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CLOSEOUT SUBMITTALS
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PART 1 GENERAL

1.1 REFERENCES:

The publications listed below form a part of this specification to the extent referenced. The publications are referred to within the text by the basic designation only.

ASTM INTERNATIONAL (ASTM)

ASTM E1971 (2005; R 2011) Stewardship for the Cleaning of Commercial and Institutional Buildings

GREEN SEAL (GS)

GS-37 (2012) Cleaning Products for Industrial and Institutional Use

DEFINITIONS:

A. As-Built Drawings:

As-built drawings are developed and maintained by the Contractor and depict actual conditions, including deviations from the Contract Documents. These deviations and additions may result from coordination required by, but not limited to: contract modifications; official responses to Contractor submitted Requests for Information; direction from the Contracting Officer; designs which are the responsibility of the Contractor, and differing site conditions. Maintain the as-builts throughout construction as red-lined hard copies on site and red-lined PDF files. As-built drawings are further defined in FAR 52.236-21 and specification 01 00 00. These files serve as the basis for the creation of the record drawings. Maintaining current as-built drawings is hereby expressly defined as a field and office supervision activity and therefore included in the contractor's overhead and/or fee percentage as defined by VAAR 852.236-88 Contract Changes – Supplement.

1.2 SPARE PARTS DATA:

Submit two hardcopies and one electronic copy of the Spare Parts Data list.

- A. Indicate manufacturer's name, part number, nomenclature, and stock level required for maintenance and repair. List those items that may be standard to the normal maintenance of the system.
- B. Supply the specified number of items of each part for spare parts inventory. Provision of spare parts does not relieve the Contractor of responsibilities listed under the contract guarantee provisions.

1.3 QUALITY CONTROL:

Additions and corrections to the contract drawings must be equal in quality and detail to that of the originals. Line colors, line weights, lettering, layering conventions, and symbols must be the same as the original line colors, line weights, lettering, layering conventions, and symbols.

1.4 WARRANTY MANAGEMENT

A. Warranty Management Plan:

Develop a warranty management plan which contains information relevant to the clause Warranty of

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Construction in FAR 52.236-21, VAAR 852.246-74, VAAR 852.246-75. At least 30 days before the planned pre-warranty conference, submit two hardcopy sets and one electronic set of the warranty management plan. Include within the warranty management plan all required actions and documents to assure that the Government receives all warranties to which it is entitled. The plan must be in narrative form and contain sufficient detail to render it suitable for use by future maintenance and repair personnel, whether tradesmen, or of engineering background, not necessarily familiar with this contract. The term "status" as indicated below must include due date and whether item has been submitted or was accomplished.

Warranty information made available during the construction phase must be submitted to the Contracting Officer for approval prior to each monthly pay estimate. Assemble approved information in a binder and turn over to the Government upon acceptance of the work. The construction warranty period will begin on the date of project acceptance and continue for the full product warranty period.

A joint 4 month and 9 month warranty inspection will be conducted, measured from time of acceptance, by the Contractor, Contracting Officer and the Customer Representative. Include within the warranty management plan, but not limited to, the following:

- a. Roles and responsibilities of all personnel associated with the warranty process, including points of contact and telephone numbers within the organizations of the Contractors, subcontractors, manufacturers or suppliers involved.
- b. Furnish with each warranty the name, address, and telephone number of each of the guarantor's representatives nearest to the project location.
- c. Listing and status of delivery of all Certificates of Warranty for extended warranty items, to include roofs, HVAC balancing, pumps, motors, transformers, and for all commissioned systems such as fire protection and alarm systems, sprinkler systems, lightning protection systems, etc.
- d. A list for each warranted equipment, item, feature of construction or system indicating:
 - (1) Name of item.
 - (2) Model and serial numbers.
 - (3) Location where installed.
 - (4) Name and phone numbers of manufacturers or suppliers.
 - (5) Names, addresses and telephone numbers of sources of spare parts.
 - (6) Warranties and terms of warranty. Include one-year overall warranty of construction, including the starting date of warranty of construction.
 - (7) Items which have extended warranties must be indicated with separate warranty expiration dates.
 - (8) Cross-reference to warranty certificates as applicable.
 - (9) Starting point and duration of warranty period.
 - (10) Summary of maintenance procedures required to continue the warranty in force.
 - (11) Cross-reference to specific pertinent Operation and Maintenance manuals.
 - (12) Organization, names and phone numbers of persons to call for warranty service.
 - (13) Typical response time and repair time expected for various warranted equipment.
- e. The plans for attendance at the 4 and 9 month post-construction warranty inspections conducted by the Government.

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- f. Procedure and status of tagging of all equipment covered by extended warranties.
- g. Copies of instructions to be posted near selected pieces of equipment where operation is critical for warranty and/or safety reasons.

B. Pre-Warranty Conference:

Prior to contract completion, and at a time designated by the Contracting Officer, meet with the Contracting Officer to develop a mutual understanding with respect to the requirements of this section. Communication procedures for Contractor notification of construction warranty defects, priorities with respect to the type of defect, reasonable time required for Contractor response, and other details deemed necessary by the Contracting Officer for the execution of the construction warranty will be established/reviewed at this meeting. In connection with these requirements and at the time of the Contractor's quality control completion inspection, furnish the name, telephone number and address of a licensed and bonded company which is authorized to initiate and pursue construction warranty work action on behalf of the Contractor. This point of contact will be located within the local service area of the warranted construction, be continuously available, and be responsive to Government inquiry on warranty work action and status. This requirement does not relieve the Contractor of any of its responsibilities in connection with other portions of this provision.

C. Contractor's Response to Construction Warranty Service Requirements:

Following oral or written notification by the Contracting Officer, respond to construction warranty service requirements in accordance with the "Construction Warranty Service Priority List" and the three categories of priorities listed below. Submit a report on any warranty item that has been repaired during the warranty period. Include within the report the cause of the problem, date reported, corrective action taken, and when the repair was completed. If the Contractor does not perform the construction warranty within the timeframe specified, the Government will perform the work and back charge the construction warranty payment item established. In addition to the back charges necessary to accomplish the work, the contractor agrees to refund to the government \$500 per business day to cover government administrative costs of overseeing the work to completion. The administrative fee shall be assessed from the first delinquent day through the date on which the work is completed. Where warranty response times are listed in other sections of these specifications, the more stringent criteria shall prevail.

- a. First Priority Code 1. Perform onsite inspection to evaluate situation, and determine course of action within 4 hours, initiate work within 6 hours and work continuously to completion or relief.
- b. Second Priority Code 2. Perform onsite inspection to evaluate situation, and determine course of action within 8 hours, initiate work within 24 hours and work continuously to completion or relief.
- c. Third Priority Code 3. All other work to be initiated within 3 work days and work continuously to completion or relief.
- d. The "Construction Warranty Service Priority List" is as follows:

Code 1-Life Safety Systems

- (1) Fire suppression systems.
- (2) Fire alarm system(s) in place in the building.

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- (3) Any or components or systems specified under Division 28.

Code 1-Air Conditioning Systems

- (1) Recreational support.
- (2) Air conditioning leak in part of building, if causing damage.
- (3) Air conditioning system not cooling properly.

Code 1-Doors

- (1) Overhead doors not operational, causing a security, fire, or safety problem.
- (2) Interior, exterior personnel doors or hardware, not functioning properly, causing a security, fire, or safety problem.

Code 3-Doors

- (1) Overhead doors not operational.
- (2) Interior/exterior personnel doors or hardware not functioning properly.

Code 1-Electrical

- (1) Power failure (entire area or any building operational after 1600 hours).
- (2) Security lights
- (3) Smoke detectors

Code 2-Electrical

- (1) Power failure (no power to a room or part of building).
- (2) Receptacle and lights (in a room or part of building).

Code 3-Electrical Street lights.

Code 1-Gas

- (1) Leaks and breaks.

Code 1-Heat

- (1) Area power failure affecting heat.
- (2) Heater in unit not working.

Code 1-Plumbing

- (1) Hot water heater failure.
- (2) Leaking water supply pipes.

Code 2-Plumbing

- (1) Flush valves not operating properly.
- (2) Fixture drain, supply line to commode, or any water pipe leaking.
- (3) Commode leaking at base.

Code 3 -Plumbing Leaky faucets.

Code 3-Interior

- (1) Floors damaged.

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- (2) Paint chipping or peeling.
- (3) Casework.

Code 1-Roof Leaks

Temporary repairs will be made where major damage to property is occurring.

Code 2-Roof Leaks

Where major damage to property is not occurring, check for location of leak during rain and complete repairs on a Code 2 basis.

Code 2-Water (Exterior) No water to facility.

Code 2-Water (Hot)

No hot water in portion of building listed.

Code 1- Any element of the work that, at the discretion of the Resident Engineer, impairs the ability of the VA to provide patient care or other medical functions/services.

Code 3-All other work not listed above.

D. Warranty Tags:

At the time of installation, tag each warranted equipment item with a durable, oil and water resistant tag approved by the Contracting Officer. Attach each tag with a copper wire and spray with a silicone waterproof coating. Also, submit two hardcopy record copies and one electronic copy of the warranty tags showing the layout and design. The date of acceptance and the QC signature must remain blank until the project is accepted for beneficial occupancy. Show the following information on the tag.

Type of product/material	
Model number	
Serial number	
Contract number	
Specification section(s)	
Warranty period from/to	
Inspector's signature	
Construction Contractor	
Address	

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Telephone number	
Warranty contact	
Address	
Telephone number	
Warranty response time priority code	
WARNING - PROJECT PERSONNEL TO PERFORM ONLY OPERATIONAL MAINTENANCE DURING THE WARRANTY PERIOD.	

PART 2 PRODUCTS

2.1 GOVERNMENT FURNISHED MATERIALS

The Government will provide an optical disc (CD or DVD) at the preconstruction conference that contains the following:

- A. One set of "as-designed" electronic CAD files in the specified software and format revised to reflect all amendments and the final contract PDF drawings. The CAD files are provided to enable preparation of as-built or as-constructed drawings. If discrepancies exist between the CAD files and the contract PDF drawings, correct the CAD files to show the contract PDF drawings.

PART 3 EXECUTION

3.1 AS-BUILT DRAWINGS

Provide and maintain two black line print copies of the PDF contract drawings for As-Built Drawings. Provide and maintain As-Built Drawings in accordance with General Requirements, 01 00 00. Submit As-Built Drawings for approval 30 days prior to Beneficial Occupancy Date (BOD). Revise and resubmit Final As-Built Drawings within 30 days following receipt of government review comments.

- A. Markup Guidelines:

NOTE: The following information is provided to improve the quality of the markup prints and facilitate preparation of final as-built drawings. The most important guideline is that the markup changes on the prints are complete and understandable. Complete and understandable markup prints will minimize effort to transfer information to CAD files.

Make comments and markup the drawings complete without reference to letters, memos, or materials that are not part of the As-Built drawing. Show what was changed, how it was changed, where items(s) were relocated and change related details. These working as-built markup prints must be neat, legible and accurate as follows:

- a. Use base colors of red, green, and blue. Color code for changes as follows:
 - (1) Special (Blue) - Items requiring special information, coordination, or special detailing or

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detailing notes.

- (2) Deletions (Red) - Over-strike deleted graphic items (lines), lettering in notes and leaders.
- (3) Additions (Green) - Added items, lettering in notes and leaders.
- b. Provide a legend if colors other than the "base" colors of red, green, and blue are used.
- c. Add and denote any additional equipment or material facilities, service lines, incorporated under As-Built Revisions if not already shown in legend.
- d. Use frequent written explanations on markup drawings to describe changes. Do not totally rely on graphic means to convey the revision.
- e. Use legible lettering and precise and clear digital values when marking prints. Clarify ambiguities concerning the nature and application of change involved.
- f. Wherever a revision is made, also make changes to related section views, details, legend, profiles, plans and elevation views, schedules, notes and call out designations, and mark accordingly to avoid conflicting data on all other sheets.
- g. For deletions, cross out all features, data and captions that relate to that revision.
- h. For changes on small-scale drawings and in restricted areas, provide large-scale inserts, with leaders to the applicable location.
- i. Indicate one of the following when attaching a print or sketch to a markup print:
 - (1) Add an entire drawing to contract drawings
 - (2) Change the contract drawing to show
 - (3) Provided for reference only to further detail the initial design.
- j. Incorporate all shop and fabrication drawings into the markup drawings.

B. As-Built Drawings Content

Provide 2 sets of paper copies from PDF drawings to show the as-built conditions by red-line process during the execution of the project. Keep these working as-built markup drawings current on a weekly basis and at least one set available on the jobsite at all times. Changes from the contract drawings which are made during construction or additional information which might be uncovered in the course of construction must be accurately and neatly recorded as they occur by means of details and notes. Submit the working as-built markup drawings for approval seven days prior to submission of each monthly pay estimate. For failure to maintain the working as-built drawings as specified herein, the Contracting Officer will withhold 10 percent of each monthly progress payment until approval of updated drawings. Show on the as-built drawings, but not limited to, the following information:

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The actual location, kinds and sizes of all sub-surface utility lines. In order that the location of these lines and appurtenances may be determined in the event the surface openings or indicators become covered over or obscured, show by offset dimensions to two permanently fixed surface features the end of each run including each change in direction on the record drawings. Locate valves, splice boxes and similar appurtenances by dimensioning along the utility run from a reference point. Also record the average depth below the surface of each run.

- a. The location and dimensions of any changes within the building structure.
- b. Layout and schematic drawings of electrical circuits and piping.
- c. Correct grade, elevations, cross section, or alignment of roads, earthwork, structures or utilities if any changes were made from contract plans.
- d. Changes in details of design or additional information obtained from working drawings specified to be prepared and/or furnished by the Contractor; including but not limited to shop drawings, fabrication, erection, installation plans and placing details, pipe sizes, insulation material, dimensions of equipment foundations, etc.
- e. The topography, invert elevations and grades of drainage installed or affected as part of the project construction.
- f. Changes or Revisions which result from the final inspection.
- g. Where contract drawings or specifications present options, show only the option selected for construction on the working as-built markup drawings.
- h. If borrow material for this project is from sources on Government property, or if Government property is used as a spoil area, furnish a contour map of the final borrow pit/spoil area elevations.
- i. Systems designed or enhanced by the Contractor, such as HVAC controls, fire alarm, fire sprinkler, and irrigation systems.
- j. Changes in location of equipment and architectural features.
- k. Modifications
- l. Actual location of anchors, construction and control joints, etc., in concrete.
- m. Unusual or uncharted obstructions that are encountered in the contract work area during construction.
- n. Location, extent, thickness, and size of stone protection particularly where it will be normally submerged by water.

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3.2 FINAL APPROVED SHOP DRAWINGS

Submit final approved project shop drawings 30 days after transfer of the completed facility or Phase of Work.

3.3 CONSTRUCTION CONTRACT SPECIFICATIONS

Submit final PDF file record construction contract specifications, including revisions thereto, 30 days after transfer of the completed facility or Phase of Work.

3.4 AS-BUILT RECORD OF EQUIPMENT AND MATERIALS

Furnish one copy hardcopy and one electronic copy in MS Excel spreadsheet format of preliminary record of equipment and materials used on the project 15 days prior to final inspection. This preliminary submittal will be reviewed and returned 5 days after final inspection with Government comments. Submit two hardcopy sets and one electronic set of final record of equipment and materials 15 days after final inspection. Key the designations to the related area depicted on the contract drawings. The table shall reflect the pertinent details of the warranty tags identified under section 1.5.4 above, as well as provide specific manufacturer, model, part number, size details, and other specific requirements for glazing, doors, door hardware, floor coverings, wall coverings, casework, and paint.

3.5 OPERATION AND MAINTENANCE MANUALS

Provide project operation and maintenance manuals as specified in Section 01 78 23 OPERATION AND MAINTENANCE MANUALS DATA. Draft Operation and Maintenance Manuals (O&Ms): Provide one electronic copy and two paper review copies of the Draft Operation and Maintenance Manuals for approval at least 60 calendar days prior to the Beneficial Occupancy Date (BOD).

Final O&Ms: Update and resubmit draft files for final approval at least 14 calendar days prior to BOD. Provide four CD/DVD electronic copies of the Operation and Maintenance Manual files, one electronic copy via Tririga, and at least one hard copy of the Operation and Maintenance Manuals. The Resident Engineer may request a total of up to four paper copies of each required O&M, which shall be provided by the contractor at no additional expense to the government. The Resident Engineer shall make the request for additional hardcopies no later than 60 days following BOD, or 60 days following approval of the contractor's final O&M submittal, whichever is later.

3.6 CLEANUP

NOTE: Natural cleaning materials include:

- a. abrasive cleaners: substitute 1/2 lemon dipped in borax.
- b. ammonia: substitute vinegar, salt and water mixture, or baking soda and water.
- c. disinfectants: substitute 1/2 cup borax in gallon water.
- d. drain cleaners: substitute 1/4 cup baking soda and 1/4 cup vinegar in boiling water.
- e. upholstery cleaners: substitute dry cornstarch.

Provide final cleaning in accordance with ASTM E1971 and submit one paper and one electronic copy of the listing of completed final clean-up items. Leave premises "broom clean." Comply with GS-37 for general purpose cleaning and bathroom cleaning. Use only nonhazardous cleaning materials, including natural cleaning materials, in the final cleanup. Clean interior and exterior glass surfaces exposed to view; remove temporary labels, stains and foreign substances; polish transparent and glossy surfaces; vacuum carpeted and soft surfaces. Clean equipment and fixtures to a sanitary condition. Clean and/or Replace filters of operating

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equipment and comply with the Indoor Air Quality (IAQ) Management Plan. Clean debris from roofs, gutters, downspouts and drainage systems. Sweep paved areas and rake clean landscaped areas. Remove waste and surplus materials, rubbish and construction facilities from the site. Recycle, salvage, and return construction and demolition waste from project in accordance with Section 01 57 19 TEMPORARY ENVIRONMENTAL CONTROLS, and 01 74 19 CONSTRUCTION WASTE MANAGEMENT.

-- End of Section --