

Close-out Document Requirements for Contractors

Note: If documents are uploaded to Submittal Exchange notify Facilities Information Manager via email

Operation and Maintenance Manual - required

1. To be submitted to Design Consultant for review, then to the BGSU Project Manager and Facilities Information Manager for review prior to contractor project close-out meeting. Reasonable time for reviews to be provided.
2. Include all applicable submittals and shop drawings
3. Include operating instructions and recurring maintenance information
4. Electronic Copy
 - a. One complete PDF file per manual (including Shop Drawings) with text recognition and sections bookmarked named and numbered per specifications
 - b. To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)
5. Hard Copy
 - a. (1) complete copy (additional hard copy manuals may be requested by owner)
 - i. Provided in three-ring binder(s)
 - ii. Front Cover, label accordingly
 - Operation & Maintenance Manual
 - Building, Utility System, or Campus Feature Name
 - Project Name (provided by BGSU Project Manager)
 - Discipline (for multi-volume manuals)
 - Contractor(s)
 - Design Consultant(s)
 - Date
 - iii. Spine, label accordingly
 - Operation & Maintenance Manual
 - Building, Utility System, or Campus Feature Name
 - Project Name (provided by BGSU Project Manager)
 - Discipline (for multi-volume manuals)
 - Year
 - iv. Table of Contents
 - v. Sections separated by tabbed dividers, named and numbered per specifications

Warranty Manual - required

1. To be submitted to Design Consultant for review, then to the BGSU Project Manager and Facilities Information Manager for review prior to project contractor close-out meeting. Reasonable time for reviews to be provided.
2. Include all warranty information and a spreadsheet listing all warranties and contact information – Spreadsheet template available at <https://www.bgsu.edu/content/dam/BGSU/design-and-construction/documents/Standards/Warranty-Template.xlsx>
3. Electronic Copy
 - a. One complete PDF file per manual with text recognition and sections bookmarked named and numbered per specifications
 - b. To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)
4. Hard Copy
 - a. (1) complete copy (additional hard copy manuals may be requested by owner)
 - i. Provided in three-ring binder
 - ii. Front Cover, label accordingly
 - Warranty Manual
 - Building, Utility System, or Campus Feature Name
 - Project Name
 - Contractor
 - Design Consultant(s)
 - Date
 - iii. Spine, label accordingly
 - Warranty Manual
 - Building, Utility System, or Campus Feature Name
 - Project Name
 - Year
 - ii. Table of Contents
 - iii. Sections separated by tabbed dividers, named and numbered per specifications

Close-out Manual - required

1. To be provided at project close-out meeting
2. Electronic Copy
 - a. One complete PDF file with text recognition and sections numbered and bookmarked per ‘Contractor Project Closeout Checklist’.
 - b. To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email (attachment or link to download)

3. Hard Copy

- a. (1) complete copy (additional hard copy manuals may be requested by owner)
 - i. Provided in three-ring binder
 - ii. Front Cover, label accordingly
 - Close-out Manual
 - Building, Utility System, or Campus Feature Name
 - Project Name
 - Contractor
 - Design Consultant(s)
 - Date
 - iv. Contractor Project Closeout Checklist
 - v. Sections separated by tabbed dividers numbered per 'Contractor Project Closeout Checklist'.

Arc Flash Documentation– if applicable

1. To be provided at project close-out meeting
2. Electronic Copy
 - a. AutoCAD drawings with X-reference files bound and image files included
 - b. PDF drawings
 - i. Individual file for each drawing
 - ii. File name to match sheet number
 - iii. Correct drawing orientation
 - c. PDF report binder with text recognition
 - d. SKM files
 - e. To be uploaded to Submittal Exchange, if project does not have Submittal Exchange – send via email
3. Hard Copy
 - a. (2) full size drawing sets (additional hard copy sets may be requested by owner)
 - b. (1) report binder (additional hard copy reports may be requested by owner)

Released 9-19-16
Revised 8-27-18