXECUTION** not applicable

**END OF SECTION**