

## 017800S01 Closeout Submittals

### I. Operation and Maintenance Manuals:

The University requires One (1) Digital Copy (pdf) each of final installation, training, operation, maintenance, and repair manuals to be turned over to the owner's representative and approved for content by the University prior to the acceptance of substantial completion. PDF/A files will NOT be accepted.

A. EComm Closeout Front End Documents - The following shall be uploaded as a single line item to the Ecomm Closeout Log in pdf format:

a. Information sheet

- i. Project title
- ii. project number
- iii. UK Project Manager
- iv. Architect (name, address, and telephone number)
- v. Engineer (name, address, and telephone number)
- vi. Contractor & Subcontractor (name, address, and telephone number)
- vii. All Vendors for warranty items (name, address, and telephone number)

b. Index: - List of everything submitted for an individual trade package/ category in order by CSI Master format Division. Example:

CSI Master Format	Document Name	Doc Type	File Name
084113-02	Aluminum Frames Entrances	O&M	084113-02 – Aluminum Frames Entrances - O&M
084113 -03	Aluminum Framed Entrances	Warranty	084113-03 – Aluminum Frames Entrances - Warranty

B. Style – Digital PDF file set shall be compiled in CSI Master Format order, with bookmarks. Document properties shall be set to correct reading direction and fit height.

C. Content

Information provided must be of sufficient detail as to enable University Employees to install, calibrate, train, operate, maintain, service, and repair every system, subsystem, and piece of equipment installed on or as a part of any contract awarded by the University.

What follows is a list of items, and their required formats, that must be included as a part of all submitted closeouts.

1. Inspections and Guarantees:

Copies of all inspection, guarantee, and warranty certificates with the University of Kentucky named as owner of all equipment and property.

2. Valve Tag List:

A record of all valves installed shall be made and shall include the following information: Valve tag number, location of valve, service area, type of service, type of valve, manufacturer, and model number.

3. Finish Schedule:

A copy of the interior and exterior finish plan schedule listing all finish materials, manufacturers, colors, paint numbers, and use & care instructions.

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4. Equipment:

All equipment required by contract and/or installed by the contractors or sub-contractors must be accompanied by the original copies of its documentation. This documentation must be included in the set of manuals and at minimum include: Installation manuals, training manuals, service manuals, parts lists, shop drawings, calibration manuals (if applicable), operation manuals, repair manuals, and wire lists (if applicable). Under no circumstances will catalog cut sheets be considered acceptable replacements for any of the above items. Only include information pertaining to equipment installed and only in English language.

Documentation for each piece of equipment shall be indexed as mentioned above and be placed after the appropriate bookmark. Each bookmarked section must contain, as its first sheet, a checklist of all documentation included in that section, location(s) of equipment, and vendor name and address. If more than one type of equipment falls under the same number, a checklist for each type must be present. If the PDF document includes manuals from any one vendor covering several model numbers, the model used must be **highlighted**. Print in color if applicable.

5. Shop Drawings:

IF shop drawings are included, the preferred pdf size is to be 11" x 17"

6. Test and Balance Report:

Copies of each system air balancing record and each system hydronic balancing record must accompany digital PDF manuals submittal.

7. Current Conditions Studies

The university requires turnover of any studies or products created to support the project

8. Contractor As - Built Drawings:

One (1) digital set of PDF sheets with "As - Built" stamps shall be uploaded upon completion of project. The set should be complete and accurate. Any changes made during construction must be made before submittal of these digital drawings.

Digital PDF set of sheets shall be compiled in sheet number order, with bookmarks indicating Sheet number and title. Pages shall be set to correct reading direction and bookmarks' zoom set to fit page. Compiled pdfs shall be OCRd (text recognition). This set serves as the archivable "As - Built" drawing set for use by University Archives.

9. A/E Record Drawings:

Submitted Record Drawings shall conform to Consultant Contract 2.6.5.14.1. Digital Drawing files shall be submitted in both PDF (uploaded via Ecomm) files and CAD consumable files (.dwg, .dxf, .dxb and/or . rvt formats) delivered to CPMD representative.

Digital PDF set of sheets shall be compiled in sheet number order, with bookmarks indicating Sheet number and title. Pages shall be set to correct reading direction and bookmarks' zoom set to fit page. Compiled pdfs shall be OCRd (text recognition). Digital files are for use in the Engineering and Maintenance Departments. Digital Drawing files shall include any shop drawings available in this format.

10. Training Videos

MP4 video format

File name: UK Project Number XXXX.XX; Discipline: 'Training Video'