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USACE / NAVFAC / AFCEA / NASA                      UFGS-01 78 00.00 40 (April 2006)  
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Preparing Activity:    NASA                      Superseding  
   NASA-01780S (December 2005)

UNIFIED FACILITIES GUIDE SPECIFICATIONS

Revised throughout - changes not indicated by CHG tags

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DIVISION 01 - GENERAL REQUIREMENTS

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CLOSEOUT SUBMITTALS

04/06

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SECTION 01 78 00.00 40

CLOSEOUT SUBMITTALS  
04/06

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NOTE: Delete, revise, or add to the text in this section to cover project requirements. Notes are for designer information and will not appear in the final project specification.

This broadscope section covers data, normally submitted for project record and facility maintenance. This section must be coordinated with the project requirements and the technical sections.

Comments and suggestions on this guide specification are welcome and should be directed to the technical proponent of the specification. A listing of technical proponents, including their organization designation and telephone number, is on the Internet.

Recommended changes to a UFGS should be submitted as a Criteria Change Request (CCR).

Use of electronic communication is encouraged.

Brackets are used in the text to indicate designer choices or locations where text must be supplied by the designer.

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### PART 1    GENERAL

#### 1.1    SUMMARY

The requirements of this Section apply to, and are a component part of each section of the specifications.

#### 1.2    REFERENCES

Not Used

#### 1.3    SUBMITTALS

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NOTE: Review Submittal Description (SD) definitions

in Section 01 33 00 SUBMITTAL PROCEDURES and edit the following list to reflect only the submittals required for the project. Submittals should be kept to the minimum required for adequate quality control.

A "G" following a submittal item indicates that the submittal requires Government approval. Some submittals are already marked with a "G". Only delete an existing "G" if the submittal item is not complex and can be reviewed through the Contractor's Quality Control system. Only add a "G" if the submittal is sufficiently important or complex in context of the project.

For submittals requiring Government approval on Army projects, a code of up to three characters within the submittal tags may be used following the "G" designation to indicate the approving authority. Codes for Army projects using the Resident Management System (RMS) are: "AE" for Architect-Engineer; "DO" for District Office (Engineering Division or other organization in the District Office); "AO" for Area Office; "RO" for Resident Office; and "PO" for Project Office. Codes following the "G" typically are not used for Navy, Air Force, and NASA projects.

Choose the first bracketed item for Navy, Air Force and NASA projects, or choose the second bracketed item for Army projects.

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Government approval is required for submittals with a "G" designation; submittals not having a "G" designation are [for Contractor Quality Control approval.] [for information only. When used, a designation following the "G" designation identifies the office that will review the submittal for the Government.] Submit the following in accordance with Section 01 33 00 SUBMITTAL PROCEDURES:

#### SD-01 Preconstruction Submittals

The following shall be submitted in accordance with paragraph entitled, "General," of this section.

Reproducible Drawings  
CAD System Drawings

#### SD-02 Shop Drawings

Record Drawings shall be submitted in accordance with paragraph entitled, "General," of this section.

#### SD-03 Product Data

Spare Parts Data shall indicate manufacturer's name, part number, nomenclature, and stock level recommended for maintenance and repair. List those items that may be standard to the normal maintenance of the system.

#### SD-07 Certificates

A [Work Plan](#) shall be submitted in accordance with paragraph entitled, "General," of this section.

#### SD-08 Manufacturer's Instructions

The following shall be submitted in accordance with paragraph entitled, "General," of this section.

[Preventative Maintenance](#) and [Condition Monitoring \(Predictive Testing\)](#) and [Inspection](#) schedules shall be submitted by the Contractor with instructions that state when systems should be retested.

Schedule shall define the anticipated length of each test, test apparatus, number of personnel identified by responsibility, and a testing validation procedure permitting the record operation capability requirements. Each test feature; e.g., [liter per second](#), [rpm](#), [kilopascal gpm](#), [rpm](#), [psi](#), shall have a signoff blank for the Contractor and Contracting Officer. A remarks column of the testing validation procedure shall include references to operating limits of time, pressure, temperature, volume, voltage, current, acceleration, velocity, alignment, calibration, adjustments, cleaning, or special system notes. Procedures for preventative maintenance, condition monitoring (predictive testing) and inspection, adjustment, lubrication and cleaning necessary to prevent failure shall be delineated.

#### [Posted Instructions](#)

#### SD-10 Operation and Maintenance Data

[Operation and Maintenance Manuals](#) shall be submitted in accordance with paragraph entitled, "Operation and Maintenance," of this section.

### 1.4 GENERAL

[Reproducible Drawings](#) and [CAD System Drawings](#) shall be submitted as follows:

[[\_\_\_\_\_] [Three] reproducible copy(s) of each drawing, product data record, or log] [[5.25] [\_\_\_\_\_] CAD system floppy disk showing each drawing, product data record, or log] shall be submitted for historical record.

Final drawings shall incorporate contract changes and plan deviations. Lines, letters, and details will be sharp, clear, and legible. Additions or corrections to the drawings will be drawn to the scale of the original drawing. One copy, marked with review notations by the Contracting Officer, will be returned to the Contractor. Drawings are to be resubmitted within [\_\_\_\_\_] [30] calendar days after the completion of the representative work effort.

Documents shall be current. Contractor shall not conceal record information until Record Drawings have been made. Record drawings shall be submitted with a transmittal letter containing date, project title, Contractor's name and address, document list, and Contractor's signature.

Record Drawings shall be submitted under the following criteria:

In order to minimize the time for final payment at the completion of the project, the Contractor shall update the Record Drawings every month with the Contracting Officer's authorized representative. This update will be a part of "the monthly request for payment meeting," and payment--or a portion of the payment, including final payment--may be withheld until the Record Drawings have been updated, and accepted by the Contracting Officer.

After completion of all construction and before final payment is made under this contract, the Contractor shall provide the Contracting Officer with [one complete set of tracings on mylar of the full size contract drawing, and one complete full size reproduction, on paper, of these tracings] [one complete set of contract drawings in sepia marked-up reproducible blackline, and one full size reproduction, on paper, of marked-up sepias. (Contracting Officer will provide original contract sepias for this purpose.)] [one complete set of full size blue line contract drawings with alterations shown in red pencil] [one complete set of CAD system drawings with all changes clearly identifiable on the computer screen along with one hard copy of the same (with advance permission given by the Contracting Officer)].

Preventative Maintenance and Condition Monitoring (Predictive Testing) and Inspection schedules shall be submitted by the Contractor with instructions that state when systems should be retested.

Schedule shall define the anticipated length of each test, test apparatus, number of personnel identified by responsibility, and a testing validation procedure permitting the record operation capability requirements. Each test feature; e.g., liter per second, rpm, kilopascal gpm, rpm, psi, shall have a signoff blank for the Contractor and Contracting Officer. A remarks column of the testing validation procedure shall include references to operating limits of time, pressure, temperature, volume, voltage, current, acceleration, velocity, alignment, calibration, adjustments, cleaning, or special system notes. Procedures for preventative maintenance, inspection, adjustment, lubrication and cleaning necessary to minimize corrective maintenance and repair shall be delineated.

Repair requirements shall inform operators how to check out, troubleshoot, repair, and replace components of the system. Instructions shall include electrical and mechanical schematics and diagrams and diagnostic techniques necessary to enable operation and troubleshooting of the system after acceptance.

A Work Plan shall be submitted to the Contracting Officer for project closeout. Plan shall include all scheduled inspections, instruction classes, items, closeout dates for all functions, and shall list the required Government and Contractor personnel that will be taking part in these functions.

Posted Instructions shall be submitted by the Contractor with labels, signs, and templates of operating instructions that are required to be mounted or installed on or near the product for normal, safe operation.

Contractor shall submit [6] [\_\_\_\_\_] copies of the project operation and maintenance manuals 30 calendar days prior to testing the system involved. Data shall be updated and resubmitted for final approval no later than 30

calendar days prior to contract completion.

**Spare Parts Data** shall 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.

Contractor shall supply [\_\_\_\_\_] 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.

## PART 2 PRODUCTS

Not Used

## PART 3 EXECUTION

### 3.1 OPERATION AND MAINTENANCE

**Operation and Maintenance Manuals** shall be consistent with the manufacturer's standard brochures, schematics, printed instructions, general operating procedures, and safety precautions. Information shall be bound in manual format and grouped by technical sections. Test data shall be legible and of good quality. Light-sensitive reproduction techniques are acceptable provided finished pages are clear, legible, and not subject to fading. Pages for vendor data and manuals shall have 10 millimeter 0.3937-inch holes and be bound in 3-ring, loose-leaf binders. Data shall be organized by separate index and tabbed sheets, in a loose-leaf binder. Binder shall lie flat with printed sheets that are easy to read. Caution and warning indications shall be clearly labeled.

Contractor shall submit classroom and field instructions in the operation and maintenance of systems equipment where required by the technical provisions. These services shall be directed by the Contractor, using the manufacturer's factory-trained personnel or qualified representatives. Contracting Officer shall be given 7 calendar days written notice of scheduled instructional services. Instructional materials belonging to the manufacturer or vendor, such as lists, static exhibits, and visual aids, shall be made available to the Contracting Officer.

-- End of Section --