

SECTION 017000 - EXECUTION REQUIREMENTS

PART 1 - GENERAL

1.1 CLOSEOUT SUBMITTALS

- A. Record Drawings: Maintain a set of Contract Document Drawings as Record Drawings. Mark to show installation that varies from the Work originally shown. Also, mark locations, to scale, of installed underground conduit / wiring runs, irrigation sleeves, sewer, water supply, etc., with dimensions. Return to the Owner as part of Final Completion documentation.
- B. Record Specifications: Maintain one copy of the Project Manual, including addenda, as Record Specifications. Mark to show variations in Work performed in comparison with the text of the Specifications and modifications and return to the Owner at Final Completion.
- C. Operation and Maintenance Data: Furnish to the Owner, all operating and maintenance data supplied with equipment or material at Final Completion.

PART 2 - PRODUCTS (Not Applicable)

PART 3 - EXECUTION

3.1 EXAMINATION AND PREPARATION

- A. Examine substrates and conditions for compliance with manufacturer's written requirements including, but not limited to, surfaces that are sound, level, and plumb; substrates within installation tolerances; surfaces that are smooth, clean, and free of deleterious substances; and application conditions within environmental limits. Proceed with installation only after unsatisfactory conditions have been corrected.
- B. Prepare substrates and adjoining surfaces according to manufacturer's written instructions, including, but not limited to, filler and primer application.
- C. Where Drawings indicate dimensions of existing construction verify by field measurement. Where fabricated products are to be fitted to other construction verify dimensions by field measurement before fabricating and, when possible, allow for fitting and trimming during installation.

3.2 CUTTING AND PATCHING

- A. Do not cut structural members without prior written approval of Architect.
- B. For patching, provide materials whose installed performance will equal or surpass that of existing materials. For exposed surfaces, provide or finish materials to visually match existing adjacent surfaces to the fullest extent possible.

3.3 INSTALLATION

- A. Comply with manufacturer's written instructions for installation. Anchor each product securely in place, accurately located and aligned. Clean exposed surfaces and protect from damage. If applicable, prepare surfaces for field finishing.
- B. Comply with NFPA 70 for installation of electrically operated equipment and electrical components and materials.

3.4 FINAL CLEANING

- A. Each contractor shall clean waste material and newly installed material and equipment, installed as part of the Work as follows before leaving the site, in order to qualify for final payment:
 - 1. Remove labels that are not permanent.
 - 2. Clean transparent materials, including mirrors. Remove excess glazing compounds. Replace chipped or broken glass.
 - 3. Clean exposed finishes to a dust-free condition, free of stains, films, and foreign substances. Leave concrete slabs and wood sub-flooring broom clean.
 - 4. Wipe surfaces of mechanical and electrical equipment. Remove excess lubrication. Clean plumbing fixtures. Clean light fixtures and lamps.
 - 5. Clean the site. Sweep paved areas; remove stains, spills, and foreign deposits. Rake grounds to a smooth, even-textured surface.

3.5 CLOSEOUT PROCEDURES

- A. Contractor shall request Substantial Completion inspection once the following are complete:
 - 1. Advise Owner of pending insurance changeover requirements.
 - 2. Submit Record Drawings, maintenance manuals, warranties, and similar record information.
 - 3. Deliver spare parts, extra materials, and similar items.
 - 4. Complete startup testing of systems and instruction of operation and maintenance personnel.
 - 5. Remove temporary facilities and controls.
 - 6. Complete final cleanup.
 - 7. Touch up, repair, and restore marred, exposed finishes.
 - 8. Obtain final inspections from authorities having jurisdiction.
- B. On receipt of a request for inspection, Owner will proceed with inspection or advise Contractor of unfilled requirements. Owner will prepare the Certificate of Substantial Completion after inspection or advise Contractor of items that must be completed or corrected before the certificate will be issued.
- C. Arrange for each installer of equipment that requires operation and maintenance to provide instruction to Owner's personnel. Include a detailed review of the following:
 - 1. Startup and shutdown.
 - 2. Emergency operations and safety procedures.

3. Noise and vibration adjustments.
 4. Maintenance manuals.
 5. Spare parts, tools, and materials.
 6. Lubricants and fuels.
 7. Identification systems.
 8. Control sequences.
 9. Hazards.
 10. Warranties and bonds.
- D. Request inspection for certification of final acceptance, once the following are complete:
1. Submit a copy of the Substantial Completion inspection list stating that each item has been completed or otherwise resolved for acceptance.
- E. Owner will re-inspect the Work on receipt of notice that the Work has been completed.
1. On completion of re-inspection, submit final pay application to the Owner, who will prepare a final certificate of payment. If the Work is incomplete, Owner will advise Contractor of the Work that is incomplete or obligations that have not yet been fulfilled.

END OF SECTION 017000