

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 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 or defective, 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.
- 1.3 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.
-

1.3 FORMAT  
(Cont'd)

---

- .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.

1.4 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 information.
  - .4 Drawings: supplement product data to illustrate relations of component parts of
-

- 1.4 CONTENTS - EACH .4 Drawings: (Cont'd)  
VOLUME equipment and systems, to show control and  
(Cont'd) 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.
- 1.5 AS-BUILTS AND .1 Maintain at the site for Departmental  
SAMPLES 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.
- 1.6 RECORDING ACTUAL.1 All copies of drawings for site recording to  
SITE CONDITIONS be provided by Contractor.
-

1.6 RECORDING ACTUAL.2  
SITE CONDITIONS  
(Cont'd)

Provide felt tip marking pens, maintaining separate colours for each major system, for recording information.

- .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.

1.7 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

- 1.7 WARRANTIES AND BONDS  
(Cont'd) .3 (Cont'd)  
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.
- 1.8 MATERIALS AND FINISHES  
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.
- 1.9 MEASUREMENT FOR PAYMENT  
PAYMENT .1 No separate measurements for payment shall be made for items under this section. Include costs for Closeout Submittals in the Lump Sum portion of the work on the Bid and Acceptance Form.

## PART 2 - PRODUCTS

- 2.1 NOT USED .1 Not Used.
-

PART 3 - EXECUTION

3.1 NOT USED .1 Not Used.