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017700 - Closeout Procedures - Project Record Documentation

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SECTION 01 7700 – CLOSEOUT PROCEDURES - PROJECT RECORD DOCUMENTS

PART 1 - GENERAL

1.1 SUMMARY

- A. Record Drawings are required under the terms of the Standard University of New Hampshire construction and design services contracts.
- B. The work covered by this specification consists of providing all administration, planning, labor, materials, equipment and supervision necessary to complete all operations required per specifications and drawings herein, but shall not be limited to the following:
 - 1. Provide as-built drawings of building showing all utilities installed. Drawing shall be digital, AutoCAD latest format in *.dwg format utilizing color dependent plot styles, on hi-quality CD-R media in a non-compressed format (no zip files). In addition all record drawings shall be submitted in pdf format on separate CDs. No file protection or password protection shall be incorporated in the AutoCAD files provided to the university. One full size hard copy set of the Record drawings and one ½ set of the record drawings shall be provided to the University in addition to the electronic formats required.
 - a. Provide a list, in both hard copy and electronic copy, explaining in detail all electronic files provided. The list shall contain descriptors of the drawings content (i.e., Architectural Floor Plans-Level 1, etc.), date of most recent revision, sheet numbers included in file (i.e., A-1, A-2 etc.), as well as the physical size of the electronic file.
 - b. Electronic drawing files shall follow the layering standard for all architectural, plumbing, fire protection, mechanical, electrical and other drawings shall be similar to the AIA layering standard. The layering standard for Civil and Site drawings shall utilize the UNH layering standard for civil/site drawings. See Chapter 5, Division 01, Section 017250.
 - c. Utilize standardized blocks throughout all electronic drawings, with all entities internal to the block to preferably be on layer 0, with color and line type of by block; for attributes their color assignment is the designer's choice. Room numbers shall be provided as attributes of a block.
 - d. Each sheet shall be in a separate AutoCAD file utilizing a single AutoCAD layout. If this is not practical, then multiple sheets can be in a single AutoCAD file; however, each sheet shall be on a separate AutoCAD layout. The AutoCAD layout sheet size shall match the plotted sheet size and the Layout names shall be the sheet number. The layout's viewport visibility shall be "ready to print" and require no layer visibility manipulations by UNH for each viewport in each layout of each drawing provided.
 - e. Perform the AutoCAD etransmit command on each separate AutoCAD file, and include the following support files, if the etransmit command is unavailable simply provide the following:
 - 1) Appropriate pen setting files (*.stb)

- 2) Any external references (Xrefs), Images or OLE objects used in the drawing with the path information removed.
 - 3) Font and shape files used (*.shx, *.ttf or *.shp) in the drawing, as well as the font map file (acad.fmp or similar appropriate file).
 - 4) Plotter setup files (*.pc3).
- f. Drawing shall consist of building plan (footprint) showing building features and utilities. Layers shall conform to AIA layering format and the civil/site requirements found in Chapter 5, Division 01, Section 017250. Building base information should be available from the Owner in a digital format. Site As-Builts shall be done by a licensed land surveyor, and building As-Builts shall be done by engineer or architect licensed in the State of New Hampshire.
- 1) All site information for pertinent infrastructure (i.e. walkways, roadways, etc.) and utilities, including location and descriptive attributes, are to be collected at the time of installation by the contractor. The contractor will then be responsible for transmitting this information to the engineer or architect who will be preparing the final As-Builts. Status checks of this process are to be provided to the UNH Project Manager by the contractor on a monthly basis. This expectation should be clearly addressed and agreed upon at the project kick off meeting.
 - 2) All drawings shall be in architectural units and standard architectural scales, with the exception of civil/site drawings, whose units shall be standard engineering units. North arrow shall be shown on all drawing where appropriate. All drawing shall include a site loci map for reference.
- g. A preliminary set of site/civil As-Builts shall be provided to the University prior to project closeout for QA/QC review by UNH staff. Once UNH staff has reviewed said plans any necessary changes will be relayed to the preparer. Final As-Built sign off should occur at, or before, the final project close out meeting.

Operation and Maintenance Manuals: Submittal by the Contractor of Operation and Maintenance Manuals as required under Division 22, 23, 25 and 26 specifications and acceptance thereof by the Owner shall be a prerequisite for final payment. O&M manuals shall consist of maintenance schedules, maintenance manuals, and all approved submittals presenting full details for the care and maintenance of all equipment furnished and installed under the Contract. O&M manuals shall be submitted for each Division 22, 23 and 26 properly bound in a logical and well arranged order, with index, for Owner's use. Maintenance manuals shall consist of manufacturers' catalog cuts with descriptive information lubricating and maintenance instructions, parts lists, usage instructions, names, addresses and telephone numbers where replacement parts and service can be quickly obtained, and all other information required for the Owner to use, maintain, and service the items properly. Provide copies of O&M manuals.

- has been completed and the Contract fully performed except for those responsibilities of the Contractor which survive final payment.
8. As part of the project, the building or area renovated shall be turned over to the University completely cleaned by the Contractor and ready for occupancy. The Contractor shall provide their own equipment for clean-up and shall clean the buildings/space to meet the cleaning standards of UNH Housekeeping Services. The Contractor shall be charged for recleaning if the building/space has not been cleaned to the satisfaction of UNH Housekeeping Services.
 9. Contractors will be required to recycle as many materials as possible in order to offset disposal costs on the related projects. This is especially true with cardboard. Contract monitors can call the Recycling Office at 862-3100 for assistance with requirement.
 10. Upon completion of all close out procedures, a final project close out meeting will be held which include all key players. This meeting shall act as the final check off of all requirements of the contractor/designer by the University (i.e. punchlist review, As-Built review, warranty work completion and final acceptance).

PART 2 - MATERIALS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 7700