

## SECTION 01700

### EXECUTION REQUIREMENTS

#### PART 1 GENERAL

##### 1.1 SECTION INCLUDES

1. Closeout procedures.
2. Final cleaning.
3. Protecting installed construction.
4. Project record documents.
5. Operation and maintenance data.
6. Spare parts and maintenance products.

##### 1.2 CLOSEOUT PROCEDURES

1. Submit written certification that Contract Documents have been reviewed, Work has been inspected, and that Work is complete in accordance with Contract Documents and ready for Architect/Engineer's review.
2. Provide submittals to Architect/Engineer required by authorities having jurisdiction.
3. Submit final Application for Payment identifying total adjusted Contract Sum, previous payments, and sum remaining due.

##### 1.3 FINAL CLEANING

1. Execute final cleaning prior to final project assessment.
2. Clean equipment and fixtures to sanitary condition with cleaning materials appropriate to surface and material being cleaned.
3. Clean debris from roofs, gutters, downspouts, and drainage systems.
4. Clean site; sweep paved areas, rake clean landscaped surfaces.
5. Remove waste and surplus materials, rubbish, and construction facilities from site.

#### 1.4 PROTECTING INSTALLED CONSTRUCTION

1. Protect installed Work and provide special protection where specified in individual specification sections.
2. Provide protective coverings at walls, projections, jambs, sills, and soffits of openings.
3. Protect finished floors, stairs, and other surfaces from traffic, dirt, wear, damage, or movement of heavy objects, by protecting with durable sheet materials.
4. Prohibit traffic or storage upon waterproofed or roofed surfaces. When traffic or activity is necessary, obtain recommendations for protection from waterproofing or roofing material manufacturer.
5. Prohibit traffic from landscaped areas.

#### 1.5 PROJECT RECORD DOCUMENTS

1. Maintain on site one set of the following record documents; record actual revisions to the Work:
  1. Drawings.
  2. Specifications.
  3. Addenda.
  4. Change Orders and other modifications to the Contract.
  5. Reviewed Shop Drawings, Product Data, and Samples.
  6. Manufacturer's instruction for assembly, installation, and adjusting.
2. Ensure entries are complete and accurate, enabling future reference by Owner.
3. Store record documents separate from documents used for construction.
4. Record information concurrent with construction progress, not less than weekly.
5. Specifications: Legibly mark and record at each product section description of actual products installed, including the following:
  1. Manufacturer's name and product model and number.
  2. Product substitutions or alternates utilized.
  3. Changes made by Addenda and modifications.
6. Record Drawings and Shop Drawings: Legibly mark each item to record actual construction including:
  1. Measured depths of foundations in relation to finish first floor datum.
  2. Measured horizontal and vertical locations of underground utilities and appurtenances, referenced to permanent surface improvements.

3. Measured locations of internal utilities and appurtenances concealed in construction, referenced to visible and accessible features of the Work.
  4. Field changes of dimension and detail.
  5. Details not on original Contract drawings.
7. Submit documents to René Acosta-Arquitectos with claim for final Application for Payment.

## 1.6 OPERATION AND MAINTENANCE DATA

1. Submit data bound in 8-1/2 x 11 inch text pages, capacity expansion binders with durable plastic overs.
2. Prepare binder cover with printed title "OPERATION AND MAINTENANCE INSTRUCTIONS", title of project , and subject matter of binder when multiple binders are required.
3. Internally subdivide binder contents with permanent page dividers, logically organized as described below; with tab titling clearly printed under reinforced laminated plastic tabs.
4. Drawings: Provide with reinforced punched binder tab. Bind in with text; fold larger drawings to size of text pages.
5. Contents: Prepare Table of Contents for each volume, with each product or system description identified, typed on white paper, in three parts as follows:
  1. Part 1: Directory, listing names, addresses, and telephone numbers of René Acosta-Arquitectos, Contractor, Subcontractors, and major equipment suppliers.
  2. Part 2: Operation and maintenance instructions, arranged by system and subdivided by specification section. For each category, identify names, addresses, and telephone numbers of Subcontractors and suppliers.  
Identify the following:
    1. Significant design criteria.
    2. List of equipment.
    3. Parts list for each component.
    4. Operating instructions.
    5. Maintenance instructions for equipment and systems.
    6. Maintenance instructions for special finishes, including recommended cleaning methods and materials, and special precautions identifying detrimental agents.
  3. Part 3: Project documents and certificates, including the following:
    1. Shop drawings and product data.
    2. Air and water balance reports.
    3. Certificates.
    4. Photocopies of warranties.

1.7 SPARE PARTS AND MAINTENANCE PRODUCTS

1. Furnish spare parts, maintenance, and extra products in quantities specified in individual specification sections.
2. Deliver to Project site and place in location as directed; obtain receipt prior to final payment.

1.8 PRODUCT WARRANTIES AND PRODUCT BONDS

1. Execute and assemble transferable warranty documents and bonds from subcontractors, suppliers, and manufacturers.
2. Verify documents are in proper form, contain full information, and are notarized.
3. Co-execute submittals when required.
4. Include Table of Contents and assemble in three D side ring binder with durable plastic cloth cover.
5. Submit prior to final Application for Payment.
6. Time Of Submittals:
  1. Make other submittals within ten days after Date of Substantial Completion, prior to final Application for Payment.
  2. For items of Work for which acceptance is delayed beyond Date of Substantial Completion, submit within ten days after acceptance, listing date of acceptance as beginning of warranty or bond period.

PART 2 PRODUCTS

Not Used.

PART 3 EXECUTION

Not Used.

END OF SECTION