

PART 1 - GENERAL

- | | | |
|--|----|---|
| 1.1 <u>RELATED SECTIONS</u> | .1 | Section 017100 – Examination and Preparation |
| 1.2 <u>BASIS FOR PAYMENT</u> | .1 | Include costs related to closeout submittals in items where required. |
| 1.3 <u>ADMINISTRATIVE REQUIREMENTS</u> | .1 | Pre-warranty Meeting: <ul style="list-style-type: none">.1 Convene meeting one week prior to contract completion with contractor's representative and Departmental Representative, in accordance with Section 013119 - Project Meetings to:<ul style="list-style-type: none">.1 Confirm Project requirements..2 Review manufacturer's installation instructions and warranty requirements..2 Departmental Representative to establish communication procedures for:<ul style="list-style-type: none">.1 Notifying construction warranty defects..2 Determine priorities for type of defects..3 Determine reasonable response time..3 Contact information for bonded and licensed company for warranty work action: provide name, telephone number and address of company authorized for construction warranty work action..4 Ensure contact is located within local service area of warranted construction, is continuously available, and is responsive to inquiries for warranty work action. |
| 1.4 <u>ACTION AND INFORMATIONAL SUBMITTALS</u> | .1 | Provide submittals in accordance with Section 013300 - 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 and French. |
| | .3 | Provide spare parts, maintenance materials and special tools of same quality and manufacture as products provided in Work. |
| | .4 | Provide evidence, if requested, for type, source and quality of products supplied. |
| 1.5 <u>FORMAT</u> | .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. <ul style="list-style-type: none">.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.
- 1.6 CONTENTS – PROJECT RECORD DOCUMENTS
- .1 Table of Contents for Each Volume:
 - .1 Provide title of project;
 - .2 Date of submission; names.
 - .3 Addresses, and telephone numbers of Departmental Representative and Contractor with name of responsible parties.
 - .4 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 specified in Section 014500 - Quality Control.
- 1.7 AS-BUILT DOCUMENTS AND SAMPLES
- .1 Maintain, in addition to requirements in General Conditions, at site for Departmental Representative one record copy of:
 - .1 Contract Drawings.
 - .2 Specifications.
 - .3 Addenda.
 - .4 Change Orders and other modifications to Contract.
 - .5 Reviewed shop drawings, product data, and samples.
 - .6 Field test records.
 - .7 Inspection certificates.
 - .8 Manufacturer's certificates.

- .2 Label record documents and file in accordance with Section number listings in List of Contents of this Project Manual.
 - .1 Label each document "PROJECT RECORD" in neat, large, printed letters.
 - .3 Maintain record documents in clean, dry and legible condition.
 - .1 Do not use record documents for construction purposes.
 - .4 Keep record documents and samples available for inspection by Departmental Representative.
- 1.8 RECORDING INFORMATION ON PROJECT RECORD DOCUMENTS
- .1 Record information as described in section 017100 – Examination and Preparation.
 - .2 Record information on set of red lined drawings, provided by Departmental Representative for information listed below.
 - .3 Use felt tip marking pens, maintaining separate colours for each major system, for recording information listed below.
 - .4 Contract Drawings and shop drawings: mark each item to record actual construction, including:
 - .1 Field changes of dimension and detail.
 - .2 Changes made by change orders.
 - .3 Details not on original Contract Drawings.
 - .4 References to related shop drawings and modifications.
 - .5 Information regarding removals and planting as per section 017100 – Examination and Preparation.
 - .5 Specifications: 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.
 - .7 Provide digital photos, if requested, for site records.

PART 2 - PRODUCTS

NOT USED

PART 3 - EXECUTION

NOT USED

***** END OF SECTION *****