

**DIVISION 1
PROJECT RECORD DOCUMENTS**

01720-1

1. GENERAL REQUIREMENTS: The University generally requires the following record documents be provided for each of its projects by either the consultant team or Contractor:

- 1.1 *Record Construction Drawings*

- 1.1.1 Record drawings shall be provided by each of the consultants that provided drawings created specifically for the project. The drawings shall reflect all modifications made in the course of the project for changes and RFI responses. The drawing shall also include field changes as provided by the Contractor.

- 2.1 *Operations and Maintenance Manuals*

- 2.1.1 Operations and Maintenance Manuals shall be required for all products, finishes, equipment, and systems included in the project. They shall include pertinent drawings & diagrams, instructions for operating, troubleshooting, and maintenance. Where appropriate they shall provide parts lists and source contact information to allow purchase for maintenance and repairs.

- 3.1 *Project Submittals and Shop Drawings*

- 3.1.1 As many shop drawings contain more detailed information on the construction of the building, they are a valuable tool for maintenance and repair of the building over its life. Review the range of shop drawings required for the project with the University's Project Manager and determine which shop drawings will be of long term value and identify them to be included as part of the project record documents.

- 4.1 *Record Project Finish Schedule*

- 4.1.1 The Architect will provide a complete condensed record of all interior and exterior finishes to facilitate the long-term maintenance of the building. Provide in a form based on Appendix E.

- 5.1 *Record Equipment Inventory*

- 5.1.1 Covered in Divisions 15 and 16.

- 6.1 *Facilities Engineering and Planning Equipment Status Form*

- 6.1.1 Consultant to require the Contractor to provide Equipment Status Forms for all major equipment items. Prior to closeout, the contractor, Architect and University's Project manager to meet to establish the criteria for which equipment for which Equipment Status Forms shall be submitted.

7.1 Furniture Specifications and Placement Schedule

- 7.1.1 Provide a record set of all documents used to locate, specify and purchase the furniture and loose accessories for the project. Provide one consolidate schedule style document that identifies each of the selected products, the options included in the purchased items and the finish selections.

8.1 Demonstration and Training

- 8.1.1 See Section 01810 – Demonstration and Training

**DIVISION 1
WARRANTIES**

01740-1

1. GENERAL REQUIREMENTS:

1.1 It is the University's desire to establish a strong and appropriate series of warranties for the general building construction, its equipment and specialized systems.

1.1.1 The Contractor will provide a general one year Project Warranty similar to Appendix F.

1.1.2 Special warranties, similar to Appendix G should be required for all special systems, equipment or construction and shall be for appropriate periods supported by the manufacturers or industry responsible. The Architect and his consultants shall review with the University's Project Manager to determine which items will require special warranties and the time period of each such warranty.

1.2 The specifications shall make it clear that the Contractor is responsible for all warranties required in the contract documents, even if they exceed the manufacturer's or subcontractor's warranty.

**DIVISION 1
PREVENTATIVE MAINTENANCE**

01760-1

1. GENERAL REQUIREMENTS: At the completion of each construction project, the University would like to acquire all appropriate information needed to operate and maintain the building or facility.
 - 1.1 *Vendor Information* – Except as more specifically required elsewhere, the Architect shall require the Contractor to, as a part of the project close-out, provide the University with a comprehensive list of all product, material or equipment vendors (except for the most common items such as plywood, gypsum board or metal studs). See Appendix H for template of required information.
 - 1.2 *Equipment Information* - Except as more specifically covered elsewhere, the Architect shall require the Contractor to, as a part of the project close-out, provide the University with a comprehensive list of all equipment fixtures or devices either described, scheduled or indicated in the drawings or specifications that requires maintenance, could be damaged or require repair or replacement. See Appendix J for template of required information.

**DIVISION 1
DEMONSTRATION AND TRAINING**

01820-1

1. GENERAL REQUIREMENTS: At the completion of each construction project, the University would like to acquire comprehensive training for the appropriate operation and maintenance of all significant systems, equipment or fixtures to prepare its personnel to maintain and/or operate the new facility.
 - 1.1 *Basic Training and Demonstration* – The Architect and his consultants shall review with the University’s Project Manager all products, systems, fixtures and equipment to be included in the project to determine the type and level of training and demonstration the University will expect just prior to the project’s point of substantial completion. These requirements will be included in the project bid specifications.
 - 1.1.1 Include as part of the training requirements:
 - Minimum qualifications for training instructor
 - Minimum requirements for handouts and instruction outline
 - Minimum requirements for documenting the training sessions including if they are to be recorded, and if so, who will be responsible for taping and producing the training videos
 - 1.1.2 Documentation of Training sessions, including pertinent training material, shall be included as part of the Owner’s Manuals. Refer to Section 01720.