

01 78 01 – CLOSEOUT SUBMITTALS

PART 1 - GENERAL

1.01 DATA BINDERS

- A. Provide one complete set on paper in three ring binders and a complete set in PDF format. Identify project and type of data on face and saddle.
- B. Provide information required by Contract Documents, including:
 - 1. Cover sheet giving complete project title and number, Contractor's name, address, phone number, superintendent's name, and related information.
 - 2. Table of Contents identifying material in Binder, and identifying missing materials to be added later or certifying completeness of Binder.
- C. Operating & Maintenance Data Binders
 - 1. Provide Product Data. Include: manufacturer; model number; names, addresses, & telephone numbers of suppliers, installers, & services; related information for repair, renovation, or additions.
 - 2. Provide Operating and Maintenance Data, including: instructions and schedules for proper operation, maintenance, servicing, and lubrication with manufacturer's parts list, illustrations, assembly drawings, maintenance diagrams, and list of recommended lubricants and cleaning agents; as-installed control diagrams and coordination drawings with color coded piping and wiring diagrams; valve tag charts with numbers, locations, and functions; panel board circuit directories; and, list of materials and parts furnished for Owner. Review brochures and manufacturer's standard printed information for data pertaining to models other than those actually provided, and mark to clearly omit inapplicable information and identify units actually installed.
 - 3. If Commissioning applies, provide Commissioning functional performance test certifications and data. If separate binders of this information have not been submitted already, provide a third copy in a separate binder.
 - 4. If a SWPPP applies, provide a section into which the Designer can add the Storm Water Operation & Maintenance Plan.
- D. Project Data Binders
 - 1. On the form exhibited as Section 01 78 88, provide required information for general contractor and all subcontractors and major material suppliers.
 - 2. Provide a copy of the Certificate of Substantial Completion.
 - 3. Provide a copy of the State Fire Marshal's Certificate of Occupancy, and other Use and Occupancy Permits, Certificate(s) of Inspection, or letter(s) of acceptance from governing authorities as apply.
 - 4. Provide guarantees, warranties, bonds, certifications, maintenance agreements, service contracts, and related documents, including beginning date, duration, information about instances which might affect validity, and proper procedure in case of failure. An excel summary sheet of the extended warranty items including time frame could be added to the front of the binder.
 - 5. If a SWPPP applies, provide the twice-weekly inspection reports and site audit reports.

01 78 01 – CLOSEOUT SUBMITTALS

1.02 CONSTRUCTION RECORD DOCUMENTS

Keep the record copy of Contract Documents required by the Conditions in good condition and in the course of the Work, legibly mark these to record actual conditions of Work, including: location, depth, and identification of new and existing underground items, utilities, valves, tap points, equipment, service access, test points, and related features; field changes in dimensions and detail; changes by addenda or Modification; and, description and details of features for maintenance, service, replacement, or expansion of the Work.

PART 2 – PRODUCTS (Not Used)

PART 3 – EXECUTION (Not Used)

END OF SECTION