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.